



TOWN OF ASHLAND CITY

Special Called City Council Meeting

November 07, 2023, 6:00 PM

Agenda

Mayor: JT Smith

Council Members: Tim Adkins, Gerald Greer, Chris Kerrigan, Michael Smith, Kevin Thompson, Tony Young

CALL TO ORDER

ROLL CALL

PLEDGE AND PRAYER

APPROVAL OF AGENDA

APPROVAL OF MINUTES

- [1.](#) October 23, 2023, Special Called Meeting Minutes

PUBLIC FORUM

- 2. Procedure for Speaking Before the Council***

- * Speakers must complete the information form and submit it to the transcriber prior to the public forum. Be prepared to speak when your name is called.
- * Each speaker will be allowed 4 minutes.
- * Speakers may comment on issues scheduled for consideration at the meeting or other appropriate concerns pertinent to the operation of the town.
- * Each speaker should state the following:
 - his/her name
 - whether they are an Ashland City resident and/or property owner
- * No person shall be allowed to make obscene, derogatory, or slanderous remarks while addressing the Council/Board. Persons doing so will be asked to stop speaking and will forfeit the remainder of their time.
- * All remarks shall be directed to the Council/Board as a body only.
- * No person shall be allowed to disrupt or interfere with the procedures.
- * Remarks shall end when the speaker's allotted time has expired. No time shall be shared with other speakers.
- * Questions from the council/board members may be asked for clarification as well as council/board members may have brief comments; however, no person shall be permitted to enter any discussion or debate either directly with or through any member of the Council/Board or anyone present at the meeting.
- * No one shall make open comments during the meeting.

OLD BUSINESS

NEW BUSINESS

- [3.](#) Event Permit Discussion

OTHER

ADJOURNMENT

Those with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting, should contact the ADA Coordinator at 615-792-6455, M-F 8:00 AM – 4:00 PM. The town will make reasonable accommodations for those persons.



TOWN OF ASHLAND CITY

Special Called City Council Meeting

October 23, 2023 6:00 PM

Minutes

CALL TO ORDER

Mayor Smith called the meeting to order at 6:03 p.m.

ROLL CALL

PRESENT

Mayor JT Smith

Vice Mayor Gerald Greer

Councilman Tim Adkins

Councilman Chris Kerrigan

Councilman Michael Smith

Councilman Kevin Thompson

Councilman Tony Young

PLEDGE AND PRAYER

Councilman Adkins led the Pledge of Allegiance of the United States of America and the prayer.

APPROVAL OF AGENDA

A motion was made by Vice Mayor Greer, Seconded by Councilman Kerrigan, to approve the agenda. All approved by voice vote.

APPROVAL OF MINUTES

1. September 12, 2023, Council Meeting Minutes

A motion was made by Councilman Adkins, Seconded by Councilman Kerrigan, to approve the September 12, 2023, City Council Meeting Minutes. All approved by voice vote.

PUBLIC FORUM

2. *Procedure for Speaking Before the Council*

Zada Law spoke out to request the council not to vote for Ingram Barge Port Discussion.

REPORTS

3. City Attorney

Jennifer Noe discussed changes in election law and the need to change the charter to match state law. A motion was made by Councilman Thompson, Seconded by Vice Mayor Greer to move this discussion to our next workshop.

Jennifer Noe discussed code of ethics policy. The current ethics complaint does not fall under our policy. It is the opinion of the City Attorney that it does not meet the criteria under personal interest so therefore we do not need to a further investigation. A motion was made by Vice Mayor Greer, Seconded by Councilman Smith to not go through further investigation. Voting Yea: Vice Mayor Greer, Councilman Smith, Councilman Kerrigan, Councilman Young, Councilman Thompson, Councilman Adkins, and Mayor Smith.

OLD BUSINESS

4. Ordinance: AMEND TITLE 8, CHAPTER 2: BEER

AN ORDINANCE BY THE TOWN OF ASHLAND CITY, TENNESSEE TO AMEND TITLE 8, CHAPTER 2: BEER A motion was made by Councilman Kerrigan, Seconded by Vice Mayor Greer to approve this ordinance. Voting Yea: Councilman Kerrigan, Vice Mayor Greer,

Councilman Young, Councilman Thompson, Councilman Smith, Councilman Adkins, and Mayor Smith.

5. Ordinance: Budget Amendment #2 - Drug Fund

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL TO ACCEPT A BUDGET AMENDMENT FOR THE 23/24 FISCAL YEAR A motion was made by Councilman Young, Seconded by Vice Mayor Greer, to approve the ordinance. Voting Yea: Councilman Young, Vice Mayor Greer, Councilman Adkins, Councilman Kerrigan, Councilman Smith, Councilman Thompson, and Mayor Smith

6. Mistletoe Trail

Valerie Kemp discussed the event. A motion was made by Vice Mayor Greer, Seconded by Councilman Smith, to take over this event. Voting Yea: Vice Mayor Greer, Councilman Smith, Councilman Kerrigan, Councilman Young, Councilman Thompson, Councilman Adkins, and Mayor Smith

NEW BUSINESS

7. Resolution: Update Wage and Salary Policy - Pay Table

A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ASHLAND CITY UPDATING THE WAGE AND SALARY POLICY: PAYTABLE GOVERNING EMPLOYMENT WITH THE TOWN OF ASHLAND CITY A motion was made by Vice Mayor Greer, Seconded by Councilman Kerrigan, to approve the resolution. Voting Yea: Vice Mayor Greer, Councilman Kerrigan, Councilman Young, Councilman Thompson, Councilman Smith, Councilman Adkins, and Mayor Smith

8. The Calendar Guys, LLC Agreement

A motion was made by Councilman Thompson, Seconded by Councilman Smith, to approve the agreement. Voting Yea: Councilman Thompson, Councilman Smith, Councilman Young, Vice Mayor Greer, Councilman Kerrigan, Councilman Adkins, and Mayor Smith

9. Solomon Builders Retainage Agreement - City Hall

A motion was made by Councilman Thompson, Seconded by Councilman Smith, to approve the agreement. Voting Yea: Councilman Thompson, Councilman Smith, Councilman Young, Vice Mayor Greer, Councilman Adkins, and Mayor Smith Voting Nea: Councilman Kerrigan

10. TCAD Senior Center Competitive Grants Contract

A motion was made by Councilman Thompson, Seconded by Councilman Smith, to approve the contract. Voting Yea: Councilman Thompson, Councilman Smith, Councilman Young, Vice Mayor Greer, Councilman Kerrigan, Councilman Adkins, and Mayor Smith

11. Resolution: Ingram Barge Port Discussion

A RESOLUTION OF THE TOWN OF ASHLAND CITY, TENNESSEE TO VOICE THEIR SUPPORT OF AN INLAND PORT IN THE TOWN OF ASHLAND CITY, TENNESSEE A motion was made by Councilman Adkins, Seconded by Mayor Smith, to approve the resolution. Voting Yea: Councilman Adkins, Mayor Smith, Vice Mayor Greer, Councilman Thompson, and Councilman Smith; Voting Nea: Councilman Kerrigan, Councilman Young

12. City Admin Job Description

Jennifer Noe suggested changes to the description. A motion was made by Vice Mayor Greer, Seconded by Councilmen Smith, to approve the job description with changes. Voting Yea: Vice Mayor Greer, Councilman Smith, Councilman Adkins, Councilman Thompson, Councilman Kerrigan, Councilman Young, and Mayor Smith

13. Solomon Builders Contract

Jennifer Noe discussed the contract and approving with the attorney changes. A motion was made by Councilman Smith, Seconded by Vice Mayor Greer, to approve the contract. Voting

Yea: Councilman Smith, Vice Mayor Greer, Councilman Thompson, Councilman Young, Councilman Adkins, and Mayor Smith; Voting Nea: Councilman Kerrigan

SURPLUS PROPERTY NOMINATIONS

14. Fire: 10 Metal Lockers

A motion was made by Councilman Kerrigan, Seconded by Vice Mayor Greer, to surplus this item. Voting Yea: Councilman Kerrigan, Vice Mayor Greer, Councilman Thompson, Councilman Smith, Councilman Adkins, Councilman Young, and Mayor Smith.

15. 15 rolling office chairs – Senior

A motion was made by Councilman Thompson, Seconded by Vice Mayor Greer, to surplus this item. Voting Yea: Councilman Thompson, Vice Mayor Greer, Councilman Kerrigan, Councilman Smith, Councilman Adkins, Councilman Young, and Mayor Smith.

EXPENDITURE REQUESTS

None.

OTHER

16. City Recorder Interviews

A motion was made by Vice Mayor Greer, Seconded by Councilman Thompson, to hire the city recorder who was interviewed. Voting Yea: Vice Mayor Greer, Councilman Thompson, Councilman Young, Councilman Smith, Councilman Young, Councilman Adkins, and Mayor Smith.

Gerald Greer has a copy of a job advertisement for City of Millersville that he would like our city to follow in advertising for the City Administrator position.

ADJOURNMENT

A motion was made by Vice Mayor Greer, Seconded by Councilman Kerrigan, to adjourn the meeting. All approved by voice vote and the meeting adjourned at 7:05 p.m.

MAYOR JT SMITH

INTERIM CITY RECORDER



Town of Ashland City

Parks & Recreation

Reservation & Rental Rates, Policies and Forms

Date Requested for Facility

Reservation/Rental _____

Applicant Name _____

Organization _____

Name _____

Street _____

Address _____

City, State, _____

Zip _____

Phone _____

(primary) _____

Phone _____

(secondary) _____

Over 18 years old? (Proof required) Select Yes _____ ID Provided _____

City Resident? (Proof required) Select Yes _____ Select No _____

Riverbluff Park Event Date: _____

What area do you want? Section A (Stage Area)

Section B (Lacrosse Pavilion Area)

Start Time: _____

End Time: _____

# Of hours	Rental Fee	AC Property owner or resident	Deposit
Half Day (up to 6 hours)	\$300.00	\$250.00	\$100.00
Full Day (up to 12 hours)	\$600.00	\$500.00	\$250.00
Entire Park	\$1,500.00	\$1,400.00	\$500.00

Total Costs

Deposit Amount Paid: _____

Facility Res./Rental Paid: _____

Total Amount Paid: _____

Deposit fee shall be returned within 30 days upon completion of the event if there is no damage.

I, the applicant, agree to personally inspect the facility, parking lot and grounds to make certain that it is in a good and clean condition before and after use. I have read the rules and regulations and agree that I and my guests or invitees will comply with the same and with all rules of the park. I understand that all conditions must be met and that violations of the rules or the agreement may result in the forfeiture of part or all the Security & Damage Deposit. It is expressly understood and agreed that any person coming in or upon the premises shall be the guest of the applicant. The applicant has inspected the premises, finding the facility in a good and safe condition. The reservation/rental use by the applicant, after completion of the application, and payment of the rental sum and deposit, shall act as a release to the Town of Ashland City Tennessee, as to all risk of damage, loss of personal property, or injury that might occur in or upon the premises during the term of the reservation/rental period. The applicant and all persons utilizing the facility as a guest or invitee of the applicant specifically releases and agrees to indemnify and hold the Town of Ashland City harmless by reason of any defect in or as to the condition of the premises upon when the rental event is held. **I understand that if I am having an event, I am required to purchase Event Liability Insurance.** This does not apply to noncommercial events, (i.e., birthday parties, family reunions, etc.). It is the sole discretion of the Parks Director what constitutes non-commercial. However, any non-commercial event that uses inflatables shall provide event liability insurance. A copy of the event insurance will be provided to the Town. I further state that all information given on this entire application is true and accurate.

Applicant Signature

Date

Town of Ashland City

Parks & Recreation

Riverbluff Park Rental Policy

Rental Area and Parking: Rental fees and deposits cover only the designated area rented; plus, on-site parking limited to the availability of spaces within Riverbluff Park. (i.e., rental of the park does not entitle the renters to additional, exclusive use of the pavilions, soccer fields, etc.) Parking is available at Riverbluff Park on a first come, first serve basis during regular hours. For after park hours use, renters are responsible for regulating traffic and parking within the parking lots and accessibility to ensure exclusive parking for their guests. No parking on the soccer fields. Roads must remain accessible for emergency vehicles to include the boat ramp

Rental Events: The rental use of the park is for events, not on-going business or regularly events.

Rental Period: The rental period begins at the time designated on the Reservation Form but not before that time. If time is needed to setup, extra time should be rented to accommodate setup or clean up. The rental period ends at the designated time on the Reservation Form. Extra time used that has not been paid for in advance will be deducted from the deposit.

Payment: The rental payment for any part of the park must be paid at the time the reservation is made. No reservation will be accepted without full payment of deposits and rental fees. No partial payments will be accepted.

501c3 Organizations: A 501c3 organization registered as located within Cheatham County may rent part of or all the park once a year at a 50% discount on regular park rental fees for a charitable fundraising event. (This does not include presentation dinners, socials, etc.) No other discounts apply. Deposits remain at 100%. Proof of current 501c3 status will be required at the time the reservation is made. All other requirements and rental policies apply. Proof of insurance for the event must be provided. **Town staff will not be provided for set up or cleanup work, this must be done by the organization/person responsible for the rental.**

Decorations & Clean-up: Absolutely no nails, tacks, or putty are to be used inside or on the outside of any park pavilion, the stage or other park facility. Nails are not to be used on trees, tables or fences. Decorations that attach by strings or another method of tying may be used if it does not damage the facility in any manner. Any confetti, glitter, rice, birdseed or similar type material must be completely removed from the park as part of the cleanup process. Any bubbles that might be used must be used over grass and not on any concrete surfaces. Please do not release any helium balloons into the air, as they can have a negative impact on the wildlife. Any decorations used must be completely

removed at the end of the event. At the end of the rental use, we ask that you bag and remove all trash from the premises. Failure to comply may result in the forfeiture of the deposit.

Security Policy: The Town reserves the right to require one or more Ashland City police officers or other emergency personnel be present at all events that occur within the city limits. Please budget for this request at a rate of \$50.00 per hour at a minimum of (2) hours.

Cancellation of Reservation: Events cancelled at least 7 days before the event will receive a refund of the rental fees, but not the reservation/deposit fee. Events cancelled less than 7 days before the event will forfeit all fees paid. Events cancelled at least 30 days before the event will receive a full refund of the rental fees and the reservation/deposit fee.

Rain Policy: In the event of enough rain or other inclement weather to cancel the scheduled event, another date may be scheduled at no additional charge. There is no refund of the rental fee for rain outs. It is in the sole discretion of the staff with Ashland City to determine what is considered inclement weather to reschedule the event at no additional charge.

Insurance Information: To hold an event at Riverbluff Park, you are required to purchase event liability insurance. This will cover you in the event someone is injured and chooses to seek financial restitution through a costly lawsuit. It will also protect the Town of Ashland City from any liability during your event. This type of insurance is affordable and fairly easy to obtain.

There are several ways to obtain the insurance:

1. Your homeowner's insurance company may issue event policies.
2. Online through providers of Tenant User Liability Insurance Police (TULIP).
This a low-cost insurance that protects the renter as well as the Town from claims arising from injuries by a third party.
3. You may solicit local area insurance agents to see if they issue event policies.

In addition:

You will need a policy that has a minimum value of \$1,000,000.00 (one million dollars). The Town of Ashland City, Tennessee must be listed as secondary insured on the policy. The policy must be presented to the Town of Ashland City (City Hall) at least 7 days prior to the event. Failure to meet this deadline will result in the cancellation of the reservation and forfeiture of all deposits and rental fees paid.

Alcohol Use: No alcohol is allowed in the park unless as designated below.

Permitted Alcohol Use: Alcohol use is only permitted for special events authorized by the City Council. Alcohol use is only permitted at River Bluff Park.

All applicable state and local laws pertaining to alcohol sales and consumption of alcohol apply. The Town of Ashland City is not responsible for any consequences of violations of these laws.

Alcohol may only be consumed in a designated area that shall be separated by temporary fencing or boundaries. It shall not be served or consumed in any other area of the park. Violation constitutes a violation of the Open Container laws and is subject to all routine penalties.

The renter is fully responsible for policing the use of alcohol during the event. The Town reserves the right to have staff present or to inspect/police the use of alcohol at the event.

Beer consumption: The renter must acquire a special event beer permit from the Town's Beer Board to sell beer during the event. This shall comply with all regulations as set out in the special event permit. No permit is required if beer is not being sold.

Wine, alcohol and mixed drinks: No permit is required unless the alcohol is being sold. For all sales, all permitting requirements required by the State of Tennessee, Alcohol Beverage Commission must be met. A state issued catering license or appropriate licensing from the Alcohol Beverage Commission must be presented to the Town prior to the event.

The Town reserves the right to require the renter to provide professional security or the hiring of Town officers, depending on the size of the event and the conditions under which alcohol is being served. This shall be reviewed on a case-by-case basis for any event exceeding 100 people and is at the discretion of the Town.

All open containers of alcohol must be consumed on premises and is prohibited from the removal from the premises.

Under no circumstances may a minor be served any alcohol. Any violation may result in applicable legal penalties and the forfeiture of all deposits to the Town for the use of the facility.

The Town reserves the right to approve or disapprove the consummation of alcohol on City property based upon the size of the event, history with the applicant, or any other information that the Town thinks is relevant.

Park Rules

For your safety and protection, The Town of Ashland City has established the following rules and regulations for park use:

- Park hours are 5:30 am – 11 pm, seven days a week
- Park curfew for the park is 11:00 pm-5:30
- Glass bottles and containers are prohibited
- No unreasonably loud or raucous noise
- Pets must be on a leash, and all feces collected and disposed of properly by handler
- No pets allowed on athletic fields
- Golfing or (practice) driving of golf balls in the parks is prohibited
- Motorized vehicles are allowed in designated areas on pavement only
- No campfires allowed without prior approval
- No dunking booths, hot air balloons, pony rides, or horses/livestock allowed in City parks
- It is unlawful to cut or destroy vegetation
- All wildlife in City Parks is protected
- No overnight parking
- It is unlawful to litter in City Parks
- Advertising in City Parks is prohibited
- No off-road vehicles are allowed in City Parks
- Please obey all “Fields Closed” signs
- No fireworks allowed.

Vandalism: The Parks and Recreation Department inspects properties on a regular basis. Should you notice broken equipment, unsafe conditions or vandalism, report it to the Parks and Recreation office at 615-792-7553 ext. 5727. All non-emergency calls should be through the County Dispatch Office at 615-792-2098.

Portable Toilets: Additional toilets may be required based on how many attendees do you expect, how long will the event last, will there be alcohol, what is the level of physical activity involved and what is the weather going to be like. Ask for assistance if you are wondering how many will be required.

There is no variance from this policy. Please do not put the Town’s employees in an awkward position by requesting an exception to this policy!

Town of Ashland City

Parks & Recreation

Pavilion Rental Regulations

Pavilions are available on a first come first serve basis, if not reserved. Applications for renting a pavilion are available at Public Works or on the Town of Ashland City’s website. Rental fees must be paid at Public Works, 233 Tennessee Waltz Parkway, Suite 103, Ashland City, TN or by calling 615-792-4211 ext. 5232 (fee involved). Fees will be returned if the reservation is cancelled by the renter with a 7- day notice. Rental fees will be refunded if cancelled due to severe weather-related conditions, otherwise, there will be no refunds for rainouts. Rental requests can be made by calling 615-792-7553 ext. 5721 to check availability.

Pavilion Fees:

# Of hours (Min. 4)	Day	Rental Fee	AC Property owner or resident	Deposit
	Monday-Friday	\$12.50 per hour	\$10.00 per hour	\$50.00
	Saturday-Sunday	\$15.00 per hour	\$12.50 per hour	\$100.00

Rental times are from 9 am to 1 pm, 2 pm to 6 pm and 6 pm to 10 pm.

Pavilions:

911 Memorial Playground Pavilion: seats 24, restrooms.

Riverbluff Park Pavilion: seats 72, water, electric and restrooms.

Christopher LaCrosse Pavilion: seats 72, water, electric and restrooms.



**TOWN OF ASHLAND CITY
EVENT PERMIT APPLICATION**

Application is Due 30 Days Prior to Scheduled Event.
Please read application carefully and fully complete each section.
A non-refundable application fee of \$25 is due at time of filing.

Note: Filing this application does not guarantee that your request will be granted.

Please circle ****Additional Fees** Street closure Parade
all that apply: **for Pavilion Rentals.**
(\$50.00 for 4 Hr. Rental) Other Special event Beer Served (separate permit
required)

Please supply the following information. If additional space is needed, use a separate sheet of paper and attach to the application.

1) Name/purpose of event: _____

2) Date or dates of event: _____

3) Time of event or street closure (be sure to include set-up and clean-up time):

4) a) Name of Applicant: _____

b) Name of organization requesting permit: _____

c) Person in charge on day of event: _____

d) Address: _____

e) Phone: _____ Cell: _____ Fax: _____

f) E-mail address: _____

5) Description of event (use additional sheets if necessary):

6) Location requested (if Temporary Street Closure only, see #7):

- 7) Enclose a map/drawing of event site, detailing any temporary or permanent structures, street closures, parking, etc. If applicable, list the location, blocks, streets, and/or intersections in which such event will occur.
- 8) An estimated number of participants, estimated number of attendees and targeted age group expected to attend during the course of the event:
-
-
- 9) Please attach a list containing the names, addresses, and phone numbers of the Chairperson of the organization and all other persons involved in the management or control of organization and/or committee.
- 10) Is your business authorized to do business in Tennessee? Circle Yes or No.
- 11) Is your organization a tax-exempt organization as described by the Internal Revenue Code Section 501 (c)(3) or a not-for-profit organization? Circle Yes or No. If yes, please attach copy of IRS tax exemption letter providing proof of status.
- 12) Will parking in the area of the event need to be restricted or prohibited? Circle Yes or No.
- 13) Will any sound amplification equipment be used during the event? Circle Yes or No.
- 14) Will any stages, amusement attractions, or amusement rides be erected for the event? Circle Yes or No. If yes, please note location and type of structure, or attraction/ride on map. Please include a copy of insurance certificate indicating coverage. Please read *Additional Requirements* section of this application for more information on insurance compliance.
- 15) Will any charity, gratuity, or offers be solicited or accepted during the event? Circle Yes or No.
- 16) Will food, beverages, or merchandise be sold or given away? Circle Yes or No. If yes, clean-up is required. Please provide name of clean-up provider, phone number, and date and time clean-up is to occur. If clean-up is not done properly the organization requesting the permit may be fined (See attachment A). **A \$250 security deposit is required upon approval.** Please read *Additional Requirements* section of this application for more information.
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-
-
- 17) Will alcohol, beer and/or wine be given away or sold? Circle Yes or No. If yes, a permit from the relevant board is required. Please read *Additional Requirements* section of this application for more information.
- 18) Will your event include tents or other temporary structures, propane use, or open flames? Circle Yes or No. If yes, other permits may be required from the Ashland City Fire Department or Codes Department. Please read *Additional Requirements* section of this application for more information.

PLEASE READ ATTACHMENTS BEFORE SIGNING APPLICATION.

- 19) Attach Good Neighbor Letter and Mailing List used. Please read *Additional Requirements* section of this application for more information.
- 20) I/We have read, understand, and agree to abide by all ordinances and regulations of the Town of Ashland City and all conditions placed upon the event by the Mayor's Office, Event Committee, and the Ashland City Council.
- 21) I/We do swear or affirm that all the information given in this application is true and complete.
- 22) I/We do hereby agree to assume the defense of and indemnify and save harmless the City, its agents and employees from all liabilities that may arise from the event.
- 23) I/We understand that granting of Event Permit does not imply granting of other permit that is separately required.
- 24) This application for an event permit shall be filed **not less than 30 days and no more than 364 days** prior to the scheduled date of the event. Failure to file in a timely manner may result in denial of a permit.

The City reserves the right to require one or more Ashland City police officers or other emergency personnel are present at all events that occur within the city limits. Please budget for this request at a rate of \$50.00 per hour at a minimum of two (2) hours.

Please note that the Ashland City Police Department is not responsible for placing/removing barricades related to street closures. If you need assistance regarding barricades and minimum standards contact the Ashland City Public Works Department at 1-615-792-7553 ext. 5721.

By: _____ Date: _____
 (Signature and title – must be officer of organization)

Approved by the Event Committee on _____, 20_____.

If you have questions concerning your request, please call 1-615-792-7553 Ext.5727.

Return Application To:
 Public Works Building
 233 Tennessee Waltz Pkwy
 Suite 103
 Ashland City, TN 37015

FOR CITY USE ONLY

Department	Date	Initials	Attach Any Comments
Mayor			Comments: _____ Yes _____ No
Police			Comments: _____ Yes _____ No
Parks			Comments: _____ Yes _____ No
Fire			Comments: _____ Yes _____ No
Recorder			Comments: _____ Yes _____ No
Court Clerk			Comments: _____ Yes _____ No
Finance			Comments: _____ Yes _____ No
Codes			Comments: _____ Yes _____ No
Public Works			Comments: _____ Yes _____ No
Water/Sewer			Comments: _____ Yes _____ No
Senior Center			Comments: _____ Yes _____ No

**THE FOLLOWING IS AN OUTLINE FOR OBTAINING AN EVENT PERMIT FROM
THE TOWN OF ASHLAND CITY**

No person, firm, corporation or organization shall participate in, advertise for or in any way promote, organize, control, manage, solicit, or induce participation in an event on public property or a temporary street closure unless a permit has first been obtained from the City Recorder's Office.

This outline is intended to serve as a guide and may not be inclusive of all City, State, and Federal requirements.

1. Obtain Permit Application Form from the City Recorder's Office: 233 Tennessee Waltz Pkwy, Suite 103, Ashland City TN 37015.
2. Return completed application along with a *check or money order for \$25* to the Recorder's office at least thirty (30) days prior to event.
3. The completed Event Permit Application Form will be distributed to representatives in the necessary departments. The department representatives will recommend approval, denial, or approval with changes. Department representatives may also list any prerequisites required by that department.
4. The Police Department, with the help of other city departments, will determine the minimum number of off-duty police officers and other public safety personnel required to assure the safety of all participants, the safety of the general public, and traffic flow around the event or parade. The event organizer will be responsible for hiring all necessary personnel deemed required by the Mayor.
5. The department representatives will review all large special event recommendations and determine approval, denial, or approval with changes.
6. If alcohol, beer, and/or wine is sold or given away, a permit from the relevant board is required. Please read *Additional Requirements* section of this application for more information.
7. Included with the letter of conditional approval will be an outline of all necessary additional requirements.
8. Once the event organizer obtains all necessary additional requirements, the Event Committee will issue an Event Permit. At this time, the event organizer may be required to post *a security deposit, the amount of which will be dependent on the size, nature, and duration of event.*
9. If the event permit is denied, the Mayor's Office will issue a letter of denial. The event organizer may appeal by writ of certiorari to the Mayor and City Council.
- 10. If the event permit is approved a certificate of insurance must be provided naming the City as secondary insured, with same/equal limit \$1,000,000 general liability and \$1,000,000 per occurrence.**

ADDITIONAL REQUIREMENTS

There are several other requirements that may need to be met in order for your event to be approved. Please use the following for informational purposes. You will be notified of any requirements necessary for your event to be approved.

A. Health Department Permit

Contact: Bruce Craig
162 County Services Drive, Suite 200
Ashland City, TN 37015
Phone: 1-615-792-4318 Fax: 1-615-792-6794

If food will be served, the event organizer must call the Health Department to discuss rules and regulations. The event organizer will also need to mail a list of all vendors to the Health Department in advance of the event. This will help them in scheduling inspections. The Health Department will mail a package containing all Health Department rules and regulations related to food service to the event organizer. It is the event organizer's responsibility to provide each food vendor with a copy of the Health Department rules and regulations. Health Department official(s) will do an onsite inspection of all food vendors. The Health Department has the right to close any vendor not abiding by health codes.

B. Alcoholic Beverages

1. Beer Board Permit

Contact: Ashland City Beer Board
Town of Ashland City
P.O. Box 36
Ashland City, TN 37015
Phone: 1-615-792-4211 Fax: 1-615-792-3501

Events in which beer will be served must apply to the Beer Board for a separate permit. An application must be submitted by the 20th of the month to be considered for a permit at the next scheduled Beer Board Meeting. Beer Board Meetings are held on the second Tuesday of every month at 6:00 p.m., (unless otherwise advertised and scheduled), prior to the Regularly Scheduled City Council Meeting. The beer permit application must be in the name of the owner and signed by the owner, officer, chairman, or director of the organization. A temporary Special Event Beer Permit authorizing the sale of beer on public owned property might be issued.

- An application for a Beer Permit can be obtained at the Business Office in Public Works (233 Tennessee Waltz Pkwy, Suite 103) or on the Town's website.
- Fill out application completely and return it with appropriate fee. The application fee is non-refundable. The Beer Board meets when necessary.

2. All other Alcoholic Beverages

Alcoholic Beverage Commission
226 Capital Boulevard
Nashville, TN 37219-1804
Phone: 615-741-1602

The Tennessee Alcoholic Beverage Commission (TABC) is responsible for the enforcement and regulation of all phases of the alcoholic beverage industry in the State of Tennessee. For the sale or give-away of alcoholic beverages, other than beer, please contact them directly. A copy of the TABC permit will be required at your event.

C. Indemnification and Hold Harmless

In addition to the above-mentioned insurance requirements, event organizers must agree to indemnify and hold harmless the Town of Ashland City.

D. Fire Department Regulations and Inspection

Contact: Fire Department
Town of Ashland City
P.O. Box 36
Ashland City, TN 37015
Phone: 615-792-4211 Fax: 615-792-3501

The Fire Department Representative reviews site plans to determine clear access for emergency vehicles and clear access to fire hydrants and stand pipes. Event organizers will be required to provide a copy of a site diagram indicating the location of all tents, vendor booths or trailers, vehicles parked on site, stages, portable rest rooms, fencing, entrance gates, alcoholic and non-alcoholic beverage booths, etc. The diagram must also indicate where streets will be blocked and how (fencing, barricades, etc.).

E. Emergency Medical Services

All Emergencies – 911
Non-emergencies – (615) 792-2098

Nearest Hospital:

Centennial Medical Center at Ashland City
313 N. Main Street
Ashland City, TN 37015
Phone: 615-792-3030

F. Event Signage

Contact: Town of Ashland City Codes Department
233 TN Waltz Parkway, Suite 103
Ashland City, TN 37015
Phone: 615-792-7553

The Town of Ashland City Codes Department restricts certain types of signage and sign placement. Please contact the codes department for specific details.

G. Good Neighbor Letter

The event organizer may be required to deliver written notice to all businesses and residents on or near the event site. The notice must include the following:

- Date, time and location of event;
- Date, time and location of all related street closures;
- Name, address, and phone number of event organizer; and
- Name, address, and phone number for Mayor's office.

It is suggested that the event organizers inform all businesses and residents within a two (2) block radius of the event, of the event dates and any related street closures. The event organizer must provide the Mayor's office with a copy of the letter and a mailing list of whom received the letter. If the event takes place in downtown Ashland City, the event organizer should contact the Mayor's office (615-792-7553 ext. 5729) to alert them to possible closures. Any closure of Main Street will have an effect on downtown businesses.

H. Vendors

For events that have vendors, a form must be completed for *each vendor* that contains: Name and Location of Business, Name of Managing Agent, and Driver's License Number. Background checks may be conducted on *any* vendors. A map of the event should be returned with the application that shows location of each vendor.