



160 Main Street
P.O. Box 640
Copperhill, TN 37317
Phone: (423) 496-5141
www.copperhill.gov

City of Copperhill, TN Event Permit Application

This application must be submitted at least **30 days before** the event. **Event types that require a permit include, but are not limited to, parades, demonstrations, meetings, exhibitions, festivals, and races.** All required documentation must be included for the application to be considered complete. Depending on the event type, additional documentation may be requested before the permit is issued.

Submit completed application to Copperhill City Hall:

City of Copperhill, TN
Attn: City Recorder
160 Main Street
P.O. Box 640
Copperhill, TN 37317

Required by: City of Copperhill Code, Title 16, Chapter 1, Section 110

Please complete all sections of this application and print all information clearly in dark ink.

SECTION 1: APPLICANT INFORMATION

Organization or Applicant Name

Contact Person

Phone Number

Mailing Address

Email Address



SECTION 2: EVENT DETAILS

Event Name		Type of Event (e.g., Parade, Festival, Race)
Event Date(s)	Start Time	End Time
Estimated Number of Participants		Location(s) of Event (include map if applicable)

SECTION 3: SAFETY & LIABILITY

Will the event involve street closures or public rights-of-way? ☐ Yes ☐ No	Will intersections be affected? ☐ Yes ☐ No <i>If yes, an event staff member or volunteer must be present at each affected intersection.</i>
Designated Safety Officer(s)	Safety Officer Contact Info

SECTION 4: INSURANCE REQUIREMENT

Proof of general liability insurance is required for all applicants. The applicant must provide a Certificate of Insurance demonstrating coverage. The Certificate of Insurance must include the policy number, the name of the insurance carrier, the effective and expiration dates of coverage, and the limits of liability.

A copy of the Certificate of Insurance must be submitted with this application and must remain valid through the conclusion of the event. Failure to provide adequate proof of insurance, or any lapse in coverage prior to or during the event, may result in the denial of this application or the revocation of any permit issued.

SECTION 5: REQUIRED DOCUMENTS CHECKLIST (check all that apply)

- ☐ Signed Hold Harmless Agreement
- ☐ Event Route Map (if applicable)
- ☐ Traffic Detour Signage Plan (if applicable)
- ☐ Certificate of Insurance

I certify that all information provided in this application is true and complete to the best of my knowledge. I understand that any misrepresentation or omission of facts may result in the denial of this application or the revocation of any permit issued, and may subject me to penalties as provided under the City of Copperhill Code. I understand that the City may issue a contingent approval subject to one or more conditions being satisfied, and that any such contingent approval does not constitute final approval of this application or authorize the event to take place. I further understand that final approval is conditioned upon the City's verification that all required conditions have been met, and that no event may take place until final approval has been granted. I further agree to comply with all applicable City ordinances, regulations, and conditions associated with the approval of this application.

Signature

Date

Printed Name

Title

FOR CITY USE ONLY

Application Received Date

Contingent Approval Granted Date (if applicable)

Final Permit Approval Date

Approval Status

☐ Contingent ☐ Final ☐ Denied

Document

Received

Date Received

Signed Hold Harmless Agreement

☐ Yes ☐ No ☐ N/A

Event Route Map

☐ Yes ☐ No ☐ N/A

Traffic Detour Signage Plan

☐ Yes ☐ No ☐ N/A

Certificate of Insurance

☐ Yes ☐ No ☐ N/A

Other: _____

☐ Yes ☐ No ☐ N/A

Other: _____

☐ Yes ☐ No ☐ N/A

Other: _____

☐ Yes ☐ No ☐ N/A

Approved By

Notes / Conditions