



OUTLINE FOR NOTIFYING MONTGOMERY COUNTY OF A SPECIAL EVENT

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 notification has first been obtained from the Montgomery County Parks and Recreation Department.

This outline is intended to serve as a guide and may not be inclusive of all City, State, Local and Federal requirements. Please complete application for any event expecting 500 or more attendees/participants and/or road closures.

1. Obtain 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 parks@mcgtm.net, jwallbert@mcgtm.net or fax 931.980.1832 **at least 30 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 Notification.

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



Montgomery County Parks and Recreation

Event Notification Application

Application is due 30 days prior to Scheduled Event.

Please read application carefully and fully complete each section.

Type of event: (i.e.: run/ race, wedding, party, fundraiser, etc.)

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. Day of Event Contact (name & phone): _____

5. Event Location: _____

6. Event Hours of Operation: _____

7. Estimated Number of Attendees: _____ 8. Estimated Number of Cars: _____

9. Do you anticipate parking to exceed designated area? Yes No

10. Will you be serving alcohol at your event? Yes No



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

_____ Highway Department – May require a fee – 931-648-5740

_____ Map or List of Road Closures or Roads Used (if applicable)



PLEASE READ ATTACHMENTS BEFORE SIGNING APPLICATION

1. I/We agree to abide by all resolutions 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 Notification does not imply granting of other permits that are separately required.

BY: _____ Date: _____

Event Coordinator