



## City of Woodstock Special Event Permit Application

### Application Instructions:

1. Please fill out all sections that apply to the special event. Indicate N/A any sections that are not applicable. **Applications will be deemed incomplete and returned to the responsible person if they are missing information or required documentation. TBD is not an acceptable answer.**
2. Submit your Special Event Permit Application to the City of Woodstock Community Development Department at least thirty (30) days prior to the first date the permit is required.
3. Road closures require approval of the Mayor and City Council and must be requested a minimum of ninety (90) days prior to the date of closure. All intersections to be closed must be indicated on the site map or on a separate map if needed.
4. Temporary alcohol license requests require approval of the Mayor and City Council and must be requested a minimum of sixty (60) days prior to the day of the event.
5. If the special event utilizes any City of Woodstock facility including parks, provide an approved rental agreement from the Parks and Recreation Department **prior** to submitting this application. They can be reached at 770.517.6788.
6. Provide a letter of permission from the property owner giving permission for the special event to be held at the location listed on the application. If the application is for multiple dates, the permission must include all of the dates requested.
7. Any vendor engaged in any business, trade, profession or occupation within the City of Woodstock shall be required to display an Occupational Tax Certificate from the City of Woodstock. Pursuant to code section 86-72(a), if a business, trade, profession or occupation does not have a permanent location within the City of Woodstock, they may be exempt from this requirement by displaying a business registration from another jurisdiction. Contact Development Services at 770.592.6054 for more information.
8. **If food or beverage is to be served or sold at the event, approval from the Cherokee County Health Department may be required. Contact the Cherokee County Health Department at 770.479.0444 to discuss food and beverage regulations before you submit your application.**
9. All applications are required to include a site plan showing the proposed event area and any/all items related to the event. This must include tents, signs, trash containers, portable restrooms, road closures, tables, chairs, etc.

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**Applicant Information**

Application Date: \_\_\_\_\_ \$50 non-refundable application fee due with application

Company/Organization: \_\_\_\_\_

City License Number: \_\_\_\_\_ (if applicable)

Non-Profit FEID: \_\_\_\_\_ (if applicable)

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Responsible Person: \_\_\_\_\_

Contact Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

On-Site Person: \_\_\_\_\_

On-Site Number: \_\_\_\_\_

**Special Event Information**

Name of Event: \_\_\_\_\_

Date/Time of Event: Provide the date(s) and time(s) associated with each aspect of the event:

Setup Date \_\_\_\_\_ Time (start/end) \_\_\_\_\_

Day 1 Date \_\_\_\_\_ Time (start/end) \_\_\_\_\_

Day 2 Date \_\_\_\_\_ Time (start/end) \_\_\_\_\_

Dismantle Date \_\_\_\_\_ Time (start/end) \_\_\_\_\_

\*\*If any element of your event schedule is longer than the space above, list the date and start/end time on a separate sheet of paper.

Is this a rain or shine event? Yes \_\_\_ No \_\_\_

If no, list the rain date(s) and start/end time:

\_\_\_\_\_

Description of Event: Describe the purpose of the proposed event:

\_\_\_\_\_

\_\_\_\_\_

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Type of Event:

Circle all components of your event:

Festival

Outdoor Market

Foot Race

Parade

Race (Walk/Run/Bike)

March

Art Exhibit

Private Party

Concert/Performance

Carnival

Other: \_\_\_\_\_

Anticipated Attendance: Total: \_\_\_\_\_

Day 1: \_\_\_\_\_

Day 2: \_\_\_\_\_

Day 3: \_\_\_\_\_

\*\*If any element of your event schedule is longer than the space above, list the date and anticipated attendance on a separate sheet of paper.

**Location Information**

Location Name \_\_\_\_\_

Street Address \_\_\_\_\_

Location Description Circle all components of the location for the event:

City Park

Public Street

Private Property

Sidewalk Other: \_\_\_\_\_

**Waste Management Plan**

Describe permanent restroom facilities and/or portable restroom facilities provided during event (show location of each on site plan for event):

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

Describe trash removal plan during event (show location of dumpsters, if any, on site plan for event):

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

**Road Closure Information**

Does the event require a public road closure? Yes \_\_\_ No \_\_\_

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If yes, provide a written request and map showing the exact closures being requested to be approved by the City Council (must be requested a minimum of 90 days prior to the event date).

**Food and Beverage Information**

Will the event organizer serve or sell food or non-alcoholic beverages during the event? Yes \_\_\_ No \_\_\_

If yes, describe the anticipated number of food service locations (show locations on site plan for event):

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Will the event organizer serve or sell alcohol during the event? Yes \_\_\_ No \_\_\_

If yes, please complete the following (must be requested a minimum of 60 days prior to the event date):

Responsible Person: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Types of alcohol served:  
\_\_\_\_\_

Management plan for checking identifications and limiting open containers to event area:

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**Public Safety, Traffic and Parking Information**

Describe plans for parking and traffic control, include any provisions made for off-site parking and/or shuttle service if necessary and required property owner permissions for those sites:

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Will the event organizer require a permit to display fireworks during the event? Yes \_\_\_ No \_\_\_

If yes, provide approval from the Fire Marshall's Office with the submission of this application.

Will the event organizer require the use of off-duty police officers, firefighters, public works staff or parks and recreation staff? Yes \_\_\_ No \_\_\_

If yes, describe the proposed need:  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*NOTE:** during the permit review process, the City of Woodstock will provide the applicant with a proposed event cost based on the required number of City staff the event will utilize. This payment is due at the time of permit issuance. If actual hours worked are greater than the estimated cost, the applicant is

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responsible for paying the difference in estimated hours versus actual hours at the special duty rates as adopted in the fee schedule.

**Temporary Signage Request**

Note: A request for the approval for temporary signage may be submitted below, however all requested signs must be located on private properties and letters of permission for the temporary signage must be included as part of this application. No banner can be larger than 24 square feet in size, and no temporary sign can be larger than 32 square feet in size.

Will the event organizer request the use of temporary signs for this event? Yes \_\_\_ No \_\_\_

If yes, describe the locations requested, type, size and days requested for the signs:

**Sign 1:**

Location: \_\_\_\_\_

Type: \_\_\_\_\_

Size: \_\_\_\_\_

**Sign 3:**

Location: \_\_\_\_\_

Type: \_\_\_\_\_

Size: \_\_\_\_\_

**Sign 2:**

Location: \_\_\_\_\_

Type: \_\_\_\_\_

Size: \_\_\_\_\_

**Sign 4:**

Location: \_\_\_\_\_

Type: \_\_\_\_\_

Size: \_\_\_\_\_

**\*\*Note:** The property owner's consent for each sign location must be attached with this application. If you need to request more than 4 signs, please attach the required information on a separate page.

**Tents**

If any event requires the use of tents, tent permit applications must be submitted for each tent that exceeds 120 square feet. Please either call 770-592-6054 to ask for information, or visit [www.woodstockga.gov](http://www.woodstockga.gov) – Building Department Forms to find the permit application. Any tent that exceeds 120 square feet must be permitted and inspected by the Building and Fire Departments prior to the start of the event. The tent(s) must be illustrated and labeled on the attached site plan.

Will this event require the use of tents? Yes \_\_\_ No \_\_\_

Please list the square footage for all tents:

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

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**Insurance: Chapter 11, Section 11-13(11)** *If an event sponsored by an institution or corporate entity is to take place in any publicly owned or controlled property, public liability and property damage insurance with the city named as an additionally insured party shall be obtained in an amount of no less than \$1,000,000.00 unless otherwise approved by the city risk manager.*

\_\_\_\_\_ **Attach a Certificate of Insurance naming the City of Woodstock as additional insured if the above code section applies to this event.**

**Fees**

The special event permit fee is \$150.00. \$50.00 must be paid at time of application and is non-refundable. The balance of \$100.00 must be paid at time of permit issuance. If fees are applicable for other departments such as Police, EMS, Public Works, etc. a separate pay sheet will be required.

**Hold Harmless Agreement**

The application agrees to defend, pay and save harmless the City, its officers and employees from any and all claims or lawsuits for personal injury or property damage arising from or in any way connected to the special event; excepting any claims arising solely out of the negligent acts of the City, its officers and employees.

Approval of this application shall not be construed as imposing upon the City or its officials or employees any liability or responsibility for any injury or damage to any person in any way connected to the use for which this permit has been issued. The City and its officials and employees shall not be deemed to have assumed any liability or responsibility by reasons of inspections performed, the issuance of any permit, or the approval of any use of the right-of- way or other public property. Application assumes adherence to federal and state laws and local ordinances.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

All information furnished shall be kept in strict confidence by the City, to the extent allowed by law, and shall be utilized only by the officials of the City responsible for administering the application. Any false statement in an application for a permit shall be ground for revocation, denial, and /or denial of future permit applications.

I agree that the person in charge or designated contact will keep the Special Event Permit issued, along with a copy of the Special Event Application form at the site available for inspection throughout the event.