

PARK FACILITY RENTAL

Thank you for considering the City of Memphis Division of Parks and Neighborhoods for your event. Our staff is committed to ensuring that your event is a success! Following are the procedures for renting a park pavilion:



Photo: Germanshire Park - Germantown Rd. @ Germanshire Rd.

1. Identify the date of the event, the name of the desired park and, if there is more than one park pavilion located on site; identify the desired park pavilion number.
2. Identify the type of event (e.g. family reunion, 5K walk, festival, etc.) and anticipated group size.
3. Specify if you are representing a non-profit or for-profit organization.
4. If concession items will be sold at the event, then contact the Shelby County Health Department. If other material items (e.g. clothing, books, jewelry, etc.) will be sold at the event, then contact the Shelby County Code Enforcement office.
5. A parks representative will use the above information to verify the availability of the desired park location and advise you of the non-refundable rental fees (i.e. usage). All park facility rental fees must be remitted via Money Order or Cashier's Check.
6. Submit a Park Rental Packet (which consists of a park use application, indemnification agreement and terms and conditions form) along with a money order and/or cashier's check to the Division of Parks and Neighborhoods located at 2599 Avery, 2nd floor, Memphis, TN 38112 at least thirty (30) days prior to your event.
7. Upon receipt of the Park Rental Packet and fees, your reservation will be considered complete and will be processed by our staff.
8. You will receive confirmation of your park facility reservation, which will include your approved park rental packet and receipts for the usage fees via e-mail or postal mail.
9. The Memphis Permit Office requires a Special Event/Public Assembly Permit for any event that includes twenty-five (25) or more people.
10. Our staff is available to assist you Monday through Friday, 8:30 AM – 4:00 PM at 636-4200 or by email at parksinfo@memphistn.gov.



Park Usage Fee Structure and Rules & Regulations



Standard Usage Fees

The usage fee for a City of Memphis park pavilion varies depending upon the size of the pavilion: Small (\$100.00), Medium (\$125.00), or Large (\$150.00). A Parks and Neighborhoods representative can assist you with determining the usage fee for the desired pavilion.

SPECIAL EVENTS (estimated group size of 250 +)	
The Usage Fee Schedule for Public and Private organizations are as follows:	
Public Special Events (park still open to public)	\$250.00
Private Special Events (invites only)	\$500.00

The City of Memphis does not manage the following parks:		
Name of Park	Managed By:	Phone Number
Overton Park	Overton Park Conservancy	(901) 509-3789 www.overtonpark.org/special-events-rentals
Court Square	Downtown Memphis Commission	(901) 575-0540 www.downtownmemphiscommission.com
Health Science Park	University of Tennessee	(901) 448-1164
Greenbelt, Chickasaw, Memphis, Crump, Butler, Mississippi River, Martyrs, Ashburn-Coppock, Vance, Tom Lee, Mud Island River	Riverfront Development Corporation	(901) 576-7241 www.mudisland.com

For parks with athletic fields, please contact the Parks Athletics Office at (901) 767-4580.

City of Memphis

Special Event/Public Assembly Permit Instructions

If your event is for more than 25 people, you must apply for a special events permit with the City of Memphis Permits Office after your Park Rental Application has been approved. The City's permit office is located at **2714 Union Avenue Extended, 1st Floor** (use rear entrance), and the office can be reached at 901.636.6711.

At least 14 BUSINESS DAYS prior to your event, you will need to bring the following items:

1. Obtain one (1) application for each type of event.
2. State Issued ID (required)
3. Contact the **MPD Special Events Office** at 901.636.4640 to determine whether additional police effort will be necessary for **traffic control**.
4. Pay a non-refundable fee of **\$25.00** and a **\$3.00** Notary Fee for Special Events/Public Assembly Permit
5. **Street Closures and Block Parties**, which require the closing of public streets and diversion of the normal flow of pedestrian or vehicular traffic with barricades, are available for a non-refundable fee of **\$50.00**.
6. Insurance requirement for the street closures:

General Aggregate	\$1,000,000.00
Personal Injury	\$1,000,000.00
Each Occurrence	\$1,000,000.00
Medical Expense	\$5,000.00

7. If applicable, submit a hand drawn or pre-printed map to the route of the parade or street closure with application.
8. Execute the Indemnity and Hold Harmless Agreement.
9. Comply with any special directions and conditions deemed necessary by the Permit Office for the issuance of a Permit.
10. If you event includes outdoor retail sales, please contact Memphis Shelby County Code Enforcement at 901.222.8300.
11. Park Use Application APPROVED by City of Memphis Parks & Neighborhoods

Contact: City of Memphis Permits Office
2714 Union Extended, Suite #100
Memphis, TN 38112
Office Hours: 8:30 AM – 4:00 PM
(901) 636-6711

EMAIL: <http://www.memphistn.gov/Government/CityAttorney/PermitsOffice.aspx>



PARK USE APPLICATION

APPLICANT: _____

ADDRESS: _____

PHONE: _____

ORGANIZATION (If Applicable): _____

EMAIL: [_____]

Type of Organization (If Applicable): _____ Not for Profit _____ For Profit _____ Other _____

PARK REQUESTED: _____

DATE REQUESTED: [_____]

EVENT DESCRIPTION: _____

ESTIMATED GROUP SIZE: _____

ADMISSION CHARGE: _____ YES _____ NO AMOUNT \$ _____ PER PERSON

CONCESSIONS: _____ YES _____ NO BEER: _____ YES _____ NO

USAGE FEE: _____ Small (\$100) _____ Medium (\$125) _____ Large (\$150) _____
(Non-Refundable)

Special Events: [\$ _____]

I certify that I have read, understand and agree to abide by the terms and conditions governing the special use of a Division of Parks and Neighborhoods facility as written on the reverse side. Furthermore, I certify that the information contained in this request is true and accurate to the best of my knowledge. Any false information given herein will negate this application and affect future use.

THIS DOCUMENT MUST BE CARRIED AND PRESENTED UPON REQUEST DURING EVENT

For use by Division of Parks and Neighborhoods

Received _____
Application Terms & Conditions Indemnification/Certificate of Insurance Rental Fee

Action _____
Approved Denied Date By

Usage Fee \$ _____

Cashier's Check # /or Money Order # _____ Receipt # _____



INDEMNIFICATION

The _____
Name of Association (If Applicable)

herein after referred to as the **Association** shall indemnify and hold harmless the **City of Memphis**, its officers, agents, and employees, or any of them, from any and all claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatsoever, by reason of or arising out of any action or omissions of the **Association**, its officers, agents, and employees, or any of them, in performing its obligations under this Agreement.

In the event that any suit based upon such a claim, action, loss, or damages is brought against the **City of Memphis**, the **Association** shall defend the same at its sole cost and expense; provided, that the **City of Memphis** retains the right to participate in said suit if any principle of governmental or public law is involved; and a final judgment is rendered against the **City of Memphis**, its officers, agents, and employees, or any of them, or jointly against the **City of Memphis** and the **Association** and their respective officers, agents, and employees, or any of them, the **Association** shall satisfy the same.

Signature of Association Representative

Date

Title

TERMS and CONDITIONS

FOR, AND IN CONSIDERATION of the mutual promises, covenants, and stipulations of each party to the other, the parties hereto agree as follows:

1. Applicant is granted permission to hold the event hereon described.
2. Any cancellation shall be made at the offices of the Parks and Neighborhoods no later than two (2) weeks before the scheduled event. Failure to meet this cancellation will affect future use.
3. No vehicular traffic shall be allowed on the Park ground without prior written consent.
4. No advertising shall be displayed without prior written consent.
5. Applicant must include all requirements of this Agreement in all agreements it has or makes with vendors or other parties, with Parks and Neighborhoods being named a beneficiary of said agreements. Applicant must furnish Parks and Neighborhoods copies of all such agreements at least thirty (30) days prior to the event.
6. Usage fee must be remitted with initial application submission.
7. Applicant shall leave the Park free of all trash and debris generated by this event. All trash shall be sacked and placed along the curbside no later than 12:00 noon on the day following the event(s).
8. It shall be the Applicant's responsibility to secure electrical, plumbing, carpentry and other services needed. Anyone providing such services must be licensed, bonded and approved by the Division of Parks and Neighborhoods at least fifteen (15) days prior to the event.
9. Applicant shall provide the following: **Portable Restrooms** based on the guideline of four (4) per 1,000 attendees. Security and/or Traffic Control based on the guideline for 1,000-2,000 attendees of two (2) Officers per 1,000 and; 20,000 or more, one (1) additional Officer per 1,000.
10. Applicant will be billed for cost of repair and/or replacement of any and all damage to structures, equipment, facilities, plantings or turf, beyond normal wear and tear. Payment of such invoice is due within fifteen (15) days of the invoice date.
11. Applicant agrees to provide for **Emergency Medical** support coverage during the entire event in accordance with standards recommended by the City of Memphis Fire Services Division. The Division of Parks and Neighborhoods assumes no responsibility for compliance with this requirement.
12. **INSURANCE and INDEMNIFICATION** - Applicant shall be responsible for **all** injury or damage of any kind to persons or property resulting from this event. In addition to the liability imposed upon **Applicant** on account of bodily injury (including death) or property damage suffered through the negligence of Applicant, which liability is not impaired or otherwise affected hereby, **Applicant** assumes the obligation to protect, defend, indemnify and hold the City of Memphis and Parks and Neighborhoods, it's Officers, Board Members, Directors, Employees and Agents free and harmless from and against any and all losses, penalties, with or arising directly or indirectly out of this prosecution of the work included in this Agreement or anyone either (1) directly or indirectly employed or, (2) under the supervision of any of them in the prosecution of the work included in this Agreement. Minimum amounts in this instance shall be **ONE MILLION DOLLARS (\$1,000,000) EACH OCCURANCE COMBINED SINGLE LIMIT**. The City of Memphis shall be conspicuously named on the Certificate(s) of Insurance as Additional Insured and Certificate Holder and accompany this Agreement at the time of execution.
13. Applicant shall comply with all laws, rules, regulations, policies, etc., as set forth by the City of Memphis, County of Shelby and the State of Tennessee and agrees that no unlawful use or acts are to occur on the Premises.
14. The applicant accepts responsibility for determining and complying with all applicable rules, regulations, ordinances statutes, policies and procedures of federal, state, county and city authorities and agencies.
15. This Agreement shall be governed, construed and enforced according to the laws of the State of Tennessee. Accordingly, the parties to this Agreement submit to and understand that any and all actions shall be instituted and litigated in the Courts of the State Tennessee located in Shelby County, Tennessee, and no other.
16. The applicant's exclusive use shall be limited to the date, place and time shown on this permit. Non-exclusive uses will be permitted in public areas in conjunction with exclusive uses, except that non- exclusive uses shall not interfere with approved exclusive use.
17. The applicant understands that failure to comply with these terms and conditions may cause revocation or termination of this permit and affect future use.
18. Rain date is extended as a courtesy. Rain dates may be applied for by other organizations. In the event there is a conflict the Division of Park Neighborhoods will reach an agreement with the parties.
19. Special Provisions: _____

The Applicant shall read, understand and agree to all provisions as set forth in this Agreement.

AUTHORIZED APPLICANT'S SIGNATURE

DATE

Return completed document to: Division of Parks and Neighborhoods, 2599 Avery Ave., 38112 Phone: (901) 636-4200 Fax: (901) 576-4254

-OF-

CLICK HERE
TO SUBMIT