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MAYOR

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PERMITS & LICENSES

SPECIAL EVENT ANNUAL POLICE OVERTIME ADJUSTMENT REQUEST

The City of Memphis recognizes the importance of providing monetary and other City support for community festivals, parades and celebrations that are held for the general economic benefit of the City's business community, cultural enrichment and/or promotion of the City of Memphis. In consideration of the beneficial impact of certain events, the City of Memphis provides Special Event Fee Waivers to eligible local nonprofit organizations.

PURPOSE

The City of Memphis recognizes the importance of local civic events that serve to enrich the lives of local residents and non-resident participants. The City will waive certain Special Events fees provided organizations continue to satisfy fee waiver provisions.

All expenditures in excess of the fee waivers shall be borne by the sponsoring organization.

PROCESS

The adjustment of fees will be based upon the economic impact as established by the offset between the revenue generated by the event and the cost to the City for providing needed services.

A letter requesting a fee waiver must be submitted by all organizations desiring an Annual Special Event Annual Police Overtime Adjustment request to the City of Memphis Permits Office no later than thirty (30) days post the first event of the year sponsored by the organization requesting the waiver and submitted annually. The letter must indicate the following:

1. The contact and their contact information for the sponsoring organization
2. The address of the sponsoring organization's local office/headquarters
3. The event's mission and/or stated purpose.
4. How the event benefits the community of Memphis, TN.
5. **Any organization not submitting a letter of fee waiver request by the filing deadline will be ineligible for a fee waiver in the upcoming calendar year.**

FEE ADJUSTMENT

A great deal of time and effort is required of both the applicant and City staff to complete the fee waiver process. It is not cost effective for the organization or the City to engage in the fee adjustment process without sufficient documentation. **The fee adjustment request is submitted to the Permits Office for review. If warranted, a recommendation for an adjustment is forwarded to the City Attorney and the Mayor for final approval.**