



Town of Collierville
DEVELOPMENT DEPARTMENT
Planning Division

500 Poplar View Pkwy • Collierville, Tennessee 38017 • Telephone (901) 457-2360 • Fax (901) 457-2354

Application For Charitable Solicitor Permit

Instructions: The applicant for a Charitable Solicitor Permit should complete form and return it, along with the following items at least 30 days in advance of engaging in solicitation activities:

- Completed and signed Application, with the following (as applicable):
 - Event Coordinator Acknowledgement, and
 - Supporting Host Acknowledgement.
- Completed Charitable Solicitor Inquiry Sheet

Send the completed form to the attention of the Planner of the Day, via fax at the number listed above. You will be asked to submit an event diagram with this form that shows how you plan to set up your event (tents, generators, stages, tables, chairs, food and general merchandise vendors, amplified sound, restrooms, park names, street names, a compass, legend, etc.). Upon receipt, you will receive a phone call from the Planning Division to discuss the event and any applicable permitting process and permit requirements.

Full name of the person or organization* applying for a permit to solicit and the address of the headquarters in the Town or if the organization* is a chapter or other affiliate of an organization* having it's principal office outside the Town, the name and address of the Parent organization.		
The names and address of all officers and directors or trustees of the organization*.		
The name of the person or persons by whom the receipts of the solicitation will be dispersed.		
The name and address of the local person or persons who will be in charge of conducting the charitable* solicitation.		
A description of the method or methods to be used in conducting the charitable* solicitation		
The period of time within which the charitable solicitation will be conducted, including the proposed dates for the beginning and end of the solicitations.		
The location in which the solicitation will occur including written permission from the property owner.		
The total amount of funds proposed to be raised.		
The amount of the salaries, wages, fees, compensations, expenses, and costs to be expended or paid to anyone in connection with the solicitation, and the percentage of the funds collected which are to be used to pay the cost of implementing the solicitation.		
Any permits required by the Health Department? (Circle one) YES NO If yes, please describe		
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;">Signature Name (Print) Title (Print)</td> <td style="width: 40%; border: none; text-align: center;">Date</td> </tr> </table>	Signature Name (Print) Title (Print)	Date
Signature Name (Print) Title (Print)	Date	

* Prior to granting a permit, the Town may request additional information per Section 111.02 of the Town Code of Ordinances to prove that the applicant is a charitable organization, and that granting the application is consistent with the spirit and intent of Chapter 111: Charitable Solicitors



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Event Inquiry Sheet

Days and Dates of Event:			
Set-up Time:	Starting Time:	Ending Time:	Cleanup Time:
Name of Event:			
Location:			
Is this an ongoing event (more than one time)? ___ Single Event ___ Ongoing Event. If so, how frequent? _____		Will the event be outdoors? Yes ___ No ___	
		Is the site a vacant lot? Yes ___ No ___	
Admission Charge? Yes ___ No ___ Charge \$ Participant Charge? Yes ___ No ___ Charge \$		Will the event be in a parking lot? Yes ___ No ___	
Estimated Attendance:		Estimated Participants:	
Person in charge on day(s) of event (onsite): Mobile Phone ()			
Public Information Phone Number: ()			
Event's Sponsor/Organization: Street Address, City, Zip: _____ Phone: () _____ Fax: () _____ Email: _____ _____ Name: _____ Day Phone: () _____ Night: () _____			



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Event Inquiry Sheet

<p>Check All that Apply:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Alcohol <input type="checkbox"/> General Merchandise Sold <input type="checkbox"/> Restrooms <input type="checkbox"/> Amplified Sound <input type="checkbox"/> Generator <input type="checkbox"/> Stage <input type="checkbox"/> Barricades <input type="checkbox"/> Private Drive Closure <input type="checkbox"/> Parking Lot Closure (partial) <input type="checkbox"/> Parking Lot Closure (completely) <input type="checkbox"/> Security <input type="checkbox"/> Bouncer <input type="checkbox"/> Lighting <input type="checkbox"/> Street Closure <input type="checkbox"/> Dumpster <input type="checkbox"/> Media <input type="checkbox"/> Tent <input type="checkbox"/> Food Sales <input type="checkbox"/> No Parking Signs <input type="checkbox"/> Valet Service <input type="checkbox"/> Food Service <input type="checkbox"/> Park Reservation <input type="checkbox"/> Vendors 	<p style="text-align: center;">Site Map:</p> <p>It is suggested that the event coordinator provide a drawing or a detailed map of the venue as part of this notice. Provide a computer or CAD generated diagram if possible. Map/drawing to include:</p> <ol style="list-style-type: none"> 1. Location of all structures, including, public restrooms, garbage collectors, point of electrical supply, parking areas, bleachers, fences, displays, booths, stages, rides, etc. 2. Traffic control plan and diagram 3. All entry and exits, fire lanes, barricade. First-aid station, information, check-in or ticket sales areas
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Other Description of the Event:

For Town Use Only	
Planning	
Codes	
Fire	
Other:	



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Event Coordinator Acknowledgement

I have read the guidelines provided, as well as applicable zoning ordinances codes, and agree to abide by the policies and procedures as set forth.

Coordinator's Signature: _____ Date: _____

Supporting Host Acknowledgement

I _____ of _____ acting as _____
NAME ADDRESS TITLE

of _____ of _____ do here by grant permission
BUSINESS NAME ADDRESS

to _____ to utilize the property known as _____
EVENT COORDINATOR EVENT LOCATION

for the proposed event titled _____

for the proposed dates from _____ to _____.

I understand the full intent and scope of the proposed event and hereby agree to provide the following support services:

Off Street Parking	_____	yes	_____	no	_____	initial
Public Restroom Facilities	_____	yes	_____	no	_____	initial
Garbage Receptacles and Disposal	_____	yes	_____	no	_____	initial

In addition, I plan to provide the following services/utilities: (gas, electric, water, cooking, etc.)

I hereby accept full responsibility to maintain the Event Location in a clean and sanitary condition and ensure the same upon completion of the proposed event. I have read the guidelines provided for such Class II special events, as well as applicable zoning ordinances codes, and agree to abide by the laws, policies, and procedures as set forth. I hereby accept the responsibility to repair any damage resulting from the event to Event Location or adjoining property, including public right-of-way, including but not limited to; damage to, structures, paved surfaces, landscaping, appurtenances, etc.

NAME	TITLE	DATE
_____	_____	_____
WITNESS	DATE	
_____	_____	
WITNESS	DATE	
_____	_____	



“Class II” Special Event Guidelines

To keep Collierville, safe, clean and family centered, Special Events have been divided into two (2) classifications based upon their impact to Town property and services and their potential impact on the community:

- **Class I Events:** A permit is required when the special event involves the use of the following, with applications being submitted to the Collierville Parks and Recreations Department no later than sixty (60) days prior to the event:
 - Town property (parks, facilities, public rights-of-way, etc); and/or
 - requiring Collierville Police and/or Fire Department oversight.
- **Class II Events:** Class Two Events are other types of events that do not require Town Departmental involvement and are characterized as being on private property owner with minimal impact upon the community.

These guidelines are provided as an aid to those responsible for the Special Event. It is not intended to be an exhaustive list, so please contact us with any questions.

GENERAL THINGS TO KEEP IN MIND

1. Special Events that are not on Town property or involve Town services are of particular concern as they relate to the following issues, and such events are to be closely monitored to make sure that they do not violate these

areas of local zoning and codes often associated with temporary events:

- a. Code Requirements for Installing Temporary Wiring
 - b. Building Code Requirements (LP Gas)
 - c. Mechanical Code Requirements
 - d. Fire Code Requirements (outdoor display, indoor display, tents, electrical cords)
 - e. Business Licenses
 - f. Outdoor Display
 - g. Outdoor Storage
 - h. Peddlers/Solicitation
2. Town reserves the right to inspect an event at anytime.
 3. One temporary sign per road frontage is allowed and such sign(s) shall require a permit and be restricted as follows. It shall not exceed six square feet and three feet in height and shall be set back from the curb face or edge of pavement no less than fifteen (15) feet. Said sign(s) shall be allowed twenty-four (24) hours prior to the event, and shall be removed upon the event's conclusion.
 4. Merchandise vendors are responsible for obtaining any and all necessary business licenses and for the payment of any taxes due and for strict adherence to all rules and regulations of the Town Police Department, Fire Department, Memphis/Shelby County/State of Tennessee Health Department and any other governing authorities' rules and regulations which might apply.
 5. Any participant proposing to use a tent will be required to obtain a tent permit from the Collierville Fire Marshall in addition to the Event Permit.
 6. The use of the Name “Collierville” or any variation thereof, on any signage, printed materials, etc. will not be allowed without written permission from the Town Mayor.
 7. The Town reserves the right to limit the number of participants of any event or require substantial protective services adequate to ensure the health, safety and welfare of the public.
 8. Please be advised that all structures, including tents, trailers, platforms, stages, displays, signs, exhibits, or temporary quarters, used in conjunction with the Event are subject to the codes enforced by the Collierville office of Construction Code Enforcement for the health, safety and welfare of the public.
 9. For unusual or elaborate structures or those exceeding one (1) story in height, applicants should submit a drawing for review and approval. Certification by a licensed architect or engineer may be required to ensure stability if the design of a structure is such that the structural integrity is in question.
 10. Structures and/or installations that present unsafe or hazardous situations shall be corrected immediately or removed from the premises.

CODE REQUIREMENTS FOR INSTALLING TEMPORARY WIRING

11. All extension cords shall be not less than No. 14 AWG, 2 conductor with ground, Type “S” or Type “SO”
12. Wiring for temporary lights shall be installed at least 8 feet above ground level, or be protected or enclosed in an approved manor below 8-foot level.
13. Metal light stands or supports shall be grounded with the ground wire contained in the extension cord supplying power.
14. Metal buildings, metal frames of tents, etc., that have electrical power or lighting shall be grounded to an 8-foot ground rod, or bonded to site bonding grid system by event site electrical contractor.
15. All clamp-on light fixtures shall comply with Rule Number 2, and cords shall not be longer than 6 feet.
16. All decorative lighting shall be UL approved for outdoor use and installed a minimum of 8 feet above ground/floor level so as to be out of reach of the public, or comply with Rule Number 2.
17. Licensed, registered, electrical contractor who shall be responsible for obtaining proper permits and inspections shall install all wiring with the exception of extension cords.
18. Electrical contractors shall install all wiring per NEC Article 525.
19. Commercial generators used in relations to this Event must be properly grounded per Article 250-26 of the NEC.

BUILDING CODE REQUIREMENTS

20. Booths, rides or structures over 30” in height must have guardrails a minimum of 42” high, and toe boards not over 2” off the floor.
21. Stairs must have tread, risers and handrails in compliance with the Standard Building Code.
22. An engineer certification is required for all structures exceeding one story.

MECHANICAL CODE REQUIREMENTS

23. LP Gas must be stored and expensed from cylinders approved by the U.S. Department of Transportation
24. Cylinders must not exceed twenty (20) pounds capacity.
25. Proper hose and fittings must be used.
26. Cylinders must be stored and supported in a safe manner.

FIRE CODE REQUIREMENTS

Inside Displays

27. No hay, straw or untreated cotton bales are allowed inside a place of public assembly.
28. All decorative materials including, but not limited to, draperies, drops and curtains, shall be noncombustible, inherently flame resistant or treated and maintained fire resistant when tested. Certificates denoting that the

- materials are fire resistant or have been treated to be resistant shall be required by the Fire Official.
29. No person shall cause or permit any open flame, candles, torches, etc. To be used, except that candles may be used on tables if securely supported on substantial noncombustible bases so located as to avoid danger of ignition of combustible materials. The candle flame shall be protected.
 30. Exit doors shall not be locked, blocked or otherwise concealed or obscured by decorations, drapes, mirrors, or any other material or structure.
 31. All fire protection, i.e., hose cabinets, fire alarm pull stations, exit signs, etc., shall be visible and accessible at all times.
 32. No part of a stairway, whether interior or exterior, hallway, corridor, vestibule, balcony or bridge leading to a stairway or exit, shall be used in a manner that will obstruct its use as an exit or that will present a hazardous condition.

Outside Display

33. No outside display or structure shall block or obstruct any exit door or access to an exit door.
34. All outside displays that are under cover of the building roof or extension of the roof or porch area shall be governed by the same rules of an inside display.
35. A twenty (20) ft. roadway shall be maintained for fire equipment access to all parts of the building and displays.
36. All hydrants and fire department connections shall be unobstructed at all times.
37. All tents and awnings 10' x 12' (120 sq. ft.) or larger shall be treated with a flame retardant treatment. An affidavit shall be kept on location at all times or label is to be sewn onto the material. Any person erecting a tent 120 sq. ft or larger shall obtain a permit from the Fire Marshal's office.
38. All cooking equipment shall have regulator(s) at the appliance and gas cylinder(s). All supply lines (tubing or hoses) shall be leak-tight and in good repair. Hoses shall be listed for the type of product it supplies.
39. All Compressed gas cylinders (propane, butane, carbon dioxide, helium, etc.) shall be adequately secured to prevent falling or being knocked over by means or cables, chains, racks, etc. (combustible ropes will not be accepted). Cylinders shall be located away from cooking appliances. Fuel cylinders shall not be used unless they have a current hydrostatic test.
40. Where the fire official determines that the gathering of persons in places other than Group A or E occupancies specifically built to accommodate such a group, in a structure or outside of a structure, presents unusual and significant impact on public safety or fire safety, including access to buildings, structures, fire hydrants, fire lanes and the like, or the provision of public safety services, including fire protection and emergency medical services, the fire official shall have the authority to order

the development of or prescribe a plan for the provision of safety services which provides a reasonable degree of safety for the attendees and other affected members of the public.

- a. Such a plan, as described above and approved by the fire official shall be complied with and is enforceable under the provisions of the NFPA1 Standard Fire Prevention Code adopted by the Town of Collierville.
- b. The plan shall address such items as emergency vehicle ingress and egress, fire protection, emergency medical services, public assembly area(s) and the directing of both attendees and vehicles, including the parking of vehicles, vendor distribution (particularly food concessions) and the need for the presence of law enforcement, fire and emergency medical services personnel at the event.

Use of Extension Cords

Extension cords are permitted only with portable appliances or fixtures while in immediate use subject to the following:

41. Each extension cord shall be plugged directly into an approved receptacle and shall, except for approved multiplying extension cords, serve only one appliance or fixture.
42. The current capacity of the cord shall not be less than the rated capacity of the appliance of fixture.
43. The extension cord shall be maintained in good condition without splices, deteriorations or damage.
44. The Extension cord shall be of the grounded type when servicing grounded appliances or fixtures.
45. Extension cords and flexible cords shall not be affixed to structure, extend through walls, ceilings, and floors, under doors or floor coverings, not be subject to environmental damaging physical impact.

Inside Vehicle Storage

No vehicles are to be parked inside a building except for display or for service purposes only (food distribution). During display, the following shall be complied with:

46. Fuel tanks shall be drained to less than ¼ tank.
47. Fuel caps taped shut or fitted with locking cap.
48. "Hot" lead of battery disconnected.

Cooking (demonstrations) and Commercial Cooking

49. Each cooking booth shall have a minimum rated extinguisher of 2A 40BC
50. Single-well cooking equipment using combustible oils or solids, (deep fryer, dry pan, etc.) shall comply with the following
 - a. Be limited to 288 sq. in. of cooking surface
 - b. Be placed on a noncombustible surface, such as metal, hardwood board, glass, etc.

- c. Be separated from each other by a minimum horizontal distance of 2 ft.
51. Containers having a maximum water capacity of 12 lb (5.4 kg) [nominal 5 lb (2 kg) LP-Gas capacity] may be used temporarily inside buildings for public exhibitions or demonstrations, including use in classroom demonstrations. If more than one such container is located in the same room, the containers shall be separated by at least 20 ft. (6 m).
52. Listed and approved LP-Gas commercial food service appliances shall be permitted to be used in attended commercial food catering operations provided that no commercial food service appliances shall have more than two (2) 10-oz non-refillable butane gas containers having a maximum water capacity of 1.08 lb per container connected directly to the appliance at any time and container(s) shall not be manifolded. The appliance fuel container(s) shall be an integral part of the listed, approved, commercial food service device and shall be connected without the use of a rubber hose. Butane containers shall be listed.

IMPORTANT CONTACTS

Collierville Department of Parks, Recreations, and Cultural Arts

440 West Powell Road
Collierville, TN 38017
901-853-3225
901-853-3239 (fax)

Planning Town Hall

500 Poplar View Parkway
Collierville, TN 38017
901-457-2360
Fax 901-457-2354

Codes Town Hall 901-457-2310

Shelby County Health Department

814 Jefferson Ave.
Memphis, TN 38105
(901) 544-7600