

**For more information on City of Knoxville Special Events Permits
please contact the Office of Special Events.**

Elaine Frank, Office Manager, 865-215-4248, efrank@knoxvilletn.gov

Special Events Coordinating meetings are held the fourth Thursday of each month at 9:00 a.m. at the Knoxville Coliseum Ball Room. For more information, call the Office of Special Events at 865-215-4248 or at specialevents@knoxvilletn.gov

Beer Permit

Beer permit applications are available from the Business Tax Section of the city's Revenue Office. The beer permit applicant must appear before the Beer Board for consideration of their request for a beer permit. Members of the City Council sit as the Beer Board, which meets before the second City Council meeting of each month.

Fire Inspection Scheduling Information Sheet

This form must be completed to schedule a Fire Inspection for any event where cooking, grilling and/or tent set up will occur on City property.

Noise Permit Request

Noise Permits are only valid on a Friday, Saturday or Nationally recognized holidays, and shall be effective only between the hours of 7:00 am and 10:00 pm. Special noise permits shall be limited to a single day, and no more than two permits shall be issued to any premises in any twelve-month period.

Parade Request Form

Should be used for a Parade or Demonstration. A Parade Request Form along with a written detailed route of the proposed parade must be submitted to and approved by the Office of Special Events for all parades utilizing city streets or sidewalks. The parade route must be approved by the Chief of Police.

Parking Meter Bagging & Special Event Parking Permit

This Traffic Engineering permit is used to block off or reserve a parking spot for construction, moving, special events, etc.

Road Race Request Form

Should be used for any walk, run or bike ride. A Road Race Form along with a written detailed route of the road race, run or walk must be submitted to and approved by the Office of Special Events for all road races, runs or walks utilizing city streets or sidewalks. The application and proposed route shall be submitted no less than 45 days prior to the event. The route of the road race, run or walk must be approved by the Chief of Police.

Temporary Traffic Control Permit

For an event that requires a road closure, the event coordinator must secure a Temporary Traffic Control Permit through the City of Knoxville Engineering Department (865-215-6109), which may charge an additional fee for preparation of a traffic control plan. The Office of Special Events must be given notice of the application for a Temporary Traffic Control Permit. Every city road closure requires a uniformed Knoxville Police Officer on site, at a cost of \$30.00/hour with a 4-hour minimum.

Bike Racks

Bike racks can be requested through city service either during special events meetings or by contacting Alex Neubert at aneubert@knoxvilletn.gov