



**Special Event
Application Handbook**

DEFINITION OF SPECIAL EVENT

A Special Event shall be defined as any public gathering that is outside the normal usage such as a block party, festival, parade, celebration, concert, tournament or any similar occurrence to be conducted in or on any land that is owned or managed by the City of Hendersonville Parks and Recreation Department.

APPLICATION PROCESS

Festival/event & tournament organizers must complete and submit a Special Event Application to the Hendersonville Parks and Recreation Department **no later than 60 days prior to the scheduled event**. All new events must come before the Parks Board for final approval. Application must be in the Parks office a minimum of 10 days prior to the meeting in order to be placed on the agenda. Parks Board meetings are typically the fourth Monday of each month. A representative of the event must be present at the Parks Board meeting in order for event to be considered for approval. Special exceptions will be reviewed on a case by case basis.

APPLICATION INSTRUCTIONS

These instructions are intended to help you complete the Special Event Application and any other associated forms. Please take the time to read these instructions prior to completing your application. If you have any questions, please do not hesitate to contact us. All information must be legibly printed in ink. It is very important that our agency and others be able to read the information. Return applications to:

**Hendersonville Parks Department
ATTN: Andrea Wise, Special Events Program Manager
101 Maple Drive North
Hendersonville, TN 37075**

Please feel free to contact us at any time for additional applications or with questions regarding your application between 8:00 am and 5:00 pm, Monday through Friday at (615) 822-3898. The department's fax number is (615) 590-4621.

SPECIAL EVENT APPLICATION

All events require the Special Event Application to be completed. You may be required to complete other forms depending on the size and/or features of your event. Below are descriptions of each section on the Special Event Application. Please refer to these descriptions while completing your application. If at any time the application form doesn't provide adequate space, provide the additional information on a separate sheet and write "see attached" on the application form. When additional sheets are attached, place the event name and event date at the top of each additional sheet.

APPLICANT INFORMATION

Event Name: Enter the name of your event. This name should be the one that you are using to advertise your event.

Event Producer: Enter the name of the organization, corporation, neighborhood group, etc. that is producing the event.

Primary Contact: Enter the name of the primary person who is to be contacted regarding the application or event.

Address, City, State, and Zip: Enter the mailing address information of the event producer in these blanks.

Phone (Work, Home, Cell and Fax): Enter the primary contact's telephone numbers. It is important that the city can contact these person(s) at all times during the event.

Email: Enter the primary contact's email address.

EVENT INFORMATION

Event Type: Check the box(es) that applies

Event Location: Check the box(es) that applies

Fields Requested: Check the box(es) that applies

Event Date(s): Enter the date(s) that the event will be open and closed for attendance.

Estimated Attendance: Enter the estimated number of attendees/teams you are expecting for the entire event.

Peak Attendance: Enter the estimated highest number of attendees/teams you are expecting at any one time during the event.

Hours of Operation: Enter the hours the event will be open. If open multiple days, list hours separately for each day.

Site Preparation: Enter the date and time you will start to prepare the event site. If no preparation is necessary, enter "N/A".

Event Description: Enter a brief description of event. Please describe any unique characteristics of your event.

Requested Services: Check all the needs, services or features that you are requesting of the Parks Department.

Will an admission fee be charged? Please indicate if an admission fee will be charged. If yes, indicate the amount of the fee or fees.

Is the Event: Check if the event is either For Profit, Not for Profit or a Charitable Fundraiser. If selecting Not for Profit, the organization must be recognized by the Internal Revenue Service as a non-profit organization and must provide proof of this in the form of the Federal ID# and/or a copy of the IRS exempt statement. If the event is a Charitable Fundraiser, the application must be accompanied by proof of Charity that will be receiving the profit.

RAIN/CANCELLATION POLICY

Describe your rain or cancellation policy if you have one. Also, provide alternative dates, times and locations. The Hendersonville Parks Department reserves the right to close fields/courts or cancel event for weather related issues.

SECURITY

It is the responsibility of the applicant/event producer to provide adequate security for the event. The type and location of the event, availability of sufficient City police personnel, and other factors will determine the amount of security required at any event. The Hendersonville Police Department staff assigned to a particular event will have the sole discretion in all matters regarding security, traffic and crowd control at special events in the City of Hendersonville. The event producer will be responsible for obtaining extra security personnel for the following responsibilities:

- Gate security
- Security for VIPs/celebrities
- Security of money handling room(s)
- Stage security
- Overnight security or security outside event hours
- Private parking lot security
- Security for event equipment, trailers, supplies, etc.

EMERGENCY MEDICAL ASSISTANCE

Depending on the size and nature of your event, emergency medical services for the event patrons may be required.

VENDORS

Vendors must meet the following requirements below prior to being approved to serve during a special event and/or tournament within the City of Hendersonville's parks. Additionally, the Parks Department prohibits vendors from setting-up on a regular basis, for any activity other than a special event or tournament.

- Vendor Fee of \$30 must be submitted to the Parks Department made payable to the "City of Hendersonville". This fee will be billed in addition to all other event/tournament fees following the completion of the event. The organizer of the event/tournament must collect the fee from the vendors and pay upon due date. (*Vendor Fee Adjusted & Passed by Parks Board June 25, 2018 and effective July 1, 2018*)
- A list of all vendors must be submitted to the Parks Department the week prior to the event/tournament for approval.
- The Parks Department will issue a "Special Event Vendor Permit" for all approved vendors, which must be on display at all times during the approved event.
- Vendors must provide the Parks Department proof of insurance, in the form of a certificate of Liability Insurance, naming the City of Hendersonville's Parks Department as additionally insured.
- Food vendors must provide the Parks Department a copy of their current food permit.

Violators of the above requirements will be removed from the parks and subject to additional fines by the police and/or parks departments.

ELECTRICAL SERVICE

Please list all booths, inflatables, cooking equipment, etc. that will be requiring the use of electricity at the event. Providing for your electrical needs has certain limitations, depending on where the event is held. If the park property where you are holding your event does not have adequate electrical outlets, the producer of the event is responsible for obtaining the proper power supply to satisfy the needs of the event. This is normally in the form of gasoline powered generators. All electrical issues must be discussed with the maintenance supervisor.

INSURANCE

The applicant/event producer must comply with the following insurance requirements to be considered for a Special Event. Insurance must be submitted within 14 days of the event to the Hendersonville Parks and Recreation Department. Failure to submit appropriate insurance will result in cancellation of event.

The applicant/event producer and the vendors that are contracted by them must purchase and maintain, for the duration of the event including setup and dismantling, the following types of insurance at their own cost and expense:

- 1.) Comprehensive General Liability Insurance** – A general liability insurance policy, or its equivalent, written on an occurrence basis (or yearly basis), with a minimum of \$1,000,000 combined single limit of liability per occurrence for bodily injury, personal injury, and property damage is required. If food or beverages are to be served, then product liability coverage must also be included with a minimum of \$1,000,000 per occurrence.
- 2.) Additional Insurance Requirements** – the applicant/event producer and all vendors must list the City of Hendersonville as Additional Insured for the event on all insurance policies with regards to event.
- 3.) Carnival Rides/Inflatables** – The producer must obtain liability insurance to cover any and all carnival rides/inflatables, with a minimum coverage of \$1,000,000 per occurrence.

The City of Hendersonville reserves the right to require insurance of applicant/event producers and/or vendors for activities other than those specifically mentioned above, or to increase the minimum acceptable limits of liability with reasonable notice to the applicant/event producer.

4.) Live Music – the event producer must obtain all legal approval and verification for use of any live music through the proper music publishing companies. Proof of approval must be submitted to the Hendersonville Parks and Recreation Department prior to event. Failure to obtain permission will result in bands/musicians being removed from event.

NOISE VARIANCE

For all events that have live or amplified sound or music, the applicant/event producer must complete a Sound Permit with the City of Hendersonville.

MEETINGS/PREPARATIONS

The primary contact for each event is responsible for meeting with the Parks Department either in person, over the phone or electronically in the weeks and days prior to event to update on any needs from the Parks Department. The primary contact is responsible for meeting with the Maintenance Supervisor and Special Event Coordinator prior to event to coordinate any maintenance issues for event that may include extra trash collection, field maintenance, etc. Any and all communication with the Parks Department concerning needs or questions for event is strongly encouraged. Failure to abide by the meeting schedule will result in date being released for the following year.

FEES

There will be an application fee associated with certain special events based upon the Special Events Coordinator's discretion. This fee must be paid once the event is approved to secure the date for your event. Fee structures are listed below. It

Vendors – payment must be one sum from the producer of event (this fee occurs for ALL events)

- \$30 flat fee per vendor per event

EVENT FEES:

Non-Refundable Deposit – *Passed by Parks Board June 25, 2018 and effective starting July 1, 2018*

- A Special Event/Tournament application must be submitted along with a \$100 non-refundable deposit no more than 30 days prior to the event.
- Once the event occurs, the \$100 deposit will be applied to the total event fees owed. In the event of inclement weather, the deposit would be returned without penalty. If the event is cancelled by the organizer less than 30 days prior to the event, the \$100 deposit will not be returned.
- If the deposit and application are not submitted prior to the 30 days, the fields/event space may be released to another event or tournament.
- If the City denies the request for an event, the deposit would be returned without penalty.

Sports Camps: 2 weeks or less

- \$5 per participant

Sports Tournaments – *Passed by Parks Board January 22, 2018 and effective immediately*

- Deposit of \$100 due one week after event approval --- deposit is applied to city fees upon completion of tournament
- \$75 per field / per day for baseball or softball
- Daily Rate of \$30 per field for 1.5-hour time slot (baseball/softball/soccer/football)

- Daily Rate of \$20 per inline hockey rink for 1.5-hour time slot
- Includes lining and dragging fields one time for the day before games begin
- Includes lights for any fields requested
- Additional mandatory fee of \$100 per Saturday for baseball, softball and soccer. This would cover (1) maintenance staff person for 4 hours on Saturday for trash, restrooms, etc.
- Optional Extra Maintenance (would include additional field dragging, etc)
 - Saturdays -- \$25 per hour per man (2 hour minimum)
 - Sundays -- \$40 per hour per man (2 hour minimum)
- \$500 per day on any weeknight for entire DC Soccer Complex for tournaments
- \$1000 per weekend (Saturday & Sunday) for entire DC Soccer Complex for tournaments

School Fees:

- \$500 per tournament that lasts 5 days or more
- \$300 per tournament for 4 days or less
- Unlimited tournaments per year / per school / per sport at the “school rate”
- For baseball & softball, includes lining and dragging one time for the day before games begin

Fishing Tournaments – this includes the use of one shelter – *Passed by Parks Board August 22, 2016 and effective August 23, 2016*

- \$150 per tournament

Other Events – this includes the use of one shelter (where applicable)

- \$100 for small event (500 people or less)
- \$250 for large event (more than 500 people)

Note: Fees for any tournament shortened due to inclement weather will be adjusted as needed by Director and Staff.

FINANCIAL STATEMENT

A complete financial statement must be submitted to the Parks Department office within 30 calendar days of the completion of event. This statement should include all funds received/collected and all expenditures. The event the producer may need to come before the Parks Board to review the financial statement.



Special Event Application

APPLICANT INFORMATION

EVENT NAME: _____

EVENT PRODUCER: _____

PRIMARY CONTACT: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: WORK: _____ HOME: _____

CELL: _____ FAX: _____

EMAIL: _____

EVENT INFORMATION

EVENT TYPE: Festival/Event Walk/Run Camp
 Sports Tournament Fishing Tournament Other _____

EVENT LOCATION: Memorial Park Sanders Ferry Park Veterans Park
 Drakes Creek Park Mallard Point Other _____

FIELDS REQUESTED: DC1 DC2 DC3 DC4 DC5 DC6 DC7 DC8 DC9
 DC10 DC11 DC12 DC13 VP1 VP2 VP3
 Soccer Complex Football Complex Inline Rinks Tennis Courts Pedestrian Trail

EVENT DATE(S): _____

HOURS OF OPERATION: _____

TOTAL ATTENDANCE: _____

Number of attendees/teams that will be participating in event.

SITE PREPARATION DATE: _____

EVENT DESCRIPTION: Give a brief description of the event. _____

REQUESTED SERVICES: Extra grass cutting Extra picnic tables Extra trash barrels
 Extra restroom facilities Restroom maintenance Trash Collection
 Field maintenance during event Concessions Parks Dept Staff
 Other _____

Will Extra Field Maintenance be needed during the event? NO YES

If YES, please provide dates & times requested _____

WILL THERE BE AN ADMISSION FEE CHARGED? NO YES AMOUNT _____

IS THIS EVENT: FOR PROFIT NOT FOR PROFIT CHARITABLE FUNDRAISER
Must provide legal documentation for non-profit organizations. Charity _____

RAIN/CANCELLATION POLICY: Is there a rain policy for your event? If yes, please give a brief description along with optional date(s) and time(s) _____

WILL THIS BE AN ANNUAL EVENT? Yes No

EMERGENCY MEDICAL ASSISTANCE: Depending on the size and nature of your event, you may be required to provide emergency medical services for the event patrons.

Will Emergency Medical Assistance be provided? Yes No

Provider: _____ Contact Number: _____

VENDORS: List all vendors by name, address and contact number along with the products and/or services that they will be providing at the event. _____

ELECTRICAL SERVICES: List all booths, inflatables, cooking equipment, timing equipment, etc. that will be requiring the use of electricity at the event. _____

LIVE MUSIC CLAUSE

Applicant/Event Producer shall be responsible for obtaining all legal permissions and/or permits for any and all live music to be performed at the event. Permissions must be obtained from the proper licensing and/or publishing companies. Proof of permission must be given to the City of Hendersonville Parks and Recreation Department. This includes all live music performed by bands and/or musicians.

HOLD HARMLESS CLAUSE

Applicant/Event Producer shall save and hold the City of Hendersonville and the Hendersonville Parks and Recreation Department harmless from and against all liability, claims and demands on account of personal injuries (including without limitation to the foregoing worker's compensation and death claims) or property loss or damage of any kind whatsoever, which arises out of or be in any manner connected with the performance of this contract, regardless of whether such injury, loss, or damage shall be caused by, or be claimed to be cause, by the negligence of the permit holder or the City of Hendersonville and Hendersonville Parks and Recreation Department; or by any agents or employees of any of the foregoing; or by accident; or otherwise.

If application is approved, the event producer is responsible to adhere to all rules and regulations as set forth in the Hendersonville Municipal Code. A copy of these regulations is available at City Hall or on the City's website.

The undersigned agrees to the terms of this agreement as outlined by the City of Hendersonville Parks and Recreation Department.

Signature

Date

OFFICE USE ONLY

Deposit Fee Paid \$__100__ Cash Check # _____ Parks Dept. (initials) _____ Date: _____
APPLICAION RECEIVED: _____ FINAL APPROVAL: _____