

SPECIAL EVENT PERMIT CHECKLIST

Required Items for Special Event Permit Submission

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Name/Type of Event _____

Organization/Sponsor Name _____

- _____ 1. Signed and original Special Event Permit Application
 - A five dollar (5.00) processing must accompany this application.
 - All documents must be turned in prior to the agenda meeting held the last Monday of each month.

- _____ 2. Signed and original Special Event Beer Permit Application Form (if beer is being served)
 - A non-fundable \$250.00 fee must accompany this application.

- _____ 3. Written Statement of Approval from the landowner (if alcohol is being served)
 - If the events covered by the “special event permit” will be held on land not owned by the applicant, a written statement of approval from the landowner must accompany the special event application

- _____ 4. Proof of Insurance
 - Certificate of insurance naming the Town of Cumberland Gap (330 Colwyn Street, Cumberland Gap, Tennessee 37724) as an additional insured, with same/equal limit of one million dollars (\$1,000,000.00) general liability and one million dollars (\$1,000,000.00) per occurrence must be submitted to the town before special event permit(s) is issued.

- _____ 5. Proof of Special Event Liquor/Wine license
 - A copy of Liquor/Wine license obtained from the Alcoholic Beverage Commission (ABC) must be submitted to the town before special event permit(s) is issued.

- _____ 6. Plans for security and policing the area(s) where alcohol will be served
 - Permit applications are valid only for on- premise consumption inside an enclosed and/or fenced area with restricted ingress/egress points.
 - Include map with event layout and define alcohol zone (signs)
 - A minimum of 1 off duty police officer is required. Number of additional officers is subject to the size of the event.
 - Plan for monitoring legal consumption of alcohol.

- _____ 7. A list of vendors who will be participating in the event.

- _____ 8. The sponsors of the proposed event and the applicant shall send a representative(s) to such Town of Cumberland Gap Board of Mayor and Alderman and/or Town of Cumberland Gap Beer Board meeting(s) to address any questions or issues arising out of the proposed special event/temporary permit.
 - The Town of Cumberland Gap Board of Mayor and Alderman meet the last Monday of each month @ 6:00 p.m. at the Cumberland Gap Town Hall to discuss the items on the agenda for the regular monthly meetings.
 - The Town of Cumberland Gap Beer Board meet the first Monday of each month immediately following the BMA meeting Cumberland Gap Town Hall.

If you have any questions regarding any of the above information you may contact Town Hall at 423-869-3860.

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I was given and read a copy of the Municipal Codes pertaining to Beer (Title 8 Chapter 2) and agree to abide by these codes if issued a permit by the Cumberland Gap Board of Mayor and Alderman.

Yes _____ No _____

I was given and read a copy of the Municipal Codes pertaining to Special Events (Chapter 20, Chapter 1) and agree to abide by these codes if issued a permit by the Cumberland Gap Board of Mayor and Alderman.

Yes _____ No _____

It is recognized that the town is not responsible for the planning, development, or supervision of this event and subsequently, the town shall be held harmless for and from any claims of every nature whatsoever for personal injury or property damage that stems from the event activities.

I have read and agree to the above hold harmless statement.

Yes _____ No _____

Please return this form with submission

Authorized Signature and Title

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