



SPECIAL EVENTS PERMIT APPLICATION **CITY OF LITHONIA GEORGIA**

GUIDELINE FOR SPECIAL EVENTS

A *Special Event* is any activity that occurs upon public or private property that affects the ordinary use of parks, public streets, rights-of-way or sidewalks. Special events may include but are not limited to such activities as arts festivals, fairs, tours, concerts, holiday celebrations, and grand opening celebrations, certain outdoor business promotional events, bicycle races, runs, parades, marches and processions and motorcades.

Individuals or groups wishing to hold events on public property, or on private property but with an impact on public property such as roads, within the City limits, including City parks, must obtain a Special Event Permit from the City of Lithonia. Event sponsors should submit applications 60 days prior to the proposed event

SOME KEY POINTS:

PERMIT POSTING: Special event permits should be posted at greeting areas or main entrances at events. Event producers should keep in mind they may be asked, by City staff, to show proof of permit during event.

HOURS: Event activities are prohibited after 11:00 p.m. in residential areas, after midnight in commercial areas, and before 8:00 a.m. in any area. Loudspeakers, amplified music, bullhorn or public address systems during event hours are strictly regulated.

ALCOHOL: If alcohol is to be served or sold, sponsors must take those measures required for compliance with the Alcoholic Beverage Ordinance, including the hiring of off-duty uniformed and P.O.S.T. certified police officers to prevent alcohol from being removed from the premises.

RESTROOMS/TRASH/CLEANUP: The City may require event sponsors to provide temporary toilet facilities. Trash must be disposed of in approved containers. Daily cleanup is required. The applicant must clean the right-of-way of public property of all rubbish and debris, return it to its pre-event condition within 24 hours of the conclusion of the event. If the applicant fails to clean up such refuse, cleanup will be arranged by the City and the costs charged to the applicant.

TRAFFIC & PARKING: Parking is permitted in designated areas only. The Fire Marshall requires that all entries, exits and fire lanes be maintained.

SIGNS: Permits are required for temporary signs. No signs may be affixed to trees, buildings, or street fixtures. Applications including signage must submit sign descriptions on the site plan to include the number of signs/banners, location, size and height of each on the application.



SMOKING: Smoking is **not** permitted in **any** public facility.

FIREWORKS: Fireworks are not permitted without prior approval from the DeKalb County Fire Department.

TENTS: Tents having an area in excess of 200 square feet or canopies (tents without sides) in excess of 400 square feet require an inspection and permit by the Fire Marshal. Such structures require a flame resistant certificate issued by an acceptable testing laboratory, and a site plan indicating a fire lane accessing the tent, a 2A-10BC fire extinguisher on-site, and acknowledgement that no smoking, fireworks, or open flames will be permitted in the tent. Please complete the Application for Tent Permit.

Fire inspections may be scheduled by calling DeKalb County Fire Marshal's office at **404-687-8648**.

SECURITY/TRAFFIC CONTROL: Events may require the hiring of police officers to provide for security and/or traffic control.

FIRST AID AND MEDICAL: Events may require provision of first-aid and medical personnel.

ENFORCEMENT: City of Lithonia Police or DeKalb County Recreation and Parks staff may request that a resident or event participant leave any park or public facility for violation of the rules and regulations.

RECYCLING: Do you have a recycling plan? Recycling services are available at (needs further information)

INSURANCE: In addition to the nonrefundable application fee, producers of each event are responsible for any additional costs incurred by the City as determined by representatives of each department prior to issuance of the Special Event Permit.

Attach Proof of Comprehensive Liability Insurance naming the City as an additional insured: *The insurance requirement is a minimum of \$300,000 personal injury per person, \$1,000,000 maximum, and \$100,000 property damage against all claims arising from permits issued.*

SPECIAL EVENT APPLICATION CHECKLIST

- \$25.00 Application Fee Application Notarized Food Permit
- \$50.00 Alcohol Insurance Signed Agreements
- Attached Plan for First Aid Letter from Property owner allowing use of land
- 2 Attached Site Plans to Include: First Aid, Trash Collection, Restrooms, Crowd Control, Tents and Banners and Signs

HELPFUL PHONE NUMBERS

DeKalb County Fire Department (404) 371-6208

City of Lithonia Georgia (770) 482-8136

Event Information

TYPE OF EVENT:

Run Walk Bike Tour Parade Street Fair

Parade Triathlon Biathlon Other _____

Name of Event and Sponsoring Organization:

Location of Event: _____

Address of Producer: _____

Phone Number: _____ **Event Date(s):** _____

Actual Event Hours: _____ a.m./p.m. **Until** _____ a.m./p.m.

Setup/Assembly Date: _____ **Start Time:** _____ a.m./p.m.

Please describe the scope of your setup/assembly work (specific details):

Dismantle Date: _____ Completion Time: _____ a.m./p.m.

Projected Attendance: _____

Will this event require the use of fireworks? _____yes _____no

Will alcohol be served? _____yes _____no

Will a tent be installed? _____yes _____no

If yes what size? _____ ft. x _____ ft. Total number of tents _____

Will this event require signs/banners? _____yes _____no

If yes, please provide the location, size, height and number of signs/banners on your site plan for the event _____

Description of Traffic and Parking Plan (attach copy):

Will your event require the closing of any City streets or parking lots?

_____yes _____no If yes, please list any street(s) and parking lots to be closed as a result of this event. Include street name(s), day, date, and a proposed time of closing and time of reopening. You **must attach a copy of traffic and parking plan** and a list of proposed equipment being used to close roads and the responsible party deploying the equipment being used to close roads and the responsible party deploying the equipment.

Who is your point of contact for this event? Name: _____

Phone: _____ In case of an emergency: _____

REQUIREMENTS

In addition to the non-refundable \$50.00 application fee, producers of each event are responsible for any additional costs incurred by the City as determined by representatives of each department prior to issuance of the Special Event Permit. The fee schedule on the following page will be completed by City staff, which will assess appropriate charges based on your application.

Please attach two copies of drawings with dimensions accurately depicting proposed location of Special Event. Sketches must include traffic patterns, curbs cuts, and proposed parking plan. *Please keep in mind that no temporary sanitary facility or trash receptacle may be located within 100 feet of a property line of any residential use and no tent, table or other temporary structure shall be located within 250 feet of a property line of any residential use.*

As a condition to the issuance of a temporary Special Event License, the licensee shall indemnify and hold the City harmless from claims, demand or cause of action which may arise from activities associated with the special event.

I, _____, Applicant, do solemnly swear subject to criminal penalties for false swearing, that the statement and answers made by me to the foregoing questions in this application for a City of Lithonia's Special Event Permit, are true, and no false or fraudulent statement or answer is made herein to procure the granting of such license.

Applicant Signature

Date

Notary

Commission Expires

Office Use Only:

Approved By:

Police Dept. _____

Public Works/Public Safety _____

Date _____

Date _____

Fire Dept. _____

Date _____

Applicant Name: _____

Applicant Address: _____

Applicant Telephone Numbers: _____

Is the proposed event to be conducted for or in association with an ORGANIZATION? Yes No

If yes, state the following:

ORGANIZATION NAME: _____

ORGANIZATION ADDRESS: _____

HEADQUARTERS TELEPHONE: _____

HEAD(S)/CONTACT(S) AT ORGANIZATION: Name(s) _____

Telephone(s) _____

(ATTACH ADDITIONAL PAGES AS NECESSARY FOR COMPLETE ANSWERS)

NAME OF EVENT: _____

PURPOSE OF EVENT: _____

PROPOSED DATE(S) for EVENT: _____

Is there an event CHAIRPERSON? ___ Yes ___ No

If yes, state the following:

NAME OF CHAIRPERSON: _____

ADDRESS OF CHAIRPERSON: _____

TELEPHONE OF CHAIRPERSON: _____

Proposed LOCATION OF EVENT: _____

Proposed HOURS OF OPERATION (when event will start and terminate): _____

Proposed SCHEDULE OF EVENT(S): _____

NUMBER OF PERSONS anticipated to be participating in event: _____

NUMBER OF PERSONS anticipated to be attending event: _____

SOUND EQUIPMENT to be used: _____

STREET NAME	DATE TO BE CLOSED	TIME(S) TO BE CLOSED

Will BEER, WINE OR OTHER SPIRITOUS BEVERAGES BE SOLD AND/OR CONSUMED AT EVENT? ___ Yes ___ No

(ATTACH a detailed PROPOSAL for any such sale, indicating the name of the vendor or vendors and stating the exact locations and times for such sales)

Will any TEMPORARY OUTDOOR STRUCTURES be built? ___ Yes ___ No

If yes, describe such structures in detail below including location, builder, materials used, etc.

Will SIGNS or BANNERS be erected? Yes No

If yes, detail such signs/banners below, including size and location, etc.

Will ENTERTAINMENT be provided? Yes No

If yes, specify the nature, time and place of such entertainment below.

Will STREET VENDORS/PEDDLERS be present: Yes No

If yes, specify those contracted or regularly licensed vendors and peddlers below, giving details of times and locations of sales.

Will CLEAN-UP be provided by Applicant? Yes No

If yes, detail proposed clean-up below.

Will PRIVATE SECURITY be provided by Applicant? Yes No

If yes, detail below.

Will UTILITY SERVICES (electrical power, electrical wiring, water, etc.) be required? Yes No

If yes, specify type and amount below.

Will the proposed special event be GATED and ADMISSION charged? ___ Yes ___ No
If yes, detail below including amount of fee.

Will RESTROOM facilities be required for the proposed special event? ___ Yes ___ No
If yes, detail the number required and the location of each.

DOES THE PROPOSED SPECIAL EVENT INVOLVE A PARADE OR MOTORCADE? ___ Yes ___ No
If yes, complete the two sections below:

Detail proposed ROUTE including assembly area, starting point, termination point and disbanding area.

Detail PERSONS, ANIMALS, VEHICLES constituting parade or motorcade, including number, type and description.

INSURANCE: In addition to the non-refundable application fee, producers of each event are responsible for any additional costs incurred by the City as determined by representatives of each department prior to issuance of the Special Event Permit. Attach Proof of Comprehensive Liability Insurance naming the City as an additional insured: *The insurance requirement is a minimum of \$300,000 personal injury per person, \$1,000,000 maximum and \$100,000 property damage against all claims arising from permits issued.*

HOLD HARMLESS AGREEMENT

I, the undersigned Applicant, hereby agree to defend, pay and hold harmless the City of Lithonia, 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 of Lithonia, its officers and employees.

Applicant: _____ **Print Name:** _____

Other permits may be required. See City of Lithonia Special Events Ordinance, Section 5-809, a copy of which is attached hereto.

Note: The following documents must be submitted with this application:

- 1. Detailed proposal for the sale of beer, wine or other spirituous beverages.**
- 2. Detailed estimate of total costs of the special event used to calculate the Performance Bond.** See City of Lithonia Special Events Ordinance, Section 5-805 a copy of which is attached hereto
- 3. Proof of a surety indemnity bond or comprehensive liability insurance naming the City of Lithonia as an additional insured.** See City of Lithonia Special Events Ordinance, Section 5-806 a copy of which is attached hereto.

I, the undersigned applicant, understand that this application is not complete until the above information is provided, all listed documents are submitted in completed form and all fees paid.

Application is hereby made according to the requirements of the Code of Ordinances, City of Lithonia, Georgia for a permit to hold a special event as described herein. I/We agree to conform to all laws, ordinances and resolutions regulating same.

Signature of Applicant _____	Date _____
<i>CITY USE ONLY</i>	
APPROVED	DENIED

_____ City Clerk [or his/her designee]	_____ Date
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ASSESSMENT OF FEES:	
APPLICATION FEE	\$ 50.00
TOTAL STREET AND PARK MANAGEMENT COSTS	\$
PERFORMANCE BOND	\$
Total amount due	\$
FEE PAID: \$	DATE: