



[PACE]

Partnership in Animation and Community Enhancement Application

The Division of Special Events & Programming's Partnership in Animation and Community Enhancement Program requires the event being applied for is free and open to the public, and that the host applicant is a 501(c) organization. By signing this document and applying for the PACE program I agree to market this program as free and open to the public.

Signature

I acknowledge this program is required to be equitable and inclusive. Equitable is defined as being fair and impartial. Equitable is often mistaken as equality; however, they differ in major ways. For example, if someone wants to offer a class on how to ride a bicycle the instructor should prepare by having multiple styles and sizes of bicycles. Some participants will be smaller than others and will require smaller bikes. Equality would be when the instructor brings one size bike to be equal, but that would mean smaller participants couldn't participate in the class. An inclusive program means it does not exclude any section of society or any party involved in something. By signing this document and applying for the PACE program I agree to market this program as equitable and inclusive.

Signature

I acknowledge this program is required to be Americans with Disabilities Act (ADA) compliant and accessible. I agree this event shall be open to anyone with a disability, and no individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any public entity. For more information regarding ADA regulations please reference ADA.gov provided by the United States Department of Justice, Civil Rights Division website. By signing this document and applying for the PACE program I agree to market this program as ADA compliant and accessible.

Signature

[PACE]

Partnership in Animation and Community Enhancement Application

- The following parks are not eligible for PACE fee waivers: **Coolidge Park, Renaissance Park, Ross's Landing, Walnut Street Bridge, and Chattanooga Green.**
- Only events that are free and open to the public are eligible for fee waiver under PACE.
- Applications for PACE must be submitted a minimum of 60 days and a maximum of 365 days prior to the first event date.
- Applicants must be a bona fide charitable organization to apply for PACE.
- The PACE Program may be utilized no more than three (3) consecutive years for the same event.
- A maximum of four (4) days total will be allowable for fee waiver for a single calendar year. These do not have to be contiguous dates. Park fee rentals costs for any additional dates will be the sole responsibility of the applicant.
- The Application step includes detailed plans and supporting documents describing the event, requires multi-departmental review by City staff, and approval of the event by the PACE Selection Committee.
- Applicants will be responsible for any deposits required for park reservation and use. Any damages that occur from the event are the sole responsibility of the event organizer.
- Applications will be available online, but hard copies will also be available to anyone who does not have access to the online application. Hard copies of the Application may be found at the Outdoor Chattanooga Building, located at: 200 River Street, Chattanooga, TN 37405.
- PACE events must adhere to all rules and regulations set forth by the City in regards to park use, allowable activities, and materials.
- If approved by the PACE Committee, a Certificate of Public Liability Insurance naming the City of Chattanooga (101 E. 11th Street, Chattanooga, TN 37402) may be required based on the particular program proposed. Coverage for this policy must be at least \$1M per occurrence and \$2M aggregate. The Office of the City Attorney may require a higher threshold as determined by the activities planned for the event. Workers Compensation and Liquor Liability coverage may also be required, if applicable.
- If approved by the PACE Committee, additional city resources may be provided for free to the applicant, to include waiver of the right-of-way closure permit application fee and trash receptacle fee.
- If approved by the PACE Committee, additional Permits and Applications may be required depending on the activities planned for the event. Additional permits and/or departmental sign-offs needed might include, but are not limited to; Chattanooga Police Department and/or Chattanooga Fire Department presence, Street Closure requirements, Beer and/or Alcohol permits, Hamilton County Emergency Management Services, Chattanooga Parking Authority, and others.
- Additional permits may be applied for before the Event is approved, but the applicant will be responsible for the full rental price of the requested space(s), as well as any costs associated with additional City services if the PACE application is denied.

I have read through the rules and regulations for the use of the PACE program and agree to abide by the terms outlined for the program.

Signature



Submit Application via email to the Division of Special Events & Programming
at specialevents@chattanooga.gov. Mail or deliver to the attention of:

SPECIAL EVENTS & PROGRAMMING DIVISION
200 River Street
Chattanooga, TN 37405

PART I

A. GENERAL INFORMATION

Name of Event:			
First Choice Date:	Start Time:	End Time:	
Second Choice Date:	Start Time:	End Time:	
Third Choice Date:	Start Time:	End Time:	
First Choice Location::			
Second Choice Location::			
Description of Event:			
Name of Applying Organization:			
Address:		City:	State: Zip:
Phone Number(s):			
Fax:			
Tax Exempt ID#:			
Website:			
Social Media Sites:			
Contact Name:		Title:	
Phone Number:		Email:	
Description of Organization:			
What experience does your organization have in organizing events?			
Please indicate which benefit(s) your program or event will have on the community:			
<input type="checkbox"/> ARTS & CULTURE	<input type="checkbox"/> HEALTH & WELLNESS	<input type="checkbox"/> COMMUNITY BUILDING	



PART II B. EVENT DESCRIPTION

Type of Event [circle all that apply]:				
Festival	Block Party	Public Assembly	Walk/Run	Concert/Performance
Parade/Procession/Motorcade		Other (please describe):		
Estimated Attendance:	Local:	Visitors:		
Expected Impact on the Community:				
Provide a brief description of your event marketing plan:				
Describe intended use of City logo in marketing materials:				
Estimated budget to produce event (attach budget if desired): \$				
List all sources of funding, including in-kind contributions, and the amount that you have applied for or have been approved for this event. Applied for: \$_____ Approved: \$_____				
Have you ever hosted this event? If so, please describe when and where.				
Has this type of event ever been hosted or conducted before in other cities? If so, please describe.				
Describe any cultural or community significance your event will have [does this event encourage inclusiveness]:				



Describe how you will measure the success of your event:
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PART III

C. EVENT DETAILS

Estimated number of food vendors:
Estimated number of Exhibitors:
List any other Merchants:

QUESTIONS	YES	NO	COMMENTS
Electrical Services Needed?			
Water Services required			
Alcohol beverages served*			
Event requires/utilizes a stage			
Event includes tents greater than 900 sq. ft. (30'x30')			
Event requires ground penetration - Must get approval first			
Audio and/or Lighting is being used? Please describe			
Road closures required - Traffic Control Plan from CDOT required**			
Barricades being used - Traffic Control Plan from CDOT required*			
Event requires police services for alcohol or security purposes***			
Other requirements/details:			

*Beer sales are permitted through the City of Chattanooga - bglawrence@chattanooga.gov / Liquor & Wine are coordinated through the State

**Coordinate road closures with Justin Strickland - jwstrickland@chattanooga.gov

***Coordinate required officers with Sgt. Dennis Pedigo - dpedigo@chattanooga.gov

Print Applicant Name

Applicant Signature

Date

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DIVISION OF SPECIAL EVENTS & PROGRAMMING SECTION ONLY

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Parks & Outdoors Representative Name [Printed]

Parks & Outdoors Representative Signature

Date & Time