



City of Pigeon Forge
OUTDOOR EVENT VENDING APPLICATION
 (TO BE USED FOR SPECIAL EVENTS WITH VENDING COMPONENT)
 Please maintain a copy of all pages of this application and its attachments for your files
 and have available on site for the duration of your permit.

EVENT NAME: _____

BUSINESS/ORGANIZATION NAME: _____

Contact: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____

Onsite Contact: _____ Cell: _____

Please check the appropriate box below and provide the necessary information:

Non-Profit Organization
 Please provide us with your 501c3 Tax Exempt ID # _____
 If any for-profit businesses are vending at your event you must have a City of Pigeon Forge business license.
 City of Pigeon Forge Business License # _____

For-Profit Event Organizer
 City of Pigeon Forge Business License # _____
 If you need to obtain a City of Pigeon Forge business license please contact Mable Ellis at Pigeon Forge City Hall, (865) 429-7309.

EVENT LOCATION: _____

TIME: Dates of Operation: _____ Hours: _____

ONSITE VENDORS:

Business/Organization Name	Products	Setup (tent, trailer, vehicle, cart, etc.)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

If you have more vendors please list the remaining on a separate piece of paper and attach to this form.



City of Pigeon Forge
OUTDOOR EVENT VENDING APPLICATION

(TO BE USED FOR SPECIAL EVENTS WITH VENDING COMPONENT)

Please maintain a copy of all pages of this application and its attachments for your files and have available on site for the duration of your permit.

For Office Use Only

Date Submitted: _____

Required Liability Insurance as determined by the City Attorney: _____

Most applicants are required to carry liability insurance to cover their vending operation. Vending businesses, required to carry insurance, must list the City of Pigeon Forge as additionally insured on their policy and provide a copy with this completed application.

Site Plan: Submitted Missing

All applicants are required to submit a detailed site plan of their vending layout. All tents, facilities, trailers, barricades, and all other relative elements must be included on the site map. Maps should be accurately drawn and labeled in detail.

DEPARTMENT APPROVAL It may be necessary for you to complete additional forms or to have a meeting with particular city departments. Applicants are responsible for reviewing and complying with all notes made below.

<i>Reviewed</i>	<i>Department</i>	<i>Notes</i>
_____	City Hall	_____
_____	Office of Special Events	_____
_____	Police Department	_____
_____	Fire Department/EMS	_____
_____	Parks and Recreation	_____
_____	Street Department	_____
_____	Sanitation Department	_____
_____	Trolley Office	_____

Additional Comments:



City of Pigeon Forge
OUTDOOR EVENT VENDING APPLICATION
(TO BE USED FOR SPECIAL EVENTS WITH VENDING COMPONENT)
Please maintain a copy of all pages of this application and its attachments for your files
and have available on site for the duration of your permit.

Event Name: _____
Organizer: _____
Event Dates: _____ **Event Location:** _____

Regulations:

1. The vending business, its staff and suppliers must comply with all rules and regulations as set forth by the City of Pigeon Forge and its departments. Any violation may result in denial of future permits.
2. The applicant is responsible to ensure that there is no illegal activity on the event premises.
3. The applicant will be responsible for any damage done to any public property in association with its setup, sales, or load out of their business.
4. The applicant will avoid any and all traffic or safety inhibiting situations including but not limited to the state right-of-way, fire lanes, emergency exits, and fire hydrants.
5. The applicant is responsible for filing their application in a timely manner. Outdoor vending applications must be submitted at least 30 days prior to the first setup date of the vendor. Non-compliance may result in denial of permit or requested city assistance.
6. The applicant shall indemnify and hold harmless the City of Pigeon Forge, its employees and elected officials from any damage it may sustain or be required to pay, by reason of said vending, or by any reason of any act or neglect by the applicant or their agent relating to such vending or by reason of any violation of the terms and conditions of their licenses.
7. The City of Pigeon Forge reserves the right to revoke this application and/or permit at anytime.

I, as the host individual or organization representative, understand and agree to all terms set forth in this application. The information that I have provided is truthful and accurate. I agree to accept all responsibility related to this vending business, any and all functions of this business, and the participants visiting my establishment.

Signed: _____ **Date:** _____

Printed Name: _____

PLANNING COMMISSION

Commission Meeting Date: _____

Approved Denied Reason denied: _____

Signed: _____ Date: _____
Bill Bradley, Chairman