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MAYOR

CITY ATTORNEY
PERMITS & LICENSES

SPECIAL EVENT AND PUBLIC ASSEMBLY PERMITS
Frequently Asked Questions

1. **Does the City of Memphis have an ordinance(s) that regulates parades and public assembly?**
Ordinance #5675 states “no person shall engage in or conduct any parade, race, and/or public assembly unless a permit is issued by the Permits Office after consultation with the Director of Police.”
2. **How does it regulate parades and public assembly?**
It allows the City to “enact reasonable time, place and manner restrictions to protect the public health, safety and welfare” of the public.
3. **What are the types of events requiring a permit?**
 - a. **Special Event** – Parades or races or any other event not meeting the definition of a public assembly. The application shall be filed at least 90 calendar days and not more than 180 calendar days before the parade or race is proposed to commence.
 - b. **Public Assembly** – Any meeting, march, demonstration, picket line, rally, or gathering of more than 25 persons for a common purpose as a result of prior planning that interferes with or has a tendency to interfere with the normal flow or regulation of pedestrian or vehicular traffic or occupies any public area in a place open to the general public, to the hindrance of others. The application shall be filed at least 14 business days before public assembly is proposed to commence.
4. **Where do I obtain an application for a Special Event Permit and/or a Public Assembly Permit?**
Application can be found: (a) on the Permits Office website: https://www.memphistn.gov/government/law/permits_office/; (b) 2714 Union Avenue Extended, Suite 100; (c) 901-636-6711.
5. **What are the fees?**
A nonrefundable fee of \$50.00 to cover administrative costs of processing the permit shall be paid to the City by the applicant when the application is filed; however, in cases where the event will require the partial or complete closure of a public street, sidewalk, or right-of-way or diversion of the normal flow of vehicular or pedestrian traffic with structures, an additional fee of \$100.00 shall be paid when the application is filed. Street closures may require liability insurance as determined by City of Memphis Risk Management.
6. **Are Spontaneous Events still allowed?**
Yes. A spontaneous event is a public assembly occasioned by news or affairs coming into public knowledge within seven (7) days of such public assembly, provided that the organizer thereof gives written notice to the Permits Office at least 48 hours prior to such public assembly.
7. **Does the Memphis Police Department (MPD) have the right to discontinue a Special Event or Public Assembly?**
MPD is responsible for enforcing the ordinances of the City of Memphis including keeping the peace and protecting public welfare. As such, where an event takes place with or without a permit, MPD may shut down the event and activities associated with it. Any violations of MPD orders would be subject to all applicable laws.