

**Agenda**  
**Regular Work Session of the Mayor and Council**  
**City of Chattahoochee Hills, Georgia**  
**April 27, 2017 / 5:00 p.m.**

**Discussion Items**

1. Council Meeting Agenda Review – Robbie Rokovitz
2. Planning Commission Members – Mayor Reed
3. Noise Ordinance – Robbie Rokovitz
4. Special events/mega events permit – Robbie Rokovitz
5. Update on road work and striping – Robbie Rokovitz
6. 10-Year Anniversary Celebration – Robbie Rokovitz
7. South Fulton Connect – Mayor Reed
8. City of South Fulton – Mayor Reed

**Mayor and Council Reports and Comments**

# SPECIAL EVENTS APPLICATION

Mega Events (2,500 attendees or more)



**City of Chattahoochee Hills**

**6505 Rico Road**

**Chattahoochee Hills, GA 30268**

**770-463-8881**

**[www.chatthillsga.us](http://www.chatthillsga.us)**



## Special Events Application



### **Welcome**

Chattahoochee Hills is a city that celebrates our deliberately rural environment and recognizes that others enjoy hosting cultural events, from community based festivals to music gatherings. The City also recognizes and appreciates that these events and festivals can have an impact on the residents as well as the limited resources the City has to support the needs to facilitate your special event.

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### **Introduction**

What is a Special Event? Events and activities that may require application and permits are as follows: private parties; street closure; film production shoot; events requiring erected tents with more than 400 square feet; encroachment on City property; noise sources; building use for any event other than what it was originally designed for; events that may create traffic; planned event that the Risk Management believes creates City liability; and events that require City employees in any way at any time.



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## **Application Process**

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### **Submitting the Application and Fee**

The process begins when a completed City of Chattahoochee Hills Special Events Application, associated permits, and the non-refundable application fee, based on the # of attendees, are submitted to the Community Development Department. Applications and permits along with the application fee must be received no later than ninety (90) days prior to the actual date of your event and may not be received earlier than one year prior to the event. Keep in mind that submitting an application, permits, and application fee is in no way to be construed as approval or confirmation of your event.

### **After Application is Submitted**

Upon receipt of your application, permits, and application fee, a representative from the city will contact you. In your planning, please allow a minimum of thirty (30) days for the review process. During our initial application process you will be allowed time to provide us with all pending documents (e.g. certificate of insurance, food permits, etc.). We must receive these items before final application approval. Delays may occur if your event requires a special meeting, a special route, or additional clarification. Please do not begin advertising your event until your application is approved.

### **Final Application Approval**

Once approved, you will be required to provide original signatures on the application and permits along with a copy of the signee's valid driver's license. All required documents must be mailed or hand delivered to the Chattahoochee Hills City Hall, 6505 Rico Road, Chattahoochee Hills, Georgia, 30268.

### **Following the Application Approval**

Approval of your application does not automatically reserve city resources or staff. It is event contact's responsibility to contact and reserve city resources and staff. Please contact each city department listed through this application immediately after receiving your event approval. Then reconfirm city resources and staffing by contacting each city department thirty (30) days prior to your event date. Due to an unforeseen circumstance, your event could be impacted. Please stay in contact with the city throughout your planning process.

### **Possible Reasons for Denial of Current and/or Future Applications and Permits include but are not limited to:**

1. The event will disrupt traffic within the city beyond practical solution.
2. The event will unreasonably interfere with access of firefighting equipment and fire hydrants.
3. The location of the event will cause extreme hardship to adjacent businesses or residents.
4. The event will require the diversion of enough city employees that allowing the event would unreasonably deny service to the remainder of the city residents. This includes City Holidays.
5. The event will interfere with another event for which an application and permits have been issued.
6. The application, permits, and application fee were not properly submitted.



Special Events Application

- 7. A reoccurring event that did not leave the site clean, pay city services, notify surrounding businesses and residences, or in any way disregard the application and permits requirements.
- 8. Anything the City of Chattahoochee Hills public safety staff deems is unsafe.
- 9. Failure to submit City of Chattahoochee Hills Special Event Application or Permit requests.
- 10. Estimated attendance and event is too large for the requested venue.
- 11. The event may interfere with other City activities or use of the facilities by City residents.
- 12. Failure to contact each city department to reserve city resources and staffing.

Summary of Event

Date Special Event Application Submitted

Event Title

Event Description

Event Location (Include Site Name, Address and/or Boundaries)

Event Category (Check All That Apply)

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Parking Lot/Street Celebration | <input type="checkbox"/> Parade/Procession/March | <input type="checkbox"/> Farmer/Outdoor Market       |
| <input type="checkbox"/> Festival/Celebration           | <input type="checkbox"/> Road Race               | <input type="checkbox"/> Exhibits/Special Attraction |
| <input type="checkbox"/> Circus/Carnival                | <input type="checkbox"/> Cycling Event           | <input type="checkbox"/> Other (Specify Above)       |
| <input type="checkbox"/> Concert/Performance            | <input type="checkbox"/> Other Athletic Event    |  |

Event Dates/Times

Dates Requested:

First Choice

Second Choice

Times:

Event Start

Set up Begins

Event End

Clean Up Ends

Yes  No Is this an annual event? If so, for how many years have you been holding the event?

Yes  No Is your event part of a larger marketing campaign?

If yes, please explain

Estimated Participants

Estimated Spectators



## Organization and Application Information

The organization contact must be the person in charge of management and is responsible for the event. The applicant contact must be a representative of the organization who has been authorized to plan the event. The applicant must be available to work closely with the City's staff for reserving resources.

### Organization Information

Organization Name

Organization Contact Name

Street Address

City  State  Zip

Phone (Wrk)  Cell

Email Address

### Applicant Information

Organization Name

Organization Contact Name

Street Address

City  State  Zip

Phone (Wrk)  Cell

Email Address

- Yes  No Is this organization a commercial entity?
- Yes  No Is this Organization a bona fide tax exempt, nonprofit entity? If yes, you must attach to this application a copy of your IRS 501 (C) tax exemption letter providing proof and certifying your tax exempt and nonprofit status.
- Yes  No Are patron admission, entry fees, or participation fees required?  
If yes, please provide detailed amounts
- Yes  No Are vendor or other fees required?  
If yes, please provide detailed amounts



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## Event Location

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### Site Map/Routes

Site Map descriptions should be a detailed narrative including a description of activities in the event such as event entry and exit, water stations, start/finish sites, inflatables, signage, and time line for the event. Please write this description in the space below or attach description as a Word document.

Routes need to be approved by the City of Chattahoochee Hills while taking into consideration the impact to the residential and commercial population. The City of Chattahoochee Hills will not create site maps/routes, but will be happy to review them or refer you to a professional event planner.

Please provide your site map and/or route description below:



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## **Police/Fire/Public Works/Community Development**

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Fire Contact:

Greg Brett, Fire Chief  
[Greg.Brett@chatthillsga.us](mailto:Greg.Brett@chatthillsga.us)  
770-463-1592

Public Works Contact:

Darold Wendlandt, Public Works Director  
[Darold.Wendlandt@chatthillsga.us](mailto:Darold.Wendlandt@chatthillsga.us)  
770-463-6570

Police Contact:

Stoney Mathis, Chief of Police  
[Stoney.Mathis@chatthillsga.us](mailto:Stoney.Mathis@chatthillsga.us)  
770-463-6577

Community Development Contact:

Mike Morton, City Planner  
[Mike.Morton@chatthillsga.us](mailto:Mike.Morton@chatthillsga.us)  
770-463-6578

### **General Information**

The type of event that you are hosting determines the level of Police/Fire/Public Works/Community Development presence required. We will work with you to address security and safety concerns, but reserve the right to make the final ruling on any security and safety related decision. Any costs incurred for these services will be billed to the event contact(s) at the completion of the event by the City of Chattahoochee Hills Finance Department. Cost estimations can be given upon request but may change as the details of your event evolve.

**Note: Approval of your application does not automatically reserve city resources or staff. It is your responsibility to contact and reserve city resources and staff with each city department listed in this application.**

### **Use of Road Systems for Events**

If you are applying for a race route, parade, or other event that utilizes the road systems of Chattahoochee Hills, you must submit a detailed route plan to include a written description and map of the proposed route along with your application. Police, Fire, and Public Works Departments will evaluate the plan for safety and security of the participants, spectators, and residents. We reserve the right to have final approval on any proposed route or plan.

### **Road Closure/Event Notification For the Public**

If your route or event is approved, the event organizer is responsible for notifying all businesses and residences along the route or event area. Below is a list of required road closure processes that must be submitted to the City of Chattahoochee Hills Community Development Department. An additional list of public notifications steps may be necessary depending on the details of your event. ***(Note: Public road closure and/or event notification is a very important part of the planning process. Omitting this process may affect approval of future event applications. The four pre-approved 5K/10K road race routes require the same public notification process.)***

#### **Required notification process for all events and/or road closures:**

1. Three months prior to event date, submit a word file with event description, road closure description, and a PDF map. Post the same road closure information on your event web-site.





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2. One week prior to event date, run (1) newspaper ad in a local newspaper serving Chattahoochee Hills. Ad must include basic event information with name, date, times, and map along with written text of road closure and event contact information.
3. Three weeks prior to event date, e-mail, mail, or hand-deliver road closure text description with map to all businesses and residents along race route or within one mile of the event and/or road closure. Include basic event information with name, date, times, map; along with written text of road closure including contact information. This includes but will not be limited to home owners associations, church newsletters, and property management notifications.

To complete your application process, send all of the above required information to Mike Morton at [Mike.Morton@chatthillsga.us](mailto:Mike.Morton@chatthillsga.us). This includes your event description, newspaper ad, road closure description, list of business and/or residents notified, and road closure map. Once ALL these steps are completed, we will list the information on the City of Chattahoochee Hills web-site to further notify the public.

**Additional road closure notification steps that may be required upon review of your application:**

1. Rent variable message signs (VMS) - City of Chattahoochee Hills will designate required number of signs required for your road closure. Scheduling and payment must be made directly with the VMS company.
2. Four weeks prior to event date, e-mail, mail, and hand-deliver the road closure text description with a map to all businesses and residents along the race route or within a larger area of the road closure depending on the size of your event.
3. Dedicate phone line with voice mail, for businesses and residents to access for quick event information. On event day, phone line should be checked every fifteen minutes. List this phone number on all public notifications above.

**Noise Control Plan**

As the event contact(s), you must be certain that all event related activities comply with the city, county, state, federal laws. Please be aware that loud and unreasonable noise is a violation of city law. If your event will be utilizing live music, amplified music or loud speakers, or generating any other type of noise beyond the usual noise generated on a typical day in the area, the event contact(s) will need to ensure the event complies within the noise ordinance of the City of Chattahoochee Hills. As needed, the Chattahoochee Hills Police Department may enforce the noise ordinance by the utilizing decibel meters as prescribed by the ordinance.

Yes  No Will electronic sound amplification equipment or public address system be used at the event?

If yes, please indicate on the site map/route, the locating and number of stages and sound systems, the location and direction of the speakers, and the proximity to the residents.

Amplified sound will be used start time

end time



Special Events Application

(Note: Include Sound Checks in Time Frame)

Please describe the sound equipment to be used at your event

[Empty box for sound equipment description]

Explain how the sound will be controlled and identify the mean by which it can be further controlled if necessary at the event

[Empty box for sound control explanation]

Yes  No Will you have fireworks/pyrotechnics at your event?

If yes, please describe (include professional company and type of fireworks and times.)

[Empty box for fireworks description]

**Security**

As an event organizer, you are required to provide a safe and secure environment for your event. This is accomplished through pre-planning by anticipating potential problems and concerns related to the event activities and surrounding environment. The size, time of day, and location of your event, as well as the overall activities, are all areas that need to be analyzed in depth and addressed through your security plan.

Yes  No Will your event need overnight security?

Yes  No Will you require police officers outside of the event time frames listed on this application?



## Special Events Application

Please describe or attach your security plan including crowd control, internal security, or venue safety.

Do you plan on hiring a licensed professional security company to develop and manage your event's security plan? If yes, you are required to provide a copy of the security company's contact information. (Note: City of Chattahoochee Hills Police Department will have final approval on all security companies used for events, as they will have the final decision in all matters involving safety and security at events.)

Security Organization	<div style="border: 1px solid black; height: 25px;"></div>				
Organization Contact Name	<div style="border: 1px solid black; height: 25px;"></div>				
Street Address	<div style="border: 1px solid black; height: 25px;"></div>				
City	<div style="border: 1px solid black; width: 100px; height: 25px;"></div>	State	<div style="border: 1px solid black; width: 100px; height: 25px;"></div>	Zip	<div style="border: 1px solid black; width: 100px; height: 25px;"></div>
Phone (Wrk)	<div style="border: 1px solid black; width: 150px; height: 25px;"></div>	Cell	<div style="border: 1px solid black; width: 200px; height: 25px;"></div>		
Private Patrol Operator License Number	<div style="border: 1px solid black; height: 25px;"></div>				

### **Medical Plan**

The City of Chattahoochee Hills has final authority to determine and provide your event medical services requirements. Please let us know if you would like to provide your own services and we can review. Please include location of First Aid and Medical Services in your event site map/route plan.

Yes  No Have you hired a licensed professional medical service provider to develop and manage your event's medical plan?

If yes, please explain



# Special Events Application

Medical Services Provider

Organization Contact Name

Street Address

City

State

Zip

Phone (Wrk)

Cell

Please describe your medical plan including your communications plan, the number, certifications levels (MD, RN, Paramedic, EMT) and types of resources that will be at your event and the manner in which they will be managed and deployed. Your plan should include hours of setup and dismantle of medical aid areas. (Note: You may attach the plan to this application.)

### Use of Approved Event Site

The City of Chattahoochee Hills reserves the right to suspend usage of an event site, route, or any roadway due to weather conditions, road construction, or anything that may potentially endanger the participants and/or residents. This suspension may occur at any time. We advise that all event organizers stay current with their approved event site; and to have a back-up site.

### Event Parking and Shuttle Plan

It is important that you plan for the safe arrival and departure of event attendees, participants, and vendors. As an event contact(s), you should develop parking and/or shuttle plans that are suitable for your event site and logistics. You must always include accessible parking and/or access points in your event plans for attendees, while leaving accessible parking for surrounding business and residents at all times.



## Special Events Application

The City of Chattahoochee Hills may require your event to provide staff on-site or hire a police officer to ensure compliance of approved parking plan.

One week prior to event date, No Parking Signs may be required depending on the location of your event. Details on signs are to include date of event, time and date of closing, re-opening, and event contact information. The event organizer will need to print signs in 11" x 17" with large font. One parking sign is required every 30'to 50' feet depending on event location.

Yes  No Will your event use parking and / or shuttle plans?

If yes, please describe. (*Note, you attach the plan to this application.*)

### **Event Staffing and Volunteers**

The event contact(s) is responsible for providing staff or volunteers to plan, set up, produce and cleanup the event. The City of Chattahoochee Hills does not provide city resources or staff for these services.

### **General Information**

Based on your event requests and plan components, you may require additional permits to ensure safety at your event. The Chattahoochee Hills' Community Development may also require an inspection of your venue at your cost, before and/or during the event. When you submit this application, your site map/route plan will be reviewed for permitting and inspections.

### **Event Signage Removal**

Event contact(s) must remove all signage upon completion of the event (the same day of the event). Signage removal is an important part of the post clean-up process. Omitting this process will affect approval of future special event applications.



**Food Vendors and Permits**

The City of Chattahoochee Hills requires that all food vendors at events have a valid business license and insurance. Forty-five (45) days prior to your event, submit a list of food vendors each with their business license and insurance to [mike.morton@chatthillsga.us](mailto:mike.morton@chatthillsga.us). This will ensure compliance with all Fulton County Health Department regulations. Please reference the Fulton County Special Events Food Vendor Package to assist you in developing plans for food handling, preparation and distribution in the most responsible and legal manner. Although your event may be inspected at any time, it is the event contact's responsibility to ensure the planning and safe handling of all food, as well as the proper disposal of grease or coals at the close of the event. Upon review of your application, the City of Chattahoochee Hills may also require you to apply for a health permit. Different permits, policies, and procedures depend on your event classification and duration. Prepackaged food is allowed without a business license, but a certificate of insurance is always required from the event contact(s).

Yes  No Does your event include food concession and / or preparation areas?

If yes, please describe how food will be served and/or prepared

Yes  No Do you intend to cook food in the event area?

If yes, please specify method:  Charcoal

Gas

Electric

Other (specify)

**Temporary Food Vendor Application and Fees**

Forty-five (45) days prior to your event, attach a list of food vendors with basic information including name of vendor, address, food items to be sold and how they are prepared, business tax ID number, and certificate of insurance.

**\* Review Fee for one Food Vendor: \$25**

**\* Review Fee for multiple Food Vendors: \$50 (Note: This fee covers all additional food vendors)**

**In a separate check, please include Food Vendor Fee upon submitting this City of Chattahoochee Hills Special Event Application.**

City of Chattahoochee Hills Fire Department requires (1) 5 lb. ABC fire extinguisher per food vendor. Sternos must be gel based (not liquid) and fuel tanks (including propane) must be secured.



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Send a final list of all food vendors with valid business license and insurance for each to [Mike.Morton@chatthillsga.us](mailto:Mike.Morton@chatthillsga.us). (Note: Only those vendors who are selling or sampling (not just displaying) items need to be included. You may attach a printout of a list of vendors with the below information if it is more convenient. If the vendor does not have a Georgia Business Tax (IBT) Number, they should contact the Georgia Department of Revenue.)

Food Vendor/Business	<input type="text"/>				
Organization Contact Name	<input type="text"/>				
Street Address	<input type="text"/>				
City	<input type="text"/>	State	<input type="text"/>	Zip	<input type="text"/>
Phone (Wrk)	<input type="text"/>	Cell	<input type="text"/>		
Business License Number	<input type="text"/>				

### **Temporary Structures**

Should the scope of work proposed for the event include portable structures, prefabricated structures, or site built structures such as bleachers, elevated platforms, temporary pedestrian bridges, tents, and membrane structures as well as similar structures, the Community Development Department may require the issuance of a separate permit.

Please provide all necessary structural calculations and drawings to facilitate the structural review for permit issuance, and related site inspections. This process may require more than thirty (30) calendar days to review based on the size, number, and scope of the proposed temporary construction.

All tents must have proper weights suited to the size of the tent for each leg. For example, 10' x 10' tents are secured with a 40 lb. weight on each tent leg. To prevent damage to the roadway, tents may not be secured to the roadway with stakes, no exceptions. All tents larger than 100 square feet must also obtain a temporary use permits from Community Development Department and Fire Marshal Permit from Fire Marshal's Office. A site inspection, as well as additional fees, are required.

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## **Insurance**

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### **Insurance Requirements**

Before the final application approval, you will need proof of commercial general liability insurance or event insurance that names, as additional insured, the "City of Chattahoochee Hills, its officers, employees, and agents" and any other public entities (e.g. County, volunteers, etc.) impacted by your event with waiver of subrogation in regards to workers compensation. Insurance coverage must be maintained for the duration of the event including setup and cleanup dates. If your event will include alcohol, liquor liability coverage must be included on your Certificate of Insurance. To determine the necessary amount of coverage required, please contact the Community Development Department. If you



## Special Events Application

are serving alcohol, additional insurance may be required. Prior to the final approval of your event application, an electronic and original Certificate of Insurance must be received by the City of Chattahoochee Hills. Mail or hand deliver to: City of Chattahoochee Hills, 6505 Rico Road, Chattahoochee Hills, GA 30268.

Insurance Company	<input type="text"/>				
Organization Contact Name	<input type="text"/>				
Street Address	<input type="text"/>				
City	<input type="text"/>	State	<input type="text"/>	Zip	<input type="text"/>
Phone (Wrk)	<input type="text"/>	Cell	<input type="text"/>		
Policy Type	<input type="text"/>				
Policy Amount	<input type="text"/>				
Policy or Certificate Number	<input type="text"/>				

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### ADA Accessibility

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As an event contact(s), you are required to comply with all city, county, state, and federal disability access requirements applicable to your event. All temporary venues, related structures and outdoor sites for special events shall be accessible to persons with disabilities. Disability access may include but not limited to parking, rest rooms, telephones, clear paths of travel, transportation, signage, accessible vendors, and booths. If all areas are not accessible, a map or program must be provided to attendees indicating the accessible rest rooms, parking, telephones, and drinking fountains.

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### Recycling and Sanitation

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#### General Information

Throughout the term of your event, from setup to breakdown, the event contact(s) must properly dispose of waste and garbage so the area is returned to a clean condition. Events have high visibility and if you leave an area cleaner than you found it, you can have a highly beneficial impact on the Chattahoochee Hills community. Should you fail to properly cleanup, you will be billed, at full cost recovery rates, plus overhead, for cleanup and any possible repair. In addition, failure to cleanup may result in a denial of future applications. Chattahoochee Hills strongly supports recycling. Please do your part and create a recycling plan for your event.

What will be the number of trash cans at your event?





## Special Events Application

What will be the number of dumpsters with lids at the event?

What will be the number of recycling containers at the event?

What will be the number of rest rooms at the event?

What will be the number of ADA accessible rest rooms at the event?

### Signage

All event signage (e.g. - banners, no parking signs, etc.) are to be removed and placed in a dumpster after the event is completed (same day of the event).

### Dumpsters

Estimate (1) eight yard dumpster for every increment of 500 people attending the event. Food events or events creating large amounts of trash may require additional dumpsters. The City of Chattahoochee Hills does not provide dumpsters, but they can be rented from local sanitation companies.

Sanitation Company

Organization Contact Name

Street Address

City

State

Zip

Phone (Wrk)

Cell

Equipment Set-Up

Date

Time

Equipment Pick-Up

Date

Time

### Restrooms

You are required to provide rest room facilities at your event, unless you can substantiate the sufficient availability of rest rooms and ADA accessible rest rooms in the immediate area of the event site. Fulton County Health Department recommends (1) chemical or portable toilet for every 250 people attending the event. The figure is based upon the maximum number of attendees at your event during peak time. Remember a percent of these facilities must follow ADA guidelines. Use a rest room company that has hand sanitizer available with rest room rentals. If the event is especially large or lasts more than one day, the rest room will need to be serviced and additional toilet paper provided. Please include this in your contract with the rest room company.



Special Events Application

Restroom Company

Organization Contact Name

Street Address

City  State  Zip

Phone (Wrk)  Cell

Equipment Set-Up Date  Time

Equipment Pick-Up Date  Time

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**Alcohol**

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**Permit and Insurance**

If you plan to sell or furnish alcoholic beverages at your event you will be required to obtain a permit. In many areas of the city, the public consumption of alcohol is illegal. Liquor Liability Coverage must be included on your Certificate of Insurance. Your event application will need both of these for approval.

Does your event involve the use of alcoholic beverages? (Explain)

Yes       No

If yes, check all that apply:

- |  |   |
|--|---|
| <input type="checkbox"/> Beer          | <input type="checkbox"/> Beer, Wine and Distilled Spirits |
| <input type="checkbox"/> Alcohol Sales | <input type="checkbox"/> Free / Host Alcohol              |
| <input type="checkbox"/> Beer and Wine | <input type="checkbox"/> Host and Sale Alcohol            |



## Special Events Application

Please describe your security plan to ensure the safe sale or distribution of alcohol at your event.

### **Medical**

If your event will be serving alcohol in accordance with the provisions described in this application the City of Chattahoochee Hills Fire and Emergency Services reserves the right to have the final decision regarding the medical presence needed at any event where alcohol is served. If the need is determined, personnel will be employed by the event contact at your expense. The total number of personnel will be determined by the Chattahoochee Hills Fire and Emergency Services along with the Event Organizer.

### **Security**

If your event will be serving alcohol in accordance with the provisions described in this application at least one uniformed City of Chattahoochee Hills Police Officer will be employed by the event contact at your expense. The total number of officers will be determined by the Chattahoochee Hills Police Department along with the event contact. The police department reserves the right to have the final decision regarding the security presence needed at any event where alcohol is served.

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## **Finance**

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### **General Information**

The event organization, contact or applicant on this application will be responsible for any costs relating to City of Chattahoochee Hills police officers and public safety services, traffic-control signage and barricades, adequate cleanup, and/or damage occurred to city property and facilities due to the event.

An *Event Cost Estimation Form* can be requested providing an estimate of city costs from details submitted in the application. This form will provide an estimation with itemized costs for each city department. *(Note: This is only an estimation of cost and fees and is subject to change at any time. Reasons for cost changes may include, but are not limited to, an event contact's request, a safety requirement, additional permits, etc.)*

### **Application Fee**

A non-refundable application fee, which is based on the # of attendees, is due and payable upon submission of the special events application. This fee covers the application review process. The deposit of the check does not constitute or ensure approval of your event application. The application fee should be made payable to: City of Chattahoochee Hills, GA.



**City Resources and Staff Payments**

Event Organizers will be billed a minimum of four (4) hours for each city employee and equipment utilized for your event. For events that reserve city resources and staff, we require a fifty-percent (50%) deposit thirty (30) days in advance of the event date. These cost will be detailed on an *Event Cost Estimation Form*.

Within fifteen (15) days following the event, each department will review resources and staff utilized for your event. Any identified costs that were not part of the original payment (e.g. additional cleanup requirements, overtime hours, etc.) will be added to your invoice. The final payment is due thirty days (30) following your event date.

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**Affidavit of Applicant**

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The applicant, and if applicable, the professional event contact, must complete, sign, and date this application and submit along with a valid Georgia driver’s license to: City of Chattahoochee Hills 6505 Rico Road, Chattahoochee Hills, GA 30068.

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understood, and agreed to abide by the rules and regulations governing the proposed special event under the City of Chattahoochee Hills Municipal Code. I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager's designee. I agree to comply with all other requirements of the city, county, state, federal government, and any other applicable entity which may pertain to the use of the event venue and the conduct of the event. In the event that a possessory interest subject to property taxation is created by virtue of this use permit, I agree to pay all possessory interest taxes and the City shall not be liable for the payment of such taxes I further agree that the payment of any such taxes shall not reduce any consideration paid to the City pursuant to this use permit. I agree to abide by these rules, and further certify that I, on behalf of the Organization, am also authorized to commit that Organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the City of Chattahoochee Hills.

Applicant / Host Name	<input type="text"/>		
Organization	<input type="text"/>		
Title	<input type="text"/>		
Signature	<input type="text"/>	Date	<input type="text"/>
Event Organizer Name	<input type="text"/>		
Title	<input type="text"/>		
Signature	<input type="text"/>	Date	<input type="text"/>



Special Events Application

**Event Cost Estimation Form**

**Special Event Application Fee (per event day)**

**Attendees**

2,501 – 5,000	\$1,000.00	Number of Attendees	_____
5,001 – 10,000	\$1,500.00	Fee (From left):	_____
Each add's 10K	\$1,000.00	Number of Days:	_____
		Multiply for Subtotal:	_____

(i.e.: 35,000 = \$1,500 + \$1,000 + \$1,000 or \$3,500 for one day; \$7,000 for two day)

**Late Application Fee**

- Applications received fewer than 60 days prior to event - add 10% of the base rate
- Applications received fewer than 30 days prior to the event - add 25% of the base rate
- Applications received fewer than 14 days prior to the event - add 50% of the base rate
- Applications received fewer than 7 days prior to the event - add 100% of the base rate

**Subtotal (add late fee):** \_\_\_\_\_

**Alcoholic Beverage Permit Fee**

Additional fees and supplemental application required for any event which will serve alcoholic beverages.  
 Contact Dana Wicher, City Clerk, for supplemental application. (770) 463-8881 or [dana.wicher@chatthillsga.us](mailto:dana.wicher@chatthillsga.us)

**Subtotal (add late fee):** \_\_\_\_\_

**Roadway Closure Fee**

Roadway Closure Fee – up to 2 roads/intersections		\$500.00	_____
Additional street/intersections	Number:	x \$200	_____
	Subtotal (add above)		_____
Per street – surcharge for Sundays 7am – 1pm	# of days	x \$1,000	_____

**Subtotal (add above):** \_\_\_\_\_

**Public Safety Charges** (these fees are calculated by the respective departments based on the type of event and # of attendees)

Police Officers Needed	_____	Hours: _____	x \$55.00 =	\$ _____
Police Vehicles Needed	_____	Days: _____	x \$40.00 =	\$ _____
Fire Personnel Needed	_____	Hours: _____	x \$55.00 =	\$ _____
EMS Personnel Needed	_____	Hours: _____	x \$55.00 =	\$ _____
EMS ATV Needed	_____	Hours: _____	x \$40.00 =	\$ _____
Fire Apparatus Needed	_____	Hours: _____	x \$60.00 =	\$ _____
Tents over 12' x 12'	_____	Number: _____	x \$50.00 =	\$ _____
Fireworks Permit Fee	_____	Days: _____	x \$50.00 =	\$ _____

**Late Application Fee**

- add 50% to Public Safety and Inspection fees. \$ \_\_\_\_\_
- add 100% to Public Safety and Inspection fees. \$ \_\_\_\_\_

**Subtotal (add above):** \_\_\_\_\_

**Signage**

Sign Permit Fee (supplemental application required):		Per Event:	\$ _____
Total Signs	Number _____	x \$20.00 =	\$ _____

**Subtotal (add above):** \_\_\_\_\_

**Charitable Event Deduction**

Charitable events benefitting a registered 501(c)3 organization – 50% reduction on all special event fees (does not include alcohol-related, Public Safety & Road Closure fees) – Federal 501 (c)3 Certification must be attached with application for discount.

Subtotal (Non-Public Safety Fees):	\$ _____
Non-Profit (Non-Public Safety Fees) If Applicable:	\$ _____
Subtotal (Public Safety Fees):	\$ _____
<b>Total Fee (Due to Chatt Hills):</b>	<b>\$ _____</b>