



STATE OF TENNESSEE
DEPARTMENT OF ENVIRONMENT AND CONSERVATION
TENNESSEE STATE PARKS

William R. Snodgrass TN Tower, 312 Rosa L. Parks Avenue 2nd Floor, Nashville, TN 37243
SPECIAL USE PERMIT APPLICATION

Supply the information requested below. Attach additional sheets, if necessary, to provide required information. Return the completed application to the Park Management at your desired event location. You must allow sufficient time for the park to process your request; check with the park for guidelines.

Park Name: _____
 Event Name: _____
 Permittee Name: _____
 Street Address: _____
 City/State/Zip Code: _____
 Point of Contact Name: _____
 Telephone Number: _____
 E-Mail: _____

Proposed Event Location(s)
Within the Park:

Description of Proposed Event
(attach diagram and/or
additional pages, if necessary):

Date(s) of Proposed Event (attach additional pages if necessary):

Set-Up Begins: (Date and Time)	Event Begins: (Date and Time)	Event Ends: (Date and Time)	Removal Completed: (Date and Time)

Estimated Number of Attendees (per day) _____ (Provide best estimate)

Estimated Number of Vendors (selling to attendees) _____ (If applicable)

Estimated Number of Vehicles: (attach parking plan)

Passenger Cars/Lt. Trucks _____ Utility Vans/Trucks _____ Buses/Oversized Vehicles _____

Support Equipment (such as tents, generators, portable toilets, temporary structures, etc.)

Support Personnel (such as security, equipment rental, etc.) (Include contact information.)

Identify the individual in charge of activity on-site and authorized to make decisions.

Name: _____

Cell Phone Number: _____

	Yes	No
Is Applicant tax exempt organization? (If yes, provide certificate of tax exemption)		
Is this an exercise of First Amendment Rights?		
Have you visited the requested area(s)?		
Have you obtained a permit from the Division of Tennessee State Parks in the past? (If yes, provide a list of permit dates and locations on a separate page.)		
Do you plan to advertise or issue a press release before the event?		
Will you distribute printed material?		
Is there any reason to believe there will be attempts to disrupt protest or prevent your event? (If yes, explain on a separate page.)		
Do you intend to solicit donations or offer items for sale? (If yes, explain on a separate page.)		

You are encouraged to attach additional pages with information useful in evaluating your permit application including: staging, sound systems, parking plan, security plans, sanitary facilities, crowd control, emergency medical plan, use of any building, site clean-up, etc.

The applicant certifies that all information given is complete and correct, and that no false or misleading information or statements have been given.

Applicant Signature: _____

Date: _____

Note: This is an application only, and does not serve as permission to conduct any special activity in the park. The information provided will be used to determine whether a permit will be issued. If your request is approved, a permit containing applicable terms and conditions, including a summary of all related costs and fees, will be sent to you. The permit must be signed by the responsible person and returned to the park for final approval by the Park Manager before the permitted activity may begin. All costs and fees must be paid by the date(s) specified in the permit, or the permit may be revoked and/or the costs and fees may be subject to collection efforts by Tennessee State Parks.

To Be Completed by Park Management - This Special Use Permit Application is: (Check One)

Approved

If rejected, explain:

Rejected

Park Manager Signature: _____

Date: _____