



City of Columbia Mass Gathering Permit Application
This application must be filled out completely and submitted to be considered for possible permit.

Event Title: _____

Event Location: _____

Event Date(s): _____ Event Start Time: _____ Event End Time: _____

Alt. Event Date: _____ Alt. Date Start Time: _____ Alt. Date End Time: _____

Set Up Date(s): _____ Set Up Start Time: _____ Set Up End Time: _____

Tear Down Date: _____ Tear Down Start Time: _____ Tear Down End Time: _____

Number of Participants Expected: _____ Number of Volunteers/Event Staff: _____

Site Plan (detailed satellite aerial map in PDF format with "North" indicated on plan) this is required. **Applications will not be reviewed if not received. Check yes that you have included this in your packet.** Yes ___

Floor Plan (legible, dimensioned plan in PDF format including tables, chairs, stages, etc. with "North" indicated on plan) this is required, if applicable. **Applications will not be reviewed if not received. Check yes that you have included this in your packet.** Yes ___ Not applicable ___

Type of Activity: Festival ___ Concert ___ Parade ___ Walk/Run ___ Protest ___

Rally ___ March ___ Fair ___ Carnival ___ Block Party ___ Exhibit ___ Trade Show ___ Demonstration ___

Other: _____

Applicant Name: _____

Organization: _____

Mailing Address: _____

City/State/Zip: _____

Day Phone: _____ Cell/Other: _____ Fax: _____

Email: _____ Alt. Contact: _____ Alt. Contact Number: _____

FOOD Catered by restaurant ___ Catered by Vendor ___ Prepared on Site ___ Food Trucks ___ No Food ___

Vendors/Merchants? Yes ___ No ___

Number of vendors/merchants selling products/services/food: _____

Set Up/Tear Down

Music Provided? Amplified ___ Acoustic ___ None ___

PA/Audio System Provided? Yes ___ No ___ Type of system: _____

Fencing or Scaffolding Used? Yes ___ No ___

Electricity? Yes ___ No ___ Type: _____

Will you need City provided garbage cans/collection? Yes ___ No ___

Temporary Stage? Yes ___ No ___ please provide dimensions: _____

Propane/Gas/Liquid Use or Storage Yes ___ No ___

Tents/Pop-Up Canopies? Yes ___ No ___ If yes, how many? _____

Temporary Structures? Yes ___ No ___ If yes, how many? _____

Miscellaneous

Open to the public? Yes ___ No ___ Private Group/Party? Yes ___ No ___

Admission Charged? Yes ___ No ___

Parade Included? Yes ___ No ___ Number of Floats? _____

Animals? Yes ___ No ___

If yes, kinds expected and number expected: _____

Alcoholic Beverages available Yes ___ No ___

Please detail block numbers of exact streets/roads being used and/or blocked.

My signature verifies that I have completed this application for an event permit to the best of my knowledge and that I will abide by the City's regulations for such event.

Printed Applicant Name

Applicant Signature

Date

This form is for a City of Columbia Mass Gathering Permit.

Submission of this form does not guarantee permit will be issued. Permit applications cannot be processed until the non-refundable \$25 permit fee is paid by the applicant, either in person or mailed.

Please make all checks out to: City of Columbia

If form is being mailed, please address it to:

City of Columbia / 700 N Garden Street / Columbia TN 38401

"This is an equal opportunity provider."