



OVERTON PARK

Walk/Run/Bike Event Permit Application

Date of Application: / /

For complete details on permit process, fees and guidelines please review the *Overton Park Special Events Guidelines & Procedures*. After reviewing, complete the following application in its entirety and send by mail to **Overton Park Conservancy, 1914 Poplar Avenue, Suite 202 Memphis, TN 38104** along with the other required paperwork* and a check for \$100 (non-refundable application fee). After review and if approved, applicants will be issued a signed document. Any applications received later than 21 calendar days prior to the event will be subject to additional fees. We strongly recommend that you do not promote the event or produce marketing materials until confirmation is received. Any questions, please call Susan Green, Director of Events, Overton Park Conservancy, (901) 214-5450, or e-mail sgreen@overtonpark.org.

CONTACT INFORMATION

Contact Name: _____

Organization (if applicable): _____ NON-PROFIT

Phone Number: () _____ Mobile Number: () _____ E-mail: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Website (if applicable): _____

EVENT DETAILS

Date(s) Requested: _____

Admission Fee? YES NO If yes, how much? _____

Location Requested: East Parkway Pavilion Rainbow Lake Pavilion Greensward
 Veteran's Plaza Formal Gardens

Start Location: _____ Finish Location: _____

*****PLEASE ATTACH DETAILED ROUTE MAP.*****

Event Name: _____

Event Website (if applicable): _____

Setup Time: _____ AM PM Start Time: _____ AM PM

End Time: _____ AM PM Teardown Time: _____ AM PM

Estimated Number of Participants: _____ Estimated Number of Spectators: _____

Description of event and activities: _____

For OPC Use Only	_____ / _____ / _____ Date Deposit Received	_____ Amount of Deposit	_____ Remaining Balance	_____ / _____ / _____ Date Remaining Balance Received
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Will the event be promoted? YES NO

If yes, please explain how: _____

Is the event sponsored? YES NO

If yes, please list sponsors: _____

Will food, beverage and/or merchandise be sold? YES NO

If yes, please list: _____

Will alcohol be sold (special permit required*)? YES NO

If yes, please list: _____

**NOTE: Alcohol consumption in Overton Park is prohibited by law without proper permits from the Tennessee Alcohol Commission and Memphis Beer Board, and permission from Overton Park Conservancy.*

Will there be live entertainment or amplified sound? YES NO

If yes, please describe: _____

Open flame or burning operations: YES NO

If yes, please describe: _____

SPECIAL EQUIPMENT USE/NEEDS

Tents/Canopies Number: _____ Size: _____

Liquid Propane Gas Generator Stage Lighting

Amplified Sound Inflatables

Additional Special Event Permit Information

Depending on size, scope, and anticipated attendance, Overton Park Conservancy may require police officers or private security officers, additional portalets (standard and ADA units), and garbage receptacles. Groups larger than 25 persons need to obtain a Special Events Permit from the Memphis Police Department, 2714 Union Avenue Ext., 1st Floor (use rear entrance), 901.636.6711. This will be reviewed with the event organizer prior to final approval being issued. Overton Park Conservancy will place the equipment orders and bill the event organizer as part of the permitting fees.

***Accompanying Documents Due at Time of Application Submission:** Completed Application, Event Site Map

Park Usage Reminders Applicable to all Special Events

- Driving of vehicles on Park property, outside of designated vehicular pathways, is prohibited, unless pre-approved by OPC staff.
- All parks are open to the general public; no resident/visitor should be denied access to utilize park property, regardless of the event.
- Special Events organizers and participants must obey all Park Codes and traffic laws.
- Park property must be left in the condition which it was found. This includes removal of temporary event signage, event equipment, etc.
- Smoking is prohibited in Overton Park.

Insurance: Certificate of Insurance (COI): A Certificate of Insurance is required for special events. The COI must provide insurance coverage with at least \$1,000,000 per occurrence from an insurance company acceptable to Overton Park Conservancy with coverage, forms, and limits provided by Overton Park Conservancy's risk manager. Overton Park Conservancy and the City of Memphis must be added as additional insured, and have a copy of the insurance certificate on file 21 days prior to the special event, or the special event may be cancelled. Overton Park Conservancy must approve any deviation from this policy.

Please be aware that by acknowledging on your special event permit application that you will be assembling people, preparing and/or serving food, erecting tents and/or canopies, using any open flame device, and/or selling merchandise, it is the permit applicant's responsibility to obtain the necessary permits from the City of Memphis, Shelby County, or State of Tennessee. Failure to do so will jeopardize the issuance of a special event permit and/ or risk the event being shut down due to non-compliance with City of Memphis Municipal Code.

I have communicated with Overton Park Conservancy, and I understand that OPC will charge me \$_____ for this event.

I hereby certify that I have read the Overton Park Rental Guidelines & Procedures, and fully understand and agree to abide by all of the material, rules and policies outlined herein. Failure to comply may result in my rental reservation being cancelled or terminated.

_____	_____	_____/_____/_____
Applicant Name (Print)	Applicant Signature	Date

_____	_____	_____/_____/_____
OPC Name (Print)	Title	OPC Signature
		Date