



COURT SQUARE / CIVIC CENTER GUIDELINES

Outdoor vendors and activities are a desirable element in the animation of Main Street Mall, and the Downtown Memphis Commission encourages such sidewalk merchants and events. In order to ensure a uniform standard of quality in appearance and operation, certain guidelines have been established which must be observed for a vendor permit (Main Street Mall encroachment permit) to be issued and maintained.

The Downtown Memphis Commission is authorized to approve or disapprove vendors on Main Street Mall according to Volume I, Chapter 7, Article II, and Section 7-17 of the Code of Ordinances of the City of Memphis. The Commission is further empowered to establish written rules and regulations governing operation of all common mall activities through Volume I, Chapter 7, Article IV, and Section 7-77 of the Code. The mall area as defined by Article IV extends from Peabody Place on the south to Exchange Avenue on the north including Court Square and Civic Center Plaza.

OPERATIONAL GUIDELINES:

1. All events with attendance over 150 must provide proof of public liability insurance. A certificate of insurance naming the Downtown Memphis Commission and the City of Memphis as additional insureds may be required by the DMC in addition to a signed hold harmless agreement prior to the first day of operation. Minimum limits of coverage for bodily injuries are \$500,000 per occurrence, \$1 million aggregate and \$150,000 for property damage.
2. The area must be kept clean and all permit holders must make private or commercial arrangements for trash disposal. Vendors/Exhibitors may not deposit their refuse in the Mall trash containers.
3. We ask that all participants be aware that this area is also home to many downtown residents and hereby request that noise and music be kept to a minimum. **All amplified sound is prohibited before 10:00 a.m. daily and after 9:00 p.m. Sunday through Thursday and after 11pm on Friday & Saturday.**
4. A gathering with an attendance of 25 or fewer requires a permit from the Downtown Memphis Commission while gatherings of 25 or more require an event permit from the City of Memphis Permit office in addition to the Downtown Memphis Commission.
5. A valid Downtown Memphis Commission Mall Encroachment permit specifying approval, period of time authorized and specific location must be produced on demand if requested by an officer of the Memphis Police Department or an employee of the Downtown Memphis Commission.
6. On days of inclement weather each person or organization may decide whether or not to operate. No refunds will be made for inclement weather.
7. The Downtown Memphis Commission reserves the right to:
 - a. limit the number of vendors/events on the mall.
 - b. specify the location to ensure that pedestrian traffic routes or designated fire lanes are not blocked in any way.
 - c. refuse to issue a permit to any vendor or organization based on these guidelines.

8. Permit holders may not park any motorized vehicles within the park.
9. Serving, selling or the consumption of alcoholic beverages within the park is strictly prohibited without a Beer Permit approved by the Shelby County Beer Board, or for liquor and wine, a state permit issued by the Tennessee Alcohol Beverage Commission.
10. Mall encroachment permits may be revoked at any time with no fees refunded if complaints are received or problems occur and violations are not immediately corrected after vendor has been notified.
11. Final revocations are permanent and future applications may be denied once a vendor's permit has been revoked.

FEE SCHEDULE:

All fees must be paid to the Downtown Memphis Commission before an approved permit will be issued.

All fees are due and payable once reservation is approved.

Park / Gazebo usage Fee:

\$75 (per 4 hours of usage) if food is served an additional \$75 is due.

\$200 deposit (deposit is refundable **IF** the park area/gazebo/plaza are free of all trash and debris)

- All trash should be bagged and removed from the park by the permit holder or its contractor.
- It is the responsibility of the group to supply the trash bags for their use.
- Permit holders are responsible for security during the event and must provide license and certificate of insurance with stated limits

Other agencies to be contacted for required permits:

Shelby County Clerk Office (Business License)
 150 Washington Avenue
 Memphis, TN 38103
 (901) 545-4249

Health Department
 814 Jefferson Avenue
 Memphis, TN 38105
 (901) 222-9000

Memphis & Shelby County Code Enforcement
 6465 Mullins Station Road
 Memphis, TN 38134
 (901) 385-5073
 (901) 385-4727 fax

City Permits Office
 2714 Union Avenue Ext.
 Suite 200-A
 Memphis, TN 38112
 (901) 636-6711
 (901) 323-9913





MAIN STREET MALL ENCROACHMENT PERMIT

Organization _____

Representative _____ Phone _____

Address _____

City _____ State _____ Zip _____

Email _____

Driver's License # _____ Vehicle License # _____

Applicant is granted permission to encroach on the common mall area for the purpose of:

From (date) _____ to _____ (time) _____ to _____

Location _____

Expected number of guest _____

Authorized Equipment _____

This encroachment is authorized for the above-described activity only. This permit can be revoked if complaints and/or disturbances arise. Applicant agrees not to deface any mall surfaces in any way or to block pedestrian traffic and further agrees to abide by all provisions of the Main Street Mall Operations Policies & Vendor Guidelines.

Applicant does hereby indemnify and hold the Downtown Memphis Commission and the City of Memphis harmless from any claim, demand, action, suit, and otherwise, of any type whatsoever, directly or indirectly, resulting or alleged to have resulted from the temporary use of the Main Street Mall as stated above.

For (Organization): _____

*By: _____ Title: _____

Date: _____ Attest: _____

Downtown Memphis Commission