

**TOWN OF JONESBOROUGH  
BOARD OF MAYOR AND ALDERMEN  
AGENDA PRESENTATION**

Consent Agenda

**DATE:** February 9, 2026                      **AGENDA ITEM #:** 7

**SUBJECT:** Jonesborough Locally Grown Special Event Requests: Farmers Market, Farm to Table, Third Thursday Burger Night, and Market and Mingle

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**BACKGROUND:**

Attached are four (4) Special Events Permit Applications requested from Jonesborough Locally Grown (JLG) for events in 2026/2027 (Winter Farmers Market, Farm to Table, Third Thursday Burger Nights, and Market Mingle).

1. Farmers Market – JLG has submitted a Special Event Permit Application for the “Farmers Market” which will take place every Saturday from May 2, 2026, through October 31, 2026, except for Jonesborough Days and Storytelling Festival weekends unless those events are cancelled. The request includes setup starting at 6:00 AM and takedown at 1:00 PM. The hours of operation of the market are from 8:00 AM to 12:00 PM. The market traditionally gives local farmers, food producers, and small businesses an opportunity to sell farm and homemade products directly. The estimated number to attend each weekend is 425. This event has been very successful driving people downtown each Saturday to not only do commerce but also reflect community engagement. This requires that eight spaces in front of Boone Street Market be reserved on event days and the request is for approval to place no parking signs on Friday evening in those spaces.
  
2. Farm to Table 2026 – JLG has submitted a Special Event Permit Application and Special Event/Special Occasion Outdoor Use Permit Application for the “Farm to Table 2026”. This great event is a fundraiser to benefit Jonesborough Locally Grown. The Annual Farm to Table Dinner this year is scheduled for Saturday, August 15, 2026, from 2:00 PM to 11:59 PM. All food is prepared from farmers market products, and the meal is served on a long harvest table in the middle of Main Street and serves about 224 people. The event includes use of the ISC plaza and building. Wine and beer will be served. ISC secures the ABC permit to serve alcohol as part of their contract with JLG as part of the use of their facility. The request for street closure is from Main Street between Fox Street and Second Avenue as well as East and West Courthouse Square from 2:30 PM to 12:00 AM on the day of the event. Public safety reopens roads when deemed safe. In the event of poor weather conditions such as rain, the event will be cancelled with no alternative location indoors. If the event is cancelled, the road closure will be cancelled as well.

A Special Event/Special Occasion Outdoor Use Permit application has also been received as part of the event to cover all the amenities for the event being held on Main Street. Haybales will be used to create the designated area/boundary for alcohol use on Main Street.

3. Third Thursday Burger Nights – JLG has submitted a Special Events Permit Application for the “Third Thursday Burger Nights” to be held the third Thursday of the months of May through September 2026 featuring local food from Boone Street Market with outdoor seating (weather

permitting) and live music; includes the consumption of beer sold by Boone Street Market. The projected 2026 dates are May 21, June 18, July 16, August 20, and September 17 from 5:30 PM to 7:30 PM.

The Special Event/Special Occasion Outdoor Use Permit application is part of the event to cover all the amenities for the event being held at Boone Street Market and the public open space areas (patio). Any alcohol consumed will be roped off and signs with “no alcohol beyond this point” will be posted prominently. Sidewalks will allow at least 5 feet for pedestrian use. The event will meet Tennessee ABC requirements for consumption of alcohol.

4. Market and Mingle - JLG has submitted a Special Event Permit Application for a “Market and Mingle” on April 25, 2026. The hours of the event would be from 10:00 AM to 2:00 PM with an estimated 500 people attending. This event serves as a kickoff to the JLG Farmers Market season, JLG vendors, downtown merchants, and other community partners are invited to set up a booth to meet the community. A local sampling event will take place at the ISC plaza as part of the event with live music on the Courthouse steps.

A request for street closure is included from 8:00 AM to 4:00 PM. The closure includes Main Street between 2<sup>nd</sup> Avenue and Fox Street for the purpose of permitting vendor booths. The number of anticipated vendors is currently 32. Exhibit 3 identifies the safety measures necessary which have been submitted to Public Safety.

#### **Proof of Insurance and Hold Harmless Agreement**

Proof of insurance and the Hold Harmless Agreement have been received for all four special events.

#### **RECOMMENDATION:**

1. Approve the Special Event Permit Application for the JLG “Farmers Market” which will take place every Saturday from May 2, 2026, through October 31, 2026, except for Jonesborough Days and Storytelling Festival weekends unless those events are cancelled. The request includes setup starting at 6:00 AM and takedown at 1:00 PM. The hours of operation of the market are from 8:00 AM to 12:00 PM.
2. Approve the Special Event Permit Application and Special Event/Special Occasion Outdoor Use Permit Application for the “Farm to Table” dinner on August 15, 2026, as presented.
3. Approve the Special Event Permit Application for the Third Thursday Burger Night May through September 2026 featuring local food from Boone Street Market with outdoor seating (weather permitting) and live music; includes the consumption of beer sold by Boone Street Market. The projected 2026 dates are May 21, June 18, July 16, August 20, and September 17 from 5:30 PM to 7:30 PM. Also included is the Special Event/Special Occasion Outdoor Use Permit application to cover all the amenities for the event being held at Boone Street Market and the public open space areas (patio). Any alcohol consumed will be roped off and signs with “no alcohol beyond this point” will be posted prominently. Sidewalks will allow at least 5 feet for pedestrian use. The event will meet Tennessee ABC requirements for consumption of alcohol.
4. Approve the Special Event Permit Application for a “Market and Mingle” on April 25, 2026. The hours of the event would be from 10:00 AM to 2:00 PM and includes a road closure request from 8:00 AM to 4:00 PM. The closure includes Main Street between 2<sup>nd</sup> Avenue and Fox Street.



**Sponsoring Organization Information:**

Name Jonesborough Locally Grown

Purpose Jonesborough Locally Grown works to connect farmers, food, and the community to grow a vibrant local food system through Jonesborough Farmers Market, Boone Street Market, and various events.

Is this a recurring Special Event?  Yes  No

Special Events that are recurring require the annual approval of the Board of Mayor and Aldermen. This permit application shall provide a schedule for the term of a recurring event:

Every Saturday 5/2-10/31 except Jonesborough Days and Storytelling Festival weekends. Request

to operate should either of these festivals be cancelled. Hours of operation: 8am-12noon; setup starting at 6am, clean up ending 1pm

**Event Information:**

Name of Event Jonesborough Farmers Market

Description & Purpose of Event Weekly Saturday morning farmers market that gives local farmers, food producers, and small businesses an opportunity to sell farm and homemade products directly to consumers

Dates and hours of event 5/2-10/31 6am-1pm Estimated number expected to attend 425

Estimated number of town citizens expected to either participate in and/or view the event 425 each weekend

Is a request for public safety assistance included in your Security Plan attached as per the list of items below?  Yes  No

### **Required Exhibits to Application**

Please attach the following exhibits to this application (each item should be clearly labeled with the number in this list to facilitate a prompt review of your application). If your event will not involve one or more of these items you should attach an exhibit with appropriate number and heading explaining the fact:

1. **Hold Harmless Agreement** executed on form approved by the Town of Jonesborough (copy provided with this application and available from the Town Recorder)
2. **List of pre-events and post-events** to be held in conjunction with the main event (including parade, fireworks, etc.)
3. **Map with city streets** showing event boundary and registration area, tents, booths, food, office/administration, etc.)
4. **Outline of your publicity plan** with examples of previous efforts, if available
5. **Security Plan**, including crowd control, pedestrian safety, any special parking provisions including handicap spaces, vendor and/or performer parking, a parking map and list and samples of any special parking permits that will be issued, etc. and any request for public safety assistance (a request for public safety assistance should also be included with your Town Services Request in the next section of this application).
6. **Emergency Plan**, including emergency procedures, provisions for first aid services and provisions for appropriate emergency communication. Include an outline of any activities involving moving vehicles and safety procedures used to avoid or prevent injury.
7. **Event Sponsors List** including all sponsors' names, addresses, and telephone numbers along with their title and area of responsibility for the event.
8. **Proof of your liability insurance** provided by your insurance company (if requested by the Town Recorder, this information must be sent directly to the Town from the insurance company).
9. **Anticipated vendors and concession booth list.** (A final and complete list of vendors and concession booths shall be filed with the Town Recorder at least 48 hours before the event begins.)
10. **A list of physical services for the event that will be provided by or contracted for by the event sponsor.** List should include erection of temporary stages or facilities including tents, lighting, sound, efforts to address refuse collection, security, etc.
11. **Clean-up Plan** detailing person or persons responsible for site clean-up, schedule and any repairs or grounds remediation that is expected.
12. **Street Closure Request** listing of all streets or portions of streets including the dates and hours of closure (failure to list a portion of a street will result in your application being considered under the assumption you are requesting the entire street to be closed within the town limits.)



**FOR TOWN USE ONLY**

Date Application Received: \_\_\_\_\_ By \_\_\_\_\_

STAFF REVIEW	Date	Initials	Approved/Disapproved	Attach Any Comments
Events Coordinator				Comments ___Yes ___ No
Police Dept.				Comments ___Yes ___ No
Fire Dept.				Comments ___Yes ___ No
Street Dept.				Comments ___Yes ___ No
Recreation				Comments ___Yes ___ No
Solid Waste				Comments ___Yes ___ No
Administration				Comments ___Yes ___ No

Insurance Coverage Reviewed \_\_\_\_/\_\_\_\_/\_\_\_\_ By \_\_\_\_\_

Presented to BMA \_\_\_\_/\_\_\_\_/\_\_\_\_ By \_\_\_\_\_

Board Action \_\_\_\_/\_\_\_\_/\_\_\_\_ Result \_\_\_\_\_

Fee Estimate Levied for Additional Services \_\_\_\_\_ Paid \_\_\_\_/\_\_\_\_/\_\_\_\_

## Town Of Jonesborough, Tennessee

### Special Event Permit Application

#### EXHIBIT I – Hold Harmless and Indemnity Agreement

This agreement made on the 9 day of January, 20 26, in the Town of Jonesborough, County of Washington, State of Tennessee

The parties to the agreement are the undersigned Jonesborough Locally Grown,  
(Name of Organization or Sponsor)  
called "indemnitor", and the Town of Jonesborough, Tennessee, call "indemnitee."

Indemnitor has submitted a Special Event Permit Application to indemnitee. The agreement is attached as Exhibit 1 to that application. Approval of that application is expressly conditioned on the execution of this agreement, indemnitee has agreed to review for approval the application for a special event and if approved to allow the indemnitor's special event to take lace within the limits of the Town of Jonesborough in consideration of the indemnitee's allowing the event to take lace and \$1.00, receipt of which by indemnitor is acknowledged, the parties agree as follows:

### SECTION I

#### Scope of Indemnity

Indemnitor undertakes to indemnify and to save harmless indemnitee from any liability, loss or damages indemnitee may suffer as a result of claims, demands, costs, or judgments against it arising out of the operation within the limits of the Town of Jonesborough, County of Washington, State of Tennessee, of the special event outlined in the application or the management thereof.

Indemnitor assumes full responsibility for all damages and injury that may result to any person or persons or to adjoining property by reason of the excavation for, and the erection, construction, and maintenance of, any structures put in place for the event, and agrees and covenants to indemnify indemnitee against any such claim or claims.

Indemnitor expressly undertakes to indemnify and to save harmless indemnitee from all liability and/or loss or damages for or arising out the special event outlined in the application, whether it be caused by the negligence of indemnitee, indemnitee's agents or employees, indemnitee's contractors or otherwise.

## **SECTION II**

### **Period Covered**

The indemnity will extend from the date of this agreement to and including the date the special event concludes, including cleanup.

## **SECTION III**

### **Expenses, Attorney's Fees, and Costs**

Should it become necessary for purposes of resisting, adjusting, or compromising any claim(s) or demand(s) arising out of the subject matter with respect to which indemnification is provided by this agreement, or for purposes of enforcing this agreement, for indemnitee to incur any expenses, or become obligated to pay any attorney's fees or court costs, or costs within a reasonable time, in no event to exceed thirty days, after receiving written notice from indemnitee of the incurring of such expenses, attorney's fees or costs.

## **SECTION IV**

### **Interest**

Indemnitor agrees to pay indemnitee interest at the rate of ten percent per annum or any necessary expenses or costs incurred by indemnitee in the enforcement of this indemnity contract, or on any sums indemnitee is obligated to pay with respect to the matters to which indemnity is given in the contract, from the date such expenses or costs are incurred, or such sums are paid.

## **SECTION V**

### **Notice of Claim Against Indemnitee**

Indemnitee agrees to give indemnitor ten days' written notice of any claim made against indemnitee on the obligations indemnified against.

Executed on the date first written above

Organization:                     Jonesborough Locally Grown

By: Deborah Byrd

Printed Name: Deborah Byrd

Title: Executive Director

STATE OF TENNESSEE  
COUNTY OF WASHINGTON

Before me, the undersigned Notary Public in and for the State and County aforesaid, personally appeared Deborah Byrd, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who upon oath, acknowledged himself/herself to be the Executive Director (title) of Jonesborough Locally Grown (organization), and that he/she, as such officer, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing the name of organization by himself/herself as such officer.

WITNESS my hand and seal at office in the State and County aforesaid, this, the 9<sup>th</sup> of January, 2026.

Donna Freeman  
NOTARY PUBLIC

My Commission Expires:

04-29-2026



32  
31 parking spaces  
at entrance

S. Cherokee and Courthouse Parking Lot

EXHIBIT 3

Restrooms

30  
29  
28  
27  
26  
25  
24  
23  
22  
21  
20  
19

INFORMATION BOOTH

1  
2  
3  
4  
5  
MUSIC

- = vehicle w/ trailer
- = pull-in w/vehicle - won't match exactly with spaces
- = information/kids activity/ sponsor booths
- = load-in
- = existing parking spaces

6 8  
7 9

10

RAMP

NOT IN USE  
Dumpsters

	17	15	13	11	
18	16	14	12	NOT IN USE	

## **Required Exhibits to Event Application – Jonesborough Farmers Market 2026**

- 1. Hold Harmless Agreement – included with application**
- 2. Pre-/post-events – n/a**
- 3. Map with city streets – attached as Exhibit 3**
  - a. Located in the Stevenson Lot behind the Courthouse, which is county-owned**
  - b. Have received permission from Mayor Grandy through Sherry Greene to continue to use this location including the four parking spots immediately at the entrance of the lot**
- 4. Outline of publicity plan:**
  - a. Weekly emailed newsletter – graphic example below**
  - b. Possibly an electronic billboard ad – graphic example below**
  - c. Social media posts – example below**
  - d. Yard signs handed out to residents/customers - graphic example below**
  - e. Directional signs placed along Main Street and the parking lot behind the Courthouse at the start of the market and picked up at the end**
  - f. 'No Parking Saturdays 6 am to 1 pm' will be placed by market staff in parking lot on Fridays**
  - g. 'No Parking Saturdays 6 am to 1 pm' will be placed by market staff in the four parking spaces immediately at the entrance of the parking lot on Fridays**
- 5. Security plan – booth placement will be strategic as to allow for quick emergency access; no special assistance requested. Vendors with a load-in space will be asked to park in the back of the Courthouse parking lot to leave the first spaces for customers.**
- 6. Emergency plan:**
  - a. First aid kit and at least one cell phone to contact emergency services will be available at the information booth**
  - b. Restrooms and vendor vehicles to be used as shelter in the case of severe weather; vendors will be instructed to ensure tents are weighted and lowered to prevent damage to non-market property**
  - c. Vehicles within the market area during operation are not permitted to leave before 12 pm**
- 7. Event sponsor:**
  - a. Jonesborough Locally Grown, 101 Boone St., Jonesborough, TN, 37659.**
  - b. Deborah Byrd, Executive Director, 919-641-0817**
  - c. Jonesborough Farmers Market message line, 423-753-2401 (checked every few days)**
  - d. Boone Street Market, 423-753-4722**
- 8. Proof of liability insurance – attached as Exhibit 8**
- 9. Anticipated vendors and concession booth list – these were at the 2025 markets; we anticipate a similar vendor list this year.**
  - a. Three Sisters Conservers – Rhonda Yates | Over-Mountain Coffee Roasters – John and Lynne Waring**
  - b. Green Pasture Farm – Merle Stoltzfus | Ranchito la Chiva – Jose Diaz**
  - c. Bent Tree Spring Farm – Austin Yarber | Perry's Plants – Perry Phillips**
  - d. Rosey Apiaries – Tim Hayes | Mountain Laurel Farmstead – Marion and Lori Powell**
  - e. Trails End Flower Farm – Kathy Castleman | Curtis Farms – Dennis Curtis**
  - f. Serenity Knoll Farm – David Wiley | SideLine Farms – Amy Colette**
  - g. Blessed Creek Farm – Eric and Bridgett Gibian | Hartman Farms – Tiffany Hartman**
  - h. Sweet Suzy Acres – Ashely Chambers | Meg's Munchies – Meg Mays**
  - i. Serenity Now Homestead – Tess Argila | Farmhouse Gallery & Gardens – Pat Lynch**
  - j. Hope Farms & Studios – Steve Mallory | Rogue Harbor Farm – Aubrey and Linda Raper**
  - k. Ziegenwald Dairy – Jack Woodworth | Dominick's Garden – Dominick Haynes**
  - l. Doe River Fungi – Bryce Callahan | Uncle Joe's Balms – Joe Little**
  - m. Depot Street Orchard – Sandy Freschi | Rosie's Seeds – Lisa King**
  - n. River Islands Farm – Carolyn Novak | Moonchild Blooms Flower Farm – Kasse Jones**
  - o. Peace of D – Darlene Hatley | Fox & Ivy Design – Dianne Watson**

- p. Sticky Paws Bakery – Betty Jo Bailey | The Singing Apron – Susan Greenelsh
  - q. Foothill Frolic Farm – Allie McNeal | Carson Creek Farm – Debbie Starnes
  - r. Sentelle’s Homemade Sausage – Jimmy and Minnie Sentelle | Land Basket Farm – Kevin Jacobi
  - s. Slowbird Bread/Leftfield Farm – Amy and Zane Abplanalp
10. Physical services provided by Town – none; all performed by market staff and volunteers
  11. Clean-up plans – market staff and volunteers well ensure trash is picked up before leaving the area
  12. Street closure request – n/a
  13. Town services request:
    - a. Refuse collection – market visitors may use public trash cans on the street and in the restrooms; request cans closest to market location and those in the restrooms be emptied before Saturday
    - b. Request dumpsters in the lot be emptied as close to market day as possible to ensure no putrid smell etc. for vendors and customers
    - c. Use of facilities – request the restrooms downtown behind the Courthouse be open from 6 am to 1 pm on operating Saturdays
    - d. Communications and/or publicity – event details shared by Town’s Website & Marketing Specialist; information dissemination coordinated by market staff

Newsletter and billboard example:

**JONESBOROUGH FARMERS MARKET**

**LOCALLY GROWN**

**SATURDAYS  
8 AM TO 12 PM  
MAY 6 - OCT. 21  
NO MARKETS 7/1 OR 10/7**

behind the Courthouse in  
Downtown Jonesborough

423-753-2401 [jonesboroughlocallygrown.org](http://jonesboroughlocallygrown.org)

Social media example:

**Jonesborough Farmers Market**  
October 25

Tomorrow, Saturday, October 26th, is our last summer farmers market of the year! We'll be behind the Courthouse in Downtown Jonesborough from 8 am to 12 pm. Don't let the forecast of light rain scare you away! There will be smooth tunes from Aaron Dingus Music, the Farmacy Fit and Farm Fresh Fit Walking Programs, chicken, pork, produce, bread, crafts, and more. Reminder to use your walking program tokens while there's still a good selection of produce!

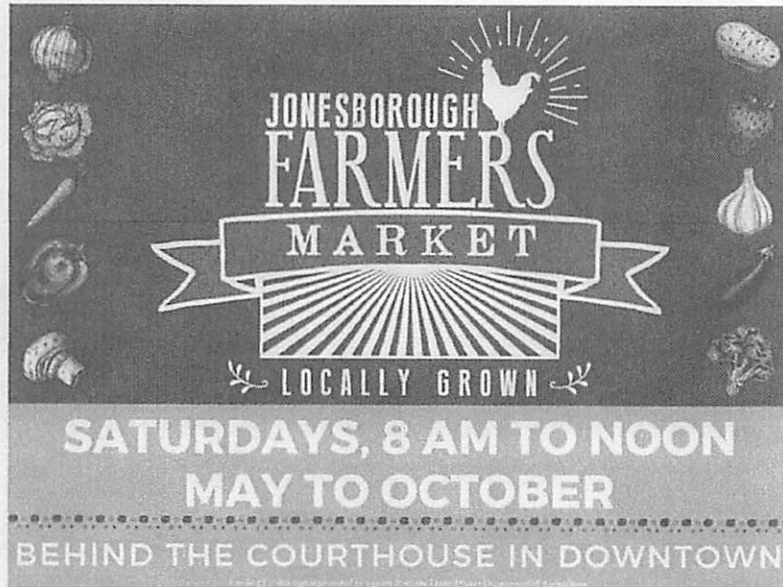
Scheduled to appear are:

- Backroad Boujee Lather
- Bent Tree Spring Farm
- Blessed Creek Farm
- Degan Boutique
- Doe River Fungi
- Dominick's Garden
- Farmhouse Gallery & Gardens
- Fox & Ivy Design
- Green Pasture Farm & Hatchery
- Mountain Laurel Makers and Farmstead
- Over-Mountain Coffee Roasters
- Ranchito La Chiva
- Rogue Harbor Farm
- Rosey Apiaries and Bee Farm
- Sentelle's Homemade Sausage
- Serenity Knoll Farm
- Serenity Now Homestead
- SLAP Farms
- Slowbird Bread Co. and Leftfield Farm
- Southern Comfort Embroidery
- Sticky Paws Bakery - Gourmet Dog Treats
- Woven Dreams
- Ziegenwald Dairy

The smaller Winter Market in front of Boone Street Market starts on Saturday, November 2nd, from 9 am to 12 pm.



Yard sign example:



## **EXHIBIT 9 Anticipated Vendors**

**\*These vendors participated in the 2025 market; a similar list is expected for 2026**

- **Sentelle's Homemade Sausage – Jimmy and Minnie Sentelle**
- **Land Basket Farm – Kevin Jacobi**
- **Lazy Dog Farm - Whitney Marshall**
- **Blessed Creek Farm – Eric and Bridgett Gibian**
- **Serenity Now Homestead – Tess Argila**
- **Slowbird Bread + Leftfield Urban Farm – Zane Apblanalp**
- **Dominick's Garden – Dominick Haynes**
- **Ziegenwald Dairy – Jack Woodworth**
- **Rogue Harbor Farm – Linda and Aubrey Raper**
- **Farmhouse Gallery and Gardens – Pat, Robin, and Johnny Lynch**
- **Doe River Fungi – Bryce Callahan**
- **Sticky Paws Bakery – Betty Jo and Sean Bailey**
- **Serenity Knoll Farm – David Wiley**
- **Carson Creek Farms – Debble Starnes**
- **Bent Tree Spring Farm – Austin and Serena Yarber**
- **Curtis Muscadine – Dennis Curtis**
- **Rosey Apiaries and Bee Farm – Tim Hayes and Kayla Scott**
- **Green Pasture Farm - Merle Stolfus**
- **Rebel Hollow Farm – CJ Moore**
- **Three Sisters Conservers - Rhonda Yates**
- **The Singing Apron – Susan Greenelsh**
- **Hartman Farms - Tiffany Hartman**
- **Joyful Bee Flowers – Becki Hagar**
- **Moonchild Blooms – Kasse Jones**
- **Trails End Flower Farm = Kathi Castleman**
- **Perry's Plants - Perry Phillips**
- **The French Honeybee – Cecile Hines**
- **Mountain Laurel Makers - Lori and Marion Powell**
- **Dotson Farm - Tabitha Dotson**
- **The McKinney Center**
- **Faun Flora Forest School**
- **UT Extension**

**TOWN OF JONESBOROUGH, TENNESSEE**

**Outdoor Use Permit Application**

**Hold Harmless and Indemnity Agreement**

This agreement made on the 9 day of January, 2026, in the City of Jonesborough, County of Washington, State of Tennessee.

The parties to the agreement are the undersigned Jonesborough  
Locally Grown, called "indemnitor," and The Town of  
(Name of  
Organization or Sponsor)  
Jonesborough, Tennessee, called "indemnitee."

Indemnitor has submitted an Outdoor Use Permit Application to indemnitor. This agreement is attached as an exhibit to that application. Approval of that application is expressly conditioned on the execution of this agreement, indemnitee has agreed to review for approval the application for a special event and if approved to allow the indemnitor's outdoor use of public property to take place within the limits of the Town of Jonesborough in consideration of the indemnitee's allowing the event to take place and \$1.00, receipt of which by indemnitor is acknowledged, the parties agree as follows:

Section I

Scope of Indemnity

Indemnitor undertakes to indemnify and to save harmless indemnitee from any liability, loss or damages indemnitee may suffer as a result of claims, demands, costs, or judgments against it arising out of the operation within the limits of the Town of Jonesborough, County of Washington, State of Tennessee, of the outdoor use outlined in the application or the management thereof.

Indemnitor assumes full responsibility for all damages and injury that may result to any person or persons or to adjoining property by reason of the excavation for, and the erection, construction, and maintenance of, any structures put in place for the outdoor use, and agrees and covenants to indemnify Indemnitee against any such claim or claims.

Indemnitor expressly undertakes to indemnify and to save harmless indemnitee from all liability and/or loss or damages for or arising out of the outdoor use outlined in the application, whether it be caused by the negligence of indemnitee, indemnitee's agents or employees, indemnitee's contractors or otherwise.

## Section II

### Period Covered

The indemnity will extend from the date of this agreement to and including the date the permit expires or is terminated by either party, including and period necessary for the indemnitee to remove any structures erected under the permit.

## Section III

### Expenses, Attorneys' Fees, and Costs

Should it become necessary for purposes of resisting, adjusting, or compromising any claim(s) or demand(s) arising out of the subject matter with respect to which indemnification is provided by this agreement, or for purposes of enforcing this agreement, for indemnitee to incur any expenses, or become obligated to pay any attorneys' fees or court costs, indemnitor agrees to reimburse indemnitee for such expenses, attorneys' fees, or costs within a reasonable time, in no event to exceed thirty days, after receiving written notice from indemnitee of the incurring of such expenses, attorneys' fees, or costs.

## Section IV

### Interest

Indemnitor agrees to pay indemnitee interest at the rate of ten percent per annum on any necessary expenses or costs incurred by indemnitee in the enforcement of this indemnity contract, or on any sums indemnitee is obliged to pay with respect to the matters to which indemnity is given in the contract, from the date such expenses or costs are incurred, or such sums are paid.

## Section VI

### Notice of Claim Against Indemnitee

Indemnitee agrees to give indemnitor ten days' written notice of any claim made against indemnitee on the obligations indemnified against.

Executed on the date first written above.

Signature:

Deborah Byrd

Printed Name:

1/12/26

STATE OF TENNESSEE  
COUNTY OF WASHINGTON

Before me, the undersigned Notary Public in and for the State and County aforesaid, personally appeared Deborah Byrd, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who, upon oath, acknowledged executing the foregoing instrument for the purposes therein contained by signing the same.

WITNESS my hand and seal at office in the State and County aforesaid, this, the 12<sup>th</sup> of January, 20 26.

Donna Freeman  
NOTARY PUBLIC

My Commission Expires:

04-29-2026



**TOWN OF JONESBOROUGH**  
**OUTDOOR USE AREA PERMIT POLICY**  
**TOWN RIGHT-OF-WAY: DOWNTOWN**

*(August 2011)*

**General** The Town of Jonesborough recognizes the benefit and desirability of allowing residents and visitors certain accommodations involving outdoor activities on town right-of-way in the downtown historic district. The availability of outdoor seating at restaurants, or the presence of musical performance groups on sidewalks or other Town right-of-ways can be very beneficial in increasing socialization and quality of life, or enhancing business success and economic development. Said benefits, however, cannot be achieved at the expense of proper pedestrian mobility along Jonesborough's sidewalks, ADA accessibility, and any safety concerns. The following policy establishes the guidelines in which a Jonesborough business or organization may utilize a portion of town right-of-way to enhance business activity and quality of life:

**Use Permit Required:** A business, organization or other such entity will be required to obtain an Outdoor Use Permit to utilize a portion of town sidewalks or right-of-ways on an on-going basis to carry out a business or other such other activity along Main Street that requires the regular use of town property. Permits must be approved by the Board of Mayor and Aldermen.

**Permit Not Required:** Activities that are protected under the First Amendment, or that are short in duration and determined to not create a significant liability risk to the Town of Jonesborough are exempt from this permit process. Activities approved through the Special Event Permit process or sponsored by the Town of Jonesborough are exempt from this permit process unless on-premise consumption of alcohol is requested.

**Examples of Permitted Activities:** The following activities must apply for an Outdoor Use Permit before the activity is implemented:

- ( 1) Use of dining tables and chairs that are located within the town sidewalk or right-of-way area that are present on a regular basis, or that are used in association with a special event of 24 hours or less on which on-premises alcohol consumption is requested.
- ( 2) Placement of landscaping features including benches, larger planter structures or containers that are intended to be present for an extended period and not placed or provided by the Town.
- ( 3) Use of portable signage that takes up an area of more than 6 square feet on the sidewalk or right-of-way or that is placed in a location that may create safety concerns.

## Required Exhibits to Event Application – BSM Burger Nights 2026

1. Hold Harmless Agreement – included with application
2. Pre-/post-events – n/a
3. Map with city streets – n/a
  - a. The event will be on the plaza next to BSM, which is covered in our lease. Plaza boundary photos are attached as Exhibit 3.
4. Outline of publicity plan:
  - a. Weekly emailed newsletter
  - b. Social media posts
5. Security plan:
  - a. Set up of roped area and musician tent will be arranged to allow at least 5 feet of pedestrian right-of-way.
  - b. Any alcohol consumed will be limited to roped area with several 'no alcohol beyond this point' signs posted prominently.
  - c. Will meet TABC requirements for consumption of alcohol over 5%.
6. Emergency plan:
  - a. First aid kit and landline/cell phone to contact emergency services will be available inside BSM.
  - b. The event will be canceled or outdoor seating will not be allowed if severe weather is predicted far enough in advance.
  - c. In the event of spontaneous severe weather, BSM will be used as an emergency shelter.
7. Event sponsor:
  - a. Jonesborough Locally Grown, 101 Boone St., Jonesborough, TN, 37659
  - b. Deborah Byrd, Executive Director, 919-641-0817
  - c. Boone Street Market, 423-753-4722
  - d. David Phillips, BSM Manager, 423-747-3402
8. Proof of liability insurance – attached as Exhibit 8
9. Anticipated vendors and concession booth list – n/a
10. Physical services provided by Town – none; market staff and volunteers will set up any needed equipment
11. Clean-up plans – will be conducted by BSM staff and volunteers
12. Street closure request – n/a
13. Town services requested:
  - a. Communications and/or publicity – event details shared by Town's Website & Marketing Specialist; information dissemination coordinated by market staff



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/08/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


<b>PRODUCER</b> Price and Ramey, Inc. 1524 Bridgewater Lane Suite 101 Kingsport TN 37660	<b>CONTACT NAME:</b> Rachael M Bates	
	<b>PHONE (A/C. No. Ext.):</b> (423) 246-6181	<b>FAX (A/C. No.):</b> (423) 246-6384
<b>E-MAIL ADDRESS:</b> pdaylton@priceramey.com		
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC#</b>
<b>INSURER A:</b> Accident Fund Insurance		10166
<b>INSURER B:</b> USI - US Liability Insurance G		
<b>INSURER C:</b> Auto Owners Insurance Co		18988
<b>INSURER D:</b>		
<b>INSURER E:</b>		
<b>INSURER F:</b>		

**COVERAGES** PA **CERTIFICATE NUMBER:** Cart ID 2791 (1) **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		5003453800	10/28/2025	10/28/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ Included GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Hired/Non-Owned Li \$ 1,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTIONS \$						EACH OCCURRENCE \$ AGGREGATE \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) (If yes, describe under DESCRIPTION OF OPERATIONS below)	Y/N	N/A	WCP100031217	06/27/2025	06/27/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
B	<b>Directors &amp; Officers</b>			KDO2556808	08/22/2025	08/22/2026	\$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Town of Jonesborough is listed as Additional Insured on the General Liability policy shown.

<b>CERTIFICATE HOLDER</b>  Town of Jonesborough  123 Boone Street  Jonesborough TN 37659	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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**Sponsoring Organization Information:**

Name Jonesborough Locally Grown

Purpose Jonesborough Locally Grown works to connect farmers, food, and the community to grow a vibrant local food system through Jonesborough Farmers Market, Boone Street Market, and various events.

Is this a recurring Special Event?  Yes  No

Special Events that are recurring require the annual approval of the Board of Mayor and Aldermen. This permit application shall provide a schedule for the term of a recurring event:

Dinner event held each August, weather permitting. 2026 date proposed is August 15, 2026.  
Guests arrive around 6pm; set up begins at 2pm; take down ends at midnight 12am

**Event Information:**

Name of Event Jonesborough Locally Grown Farm-to-Table Dinner

Description & Purpose of Event fundraising dinner to benefit Jonesborough Locally Grown.  
The majority of food served is locally sourced, and guests are seated at a long harvest table on Main Street, Jonesborough.

Dates and hours of event 8/15/26 2pm-11:59pm Estimated number expected to attend 224

Estimated number of town citizens expected to either participate in and/or view the event 300

Is a request for public safety assistance included in your Security Plan attached as per the list of items below?  Yes  No

### **Required Exhibits to Application**

Please attach the following exhibits to this application (each item should be clearly labeled with the number in this list to facilitate a prompt review of your application). If your event will not involve one or more of these items you should attach an exhibit with appropriate number and heading explaining the fact:

1. **Hold Harmless Agreement** executed on form approved by the Town of Jonesborough (copy provided with this application and available from the Town Recorder)
2. **List of pre-events and post-events** to be held in conjunction with the main event (including parade, fireworks, etc.)
3. **Map with city streets** showing event boundary and registration area, tents, booths, food, office/administration, etc.)
4. **Outline of your publicity plan** with examples of previous efforts, if available
5. **Security Plan**, including crowd control, pedestrian safety, any special parking provisions including handicap spaces, vendor and/or performer parking, a parking map and list and samples of any special parking permits that will be issued, etc. and any request for public safety assistance (a request for public safety assistance should also be included with your Town Services Request in the next section of this application).
6. **Emergency Plan**, including emergency procedures, provisions for first aid services and provisions for appropriate emergency communication. Include an outline of any activities involving moving vehicles and safety procedures used to avoid or prevent injury.
7. **Event Sponsors List** including all sponsors' names, addresses, and telephone numbers along with their title and area of responsibility for the event.
8. **Proof of your liability insurance** provided by your insurance company (if requested by the Town Recorder, this information must be sent directly to the Town from the insurance company).
9. **Anticipated vendors and concession booth list.** (A final and complete list of vendors and concession booths shall be filed with the Town Recorder at least 48 hours before the event begins.
10. **A list of physical services for the event that will be provided by or contracted for by the event sponsor.** List should include erection of temporary stages or facilities including tents, lighting, sound, efforts to address refuse collection, security, etc.
11. **Clean-up Plan** detailing person or persons responsible for site clean-up, schedule and any repairs or grounds remediation that is expected.
12. **Street Closure Request** listing of all streets or portions of streets including the dates and hours of closure (failure to list a portion of a street will result in your application being considered under the assumption you are requesting the entire street to be closed within the town limits.)

**Request for Services from the Town of Jonesborough**

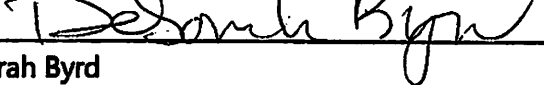
Please indicate any services you request for your event from the Town of Jonesborough\*. (A fee may be Levied by the Town for additional services per the Municipal Code, see 12-1007)

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Police and Security                           | <input checked="" type="checkbox"/> Refuse Collection                |
| <input checked="" type="checkbox"/> Street Cleaning                               | <input checked="" type="checkbox"/> Event Preparation/Beautification |
| <input checked="" type="checkbox"/> Signage                                       | <input type="checkbox"/> Parking                                     |
| <input checked="" type="checkbox"/> Use of facilities – Facility <u>ISC Plaza</u> | Dates & Hours <u>8/15/26 2pm-11:59pm</u>                             |
| <input type="checkbox"/> Space and staffing needs _____                           |  |
| <input checked="" type="checkbox"/> Communications and/or publicity               |  |

\* For each such service requested please provide a detailed description of your request as Exhibit 13

**Acknowledgement of receipt of Chapter 10 of the Jonesborough Municipal Code**

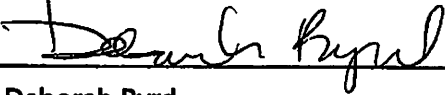
I/We the undersigned representatives of the sponsoring organization listed above acknowledge receipt of a copy of Chapter 10 of the Jonesborough Municipal Code governing special events and agree to comply with all provisions of that Chapter.

Date: 1/9/26 Signature:   
Print Name: Deborah Byrd  
Title: Executive Director

Witness: \_\_\_\_\_

The undersigned certifies that the information contained in both this application and the attached exhibits is complete and accurate and further agrees to amend this application immediately if any such information changes. The undersigned understands the Board of Mayor and Aldermen may approve, reject or modify this request in whole or in part under the Jonesborough Municipal Code.

**Please note, your application should include this form and 13 Exhibits**

Date: 1/9/26 Signature:   
Print Name: Deborah Byrd  
Title: Executive Director

Witness: \_\_\_\_\_

**FOR TOWN USE ONLY**

Date Application Received: \_\_\_\_\_ By \_\_\_\_\_

STAFF REVIEW	Date	Initials	Approved/Disapproved	Attach Any Comments
Events Coordinator				Comments ___ Yes ___ No
Police Dept.				Comments ___ Yes ___ No
Fire Dept.				Comments ___ Yes ___ No
Street Dept.				Comments ___ Yes ___ No
Recreation				Comments ___ Yes ___ No
Solid Waste				Comments ___ Yes ___ No
Administration				Comments ___ Yes ___ No

Insurance Coverage Reviewed \_\_\_\_ / \_\_\_\_ / \_\_\_\_ By \_\_\_\_\_

Presented to BMA \_\_\_\_ / \_\_\_\_ / \_\_\_\_ By \_\_\_\_\_

Board Action \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Result \_\_\_\_\_

Fee Estimate Levied for Additional Services \_\_\_\_\_ Paid \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# Town Of Jonesborough, Tennessee

## Special Event Permit Application

### EXHIBIT I – Hold Harmless and Indemnity Agreement

This agreement made on the 9 day of January, 2026, in the Town of Jonesborough, County of Washington, State of Tennessee

The parties to the agreement are the undersigned Jonesborough Locally Grown  
(Name of Organization or Sponsor)  
called "indemnitor", and the Town of Jonesborough, Tennessee, call "indemnatee."

Indemnitor has submitted a Special Event Permit Application to indemnatee. The agreement is attached as Exhibit 1 to that application. Approval of that application is expressly conditioned on the execution of this agreement, indemnatee has agreed to review for approval the application for a special event and if approved to allow the indemnitor's special event to take lace within the limits of the Town of Jonesborough in consideration of the indemnatee's allowing the event to take lace and \$1.00, receipt of which by indemnitor is acknowledged, the parties agree as follows:

### SECTION I

#### Scope of Indemnity

Indemnitor undertakes to indemnify and to save harmless indemnatee from any liability, loss or damages indemnatee may suffer as a result of claims, demands, costs, or judgments against it arising out of the operation within the limits of the Town of Jonesborough, County of Washington, State of Tennessee, of the special event outlined in the application or the management thereof.

Indemnitor assumes full responsibility for all damages and injury that may result to any person or persons or to adjoining property by reason of the excavation for, and the erection, construction, and maintenance of, any structures put in place for the event, and agrees and covenants to indemnify indemnatee against any such claim or claims.

Indemnitor expressly undertakes to indemnify and to save harmless indemnitee from all liability and/or loss or damages for or arising out the special event outlined in the application, whether it be caused by the negligence of indemnitee, indemnitee's agents or employees, indemnitee's contractors or otherwise.

## **SECTION II**

### **Period Covered**

The indemnity will extend from the date of this agreement to and including the date the special event concludes, including cleanup.

## **SECTION III**

### **Expenses, Attorney's Fees, and Costs**

Should it become necessary for purposes of resisting, adjusting, or compromising any claim(s) or demand(s) arising out of the subject matter with respect to which indemnification is provided by this agreement, or for purposes of enforcing this agreement, for indemnitee to incur any expenses, or become obligated to pay any attorney's fees or court costs, or costs within a reasonable time, in no event to exceed thirty days, after receiving written notice from indemnitee of the incurring of such expenses, attorney's fees or costs.

## **SECTION IV**

### **Interest**

Indemnitor agrees to pay indemnitee interest at the rate of ten percent per annum or any necessary expenses or costs incurred by indemnitee in the enforcement of this indemnity contract, or on any sums indemnitee is obligated to pay with respect to the matters to which indemnity is given in the contract, from the date such expenses or costs are incurred, or such sums are paid.

## **SECTION V**

### **Notice of Claim Against Indemnitee**

Indemnitee agrees to give indemnitor ten days' written notice of any claim made against indemnitee on the obligations indemnified against.

Executed on the date first written above

Organization:                     Jonesborough Locally Grown

By: Deborah Byrd

Printed Name: Deborah Byrd

Title: Executive Director

STATE OF TENNESSEE  
COUNTY OF WASHINGTON

Before me, the undersigned Notary Public in and for the State and County aforesaid, personally appeared Deborah Byrd, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who upon oath, acknowledged himself/herself to be the Executive Director (title) of Jonesborough Locally Grown (organization), and that he/she, as such officer, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing the name of organization by himself/herself as such officer.

WITNESS my hand and seal at office in the State and County aforesaid, this, the 9<sup>th</sup> of January, 2026.

Donna Freeman  
NOTARY PUBLIC

My Commission Expires:  
04-29-2026



ORDINANCE NO. 2005-16

**AN ORDINANCE ADOPTING A SPECIAL EVENTS PERMIT REQUIREMENT  
FOR THE TOWN OF JONESBOROUGH AND ALSO REGULATING SPECIAL  
EVENTS WITHIN THE TOWN OF JONESBOROUGH**

Be it ordained by the Board of Mayor and Aldermen of the Town of Jonesborough, Tennessee, as follows:

SECTION 1. That a new Chapter 4 shall be added to Title 12 of the Jonesborough Municipal Code and it shall read as follows:

- 12-401. General. Special Events sponsored by local groups, associations or individuals and taking place within the town limits impact public safety, solid waste collection, use of public streets and/or right-of-ways but often celebrate heritage, enhance community spirit, improve quality of life, support economic development and provide educational opportunities.
- 12-402. "Special Event" defined. A *Special Event* is any occasion including but not limited to fairs, shows, exhibitions, city-wide celebrations, and festivals taking place within a specifically defined area of the Town of Jonesborough for a period of time. A special event may include the use of public facilities in the Town of Jonesborough, including, but not limited to parks, streets, alleys, sidewalks, or other municipal owned facilities, and which includes a general invitation to all members of the public to either participate in and/or view such event, or part thereof. Special Events may be one-time or recurring occasions.
- 12-403. Special Event Permit Required. Whenever any person, group, association, club, business, firm or corporation desires to sponsor a "special event", such person, group, association, club, business, firm, or corporation shall first obtain a "Special Event Permit" from the Town of Jonesborough.
- 12-404. Permit application procedure.
- (1.) Application. Special Event permits will be issued only upon the submission of an application filed with the Town Recorder. Such application must contain the following information:
    - (a) Name, description, and purpose of event.
    - (b) Name and purpose of sponsoring organization.
    - (c) List of pre-events and post-events held in conjunction with the main event. (Including parade, fireworks, etc.)
    - (d) Days and hours of event.

**TOWN OF JONESBOROUGH**  
**SPECIAL EVENT / SPECIAL OCCASION**  
**OUTDOOR USE PERMIT**  
**APPLICATION**

Jonesborough Locally Grown 101 Boone Street Jonesborough TN 423-753-4722

Organization Name Address Telephone

Representative's Name: Deborah Byrd

Representative Telephone: 919-641-0817 Email: deborah@jonesboroughlocallygrown.org;  
jlg@jonesboroughlocallygrown.org

Non-Profit Yes  No

Main Street Catering 201 Spring Street Jonesborough 423-753-0353

Restaurant Name Address Telephone / Cell #

Breelyn Bomba

Owner's Name

423-571-7004

Telephone / Cell #

Mailing Address: 210 Spring Street

breelyn@mainstreetcatering.net

Email Address

Jonesborough TN 37659

Date of Request: 8/15/26

Describe Intended Activity: Annual farm to table benefitting JLG. Showcases local food and farmers at a seated dinner on Main Street, in front of the courthouse.

Describe equipment, structures, furnishings, etc. to be used: Tables, chairs, tents, serving utensils, and dishware provided by JLG and Main Street Catering.

Special Event/Special Occasion Boundary

Describe: Straw bales will be placed on the perimeter of the seating area to denote the alcohol boundary.

Schematic of area with boundary attached?  Yes  No

Describe how proceeds or event will benefit community: The majority of the food served will be purchased from local farmers. All event income will support the operation of Jonesborough Jonesborough Farmers Market and Boone Street Market

Describe how alcohol will be served: in compliance with TABC Special Occasion permit

When will the ABC Special Occasion Permit be submitted: by July 1, 2026

Which non-profit will be submitting the ABC application: International Storytelling Center

How will the Special Event/Special Occasion boundaries be established so that all alcohol consumption will take place within the approved area: straw bales as perimeter with verbal announcements that the bales are the alcohol boundary. Staff/volunteers will supervise guests to ensure they do not exit perimeter with alcohol.

How will the area be marshaled: By ABC servers, staff, and event volunteers

How will the legal age of consumers be monitored: Tickets are sold only to guests over 21 years of age

How are participants identified: All participants must check in and are seated at the table

Who are the contact people during the event, and whom does the Police contact if communication is required: Breelyn Bomba or Deborah Byrd

How can the contacts above be located during the event: one or both will be near the courthouse and by cell phone

Phone #(s): Breelyn: 423-571-7004 Deborah 919-641-0817

Has proof of liability insurance been provided?  Yes  No

Town of Jonesborough been named co-insured?  Yes  No

Date of Policy Term: From \_\_\_\_\_ To \_\_\_\_\_

Review by Town Attorney: \_\_\_\_\_  
Signature Date

Statement of Understanding: I have read the entire Town of Jonesborough Outdoor Use Policy. I understand and agree to abide by all requirements and conditions.

Deborah Byrd, Executive Director  
Name / Title

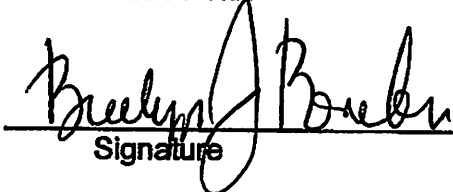
Jonesborough Locally Grown  
Organization

  
Signature

1/9/2026  
Date

Breelyn Bomba, owner  
Name / Title

Main Street Catering  
Restaurant

  
Signature

1-9-2026  
Date

## Required Exhibits to Event Application – Farm to Table Dinner 2026

1. Hold Harmless Agreement – included with application
2. Pre-/post-events – n/a
3. Map with city streets – attached as Exhibit 3
4. Outline of publicity plan
  - a. Weekly emailed newsletter
  - b. Social media posts
5. Security plan – long dining table will be set up in a way to accommodate emergency access; no special assistance requested except street closure
6. Emergency plan
  - a. In the case of inclement weather during the event, guests will be directed to shelter at the Storytelling Center.
7. Event sponsor:
  - a. Jonesborough Locally Grown, 101 Boone St., Jonesborough, TN, 37659
  - b. Deborah Byrd, Executive Director, 919-641-0817
  - c. Breelyn Bomba, Main Street Catering Owner, 423-571-7004
8. Proof of liability insurance – attached as Exhibit 8
9. Anticipated vendors and concession booth list – n/a
10. Physical services provided by Town:
  - a. Any equipment or supplies necessary will be set up by Jonesborough Locally Grown staff and volunteers. This includes straw bales for alcohol boundary, tables, chairs, tents, etc.
  - b. Request a crew of 3-6 people to help clean up starting at 9:30 pm (especially loading tables and chairs back into the truck). This crew can be the Dirty Street Fighters, as listed in Exhibit 11 below, or another crew.
11. Clean-up plans – conducted by Jonesborough Locally Grown staff and volunteers. Assistance of the ‘Dirty Street Fighters’ is requested from 9:30-12 pm (or until clean-up is completed).
12. Street closure request (see Exhibit 3):
  - a. Request that Main Street between 2<sup>nd</sup> Ave. and Fox St. as well as East Courthouse Square and West Courthouse Square be closed from 2:30 pm to 12 am on the day of the event. If possible, please close East Courthouse Square to anyone except our staff and volunteers first.
13. Town services request:
  - a. Police and security – street closure and officer presence during the event (see Exhibit 3)
  - b. Street cleaning – request areas of the street to be closed are cleaned before 3 pm on the day of the event
  - c. Signage – ‘no parking after 2 pm’ signage posted on Main Street, East Courthouse Square, and West Courthouse Square in preparation for street closure
  - d. Use of facilities:
    - i. Request the restrooms behind the Courthouse be open from 2:30pm-12 midnight on the day of the event.
    - ii. Storytelling Center – plaza from 2:30-7:30 pm, restrooms 2:30-11 pm, and entire facility for emergency shelter
  - e. Communications and/or publicity – request assistance to send email notifications to downtown businesses and residents impacted by street closure. We will also communicate road closure plans to downtown business and residents through JAMSA and circulate a printed flier as a reminder.
  - f. Refuse collection – request public refuse cans emptied before 2 pm on the day of the event; no additional cans are required.
  - g. Event preparation/beautification – request use of straw bales to be used as alcohol boundary and contact information for Town employee to coordinate. Jonesborough Locally Grown staff and volunteers can place.

h. Staffing needs – assistance of the 'Dirty Street Fighters' or other crew is requested from 9:30-12 pm.

14. Letter of Permission from Town Administrator to use the street for TABC permit submission.

Exhibit 3



Request that Main Street between 2<sup>nd</sup> Ave. and Fox St. be closed for long harvest table (set up in front of the Courthouse) - light gray box

Request that East Courthouse Square (old farmers market location) be closed for food plating tents, with "no parking" signs placed. If possible, please close this first/as close to 2:00pm as possible to allow for unfettered access for our volunteers and staff. - light green box

Request that the part of West Courthouse Square/S. Cherokee between Main Street and the parking lot outlet between Mauk's and Crafty Peddler be closed for staff vehicle parking. Also requesting use of the parking spaces that fall within that boundary. - light blue box

- Barriers per discussions with Public Safety in 2025 (to change as necessary with final word from Public Safety and Streets):
  - double bollard barriers on each side of the event on Main Street
  - movable barrier at the private drive between the old Barrel House and Gabriel's Christmas
  - immovable barrier at N. Cherokee and Main Street, blocking traffic from N. Cherokee
  - immovable or movable barriers as needed at alleys, small street, and church accesses along Main Street between the Storytelling Center and 2nd Ave.
  - cones and sawhorses on each side of the Courthouse at our closures from the Courthouse parking lot



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/08/2026

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<b>PRODUCER</b> Price and Ramey, Inc. 1524 Bridgewater Lane Suite 101 Kingsport TN 37660	<b>CONTACT NAME:</b> Rachael M Bates <b>PHONE (A/C No. Ext):</b> (423) 246-6181 <b>E-MAIL ADDRESS:</b> rdayllon@priceramey.com	<b>FAX (A/C No.):</b> (423) 246-6384
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Jonesborough Locally Grown  101 Boone Street  Jonesborough TN 376591301 (423) 753-4744	<b>INSURER A:</b> Accident Fund Insurance <b>NAIC#</b> 10166	
	<b>INSURER B:</b> USI - US Liability Insurance G	
	<b>INSURER C:</b> Auto Owners Insurance Co <b>18988</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
<b>INSURER F:</b>		

**COVERAGES** PA **CERTIFICATE NUMBER:** Cort ID 2791 (1) **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL SUBROGATION WAIVED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GENL. AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y	5003453800	10/28/2025	10/28/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ Included GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 Hired/Non-Owned Li \$ 1,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	WCF100031217	06/27/2025	06/27/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
B	Directors & Officers		NDO2556808	08/22/2025	08/22/2026	\$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Town of Jonesborough is listed as Additional Insured on the General Liability policy shown.

<b>CERTIFICATE HOLDER</b>  Town of Jonesborough  123 Boone Street  Jonesborough TN 37659	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  

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# Town Of Jonesborough, Tennessee

## Special Event Permit Application

A *Special Event* is any occasion including but not limited to fairs, shows, exhibitions, city-wide celebrations and festivals taking place within a specifically defined area of the Town of Jonesborough for a period of time. A special event may include the use of public facilities in the Town of Jonesborough, including, but not limited to parks, streets, alleys, sidewalks, restrooms or other municipal owned facilities, and which includes a general invitation to all members of the public to either participate in and/or view such event, or part thereof, Special Events may be one-time or recurring occasions.

12-402 Jonesborough Municipal Code

Whenever any person, group, association, club, business, firm or corporation desires to sponsor a Special Event such person, group, association, club, business, firm or corporation shall first obtain a "Special Event Permit" from the Town of Jonesborough.

12-403 Jonesborough Municipal Code

Person(s) completing Application	Date
Name <u>Deborah Byrd</u>	<u>1/9/26</u>
Address <u>101 Boone Street</u> <u>Jonesborough TN 37659</u>	
Phone <u>919-641-0817</u>	Fax _____
Email <u>deborah@jonesboroughlocallygrown.org</u>	

### Instructions:

- 1) Each question on this application must be answered in some fashion for your application to be considered for approval. Please attach an additional sheet(s) if necessary to completely and accurately provide the requested information in each question, labeling any additional sheet(s) clearly as such.
- 2) **Incomplete applications will be returned to the address you have provided above without further consideration until a complete application, including exhibits is filed.**
- 3) The **original** application and your exhibits of the entire package should be filed with the Town Administrator's office at least **90 days** in advance of your event. See Schedule of Approval, Chapter 10 Title 12 of the Jonesborough Municipal Code, a copy of which is attached.

**Sponsoring Organization Information:**

Name Jonesborough Locally Grown dba Boone Street Market

Purpose Jonesborough Locally Grown works to connect farmers, food, and the community to grow a vibrant local food system through Jonesborough Farmers Market, Boone Street Market, and various events.

Is this a recurring Special Event?  Yes  No

Special Events that are recurring require the annual approval of the Board of Mayor and Aldermen. This permit application shall provide a schedule for the term of a recurring event:

Third Thursday of the month May-September 2026; 5:30-7:30pm with setup earlier in the day

2026 dates: 5/21, 6/18, 7/16, 8/20, 9/17

**Event Information:**

Name of Event Burger Night

Description & Purpose of Event Monthly dinner event featuring local food from Boone Street Market with outdoor seating and live music (weather permitting). Includes consumption of beer sold by BSM

Dates and hours of event third Thursday, May-Sept Estimated number expected to attend 115  
5:30-7:30pm

Estimated number of town citizens expected to either participate in and/or view the event 115

Is a request for public safety assistance included in your Security Plan attached as per the list of items below?  Yes  No

### **Required Exhibits to Application**

Please attach the following exhibits to this application (each item should be clearly labeled with the number in this list to facilitate a prompt review of your application). If your event will not involve one or more of these items you should attach an exhibit with appropriate number and heading explaining the fact:

1. **Hold Harmless Agreement** executed on form approved by the Town of Jonesborough (copy provided with this application and available from the Town Recorder)
2. **List of pre-events and post-events** to be held in conjunction with the main event (including parade, fireworks, etc.)
3. **Map with city streets** showing event boundary and registration area, tents, booths, food, office/administration, etc.)
4. **Outline of your publicity plan** with examples of previous efforts, if available
5. **Security Plan**, including crowd control, pedestrian safety, any special parking provisions including handicap spaces, vendor and/or performer parking, a parking map and list and samples of any special parking permits that will be issued, etc. and any request for public safety assistance (a request for public safety assistance should also be included with your Town Services Request in the next section of this application).
6. **Emergency Plan**, including emergency procedures, provisions for first aid services and provisions for appropriate emergency communication. Include an outline of any activities involving moving vehicles and safety procedures used to avoid or prevent injury.
7. **Event Sponsors List** including all sponsors' names, addresses, and telephone numbers along with their title and area of responsibility for the event.
8. **Proof of your liability insurance** provided by your insurance company (if requested by the Town Recorder, this information must be sent directly to the Town from the insurance company).
9. **Anticipated vendors and concession booth list.** (A final and complete list of vendors and concession booths shall be filed with the Town Recorder at least 48 hours before the event begins.
10. **A list of physical services for the event that will be provided by or contracted for by the event sponsor.** List should include erection of temporary stages or facilities including tents, lighting, sound, efforts to address refuse collection, security, etc.
11. **Clean-up Plan** detailing person or persons responsible for site clean-up, schedule and any repairs or grounds remediation that is expected.
12. **Street Closure Request** listing of all streets or portions of streets including the dates and hours of closure (failure to list a portion of a street will result in your application being considered under the assumption you are requesting the entire street to be closed within the town limits.)

**Request for Services from the Town of Jonesborough**

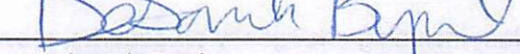
Please indicate any services you request for your event from the Town of Jonesborough\*. (A fee may be Levied by the Town for additional services per the Municipal Code, see 12-1007)

<input type="checkbox"/> Police and Security	<input type="checkbox"/> Refuse Collection
<input type="checkbox"/> Street Cleaning	<input type="checkbox"/> Event Preparation/Beautification
<input type="checkbox"/> Signage	<input type="checkbox"/> Parking
<input type="checkbox"/> Use of facilities – Facility _____ Dates & Hours _____	
<input type="checkbox"/> Space and staffing needs _____	
<input checked="" type="checkbox"/> Communications and/or publicity	

\* For each such service requested please provide a detailed description of your request as Exhibit 13

**Acknowledgement of receipt of Chapter 10 of the Jonesborough Municipal Code**

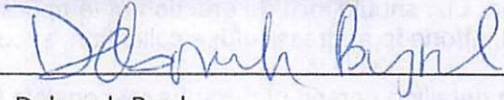
I/We the undersigned representatives of the sponsoring organization listed above acknowledge receipt of a copy of Chapter 10 of the Jonesborough Municipal Code governing special events and agree to comply with all provisions of that Chapter.

Date: 1/9/26 Signature:   
Print Name: Deborah Byrd  
Title: Executive Director

Witness: \_\_\_\_\_

The undersigned certifies that the information contained in both this application and the attached exhibits is complete and accurate and further agrees to amend this application immediately if any such information changes. The undersigned understands the Board of Mayor and Aldermen may approve, reject or modify this request in whole or in part under the Jonesborough Municipal Code.

**Please note, your application should include this form and 13 Exhibits**

Date: 1/9/26 Signature:   
Print Name: Deborah Byrd  
Title: Executive Director

Witness: \_\_\_\_\_

**FOR TOWN USE ONLY**

Date Application Received: \_\_\_\_\_ By \_\_\_\_\_

STAFF REVIEW	Date	Initials	Approved/Disapproved	Attach Any Comments
Events Coordinator				Comments ___ Yes ___ No
Police Dept.				Comments ___ Yes ___ No
Fire Dept.				Comments ___ Yes ___ No
Street Dept.				Comments ___ Yes ___ No
Recreation				Comments ___ Yes ___ No
Solid Waste				Comments ___ Yes ___ No
Administration				Comments ___ Yes ___ No

Insurance Coverage Reviewed \_\_\_\_/\_\_\_\_/\_\_\_\_ By \_\_\_\_\_

Presented to BMA \_\_\_\_/\_\_\_\_/\_\_\_\_ By \_\_\_\_\_

Board Action \_\_\_\_/\_\_\_\_/\_\_\_\_ Result \_\_\_\_\_

Fee Estimate Levied for Additional Services \_\_\_\_\_ Paid \_\_\_\_/\_\_\_\_/\_\_\_\_

**Town Of Jonesborough, Tennessee**

**Special Event Permit Application**

**EXHIBIT I – Hold Harmless and Indemnity Agreement**

This agreement made on the 9 day of January, 2026, in the Town of Jonesborough, County of Washington, State of Tennessee

The parties to the agreement are the undersigned Jonesborough Locally Grown,  
(Name of Organization or Sponsor)  
called "indemnitor", and the Town of Jonesborough, Tennessee, call "indemnitee."

Indemnitor has submitted a Special Event Permit Application to indemnitee. The agreement is attached as Exhibit 1 to that application. Approval of that application is expressly conditioned on the execution of this agreement, indemnitee has agreed to review for approval the application for a special event and if approved to allow the indemnitor's special event to take lace within the limits of the Town of Jonesborough in consideration of the indemnitee's allowing the event to take lace and \$1.00, receipt of which by indemnitor is acknowledged, the parties agree as follows:

**SECTION I**

**Scope of Indemnity**

Indemnitor undertakes to indemnify and to save harmless indemnitee from any liability, loss or damages indemnitee may suffer as a result of claims, demands, costs, or judgments against it arising out of the operation within the limits of the Town of Jonesborough, County of Washington, State of Tennessee, of the special event outlined in the application or the management thereof.

Indemnitor assumes full responsibility for all damages and injury that may result to any person or persons or to adjoining property by reason of the excavation for, and the erection, construction, and maintenance of, any structures put in place for the event, and agrees and covenants to indemnify indemnitee against any such claim or claims.

Indemnitor expressly undertakes to indemnify and to save harmless indemnitee from all liability and/or loss or damages for or arising out the special event outlined in the application, whether it be caused by the negligence of indemnitee, indemnitee's agents or employees, indemnitee's contractors or otherwise.

## **SECTION II**

### **Period Covered**

The indemnity will extend from the date of this agreement to and including the date the special event concludes, including cleanup.

## **SECTION III**

### **Expenses, Attorney's Fees, and Costs**

Should it become necessary for purposes of resisting, adjusting, or compromising any claim(s) or demand(s) arising out of the subject matter with respect to which indemnification is provided by this agreement, or for purposes of enforcing this agreement, for indemnitee to incur any expenses, or become obligated to pay any attorney's fees or court costs, or costs within a reasonable time, in no event to exceed thirty days, after receiving written notice from indemnitee of the incurring of such expenses, attorney's fees or costs.

## **SECTION IV**

### **Interest**

Indemnitor agrees to pay indemnitee interest at the rate of ten percent per annum or any necessary expenses or costs incurred by indemnitee in the enforcement of this indemnity contract, or on any sums indemnitee is obligated to pay with respect to the matters to which indemnity is given in the contract, from the date such expenses or costs are incurred, or such sums are paid.

## **SECTION V**

### **Notice of Claim Against Indemnitee**

Indemnitee agrees to give indemnitor ten days' written notice of any claim made against indemnitee on the obligations indemnified against.

Executed on the date first written above

Organization: Jonesborough Locally Grown

By: Deborah Byrd

Printed Name: Deborah Byrd

Title: Executive Director

STATE OF TENNESSEE  
COUNTY OF WASHINGTON

Before me, the undersigned Notary Public in and for the State and County aforesaid, personally appeared Deborah Byrd, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who upon oath, acknowledged himself/herself to be the Executive Director (title) of Jonesborough Locally Grown (organization), and that he/she, as such officer, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing the name of organization by himself/herself as such officer.

WITNESS my hand and seal at office in the State and County aforesaid, this, the 9<sup>th</sup> of January, 2026.

Donna Freeman  
NOTARY PUBLIC

My Commission Expires:

04-29-2026



**TOWN OF JONESBOROUGH**  
**SPECIAL EVENT / SPECIAL OCCASION**  
**OUTDOOR USE PERMIT**  
**APPLICATION**

Jonesborough Locally Grown  
 dba Boone Street Market                      101 Boone Street Jonesborough TN 423-753-4722

Organization Name    Address    Telephone

Representative's Name: Deborah Byrd

Representative Telephone: 919-641-0817                      Email: deborah@jonesboroughlocallygrown.org;  
jlg@jonesboroughlocallygrown.org

Non-Profit    Yes                       No

Boone Street Market                      101 Boone Street Jonesborough TN                      423-753-4722

Restaurant Name    Address    Telephone / Cell #

David Phillips, manager    423-747-3402

~~Owner's Name~~ BSM manager's    Telephone / Cell #

Mailing Address: 101 Boone Street    bsm@jonesboroughlocallygrown.org  
Jonesborough TN 37659    Email Address

Date of Request: 5/21, 6/18, 7/16, 8/20, 9/17

Describe Intended Activity: Third Thursday Burger Nights featuring locally sourced burgers,  
outdoor seating, and live music.

Describe equipment, structures, furnishings, etc. to be used: Tables, umbrellas, tent, chairs,  
and boundary rope - all provided by Boone Street Market

**Special Event/Special Occasion Boundary**

Describe: Set up will allow for 5ft of pedestrian right-of-way, alcohol consumption will not be  
allowed outside the roped boundary marked with "no alcohol beyond this point" signs

Schematic of area with boundary attached?     Yes     No included as Exhibit 3 on  
 Special Event Permit application

Describe how proceeds or event will benefit community: all event proceeds support  
Jonesborough Locally Grown and our work to promote the sales of local food through  
Jonesborough Farmers Market and Boone Street Market

Describe how alcohol will be served: in compliance with TABC laws

When will the ABC Special Occasion Permit be submitted: as needed per event

Which non-profit will be submitting the ABC application: Jonesborough Locally Grown

How will the Special Event/Special Occasion boundaries be established so that all alcohol consumption will take place within the approved area: roped perimeter with "no alcohol beyond this point" signs posted on the boundary

How will the area be marshaled: by Boone Street Market staff and volunteers

How will the legal age of consumers be monitored: verified by ID check at purchase

How are participants identified: by purchasing food

Who are the contact people during the event, and whom does the Police contact if communication is required: Deborah Byrd or David Phillips

How can the contacts above be located during the event: one or both will be on premises and/or by cello phone

Phone #(s): David 423-747-3402 Deborah 919-641-0817

Has proof of liability insurance been provided?  Yes  No

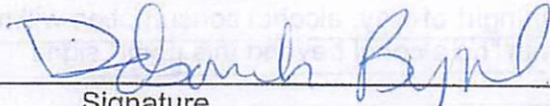
Town of Jonesborough been named co-insured?  Yes  No

Date of Policy Term: From \_\_\_\_\_ To \_\_\_\_\_

Review by Town Attorney: \_\_\_\_\_  
Signature Date

Statement of Understanding: I have read the entire Town of Jonesborough Outdoor Use Policy. I understand and agree to abide by all requirements and conditions.

Deborah Byrd, Executive Director Jonesborough Locally Grown  
Name / Title Organization

 1/9/24  
Signature Date

\_\_\_\_\_  
Name / Title Restaurant

\_\_\_\_\_  
Signature Date

**TOWN OF JONESBOROUGH, TENNESSEE**

**Outdoor Use Permit Application**

**Hold Harmless and Indemnity Agreement**

This agreement made on the 9 day of January, 2026, in the City of Jonesborough, County of Washington, State of Tennessee.

The parties to the agreement are the undersigned Jonesborough  
(Name of)  
Locally Grown, called "indemnitor," and The Town of  
(Organization or Sponsor)  
Jonesborough, Tennessee, called "indemnitee."

Indemnitor has submitted an Outdoor Use Permit Application to indemnitor. This agreement is attached as an exhibit to that application. Approval of that application is expressly conditioned on the execution of this agreement, indemnitee has agreed to review for approval the application for a special event and if approved to allow the indemnitor's outdoor use of public property to take place within the limits of the Town of Jonesborough in consideration of the indemnitee's allowing the event to take place and \$1.00, receipt of which by indemnitor is acknowledged, the parties agree as follows:

**Section I**

**Scope of Indemnity**

Indemnitor undertakes to indemnify and to save harmless indemnitee from any liability, loss or damages indemnitee may suffer as a result of claims, demands, costs, or judgments against it arising out of the operation within the limits of the Town of Jonesborough, County of Washington, State of Tennessee, of the outdoor use outlined in the application or the management thereof.

Indemnitor assumes full responsibility for all damages and injury that may result to any person or persons or to adjoining property by reason of the excavation for, and the erection, construction, and maintenance of, any structures put in place for the outdoor use, and agrees and covenants to indemnify Indemnitee against any such claim or claims.

Indemnitor expressly undertakes to indemnify and to save harmless indemnitee from all liability and/or loss or damages for or arising out of the outdoor use outlined in the application, whether it be caused by the negligence of indemnitee, indemnitee's agents or employees, indemnitee's contractors or otherwise.

## Section II

### Period Covered

The indemnity will extend from the date of this agreement to and including the date the permit expires or is terminated by either party, including and period necessary for the indemnitee to remove any structures erected under the permit.

## Section III

### Expenses, Attorneys' Fees, and Costs

Should it become necessary for purposes of resisting, adjusting, or compromising any claim(s) or demand(s) arising out of the subject matter with respect to which indemnification is provided by this agreement, or for purposes of enforcing this agreement, for indemnitee to incur any expenses, or become obligated to pay any attorneys' fees or court costs, indemnitor agrees to reimburse indemnitee for such expenses, attorneys' fees, or costs within a reasonable time, in no event to exceed thirty days, after receiving written notice from indemnitee of the incurring of such expenses, attorneys' fees, or costs.

## Section IV

### Interest

Indemnitor agrees to pay indemnitee interest at the rate of ten percent per annum on any necessary expenses or costs incurred by indemnitee in the enforcement of this indemnity contract, or on any sums indemnitee is obliged to pay with respect to the matters to which indemnity is given in the contract, from the date such expenses or costs are incurred, or such sums are paid.

## Section VI

### Notice of Claim Against Indemnitee

Indemnitee agrees to give indemnitor ten days' written notice of any claim made against indemnitee on the obligations indemnified against.

Executed on the date first written above.

Signature:

Deborah Byrd

Printed Name:

Deborah Byrd

STATE OF TENNESSEE  
COUNTY OF WASHINGTON

Before me, the undersigned Notary Public in and for the State and County aforesaid, personally appeared Deborah Byrd, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who, upon oath, acknowledged executing the foregoing instrument for the purposes therein contained by signing the same.

WITNESS my hand and seal at office in the State and County aforesaid, this, the 9th of January, 20 26.

Donna Freeman  
NOTARY PUBLIC

My Commission Expires:

04-29-2026



**TOWN OF JONESBOROUGH**  
**OUTDOOR USE AREA PERMIT POLICY**  
**TOWN RIGHT-OF-WAY: DOWNTOWN**

*(August 2011)*

**General** The Town of Jonesborough recognizes the benefit and desirability of allowing residents and visitors certain accommodations involving outdoor activities on town right-of-way in the downtown historic district. The availability of outdoor seating at restaurants, or the presence of musical performance groups on sidewalks or other Town right-of-ways can be very beneficial in increasing socialization and quality of life, or enhancing business success and economic development. Said benefits, however, cannot be achieved at the expense of proper pedestrian mobility along Jonesborough's sidewalks, ADA accessibility, and any safety concerns. The following policy establishes the guidelines in which a Jonesborough business or organization may utilize a portion of town right-of-way to enhance business activity and quality of life:

**Use Permit Required:** A business, organization or other such entity will be required to obtain an Outdoor Use Permit to utilize a portion of town sidewalks or right-of-ways on an on-going basis to carry out a business or other such other activity along Main Street that requires the regular use of town property. Permits must be approved by the Board of Mayor and Aldermen.

**Permit Not Required:** Activities that are protected under the First Amendment, or that are short in duration and determined to not create a significant liability risk to the Town of Jonesborough are exempt from this permit process. Activities approved through the Special Event Permit process or sponsored by the Town of Jonesborough are exempt from this permit process unless on-premise consumption of alcohol is requested.

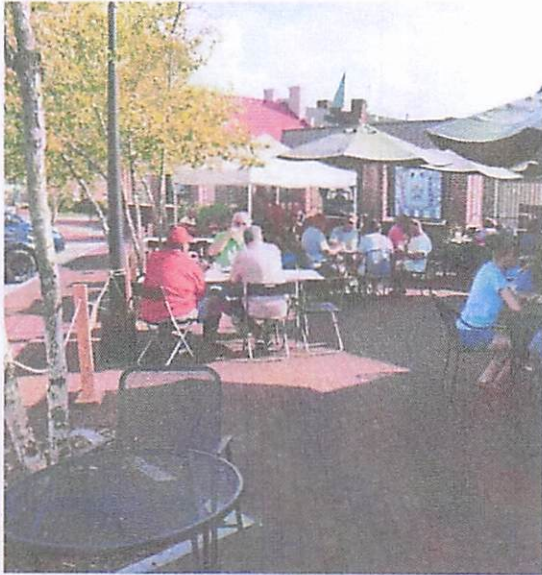
**Examples of Permitted Activities:** The following activities must apply for an Outdoor Use Permit before the activity is implemented:

- ( 1) Use of dining tables and chairs that are located within the town sidewalk or right-of-way area that are present on a regular basis, or that are used in association with a special event of 24 hours or less on which on-premises alcohol consumption is requested.
- ( 2) Placement of landscaping features including benches, larger planter structures or containers that are intended to be present for an extended period and not placed or provided by the Town.
- ( 3) Use of portable signage that takes up an area of more than 6 square feet on the sidewalk or right-of-way or that is placed in a location that may create safety concerns.

## **Required Exhibits to Event Application – BSM Burger Nights 2026**

- 1. Hold Harmless Agreement – included with application**
- 2. Pre-/post-events – n/a**
- 3. Map with city streets – n/a**
  - a. The event will be on the plaza next to BSM, which is covered in our lease. Plaza boundary photos are attached as Exhibit 3.**
- 4. Outline of publicity plan:**
  - a. Weekly emailed newsletter**
  - b. Social media posts**
- 5. Security plan:**
  - a. Set up of roped area and musician tent will be arranged to allow at least 5 feet of pedestrian right-of-way.**
  - b. Any alcohol consumed will be limited to roped area with several 'no alcohol beyond this point' signs posted prominently.**
  - c. Will meet TABC requirements for consumption of alcohol over 5%.**
- 6. Emergency plan:**
  - a. First aid kit and landline/cell phone to contact emergency services will be available inside BSM.**
  - b. The event will be canceled or outdoor seating will not be allowed if severe weather is predicted far enough in advance.**
  - c. In the event of spontaneous severe weather, BSM will be used as an emergency shelter.**
- 7. Event sponsor:**
  - a. Jonesborough Locally Grown, 101 Boone St., Jonesborough, TN, 37659**
  - b. Deborah Byrd, Executive Director, 919-641-0817**
  - c. Boone Street Market, 423-753-4722**
  - d. David Phillips, BSM Manager, 423-747-3402**
- 8. Proof of liability insurance – attached as Exhibit 8**
- 9. Anticipated vendors and concession booth list – n/a**
- 10. Physical services provided by Town – none; market staff and volunteers will set up any needed equipment**
- 11. Clean-up plans – will be conducted by BSM staff and volunteers**
- 12. Street closure request – n/a**
- 13. Town services requested:**
  - a. Communications and/or publicity – event details shared by Town's Website & Marketing Specialist; information dissemination coordinated by market staff**

BSM Burger Nights Exhibit 3



These photos show the boundary ropes and 'no alcohol beyond this point' signs that are set up each Burger Night as well as the 10' x 10' canopy set up as the musician tent.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/08/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


<b>PRODUCER</b> Price and Ramey, Inc. 1524 Bridgewater Lane Suite 101 Kingsport TN 37660	<b>CONTACT NAME:</b> Rachael M Bates	
	<b>PHONE (A/C No. Ext):</b> (423) 246-6181	<b>FAX (A/C No.):</b> (423) 246-6384
<b>E-MAIL ADDRESS:</b> pdavillon@pricoramey.com		
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURER A:</b> Accident Fund Insurance		10166
<b>INSURER B:</b> USI - US Liability Insurance G		
<b>INSURER C:</b> Auto Owners Insurance Co		18988
<b>INSURER D:</b>		
<b>INSURER E:</b>		
<b>INSURER F:</b>		

**COVERAGES** PA **CERTIFICATE NUMBER:** Cert ID 2791 (1) **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	5003453800	10/28/2025	10/28/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ Included GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/PROP AGG \$ 2,000,000 Hired/Non-Owned Li \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	WCP100031217	06/27/2025	06/27/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
B	Directors & Officers		ND02556808	08/22/2025	08/22/2026	\$ 500,000 \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Town of Jonesborough is listed as Additional Insured on the General Liability policy shown.

<b>CERTIFICATE HOLDER</b>  Town of Jonesborough  123 Boone Street  Jonesborough TN 37659	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  

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**Sponsoring Organization Information:**

Name Jonesborough Locally Grown

Purpose Jonesborough Locally Grown works to connect farmers, food, and the community to grow a vibrant local food system through Jonesborough Farmers Market, Boone Street Market, and various events.

Is this a recurring Special Event?  Yes  No

Special Events that are recurring require the annual approval of the Board of Mayor and Aldermen. This permit application shall provide a schedule for the term of a recurring event:

\_\_\_\_\_  
\_\_\_\_\_

**Event Information:**

Name of Event Market & Mingle April 25, 2026

Description & Purpose of Event As a kickoff event to the farmers market season, JLG vendors downtown merchants, and other community partners are invited to set up a booth to meet the community. Local food sampling event on ISC plaza as part of the event. Live music on courthouse steps

Dates and hours of event 4/25/26 10am-2pm Estimated number expected to attend 500  
Street Closure 8am-4pm

Estimated number of town citizens expected to either participate in and/or view the event 500

Is a request for public safety assistance included in your Security Plan attached as per the list of items below?  Yes  No

## **Required Exhibits to Application**

Please attach the following exhibits to this application (each item should be clearly labeled with the number in this list to facilitate a prompt review of your application). If your event will not involve one or more of these items you should attach an exhibit with appropriate number and heading explaining the fact:

1. **Hold Harmless Agreement** executed on form approved by the Town of Jonesborough (copy provided with this application and available from the Town Recorder)
2. **List of pre-events and post-events** to be held in conjunction with the main event (including parade, fireworks, etc.)
3. **Map with city streets** showing event boundary and registration area, tents, booths, food, office/administration, etc.)
4. **Outline of your publicity plan** with examples of previous efforts, if available
5. **Security Plan**, including crowd control, pedestrian safety, any special parking provisions including handicap spaces, vendor and/or performer parking, a parking map and list and samples of any special parking permits that will be issued, etc. and any request for public safety assistance (a request for public safety assistance should also be included with your Town Services Request in the next section of this application).
6. **Emergency Plan**, including emergency procedures, provisions for first aid services and provisions for appropriate emergency communication. Include an outline of any activities involving moving vehicles and safety procedures used to avoid or prevent injury.
7. **Event Sponsors List** including all sponsors' names, addresses, and telephone numbers along with their title and area of responsibility for the event.
8. **Proof of your liability insurance** provided by your insurance company (if requested by the Town Recorder, this information must be sent directly to the Town from the insurance company).
9. **Anticipated vendors and concession booth list.** (A final and complete list of vendors and concession booths shall be filed with the Town Recorder at least 48 hours before the event begins.
10. **A list of physical services for the event that will be provided by or contracted for by the event sponsor.** List should include erection of temporary stages or facilities including tents, lighting, sound, efforts to address refuse collection, security, etc.
11. **Clean-up Plan** detailing person or persons responsible for site clean-up, schedule and any repairs or grounds remediation that is expected.
12. **Street Closure Request** listing of all streets or portions of streets including the dates and hours of closure (failure to list a portion of a street will result in your application being considered under the assumption you are requesting the entire street to be closed within the town limits.)

**Request for Services from the Town of Jonesborough**

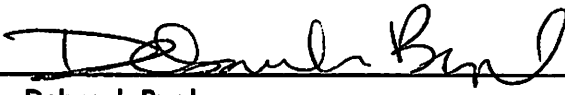
Please indicate any services you request for your event from the Town of Jonesborough\*. (A fee may be Levied by the Town for additional services per the Municipal Code, see 12-1007)

<input checked="" type="checkbox"/> Police and Security	<input checked="" type="checkbox"/> Refuse Collection
<input checked="" type="checkbox"/> Street Cleaning	<input checked="" type="checkbox"/> Event Preparation/Beautification
<input checked="" type="checkbox"/> Signage	<input type="checkbox"/> Parking
<input checked="" type="checkbox"/> Use of facilities – Facility <u>restrooms, ISC Pla</u> Dates & Hours <u>4/25/26 8am-4pm</u>	
<input type="checkbox"/> Space and staffing needs <u>will work with ISC staff for space rental</u>	
<input checked="" type="checkbox"/> Communications and/or publicity	

\* For each such service requested please provide a detailed description of your request as Exhibit 13

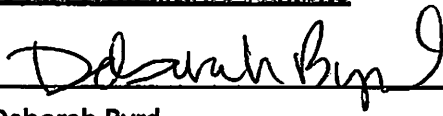
**Acknowledgement of receipt of Chapter 10 of the Jonesborough Municipal Code**

I/We the undersigned representatives of the sponsoring organization listed above acknowledge receipt of a copy of Chapter 10 of the Jonesborough Municipal Code governing special events and agree to comply with all provisions of that Chapter.

Date: 1/9/26 Signature:   
Print Name: Deborah Byrd  
Title: Executive Director  
Witness: \_\_\_\_\_

The undersigned certifies that the information contained in both this application and the attached exhibits is complete and accurate and further agrees to amend this application immediately if any such information changes. The undersigned understands the Board of Mayor and Aldermen may approve, reject or modify this request in whole or in part under the Jonesborough Municipal Code.

**Please note, your application should include this form and 13 Exhibits**

Date: 1/9/26 Signature:   
Print Name: Deborah Byrd  
Title: Executive Director  
Witness: \_\_\_\_\_

## FOR TOWN USE ONLY

Date Application Received: \_\_\_\_\_ By \_\_\_\_\_

STAFF REVIEW	Date	Initials	Approved/Disapproved	Attach Any Comments
Events Coordinator				Comments ___ Yes ___ No
Police Dept.				Comments ___ Yes ___ No
Fire Dept.				Comments ___ Yes ___ No
Street Dept.				Comments ___ Yes ___ No
Recreation				Comments ___ Yes ___ No
Solid Waste				Comments ___ Yes ___ No
Administration				Comments ___ Yes ___ No

Insurance Coverage Reviewed \_\_\_\_ / \_\_\_\_ / \_\_\_\_ By \_\_\_\_\_

Presented to BMA \_\_\_\_ / \_\_\_\_ / \_\_\_\_ By \_\_\_\_\_

Board Action \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Result \_\_\_\_\_

Fee Estimate Levied for Additional Services \_\_\_\_\_ Paid \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Town Of Jonesborough, Tennessee

### Special Event Permit Application

#### EXHIBIT I – Hold Harmless and Indemnity Agreement

This agreement made on the 9 day of January, 20 26, in the Town of Jonesborough, County of Washington, State of Tennessee

The parties to the agreement are the undersigned Jonesborough Locally Grown  
(Name of Organization or Sponsor)  
called "indemnitor", and the Town of Jonesborough, Tennessee, call "indemnatee."

Indemnitor has submitted a Special Event Permit Application to indemnatee. The agreement is attached as Exhibit 1 to that application. Approval of that application is expressly conditioned on the execution of this agreement, indemnatee has agreed to review for approval the application for a special event and if approved to allow the indemnitor's special event to take lace within the limits of the Town of Jonesborough in consideration of the indemnatee's allowing the event to take lace and \$1.00, receipt of which by indemnitor is acknowledged, the parties agree as follows:

### SECTION I

#### Scope of Indemnity

Indemnitor undertakes to indemnify and to save harmless indemnatee from any liability, loss or damages indemnatee may suffer as a result of claims, demands, costs, or judgments against it arising out of the operation within the limits of the Town of Jonesborough, County of Washington, State of Tennessee, of the special event outlined in the application or the management thereof.

Indemnitor assumes full responsibility for all damages and injury that may result to any person or persons or to adjoining property by reason of the excavation for, and the erection, construction, and maintenance of, any structures put in place for the event, and agrees and covenants to indemnify indemnatee against any such claim or claims.

Indemnitor expressly undertakes to indemnify and to save harmless indemnitee from all liability and/or loss or damages for or arising out the special event outlined in the application, whether it be caused by the negligence of indemnitee, indemnitee's agents or employees, indemnitee's contractors or otherwise.

## **SECTION II**

### **Period Covered**

The indemnity will extend from the date of this agreement to and including the date the special event concludes, including cleanup.

## **SECTION III**

### **Expenses, Attorney's Fees, and Costs**

Should it become necessary for purposes of resisting, adjusting, or compromising any claim(s) or demand(s) arising out of the subject matter with respect to which indemnification is provided by this agreement, or for purposes of enforcing this agreement, for indemnitee to incur any expenses, or become obligated to pay any attorney's fees or court costs, or costs within a reasonable time, in no event to exceed thirty days, after receiving written notice from indemnitee of the incurring of such expenses, attorney's fees or costs.

## **SECTION IV**

### **Interest**

Indemnitor agrees to pay indemnitee interest at the rate of ten percent per annum or any necessary expenses or costs incurred by indemnitee in the enforcement of this indemnity contract, or on any sums indemnitee is obligated to pay with respect to the matters to which indemnity is given in the contract, from the date such expenses or costs are incurred, or such sums are paid.

## **SECTION V**

### **Notice of Claim Against Indemnitee**

Indemnitee agrees to give indemnitor ten days' written notice of any claim made against indemnitee on the obligations indemnified against.

Executed on the date first written above

Organization: Jonesborough Locally Grown

By: 

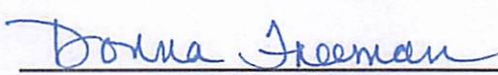
Printed Name: Deborah Byrd

Title: Executive Director

STATE OF TENNESSEE  
COUNTY OF WASHINGTON

Before me, the undersigned Notary Public in and for the State and County aforesaid, personally appeared Deborah Byrd, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who upon oath, acknowledged himself/herself to be the Executive Director (title) of Jonesborough Locally Grown (organization), and that he/she, as such officer, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing the name of organization by himself/herself as such officer.

WITNESS my hand and seal at office in the State and County aforesaid, this, the 9<sup>th</sup> of January, 2026.

  
NOTARY PUBLIC

My Commission Expires:

04-29-2026

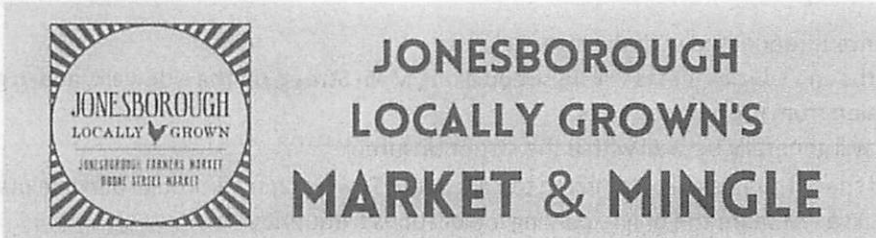


**Required Exhibits to Event Application – Market and Mingle 2026 – April 25, 10 am to 2 pm**

- 1. Hold Harmless Agreement – included with application.**
- 2. Pre-/post-events – n/a**
- 3. Map with city streets – attached as Exhibit 3**
  - a. A more detailed map may be available upon request. Details are still being finalized.
- 4. Outline of publicity plan**
  - a. Weekly emailed newsletter in The Locally Grown Beet (example on page 2)
  - b. Social media posts and boosted Facebook event (<https://www.facebook.com/events/7573216799407840>) leading up to the event
  - c. Website page with information (<https://www.jonesboroughlocallygrown.org/market-and-mingle-2025>)
  - d. Flyers at the Winter Market information booth and Boone Street Market
- 5. Security plan**
  - a. Police presence is requested with the street closure.
  - b. Vendor booths and special guests will be set up along Main Street, on the sidewalk, and in grassy areas with permission from property owners.
  - c. Pedestrians will generally be well within the street closure.
  - d. Vendors and special guests will be directed to park in the Town of Jonesborough parking lots behind the Courthouse. We will share the online parking lot locations frequently (<https://jonesborough.com/parking-in-jonesborough/>). No special vendor parking passes will be issued. Vendors will be directed to travel in one direction when loading and unloading to ensure personal safety.
  - e. No special assistance requested except street closure.
- 6. Emergency plan**
  - a. In the case of inclement weather during the event, guests will be directed to shelter at the Storytelling Center.
  - b. First aid services or stations will not be available. If there is an emergency, EMS will be called immediately.
  - c. Emergency communication will be done through cell phones.
- 7. Event sponsor:**
  - a. Jonesborough Locally Grown, 101 Boone St., Jonesborough, TN, 37659
  - b. Deborah Byrd, Executive Director - cell 919-641-0817 – event coordinator
- 8. Proof of liability insurance – attached as Exhibit 8**
- 9. Anticipated vendors and concession booth list – see graphic from The Locally Grown Beet e-newsletter on page 2. This list serves as an example for the vendors to be invited in 2026.**
- 10. Physical services provided by Town**
  - a. Any equipment or supplies necessary will be set up by Jonesborough Locally Grown staff and volunteers and vendors. This includes tables, chairs, tents, etc.
  - b. Request that either the existing trash bins be emptied before the event or a 2-3 empty trash bins be placed should we need them. We do not anticipate producing a lot of trash.
  - c. Street closure from 8 am to 4 pm. Vendors will need to pull into the event area, unload, and park at the beginning of the event and pull into the event area, load, and leave. Volunteers/staff request to be able to move and immediately replace bollards and/or sawhorses.
- 11. Clean-up plans – conducted by Jonesborough Locally Grown staff and volunteers.**
- 12. Street closure request (see Exhibit 3):**
  - a. Request that Main Street between 2<sup>nd</sup> Ave. and Fox St. be closed from 8 am to 4 pm on the day of the event. Should our cleanup efforts progress faster than anticipated, the street may be reopened sooner.
- 13. Town services request:**
  - a. Police and security – street closure and officer presence during the event (see Exhibit 3)
  - b. Street cleaning – request areas of the street to be closed are cleaned prior to the event.

- c. Signage – request ‘no parking’ signs be placed on Friday April 24<sup>th</sup> in the street closure areas to more easily facilitate closure and vendor set up.
- d. Use of facilities:
  - i. Request the restrooms behind the Courthouse be open 8 am to 4 pm the day of the event.
  - ii. Storytelling Center – restrooms, plaza and facility for emergency shelter from 8 am to 4 pm
- e. Communications and/or publicity – request assistance to send email notifications to downtown businesses and residents impacted by street closure. We will also communicate road closure plans to downtown business and residents through JAMSA and circulate a printed flier as a reminder.
- f. Refuse collection – request public refuse cans emptied before 8 am on the day of the event; 2-3 additional bins are requested.

Graphic circulated in The Locally Grown Beet:



**SATURDAY, APRIL 26, 2025**

**10 AM-2 PM MAIN STREET JONESBOROUGH**

**Join us for a kickoff for the 2025 farmers market season - and a great community event!**

A celebration with vendors, food, music, demonstrations and a silent auction benefiting Jonesborough Farmers Market and Boone Street Market.

**Scheduled Vendors**

- |                                 |                               |
|---------------------------------|-------------------------------|
| Anima Fungi                     | Mountain Laurel Farmstead     |
| Baked and Glazed                | Over-Mountain Coffee Roasters |
| Bent Tree Spring Farm           | Rosey Apiaries and Bee Farm   |
| Blessed Creek Farm              | Sentelle's Homemade Sausage   |
| Cocoa Bean & Butter Chocolate   | Serenity Now                  |
| Doe River Fungi                 | Southern Comfort Embroidery   |
| Dawn Treader Bakery             | Sticky Paws Bakery            |
| Degan Boutique                  | Sweet Suzy Acres              |
| Fairwinds Farm                  | The Singing Apron             |
| Farmhouse Gallery & Gardens     | Three Sisters Conservers      |
| Farmhouse Ironworks             | Uncle Joe's Balms             |
| GEO Farms                       | Special Guests:               |
| Green Pasture Farm and Hatchery | Chef James Allen              |
| Hartman Farms                   | Curtis Buchanan               |
| Hoodley Creek Farm              | Jenny & the Weazels           |
| Huckleberry Moon Farm           | The Jonesborough Novelty Band |

Exhibit 3



Request that Main Street between 2<sup>nd</sup> Ave. and Fox St. be closed 8 am to 4 pm for vendor booths- light gray box. Should our cleanup progress faster than possible, the street can reopen earlier than 4 pm.

- Barriers per discussions with Public Safety in 2025 (to change as necessary with final word from Public Safety and Streets):
  - double bollard barriers on each side of the event on Main Street
  - movable barrier at the private drive between the old Barrel House and Gabriel's Christmas
  - immovable barrier at N. Cherokee and Main Street, blocking traffic from N. Cherokee
  - immovable or movable barriers as needed at alleys, small street, and church accesses along Main Street between the Storytelling Center and 2nd Ave.
  - cones and sawhorses on each side of the Courthouse at our closures from the Courthouse parking lot



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/08/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


<b>PRODUCER</b> Price and Ramey, Inc. 1524 Bridgewater Lane Suite 101 Kingsport TN 37660	<b>CONTACT NAME:</b> Rachael M Bates	
	<b>PHONE (A/C No. Ext):</b> (423) 246-6181	<b>FAX (A/C No):</b> (423) 246-6384
<b>E-MAIL ADDRESS:</b> pdavillon@priceramey.com		
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURER A:</b> Accident Fund Insurance		10166
<b>INSURER B:</b> USI - US Liability Insurance G		
<b>INSURER C:</b> Auto Owners Insurance Co		18988
<b>INSURER D:</b>		
<b>INSURER E:</b>		
<b>INSURER F:</b>		

**COVERAGES** PA **CERTIFICATE NUMBER:** Cert ID 2791 (1) **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
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	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	WCP100031217	06/27/2025	06/27/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
B	<b>Directors &amp; Officers</b>		NDO2556808	08/22/2025	08/22/2026	\$ 500,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
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<b>CERTIFICATE HOLDER</b>  Town of Jonesborough  123 Boone Street  Jonesborough TN 37659	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	<b>AUTHORIZED REPRESENTATIVE</b> 

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