



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: _____

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: | Event Begins: | Event Ends: | Removal Completed: |
|----------------|---------------|-------------|--------------------|
| | | | |

Estimated Number of Attendees (provide best estimate per day): _____

Estimated Number of Vendors (selling to attendees, if applicable): _____

Estimated Number of Vehicles (attach parking plan): _____

Passenger Cars/Light Trucks: _____ Utility Vans/Trucks: _____ Buses/Oversize 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 the Applicant a 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 buildings, 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 Rejected, if rejected, explain:

Park Manager Signature: _____ Date: _____

Director Signature: _____ Date: _____