



CITY OF SMYRNA RACING EVENT PERMIT APPLICATION CHECKLIST

1. REQUIRED MATERIALS AND INFORMATION FOR PERMIT APPLICATION

- Payment of Non-Refundable Administrative Fee (\$250) due at time of application's submission.
- Copy of Applicant's State Issued Photo ID and Race Coordinator's State Issued Photo ID.
- Secure a Qualified Road Race Coordinator. Provide evidence of prior race coordination.
- Turn-by-Turn Route selected from Approved Routes List from the Smyrna Police Department.
- List of Assembly Locations.
- Exact Timeline for Event Setup, Activities, and Cleanup.
- Signed Release and Indemnity Form.
- Completed Permit Application Submitted to Special Operations at Smyrna Police Department.

2. AFTER SUBMISSION, BEFORE THE EVENT.

- Confirm costs of event assistance from Smyrna Police Department for your event to secure route.
- Secure and provide Proof of Liability Insurance to the Smyrna Police Department at least 30 days before the event. Failure to do so will result in revocation of permit and cancellation of the event.
- Contact Smyrna Fire Department Emergency Medical Director to determine the EMS Plan. Demonstrate event's plans to comply with approved EMS plan at least 30 days before event.
- Plan to provide all equipment required for the event. The City will not provide any equipment.
- Meet with City staff at least two weeks in advance of event to confirm all requirements have been met. Failure to do so may result in the revocation of the permit and cancellation of the event.

3. ON THE DAY OF THE EVENT

- The race event organizer/coordinator/director must be onsite and reachable by phone at all times during the event, should a problem arise. They must also carry the permit with them at all times.
- Ensure the approved EMS plan is being followed. Comply with all safety directives from the Smyrna Police Department and/or Smyrna Fire Department. Everyone's safety is our primary concern!
- All race participants and equipment (cones, barricades, etc.) must be off the road by 10:00 AM.
- All assembly and event areas must be completely cleared by agreed upon end time of event. Any costs associated with cleanup that the City must undertake will be charged to event organizers.

4. IMPORTANT DEADLINES TO REMEMBER

- **60 DAYS** – Racing Event Permit Application must be filed with SPD at least 60 days in advance.
- **30 DAYS** – Provide Proof of Liability Insurance to SPD or Office of Assistant City Administrator.
- **30 DAYS** – Demonstrate Plan to Comply with Approved EMS Plan from Smyrna Fire Department.
- **14 DAYS** – Meet with City staff to confirm all requirements have been met. The sooner the better!