

This application must be filled out completely and filed electronically to be considered for possible permit

Event Title _____

Location _____

Event Date(s) _____ **Start Time** _____ **End Time** _____

Alternate Date(s) _____ **Start Time** _____ **End Time** _____

Set Up Date(s) _____ Start Time _____ End Time _____

Tear Down Date(s) _____ Start Time _____ End Time _____

Number of Participants Expected _____ Number of Volunteers/Event Staff _____

Type of Activity (check all that apply)

<input type="checkbox"/> Parade	<input type="checkbox"/> Demonstration	<input type="checkbox"/> Protest	<input type="checkbox"/> Festival	<input type="checkbox"/> Concert	<input type="checkbox"/> Walk/Run
<input type="checkbox"/> Block Party	<input type="checkbox"/> Fair	<input type="checkbox"/> Exhibit	<input type="checkbox"/> Rally	<input type="checkbox"/> March	<input type="checkbox"/> Carnival
			<input type="checkbox"/> Trade Show	<input type="checkbox"/> Other	

Please explain "Other" _____

Applicant's Name _____

Organization _____

Mailing Address _____

City, State, Zip _____

Day Phone _____ Cell/Other _____

Email _____ Fax _____

Alternate Contact _____ Phone _____

Event Address _____

Food

Catered by restaurant/vendor Prepared on site

(if checked you must read this)

Vendors/merchants? Yes *(if "yes" you must read this)* No

of vendors/merchants selling products/services/food _____

***Words may be hyperlinked to clarification and/or explanation.
Please follow the links, if necessary, in order to understand and complete the form.***

Set Up/Tear Down

Music Yes No Kind (type in acoustic or amplified) _____

PA/Audio System Yes No Type _____

Fencing/Scaffolding Yes No

Electricity Yes No Type _____

Portable Toilets Yes No

Garbage cans/collection Yes No

Recycling Yes No

Temporary Stage Yes No Dimensions _____

Propane/Gas/Liquid used or stored Yes No

Tents/Pop up Canopies Yes No # of _____

(If "yes" is checked you must read this)

Temporary Structures Yes No # of _____

(If "yes" is checked you must read this)

Miscellaneous

Open to Public Yes No

Private Group/Party Yes No

Admission Charged? Yes No

Parade included? Yes No # of floats? _____ *(attach map of route of parade)*

Animals Yes No

If yes, kinds expected and # expected _____

Beer available Yes No *(If Yes, read this as another permit required)*

Drawing or Raffle? Yes No

Fireworks/Fire Performance/Open Flame Yes No

Motion Picture/Video Shooting Yes No

Other (please explain) _____

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Mass Gathering Permit Application

Event Description

Please describe your event in detail and be sure to include every and all elements of your event that will help ensure its safety for all.

Please detail block numbers of exact streets being used and/or blocked.

My typed name verifies that I have completed this application for an event permit to the best of my knowledge and that I will abide by the City's/County's regulations for such event.

Printed Applicant Name

Applicant Signature

Date

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Submission of this form does not guarantee permit will be issued. Permit applications can not be processed until the \$25 permit fee is paid by the applicant either in person or mailed. Please make checks out to:

City of Columbia | 707 N. Main Street | Columbia, TN 38401