

PARADE AND EVENT STREET CLOSURE APPLICATION

City of Athens Public Works Department
219 Alford Street, Athens, TN 37303
423-744-2745
publicworks@athensn.gov



REQUESTER INFORMATION

Group/Organization	Phone
Address	Cell Receive Text Messages? Yes No
City/State/Zip	Email

CONTACT INFORMATION

Contact Person	Phone
Address	Cell Receive Text Messages? Yes No
City/State/Zip	Email

EVENT INFORMATION

Request in writing to Public Works Department **minimum** four (4) weeks prior to event.

Name of Event	Theme of Event	Estimated Attendance
Type of Event Parade Sport Festival Church/School Other Explain if Other		
Starting Date of Event	Starting Time of Event AM PM	Starting Time of Closing AM PM
Ending Date of Event	Ending Time of Event AM PM	Ending Time of Closing AM PM

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 downtown events closing times should extend a minimum 1.5 hours before & after the event and for other areas of the City closing times should extend a minimum 30 minutes before & after the event.

For Events including a Parade, please complete "Parades" section on Page 3.

CLOSURE LOCATION

Example:

Street Requested Closed Madison Avenue	From Street White Street	To Street 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)		Yes No

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

For additional locations, 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

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

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 Department 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 location, turns left/right onto what streets, give street names/landmarks, and location parade will conclude. Day, Date, Start Time, and End Time should be included in "Event Information" section on Page 1.

Describe alternate parade route in detail.

Provide separate maps of both the primary and alternate parade routes on two 8 ½ x 11 sheets of paper and attach to this request form.

For mapping assistance, contact the GIS Technician at City of Athens Public Works Department, 219 Alford Street or call (423) 744-2774.

You will be notified as to the status of your request and if approved, you will be required to appear at the Athens Police Department, 815 N. Jackson Street to sign the permit prior to its issuance. If you have questions pertaining to this Parade Permit, contact the Athens Police Department at (423) 744-2730 during regular business hours.

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

FIRE LANE REQUIREMENT

Contact the City of Athens Fire Department at 815 N. Jackson Street or call (423) 744-2760 if you have questions.

The Athens Fire Department requires that all roads, even if they are closed, maintain a 12 foot unobstructed lane. No objects may be placed in the road that would restrict a fire truck from accessing.

Does your closing request include a 12 foot unobstructed lane on each road?

YES, 12 foot unobstructed lanes **ARE**
included in closing plan.

NO, 12 foot unobstructed lanes **ARE NOT**
included in closing plan.

INSURANCE REQUIREMENTS

Requesters of **ALL** closings must carry Liability Insurance in an amount **no less** than \$1,000,000, and if vehicles are used during the event, Vehicle Insurance in an amount of **no less** than \$1,000,000. The City of Athens, 815 N. Jackson Street, Athens, TN 37303 **must** be listed as "additionally insured" and submitted on a standard ACORD Certificate of Liability Insurance form. Requesters **must** include the ACORD Certificate of Liability Insurance form with the Request Form. Closing Requests will **NOT** be processed unless the ACORD Certificate of Liability Insurance form is submitted with the Request Form.

(Check One) Liability & Vehicle Insurance-
Vehicles will be used in this closing

Liability Insurance only-
No vehicles will be used in this closing.

CITY EQUIPMENT USED/LOANED

Requesters may borrow equipment such as traffic cones, A-Frame & Saw Horse Barricades, Signs, Traffic Tape, Stop/Slow Paddles, Lights, Gloves, and Safety Vests for closings. See replacement cost chart on Page 5 for lost/stolen/damaged items.

Item Description	Quantity	Unit Price	Total
Item Description	Quantity	Unit Price	Total
Item Description	Quantity	Unit Price	Total
Item Description	Quantity	Unit Price	Total
Item Description	Quantity	Unit Price	Total
Item Description	Quantity	Unit Price	Total
Item Description	Quantity	Unit Price	Total
Item Description	Quantity	Unit Price	Total
Item Description	Quantity	Unit Price	Total
Item Description	Quantity	Unit Price	Total

Requester accepts responsibility for the loaned city equipment as listed above. By signing below, the Requester agrees to reimburse the City of Athens the replacement cost of items lost, stolen, damaged, or not returned to the city after the requested closing has ended.

X Requester's Signature

Date

ELECTRICAL CONNECTIONS

Connections for electricity during downtown events may be obtained by contacting the City of Athens Parks & Recreation Dept. at 815 N. Jackson Street or call (423) 744-2704.

Please list the address of each location where electrical connections are being requested. For additional locations, please list on an 8 ½ x 11 sheet of paper and attach to this request form in the above format.

Location
Location
Location
Location
Location

AFFECTED OWNERS / BUSINESSES / RESIDENTS

I, the undersigned, have read the above closing and event information and I understand that this closing may affect access to my property. By signing below, I am acknowledging that I have no objections to the requested closing for the days, dates, or times being requested.

Name	Address	Phone Number	Signature
Name	Address	Phone Number	Signature
Name	Address	Phone Number	Signature
Name	Address	Phone Number	Signature
Name	Address	Phone Number	Signature
Name	Address	Phone Number	Signature
Name	Address	Phone Number	Signature
Name	Address	Phone Number	Signature
Name	Address	Phone Number	Signature
Name	Address	Phone Number	Signature
Name	Address	Phone Number	Signature
Name	Address	Phone Number	Signature
Name	Address	Phone Number	Signature
Name	Address	Phone Number	Signature
Name	Address	Phone Number	Signature
Name	Address	Phone Number	Signature
Name	Address	Phone Number	Signature
Name	Address	Phone Number	Signature

For additional parties, please list on an 8 ½ x 11 sheet of paper and attach to this request form.

This document has been designed to establish clearly defined communications between all parties involved and/or affected by street closings and events within the corporate city limits of the City of Athens.

Your participation in the collection of precise and accurate information is greatly appreciated by all those involved.

The City of Athens will issue a Press Release in advance of all closures.

PLEASE RETURN COMPLETED FORM TO:
(In Person)

CITY OF ATHENS PUBLIC WORKS DEPARTMENT
219 ALFORD STREET
ATHENS, TN 37303

PLEASE RETURN COMPLETED FORM TO:
(Mail)

CITY OF ATHENS PUBLIC WORKS DEPARTMENT
815 N JACKSON STREET
ATHENS, TN 37303

EMAIL TO:

publicworks@athenstn.gov

ESTIMATED REPLACEMENT COSTS OF EQUIPMENT

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

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		

SIGNATURES OF APPROVAL (For City Use Only)

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