



Chattanooga PARKS & OUTDOORS

Special Event Planning Guide

Thank you for hosting your special event in Chattanooga! We look forward to working with you to create a great experience for your audience and the City of Chattanooga!

Because every special event is unique, it's important that you consult with the Special Events Division as soon as your plan starts developing. Large-scale and/or first-year events need more time to plan than smaller, seasoned events.

A permit is required to hold events such as festivals, parades, walks, athletic events or block parties on public rights-of-way (City streets, sidewalks, alleys or easements). Permits are also required to hold outdoor public events on private property and on other City-owned properties (parks, lakes, the Tennessee River, the Walnut Street Bridge, etc.). Information and applications included in this packet pertain to the most common events.

Chattanooga is an active city with lots of things happening to keep you busy. As Chattanooga continues to grow, so does the frequency of special events, which requires coordination amongst multiple departments and agencies. Our goal is to help create enjoyable events for not only those participating but everyone in the community. We have compiled some resources to help make this process as efficient as possible, and to bring Chattanooga a diverse selection of events for citizens to participate in, as we understand there are many things to consider when planning an event, and the process can feel overwhelming if you've never been through it before. We hope this guidebook will help point you in the directions you need to go to make your event or program as safe and successful as it can be!

The goal of the Office of Special Events is to help make the coordination of your event in Chattanooga as seamless as possible.

Introduction

The purpose of the Special Event Planning Guide is to provide event coordinators with information, policies and procedures required to successfully navigate the City of Chattanooga Special Event Permit process.

Event coordinators are responsible for all aspects of planning and executing the event. The City strives to balance the needs of events with the event's impact to residents and businesses, and as such may require event coordinators to revise or modify their proposed plans.

After reviewing the following information, applicants may begin the Special Event Application process. City of Chattanooga staff will assist with coordination and approvals through the online application. Continue to refer to this document throughout the process of applying.

Special Event Permit Overview

A Special Event Permit is issued for an event utilizing public property including parks, streets, trails and waterways in the City of Chattanooga where planned activities go beyond normal use. A Special Event Permit is issued by the City of Chattanooga Division of Special Events & Programming to qualifying applicants. Special events include festivals, street fairs, concerts, races, regattas, etc. These events may include street closing and are marketed citywide or regionally and involve extensive planning and coordination with multiple city departments. The deadline to submit the Special Event Application for a Special Event Permit is **60 days** prior to the event.

A Special Event Permit is required if your event meets at least one of the following criteria listed below:

- When the special event involves the use of public property or impacts the public right-of-way;
- When the anticipated number will limit general public access to the park;
- Over (4) 10 ft. x 10 ft. pop up tents, tents larger than 10 ft. x 10 ft. or other temporary structures;
- Amplified sound beyond a personal/Bluetooth speaker or beyond normal park hours;
- Vendors/Sales;
- Closure of a street (does not include residential block parties);
- Event requires use of a waterway, trail, or street for a designated race course
- Community Market;
- Events with citywide marketing and promotion, including social media postings.

Race

A Special Event Permit is required for any organized race event taking place on public property. Races include activities where participants register for a competitive, timed, or fundraising event, and follow a predetermined course upon any street, public thoroughfare, and/or shared use path. Prior to a permit being issued, City Departments will determine if the course can safely accommodate the anticipated participants and to verify that there are no conflicts with other scheduled events.

Special Event Reservation

In order to reserve a public park space, an applicant must visit the Department of Parks & Outdoors reservation system, create an account within the system, and then reserve the space from a catalog of all available parks for rent.

Once that is complete, the applicant must complete the Intent To Apply (ITA) section of the online application process. Once the reservation has been reviewed, the Department of Parks & Outdoors (DPO) Division of Special Events & Programming (DSEP) staff will tentatively reserve available locations and contact the applicant to discuss further requirements. All reservations are tentative until a permit has been issued. Applicants are encouraged to review the Event Fee Schedule to determine potential costs associated with holding an event on public property. Park hours depend on the location of the park. DSEP accepts reservations up to one year in advance of an event.

Obtaining a Special Event Permit requires a park reservation (if within a public park), and completion of a Special Event Application. A park reservation gives a general overview of the event and allows DSEP to review and tentatively reserve all available requested locations and authorize the applicant to continue on to the Special Event Application. All reservations are tentative until a permit has been issued.

The Special Event Application provides the City of Chattanooga more in depth details of the event. Delays in providing required information may affect the ability to review an event application or result in the determination that the application is incomplete and cannot be approved. Incomplete applications will not be processed and submitting an application does not guarantee that you will be issued a Special Event Permit.

The Special Event Reservation may be started one year in advance. The Special Event Application must be submitted **60 days** prior to the event date. The official submission date is the date the Division of Special Events & Programming receives the submitted application.

DSEP honors the prospective dates of all returning events in good standing with the City of Chattanooga. Returning dates for signature events may follow a specific formula (i.e. second Sunday of January). All other returning events will be based on the closest date mirroring the previous year. Respective dates may not always follow the same weekend year-to-year based on how the calendar shifts. Often a month will have five Saturdays one year, but only four the following year. New requests are then accommodated on a first-come, first-served basis once

date and location availability are tentatively scheduled in the Special Event Reservation process.

Denial of a Special Event Reservation

An applicant may be denied the opportunity to reserve a City park or facility if it is determined by DPO that the intended use is not appropriate for the requested facility due to anticipated attendance, availability, pending facility construction or planned repairs, inadequate infrastructure (utilities, parking), unreasonable impact on public access and/or the department's ability to operate the requested facility in the manner in which it is intended. The Director of Special Events & Programming may also consider past performance of the applicant, provided there is proof that the applicant has previously violated conditions of park/facility use, permit requirements from other City Departments, or has unresolved financial obligations with the City Departments or privately operated properties adjacent to the requested park or facility.

Rain Date

Rain dates are subject to availability. Events on City streets must have rain dates noted on Special Event Reservation and all additional materials (i.e. petition pages, alcohol requests, etc.) at the time of filing. Race events are excluded from requesting rain dates.

City Fees and Costs

The Host Organization will be billed the permit fee based on the activities being proposed and City resources (such as trash receptacles) needed for the event. Payment of the permit fee does not guarantee that the Special Event Application is complete, nor does it guarantee that any or all aspects of the application will be approved. Permit and late fees are non-refundable.

In addition to the event permit fee, the applicant may be assessed other city permit fees, city department rates and fees, costs and fees associated with personnel or resources provided to the event by a City department, division or agency, as well as fines that may be assessed by the City for the cost to repair and/or restore any public property damaged by an event issued a permit by the City.

Cancellations/Refunds/Rescheduling

All cancellations must be made in writing to the Division of Special Events & Programming. Application fees are non-refundable and non-transferable to another event. Cancellation of the event by the applicant more than 30 days prior to the permit start date will receive a full refund for all permit fees paid less the non-refundable application fee. No refund will be issued for cancellations by applicants 30 days or less prior to the permit start date. Refunds will not be granted for permits which have expired, been revoked, or after work by the City has commenced. All refunds will be made payable to the applicant listed on the permit. Refunds are issued via check from the City Treasurer's Office and may take 4-6 weeks to receive. The City reserves the right to cancel or relocate an event due to poor weather and/or turf conditions

prior to, or on the day of the event that may cause excessive damage to City property. Permits may not be transferred or reassigned under any circumstances.

Police Support for Special Events

Chattanooga Police Department (CPD) offers policing services to assist special event organizers. Special event policing requests are applicable to private, for-profit, charitable, and city-sponsored events. Cost associated with the event for police related services is the responsibility of the event organizers.

Officer compensation is contingent on the nature of the event and may exceed the current hourly rate. An hourly cost per officer is assigned per hour with a minimum charge of four (4) hours for each officer. Billing will occur at the same rate for each additional hour requested above the four (4) hour minimum. Rates may change without notice. The rates charged will be those in effect at the time of the event and not at the time of booking.

Arrangement and delivery of the compensation for the scheduled hours shall take place, with the assigned police supervisor, prior to the event. Any compensation over the scheduled hours shall occur within 15 days of the event.

Note: any cancellations/changes require 36 hours advance notice to avoid minimum charges. Duties related to a special event include, but are not limited to - parades, roadway events, festivals, civic celebrations, major concerts or sporting events, filming, trade shows, traffic control, building escorts, oversized/weight load escorts, security and crowd management. Special events may be one-time infrequent or annually occurring activities that take place within the City of Chattanooga facilities or roadways.

Downtown Park Use

Park usage fees are charged for use of downtown riverfront parks (Coolidge Park, Ross's Landing, Renaissance Park, Walnut Street Bridge). Access to facilities and services are not available until 7:00 am. Items in park(s) outside of the permitted set-up to tear-down period, such as tents, portable restrooms, generators or dumpsters may result in additional park usage fees. Additional fees will also apply to equipment and facilities used in conjunction with or impacted by events.

Safety of Attendees

Event coordinators are not allowed to operate their own maintenance or lawn care equipment in City parks. Mechanical rides, dunk tanks, inflatable pools, horses, livestock, balloon releases, confetti or other similar items are prohibited. The installation of stages, scaffolding, portable buildings, sport courts, grandstands or bleachers must be authorized by permit. Use

of paint, dyes or spray chalk to mark hard surfaces, parking lots or trails is prohibited. Staples, nails and tacks cannot be used for hanging items on shelter houses, poles, bollards, bridges or trees. Parking is only allowed in designated areas. Vehicles, utility carts, golf carts, and ATVs are prohibited on playing fields, trails or any other grassy areas of parks without permission. It is also prohibited to climb any tree, shrub, statue, fountain, fence or railing within any park or use any structure for purposes for which it is not intended.

Public Disclosure

The City recognizes that the public has a legitimate interest in possessing information concerning events, particularly as they directly relate to potential impacts on areas they may work or reside. All information contained in an application or permit, and any supporting documents are subject to public disclosure. In addition, any invoices for City services as well as other rates/fees charged by the City made in connection with an event are subject to public disclosure.

Free Expression

Freedom of speech, press, religion, and assembly are rights protected by the First Amendment of the Constitution of the United States. To that end, people may exercise their rights in the City of Chattanooga. In order to best coordinate services, the City retains its responsibility to oversee the impact an activity will have on public safety and emergency services, the overall impact on business and residential access, and the ability of the event coordinator to organize a safe and secure event. Permits may be required for activities that take place on public property, impact normal flow of vehicular or pedestrian traffic, or require the use of equipment including but not limited to temporary structures, stages and amplified sound.

Spontaneous activities for which individuals or organizations cannot provide the level of advanced notice required, such as an event occasioned by recent news or current affairs, may submit a Special Event Application at any time before the activity. In order to best coordinate services, as much notice as possible is encouraged.

Activities that are not of a spontaneous nature, such as an organized demonstration or parade, are required to submit a Special Event Application to ensure the safety of all participants, spectators and motorists when such activities take place on public property.

Denial or Revocation of a Special Event Permit

The City shall deny or revoke a Special Event Permit if the applicant makes a false statement of material fact on the application, has not paid all fees, and has previously damaged City property, offered misrepresentations, or the event is in violation of any provision of the permit. Any and all outstanding fees from a previously held event must be paid in full before a newly submitted Special Event Reservation will be reviewed or approved. The permit shall also be denied or revoked if the Director of Special Events & Programming, Police Chief, Fire Chief, Mayor or their designee determine the event poses a serious threat to public health, safety or

welfare, or if the City of Chattanooga determines that the number of events occurring on or near the same date or in the same vicinity creates an unreasonable demand of City staff or resources.

Street Closures and Rights-of-Way Use

To be considered for a Special Event Permit with a Street Closure, a completed Special Event Application must be submitted. Applicants must include a Street Closure Petition signed by occupants (18 or older) of the total adjoining properties along with a legible site map of the event area including street names, barricade placement and all items that will be placed within the closure. Applicants must maintain a 20' fire lane with nothing within 3' of a fire hydrant if anything is placed on a street, arrange rental of all traffic control devices needed to inform the general public of traffic restrictions, and schedule to have any paid parking locations within the closure temporarily removed from service.

All applications are subject to the review and approval of the Chattanooga Police Department (CPD). Applications for closure of major thoroughfares (i.e. Market St., Broad St., etc.) are subject to the review and approval of the CPD Special Events Division, Chattanooga Fire Department (CFD), and the Chattanooga Division of Transportation (CDOT). Applicants may be required to hire extra duty police for traffic control. Fees for extra duty police are determined by CPD.

Traffic Control Devices

Providing barricades and other traffic control devices required for street, sidewalk and alley closures, etc. are the responsibility of the event coordinator. This equipment can be rented from a private contractor and must meet the specifications of CDOT. The City does not provide barricades and traffic control devices. Please review the Contacts section for a listing of local Traffic Control Device providers. You are not required to utilize any one specific company, but you must provide approved barricades for all closures.

Temporary Removal of Paid Parking

When closing public streets for event use, the applicant is responsible for temporary removal of both paid and free on-street locations in all closure areas. Races are only required to reserve paid parking meter locations and free parking locations within the street closure area.

Applicants will be responsible for identifying the location of all paid parking areas to be removed from service, and provide this information in the Special Event Application. This information will be automatically routed to the Chattanooga Parking Authority once the Special Event Application is submitted for review. Please note, paid parking includes parking meters, multi-space parking kiosks and mobile payment only zones. To gather mobile payment zone information, event staff will need to verify meter numbers by visiting each impacted street.

If the sponsoring organization is a non-profit, and the event is open to the public and held without an admission charge, the sponsoring organization may be eligible to have hourly parking fees waived via the [PACE program](#). Events must pay for paid parking revenue which is calculated by the Chattanooga Parking Authority for each paid parking meter or paid zone location space removed from service. Payment must be submitted and received 7 days prior to event set-up.

Event coordinators may be required to place temporary “Special Event - No Parking” signs reflecting the date(s) and time of day the parking will be removed from service seven (7) days in advance of the event. Temporary signs shall be attached to street signs posts. The temporary signs shall not block posted street signs. Event coordinators are responsible for the replacement of damaged or missing temporary signs before and during the dates and times listed on the permit.

CDOT may provide temporary signage, but the cost for any additional, necessary posted signage and/or maintenance of traffic items shall be paid by the applicant.

Race Event Operations

A Special Event Permit is required when participants register for a competitive, timed, or fundraising event, and follow a predetermined course upon any street, public right-of-way, and/or shared use path. Due to the volume of daily use, some streets and trail areas may not be used for race events. In the case that the theme or nature of the event requires it to be held at night, special coordination may be required to identify an available route.

All courses must be approved by CDOT and CPD. A map with a turn-by-turn description of the course must be submitted for any race.

Course marshals, police, first-aid, signage, traffic control devices and/or a staggered start may be required. Use of paint, dyes or spray chalk to mark hard surfaces, parking lots or trails is prohibited. All route markings must be temporary, and completely removed at the conclusion of the race.

Utilizing the Tennessee Riverpark

The City of Chattanooga and Hamilton County have shared responsibilities for Chattanooga’s expansive Tennessee Riverwalk. The City maintains and manages the section of the Riverwalk from Veterans Bridge to St. Elmo, while Hamilton County manages the section from the Chickamauga Dam to the Veterans Bridge. If an event would like to use a section of the Riverwalk that originates from a County facility, the event coordinator will need to contact Julie Weathers to schedule - (423) 209-5370 or JulieW@Hamiltontn.gov.

Special Event Permits for races on the TN Riverwalk do not close the riverwalk to the general public, but offer permission for the event to take place. Event coordinators are encouraged to place “Race in Progress” signs along the trail to notify the public.

Street Running and Walking Events

Chattanooga streets and right-of-ways are designated for the movement of pedestrian or vehicular traffic, however, events can secure permits for utilizing streets or right-of-ways. Street courses/routes will be closed as a rolling closure as part of the Special Event Permit and do not require additional permitting. The requirements for traffic control devices and placement will be determined by the Chattanooga Division of Transportation. Refer to Section 3 Street Closure and Right-of-Way Use for traffic control device details.

Street closures that require additional set-up and/or tear-down time such as start/finish lines, staging areas, vendor areas, first-aid stations, parking for support vehicles, etc. will require the request to include each specific street, and obtain the appropriate petition signatures and approvals.

Once a Special Event Permit has been approved, the event coordinator will be required to either hand deliver or mail a “Notification of Intent” letter including the course map to occupants along the designated course. The notification (with attached course map) must be distributed to occupants 15 days prior to the race.

An applicant is able to have parking meters temporarily removed from service along their course/route by submitting a Paid Parking Request Form, but it is not required. The requirements for traffic control devices and placement will be determined by the Division of Traffic Management. Refer to Section 3 Street Closure and Right-of-Way Use for traffic control device details.

For participant safety, all race events held on public streets may be required to force slower/non-contending participants to adjacent sidewalks after established time limits. Time limits will be determined by the Chattanooga Police Department - Special Events Office based on course length and start time.

Events that Utilize/Impact Railroad Crossings

For CSX Crossings, please visit their website and fill out necessary forms [HERE](#).

For Norfolk Southern, a Special Event Request Form can be found [HERE](#).

Parades

Parades are a great tradition, but can create an opportunity for large groups of spectators and parade participants to heavily impact public streets and sidewalks. Because of the increased impact, some additional rules must be followed to ensure that your parade operates safely and efficiently:

- This parade rules list must be distributed to parade registrants prior to and on the day of the parade.
- A Parade Director must be selected and emergency contact information provided to the CPD and City staff. The Parade Director will be the main point of contact for CPD and City staff regarding the organization of the parade.
- Parade Marshals (volunteers) are recommended for monitoring staging areas, securing routes, barricade placement, disbanding areas, cleanup, distance between parade entries, spectator safety, and pedestrian access.
- Each parade entry must provide at least one volunteer Parade Marshal.
- Parade Marshals must dress similarly and must be easily identifiable.
- Parades must be limited to 100 registrations or less, no event day registrations can be allowed.
- All decorated floats must have a fire extinguisher on board.
- Parades must be limited to 2 hours or less.
- Candy cannot be thrown during parades. It must be handed out by participants walking the course.
- Float participants cannot mount or dismount from floats during the parade.
- A dedicated cleanup crew or Manure catchers are required for all parade entries involving animal waste on public rights-of-way. This means that a crew must follow each of these parade entries, collecting waste as the parade occurs. Confirmation of this information must be included in your waste plan.
- All motorized vehicle drivers in the parade must have a valid driver's license.
- Motorized vehicles are not allowed to perform tire burnouts during the parade.
- Motorized vehicles are not allowed to fishtail, drift or spinout during the parade.
- Motorized vehicles with hydraulics must not allow their tires to leave the ground during the parade.
- No alcohol or glassware is allowed in the parade.
- It is suggested that your final parade entry include a team of volunteers that pick up waste along the parade route, along with your waste contractor.

Tents

Tent installation and removal must occur during the permitted set-up/teardown time period.

Temporary Structures

If your event plans include elevated platforms, walkways, seating areas or stages for use by the general public that include a finished floor that is more than thirty inches above the lowest adjacent grade or floor, the installation of these temporary structures may require additional review, plans, submission of engineering calculations and drawings stamped by a licensed engineer, self-certified inspections, or a Building Permit.

Membrane Structures/Tents

Many events use a number of different tents and membrane structures throughout the venue. As an event organizer, placement and use of these components must comply with all provisions of the Fire Code.

In general, under the provisions of the Fire Code, tents and canopies must be at least ten feet (10') from cooking apparatus; and twenty feet (20') from any building and must also have a Certificate of Flame Resistance. Placement of any tents must provide for a fire lane throughout the venue.

Additional authorization and/or on-site inspections may be required for tent/membrane structures greater than 400 square feet; where any portions are not directly attached to the ground; and/or where on-site cooking will take place.

Exception

Tents open on all sides that comply with the following may reduce the minimum clearance to twelve (12) feet from all structures and other tents:

- Individual tents having a maximum size of seven hundred (700) square feet
- The aggregate area of multiple tents placed side by side does not exceed seven hundred (700) square feet

Tents on Public Streets

Tents may be placed in city streets and alleys that have been legally closed as long as a continuous 20 foot wide fire lane is maintained throughout the closure area. Refer to the temporary structures section to determine if you will need to complete an application for the Building and Zoning Services Department or a Temporary Operational Permit for the Division of Fire. The Division of Fire will not fill water ballasts (barrels) to anchor tents. Submit a Special Event Fire Hydrant Application to the Division of Water to request hydrant access.

Tents in Public Parks

Tents may only be placed in public parks upon receiving approval from the CRPD Office of Special Events. Applicants must consult with the CRPD Office of Special Events prior to locating any tents within a park. Refer to the temporary structures section to determine if you

will need to complete an application for the Building and Zoning Services Department or for the Division of Fire.

Tents in Public Parks

Tents may only be placed in public parks upon receiving approval from DSEP or Parks Maintenance Division. Applicants must consult with DSEP prior to locating any tents within a park.

Irrigated Parks

Tents greater than 400 square feet may be required to be anchored by water ballasts (barrels) or concrete ballasts capable of anchoring the tents during high winds. Water required for filling water ballasts must be provided by the tent supplier or applicant. The Chattanooga Fire Department will not fill water barrels to anchor tents.

Tents greater than 400 square feet *may* be anchored by stakes provided placement is reviewed and approved by Parks Maintenance and the tent supplier prior to the event. Park Maintenance staff can only provide the general location of such utilities based on above ground identifiers. Event coordinators must arrange site utility markings from the State's [Tennessee 811 service](#). Tent quantity, size and placement may be limited due to underground utilities. Event coordinators must agree to accept responsibility for any damage/repair costs resulting from the actions of subcontractors.

Hard Surfaces

No tent stakes may be driven into any asphalt, brick or concrete surface without prior approval from DSEP. All tents must be anchored with water ballasts (barrels) or concrete ballasts capable of anchoring the tents during high winds. Water required for filling water ballasts must be provided by the tent supplier. The Chattanooga Fire Department will not fill water barrels to anchor tents. If concrete ballasts are to be placed on a hard surface a rubber mat must be placed underneath to avoid damage.

Non-Irrigated Parks

Tents may be anchored by water ballasts (barrels), concrete ballasts, or stakes capable of anchoring the tent during high winds. Event coordinator must agree to accept responsibility for any damage/repair costs to site utilities resulting from the actions of subcontractors.

Protective Flooring

Depending on soil conditions, extended weather forecast, estimated attendance, duration of the event and type of planned activities, the CRPD Office of Special Events may require the use

of a temporary tent flooring system, or heavy duty ground protection mats to create a zero footprint when a city park is used as an event site.

Stages

Most Special Events use standard-sized portable, mobile or riser stages. In general, staging that is 30 inches in height or lower does not require additional permitting or inspection. Use of portable trailers and mobile units does not require additional permits provided that the stages remain affixed to the wheels of the vehicle and a State issued license plate is affixed to the vehicle. If you propose to use stages that incorporate elements such as footings or a foundation that is affixed to the ground, elevated platforms, walkways, seating areas or stages which will be accessible to the general public that incorporate a finished floor that is more than thirty inches above the lowest adjacent grade or floor, you will be required to provide additional detailed information and comply with all review and inspection requirements. The additional review and requirements may take the form of a self-certification and inspection process or issuance of a Building Permit instead of, or in conjunction with the self-certification process.

Additional Temporary Structures

Temporary structures are multi-purpose and portable such as scaffolds, sun shade structures, or air supported structures such as disaster relief stations, vaccination clinics, or greenhouses. Temporary structure installation and removal must occur during the permitted set-up/teardown time periods.

Electrical Services

Park Electricity

Limited electricity is available within some parks. Permission to access park electricity is contingent upon the approval of proposed electrical connections, available amperage, payment of applicable fees, and the presence of a qualified electrician to make the connection. Access to electric distribution panels is not guaranteed. Applicant may be required to hire a licensed electrician and schedule an on-site meeting between event electricians, DSEP, and Parks Maintenance prior to the event.

Portable Generators

Portable generators provide power when supplemental electricity is needed at events for vending operations, lighting or sound projection. Generators usually run on gasoline, diesel or propane and include a couple of electric outlets. Medium generators can power between 3,000 and 5,000 watts, large generators can power about 6,000 to 9,000 watts, and extra-large generators can power 10,000 watts and higher.

Electric Permits/Inspections

An electrical permit is required when the lighting and power is directly wired to existing electrical services or lighting and power are being supplied by vehicle or trailer mounted generator, or if any distribution of power will occur. An electrical contractor registered with the City of Columbus is required to perform the electrical work. It is the responsibility of the applicant to ensure inspections are requested and performed prior to start of the event. Inspections can be scheduled for the next business day or the business day of your choice when scheduled before 12:00am through our automated phone system (614-645-8235) or through our Citizens Access Portal (Columbus.gov/ca). After hours inspection requests should be made as soon as the inspection date is known due to staffing levels. After hours inspection requests must be made no later than 2:30pm the business day before the inspection.

Temporary Lighting

Events have a wide range of temporary lighting options at their disposal from enhancing the theme of the event to creating ambience for guests or placing light towers in strategic areas for added safety/security during evening hours. Examples of temporary lighting for events can include but not be limited to light towers, projection/mapping (3-D) lights, balloon lights, bistro/string lights, lasers, moving lights, PAR lights, Gobo pattern projection lights, spotlights, wall washer lights, up lights, and pixel tube lights. Temporary lighting cannot be affixed to any city property such as street lights, traffic lights, street signs and trees. Light placement, usage, etc. will be reviewed by City staff. Additional coordination may be required.

Restrooms

The applicant is responsible for arranging to have adequate restroom facilities available for event patrons. Portable restroom providers can assist applicants with determining the quantity that will be needed to meet the needs of the projected attendance. It is recommended that one (1) portable restroom be ordered for every 60 event participants. It is recommended that a minimum of one hand washing station be available for every 10 portable restroom units. Applicants should plan accordingly for ADA accessibility to portable restrooms. Restroom accessibility for persons with disabilities must be incorporated into the event plan and location of these facilities must have unobstructed access. ADA requires that at least five percent of a single user portable toilet cluster at a single location be wheelchair-accessible (this equates to roughly one wheelchair-accessible unit for every twenty regular restrooms for public events).

Waste Management

The event coordinator is responsible for obtaining adequate trash/recycling containers and providing all labor and materials necessary to maintain a clean, orderly site both during and after the event. The City recommends one 40-gallon for every 15 persons in attendance. Removal of all event related trash from the area used must include ground litter (cigarette butts, straws, stickers and string), food waste and debris (bricks, posts, pallets, plastic ties, and

blocks of wood). A site that is clean must be in the same condition the event coordinator received it. All permanent park or sidewalk trash receptacles must be emptied and replaced with new can liners. All signage, event related supplies and equipment must be removed and hard-surfaces must be clear of stains from spills. For a fee, Street Maintenance Operations is available to assist you with street sweeping and the Refuse Collection Division will provide rental of trash containers. Upon request, both divisions will provide an estimated cost for cleanup services.

Alcohol

We understand that some events celebrate and enjoy adult beverages, so we want to help steer you through the process of serving alcohol responsibly and safely. Below are some guidelines set forth by the City of Chattanooga and the State of Tennessee to regulate the serving of alcohol at special events.

In order to serve alcohol in a city park, you must first obtain a Letter of Land Use from the Administrator of the Department of Parks & Outdoors stating that the City of Chattanooga is aware of your intention to serve alcohol in the park, and agree to allow this in the park. Once this permission has been granted, any event planning on serving or selling alcohol in any city park or street will need one/multiple permits.

*Please note that the State of Tennessee requires anyone serving alcohol on city property through a Special Occassion License or Temporary Beer Serving Permit to be a bona fide charitable organization, or to utilize the services of an offsite caterer to serve alcohol at your event. One other option that for-profit event organizers may use is the State of Tennessee's Festival License. More information on the Festival License can be found [HERE](#).

Beer

A temporary special event permit can be applied for through the Regulatory Bureau Office's online application portal. A non-refundable application fee of \$100 for one-day, \$50 for additional days, with a maximum of \$250, is required in the form of a check or money order. The applicant must appear in person at the beer/wrecker board meeting, where the applicant is considered for approval. The beer board meets on the 1st and 3rd Thursday of each month in the City Council Building, located at **1000 Lindsay St, Chattanooga, TN 37402**. Applications are due 10 days before your scheduled meeting. Please download and fill out the Alcoholic Beverages Ordinance and Beer Permit Application. An appointment **MUST** be made with Bertha Lawrence to submit your application and schedule an appearance at the Beer/Wrecker Board Meeting. To schedule an appointment, Bertha can be reached via phone at 423.643.5156 or email at bglawrence@chattanooga.gov.

Alcoholic Beverages Ordinance: [Alcoholic Beverages Ordinance](#)

Beer Permit Application: [Beer Permit Application](#)

Chapter 5, Alcoholic Beverages of the City Code: [City Code 05 - Alcoholic Beverages](#)

Wine and Liquor

A special occasion license is required if your event will have wine or liquor. Visit <http://www.tn.gov/abc/section/public-information-and-forms> for more information and to submit an online application. For more information or questions call 423.634.6434. Permits are \$100 per day and applications must be received at least 14 days before the event.

Food Vending Operations

All food vendors must be fully licensed in the State of TN and Hamilton County to operate at a special event. In addition, food vendors may be subject to inspection by CFD and Hamilton County Health Department.

There are several other requirements for mobile food vendors as it pertains to special events, and it is up to the applicant to confirm these requirements are met by their food vendors.

In order to more effectively ensure these requirements are met, having a fairly complete list of the food vendors you will have at your event is very important.

You can find a quick reference sheet for you to use while placing your vendors [HERE](#).

Fireworks

Permission to incorporate fireworks, pyrotechnics, or flame effects into an event is contingent upon meeting the requirements set forth by the Chattanooga Fire Department.

A flame effect is the combustion of flammable solids, liquids or gasses to produce thermal, physical, visual or audible phenomena before an audience. Applicants must submit a completed application and a detailed exhibition plan to the CFD Fire Marshal.

A Tennessee Licensed Flame Effects Exhibitor must apply for the permit. For more information contact the Fire Marshal at 423-643-5648 or emailing wmatlock@chattanooga.gov.

Circus/Carnival/Games/Rides/Inflatables

Carnival and Games

It shall be unlawful for any person to operate a **carnival** or fair in the city without first obtaining a license from the city treasurer. (Code 1986, § 6-1)

Inflatable Amusements

Inflatable amusements such as bounce houses, slides, etc. are not permitted unless the applicant obtains liability insurance naming the City of Chattanooga as an additional insured for \$1,000,000 per occurrence as required by policy.

Mechanical Amusement Rides

A mechanical amusement ride means any vehicle, boat, bungee jumping device, or other mechanical device moving upon or within a structure, along cables or rails, through the air by centrifugal force or otherwise, or across water, that is used to convey one or more individuals for amusement, entertainment, diversion, or recreation. An amusement ride includes, but is not limited to, devices commonly known as Ferris wheels, carousels, parachute towers or bungee jumping devices. Mechanical amusement rides are not permitted on park property.

Fencing

Temporary Fencing

Temporary fencing is a critical component to an event safety plan. Temporary fencing helps with crowd control whether it is used to set apart VIP areas, keep restrooms more secluded, protect stages from excited fans or meet legal requirement for serving alcohol. Before renting temporary fencing, determine what purpose the fence will serve in different areas of the venue. The most common types of temporary fencing is:

- Fence panels which resemble chain link fence and are typically made from durable steel in 10 ft. and 12 ft. widths. They come in various heights and can be anchored by sand bags;
- Barricades are lighter weight and shorter than fence panels. They are sometimes called “bike fence” because they can also be used as temporary bike racks. They are easy to hook together;
- Plastic fence is a strong plastic mesh that can be used as a light weight alternative for easy set-up.

Crowd Control Devices

Fencing and other crowd control devices are the responsibility of the event coordinator. Specific requirements are applicable during fireworks displays. Consult with the Chattanooga Police Department’s Special Events Division and the Chattanooga Fire Department prior to making arrangements for installation of any crowd control devices. When temporary fencing is to be erected in a public park the Department of Parks & Outdoors must be contacted for approval.

Signage

In most cases, light poles are not designed for the wind resistance that is created by affixing banners and signs to them. Banners and signage may not be posted in, or attached to, any structures, trees or facilities located on public property without permission from the City. City departments will not use City equipment and personnel to assist with the placement of event signage unless previously agreed to by the appropriate governing body.

Waterway Activity

Tennessee Wildlife Resource Agency

The Tennessee Wildlife Resource Agency (TWRA) requires permits for events that affect boating traffic in some way within 30 days of the event, excluding fishing tournaments. If there is a rule change that needs to be made for the event (i.e. closure of a no wake zone) then the application would need to be in 60 days prior. Fireworks events that are on-water or on the bank must also be permitted. Some events require approval from the Coast Guard and/or TVA depending on the size of the event and if it requires a channel closure. All marine event applications should be sent to Matt Clarey via email (matt.Clarey@tn.gov) or mail (464 Industrial Blvd., Crossville, TN 38555) for approval.

United States Coast Guard

In accordance with Title 33 Code of Federal Regulations (CFR) Part 100, a sponsored event may meet the criteria requiring a marine event application.

Marine Event Application can be found here:

<https://homeport.uscg.mil/Pages/MarineEventFormSubmission.aspx>

With regards to a marine event, a sponsor is any individual, organization, or government entity (e.g., a city) who plans an event that has any possibility of impacting the navigable waters of the United States. If you plan to sponsor an event this year, in accordance with 33 CFR 100, you are responsible for submitting an application for marine event to the Coast guard. A determination will be made as to whether the event requires a permit or not based off of: the nature, circumstances, or location of the event will introduce extra or unusual hazards to the safety of life or limb on navigable waters of the United States; an extra or unusual hazard is any condition resulting from a marine event that constitutes more than the ordinary hazard inherent to waterborne activities.

U.S Coast Guard Marine Safety Detachment (MSD) Nashville permits events that are held on the Cumberland, Clinch, and Tennessee Rivers, among others. Historically events that have received permitting have been vessel races, swim races, marine regattas, and spectator crowds on the water drawn by fireworks displays or air shows. Please note that this is not an exhaustive list of permitted events.

At least 135 days prior to the Marine event, sponsors are required to submit to MSD Nashville both the Application for Approval of Marine Event (form CG-4423), which can be accessed through <http://homeport.uscg.mil>, and all additional information detailing the proposed location of the event. The 135 days of advance notice is required to ensure enough time is given to evaluate your request, and publish any needed safety zones or special local regulations. However, the application may be submitted 60 days prior to the event if: (1) the sponsor held the same event last year, (2) the nature, location, date, time, and other relevant information contained in last year's application is essentially the same, (3) the Coast Guard received no public objection to last year's application, and (4) the Coast Guard approved last year's event. Regardless of whether or not an event has received a permit in the past, sponsors are required to submit a marine event application to the Coast Guard for review. If a submission for an application for a marine permit is not made or is made late, we may not have enough time to properly review, approve, and advertise your request.

If an event is permitted, any deviation from the terms of the permit without prior approval from the Coast Guard could result in a delay or termination of the event. Issuance of a Coast Guard permit for a marine event is only an approval that the event may be held; an approval is not an endorsement of the event, nor does it guarantee the event will be accident-free. By issuing a permit for a marine event, the Coast Guard does not assume responsibility for the safety of the event.

The primary responsibility to protect participants and spectators from the hazards of an event rests solely with the event sponsor. A Coast Guard unit may be on scene to serve as the Patrol Commander (PATCOM) during the event. The primary responsibility of the PATCOM is to control watercraft not associated with your event to ensure their protection, eliminate safety hazards in the event area, and enforce safety zones, and special local regulations. The PATCOM has the authority to direct non-active duty Coast Guard entities to patrol your event. These other entities may include the Coast Guard Auxiliary, marine patrol units, local harbor masters, or other personnel designated by the PATCOM. Please note that Coast Guard Auxiliarists are only authorized to patrol events to which they have been specifically assigned by the Coast Guard. If you would like Coast Guard Auxiliarists to be present at your event in an official capacity, please indicate this on your Application for Approval of Marine Event (Form CG-4423).

Applications will be reviewed and processed on a first come, first served basis. Should you have questions relating to the marine event permitting process or the status of your application(s), please contact MSD Nashville, Waterways Management Division, via the following e-mail address: MSDNASHVILLE@uscg.mil or by phone at (615) 736-5421.