



# OVERTON PARK

# Special 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 \$50 (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](mailto: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: \_\_\_\_\_

Type of Event:      Family Reunion      Birthday Party      Company Picnic  
                                  Wedding      Other: \_\_\_\_\_

Admission Fee?  YES  NO If yes, how much? \_\_\_\_\_

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

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
	_____ / _____ / _____	_____	_____	_____ / _____ / _____

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. 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 preparing food, erecting tents and/or canopies, using any open flame device, and/or selling merchandise, it is the permit applicants 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.*

Fee for this event: \_\_\_\_\_

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