



# [PACE] Partnership in Animation and Community Enhancement Application

## PART I

### A. QUESTIONNAIRE

The Division of Special Events & Programming's 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 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 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 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](https://library.municode.com/tn/chattanooga/codes/code_of_ordinances?nodeId=CH26PAPL).

\_\_\_\_\_  
Signature



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

Mail or deliver to the attention of:

**SPECIAL EVENTS & PROGRAMMING DIVISION**  
 Jonathan Susman  
 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<br>(Ex. East Lake Park, South Chattanooga Park, Jack Benson Heritage Park) |             |           |
| 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



## PART II B. EVENT DESCRIPTION

|  |        |           |
|--|--------|-----------|
| Type of Event [circle all that apply]:<br>Festival      Block Party      Public Assembly      Walk/Run      Concert/Performance<br><br>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.<br>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]:  |        |           |



|  |
|--|
| Describe how you will measure the success of your event: |
|--|

**PART III**

**C. EVENT DETAILS**

|  |
|--|
| Estimated number of food vendors:<br>Estimated number of local food vendors: |
| Estimated number of Exhibitors:<br>Estimated number of local Exhibitors:     |
| List any other Merchants:  |

| QUESTIONS  | YES | NO | COMMENTS |
|--|-----|----|----------|
| Electrical Services required - Please list what is needed          |     |    |          |
| Water Services required  |     |    |          |
| Alcohol beverages served*  |     |    |          |
| Event requires/utilizes a stage                                    |     |    |          |
| Event includes tents greater than 900 sq. ft. (30'x30')            |     |    |          |
| Event requires ground penetration - Must get approval first        |     |    |          |
| Audio and/or Lighting is being used? Please describe               |     |    |          |
| Road closures required - Traffic Control Plan from CDOT required** |     |    |          |
| Barricades being used - Traffic Control Plan from CDOT required*   |     |    |          |
| Event requires police services for alcohol or security purposes*** |     |    |          |
| Other requirements/details:  |     |    |          |

\*Beer sales are permitted through the City of Chattanooga - bglawrence@chattanooga.gov / Liquor & Wine are coordinated through the State

\*\*Coordinate road closures with Justin Strickland - jwstrickland@chattanooga.gov

\*\*\*Coordinate required officers with Sgt. Dennis Pedigo - dpedigo@chattanooga.gov

\_\_\_\_\_  
Print Applicant Name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

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**DIVISION OF SPECIAL EVENTS & PROGRAMMING SECTION ONLY**

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\_\_\_\_\_  
Parks & Outdoors Representative Name [Printed]

\_\_\_\_\_  
Parks & Outdoors Representative Signature

\_\_\_\_\_  
Date & Time