

ATHENS-CLARKE COUNTY
APPLICATION FOR SPECIAL EVENT PERMIT

EACH QUESTION ON THIS PAGE MUST BE ANSWERED.

YOUR PERMIT CANNOT BE PROCESSED IF YOU LEAVE ANYTHING BLANK.

Return completed application & application fee to: Athens-Clarke County, Central Services Department, P.O. Box 1868, Athens Georgia, 30601, or 150 E. Hancock Avenue. For assistance or information, call (706) 613-3530.

REFER TO SPECIAL EVENTS ORDINANCE FOR SPECIFIC REGULATIONS

Name of Event:

Date(s) of Event:

Time of Event (include time for set up prior to, and clean-up following, the event):

(From): **(To):** (If there are street closures, this is the time the streets will re-open)

Name of Sponsor: **(Contact Name)**

Email:

Address:

Telephone: (Work): **(Home):**

Additional Contact Person:

Telephone: (Work): **(Home):**

Type of Event (check all that apply; must identify on location map and submit with application):

- | | | |
|---|--|--|
| <input type="checkbox"/> Festival | <input type="checkbox"/> Rally/Demonstration | <input type="checkbox"/> Race/Walkathon |
| <input type="checkbox"/> Concert/Street Dance | <input type="checkbox"/> Sale/Auction | <input type="checkbox"/> Fireworks Display |
| <input type="checkbox"/> Parade/March | <input type="checkbox"/> Sidewalk Exhibit | <input type="checkbox"/> Other (specify) |

Purpose of Event (must demonstrate benefit to community):

Location(s) of Event:

Schedule of Activities Including Set-up and Clean-up (attach additional sheets if necessary):

Does the Event Cross Over Railroad Tracks?

Does the Event Go Onto Private Property?

If Yes to Question Above, Do You Have Property Owner's Permission?

Peak Crowd Estimate:

EACH BOX MUST BE MARKED WITH EITHER AN X FOR THINGS YOU DO NOT NEED OR A CHECK MARK FOR ITEMS YOU NEED. ANYTHING MARKED WITH A CHECK MARK MUST INCLUDE ADDITIONAL INFORMATION AS NOTED.

- ☐ **Beer/Wine Dispensed at Event (Beer Garden or Festival Zone)?**
If yes, complete the Supplemental Application for Outdoor Café Area.
Must identify on diagram.

- ☐ **ACC Electrical Services Required?**
Must identify on diagram and include a list of what will be plugged in at each location.

- ☐ **Tents.** Quantity_____ Brand_____ Size_____
Additional permit may be required from the Building Inspection Department (613-3520).
If tents are enclosed, approval is required from the Fire Department (613-3360).
Must identify the location of each on diagram.

- ☐ **ACCGov Stage.** Contact Leisure Services @ 706-613-3800 to reserve.
☐ **Stage (if not ACCGov stage, what is the size of the stage?)**
Must identify on diagram.

- ☐ **Arrangements have been made for restroom facilities.**
Must identify # of restrooms or portajohns and their locations on diagram.

- ☐ **Fireworks.**
Additional permits required from Probate Court (613-3320) and the Fire Department (613-3360). Copy of fireworks permits must be submitted to the Central Services Department.

- ☐ **Street Closure.**
If yes, attach a schedule detailing exact location(s) and exact time(s) of closure.
Must identify on diagram.
- IF YOUR EVENT REQUIRES A STREET CLOSURE, PLEASE CHOOSE ONE OF THE FOLLOWING:**
- ☐ **Annual Event (street closures have been handled by the Police Department in previous years, and there aren't any significant changes in event plans).**
- ☐ **Annual Event (street closures have been handled by applicant in previous years).**
- ☐ **New Event** (after the review of your application, we will advise you if any additional information is needed).

CHECKLIST:

Note: Your application is not considered complete and we cannot begin the review process

if any of these items are needed for your event and are missing.)

- ☐ Police Department Event Registration (*Form Attached - Required*)
 - ☐ ACC Event Recycling and Composting Requirements (*Form Attached - Required*)
 - ☐ Supplemental Application for Outdoor Café Area (*Form Attached - Required only if alcohol is included in event plans.*)
 - ☐ Event Set-up Diagram: the diagram must identify where the street will be closed and all items that will be set up in the street (ie. vendors, stage, tents, portajohns, etc.). The diagram must also show a 20' emergency clearance lane throughout the closed area. (*Required*)
 - ☐ Walks/Runs/Parades: a map of the course along with a narrative of the route (*Required*)
 - ☐ Restroom Facilities: include the location and number of portajohns on your diagram. If you do not complete this section you will be required to rent portajohns. (*Required*)
 - ☐ ACCGov electrical service: include the locations you need electrical service on your diagram identifying what will be plugged in at each location (ie. sound system, microphone, blow up jump house, etc.). If this is not completed accurately, your electrical needs may not be met on the day of the event. (*Required only if requesting ACCGov electrical services.*)
 - ☐ Indemnification & Waiver of Liability (*Required*)
 - ☐ Certificate of Insurance (*Required, but does not have to be submitted with original application*)
- ☐ Did you answer all questions on the application, leaving nothing blank! Please double check.

Applicant's Signature: _____ Date: _____
-----DO NOT WRITE BELOW THIS LINE-----

Application Fee Paid \$	Date:
Receipt #:	Permit #: