



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:

\$150 – 4 Hours of usage (if food is served an additional \$75 fee will be charged)

\$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 holder are responsible for security during the event.

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) 544-7600
(901) 544-7757

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 100
Memphis, TN 38112
(901) 636-6711
(901) 323-9913



ENCROACHMENT PERMIT MAIN STREET MALL & COURT SQUARE PARK

Organization: _____ Representative: _____

Email Address: _____ Phone #: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Type of permit requested: Event Vendor

Musician/Artist Expected number of guests (for event only): _____

From (date & time): _____ To (date & time): _____

Location: _____

Please describe what you are requesting approval to do and list any equipment you will be using:

Please note that amplified sound is prohibited before 10:00 AM daily and after 9:00 PM Sunday – Thursday and after 11:00 PM Friday & Saturday.

If using the Court Square Gazebo, please contact Security at (901) 281-9146 to unlock the gate.

By signing below, I agree to the following: This encroachment is authorized for the above-described activity only. **This permit can be revoked if complaints and/or disturbances arise.** I will not deface or damage any mall surface or public infrastructure in any way or block pedestrian traffic. I further agree to abide by all provisions of the Main Street Mall Operations Policies & Vendor Guidelines. I hereby indemnify and hold the DMC 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 my temporary use of the Main Street Mall, Court Square Park, and/or Civic Center Plaza as described above.

Name (Please print): _____ Signature: _____
Date

For office use below:

For (Organization): _____

Type: Main Street Mall Court Square Park Civic Center Plaza

Approved by: _____ Title: _____

Date: _____ Attest: _____