

Founders Park Reservation Request

This form is to be used only for the request for use of Founders Park in Downtown Johnson City. *All other Johnson City park requests should use the form available through Parks and Recreation.*

Founders Park is open for passive use by the public year round, dawn to dusk. It may be reserved by using this form. To see a calendar of events for Downtown, please visit downtownJC.com.

Request for use of Founders Park as a Special Event location must be received by the Johnson City Development Authority (JCDA) 60 days in advance of event date. Please note, some requests must be received 90 days in advance if an alcohol or road closing permit is requested. A special event permit and reservation is required for Founders Park when the event is a festival, carnival, concert or block party or an organized activity containing one or more of the following:

- Estimated attendance exceeds 25
- Specific area needs to be reserved
- Includes street and/or sidewalk closures
- Includes addition of temporary structure
- Includes alcoholic beverages
- Includes fireworks or open flames

The reservation process begins when you submit the completed Reservation Request. Keep in mind that receipt of your application should in no way be construed as a final approval or confirmation of your request. Copies of the application will be forwarded and reviewed by City departments. You will receive confirmation that your event has been approved via email.

Depending on the size and type of event, the City may require personnel including Police and/or Fire to work the event. All City personnel involved during the event will be charged back to the organizing agency. The City shall determine the number necessary to ensure the safety of participants, minimize the inconvenience to our residents and reduce the public liability exposure to the organizing agency, as well as the City. In certain instances, the JCDA may require a facilities manager to be onsite. If such the case, the fee will be charged to the organizer.

INSURANCE is REQUIRED for any event on City of Johnson City property.

Please list **the name, date, and location of your event** on the Certificate of Insurance, listing the City of Johnson City and JCDA as the additional insured. All events must have a \$1,000,000 insurance coverage, as determined by the City's Risk Management Director. If your event includes alcohol or inflatables, an additional \$1,000,000 General Liability Insurance policy must be provided. If you would like to get a quote or obtain insurance through TML's Tenant User Liability Insurance Program (TULIP), please see the Special Events Policy Overview at johnsoncitytn.org. **Your Certificate of Insurance must be submitted with this reservation form.**

The rental fee for areas within Founders Park will be as follows:

- LAWN AND AMPITHEATER: \$ 500.00 FULL DAY
- GREAT LAWN: \$ 360.00 FULL DAY/ \$ 310.00 HALF DAY
- AMPITHEATER: \$ 250.00
- PAVILION: \$ 450.00 FULL DAY/ \$ 300.00 HALF DAY
- ENTIRE PARK (all three sections): \$ 600.00
- Refunds will be provided if the event is canceled due to inclement weather.

Fees are to be paid on the Downtown JC website, downtownJC.com, or by bringing a check to the JCDA office, 300 E. Main Street, Suite 406, (the King building). Checks should be made payable to Johnson City Development Authority.

Organizer:

Date of Application:

Event Name:

Event Date:

Time of Event:

Amphitheater

Great Lawn

Pavilion

Contact:

Email:

Phone:

Cell:

Mailing Address:

Set-Up Information

Date & Time of Set-Up:

Date & Time of Teardown:

Description of Event:

The City of Johnson City reserves the right to refuse any reservation. All information and fees are subject to change. On-going rental agreements may be terminated by either party upon thirty (30) days' notice in writing or immediately by the City of Johnson City for violation of the terms of this agreement.

I, the undersigned, acting on my own behalf and also acting on behalf of the organization named above, being fully authorized to do so, hereby waive and release any and all claims against the City of Johnson City, together with its various departments, employees, officers, elected officials, agents and any and all other persons or entities acting on its behalf, from any and all actions of any nature whatsoever asserting any injury, accident, harm, loss, damage, or cost

Founders Park Special Event Application and Agreement

Event Description:

Special Events Information:

Please provide us with the information listed below regarding your event. Many of these categories will require an additional permit. A layout of Founders Park will be provided showing acceptable locations of staging, port-a-lets, etc.

Will your event have music?

**All sound must be turned off by 11:00 pm*

Will the music be provided by a DJ or band(s)?

Who is providing sound?

What time will they be setting up?

What size staging will you be using?

Will your event need access to power?

Will your event have vendors?

Will your vendors need access to power?

**Please notify your vendors that they are responsible for their own extension cords, power access is limited in Founders Park*

What time will your vendors be setting up?

Will there be food vendors?

**Food vendors must be licensed through the City, if they do not hold a City license, they must complete a Special Events Vendor License application.*

How many port-a-lets will be on site?

Note: currently, there are no public facilities in Founders Park

Will you have tents at your event?

Who is providing the tents?

When will the tents be erected?

When will the tents be removed?

Will your event have inflatables &/or other rentals for entertainment?

If so, what rentals will you have and where will it/they be placed?

Approximately what time will the rentals arrive?

Please see the Special Permits and Inspections of the City's Special Events Policy Overview for information about tent and inflatables use.

Will you be selling/serving alcohol at your event?

Have you applied for a beer/alcohol permit?

Have you hired Johnson City Police to be on site?

(JCPD is required at events with alcohol & any road closures)

Who did you contact to hire JCPD for the event?

How many officers will be on site?

Have you contracted with EMS to be on site?

Will you be requesting that Commerce Street be closed?

Request must be approved through City Commission

All property owners/occupants of location of closure **MUST** be notified within five days of the event.

Are you requesting that traffic control be provided by the City? i.e. barricades, cones, etc?

Will animals be involved in your event?

(Animal exhibition permit required)

Pets must be kept on a leash when on city property

Do you have any special requests for your event?

Additional Forms Needed:

Alcohol Permit

Parade Permit

Animal Permit

Street Closure Permit

Requests must be submitted to City 90 days prior to the event

Event Producer Responsibilities:

•Insurance

•Portable Toilets

•Site Map w/ Power Requirements

•Security

•Sound System

•Tables/Chairs

•Tents

Park Regulations and Restrictions:

- A. No illegal substances or firearms allowed on City property.
- B. At parks, pets must be kept on a leash.
- C. Reserving party is responsible for damages.
- D. Unless specifically authorized and noted otherwise, reserving party is responsible for set-up and clean up. All trash must be bagged and placed within or beside a receptacle.
- E. The Johnson City park system is tobacco-free. No tobacco use is allowed.
- F. Other local and state regulations may apply.

No alcohol may be served in the park without the proper permits. No glass containers or Styrofoam cups can be used in the park.

Notice: Founders Park is a water greenway and as such is located in a flood zone. All producers should accept that in the event of a significant rain fall the creek water level may rise and the lawn could flood.

PERMIT TERMS:

PLEASE READ BEFORE SUBMITTING APPLICATION

- 1) I/We agree to abide by all ordinances and regulations of the City of Johnson City and all conditions placed upon the event by the City Manager and the Board of Commissioners.
- 2) I/We swear or affirm that all of the information given in this application is true and complete.
- 3) I/We do hereby agree to assume the defense and indemnify and save harmless the City, its aldermen, boards, commissions, officers, employees, and agents from all suits, actions, damages or claims to which the City may be subjected of any kind of nature whatsoever resulting from, caused by, arising out of or as a consequence of such event and the activities permitted in connection therewith, and to submit a certificate of insurance prior to the event in an amount acceptable to the City Manager.
- 4) I/We agree to provide a copy of this signed Event Application to any vendors, planners, and related parties for this event.
- 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 a Special Event Permit does not imply granting of other permit that is separately required.
- 7) The application for an event permit shall be filed not less than 90 days prior to the scheduled date of such event. Events shall not be advertised until an event permit has been obtained from the City. Failure to file in a timely manner may result in denial of a permit.

Applicant, Authorized Signature

Date

JCDA Authorized Signature

Date

Administrative Use: Based on the answers above, the event will need the following services:

EMS _____

Fire Department (tent inspections) _____

Police Department (parades, traffic issues, etc.) _____

Public Works (power/lighting/trash barrels, etc.) _____

Traffic Engineering (barriers, road closing) _____