



Thank you for your interest in hosting your event in downtown Mount Vernon!
Experience Mount Vernon is excited to work with you!

The DORA initiative is ran through Experience Mount Vernon, the organization tasked with maintaining and progressing our downtown corridor. This new initiative brings many opportunities to our City and we are happy to be able to oversee it. In order to best serve our community, the merchants of downtown, and the City of Mount Vernon, we have compiled the following application for you to complete.

Please be sure to answer ALL questions, and attach any accompanying documentation to the application at time of submission.

To complete the application, you will need to submit boundaries, receptacle locations, barrier locations, temporary bathroom facility locations, stage & tent locations, food truck locations, and proposed signage boundaries. Please email Downtown Manager, Anthony McNeal at EMAIL to obtain a copy of the map.

You will also need to submit a Security Plan, Sanitation Plan & Safety Plan. These documents are obtained by emailing Downtown Manager, Anthony McNeal at EMAIL to complete.



Designated Outdoor Refreshment Area Event Application

Name of Event: _____

Date of Event: _____ **Hours of Event:** _____

Brief Description of Event Including Purpose:

Name of Applicant: _____

Applicant Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone Number: _____ **Business Phone Number:** _____

Email Address: _____

Estimated Attendance: _____ **Will Your Event Include Amplified Music?** _____

Additional Services Requested (Please indicate whether any of the following services will be needed for your event. Fees may apply. **If based on the size and/or type of event, it is determined by the Approval Committee that additional services are required, the applicant will be required to provide them**)

_____☐ Additional Police Presence (Police Services Contract May Be Required)

_____☐ EMS Presence

_____☐ Additional Trash/Recycling Receptacles (Includes Pick-Up and Removal)

_____☐ Barricades

_____☐ Water Access

_____☐ Electricity Access

Will You Be Using Any of the Following?

_____☐ Existing Electric

_____☐ Extension Cords

_____☐ Generators



Which qualified permit holder from the list below are your partnering with/purchasing your alcohol from?

ALL DORA EVENTS MUST PARTNER/PURCHASE FROM ONE OF THE FOLLOWING.

- ☐ The Alcove Restaurant & Lounge
- ☐ Flapper's Bar & Grille
- ☐ Happy Street Bru-Werks
- ☐ Honey Buckets Tavern
- ☐ Moss Rose
- ☐ Mount Vernon Brewing Company
- ☐ Stein Brewing Company
- ☐ Fraternal Order of Eagles
- ☐ Elks Lodge #140 Mount Vernon

Will tents/temporary structures be use? YES NO

No tents, inflatable toys, or other structures may be erected without first contacting the City of Mount Vernon's Public Buildings & Land Department at (740) 393-9581.

Will There Be Food Options Available at The Event? YES NO

If yes, please contact Knox Public Health at (740)-392-2200.

Received Approval from Knox Public Health Concerning COVID Protocols? YES NO

If no, please contact Knox Public Health at (740)-392-2200.

Please List the Name(s), addresses, and contact telephone number for the person(s) who will be in charge during the event:

Name(s)	Number(s)	Address(es)

Please Use The Map Below to Mark the Following:

- Event Boundaries
- Proposed Barrier Locations
- Proposed Trash Receptacle Locations
- Proposed Location for Stages/Tents/Food Trucks
- Proposed Signage Locations
- Proposed Temporary Bathroom Facility Locations



Safety, Sanitation & Security Plan

Complete the checklist to be shared with Mount Vernon Police and Fire Departments.

- ☐ Entry/Exit areas are clear and accessible for expected attendees
- ☐ Entry/Exit areas are adequate for emergency exit and emergency services
- ☐ Thoroughfares are well defined and clearly marked
- ☐ Clearly defined areas/paths for traffic - separate from pedestrian
- ☐ Provision for safe passage of emergency vehicles
- ☐ Controlled traffic flow and adequate signage for traffic erected
- ☐ Adequate number and location of toilets and hand washing facilities
- ☐ Adequate signage for entries, exits, toilets, and trash receptacles.
- ☐ Event Maps made available to all staff, volunteers, emergency services
- ☐ All staff and volunteers are aware of the fire evacuation/ active shooter procedures
- ☐ Event site has been cleared of underground and overhead obstructions
- ☐ Additional or alternative waste removal services have been arranged for
- ☐ Weather conditions are planned for and monitored
- ☐ Appropriate security levels have been arranged with MVPD
- ☐ Appropriate level of Fire Department & EMS presence arranged for

Please use the space below to provide any additional information the Approval Committee should know concerning Safety, Sanitation and Security of Your event.



In accordance with the Mount Vernon Designated Outdoor Refreshment Area program, \$1 of each DORA beverage sale is to go to Knox Substance Abuse Action Team (KSAAT). This \$1 per sale will be used to help fund alcohol prevention efforts in Knox County. By dating and signing below, you are acknowledging that you understand this requirement, and agree to track drink sales and donate the correct amount to KSAAT.

Signature: _____ Date: _____

Do you have Event Liability Insurance? Yes No

The applicant, on behalf of any organization he/she is representing, agrees to hold harmless Experience Mount Vernon, the City of Mount Vernon and its representative employees, agents and assignees from any and all liabilities, whether to persons or property, as the result of negligence on the part of said individual or organization, or the acts of any of its agents or anyone visiting the park or fields upon the invitation of said applicant. If the event is for profit the applicant **SHALL BE REQUIRED** to provide a certificate of insurance with this application to insure against claims for injuries to persons or damage to property, which may arise from or in connection with this event. Public liability and property damage insurance shall cover the participants, products, complete operations and contractual liability with limits of no less than \$1,000,000 general liability with the City of Mount Vernon named as an Additional Insured. (PLEASE SIGN & PROVIDE THE DATE OF SUBMISSION.)

Signature: _____ Date: _____