

STREET CLOSING / PARADE REQUEST FORM

City of Athens
 219 Alford Street, Athens, TN 37303
 423-744-2745
 publicworks@cityofathensn.com



REQUESTER INFORMATION

Group/Organization	Phone	Fax
Address	Cell	Receive Text Messages? <input type="checkbox"/> Yes <input type="checkbox"/> No
City/State/Zip	Email	

CONTACT INFORMATION

Contact Person	Phone	Fax
Address	Cell	Receive Text Messages? <input type="checkbox"/> Yes <input type="checkbox"/> No
City/State/Zip	Email	

EVENT INFORMATION

Name of Event	Theme of Event	Estimated Attendance
Type of Event (Check One)	<input type="checkbox"/> Utility/Construction <input type="checkbox"/> Festival <input type="checkbox"/> Parade <input type="checkbox"/> Sport <input type="checkbox"/> Church/School <input type="checkbox"/> Other	
Starting Day / Date of Event	Starting Time of Event (Check AM or PM)	Starting Time of Closing (Check AM or PM)
Ending Day / Date of Event	Ending Time of Event (Check AM or PM)	Ending Time of Closing (Check AM or PM)

NOTE: To reserve public facilities or trails contact Parks & Recreation at (423) 744-2704 and attach a copy of written permit to this request. Please be advised streets will not be approved for closure for private parties, block parties, weddings, and other private events. For Events with a Parade, please complete "Parades" section on page 3. Closing times should be a minimum 30 minutes before & after your event. For downtown festivals it requires 1.5 hours to place barricades and 1.5 hours to remove barricades. Please include 1.5 hours before and after your event closing times.

STREETS REQUESTED CLOSED (Request in writing to Public Works minimum three (3) days prior to standard event. Festivals require 4 week minimum prior to event.)

NOTE: For assistance determining streets requested closed, please contact the Traffic Control Foreman at City of Athens Public Works Department, 219 Alford Street, Athens, TN or call (423) 744-2745.

Street Requested Closed Example: Madison Avenue	From Street Example: White Street	To Street Example: Jackson Street
Street Requested Closed	From Street	To Street
Street Requested Closed	From Street	To Street
Street Requested Closed	From Street	To Street
Street Requested Closed	From Street	To Street
Street Requested Closed	From Street	To Street
Street Requested Closed	From Street	To Street
Street Requested Closed	From Street	To Street
Street Requested Closed	From Street	To Street

Request to Close Downtown City Parking Lot <u>Only</u> . (Check One)	<input type="checkbox"/> Yes <input type="checkbox"/> No
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NOTE: For additional streets, please list on an 8 ½ x 11 sheet of paper and attach to this request form in the above format.

STREET CLOSING REQUEST MAP

NOTE: For assistance mapping streets requested closed, please contact the GIS Technician at City of Athens Public Works Department, 219 Alford Street, Athens, TN or call (423) 744-2774.

NOTE: Map should include plans for traffic control during the event. This map will be reviewed for safety and proper signage.

PARADE PERMIT (Request in writing to Athens Police Dept. minimum four (4) weeks prior to event)

16-110. Parades regulated. It shall be unlawful for any club, organization or similar group to hold any meeting, parade, demonstration or exhibition on the public streets without some responsible representative first securing a permit from the chief of police. No permit shall be issued by the chief of police unless such activity will not unreasonably interfere with traffic and unless such representative shall agree to see to the immediate cleaning up of all litter which shall be left on the streets as a result of the activity. Furthermore, it shall be unlawful for any person obtaining such a permit to fail to carry out his agreement to immediately clean up the resulting litter. (1972 Code, § 12-210; as amended by Ord. #866, § 1, Jan. 2000)

Describe what the parade will consist of such as floats, marching bands, marching/walking groups, and expected quantity of each.

Describe the parade route in detail. List starting point location, turns left/right onto what streets, give street names/landmarks, and location parade will conclude. Day/Date/Time Start/Time End should be included in "Event Information" section on page 1. For additional space use an 8 ½ x 11 sheet of paper and attach to this request form.

Describe an alternate parade route in detail. For additional space use an 8 ½ x 11 sheet of paper and attach to this request form.

Provide a map of the parade route and a map of the alternate route. For assistance mapping parade routes, contact the GIS Technician at City of Athens Public Works Department, 219 Alford Street, Athens, TN or call (423) 744-2774.

This information will be reviewed and you will be notified as to the status of your request. You will be required to appear at the Athens Police Department, 815 N. Jackson Street, Athens, TN 37303 to review and sign the permit prior to its issuance if approved. If you have questions, pertaining to this Parade Permit, please contact the Athens Police Department at (423) 744-2730 8:00 a.m. to 5:00 p.m. Monday-Friday.

TO BE COMPLETED BY POLICE DEPARTMENT

This Parade Permit is authorized for, and issued to:

Represented by:

This Parade Permit is for a parade only for:

This Parade Permit is approved as stated in the attached map and the above written description/day/date/time.

This parade will not unreasonably interfere with traffic and all requirements of the City of Athens Code of Ordinances Section 16-110 and will be adhered to in all respects in reference to traffic and litter, and other City Ordinances and laws of the State of Tennessee that may apply.

Approval given this _____ day of _____, 20_____.

City of Athens, Tennessee

Chief of Police

I acknowledge receipt of this permit, and certify that I appeared in person requesting this permit and read and understood City of Athens Code of Ordinance Section 16-110.

X

Requester

Date

ESTIMATED REPLACEMENT COSTS OF EQUIPMENT

Item Description	Price Each		
#1 Barricade (A-Frame)	\$ 75.00		
#2 Barricade (Sawhorse)	\$128.00		
Orange Safety Cone w/Reflective Collar	\$ 23.00		
Traffic Barrels w/ base	\$ 70.00		
Flashing Light w/ 6V battery	\$ 26.00		
Detour Sign	\$ 55.00		
Parking Sign	\$ 80.00		
Road Closed Sign	\$ 80.00		
Road Closed To Thru Traffic Sign	\$ 98.00		
Event Parking Sign	\$ 80.00		
Lane Closed Sign	\$150.00		
Sign Stand	\$150.00		
Stop/Slow Paddle	\$ 50.00		
Litter Sticks	\$ 10.00		
Litter Grabbers	\$ 20.00		
Traffic Tape	\$ 6.00		
Safety Vest (Disposable)	\$ 2.00		
Safety Vest (Mesh)	\$ 18.00		

Pricing for additional items may be determined during closing request process.

SIGNATURES OF APPROVAL (For City Use Only)

Traffic Control Foreman	Date
Public Works Director	Date
Police Chief	Date
Fire Chief	Date
City Manger	Date
Risk Management Director	Date
Parks & Recreation Director	Date