



[OS-PACE]

Open Spaces Partnership in Animation
and Community Enhancement Application

PART I

A. QUESTIONNAIRE

The Open Spaces Partnership in Animation and Community Enhancement Program requires the event being applied for is free and open to the public. By signing this document and applying for the OS-PACE program I agree to market this program as free and open to the public.

Signature

I acknowledge this program is required to be equitable and inclusive. Equitable is defined as being fair and impartial. Equitable is often mistaken as equality; however, they differ in major ways. For example, if someone wants to offer a class on how to ride a bicycle the instructor should prepare by having multiple styles and sizes of bicycles. Some participants will be smaller than others and will require smaller bikes. Equality would be when the instructor brings one size bike to be equal, but that would mean smaller participants couldn't participate in the class. An inclusive program means it does not exclude any section of society or any party involved in something. By signing this document and applying for the OS-PACE program I agree to market this program as equitable and inclusive.

Signature

I acknowledge this program is required to be Americans with Disabilities Act (ADA) compliant and accessible. I agree this event shall be open to anyone with a disability, and no individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any public entity. For more information regarding ADA regulations please reference [ADA.gov](https://www.ada.gov/) provided by the United States Department of Justice, Civil Rights Division website. By signing this document and applying for the OS-PACE program I agree to market this program as ADA compliant and accessible.

Signature

I have read through the rules and regulations for the use of the City of Chattanooga Parks and Playgrounds as well as the permitting process outlined by our municipal code. Rules and regulations for Parks and Playgrounds can be found online at https://library.municode.com/tn/chattanooga/codes/code_of_ordinances?nodeId=CH26PAPL.

Signature

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Submit Application via email to Jonathan Susman [jsusman@chattanooga.gov].

Mail or deliver to the attention of:

OPEN SPACES DIVISION
Jonathan Susman
Activation and Engagement Specialist
200 River Street
Chattanooga, TN 37405

PART I

A. GENERAL INFORMATION

Name of Event:		
Date of Event:	Start Time:	End Time:
Additional Date:	Start Time:	End Time:
Additional Date:	Start Time:	End Time:
Additional Date:	Start Time:	End Time:
Location/Facility Requested for event (Ex. Miller Park, Coolidge Park, Jack Benson Heritage Park, Pavilion)		
Description of Event:		

Name of Applicant/Applying Organization:			
Address:	City:	State:	Zip:
Phone Number(s):			
Fax:			
Tax Exempt ID#:	For Profit:	Other:	
Website:			
Social Media Sites:			
Contact Name:	Title:		
Phone Number:	Email:		
Address (if different):	City:	State:	Zip:
Description of Organization:			

What experience does your organization have in organizing events?

Please indicate which benefit(s) your program or event will have on the community:

ARTS & CULTURE
 HEALTH & WELLNESS
 COMMUNITY BUILDING

*Color coding for internal use only



PART II B. EVENT DESCRIPTION

Type of Event [circle all that apply]:		
Festival	Block Party	Public Assembly
Walk/Run	Concert/Performance	
Parade/Procession/Motorcade	Other (please describe):	
Estimated Attendance:	Local:	Visitors:
Estimated number of overnight visitors:		
Anticipated number of room nights:		
Expected Economic or Social Impact on the community:		
Provide a brief description of your event marketing plan:		
Estimated budget to produce event (attach budget if desired): \$		
List all sources of funding, including in-kind contributions, and the amount that you have applied for or have been approved for this event. Applied for: \$_____ Approved: \$_____		
Have you ever hosted this event? If so, please describe when and where.		
Has this type of event ever been hosted or conducted before in other cities? If so, please describe.		
List media partners and the type/value of services being provided:		
Describe any cultural or community significance your event will have [does this event encourage inclusiveness]:		

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Describe how you will measure the success of your event:

PART III

C. EVENT DETAILS

Estimated number of food vendors:
Estimated number of local food vendors:

Estimated number of Exhibitors:
Estimated number of local Exhibitors:

List any other Merchants:

QUESTIONS	YES	NO	COMMENTS
Electrical Services required			
Water Services required			
Trash Services required [list number] _____			
Food and/or nonalcoholic beverages will be served or sold			
Alcohol beverages will be served and/or sold			
Event requires/utilizes a stage			
Event includes tents greater than 900 sf (30'x30')			
Event requires ground penetration			
Audio and/or Lighting is required			
Road closures required			
Barricades required			
Event requires police services for alcohol, security, or crowd control			
Other requirements/details:			

*Color coding for internal use only

Print Applicant Name

Applicant Signature

Date

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DIVISION OF OPEN SPACES SECTION ONLY

Open Spaces Representative Name [Printed]

Open Spaces Representative Signature

Date & Time