CITY OF CROSSVILLE, TENNESSEE
OUTDOOR FESTIVAL POLICY

SECTION 1: Definitions.

"Outdoor festival" means any event which occurs upon private or public property that will affect the ordinary use of the public property, alleys, streets, rights-of-ways, or sidewalks. This includes, but is not limited to fairs, festivals, foot runs, bicycle runs, cruise-ins, music events, and block parties. Private social gatherings which will not require the use of City streets other than for lawful parking are not included.

SECTION 2: Permit required; Exceptions.

(a) No person shall engage in, participate in, aid, form or start any outdoor festival without the approval of the Crossville City Council.
(b) This chapter shall not apply to governmental agencies acting within the scope of its functions.

SECTION 3: Application for Permit.

A person seeking issuance of an outdoor festival permit shall file an application with the City Clerk not less than 45 days before the date on which it is proposed to conduct the outdoor festival.

SECTION 4: Standards for Issuance of Permit.

The City Council shall issue a permit as provided when, after consideration of the application and from such other information as may otherwise be obtained, they find that:

(a) The outdoor festival will not require the diversion of so great a number of so many public employees that allowing the event would unreasonably deny service to the remainder of the City.
(b) The location of the outdoor festival will not cause undue hardship to adjacent businesses or residents.
(c) There are no other parade or outdoor festival permit applications for the same time and location that have been or will be granted, unless the parties have agreed to work in conjuntion with each other.
(d) There are no other parade or outdoor festival permit applications that have been or will be granted for other locations that would reduce police resources or other public employees, in combination with the second

application, to such an extent that the welfare and safety of persons and property would be adversely affected.

(e) The application contains incomplete or false information or the applicant fails to comply with the terms of this policy.

(f) The applicant has not previously held an outdoor festival and demonstrated an inability or unwillingness to conduct a festival pursuant to the terms and conditions of this policy.

SECTION 5: Contents of Permit Application.

Each outdoor festival permit application shall state the following information:

(a) The name, address and telephone number of the person or group seeking to conduct the outdoor festival;

(b) The date when the outdoor festival is to be conducted;

(c) Starting time and hours of operation of the outdoor festival;

(d) A detailed description of the location of the outdoor festival with a site map showing the area of the festival;

(e) A description of any outdoor public property to be affected and a description of any rights-of-way to be closed to the public;

(f) Written authorization to utilize any public property for such festival;

(g) A schedule of proposed events;

(h) A description of any recording equipment, sound amplification equipment or other devices to be used in connection with the festival;

SECTION 6. Insurance and Security Plan Required.

(a) The permittee shall obtain and present evidence of event insurance naming the City as an additional insured in an amount and from an insurance company satisfactory to the City.

(b) The applicant shall cooperate with the Crossville Police Department in designing a security plan for the outdoor festival that will involve the use of police officers, whether on duty or off duty.

(c) The applicant shall cooperate with the Crossville Street Department in designing a plan for the outdoor festival that will involve the blocking of streets and rights-of-ways.

SECTION 7. Other Requirements.

a) Permittee shall personally notify all businesses in the affected area of the event concerning the date and times, at least 30 days prior to event.

b) A contact name and mobile phone number shall be provided to the City Clerk, County Mayor, offices in the Milo Lemert Building, Chamber of Commerce, and Downtown Crossville, Inc.

c) Whenever possible, permittees are encouraged to give priority to local vendors.

SECTION 8. Sanitation and Cleanup.

(a) For events scheduled for more than two hours of street closure, permittee shall make arrangements for adequate restroom facilities either through permanent facilities and/or temporary facilities.

(b) For events scheduled for more than two hours, permittee shall provide adequate waste receptacles throughout the festival area.

ADOPTED, this 14th day of June, 2011.

Mayor Pro-Tem

ATTEST:

City Clerk