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Date of Application:     /     /  
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# Event Permit Application

Please check with Overton Park Conservancy about availability of the desired rental area and rates for specific dates/times before submitting an application and deposit. Fill out our online Rental Inquiry form at [www.overtonpark.org/rentalinquiry](http://www.overtonpark.org/rentalinquiry) or contact Overton Park Conservancy at 901.509.3789 or [info@overtonpark.org](mailto:info@overtonpark.org).

For complete details on the permit process, fees and guidelines, please review the Overton Park Events Guidelines & Procedures document. After reviewing, complete the following application and checklist in its entirety and either:

- Scan and send via e-mail to Fields Falcone at [ffalcone@overtonpark.org](mailto:ffalcone@overtonpark.org)
- Send by mail to Overton Park Conservancy, 1914 Poplar Avenue, Suite 202, Memphis, TN 38104

Your application must be accompanied by a non-refundable \$100 deposit, which will be applied to the balance of the rental. Submit payment via credit card at [www.overtonpark.org/rentalpayments](http://www.overtonpark.org/rentalpayments) or mail a check with your application to the address above. If approved, applicants will be issued a signed permit. Any applications received fewer than 30 days prior to the event will be required to pay in full to secure their reservation. Do not promote the event or produce marketing materials until you receive reservation confirmation/permit approval.

## CONTACT INFORMATION

Contact Name: \_\_\_\_\_ Organization: \_\_\_\_\_  
(if applicable)

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_  
(if applicable)

Phone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Contact Name #2: \_\_\_\_\_ E-mail: \_\_\_\_\_  
(if applicable)

Phone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

## EVENT DETAILS

Date(s) Requested: \_\_\_\_\_ Event Name (e.g. Smith Birthday) \_\_\_\_\_

Brief Description of Event: \_\_\_\_\_

Pavilion Requested:    East Parkway Pavilion    Rainbow Lake Pavilion

*If March-October and a Saturday, Sunday, or holiday, choose:*

AM (8AM - 1PM, no late departure)    PM (2PM - Dusk, no early arrival)    All Day (8AM - Dusk)

*If November-February or a weekday, time slot is flexible between 8AM and dusk.*

Other Location Requested:    Formal Gardens    Greensward    Veterans Plaza

**ALL EVENTS: Please specify the hours you will be on-site.**

Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

**EVENT DETAILS**

**Type of Event:**       Family Reunion                       Birthday Party                       Company Picnic  
 Wedding                       Fundraiser                       Walk/Run  
 Other (please specify): \_\_\_\_\_

**Attendance:**       **Private** (open only to guests you invite)  
 **Public**

**Estimated Number of Guests/Participants:** \_\_\_\_\_

**If Event is Public:**

**Admission Fee?**       **Yes**     **No**    If yes, how much? \_\_\_\_\_

**Event Website** (if applicable) \_\_\_\_\_

**Will event be promoted?**     **Yes**     **No**

If yes, how? \_\_\_\_\_

**Will food, beverages, and/or merchandise be sold?**       **Yes**     **No**

If yes, please list: \_\_\_\_\_

\_\_\_\_\_

**SPECIAL EQUIPMENT USAGE**

**Check all that apply:**     **Power outlets\*** (extension cords not provided)     **Water\***(spigot only; hose not provided)  
 **Live entertainment/amplified sound**                       **Liquid propane/gas**  
 **Open flame or burning operations**                       **Generator**  
 **Stage**                       **Lighting**  
 **Tents/canopies**      **How many?** \_\_\_\_\_      **What size?** \_\_\_\_\_

\* Starred items will be provided by Overton Park Conservancy. All other items, if being used, must be supplied by the renter.

**Will alcohol be offered/sold?** [special permit(s) required]       **Yes**     **No**

*NOTE: Alcohol consumption in Overton Park is prohibited by law without proper permits from the Tennessee Alcohol Commission (liquor/wine) and City of Memphis Alcohol Commission (beer), and permission from Overton Park Conservancy.*

**Will inflatables (e.g. bounce houses) be rented?**       **Yes**     **No**

*NOTE: Inflatables must be rented through an insured vendor or covered under an event COI. Please talk with a Visitor Services Coordinator about approved vendors.*

## EVENT PERMIT CHECKLIST

For both public and private events, please read the checklist carefully and initial by each item.

\_\_\_\_\_ I have communicated with Overton Park Conservancy, and I understand I will be charged \$\_\_\_\_\_ for this event.

\_\_\_\_\_ I am at least 21 years old.

\_\_\_\_\_ I understand that my requested date is not reserved until I have checked with an Overton Park Conservancy Visitor Services Coordinator for date availability and submitted my application and \$100 non-refundable rental application fee/ deposit (or full payment if event is within 30 days).

\_\_\_\_\_ I understand that I must submit my remaining rental fee balance and any additional documentation at least 30 days prior to my event date. If booked within 30 days, I must pay the full balance and submit application and any additional documentation to secure my reservation.

\_\_\_\_\_ I understand that if my event involves 25 or more people, I am required to apply for a Public Assembly Permit with the City of Memphis Permits Office. I understand that I will need this signed Overton Park rental permit (issued after full payment of reservation) to complete this process with the City. Public Assembly Permits require 14 business days for issuance.

\_\_\_\_\_ I certify that I have read and I understand the Overton Park Conservancy Rental Guidelines and Procedures in full and agree to abide by all of the fee schedules, fee and information deadlines, rules, and policies outlined therein. I understand that failure to comply may result in my rental reservation being cancelled or terminated with all rental fees retained by Overton Park Conservancy.

\_\_\_\_\_ I understand that I am responsible for ensuring that every person at my event obeys all applicable City of Memphis, State of Tennessee, and federal rules, ordinances, laws, and regulations. I understand that failure to do so may result in the rental contract being cancelled or terminated, and all guests being asked to leave the premises and/or be subject to legal action. I understand that I am responsible for providing general supervision and control over all activities and people at my event to prevent injury or damage.

\_\_\_\_\_ I understand that if I initiate a rental cancellation, in order to receive a full refund (minus the \$100 non-refundable deposit), the cancellation notice must be received in writing a minimum of 60 days prior to the event date. I understand that a 50% refund will be allowed if cancellation notice is received 30-60 days prior to the event. I understand that no refunds will be made with less than a 30-day notice or due to weather or seasonal conditions not initiated by Overton Park Conservancy.

\_\_\_\_\_ I understand that the Conservancy will offer a "rain date" for reservations on non-premium days (weekdays/non-holidays, i.e., no "rain dates" on Saturdays, Sundays, or holidays) within 30 days of a reservation, subject to rental area availability.

\_\_\_\_\_ I understand that signs may be temporarily affixed to structures only on the day of the event. I understand that signs are not allowed to be nailed, stapled, or bungee-corded to trees, buildings, light poles, or road signs. I understand that stakes are not allowed to be driven into the ground, and temporary marking (chalk or water-based paint) of any pavement or hard surface is prohibited.

\_\_\_\_\_ I understand that I must leave the rental area as I found it by providing general cleanup related to my event's decorations, and that I am financially responsible for any damage to the area, any need for excessive cleaning of the area, or any cleaning related to improper use of the area (litter or coals on ground, unbagged garbage, excessive spills, etc.). I understand that excessive cleaning fees will be billed at \$50 per hour and invoiced post-event. *Note: water balloons and balloon releases are prohibited by the Conservancy.*

\_\_\_\_\_ I understand that alcohol consumption in Overton Park is illegal per City of Memphis Code unless I obtain a special permit from the Tennessee Alcohol Commission (for liquor and wine), the Memphis Alcohol Commission (for beer), and written approval by Overton Park Conservancy. I understand that security is required for any event involving alcohol and that I, the renter, am responsible for securing all required permits.

