



**FOLLOWING IS AN OUTLINE FOR OBTAINING A SPECIAL EVENT PERMIT
FROM MONTGOMERY COUNTY**

No person, firm, corporation, or organization shall participate in, advertise for or in any way promote, organize, control, manage, solicit, or induce participation in an event on public property or a temporary road closure unless a permit has first been obtained from the Montgomery County Parks and Recreation Department.

This outline is intended to service as a guide and may not be inclusive of all City, State, Local and Federal requirements.

1. Obtain Permit Application Form from the Montgomery County Parks and Recreation office at 1030 Cumberland Heights Road, Clarksville, TN 37040 or download at www.mcgtm.org.
2. Return *completed* application by mail, fax, or email to the Parks and Recreation office at 1030 Cumberland Heights Road, Clarksville, TN or jwallbert@mcgtm.net or fax 931.980.1832 **at least 90 days prior to the event.**
3. Once the Montgomery County Parks and Recreation Department obtains all necessary additional requirements, the County will issue a Special Event Permit.

If you have any questions, please call 931.648.5732 or email jwallbert@mcgtm.net.



Montgomery County Parks and Recreation

Event Permit Application

Application is due 90 days prior to Scheduled Event.

Please read application carefully and fully complete each section.

Note: Filing this application does not guarantee that your request will be granted.

Please check all that apply:

- Road Closure Parade Run
 Special Event Motorcycle Ride Walk
 Bike Ride Beer Served (**Separate permit required**)

Please supply the following information. For additional space, use separate sheets of paper and attach to the application.

1. Name of Event / Date of Event / Purpose of Event:

2. Name of Applicant/Organization Requesting Permit:

3. Organization Type:

- Non-Profit Government Corporation

a. Address: _____

b. Phone: _____ c. Cell: _____ d. Fax: _____

e. Email Address: _____

4. Person in Charge on Day of Event: _____

5. Event Location: _____

6. Event Hours of Operation: _____



APPLICATION CHECKLIST

_____ **Insurance Certificate is required. Montgomery County will be listed as additional Insured**

_____ Copy of notification/petition, how and when notification was given to affected businesses and/or residents. If by email a list will need to be provided. If by going door to door a copy of signatures must be provided.

_____ County Sheriff – May require a fee – 931-648-0611

_____ Emergency Management Agency – 931-648-5702

_____ Emergency Medical Services – May require a fee – 931-648-5737

_____ Montgomery County Parks Department – 931-648-5732



PLEASE READ ATTACHMENTS BEFORE SIGNING APPLICATION

1. I/We agree to abide by all ordinances and regulations of Montgomery County and all conditions placed upon the event by the Montgomery County Parks and Recreation Department.
2. I/We do swear of affirm that all of the information given in this application is true and complete.
3. I/We do hereby agree to assume the defense of and indemnify and save harmless to Montgomery County, its Parks Department, Parks Committee, commissioners, officers, employees and agents, from all suits, actions, damages or claims to which the County may be subjected of any kind or nature whatsoever resulting from, caused by, arising out of or as a consequence of such event and the activities permitted.
4. I/We agree to provide a copy of this signed Event Application to any vendors, planners, and related parties associated with the event to ensure they are familiar with the guidelines set forth herein.
5. I/We understand that I/we assume the responsibility of the actions of any vendors, planners, and related parties for this event.
6. I/We understand that granting of Special Event Permit does not imply granting of other permits that are separately required.

BY: _____ Date: _____
Event Coordinator

Office Use Only
Permit #:



Special Event Permit

Montgomery County, Tennessee

Issued To:

The above named person and/or organization is hereby authorized to conduct ...

This permit is void after ...

Issue Date: ...

By: ...