



PROGRAMS AT WORLD'S FAIR PARK

World's Fair Park & Volunteer Landing Event Office
963 World's Fair Park Drive
Knoxville, TN 37916
Attn: Sierra Gillis
Phone: 865-215-8160
Email: sgillis@ktbpba.org

Outdoor Program Provider Proposal

Applicant Information

Business Name: _____
Primary Contact Name: _____ Date: _____

Mailing Address: _____
Street Address *Apartment/Unit #*

City *State* *ZIP Code*

Phone: _____ Email: _____

Application Date: ____ / ____ / ____

Program Information

Name of Program: _____

Requested Program Start Date: _____ Requested Program End Date: _____ Class Times: _____
Duration of Program (4 weeks, 8 weeks, 12 weeks, other): _____ On-site Instructor Name(s): _____

Program/Activity Description: _____

Estimated Maximum Attendance: _____

Where are you requesting to operate your program or activity?

- Performance Lawn
- Festival Lawn
- Volunteer Landing

Will the program be open to the public? YES NO

Is there a fee to participate in the program? YES, the fee is _____ NO, the program will be FREE

Additional Requirements

If you are an instructor/trainer, you must attach/send proof of the following before receiving permission to proceed with getting a "Programs at World's Fair Park" permit or being considered to offer a program at World's Fair Park.

- Liability Insurance (\$1 Million per occurrence/\$2 million aggregate minimum)
- Current Certifications (NCAA accredited as an example)
- Current CPR Certification as applicable
- Liability Waiver that will be used
- \$100 annual Programs at World's Fair Park Fee

Signature

Activity
Applicant or
Representative
Signature: _____

Date: _____



Outdoor Program Provider Policy

The World's Fair Park is the beloved landmark of the Knoxville Community. Many years ago, the Park was built to welcome people from all over the world to our scruffy little city. Today, the Park is a Knoxville staple welcoming visitors and locals everyday who want to enjoy the park by attending a fun festival, splashing around in the fountains, or playing ball on the lawn. The World's Fair Park has experienced a growing demand for the use of the Park for non-special event activities including health/fitness providers, dog trainers, yoga instructors, and other outdoor professional service providers. In order to effectively manage the commercial and non-profit use of parks, greenways and corridors, World's Fair Park has established the following policy. This policy applies to events, sessions, etc. that involve any exchange of money and are not classified as a special event. The permitting goal is to promote successful partnerships between the World's Fair Park and local providers while ensuring the safety of patrons.

Please review the following rules and regulations before proceeding with your application:

The World's Fair Park is used for both Special Events and Outdoor Programs and to make the space more accessible to all who wish to utilize it. The WFP Events Office has created separate reservation processes for each. Below are the definitions and differences of what constitutes a Special Event and an Outdoor Program. Please note that it is up to the sole discretion of the WFP Events Coordinator to classify your event as one of the following and will make sure you have the proper information to proceed with the proper reservation process.

- A *Special Event* is defined as an organized, advertised or private gathering that requires power, City Permits, any amount of equipment (tents, tables, chairs, stage, etc.), is serving alcohol and/or food, and may have specific admission requirements (tickets, pre-registration, etc.)
- An *Outdoor Program* is defined as an organized, advertised gathering of a group of less than 50 people who bring only light weight and pre-approved equipment that is directly required for the activity (no tents or tables please), is open to the public and may request an admission fee or donation from attendees, and may last up to **2 hours MAXIMUM**. Please note that permit holders do not hold exclusive rights to the Greenspaces of the lawn and must still share the space with other park goers.

Required Process for all Outdoor Program Providers: Any provider that has been identified as not following the described process below will be requested to cease the program until all required documentation is secured and approved.

Step 1: Obtain Approval to Proceed with Outdoor Program

- Complete and submit the Outdoor Program Provider Proposal Form to Sierra Gillis at sgillis@ktnpba.org. Proposal form can be located on the Programs at World's Fair Park section of worldsfairpark.org
- The World's Fair Park Events Office must approve the program description, location request, program times, participant fees, equipment etc. before proceeding to step #2.

- Outdoor Programs may only be held on the green spaces of the World’s Fair Park (The Amphitheater is not available for programs) and scheduling is limited to **Monday-Thursday 5:00AM-8:00PM and ONLY if a Special Event is not booked in that space.**
 - Please note Outdoor Programs schedule may be affected by the Special Events schedule and dates are not guaranteed as Special Events receive priority in reserving space.

Step 2: Obtain an Outdoor Program Provider Permit

- Submit annual application and non-refundable permit fee (\$100). – *Payable by check, money order, or cashier’s check ONLY.*
 - Permits valid per fiscal year (July 1 – June 30)
- Submit insurance coverage listing City of Knoxville and the Public Building Authority as additionally insured.
 - Insurance shall be in the amount of \$1,000,000 per occurrence / \$2,000,000 aggregate unless the nature of the service being provided is deemed as higher risk by the City and would require \$2,000,000 per occurrence / \$3,000,000 aggregate coverage.
 - The City of Knoxville offers a TULIP Program, which provides for a general liability policy that can be accessed by those using City properties for various events. For more information, visit: <https://www.onebeaconentertainment.com/OneBeaconEntertainment/pages/tulip/tulipapp.page>
- Submit current Certifications (Example: NCAA accredited for fitness instructors/trainer, CPR, First Aid, etc.)
- Submit a copy of liability waiver to be used for program.
- Submit approved and signed monthly proposal/plan with days, times, locations, and prices for upcoming calendar year so that the schedule can be posted on the World’s Fair Park website.
 - World’s Fair Park will inform provider of potential conflicts based on other events scheduled at time of submission. Any future conflicts will be posted on the World’s Fair Park google calendar and will be the responsibility of the provider to make themselves aware of such events independently.

Approved provider shall:

- Receive documentation stating they are approved as an Outdoor Program Provider with the World’s Fair Park. From that point forward, providers shall need to have the permit available onsite during any program operation.
- Agree to have all participants sign and complete liability waiver prior to starting activity.
- Provide information for the World’s Fair Park “Programs at World’s Fair Park” webpage. Information posted may include name, company, phone, email, website, prices and/or approved day/time/locations.
- Understand that Permit holders do not have exclusive rights to any areas of the World’s Fair Park and must share the space with other park goers.
- Understand that there is no reserved Programs in the Park parking within the park and instructors as well as participants must utilize the surrounding public parking in the area.
- Display a “Programs at World’s Fair Park” sign with Park logo.

- Understand and adhere to Park rules and not interfere with normal flow of Parks business.
- Update the World's Fair Park Events Coordinator on any programmatic updates or changes in a timely fashion.
- Submit proposal forms for any additional programs that become planned that may be in addition to the original request.
- Check the google event calendar monthly on the World's Fair Park webpage to be made aware of any conflicts that could interfere with scheduled program. The provider shall also understand that any Special Event that may be scheduled simultaneously to the outdoor program scheduled, the Special Event takes precedence and the program may need to be moved or adapted to another location. Special Events take priority in scheduling and may reserve a space within the park even if an Outdoor Program has already been scheduled there. The Outdoor Program will then need to find another greenspace within in the park or reschedule.

City shall provide:

- Webpage with listed Programs at World's Fair Park and scheduled events.
- "Programs at World's Fair Park" sign with Park logo.
- Programs at World's Fair Park rules and policy.



PROGRAMS AT WORLD'S FAIR PARK

I, _____ (printed name), have read, understand and will adhere to the Public Building Authority's **Programs at World's Fair Park Policy** and **Programs at World's Fair Park Rules**.

Signature

Date

World's Fair Park Events Coordinator Signature