



ATHENS-CLARKE
COUNTY POLICE
EVENT REGISTRATION

3035 Lexington Road
Athens, GA 30605
(706) 613-3330
www.accgov.com/police

OFFICE USE ONLY

Received Date/Time	By
On Time	YES / NO
Status	APPROVED / DENIED
By	

Event Registration

Fill out completely and type or print legibly. This form must be submitted 72 hours prior to the event. Failure to properly register may result in a citation being issued for violation of Athens-Clarke County Code Section 3-5-24 (d), forfeiture of the right of future registrations, or both.

Event Registrations are accepted Monday - Friday from 9 AM - 4 PM.

Event Organizer

First Name		Last Name	
Mailing Address		Email Address	
Office Phone		Mobile Phone	

Organization Information

Organization Name			
Contact First Name		Contact Last Name	
Mailing Address			
City		State	
Zip Code		Organization Type	

Event Information

Event Name			
Start Date		End Date	
Start Time	AM / PM	End Time	AM / PM
Total Anticipated Attendance		Event is	
Event Location <i>(If you are not the property owner/ leaser/renter, you must include a letter from the property owner giving permission to host your event)</i>			
Event Address			

Overall Event Description - *Briefly explain event purpose and details:*

Will this event be marketed, advertised or promoted in any way?	
If yes, please describe:	
Will this event include media coverage?	
If yes, please describe:	
If your event will have amplified sound, please briefly explain (i.e. live music, DJ, local band, international act, etc.), include your dates and times for sound check.	

Security Plan

Number of certified off-duty law enforcement personnel hired:		
Government agency represented by off-duty officers:		
Lead Law Enforcement Coordinator name and mobile contact number:		
Are you hiring additional security from a private security company?		
If yes, please list the name and contact number for the company:		

Additional Information:

Conditions and Requirements

Note: An approved Event Registration does not exempt the Event from the Athens-Clarke County Unified Government's Noise Ordinance ([Section 3-5-24](#)).

Events cannot take place during 11PM - 7AM Sunday through Thursday and between midnight - 7AM on Saturday and Sunday mornings.

Certification of Applicant

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief, and that I have read, understand and agree to abide by the Athens-Clarke County Noise Ordinance. Applicant agrees to comply with all other requirements of the County, State, Federal Government and any other applicable entity, which may pertain to the use of the Event venue and the conduct of the Event.

Host/Producing Organizer Name		
Title		
Applicant Signature		Date

Professional Event Organizer Name		
Organization/Agency Name/Title		
Applicant Signature		Date

Please save your application and email to christopher.nichols@accgov.com. If you plan to submit your application via mail or in-person use the address below:

Athens-Clarke County Police Department, Attn: Capt. Christopher Nichols, 3035 Lexington Road, Athens, GA 30605.