

New Revised Event Guide

World's Fair Park Event Guide featuring new insurance requirements

Please view the new updated World's Fair Park Event Guide. This event guide includes the new insurance requirements the City of Knoxville has imposed for special events taking place at all City facilities. Also, there are new changes to Articles 2.4, 4.2, 4.6, and 8.1 inside the World's Fair Park Lease Agreement.

EVENT GUIDE



World's Fair Park
North Aerial View

ROSS/FOWLER

Public Building Authority
525 Henley Street
Knoxville, TN 37902
Telephone: (865) 251-6860
Fax: (865) 251-6862
Email: dsimpson@ktnpba.org

Revised May 2011

INTRODUCTION

The World's Fair Park is owned by the City of Knoxville and operated by the Public Building Authority of the County of Knox and the City of Knoxville, Tennessee. The Park was the home of the 1982 World's Fair and is located between the University of Tennessee campus and downtown Knoxville. The Park has been re-developed and contains many features characteristic of the 1982 World's Fair, such as the Sunsphere, the Court of Flags, and the Tennessee Amphitheater. The site is also home to the Knoxville Convention Center. The Park consists of three major areas: the Festival Lawn, Lake Area and Performance Lawn. The Festival Lawn and Performance Lawn accommodate festivals and other outdoor performances and activities. All of the Park features and facilities combine to create an attractive destination for both residents and visitors.

This Event Guide is designed to assist you with most event-related issues. After you have had an opportunity to review the Guide, please do not hesitate to call or e-mail if you require any additional information. Thank you for your interest. We look forward to serving you.

In order to make your event operate efficiently, please make sure that you read and pay close attention to the contract contained herein.

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OVERVIEW

Location

Directly accessible from I-40/75, near the University of Tennessee campus and downtown Knoxville.

Parking

Eleventh Street, Clinch Avenue and World's Fair Park Drive provide direct vehicular access to numerous parking areas. The Fort Kid Lot, WFP North Lot, Blackstock Lot, and Locust Street Garage provide parking for over 1300 vehicles and are handicap accessible. See Attachment D.

Performance Lawn (South Lawn)

The Performance Lawn is a multipurpose green space having the capacity to accommodate more than 6,000 people. See specification sheet Page 7

Festival Lawn (North Lawn)

The Festival Lawn is somewhat larger than a football field with a sod turf. The lawn will accommodate up to 4,000 people and is bordered on the north by the Court of Flags and to the south by the lake Cascade. See specification sheet Page 6.

Amenities

The Security Building with restroom and security facilities is centrally located north of the Clinch Avenue Viaduct and east of the railroad track.

Security

The Park is monitored by Park Patrol Officers 24 hours a day, 7 days a week. Security cameras monitor Park activities. Emergency phones are located throughout the Park. Visitors are expected to abide by the Rules and Regulations posted throughout the Park. See Attachment B.

Restaurants

There are many fast food and fine dining restaurants located within a five-mile radius of the Park. The Butcher Shop, Regas Restaurant, Chesapeake's, and other dining establishments in Market Square are within easy walking distance of the Park.

Accommodations

Local hotel/motels include: Hilton Knoxville, Holiday Inn Select, Marriott, Crowne Plaza, Days Inn Campus and the Cumberland House Hotel.

Points of Interest

Numerous attractions are located within 50 miles of the Park: Dollywood, Gatlinburg/Pigeon Forge/Townsend, Great Smoky Mountains National Park, Norris Dam, Knoxville Zoological Park, Knoxville's Historic Old City, Star of Knoxville Riverboat, Women's Basketball Hall of Fame, Tennessee Smokies AA Baseball, Bass Pro Shop, and numerous shopping malls.

Local Hospitals

Baptist Hospital, Children's Hospital, Fort Sanders Regional Medical Center, University of Tennessee Medical Center and St. Mary's Medical Center are all within a short drive of the Park.

RESERVATION POLICIES AND PROCEDURES

Your initial contact with the Park should be directed to the PBA W.F.P. Events Coordinator at (865) 251-6861. The PBA W.F.P. Events Coordinator will review your proposed event requirements including projected dates, space needs, and rate structures. Potential date and space availability in the Park's booking schedule will be discussed as appropriate.

Following the confirmation of available space, the PBA W.F.P Events Coordinator will reserve space for your event. All space reservations are designated as either a tentative, first option, second option or confirmed basis. An event will be regarded as confirmed following the execution of a lease agreement and payment of deposit. The parameters for issuing and executing lease agreements are dependent upon the type of event being considered.

Definitions:

1. First Option: Provides a prospective client with the first right of refusal on a specified space at their requested dates. Should another group wish to book the dates (as specified in the Second Option), the holder of the First Option will be given three business days to finalize and execute a written Lease Agreement for the space and pay a non-refundable deposit.
2. Second Option: Provides for a second group to enter into a commitment to book specific space and dates in the Park should the space and/or dates being held under the First Option be cancelled.

Miscellaneous Issues:

1. Events on the lawns will not be scheduled on the following days:
 - a. July 3rd, 4th and 5th
 - b. The Sunday prior to Labor Day (Boomsday)
2. A refundable security/damage deposit of \$1,000 is required for events of 300 attendees or more. Events with less than 300 attendees require a refundable security/damage deposit of \$500.00. The promoter/lessee is responsible for cleaning up the venue(s) following their event unless special arrangements are made in writing with the PBA W.F.P. Events Coordinator prior to the day of the event. If the venues are found to be satisfactory after the event, the security/damage deposit will be refunded within 10 days. If the Public Building Authority has to perform additional clean up and/or damage is done to the lawn, the cost of services and repairs will be deducted from the security/damage deposit and, in the event the cost exceed the security/damage deposit, any amount in excess of the security/damage deposit must be paid to the Public Building Authority.

Timeline for submitting information to the Events Coordinator:

- | | | |
|-----|----------------------------|-------------------------------|
| 1. | Signed Lease Agreement | 10 days following reservation |
| 2. | Deposit (50% of lease) | 10 days following reservation |
| 3. | Certificate of Insurance | 30 days prior to the event |
| 4. | Pre-planning meeting | 30 days prior to the event |
| 5. | Remaining balance | 30 days prior to the event |
| 6. | Security Plan | in advance of the event |
| 7. | Signage Plan | in advance of the event |
| 8. | Copies of required permits | 10 days prior to the event |
| 9. | Portable restroom plan | 10 days prior to the event |
| 10. | Security/Damage deposit | 30 days prior to the event |
| 11. | Site layout | 10 days prior to the event |
| 12. | Power & water requirements | 10 days prior to the event |
| 13. | Number and size of tents | 10 days prior to the event |
| 14. | Permits (if applicable) | 10 days prior to the event |
| 15. | Special Event Form | 30 days prior to the event |

Submit information to:

Attn: Dorissa Simpson or fax to (865) 251-6862
World's Fair Park Events Coordinator
525 Henley Street
Knoxville, Tennessee 37902
dsimpson@ktnpba.org

PBA reserves the right to modify the event site layout in case of wet grounds caused by inclement weather or in the event either lawn is under repair.

During the months of November through May, the grounds are most susceptible to damage. The bermuda turf is a warm weather grass and is not fully established until mid to late May.

Policies, rental rates and equipment rental charges noted herein are subject to change without notice.

**FESTIVAL LAWN
SPECIFICATION SHEET
(North Lawn)
(Does not include fountain area)**

Size	60,000 square feet (200x300)
Capacity	4,000
Commercial Rate	\$750 per day* Any event lasting over three days will receive a 25% reduction on the per day cost beginning on the fourth day
Non-Profit Rate	\$550 per day Any event lasting over three days will receive a 25% reduction on the per day cost beginning on the fourth day
Must provide copy of charter	
Move-in/Move-out rates	One-half the daily rate
Other special event rates	\$100/hour (weddings, family reunions, company picnics, etc.) 4 hour maximum includes move-in and move-out (daily rate applies beyond 4 hours)
Power	Six 200 amp outlets, 3-phase
Water	Access to quick couplers available
Backstage Phone Lines	Promoter/Lessee responsibility
Cable TV Lines	Promoter/Lessee responsibility
Equipment	Refer to section 3.1 of Lease
Ticket Booths	Promoter/Lessee responsibility
Backstage Access	Adequate parking nearby
Backstage Office Facilities	Promoter/Lessee responsibility
Restrooms - Security Building	Women's - 11 stalls including one accessible Men's - 2 stalls including one accessible, 7 urinals (Promoter/Lessee must provide custodial attendant)
Restrooms - Under Clinch Avenue Bridge	Women's - 12 stalls including one accessible Men's - 5 stalls including one accessible, 2 urinals (Promoter/Lessee must provide custodial attendant)
Portable Toilets	Provided by promoter/event sponsor/lessee
Fencing	Only the west side of the lawn is fenced
Entrances	Open
Security	Promoter/Lessee responsibility
Permits	Standard permits required by City of Knoxville - see attached permit information
Trash Collection	Promoter/Lessee responsibility

* Any event lasting 4 hours or more, including move-in and move-out, is considered a full day.

**PERFORMANCE LAWN
SPECIFICATION SHEET
(South Lawn)**

Size	125,000 square feet (260 x 480)
Capacity	6,000
Commercial Rate	\$1,500 per day* Any event lasting over three days will receive a 25% reduction on the per day cost beginning on the fourth day
Non-Profit Rate Must provide copy of charter	\$1,125 per day Any event lasting over three days will receive a 25% reduction on the per day cost beginning on the fourth day
Move-in/Move-out rates	One-half the daily rate
Power	Seven 200-amp outlets; three each 3-phase on east side, two each on south side, two each on west side, two 3-phase 100-amp circuits on west side
Water	Access to quick couplers available
Backstage Phone Lines	Promoter/Lessee responsibility
Cable TV Lines	Promoter/Lessee responsibility
Equipment	Refer to section 3.1 of Lease
Ticket Booths	Promoter/Lessee responsibility
Backstage Access	Limited parking available
Backstage Office Facilities	Promoter/Lessee responsibility
Restrooms - Security Building	Women's - 11 stalls including one accessible Men's - 2 stalls including one accessible, 7 urinals (Promoter/Lessee must provide custodial attendant)
Restrooms - Under Clinch Avenue Bridge	Women's - 12 stalls including one accessible Men's - 5 stalls including one accessible, 2 urinals (Promoter/Lessee must provide custodial attendant)
Portable Toilets	Provided by promoter/event sponsor/lessee
Fencing	A 6-foot chain link fence encloses the lawn
Entrances	Vehicle traffic enters at the west gate off 11th Street (26 foot wide double gate), pedestrians enter through one of two 10 foot wide double gates located at the north and south ends of the lawn
Security	Promoter/Lessee responsibility
Permits	Standard permits required by City of Knoxville - see attached permit information
Trash Collection	Promoter/Lessee responsibility

* Any event lasting 4 hours or more, including move-in and move-out, is considered a full day.

**Public Building Authority
World's Fair Park
Facility Guidelines**

**Phone: (865) 251-6860 Fax: (865) 251-6862
525 Henley Street
Knoxville, TN 37902**

1. No stakes of any size or length will be used to anchor tents. All tents must be freestanding and anchored with weights.
2. Adjacent parking lots cannot be used as an event site.
3. Approved banners/signage may be displayed during set up and remain for the duration of the event. All signage must be removed upon the conclusion of the event.
4. No vehicles are permitted off the roadway without prior approval and escort by a PBA representative. This includes any and all sidewalks, either lawn or any turf located within the Park boundaries. The Event Organizer must notify the PBA W.F.P. Events Coordinator at 254-9157 or 251-6861 prior to the arrival of the set-up team and will be required to be on-site to supervise the approved site layout.
5. No landscaping alterations will be allowed. The attachment of any rope, wire, etc. to trees, shrubs or furniture is strictly prohibited.
6. All music must cease no later than 10:00 pm. The lessee will also be responsible for notifying businesses and residents in the requested permit area (see Noise Permit on page 16). For more information please contact the City of Knoxville Special Events office at (865) 215-4248.
7. Promoter/Lessee must provide reimbursement for PBA custodial contractor for one or both of the public restroom facilities located on the site depending on the attendance at their event.
8. The on-site public restroom facilities include a total of 23 women's stalls, 7 men's stalls, and 9 men's urinals. Portable toilets will be required as outlined on the attached guideline for events where expected attendance is greater than 1,500. The attached guideline (page 10) will assist you in determining the number of portable restrooms necessary to provide adequate sanitation service to your attendees. A portable restroom plan, to include quantity and placement, must be submitted to the PBA W.F.P. Events Coordinator per the instructions found on page 5.
9. Trash collection during and after the event is the responsibility of the Promoter/Lessee. Promoter/Lessee must notify all vendors that they are responsible for disposal of their own trash/debris. There are two dumpsters on site that may be used for trash disposal for a fee of \$25 each per load. Promoter/Lessee may bring in their own dumpster if desired. Placement of dumpsters must be coordinated with the PBA W.F.P. Events Coordinator.
10. All visitors to the Park must abide by the Park Rules and Regulations.
11. Any event where alcohol is present must be held in a controlled or fenced area. The Promoter/Lessee will be responsible for providing any required fencing. All alcohol-related permits and permit compliance is the responsibility of the Lessee (see page 11).
12. The event Promoter/Lessee must provide any equipment required for their event.
13. The Public Building Authority does not guarantee the condition of the lawn and reserves the right to modify the event site layout in case of wet grounds or in the event either lawn is under repair.

14. The Promoter/Lessee is responsible for providing a contact number or web site link advertising their event, ticket prices, rules, etc. to the PBA W.F.P. Events Coordinator at least one week prior to the scheduled event.
15. Concessions are the responsibility of the Promoter/Lessee.
16. The Public Building Authority maintains the right to manage all city-owned parking spaces in the vicinity of the Park and to set appropriate parking rates and retain revenue thereof.
17. Food vendors are required to place fire retardant tarps/material on the ground underneath their cooking equipment to prevent spillage on the lawn or the sidewalk/concrete areas. The lessee will be held responsible for any damage that occurs to the property caused by their vendors.
18. Monitoring of inflatable games/rides is the responsibility of the lessee. Equipment supervisors should be properly trained and easily identified.
19. PBA staff will begin disconnecting any utility service provided to the lessee immediately after the end of each event and not later than 1 hour after the event concludes.
20. Any extraordinary (e.g., overtime or additional personnel) to support the event, will be charged to the event in addition to the rent and/or other charges.

Custodial Service Guidelines for Required Staff

Less than 1000 in attendance = Requires no extra custodial support other than what is already scheduled at the WFP. PBA can provide additional custodial support if the organizer requests special attention.

* Custodian rate is \$20/hour per custodian

1,000 to 5,000 in attendance = 1 Custodian on site for the duration of the event. Duration to include 1 hour before event for preparation and one hour after for final cleanup.

- Custodian rate is \$20/hour per custodian

6,000 to 10,000 in attendance = 2 Custodians on site for the duration of the event. Duration to include 1 hour before event for preparation and one hour after for cleanup. Only one of the two custodians required to be there 1 hour before and one hour after event.

- Custodian rate is \$20/hour per custodian

10,000 to 20,000 in attendance- Requires contract custodial supervisor on site and includes all custodial staff requirements of the previous levels and any additional custodians needed through the evaluation of event due to attendance, scope, weather, etc. To be determined by PBA.

- Custodian rate is \$20/hour per custodian

20,000 and more in attendance-PBA supervisor and contract custodial supervisor on-site, includes all custodial staff requirements of the previous levels and any additional custodians needed through the evaluation of event due to attendance, scope, weather, etc. To be determined by PBA.

* PBA supervisor overtime cost of \$25/hour.

- Custodian rate is \$20/hour per custodian

Unless otherwise stated, PBA's custodial contractor is responsible for:

- Full Restroom servicing at security building and trash cans surrounding restrooms
- Full Service of Viaduct restrooms (if open)
- General trash pickup around restroom facilities.

Additional services can be performed by PBA custodial contractor if negotiated through PBA prior to the event. Rates are same as above.

Such as:

- Assist event organizer
- Lawn clean up
- Pull trash throughout park

PORTABLE RESTROOM GUIDELINES

Proper planning is the key to successful special events and mass gatherings. The following chart provides a guideline in determining the number of portable restroom facilities necessary to provide adequate sanitation service to your customers.

Number of units required when no pumping service is provided 50/50 mix of men and women. An adequate number of handicap units must be provided. The number required will be based on the layout and placement of the units.

AVERAGE HOURS AT THE EVENT										
AVERAGE CROWD SIZE	1	2	3	4	5	6	7	8	9	10
500	3	6	6	8	9	11	14	14	15	18
1000	6	9	12	12	14	14	17	18	20	20
2000	8	9	14	18	21	24	27	30	35	38
3000	9	14	18	24	30	36	39	45	51	57
4000	12	20	24	33	38	45	53	60	68	75
5000	18	23	30	38	47	57	66	75	84	95
6000	18	23	35	45	57	68	80	90	102	113
7000	18	27	39	53	66	80	92	105	119	132
8000	18	30	45	60	75	90	105	120	135	150
10000	23	38	57	75	95	113	132	150	170	188

*Chart does not include allowance for handicap accessible units.

**Public Building Authority
World's Fair Park
Permit Information**

**Phone: (865) 215-6860 Fax: (865) 251-6862
525 Henley Street
Knoxville, TN 37902**

Below is a list of permits that may be required depending on the nature of your event.

1. Alcoholic Beverages – The property authority MUST permit alcohol sales. There are two types of permits: beer or wine & liquor. The type beverage you will sell determines the permit you must have. Event sponsors should allow two (2) months for the permitting process; contact either the City of Knoxville, Revenue Office, Business Tax Section for a beer permit, or the State of Tennessee Alcoholic Beverage Commission at the earliest opportunity to begin the permit application process. Telephone the City of Knoxville at (865) 215-2179 and the State of Tennessee at (865) 594-6342.
2. Tenting Permits – All tents need to be permitted. At this time there is no blanket permit for a special event. Therefore, individual tents must be permitted. Please contact Tom Reynolds with the City of Knoxville Inspections Bureau at (865) 215-2999 for tenting permit information.
3. Road Closure Permits – World's Fair Park Drive is a private road, therefore it is not necessary to obtain a road closure permit to close it for an event. The road may be closed at the discretion of the PBA W.F.P. Events Coordinator. If you deem it necessary to close other roads around the Park for your event, please contact Lieutenant Boone, with the Knoxville Police Department, at (865) 215-7000 for road closure permit information. One month's notice is required.
4. Street Vendor Permits – Street Vendors must be approved by the World's Fair Park Administrative Office on an event-by-event basis. Vendors must have a valid Business License from the City of Knoxville and Knox County. If they do not have a regular business license, they must purchase a transient vendor's permit from the City of Knoxville and Knox County. The City business license office phone number is (865) 215-2083; the County's is (865) 215-2392.

Contact the City Inspections Bureau at (865) 215-2999 for zoning regulations relating to street vending. Vending can only occur in specific zones; it is the vendor's responsibility to determine the zoning for area involved.

5. Noise Permits – Please contact Kyndra Brewer in the City of Knoxville Special Events office at (865) 215-4248 for noise permit information.
6. Fire Inspections and Codes – Applicable rules and guidelines will be determined on an individual basis. Contact Joe Milsaps, Deputy Fire Marshall for the City of Knoxville, at (865) 215-2844.
7. Event Security – If your event/function involves the consumption of beer and/or alcohol, the promoter/lessee/sponsor must pay for Police protection/patrol. Contact Lieutenant Stiles, with the Knoxville Police Department, at (865) 215-7524 or Sergeant Tony Willis at (865) 215- 7707 for event security information. For questions concerning alcohol sales and temporary permits please call the Knoxville Police Department's Inspection Unit at 865-215-7379.
8. Special Events Form – Please fill out the attached Special Events Form and submit it to the City of Knoxville Special Events Office located in the City County Building.
9. Parade Request Form – If your event falls into any of the following categories (parade, demonstration, run, walkathon, etc.), please fill out the attached Parade Request Form and submit it to Lt. Boone with the Knoxville Police Department.



City of Knoxville Special Events Form

Phone: (865) 215-4248 • Fax: (865) 215-4298

Email: Efrank@cityofknoxville.org

City County Building • P.O. Box 1631 Suite 578 • Knoxville, TN 37901

****Special Events Meetings are held on the fourth Thursday of every month at 9:00 am at the Ballroom of the Knoxville Civic Coliseum (excluding Nov. & Dec.) Please attend as you will be placed in direct contact with representatives of various City services to assist with your event. There is a non-refundable reservation fee for Market Square and Krutch Park venues; \$100 for non-profit organization and \$200 for others. Your event will not be placed on the calendar until fee has been received; it must be filled with the Office of Special Events 45 days prior to the event. ***All service requests must be received two week before event date. If event needs are not submitted by the two-week time line the city will NOT be able to assist your event.***

Event: _____ Event Date: _____

Event Location: _____ Time of Event: _____

Contact: _____ Email: _____

Phone: _____ Cell: _____ Fax: _____

Address: _____

Presenting Organization: _____

Set-Up Information

Date & Time of Set-Up (Date/Time): _____ Date & Time of Teardown: _____

City Services

- Ambulance/EMS
- Fire Prevention Bureau (fireworks, tent inspections)
- Knoxville Police Department (parades, traffic issues, etc.)
- Public Service (power/lighting/trash barrels, etc)
- Traffic Engineering (barriers/meter bagging)

Permits Needed

- Alcohol Permit Parade Permit Street Closure Permit
- Banner Request Tent Permit Street Vendor Permit
- Parking Permit for Market Square

Event Producer Responsibilities

- **Insurance Portable Toilets Press Release
- Security Sound System Tables/Chairs
- Tents

****INSURANCE is REQUIRED for any event on City of Knoxville property.** Please list the **name, date and location of your event** on the Certificate of Insurance, listing the City of Knoxville as the additional insured for one million dollars.

Event Description: _____



City of Knoxville Parade Request Form

Office of Special Events • (865) 215-4248 • Fax: (865) 215-4298

Email: Efrank@cityofknoxville.org

City County Building • P.O. Box 1631 Suite 578 • Knoxville, TN 37901

**** Special Events Form and Parade Request Form must be filed with the Office of Special Events 45 days prior to the event. Insurance is required for any event on City of Knoxville property.**

****All service requests must be received two weeks before event date. If event needs are not submitted by the two-week time line the city will NOT be able to assist with your event.**

Permit Requested by: _____ Date _____

Proposed Event Date: _____ Sponsoring Organization: _____

Main Contact: _____ Email: _____

Address: _____

Phone: _____ Cell: _____ Fax: _____

Relationship to Organization: _____

Second Contact: _____ Email: _____

Address: _____

Phone: _____ Cell: _____ Fax: _____

Relationship to Organization: _____

Will these individuals be present at the event and be in charge? _____

Proposed Date: _____ Start Time: _____ Finish Time: _____

Type of Event

Parade: _____ Demonstration: _____ Run: _____ Walkathon: _____ Other: _____

Description: _____

Does your organization have insurance for this event? Yes: _____ No: _____

Can the insurance be indorsed to add the City of Knoxville as an insured for this event? _____

Location of Event: Clearly state what part(s) of event will be conducted on sidewalks or in traffic lanes. Also, state whether parade will occupy all or a portion of streets.

Time of Assembly of Participants, Parade Units, etc.:

Parade Route: _____

Have you prepared a traffic control plan for the above-described route? Yes _____ No _____

If yes, attach a copy to this request. Include location of assembly area and proposed interval between parade units. If your event includes vehicles or animals, describe the minimum and maximum speeds and the minimum and maximum intervals of space to be maintained between units.

If the event is to occur at night, on an attached sheet describe how you are going to light the event area(s) in order to increase the safety of participants and spectators coming to and leaving the event.

Describe how you intend to mitigate the impact of this event on businesses, churches, neighbors, motorists, mass transit users and others. (Attach additional sheet if necessary).

Expected Number of Participants: _____ Bands: _____ Floats: _____

Motorized Units: _____ Mounted Units: _____ Pedestrian Units: _____ Animals: _____

Others: _____

*Horses must be diapered or must be accompanied by a pooper-scooper/ manure attendant at all times. There are absolutely no exceptions.

Is your organization requesting permission to use any City Property other than streets and sidewalks (e.g. places for refreshment stands). _____

Please attach a draft of the entry form/release for participants.

List all city services requested: _____

If your organization is requesting permission to use City streets on the University of Tennessee campus, approval must be obtained from the UT Police Department and attached to this request.



City of Knoxville Banner Request Form

Office of Special Events • (865) 215-4248 • Fax: (865) 215-4298
Email: Efrank@cityofknoxville.org
City County Building • P.O. Box 1631 Suite 578 • Knoxville, TN 37901

Event: _____ Event Date: _____

Contact: _____

Phone: _____ Cell Phone: _____ Fax: _____

Address: _____

Email: _____ Number of Banners: Pole - _____ Street - _____

Sponsors of Event: _____

Requested Installation Date: _____ Dismantle Date: _____

To be installed by City of Knoxville (arrangements should be made 1 week prior to installation date)

Banner space must be reserved through the City of Knoxville Office of Special Events.

All final banner designs must be approved by the Office of Special Events.

The City of Knoxville is not responsible for the production cost, installation or maintenance of the banners. Requests are examined on a first come first serve basis. Consideration will not be given for banner requests of one month or less.

Location Requested:

Pole Banners:

- Church Street from Gay Street to State Street – 4 Banners
- Church Street from Market Street to Gay Street – 3 Banners
- Clinch Avenue from Market Street to Henley Street – 7 Banners
- Gay Street from Church Street to Summit Hill – 56 Banners
- Gay Street from Summit Hill to Magnolia – 17 Banners
- Henley Street Bridge from Hill Avenue to Blount (both sides of bridge) – 42 Banners
- Market Square Mall – 20 Banners
- Western Avenue Viaduct from Dale Street to Henley Street – 25 Banners

Street Banners:

- Fountain City Park
- Old City - Across Central Ave.

Stage Banner:

- Market Square Stage – Please provide dimensions of banner: _____

Banner Specifications:

Pole Banner:

Exact sizing is required for pole banners, 2' x 6' – 13oz. vinyl two color screen-printed banners. Finished with pole hem top and bottom (to accommodate a 2⁵/₈" pole) and webbed on all sides. Wind scallops as needed. Double sided on a stock solid color background. Installation by City of Knoxville Traffic Engineering is \$25.00 per crewmember per hour.

Street Banner:

Maximum banner size is 30' x 4'. Banner top does not require rope, but requires grommets every 2'. Banner bottom requires ¼" diameter rope. This rope can be sewn in or installed by using grommets. Bottom requires 10' minimum of rope be left at each end. Installation by City of Knoxville Traffic Engineering is \$200.00 per banner.

Market Square Stage Banner:

This banner would hang **over** the stage: width: 5'; maximum length 32'; with grommets spaced 16" apart to provide secure installation. Installation by City of Knoxville Public Service is \$200.00 per banner.



City of Knoxville Special Noise Permit Request

Office of Special Events • (865) 215-4248 • Fax: (865) 215-4298
Email: Efrank@cityofknoxville.org
City County Building • P.O. Box 1631 Suite 578 • Knoxville, TN 37901

General Information

Event: _____ Event Date: _____

Contact: _____

Phone: _____ Cell: _____ Fax: _____

Address: _____

Email: _____ Time of Event** : _____

**Noise Permits are only valid on a Friday, Saturday or Nationally recognized holiday, 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.

Sponsors of Event: _____

Fee: \$50.00 Non-refundable fee; payable to: **City of Knoxville**

Set-Up Information

Date and Time of Set-Up: _____ Date and Time of Tear-Down: _____

Location (including address): _____

Street Closings/Times (permit required): _____

Sound Equipment (list equipment you are using): _____

***It is recommended that you notify businesses and residents in the requested permit area.**

****If setting up on a sidewalk, equipment cannot impede the pedestrian right-of-way.**



**TEMPORARY TRAFFIC CONTROL PERMIT
CITY OF KNOXVILLE
DEPARTMENT OF ENGINEERING
CIVIL DIVISION
PHONE: (865) 215-6100 FAX: (865) 215-6109**

DATE: _____ CITY OF KNOXVILLE PERMIT NUMBER: _____
IF STATE ROUTE, TDOT PERMIT NUMBER: _____

DATE OF WORK: _____ THRU _____

TIME OF WORK: FROM _____ TO _____

LOCATION: _____

STREET NAME: _____

BETWEEN: _____ AND _____

APPLICANT

NAME: _____

ADDRESS: _____

PHONE: _____ FAX: _____ CONTACT: _____

DESCRIBE TYPE OF CLOSURE:

STREET: _____

SIDEWALK: _____

LANE: _____

OTHER: _____

PROJECT DESCRIPTION: _____

NOTES:

1. A DETAILED TRAFFIC CONTROL PLAN MUST BE PROVIDED TO SHOW THE PLAN FOR TRAFFIC CONTROL, INCLUDING EQUIPMENT TO BE USED AND THE LOCATION OF THIS EQUIPMENT. WORK MAY NOT BEGIN UNTIL THE DEPARTMENT OF ENGINEERING HAS APPROVED A PLAN. TRAFFIC CONTROL PLANS FOR CONSTRUCTION REQUIRING EXCAVATION ON PRINCIPAL COLLECTOR AND ARTERIAL ROADWAYS ARE TO BE PREPARED AND SEALED BY A PROFESSIONAL ENGINEER. TRAFFIC CONTROL PLANS FOR SECONDARY COLLECTORS AND LOCAL STREETS MAY BE PREPARED BY PERSONNEL TRAINED IN WORK ZONE TRAFFIC CONTROL.
2. PERMITTEES AND THEIR AGENTS OR EMPLOYEES MUST COMPLY WITH ALL ORDINANCES OF THE CITY OF KNOXVILLE AND WITH THE ATTACHED POLICY ON WORK ZONE TRAFFIC CONTROL.
3. ADDITIONAL REQUIREMENTS MAY BE REQUIRED BY THE DEPARTMENT OF ENGINEERING.

APPLICANT'S SIGNATURE: _____

POLICE DEPARTMENT APPROVAL: _____ DATE: _____

ENGINEERING DEPARTMENT APPROVAL: _____ DATE: _____

COPY TO (VIA FAX):

_____ KPD - CHIEF OF POLICE - 215-7412

_____ KAT - LOWERY 215-7820

_____ MPC - SHANNON TOLLIVER 215-2068

_____ 911 - JERRY DUNCAN 215-1134

_____ SIGN SHOP - PAUL ESTES 544-4054

_____ OFFICE OF INFORMATION

IF STATE ROUTE ONLY:

_____ TDOT - MICKEY CAMPBELL 594-9104

WORLD’S FAIR PARK EVENT LEASE

THIS AGREEMENT is made as of the ____ day of _____, 201__, by and between The Public Building Authority of the County of Knox and the City of Knoxville, Tennessee, hereinafter referred to as “Lessor” and (fill in lessee’s organization and signator’s name on line below):

_____ hereinafter referred to as “Lessee.” The parties execute this Agreement for the purpose of memorializing the lease by the Lessee of certain facilities located at and within what is known the World’s Fair Park, Knoxville, Tennessee.

WITNESSETH: The Lessor and the Lessee, for the mutual considerations stated herein and for the faithful performance of all covenants and conditions set forth herein, agree as follows:

**ARTICLE 1.
LEASE AND USE OF PREMISES**

Leased Premises and Term. Subject to the terms, conditions and limitations contained in this Agreement, the Lessor hereby leases to the Lessee, and the Lessee hereby rents from the Lessor the _____ Lawn at the World’s Fair Park, Knoxville, Tennessee. The Lessee’s period of occupancy shall begin on the _____ day of _____, 201__, at _____ o’clock ____m. and shall terminate on the _____ day of _____, 201__, at _____ o’clock ____m. (Note: Leasing the Festival Lawn does NOT include the interactive fountain, court of flags and concrete area around it, which must remain accessible to the general public at all times.)

Date(s)	Start Time	End Time
MOVE-IN/MOVE-OUT INFORMATION		
Date(s)	Start Time	End Time

Premises Defined. The term “Premises,” as used in this Agreement, includes all of the space described in Paragraph 1.1 above and in the World’s Fair Park Event Guide and leased pursuant to this Agreement.

Uses of Premises by the Lessee. The Lessee will use and occupy the Premises solely for the purpose stated below, and for no other purpose whatsoever without the Lessor’s express written approval. The Lessee will observe, abide by and conform to all rules and regulations, and such further rules and regulations as from time to time may be put in effect by the Lessor, for the general safety, comfort and convenience of the Lessor as part of managing the World’s Fair Park.

(Fill in full description of event):

**ARTICLE 2.
COMMON AREAS**

2.1 Common Areas Defined. The term “Common Areas,” as used in this Agreement, includes: all parking areas, the interactive fountain, court of flags area, lake, stream, access roads and facilities, driveways, service roads, loading facilities, sidewalks, landscaped areas, and all other areas constructed or to be constructed for use in common by the Lessor and all other users of the World’s Fair Park.

2.2 Control of Common Areas. The Common Areas will at all times be subject to the exclusive control and management of the Lessor. The Lessor has the right to operate and maintain the Common Areas in such a manner as the Lessor, in its sole discretion, will determine from time to time. This right to operate and maintain includes, without limitation, the right to (i) employ all operational and maintenance personnel, (ii) make all rules and regulations pertaining to and necessary for the proper operation and maintenance of the Common Areas and facilities, (iii) close any portion of the Common Areas for the purpose of making repairs, changes or additions, (iv) change the size, area or arrangement of the parking areas or the lighting thereof within or adjacent to the existing areas, and (v) enter into agreements with adjacent owners for cross-easements for parking, ingress, egress, delivery, and the installation of utility lines.

2.3 Parking. The Lessee and its agents, employees, guests, clients, customers, patrons and invitees will park in those areas designated in the World’s Fair Park Event Guide. The Lessee shall not load or unload vehicles except in those areas designated by the Lessor for such purpose. The Lessee, for itself, its employees and clients, agrees that the Lessor will have the right to take, move, impound and tow off vehicles that (i) violate the Lessor’s rules and regulations, block streets, aisles or access ways (ii) park in unauthorized areas, or (iii) park in unauthorized spaces or otherwise park improperly.

2.4 Access to Premises. The Lessor, its representatives, employees and concessionaires working said event shall, at all times, have free access to the Premises.

2.5 Portions of Lessor’s Property Not Demised. The Lessee agrees that during the term of this Agreement, the Lessor may use, cause to be used or lease any portion of the World’s Fair Park not leased to the Lessee pursuant to this Agreement.

**ARTICLE 3.
RENT AND OTHER TENANT DISBURSEMENTS**

3.1 Rental Amount. The total rental amount, which includes the costs for rental equipment and other services, shall be as follows:

LEASE RATES (including move-in/move-out days)			
Facility	No. of Days	Rate Per Day	Total
Festival Lawn			
Performance Area			
Move-in/Move-out Festival Lawn			
Move-in/Move-out Performance Area			
Total Lease Rate			

RENTAL EQUIPMENT/OTHER SERVICES

Equipment/Service	Rate	Provider	Quantity	Total
Phone Lines	To be determined	PBA		
Dumpsters (2)	\$25 each/load	PBA		
Electrical Box	\$50 each/day	PBA		
Sub-Panels	\$25.00	PBA		
Mobile Stage-Commercial	\$1,000/day	PBA		
Trash Liners	\$50/case	PBA		
Mobile Stage-Non-Profit	\$500/day	PBA		
PBA Personnel Overtime Charges	\$25.00	PBA		
PNC Custodial Service/contract with PBA	\$20/ hour per custodian	PBA		
Event Decking	\$0.15 cent per square foot	PBA		
Total Additional/Estimated Cost				

SECURITY/DAMAGE DEPOSIT DUE: _____

TOTAL AMOUNT DUE FROM LESSEE: _____

DEPOSIT PAID BY LESSEE: _____

BALANCE DUE FROM LESSEE: _____

3.2 Covenant to Pay. The Lessee's covenant to pay the total rental amount to the Lessor at the office of the World's Fair Park Event Coordinator when it is due is independent of any and all other covenants

contained in this Agreement. If the rental amount is not paid on the date due, the Lessor may collect a late charge, equal to ten percent (10%) of the late rent, on the delinquent amount.

3.3 Non-Refundable Rental Amount. If the Lessee, being entitled to possession hereunder, shall fail for any reason other than as specified in Section 8.1 hereof to take possession of or to use the Premises, no refund of the rental amount shall be made. Specifically, the Lessee agrees that inclement weather will not be a basis for a refund. The full rent called for by this Agreement, including any disbursements or expenses incurred by the Lessor in connection therewith, shall be payable by the Lessee to the Lessor as liquidated damages, and not by way of penalty.

3.4 Overtime/Contract Labor Costs Borne by Lessee. If PBA incurs overtime costs for its personnel assisting in setting up or breaking down an event, requires the use of additional personnel in addition to normal staffing levels, or incurs contract custodial costs during the event, those costs will be billed to the lessee within 14 days of the conclusion of the event and are the responsibility of the lessee to pay in full.

3.5 Electronic Fund Transfer. The Lessee's has the option to use Electronic Fund Transfer. The PBA utilizes Electronic Fund Transfers as a means to expedite payments to our lessees. By the form, the PBA will deposit any refunds due to the Lessee after their event stated on EXHIBIT 1 attached hereto and incorporated herein by reference. If the Electronic Fund Transfer option is not chosen, a check will be issued during our regular monthly check process.

ARTICLE 4. RESPONSIBILITY FOR PREMISES

4.1 Condition of Premises. The Lessee's signature on this Agreement signifies that the Lessee (i) has visited the Premises, (ii) has inspected the Premises and the appurtenances thereto, and (iii) is fully acquainted with the condition of the Premises. The failure of the Lessee to do any of the above does not, in any way, relieve the Lessee of any obligations pursuant to this Agreement. The Lessee accepts the Premises in its present condition and acknowledges that it is suitable for the Lessee's intended use. The Lessee acknowledges that Lessor is not responsible for conditions of the premises that may have been altered by weather events or other acts of God. In addition, Lessee acknowledges that Lessor has the right to alter, if necessary, the location of event equipment, booths, etc. if the condition of the lawn(s) requires the relocation of those items onto the sidewalks/street.

4.2 Labor Requirements. The Lessee, at its sole cost and expense, shall furnish all necessary labor required for the Lessee's use of the Premises, including, but not limited to, ticket sellers, ticket takes, security and safety personnel. A security plan for the event must be submitted to the World's Fair Park Event Coordinator for approval in advance of the event. The total number and identity of the individual(s) to be used in these capacities must be approved by the World's Fair Park Event Coordinator prior to the start of the Lessee's event.

4.3 Event Patrons. The Lessee shall not admit to the Lessee's event a larger number of persons than the capacity of the Premises accommodates. The Lessor, by and through its representatives, reserves the right to enter onto the Premises and eject any objectionable person(s) from the Premises. The Lessee hereby waives any and all claims for damages of any kind against the Lessor by reason of or relating to the exercise of such ejection authority. Further, the Lessor shall have the right to collect and have custody of articles left, lost or checked while on the Premises by patrons attending the event given or held on the Premises. The Lessee shall not interfere with the collection and custody of such articles.

4.4 Maintenance Responsibilities. At all times during the term of this Agreement, the Lessee shall, at the Lessee's sole cost and expense, keep the Premises in good order, condition and repair, and clean, sanitary and safe, ordinary wear and tear excepted. The Lessee shall comply with all federal, state and local requirements of law, by statute, rule, ordinance or otherwise, affecting the Premises and all appurtenances thereto. The Lessor will not be required to make any repairs to the Premises occasioned by

the act or neglect of the Lessee, its agents, employees, guests, clients, customers, patrons or invitees. Any of the foregoing repairs required to be made by reason of the negligence of the Lessee, its agents, employees, guests, clients, customers, patrons or invitees shall be the responsibility of the Lessee. If the Lessee refuses or fails to make such repairs hereunder, the Lessor may make and complete such repairs and add the cost thereof to the total rental amount due. The Lessee will not allow any nuisance(s) to exist with respect to the Premises.

4.5 Alterations by the Lessee. The Lessee will not alter the Premises or place, install or attach any fixtures or equipment to be used in connection with the Lessee's event without obtaining the Lessor's prior written approval to (i) such improvements and (ii) the manner in which said fixtures and equipment are to be installed and located in the Premises.

4.6 Signs. The Lessee will not post, exhibit or allow to be posted or exhibited any signs, advertisements, show bills, lithographs, posters or cards describing the Lessee's event, except those approved by the Lessor. The Lessee is allowed to post or exhibit signs, advertisements, show bills, lithographs, posters or cards that are related to the event to be given on the Premises and/or for any future events to be held at World's Fair Park, and only in the location(s) and for the period of time specifically designated and permitted by the World's Fair Park Event Coordinator. Lessee must submit for approval, in advance of the event, a written plan show the location(s) of all signage, which should include how signage will be mounted. In addition to obtaining the Lessor's written consent, the Lessee must also obtain all necessary and appropriate governmental permits and licenses for its signage.

4.7 Surrender Of Premises. At the termination or expiration of this Agreement, the Lessee shall deliver the Premises to the Lessor in the same condition as the Lessee received it when the term of this Agreement began, reasonable wear and tear accepted. The Lessee shall promptly remove all its equipment, fixtures and any other installations, alterations or improvements before surrendering the Premises as aforesaid. The Lessee will repair any damage to the Premises caused by the removal of such items. The Lessee's obligation to observe or perform this covenant will survive the expiration or other termination of the lease term. The Lessor reserves the right to remove from the Premises, at the sole expense of the Lessee, any and all effects remaining on the Premises after the period of occupancy has expired. The Lessor may, but is not obligated to, store such effects at the sole expense of the Lessee and without any liability therefore on the part of the Lessor.

ARTICLE 5. HOLD HARMLESS AND INDEMNIFICATION

The Premises shall be used and maintained by the Lessee for its convenience and accommodation throughout the period of occupancy. The Lessee agrees that the Lessor and the City of Knoxville, Tennessee ("the City") shall have no responsibility in connection with the Premises during said period of occupancy. The Lessee shall defend, indemnify and hold the Lessor and the City harmless from any and all liability to the Lessee, and third parties for all claims, actions, demands and expenses (including attorney's fees) resulting from or in any way connected with, or alleged to have arisen from the Lessee's use or occupancy of the Premises, including but not limited to actions or inactions of the Lessee, its agents, employees, guests, clients, customers, patrons or invitees, and the Lessee's breach of any of the terms or conditions of this Agreement. The Lessee shall pay for any and all damage to the Premises sustained during the period of occupancy.

Except for damage or injury proximately caused by the Lessor's or the City's sole negligence, neither the Lessor nor the City shall be responsible for any damage or injury that may occur to the Lessee or to the Lessee's agents, employees, guests, clients, customers, patrons, invitees or property from any cause whatsoever prior, during or subsequent to the period covered by this Agreement; and the Lessee hereby expressly releases the Lessor and the City from such loss, damage or injury and agrees to defend, indemnify and hold the Lessor and the City harmless therefrom.

**ARTICLE 6.
INSURANCE**

6.1 Lessee to Obtain Insurance. Prior to its use and occupancy of the Premises, the Lessee shall procure and maintain insurance of the types and in the amounts stated on EXHIBIT 2, attached hereto and incorporated herein by reference.

Other Insurance Requirements. The Lessee will, at least thirty (30) days prior to occupancy of the Premises, furnish the Lessor with original certificates of insurance. The insurance shall be issued by a company licensed to do business in the State of Tennessee and approved in writing by the Lessor. The Lessor shall be given thirty (30) days advance notice of any cancellation of the insurance coverage.

**ARTICLE 7.
NON-DISCRIMINATION AND ETHICAL STANDARDS**

The Lessee: (i) will not discriminate against any employee or applicant for employment because of race, age, color, religion, national origin, sex or disability; (ii) will take affirmative action to insure that applicants are employed, and that employees are treated during employment, without regard to their race, age, color, religion, national origin, sex or disability; (iii) will, in all solicitations or advertisements for employees placed by or on behalf of it, state that all qualified applicants will receive consideration for employment without regard to race, age, color, religion, national origin, sex or disability; and (iv) will include these provisions in every subcontract or sublease let by or for it.

Further, the Lessee hereby takes notice of and warrants that it is not in violation of, or has not participated, and will not participate, in the violation of any of the ethical standards prescribed by the Knoxville City Code.

**ARTICLE 8.
GENERAL PROVISIONS**

8.1 Fire and Other Casualty. In the event the Premises or any part thereof is destroyed or damaged by fire or other casualty, or if any other casualty or unforeseen circumstance (other than inclement weather) renders the fulfillment of this Agreement by the Lessor impossible, then this Agreement shall terminate, and if the Lessee has not taken possession of the Premises, the lessor shall refund its rental payments to the Lessee. However, if the Lessee has taken possession of the Premises, the Lessee shall pay rental for the Premises only up to the time of such termination, at the rate herein specified. The Lessee hereby waives any claim for damages or compensation should this Agreement be so terminated.

8.1a If, as the result of a Force Majeure Event (as defined below), Lessee or Lessor is unable to, or is prevented from, performing the terms of the Agreement or any portion thereof or any material obligation under this Agreement, then Lessee's and Lessor's obligations hereunder will be excused, there shall be no claim for damages by Lessee or Lessor Notwithstanding the foregoing, Lessee shall be obligated and liable to Lessor for such proportionate amount of the payment provided for herein as may be due hereunder for any use of premises, including any costs incurred by the Lessor directly related to the preparations/set-up of the planned event, which Lessor may have leased up to the time of the inability to perform by reason of such Force Majeure Event.

Force Majeure defined. A "Force Majeure Event" shall mean any one or more of the following acts which makes any performance(s) by Lessee or Lessor contemplated by the Agreement impossible, infeasible or unsafe: acts of God; act(s) or regulation(s) of any public authority or bureau, civil tumult, epidemic, act(s) of the public enemy; act(s) or threats of terrorism; threats; insurrections; riots or other forms of civil disorder in, or around, the World's Fair Park or which Lessee and/or Lessor reasonably believe jeopardizes the safety of Lessee, Lessor, musicians contracted by Lessee and, or Lessee's patrons; embargoes; labor disputes (including, without limitations, strikes, lockouts, job actions, or boycotts);

explosions; floods; shortages of energy or other essential services; failure or technical facilities; failure or delay of transportation; death, disability, illness, injury or other inability to perform of musicians contracted by Lessee, and similar or dissimilar causes beyond the control of Lessor or Lessee which make any performance(s) contemplated by this Agreement impossible, infeasible, or unsafe.

8.2 ADA Requirements. The Lessee will comply with any and all requirements of the Americans with Disabilities Act, including but not limited to, the removal of all structural barriers, the accessibility of its event, programs, services and goods, the provision of all auxiliary aids and services, and the modification of policies, practices and procedures. The Lessor will not be responsible for any costs or expenses related to the Lessee's compliance with ADA. The Lessee will defend, indemnify and hold the Lessor and the City harmless from and against any and all claims, suits or causes of action and expenses (including attorney's fees) which arise out of this Agreement or the Lessee's use of the Premises, or an act or omission by the Lessee, its agents, employees, guests, clients, customers, patrons or invitees that violates or is alleged to violate the ADA.

8.3 Written Amendments. This Agreement may be modified only by a written amendment or addendum, which has been executed and approved by the appropriate officials shown on the signature page of this Agreement.

8.4 Federal, State, and Local Requirements. The Lessee is responsible for full compliance with all applicable federal, state, and local laws, rules and regulations.

8.5 Assignment and Subletting. The Lessee shall not assign, transfer, or encumber this Agreement without the prior written approval of the Lessor, and shall not sublet or allow any other tenant to come in, with, or under the Lessee without like written approval.

8.6 Continued Liability. Any assignment or subletting, notwithstanding the consent of the Lessor, will not in any manner release the Lessee herein from its continued liability for the performance of the provisions of this Agreement and any amendments or modifications hereto. The acceptance of any rental payments by the Lessor from any alleged assignee will not constitute approval of the assignment of this Agreement by the Lessor.

8.7 Termination. If any default is made as to any of the covenants contained in this Agreement, this lease and the relationship of the Lessor and the Lessee, at the option of the Lessor, shall terminate and cease. In such a circumstance, the Lessor may re-enter the Premises, remove all persons and fixtures therefrom and resort to any legal proceedings to obtain possession. Notwithstanding such a termination, the Lessee shall pay the full amount of the rental as herein agreed to be paid.

8.8 Miscellaneous. This Agreement will inure to the benefit of and will be binding upon the Lessor, the Lessee and their respective heirs, executors, administrators, successors and assigns, subject to all the terms, conditions, and contingencies set forth. This Agreement is governed by the laws of the State of Tennessee. If any provision of this Agreement is held invalid or unenforceable by any court of competent jurisdiction, such holding will not operate to invalidate any other provision hereof. This Agreement will be construed without reference to titles of sections or clauses, which are inserted for convenient reference only.

8.9 Entire Agreement. This Agreement, the exhibits hereto and the documents incorporated herein by reference from the entire agreement between the Lessor and the Lessee. Any prior representations, promises, agreements, oral or otherwise, between the parties, which are not embodied in this writing, will be of no force or effect. Any matters not herein expressly provided for shall be at the discretion of the World's Fair Park Event Coordinator.

8.10 Date of Execution of Agreement. This Agreement must be signed and returned sixty (60) days prior to the event date.

8.11 World's Fair Park Event Guide. The World's Fair Park Event Guide, current as of the date hereof, is incorporated herein by reference, and all terms and conditions stated therein shall apply to this Agreement, and the Lessee shall be bound by the obligations stated therein.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date stated above.

APPROVED AS TO FORM:
By W. Morris Kizer
PBA General Counsel

THE PUBLIC BUILDING AUTHORITY OF
THE COUNTY OF KNOX AND THE
CITY OF KNOXVILLE, TENNESSEE

By: _____

Dale E. Smith
Administrator/CEO

WITNESSED BY:

Lessee (signature): _____

Lessee (printed name): _____

Printed Name:

Title: _____

Lessee Organization: _____

Vendor Power Requirements

Event: _____ Date(s) of Event: _____

Vendor: _____ Phone: _____ Fax: _____

Type of Vendor: (food, retail, beverage, etc.) _____

What will you be selling/serving: _____

Address: _____

Email: _____

Power Needs: _____

Water Needs: _____

Additional Needs: _____

Please have each vendor fill out this form and submit to Dorissa Simpson at 251-6862 (fax).

Vendor Checklist

- Food vendors are required to place fire retardant tarps/material on the sidewalk/lawn below cooking equipment to protect the surface below (lessee will be held responsible for any damage).
- Attachments to trees or landscaping are prohibited.
- **Vehicles will not be allowed on the lawns/sidewalks without permission from the PBA W.F.P. Events Coordinator at (865) 251-6861 or (865) 254-9157.**
- **Vendors should come prepared with equipment (dollies, etc.) to assist with unloading and loading of equipment.**
- **Tents, inflatable games, etc. must be weighted; stakes in the lawn areas are strictly prohibited.**
- Vendors who are cooking on site must provide a working fire extinguisher.
- No open flames are permitted underneath any tent or canopy.
- Secure all LP/CO2 tanks.
- **Do not pour hot liquids, ice or grease on the lawns. Please dispose of grease, chlorinated water and other type liquids properly. It is against City Ordinance to pour anything down the storm drains.**
- Coolers and supplies, including cases of sodas or food, should not be stacked directly on the grass. These items should be placed on a pallet or similar device.
- **Do not erect tents or place any equipment in the roadway that would prohibit passage of an emergency vehicle.**
- Absolutely no paint is to be sprayed on the lawn or concrete areas unless prior approval is granted by PBA (certain non-permanent marking paints are permitted pending approval).
- Please see **Attachment C** for Health Department guidelines. Health Department inspection required for multiple day events.

EXHIBIT 2

Insurance Requirements for Special Events on City Property: World's Fair Park & Volunteer Landing

As of January 1, 2011, the City of Knoxville changed its minimum insurance coverage requirements for use of City properties and/or facilities – please read through the below. The new minimum insurance requirement is as follows:

Minimum of \$1,000,000 per incident/\$2,000,000 aggregate coverage

Please list the City of Knoxville and the Public Building Authority as additionally insured on the policy. Please be sure to include the event name, date, location, and a brief description of the event on the policy. Please submit a copy of your policy to the World's Fair Park & Volunteer Landing Event Office at the Public Building Authority, 400 Main Street, Suite M-22, Knoxville, TN 37902, at attention: Dorissa Simpson or Chris Brown. You are welcome to email a copy of your policy – please contact the Event Office at 865-251-6860 for an email address.

All events held on City property or in City facilities require a minimum of \$1,000,000 per incident/\$2,000,000 aggregate coverage, with the following exceptions:

Exception 1 – Events Not Requiring Insurance

The following non-sports events with **less than 100 anticipated attendance** and without street/road closures, alcohol, loaded weapons, pyrotechnics, mechanical or inflatable rides, the use or display of animals*, or resulting in fundraising or profit **do not require insurance (must sign the Release & Indemnity; see Attachment A)**:

Note: Any serving of alcohol must be with properly licensed and insured bartenders and proof of license and insurance will be required.

- Academic related events (such as spelling/math/science)
- Award celebrations
- Banquets
- Bingo/card/board games (not for fundraising)
- Clubs and organizational meetings
- Celebrations (weddings, anniversaries, birthdays)
- Debuts
- Graduations
- Head of state events
- Lectures and reading events (other than product or service promotions)
- Luncheons
- Meetings of a social, academic, business or philosophical nature (other than fundraising)
- Recitals

- Reunions
- Seminars (other than product or service promotions)
- Social Receptions
- Teleconferences

*Exclusion does not apply to participants in events requiring the use of service animals.

Exception 2 – Events requiring \$2,000,000 per incident/\$3,000,000 aggregate coverage

A. Non-sports events

The following **non-sports** events without loaded weapons, pyrotechnics, or mechanical or inflatable rides require a minimum of \$2,000,000 per incident/\$3,000,000 aggregate coverage:

Note: Any serving of alcohol must be with properly licensed and insured bartenders and proof of license and insurance will be required.

- Events involving the use or display of animals or to which participants are encouraged to bring animals (other than service animals)
- Events which involve serving or sale of alcohol
- Events involving closure of roads or streets
- Block parties and street fairs
- Dances and parties outdoors
- Exhibitions outdoors
- Overnight camping
- Waterslides
- Weapons (unloaded) shows

B. Sports Events

The following **sports** events without loaded weapons, pyrotechnics, or mechanical or inflatable rides require a minimum of \$2,000,000 per incident/\$3,000,000 aggregate coverage:

Note: Any serving of alcohol must be with properly licensed and insured bartenders and proof of license and insurance will be required.

Animal riding	Off-road racing
Boxing	Polo
Cheerleading	Rodeos
Demolition events	Ropes courses
Football (contact)	Rugby
Golfing events	Skating (open to public)
Gymnastics	Skateboarding
Ice hockey	Speed skating
In-line hockey	Swimming and diving (unorganized or lessons)
Marathons	Triathlons
Martial arts (contact)	Weightlifting
Motorized racing	Wrestling

Event Insurance – Waiver/Modification

The City’s Risk Manager, at his/her discretion, may authorize a greater or lesser amount of coverage or different type of coverage than required by this policy if the special event is of a demonstrated high- or low-risk category, according to recognized insurance and risk management industry standards. High-risk

events requiring a greater amount of coverage to be determined by the Risk Manager include, but are not limited to, those with loaded weapons, pyrotechnics, or mechanical or inflatable rides.

Expressive Activity

“Expressive Activity” is any assembly, the sole or principal purpose of which is the expression, dissemination, or communication by verbal, visual, literary, or auditory means, of a particular opinion, view or idea, and for which no fee or donation is charged or required as a condition of participation in or attendance at such activity, including public oratory and distribution of literature.

For expressive activity, the City’s Risk Manager shall not consider the potential reaction of bystanders to the content of expressive activity as a factor in requiring insurance coverage. Waiver of the insurance requirement shall be made if the event is solely for expressive activity, provided that the applicant has filed with the Risk Manager a verified statement that the applicant intends the special event purpose to be solely for a First Amendment expressive activity.

Self Insurance

The City’s Risk Manager shall review all certifications of self insurance for appropriateness, including any required documentation demonstrating financial solvency.

TULIP (Tenant User Liability Insurance Policy) Program

The City of Knoxville offers a TULIP Program, which provides for a general liability policy that can be accessed by those using City properties for various events. The policy provides coverage to the user as well as to the City for the specific event. Because the policy is underwritten based on the broad range of events that take place on City properties, it may be more reasonably priced than policies obtained individually. The policy can be easily obtained online and is customized to meet the City’s requirements. Users are not required to purchase this policy but may procure their own policy to meet the insurance requirements for events. To obtain more information about the policy, users may contact Steven McGhee at (865) 583-3752., please see the Office of Special Events a policy from the City’s program, follow these instructions:

1. Log on to <https://www.ebi-ins.com/tulip/apply.aspx>
2. For Events requiring \$1,000,000 in coverage, please choose code 2495 (City of Knoxville II). For events requiring \$2,000,000 in coverage, please choose code 2494 (City of Knoxville I).
3. Choose the location of your event in the drop down box.
4. Please choose the type of event that will be held on City property. If your event does not fit one of the listed categories, please contact the City’s Risk Management Department for further instructions.
5. Answer the underwriting questions and press next. Please make sure to include information on liquor service as well as vendors who need coverage as directed.
6. After all underwriting questions are answered, you will be provided an insurance quote from for your event. If this quote is satisfactory, please continue to enter policy holder contact information.
7. Enter credit card information in order to purchase the policy online. Once the transaction is complete, the policy will be delivered to you electronically and a certificate of insurance will be delivered to the City’s Special Events and Risk Management Department. Should there be any issues, someone from the City will be contacting you. Otherwise, you have met the insurance requirement for your event.
8. **Should you have problems accessing or using the online program, please contact One Beacon Entertainment at 1-800-507-8414.**

RELEASE AND INDEMNITY AGREEMENT

THIS RELEASE AND INDEMNITY AGREEMENT ("Agreement") is made and entered into the ____ day of _____, 20____, by and between **THE PUBLIC BUILDING AUTHORITY OF THE COUNTY OF KNOX AND THE CITY OF KNOXVILLE, TENNESSEE**, a public nonprofit corporation organized as a public building authority under Tennessee Code Annotated §§ 12-10-101, et seq. ("Lessor"); and (Fill in name of organization and name/title of signator) _____ ("Lessee").

WITNESSETH:

WHEREAS, Lessee desires to lease from Lessor a portion of the property known as the World's Fair Park (the "Park") for an event involving fewer than 100 participants to be held on or about _____, 20____ (the "Event"); and

WHEREAS, as a condition precedent to Lessee's use of the Park for the Event, Lessor requires that Lessee agree to the terms of this Agreement.

NOW, THEREFORE, FOR AND IN CONSIDERATION of the above premises, the mutual covenants hereinafter contained, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties do hereby agree as follows:

1. Release. Lessee hereby releases and discharges Lessor, its successors, assigns, directors, officers, agents, and employees from any liabilities, obligations, claims, actions, causes of action, costs and demands of any kind, including but not limited to damage or loss to property, personal injury or death, or any claim for breach of an express or implied warranty, that have or may accrue to Lessee, whether known or unknown, against Lessor, its successors, assigns, directors, officers, agents or employees, arising out of, based on or in any way connected with the use of the Park for the Event, by Lessee, or Lessee's agents, employees, affiliates, assigns, invitees, or any third party.

2. Indemnity. Lessee agrees to defend, hold harmless and indemnify Lessor, and its successors, assigns, directors, officers, agents, and employees, against any and all actions, proceedings, claims, costs and demands of any kind arising from the use of the Park for the Event, by Lessee, or Lessee's agents, employees, affiliates, assigns, invitees, or any third party, any claim for damage or loss to property, injuries or death, and any claim for breach of an express or implied warranty; and against all costs, damages, or expenses paid or incurred by Lessor as a consequence of any such actions, proceedings, claims or demands, including reasonable attorney fees. Lessee agrees to reimburse Lessor for all sums of money, which Lessor pays or becomes liable to pay by reason of any of the foregoing, and will make such payments to Lessor immediately upon demand.

3. Entire Agreement, Interpretation, Waiver, and Modification. This Agreement constitutes the entire agreement between the parties relating to Lessee's agreement to release and indemnify Lessor. No representations, understandings, or agreements have been made or relied upon in the making of this Agreement other than those specifically set forth herein. This Agreement can only be modified in a writing signed by the parties or their duly authorized agents acknowledging that the same is in fact a modification of this Agreement.

4. Applicable Law. This Agreement shall be governed by the laws of the State of Tennessee without the need to resort to its law of conflicts.

5. Consent to Jurisdiction and Venue. Any legal or equitable action for claims, debts, or obligations arising out of, or to enforce the terms of, this Agreement must be brought in the applicable

WORLD'S FAIR PARK

**PARK HOURS:
6:00 a.m. until midnight**

PLEASE OBSERVE THE FOLLOWING RULES:

- **No skateboarding**
- **Keep pets on leashes and clean up after your pet**
- **No littering**
- **No pets allowed in the fountain**
- **Vending, solicitation or use of alcoholic beverages without proper permits is prohibited**
- **No swimming or wading in the pond areas**
- **Possession of firearms or other weapons is prohibited**
- **The use of charcoal grills is prohibited**
- **Glass containers are prohibited in the fountain area only**
- **Cleats/spikes are not allowed on the lawn**
- **All events must be scheduled through the Public Building Authority at (865) 215-1158**

All visitors are subject to video monitoring while on these premises.

**PARK PATROL
215-2246**

For all other questions pertaining to World's Fair Park please call 215-1158

**KNOX COUNTY HEALTH DEPARTMENT
140 DAMERON AVENUE, KNOXVILLE, TENNESSEE, 37917-6413
(865) 215-5200, Fax: (865) 215-5221, TDD (865) 215-5001**

**TEMPORARY FOOD SERVICE ESTABLISHMENTS / OUTDOOR
Requirements Needed To Serve Potentially Hazardous Foods**

1. Utensil Washing & Sanitizing: **three compartment sink or three individual containers – large enough to accommodate largest utensil sanitized.**
2. Sanitizer: **bleach or approved sanitizer**
3. Hot Water: **equipment approved for heating water**
4. Handwashing: **facility provided with warm running water (90°F or above), soap, and single service towels. Non-hazardous food stands may use sanitized hand wipes, plumbed hand basin or igloo-type container with spigot.**
5. Detergent: **used for utensil washing**
6. Water Supply: **potable, from approved sources**
7. Wastewater: **disposed of in an approved sewage system or holding tank.**
8. Food & Ice: **must be from approved source.**
9. Floors: **of cleanable material (concrete, asphalt, tight wood, vinyl, etc). Dirt or gravel floors only when graded to drain and used as subflooring when covered with clean, removable platforms or duck boards or covered with wood chips, shavings, or other suitable materials treated to control dust.**
10. Walls & Ceilings: **whether wood, canvas, or similar material – must protect food from the weather. All potentially hazardous food preparation areas constructed in a way that prevents the entrance of insects.**
11. Outer Openings: **doors shall be solid or screened (16 mesh), counter service opening shall be protected with screens, self-closers, or fly fans. Screens – at least 16 mesh to the inch. Fly fans – air curtain generated, must cover are completely to prevent insect entry.**
12. Equipment: containers & storage areas: **smooth, non-absorbent and easily cleanable.**
13. Food, Ice & Single-Service Items: **stored at least 6 inches of ground or floor.**
14. Food Heating & Cooling Equipment: **kept clean and in good repair; capable of maintaining hot foods at 140 degrees F or above or cold foods at 45°F or below as appropriate.**
15. Thermometers: **All refrigerators and freezers must have thermometers. A separate bayonet-type stem thermometer with a range of 0-220°F must be provided.**
16. Lights: **shielded or safety coated to include inside equipment where appropriate.**
17. Toxic Items: **Clearly labeled, stored away from and/or below food and food contact items.**
18. Permit Fee: **\$30 / fourteen days.**

KCHD 3032 (Rev. 0502)

Attachment C

Note: Emergency phones located throughout the park are equipped with one 110 volt outlet and 5 phone lines

- 1 – Performance Area
- 2 – Festival Lawn
- 3 – Court of Flags/Fountain
- 4 – Restrooms
- 5 – Security Building/Restrooms
- 6 – Tennessee Amphitheater
- 7 – SunspHERE

- 8 – Restaurants
- 9 – Knoxville Convention Center
- 10 – Skybridge to Downtown / Parking
- 11 – Knoxville Convention Exhibition Center
- 12 – University of Tennessee
- 13 – Candy Factory / Shops / Visitors Center
- 14 – Knoxville Museum of Art

- 15 – Victorian Houses
- 16 – Fort Kid Park/Playground
- 17 – Fort Sanders Historic Neighborhood
- 18 – Stair / Elevator Tower

Attachment D

