



Morristown Police Department

ROGER OVERHOLT
Chief of Police

Dear Special Event Applicant,

Thank you for showing your interest and commitment to our community, by applying to host your event for the residents of our area. Our goal is to provide the best possible service to accommodate your request. Your help in achieving this goal is important. To do this please follow these steps.

First, an application should either be accessed online, (by following the links, at mymorristown.com) or by picking one up at the Morristown City Tax Office.

Then return the completed application, at least 60 days prior to your event, with its \$10.00 application processing fee, certificate of insurance, and the (notarized) Hold Harmless and Indemnity Agreement. The completion of these first steps are vital in determining the approval of your application in a timely manner. Failure to do so may result in delay and/or application denial.

If additional Police Officers are needed beyond the two provided an agreement for those must be made at least 20 days prior to the event. There is also a \$250.00 damage/clean-up deposit required at least 20 days prior. This deposit is refundable as long as additional services such as clean-up and/or repair is not required.

Your event is important and by working together we hope to achieve the same goals of safety and success. If you have any further questions please contact Lieutenant Billy Gulley at 423-318-1552.

Billy Gulley