

**CITY OF DAHLONEGA SPECIAL EVENT
PERMIT APPLICATION**

Date: _____

For Parade, Assembly, Demonstration, Road Closing or Related Activity on Public Property or Public Roads within the City of Dahlonega - Permit fee when applicable determined by type of event. \$75 or 150.00

Name of Event: _____

Name of applicant applying for permits: _____

Group or sponsor of event: _____

Street address of applicant _____

Mailing address of applicant: _____

Telephone number where applicant may be contacted: _____

Name of partnership or corporation (if any): _____

Names and home addresses of all partners if a partnership: _____
(Attach list if necessary)

Names and home addresses of all officers and directors if a corporation: _____
(Attach list if necessary)

Have you or any of the persons named above ever been arrested or convicted for violation of any ordinance of law of the City of Dahlonega, Lumpkin County, the State of Georgia, or of the federal government, other than minor traffic violations? _____ If so, attach a supplement setting out the date, description and disposition in each case.

Insurance: Prior to the issuance of a permit the city may require liability insurance and property damage insurance and a hold harmless agreement, indemnifying the city for any personal injury or property damage arising from event. Are copies attached? _____ Insurance must be submitted 15 days prior to event.

Security: Off Duty officers –the number needed will be determined by the Sheriff’s department. It is applicant’s responsible to meet with Sheriff to discuss any services needed.

State Permit: If event route includes state roads, you will need to contact GA DOT for their review. *GDOT Traffic Operations District One, Gainesville, Georgia 770-531-4023*

Lumpkin County Permit: If this activity includes Lake Zwerner Reservoir, you need to contact LC Planning Dept. 706-864-6894. This application will not be approved by the city until event has been approved by the county. Provide copy of county permit.

Lumpkin County Sheriff & EMS: This application will be forwarded onto Sheriff’s Office and EMS Office, they may contact you for additional information.

- Kind of activity: _____ **Provide a detailed description of the event; include information that will give a clear understanding of the event example a fundraiser for non profit group. Attach additional sheets, flyers, etc...**
- Date of proposed activity: _____
- Time to begin and end activity: _____ Vendors cannot setup until after 6 pm
- Number of people attending: _____
- Is there a request for alcohol/beer/wine: type, location, this has to be approved by City Council at Council meeting. Contact City Clerk.
- Will there be vendors? Food _____ retail _____ Must use washable chalk to mark vendor spots. **Provide layout for event/vendors in Hancock Park and in the Streets.**
- Are you reserving Hancock Park? Will there be vendors? Food _____ retail _____ **Provide layout for event/vendors in Hancock Park and in the Streets.** Washable chalk must be used to mark vendor spots. No cooking allowed, food can be brought in.
- Are you proposing tents in Hancock Park? _____ If yes what size? _____ Tents larger than 10'x10' and must be approved by Council All tents must be anchored with sand bags or water barrels.
- Are you proposing tents in the streets? _____ If yes what size? _____ All tents must be anchored with sand bags or water barrels. List any streets that will be closed, show on map.
- Extra Trash pickup/dumpsters needed? If yes where, how many? City will provide cost estimate. Clean up after event – what is the plan -Someone needs to monitor trash cans-change bags and take to dumpster -Someone needs to monitor bathrooms at Hancock Park – pick up key to bathroom - Turn off irrigation system at Hancock Park. The festival promoter/sponsor is responsible for clean up which includes streets. Failure to clean up may result in denial of the future festival permits.
- Is there a request for traffic control devises i.e. cones, if so there is a form to fill out and applicant must call city hall a few days before event to secure the devises. Need to use the Pedestrians have ROW signs.
- Loudspeakers, Music/bands etc and Locations:
- Location of porta potties if applicable
- Does pole banners need to be installed? Banner size 24"Wx48"H and must be pre-approved by City Council.
- Do you need electrical power? If yes sponsor applies with GA Power and pays all fees.
Gas Powered Generators - Gas powered generators are prohibited during festivals. Permits for emergency generators must be secured from the City of Dahlonega
- Is there a Parade or Run? If so include map with staging area and route shown, If route includes state road Applicant must contact GA DOT 770-531-4023. Will there be animals in the parade? All animals must be diapered, exceptions to diaper requirement must be approved by the city manager in advance.

Agreement for Compensation for Loss or Damage to Public Property and/or Unauthorized Use of Copyrighted or Otherwise Protected Intellectual Property

The undersigned agrees to compensate the city for any loss or damage to public property, and to indemnify and hold the City of Dahlongega harmless against any claims made, including attorney's fees, and that the site shall be cleaned and restored to the condition in which it was found prior to the holding of the special event. And I further agree to indemnify and hold the City of Dahlongega harmless against any claims made, including reasonable attorney's fees, as to any claim regarding the unauthorized use of copyrighted or otherwise protected intellectual property of any kind, and should licensure be required by ASCAP or any other licensing entity, then that license shall be acquired by the undersigned.

INDEMNITY AGREEMENT

FOR THE SOLE CONSIDERATION OF NO Dollars, the receipt and sufficiency whereof is hereby acknowledged _____, (hereinafter the "Permitee") by and through its duly authorized officer or agent, _____, hereby agrees to protect, indemnify and hold harmless the City, its officials, agents and employees, (hereinafter the "City") against any claim for damages, compensation or otherwise including reasonable attorney's fees, made by any party arising out of the use of a certain permit granted by the City, the same being described as Special Event, and to indemnify and hold the City harmless for any claim, loss or damage or costs including reasonable attorney fees brought by any party against the City, or any other party, arising directly or indirectly from the granting of said permit, and to indemnify the City for any of its out of pocket costs arising as a result of the use of the permit by the Permitee.

I understand there may be additional fees for garbage pickup and/or cleanup which will be determined by the city. Additional fees that may also be required for sheriff's deputies or other personnel will be determined by the Sheriff. The number of off duty officers required for the event will be determined by Sheriff. City will forward this application to Sheriff- for information purposes only. It is applicant's responsible to meet with Sheriff to discuss any services needed.

I also understand that the City and/or the Sheriff may require a deposit in an amount sufficient to guarantee providing these services as a result of the holding of a special event.

Your signature indicates you have read and agree to abide by the Festival Ordinance regulations and that you have read the warning noted below. After application has been submitted City staff may meet with you to review your event.

Applicant Signature

The foregoing was signed and sworn to before me
this _____ day of _____, 20__.

NOTARY PUBLIC

My Commission Expires: _____

Sponsor/Co Sponsor Signature

WARNING: False statements shall be grounds for immediate revocation of this permit or denial of the application or the basis for denial of future application. Applications must be legible.
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***The event cannot take place until application has been reviewed and a permit has been issued.**

Name of Event: _____

For Parade, Assembly, Demonstration, Road Closing or Related Activity on Public Property or Public Roads

For City Use Only

CITY OF DAHLONEGA _____ Application approved _____ Application denied

Comments/Conditions _____

City of Dahlonega Official

Date

EMS/FIRE Department Review

Comments _____

EMS/Fire Department Official

Date

SHERIFF'S REVIEW

I, Sheriff of Lumpkin County, have been given a copy of the permit application for the above named event. I have reviewed the application, including the proposed date, time, place and/or route of the proposed activity. I have considered the nature of law enforcement services that this activity will require. Should the requested permit be issued for the proposed parade, demonstration, assembly, road closing or other specified activity, the Lumpkin County Sheriff's Department will provide, or obtain the necessary assistance of other law enforcement agencies to provide the required law enforcement services. The number of additional off duty officers if required, will also be determined by the Sheriff's Department.

This the _____ day of _____, 20_____.

Sheriff of Lumpkin County