

The City of Dahlonega Special Event Permit Policies

Fees:

Permit Application Fee: \$300

- Covers City staff time to coordinate with Public Works, City Marshal, Fire/EMS, the Lumpkin County Sheriff's Office and GDOT as needed, hanging of banners by Public Works, 15 barricades, 45 cones, and use of Hancock Park (including electricity in park).

Refundable Damage Deposit: \$500

- Covers incidentals including damage to flower barrels, City signs, benches, loss of provided cones and barricades, spray painting roads or sidewalks, etc.
- If damage does not occur during the event and the event producers utilize additional services listed below, this deposit can be used to pay for these services. The City will refund the balance of this damage deposit amount within 14 business days after the event.

Additional Service Fees:

- **Vary based on services requested by event producers and use of Hancock Park pavilion.**
- Hancock Park:
 - Industrial size paper towel and toilet paper rolls: \$3/roll
 - Water for outside spigots: \$7.38/1,000 gallons of water
- Electricity for outlets located on the square
 - Event producer will be billed for power usage after the event for the days the event took place.
 - If the event requires electricity, the event producer must make note of this at time of application.
- Additional barricades: \$20 rental fee per barricade (Event producer must pick up and return barricades to City Public Works shop.)
- Sanitation Services:
 - *City Staff will work with each event producer to coordinate each event's need.
 - There is an hourly fee per employee for the following services. (Estimated fee of \$33.92/hour/employee for the time City Public Works employees spend delivering and picking up dumpsters and rolling trashcans)
 - Delivery, pick up and use of additional dumpsters and rolling trashcans.
 - \$38.50 fee for each ton of garbage collected
 - Use of garbage truck during event: \$100 truck use fee + employee fee listed above

Event First Step Meeting:

- A representative from the Sheriff's office, the City Marshal's office, the Fire Department, the City of Dahlonega, Chamber of Commerce and the group sponsoring the event will be invited to meet at City Hall at least one month prior to the event. All public safety considerations will be discussed at this meeting.
- After the event takes place, the same representatives will come together for a SWOT analysis (strength, weakness, opportunity, threat) of the event.

Public Safety & Security:

- Special event producers may be required to hire off duty officers or certified flaggers for public safety duties and traffic control. It is the event producer's responsibility to make all arrangements and pay any fees.
- Booths that back up to sidewalks must have at least three feet of space between each booth. This is to allow pedestrians to walk from road to sidewalk easily in case of emergency.

Medical:

- For all multiday events, medical personnel will be required to be on site. Medical supplies are the responsibility of the event producer.

Portable Toilets:

- Any events 4 hours or more in length may be required to have portable toilets. One toilet per 200 persons is the ratio to determine the number needed. In cooperation with the Americans with Disabilities Act, at least one portable toilet is to be handicap accessible. Portable toilets must be removed by noon on the first business day after the event. It is the event producer's responsibility to make all arrangements and pay any fees for portable toilets.

Insurance:

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

Parking:

- The event producer is required to advertise overflow downtown parking locations on the event website/social media pages. These locations are 68 North Park Street and the University of North Georgia parking deck (access on South Chestatee Street and West Main Street). A map of these locations will be provided to the event producer by City staff.
- The City of Dahlonega will provide signage directing traffic to the University of North Georgia decks with daytime and nighttime visibility.

The City of Dahlonega
Special Event Permit Application

APPLICANT INFORMATION:
Name of Organization
Address
City, State, Zip
Phone Number
Email Address
Name of Applicant (person on site the day of the event)
Phone Number
Email Address (if different)
EVENT INFORMATION:
Name of Event
Event Date
Event Start & End Time (including set up and clean up)
Is this the first time for this event? YES NO *If yes, City Council approval of event is required.
Projected number of attendees
How do you plan to publicize this event? Please include website & social media pages so they can be incorporated into City of Dahlonega marketing efforts.
Will the event include Hancock Park? YES NO *If yes, are tents proposed? YES NO What size tents? (All tents larger than 10X10 must be approved by City Council)

<p>*Please note there is no cooking allowed in Hancock Park. *If your event will take place while the Dahlonega Farmers Market is open two weeks' notice must be given to move or close the market.</p>
<p>Is food to be sold? YES NO *If yes, additional sanitation services may be required by City staff.</p>
<p>Is alcohol to be sold? YES NO *If yes, please contact Mary Csukas at the City of Dahlonega at mcsukas@dahlonega-ga.gov.</p>
<p>Will there be retail vendors? YES NO *If yes, how many? *Please provide booth layout for vendors. (Please note that three feet must be left between all booths backing up to a sidewalk and booths must be marked with tape, chalk or another removable item. All tents must be anchored with sandbags or water barrels.)</p>
<p>Is a parade or 5K run included in your event? YES NO *If yes, please complete the City of Dahlonega Parade and 5K Permit Application and contact Danielle Bell at dbell@dahlongadda.org. Separate fees may apply. If route includes a State Route, coordination with GDOT is required.</p>
<p>Will there be road closures? YES NO *If yes, please provide a map showing all proposed closures and detour routes. Events closing roads will be required to work with law enforcement for pedestrian and traffic control. What times will roads be closed and reopened?</p>
<p>Is electricity required for the event? YES NO *If yes, additional fees may apply. *Please note gas powered generators are prohibited.</p>
<p>Do pole banners need to be installed by Public Works? YES NO *Banners will be installed one month prior to the event.</p>
<p>The City of Dahlonega is not responsible for the Visitors Center plaza or restrooms. If your event would like to use these facilities please contact the Dahlonega-Lumpkin County Chamber of Commerce. If you would like your event to be incorporated into the Dahlonega Lumpkin County Chamber of Commerce's marketing efforts please contact them with event information. 706-864-3711</p>
<p>APPLICANT SIGNATURE</p>
<p>DATE</p>

Staff Use Only:

Permit Received On:

Permit Reviewed By:

Application Recommended for: Approval Denial Council Review