

Director Approved \_\_\_\_\_ Date: \_\_\_\_\_

## City of Rocky Top Recreation Department Special Event Application

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**Please review all forms in this application package and submit a completed application to:**

**Recreation Department  
Or  
Rocky Top City Hall  
Contact Number: (865) 426-7914**

All persons making application must be at least 21 years of age and be on site for the event.

- **Note: Persons other than the contact listed will not be allowed to make event changes.**

Approval of an event will be granted upon receipt and review of the application and acquisition of necessary permits, licenses, certificates, inspections, and payment of appropriate fees. It is the responsibility of the event sponsor or designee to pay all relevant charges and fees prior to the date of the event. Failure to comply will result in the event being cancelled. No make-up dates will be scheduled. Facilities will be returned to pre-event condition. Please see "Policies and Procedures" form for proper conduct of the facilities.

If facilities are unavailable due to a previously scheduled event, the Recreation Department will help with the selection of other times or dates. **Note: Rain dates are prohibited.**

**The use of the following are prohibited in the Community Center:**

- **Confetti**
- **Silly String**
- **Bird Seed**
- **Glitter**
- **Blood**

There will be a **\$150.00 refundable clean-up fee**. It is the responsibility of the event sponsor to clean-up.

Name of the Event: \_\_\_\_\_ Date: \_\_\_\_\_

Times(s) of the Event: **Start Time:** \_\_\_\_\_

**End Time:** Community Center Closes at 10:00 p.m.

**(A fee of \$100 will be charged every 30 minutes past 10 pm. DUE BEFORE YOU LEAVE)**

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**Organization Name:** \_\_\_\_\_ **Organization Contact Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City/State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

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Contact Phone # W: \_\_\_\_\_ H: \_\_\_\_\_ Cell: \_\_\_\_\_

**GENERAL INFORMATION:**

Profit / Non-Profit Status: \_\_\_\_\_ Estimated Number of Attendees: \_\_\_\_\_  
(Large Events=projected attendance of 100 or more)

**Event Location:**                                      Community Center                                      Ball Field                                      (Circle One)

**Brief Description of Event:**

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**HOLD HARMLESS AGREEMENT**

The applied covenants to save, defend, hold harmless and indemnify the City, and all of its officers, departments, agencies, agents and employees (Collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the applicant's event as herein described.

The Special Event described above is subject to any conditions noted on this form or otherwise set forth by the City of Rocky Top.

I agree to abide by all City rules and policies established by the City for the use of City Property.

Signed \_\_\_\_\_

Print Name \_\_\_\_\_