



Special Event Facility/Bus Application

Thank you for choosing a Nashville Metropolitan Transit Authority (MTA) or Regional Transportation Authority of Middle Tennessee (RTA) venue for your event.

Our goals are to ensure that Nashville MTA customers and Davidson Transit Organization (DTO) employees commute and work in a safe and professional environment, to promote the protection of Nashville MTA property and equipment, and to establish the Nashville MTA system as a reliable and pleasant alternative to other forms of transportation throughout the Nashville Metropolitan area.

Please note that Nashville MTA and RTA properties may not be used for individual political campaign speeches or activities. Campaign activities are defined as those activities directly related, pro or con, to the campaign or individual political candidates or ballot issues.

Reservations for facility use shall be by contract/written agreement only and shall be granted on a first-come, first-served basis subject to availability of requested date.

Submitting the request below is not a guarantee that it will be accepted. Applications must be submitted no fewer than 45 days prior to the event (including set-up). You will receive a response to your request within two weeks of submitting your application.

You are responsible for any required permitting, licensure, insurance, security personnel, staff, and equipment rentals for your event. RTA and Nashville MTA do not typically provide these services. RTA or Nashville MTA may provide additional security and staffing on request, as available, and as needed at an additional cost.

The applicant must provide a Certificate of Insurance (COI) naming RTA or Nashville MTA as the Insured at the time of the contract and include an additional \$1 million (\$1,000,000) of general liability coverage if alcohol is to be served at the event.

Facility/Bus Rental Fees:

Riverfront Station	
Security Deposit	\$500 (refundable if no damage)
Station Rental	\$1,500/day

Outlying RTA Stations/Parking Lots

No Rental Charge	
Security Deposit	\$250 (refundable if no damage)

WeGo Central Plaza

Security Deposit	\$250 (refundable if no damage)
Plaza Rental	\$750/day

Bus Rental Fees:

Bus Rental \$150 per hour/with a four-hour minimum
(Security Deposits refunded within 10 business days after location inspection)

Application Date: _____

Official Event: Organization: _____

Event/Organization Website: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Primary Contact Name: _____

Cell Phone: _____ Email: _____

Secondary Contact Name: _____

Cell Phone: _____ Email: _____

Please briefly describe your event's nature and purpose:

Event Date(s) and Hours of Operation (include set-up and break-down):

What type of Event? (Check all that apply)

Festival

Commercial Photography/Film

Concert

Parking (up to 25 cars; Riverfront Station)

Walk/Race

Train Excursion

Fundraiser

Group Travel Training

Wedding Reception

Other: _____

Which facility/property requesting?

1. WeGo Central Plaza
2. Bus Rental
3. Riverfront Station Sections (*check all that apply*)
 - a) Entire Riverfront Station Property (building, rear turn-around, and main platform)
 - b) Building Only
 - c) Rear turn-around (under the Siegenthaler walking bridge)
 - d) Main Platform
 - If Main Platform, will your event take place during the Commuter Service hours of 6:30 a.m. to 8:30 a.m. and/or 3:30 p.m. to 6:00 p.m. Monday-Friday?
 Yes No
4. Donelson Station
5. Hermitage Station
6. Mt. Juliet Station
7. Martha Station
8. Hamilton Springs Station
9. Lebanon Station

Event Components:

Please check all items below that apply to your event and include any additional details in the space provided.

Security (name of company, contact person, phone number & email):

- _____

Displays or Exhibits:

- _____

Tents (how many/locations):

- _____

Trailers (storage/office, how many/dimensions):

- _____

Road Closure Request through Public Works (list streets or copy of closures):

- _____

____ Other permit-required items (please describe):

• _____

Signing this Special Event Facility/Bus Application verifies that you have read and understand the following terms and conditions:

- The RTA and Nashville MTA prohibits the reservation of RTA or MTA facilities to persons or organizations that discriminate on the basis of age, color, disability, national origin, race, religion, or sex, in the admission to, access to, or operation of their programs, services, or activities.
- It is the applicant's responsibility to return RTA and Nashville MTA facilities to the condition they were in prior to the permitted event or to pay fees related to returning the property to the condition prior to the event. The applicant is responsible for ALL clean-up after each event. The applicant agrees to reimburse the RTA and Nashville MTA for all costs incurred in performing cleanup and repairs which, in the judgment of the RTA and Nashville MTA, the applicant has failed to perform. Cleanup and repair costs shall accrue at the rate of \$30 per man hour. In addition, the applicant agrees to reimburse the RTA and Nashville MTA for the material costs related to the cleanup and repair.
- Upon request, appropriate personal of the RTA, Nashville MTA, Transit Solutions Group, Allied Universal (contracted by RTA/Nashville MTA to provide security services to properties) and Gray Line must be provided access to the RTA Riverfront Station property.
- The RTA and Nashville MTA have the right to revoke this agreement upon finding a violation of any rules or upon good cause shown.
- In the event of noncompliance with any provision of these terms and conditions, the RTA or Nashville MTA may, in their sole discretion, ban any event sponsor or professional event organizer, promoter, or the like from further sponsorship or promotion of any Event RTA or Nashville MTA facilities for a period up to two years.
- The applicant will indemnify and hold harmless the RTA, Nashville MTA and their officers, agents and employees from any and all claims, including but not limited to personal injury, property damage alleged to have arisen or resulted wholly or partially from the exercise of any of the rights granted under the agreement. This indemnification and hold harmless includes but is not limited to the payment of all attorney fees, expenses, costs, judgment(s), and other expenses, which may be incurred by the RTA or Nashville MTA as a result of any and all such claims.
- The RTA and Nashville MTA assume no responsibility or liability for any defects or other conditions of any property rentals location whether the conditions are known or unknown by either party, and/or discoverable by either party.
- The applicant assumes the risk for any and all defects and/or other conditions, whether defects or other conditions are dangerous and/or whether these defects or other conditions are discoverable by either party, and/or known or unknown to either party.
- This document sets forth the entire agreement of the parties.
- The individual executing this document on behalf of the Event affirms that he/she is authorized to do so.
- No modification of this document shall be valid unless in writing and signed by the RTA or Nashville MTA CEO or CFO.
- No modification to property in any way is permitted without authorization of the RTA or Nashville MTA.
- Any RTA or Nashville MTA facility related occurrences, damages to RTA or Nashville MTA facilities, Nashville MTA electric charger, security concerns, and updates must be communicated immediately to the Commuter Services and Special Event Manager
- Tennessee laws shall govern any dispute arising from this document, and any suit relating in any way to this document shall be brought in a court of competent jurisdiction in Davidson County, Tennessee.
- Metro Departments, Agencies, and Municipalities are waived from the fees. These agencies are still required to get a permit to work in the Right-of-Way. Contractors working for Metro Departments, Agencies, and Municipalities are not waived from permitting fees.

Please initial items, sign and date the application where indicated below.

Detours that will affect bus and train service must be reviewed by RTA Scheduling Manager and approved by RTA Chief Operating Officer before event is approved. PLEASE INITIAL HERE _____

This application will frame the contract between RTA or Nashville MTA and the sponsor in detail operations, logistics, security, etc. PLEASE INITIAL HERE _____

Security deposit may be waived based on the event and the RTA Chief Operating Officer's approval. If security deposit is waived, payment is due prior to moving in. PLEASE INITIAL HERE _____

Event Applicant or Representative

Print Name: _____

Sign Name: _____

Date: _____

For additional information or questions please contact the Commuter Services and Special Events Manager at 615-880-3982 or TransitSpecialEvents@nashville.gov.

< For Office Use Only >

Commuter Services & Events Manager Initials: _____

Date Reviewed: _____

Operations Director Signature: _____

Date Signed: _____

____ Approved ____ Need more information ____ Rejected

Chief Operating Officer Signature: _____

Date Signed: _____

____ Approved ____ Need more information ____ Rejected