



Legal Department

SPECIAL EVENTS POLICY OVERVIEW

Effective September 20, 2013, the City of Johnson City instituted a new Special Events policy. This policy is designed to provide effective coordination of the many events held in the City of Johnson City each year.

I. Types of Events Covered.

The events included under this policy include public or private events held wholly or partially on City owned or maintained property. Commercial block parties are covered, as are most events held downtown with a street closure. Neighborhood residential block parties are not covered, and will continue to have a separate application process.

This policy also does not cover events held at Memorial Park Community Center or other shows and exhibits held at indoor private/public facilities.

II. Event Application Procedure.

A sponsor wishing to obtain a special event permit must observe the following procedure:

A. **Application.** At least 90 days prior to the first day of the event, submit a completed "Application For Special Events Permit" to the Legal Department at the following address:

**Legal Department
Special Event Permit
601 East Main Street
Johnson City, TN 37601**

Or submit an on-line application; go to www.johnsoncitytn.org for more information.

The completed Application must include a description of the event, sponsor contacts, a detailed map of event site, a description of city services requested, and information on the sponsor's insurance. **All events must have proper insurance coverage, as determined by the City's Risk Management Director. If you would like to get a quote or obtain insurance through TML's "Tenant User Liability Insurance Program" (TULIP), please read attachments below.**



TULIP Brochure



TULIP How To Guide

B. **Notification letter.** The event organizer may be required to deliver written notice to all businesses and residents on or near the event site. The notice must include the following:

- Date, time and location of event;
- Date, time and location of all related street closures;
- Name, address and phone number of event organizer; and
- Name, address, and phone number for the Legal Department's office.



Legal Department

It is suggested that the event organizers inform all businesses and residents within a two (2) block radius of the event, of the event dates and any related street closures.

C. **Vendor License.** If the event is to include sales of goods or food, prior to the first day of the event, the sponsor must submit a list of all participating vendors and a Special Events Vendor License application for each vendor authorized to sell at the event and not holding a current City vendor license. A licensed City vendor must also submit an application, if he will sell items different from those he is authorized to vend, or if his current license otherwise does not allow him to sell at the special event. *Each event sponsor is encouraged to advertise the vendor license process on their materials to ensure a cohesive process.* Each vendor license application must be accompanied by a \$50.00 fee. You may find the application on-line at:



Vendor License Application

Contact: Finance Department, Administrative Coordinator
601 East Main Street
Johnson City, TN 37601
Phone: 423-434-6032

Vendors selling food may also need prior approval from the Washington County Health Department.



Requirements to obtain a Temporary Permit

Health Department Permit

Contact: Washington County Health Department-Environmental Health Division
100 East Main Street, Jonesborough (Courthouse)
PO Box 219
Jonesborough, TN 37659
Phone: 423-975-2200

If food will be served, the event organizer must call the Health Department to discuss rules and regulations. Only events that are two days or more in length require a permit and are inspected. One day only events are not regulated. Health Department official(s) will do an on-site inspection of all food vendors. The Health Department has the right to close any vendor not abiding by health codes.



Legal Department

D. **Reimbursable Expenses.** The City may request to be reimbursed for certain fees and charges, depending on the character of the event. Some reimbursable costs may be for Police, Public Works or Sanitation. For example if the Police Department normally has two officers in the area where an event will be held, but needs off-duty officers to work because of the event, the event sponsor may be requested to pay the cost for the additional officers. Compensation for a police officer working a special event is \$20.00 per hour. This fee will be paid to the individual officer. Compensation for the officer will be for a minimum of four hours, even if the event is of a shorter duration.

E. **Solid Waste and Litter Free Event.** The City of Johnson City encourages all events held in the City to be Litter-free. Event Coordinator should contact *Solid Waste Division* at 423-975-2792 for more information. The City provides options during festivals for solid waste services such as garbage collection and recycling containers.

***Note: Fats, oils and grease are a leading cause of sewer backups, septic system failures and environmental disasters. Events that include deep frying cooking oil operations are required to use grey water and cooking oil disposal barrels provided by the Solid Waste Department.**

All cooking grease MUST be removed from the site immediately after the event. Illegal dumping of cooking grease will be prosecuted. The event sponsor has the option of using a private hauler. See attached listing of approved haulers. Please call 423.557.7749 or 423.483.5912 if you have questions or need assistance during festival hours.



Grease Trap Companies List

F. **Alcoholic Beverages.** If the event requests permission for drinking beer on City streets, alleys, or other City owned property, this application will require approval of three readings of an ordinance/application at the regularly scheduled City Commission meeting. Meetings are held the 1st and 3rd Thursdays of every month. These requests are limited to the Downtown area of the City in the B-2 Zoning District.

If the event sponsor is NOT a current beer permit holder then an application for a special occasion license is required. To qualify, the event sponsor must be a bona fide charitable non-profit organization (501(c) (3) or (4). These permits are limited to three events per organization in a twelve month period and will not be issued for longer than a consecutive twenty four hour period. A \$75.00 fee is required with the submitted application.



Beer License Application – Special Events



Legal Department

G. **Special Permits and Inspections.** The Fire Marshal's Office reviews site plans to determine clear access for emergency vehicles and clear access to fire hydrants and stand pipes. Event organizers will be required to provide a copy of a site diagram indicating the location of all tents, vendor booths or trailers, vehicles parked on site, stages, portable restrooms, fencing, entrance gates, alcoholic and non-alcoholic beverage booths, etc. The diagram must also indicate where streets will be blocked and how (fencing, barricades, etc.) The site diagram and Application for Tent Permit should be returned with the completed Event Application and will be forwarded to the Fire Marshal's Office for approval.

Fire Marshal's Office

Contact: Mike Hill

603 Bert St.

Johnson City, TN 37601

Phone: 423-434-6183

E-Mail: mhill@johnsoncitytn.org



Tent – Inflatables Permit Application

The City of Johnson City restricts certain types of signage and sign placement. Please contact the Development Coordinator for more details.

Planning Department

Contact: Development Coordinator

601 E. Main St.

Johnson City, TN 37601

Phone: 423-434-6053

E-mail: develop@johnsoncitytn.org

The Washington County/Johnson City Emergency Medical Services provides stand-by medical assistance for special events when requested. The application is available on-line at www.wcjcems.org. Or you may call 423-975-5500 for more information.

H. **Conclusion.** The Legal Department, will distribute the Special Events Form to representatives in the necessary departments. The Department representatives will recommend approval, denial, or approval with changes. Department representatives may also list any prerequisites required by that Department. The City Commission will review all large special event recommendations and determine approval, denial, or approval with changes. Small special events will be reviewed by the Legal Department or the City Manager. If the event is approved with changes, the Legal Department's office will assist and/or guide the organizer with making all necessary changes. Included with the letter of conditional approval will be an outline of all necessary additional requirements. Once the event organizer obtains all necessary additional requirements, the Legal Department will issue a Special Event Permit. If the event permit is denied, the Legal Department will issue a letter of denial.