



**Brentwood Police Department | Traffic Unit**  
5211 Maryland Way | Brentwood, TN 37027  
P 615.577-.6025 | F 615.577.6132 | BRENTWOODPOLICE.ORG

## **Special Event Planning Information**

Thank you for your interest in allowing the City of Brentwood to host your event. Whether it's a small neighborhood walk, a charity run, or a large 5K, Brentwood is a popular venue for special events. The Brentwood Police Department will make every effort to ensure that your event is as safe and enjoyable as possible. We have developed this packet to assist you, the event organizer, with the application and approval process. Should you need any further information, please do not hesitate to contact us.

### **BRENTWOOD PLANNING AND CODES**

Ordinance 58-8: The City of Brentwood requires any person, club, organization, or other group with the intent to hold any meeting, parade, demonstration, competition, or exhibition on the public streets of the City to first secure a permit.

The initial step in the planning process is to complete an application for a "Parade/Run Event" and submit it to the Planning & Codes Department.

Todd Petrowski, City Planner  
Planning and Codes Department  
5211 Maryland Way  
Brentwood, TN 37027  
615.371.2204  
[todd.petrowski@brentwoodtn.gov](mailto:todd.petrowski@brentwoodtn.gov)

The permit application requires the following: \

- A detailed diagram of the proposed route
- A cash bond of \$100.00 in the form of a check made payable to the "City of Brentwood"
- In addition, the City of Brentwood must be added as an additional insured in the amount of 1,000,000 dollars to your insurance policy.
- A copy of the certificate of insurance must be attached to your application.

## **SCHEDULING YOUR EVENT**

There are two (2) forms that must be completed. (1) First, complete a “Parade/Run Event” permit application and submit it to Brentwood Planning and Codes as soon as possible, but not later than 30 days prior to the event. (2) Next, complete the Brentwood Police “Traffic Special Event Application” and return it to the Brentwood Police Department using the contact information found below.

- All events are approved on a first come, first served basis.
- No more than one event will be approved on any given day

## **BRENTWOOD POLICE DEPARTMENT – TRAFFIC & SPECIAL EVENTS**

Lieutenant Scott Graham  
5211 Maryland Way  
Brentwood, TN 37027  
Office: 615-577-6037  
Fax: 615-577-6132  
E-mail:

[scott.graham@brentwoodtn.gov](mailto:scott.graham@brentwoodtn.gov)

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5211 Maryland Way  
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Office: 615-577-6025  
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E-mail:

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## **POLICE SPECIAL EVENTS REVIEW**

Once your application is received by the Planning & Codes Department, it will be forwarded to the Brentwood Police for review and approval by the traffic and special events office. An officer will contact you with further details once your application received. The officer will initially need to determine the following information:

If the date you’ve requested is available,

- How many participants you anticipate will attend,
- If your route is safe,
- The number of police officers needed to safely and efficiently secure the route,
- The impact traffic disruption will have,
- The number of traffic control devices (i.e. cones) that will be needed.

## **STAFFING REQUIREMENTS**

- Police officers are required to be posted on public roadways where vehicle traffic is being diverted around the race course. Organization volunteers are not permitted to control the flow of traffic on the City’s public roads.
- The Brentwood Police Department uses off-duty police officers to staff all special events. As such, the officers are not being paid by the City and it is the responsibility of the event coordinator/sponsor to pay the officers directly.
- The Police Department understands the financial impact created by hiring officers to staff an event. Every effort will be made on our part to help keep your cost as

low as possible. However, the Brentwood Police shall have the final authority when deciding the number of officers needed to staff an event.

### **EXTRA ASSIGNMENT RATE OF PAY**

- The current extra assignment rate of pay is \$50.00 per hour with a four hour minimum.

### **W-9 FORMS AND PAYMENT**

- The officer in charge of the event will provide the event coordinator with W-9 forms approximately one week prior to the event.
- Payment is expected to be remitted when officers are dismissed the day of the event.

### **UNSCHEDULED HOURS**

- Should any officer work longer than four (4) hours at the request of the event coordinator, they shall receive compensation at the end of the event.

### **EVENT CANCELLATION**

- Should the event be cancelled by the event sponsor, the officer in charge of the event must be notified at least 48 hours before the assignment is scheduled to begin.
- If the event is cancelled by the sponsor and the police department is not notified at least 48 hours prior to the original start of the event, then the event organizer will be responsible for paying all officers assigned.
- The Police Department reserves the right to cancel the event at any time due to safety concerns, staffing levels, weather conditions, or for any reason at deemed necessary by the officer in charge.

### **TRAFFIC CONTROL DEVICES**

- The event coordinator/sponsor is responsible for providing traffic cones or other devices deemed necessary to control traffic during the event.
- Cones can be rented from various providers around the Nashville Area. The Police Department does not provide recommendations.
- The event coordinator/sponsor is responsible for setting out cones along the race route and collecting cones at the conclusion of the event.
- Cones must be in place early enough to allow officers time to make the necessary adjustments before the roads are closed.
- The City may have a limited number of cones available for use free of charge. However, the event coordinator is still responsible for providing transportation for

the cones to the race area, placing the cones, and collecting them at the conclusion of the event.

- The Police Department may provide a patrol car to follow the cone vehicle for safety. However, police officers will not set out or collect cones.

## **BUSINESS / RESIDENT NOTIFICATIONS**

- The event sponsor is responsible for making written notification to all businesses or residences that will be affected by the event.
- For assistance coordinating bulk mailing notifications, we suggest contacting the U.S. Postal Service's Bulk Mailing Unit at 615-309-5965.
- The event sponsor must ensure care is taken to coordinate with any business in the area that will be open on the day of the event.
- Please provide the Brentwood Police with a copy of the mailed notice.

## **EVENT DAY CONSIDERATIONS**

- All officers will arrive approximately two (2) hours prior to the start of the event. This allows time for a safety briefing and gives the officers time to prepare their area for traffic detours.
- Events are expected to begin promptly as scheduled. Undue delays will not be tolerated.
- The officer in charge of the event will check the route approximately 15 minutes prior to the start of the event.
- THE EVENT SHALL NOT START UNTIL AUTHORIZED BY THE OFFICER IN CHARGE.
- It is very important to keep all participants at the starting location until the officer in charge has given authorization for the event to begin. Until that time, all roads are open to vehicle traffic and are unsafe for bikers or runners.
- Upon the conclusion of the event, all participants should clear the course immediately. All roads will be re-opened to vehicle traffic as soon as possible.
- Two (2) portable radios may be provided by the City to ensure smooth communication between the event sponsor and the officer in charge. Please make sure any equipment given to you is returned at the end of the event.
- Once the event is over, the event coordinator is encouraged to make any suggestions for improvement to the officer in charge.
- Payment should be given to the officer in charge. He or she will then distribute them and dismiss the officers. Payment must be made to each officer, not the police department.
- A lack of adherence to any of the above regulations will result in immediate cancellation of the event.
- Any route markers or signs must be removed at the conclusion of the event.

## **NOTICE TO ALL APPLICANTS**

**Officers hired for any extra duty assignment are, at all times, subject to the laws of the United States and the State of Tennessee, the policies of the City of Brentwood, the General Orders of the Brentwood Police Department. An event coordinator has no authority over police personnel and may only make general request for duties to be performed. Assignments requested by the event coordinator will, at no time, supersede the officer's legal duties or obligations to Brentwood Police Department rules and regulations. The Brentwood Police Department reserves the right to deny applications for extra duty assignments.**

## **AGREED AND UNDERSTOOD**

Signature of Event Sponsor\_\_\_\_\_Date:\_\_\_\_\_

Print Name:\_\_\_\_\_Position:\_\_\_\_\_

Prior to returning the police application to the address listed, you must first complete and submit a separate application for a "Race or Parade Permit" with the City of Brentwood Planning and Codes Department.

This application must be fully completed, signed, and forwarded to the Brentwood Police Department at least thirty (30) DAYS BEFORE your event.

## **I. EVENT INFORMATION**

1. Event Name \_\_\_\_\_
2. Event Type (circle all that apply)      Parade    Festival    Run/5K    Walk    Exhibition  
Race    Ride    Other: \_\_\_\_\_
3. Event Date(s): \_\_\_\_\_ Day(s) of the week: \_\_\_\_\_  
Event Start Time : \_\_\_\_\_ Event End Time: \_\_\_\_\_
4. Location of Event: \_\_\_\_\_
- 4a. Facilities to be used (circle):    Public    Road    Park    School    Other
5. Federal Tax ID#: \_\_\_\_\_
6. Set-up Times: Begin: \_\_\_\_\_ am/pm    Take Down: \_\_\_\_\_ am/pm
7. Estimated Total Crowd: \_\_\_\_\_ Number of Participants: \_\_\_\_\_

## **II. APPLICANT INFORMATION**

8. Organization Name: \_\_\_\_\_  
Event Contact Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address & Zip Code: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone Numbers: Home: \_\_\_\_\_ Office: \_\_\_\_\_  
Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

### III. LOCATION INFORMATION

9. Specific Location of Event: \_\_\_\_\_  
\_\_\_\_\_
10. If Parade, Race , Walk or March : List route to be used, and/or streets to be closed.  
**Please Attach Map(s).**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### IV. EVENT HISTORY

11. Recent Event History:
- | <u>Date</u> | <u>Name of Event</u> | <u>Location</u> | <u>Attendance</u> |
|-------------|----------------------|-----------------|-------------------|
| _____       | _____                | _____           | _____             |
| _____       | _____                | _____           | _____             |
| _____       | _____                | _____           | _____             |
| _____       | _____                | _____           | _____             |

### V. PUBLIC SAFETY REQUIREMENTS

12. If you are requesting to close any public streets, police officers are required to control traffic. Race volunteers are not permitted to control traffic on public roadways. The event coordinator is responsible for paying all officers who are required to staff the event. The current rate of pay is \$50.00 per officer with a four (4) hour minimum. The police department will, upon reviewing the requested route, determine the number of officers needed to safely secure the course.

### VI. TRAFFIC CONTROL NEEDS

13. The event coordinator is responsible for providing cones or other traffic control devices as deemed necessary by the police department. The City of Brentwood will not make recommendations for specific vendors. It is also the responsibility of the event coordinator pick up the cones at the designated located, to set out the cones, and pick up the cones at the conclusion of the event. All cones will be arranged according to the police department's instructions.

## VII. COMMUNICATIONS & PROMOTIONS

14. Have you notified neighborhood groups/businesses about your event?

Yes \_\_\_\_\_ No \_\_\_\_\_

If no, what steps do you plan to take to notify them of your event?

\_\_\_\_\_  
\_\_\_\_\_

15. Do you anticipate media outlets at the event?

Yes \_\_\_\_\_ No \_\_\_\_\_

16. How has this event been advertised ? \_\_\_\_\_

17. Does the event have a website? \_\_\_\_\_

## VIII. NOTICE TO ALL APPLICANTS

18. Officers hired for any extra duty assignment are, at all times, subject to the laws of the United States and the State of Tennessee, the policies of the City of Brentwood, the General Orders of the Brentwood Police Department. An event coordinator has no authority over police personnel and may only make general request for duties to be performed. Assignments requested by the event coordinator will, at no time, supersede the officer's legal duties or obligations to Brentwood Police Department rules and regulations. The Brentwood Police Department reserves the right to deny applications for extra duty assignments.

Signature of Event Coordinator \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Position: \_\_\_\_\_

### **Return to:**

Brentwood Police Department  
ATTN: Directed Enforcement Team  
5211 Maryland Way  
Brentwood, TN 37027  
615-371-0160

### **Contact Information:**

Lieutenant Scott Graham  
5211 Maryland Way  
Brentwood, TN 37027  
Office: 615-577-6037  
E-mail:  
[scott.graham@brentwoodtn.gov](mailto:scott.graham@brentwoodtn.gov)

Officer Bryan Kirkpatrick  
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