

CITY OF MILAN, TENNESSEE
1061 SOUTH MAIN STREET
MILAN, TENNESSEE 38358
(731) 686-3301

APPLICATION FOR SPECIAL EVENTS

This Application shall be submitted to the City Recorder. This Application must be complete when submitted. Failure to supply a complete Application could result in a rejection of the Application by the City of Milan. This Application must be submitted forty-five (45) or more days before the date of the event.

SECTION 1. IDENTIFYING INFORMATION

*If the Applicant is an individual person, the Application shall provide the following information and the Applicant shall then proceed to Section 3 of this Application. If the Applicant is a corporate or other entity, the Applicant shall skip Section 1 and proceed to Section 2 of this Application.

Applicant Name _____

Applicant Address _____

Applicant Phone Number _____

SECTION 2. CORPORATE OR OTHER ENTITY INFORMATION

Entity Name _____

Name of Registered
Agent for Entity _____

Entity Business
Address _____

Entity Phone Number _____

SECTION 3. DESCRIPTION OF SPECIAL EVENT

Date(s) of Event _____

Hours of Event _____

Estimated Number of
People Expected to
Attend Event _____

Location of Event (if Special Event includes people or vehicles moving from one location to another, please provide the starting location, route of travel and ending location of the Event):

List of Activities (i.e. live music, blow up jumpers, vendors, etc.): _____

Boundaries: Please attach a photo from Google Maps with the boundaries of your event clearly outlined.

Does the Event involve the use of real property in which the public has an ownership or other legal interest (such as public streets) or private real property? YES NO

If the answer to the preceding question is “Yes,” the Applicant must provide written, notarized permission of the owner of any affected private property to use such private property for the Event.

SECTION 4. VENDORS

If Applicant wishes to have vendors at the Event, those vendors must fill out a separate “Transient Vendor Application” or a “Mobile Food Vendor Application” from the City of Milan and attach to this Application. Vendor must also provide a copy of a valid business license from the State of Tennessee with their Vendor Application. *See Section 5 for details.*

Any vendors desiring to distribute beer at the Event shall provide at least forty-five (45) days advance written notice to the Mayor or his designee. Vendor must hold an on premise or bona fide restaurant beer permit issued by the City of Milan or any Tennessee municipality. Vendor must provide a copy of said beer permit with his or her written notice.

SECTION 5. BUSINESS LICENSES FOR VENDORS

If Vendor has an annual profit of less than \$3,000, no business license is required.

If Vendor has an annual profit of between \$3,000 and \$100,000, Vendor must have a Minimal Activity Business License.

If Vendor has an annual profit of more than \$100,000, Vendor must have a Standard Business License.

SECTION 6. INSURANCE

Applicant must provide a \$1,000,000 insurance policy with an \$2,000,000 aggregate showing the City of Milan as additional insured.

SECTION 7. POSSESSION OF PERMIT REQUIRED

If this Application is approved as indicated by the signature of an authorized representative of the City of Milan on a Permit, the Applicant shall furnish the Permit and a copy of this Application to any law enforcement officer upon request.

By signing this Application, the undersigned Applicant agrees to comply with all applicable State and Federal laws and the Milan Municipal Code, including but not limited to all applicable traffic laws, and the Applicant acknowledges the Applicant shall clean up all litter left on public property at the conclusion of the Event.

If Applicant is an individual person:

If the Applicant is a corporate or other Entity:

(Signature)

(Print Name of Entity)

(Print Name)

By: _____
(Signature)

(Print Name)

Date

Date

FOR CITY USE ONLY

- _____ Applicant submitted completed Special Events Application forty-five (45) or more days before the date of the event
- _____ Applicant submitted Google Maps photo of Event location with outlined boundaries
- _____ Applicant provided written, notarized permission from property owner if Event is located on or using private real property
- _____ Applicant provided required insurance policy with this Application
- _____ Applicant provided ALL additional Vendor Applications with this Application, including the Vendor Application requirements

PERMIT
SPECIAL EVENTS

The Applicant of _____ (“Applicant”) for a Special Events (“Event”) is:

Granted, subject to the following limitations:

- as set forth in the Applicant’s application dated _____, or
- restrictions:

Denied, for the following reason(s):

- the Application is incomplete;
- the Event would unreasonably interfere with traffic; or
- Other: _____

Approved by:

THE CITY OF MILAN, TENNESSEE

By: _____
Mayor, Signature

Mayor, Print Name

Date

This Permit shall expire on the date of _____ at the time of _____ or upon the order of law enforcement officials of the City if any ordinances and/or traffic and/or safety regulations duly promulgated by the City Recorder and approved by the Mayor in furtherance of public health, safety, peace, order, tranquility, welfare, and convenience are violated or if there is a probable cause that such violation has occurred.