

CITY OF CHATTAHOOCHEE HILLS
SPECIAL EVENT PERMIT APPLICATION and RULES/REGULATIONS FOR SPECIAL EVENTS

Submit your Special Events Permit Application along with attachments as required at least sixty (60) days prior to the proposed event. Your Special Event Application Fee must accompany this application form. Contact the Chattahoochee Hills City Hall at 770-463-8881 if you have any questions.

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 in any way, **or** has more than 500 attendees, **or** causes an increase of more than 100% in average daily trips on any public street within the City. Special Events may include but are not limited to such activities as arts festivals, craft fairs, other fairs, educational tours, group activities, concerts, holiday celebrations, promotional events, parades, marches, assemblies, picket lines, rallies and demonstrations.

In addition to this completed application, applicant must submit a site plan (five copies) showing the location of all tents, canopies and other structures, driveways, streets, parking areas, accommodations, property lines, and other significant features needed to review the application.

Date of application: _____

Name of Event: _____

Full Name of Organization: _____

Organization Address: _____

Phone: _____

Email: _____

Business License Number: _____

Jurisdiction of Business License: _____

Tax ID / EIN #: _____

Beginning Date of Event: _____

Ending Date of Event: _____

Opening Hours of Event: _____

Type of Organization / Applicant: _____

Who will clean up after event? _____

Contractor / Authorized agent: _____

Type of Event (describe): _____

Event Location: _____

Site Owner: _____

Staff Checklist (approval indicated by staff initials by each applicable area)

_____ Police Department approval for crowd control, security, etc.

_____ Fire Department / Fire Marshall Approval For Fire and Life Safety

_____ Public Works, traffic control.

_____ Community Development, properly zoned for specified event, Code review.

_____ City Manger - site approval.

_____ Non-Profit status verified(501-C attached).

_____ Fees Collected.

Other requirements: _____

NONREFUNDABLE APPLICATION FEE

1- Special Event Application Fee (Per event day)

1a. Attendees

Up to 500	\$	250.00
501-2500	\$	400.00
2501-5000	\$	1,000.00
5001-10,000	\$	1,500.00
each add'l 10k	\$	1,000.00 _____

Number of Attendees _____
Fee(from left): \$ _____ -
Number of Days: _____

(I.E.: - 35,000 = \$1500 + \$1000 + \$1000, or \$3500 for one day; \$7000 for 2)

Multiply for subtotal: \$ _____ -

1b. 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): \$ _____ -

2- 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*

3- Roadway Closure Fee

Roadway Closure Fee – up to 2 roads/intersections
Additional street/intersections

Number: _____ \$500.00 _____
Number: _____ x \$200.00 _____
Subtotal (add above): _____
Number of days: _____ (multiply) _____
Number: _____ x \$1000.00 _____

Per street - surcharge for Sundays 7am-1pm

Subtotal (add above): _____

4- Public Safety Charges (these fees calculated by the respective departments based on type of event and number of attendees)

4a. Police Officers needed: _____	Hours: _____	x \$55.00=	\$ _____	-
4b. Police vehicles needed: _____	Days: _____	x \$40.00=	\$ _____	-
4c. Fire Personnel needed: _____	Hours: _____	x \$55.00=	\$ _____	-
4d. EMS Personnel needed: _____	Hours: _____	x \$55.00=	\$ _____	-
4e. EMS ATV needed: _____	Hours: _____	x \$40.00=	\$ _____	-
4f. Fire Apparatus needed: _____	Hours: _____	x \$60.00=	\$ _____	-
4g. Tents over 12' x 12': _____	Number: _____	x \$50.00=	\$ _____	-
<i>(Covers inspection fees, fire marshal, etc.) This is applicable to any size tent serving alcohol/food or utilizing open flame.</i>				
4h. Fireworks Permit Fee: _____	Days: _____	x \$500.00	_____	_____

4i- Late Application Fee

Applications received fewer than 14 days prior to the event - add 50% to Public Safety and Inspection fees.	_____
Applications received fewer than 7 days prior to the event - add 100% to Public Safety and Inspection fees.	_____
Subtotal (add above):	\$ _____ -

5- Signage

Sign Permit Fee (supplemental application required):	per event	\$ _____	-
Total Signs	Number: _____	x \$20.00=	\$ _____ -
		Subtotal (add above):	\$ _____ -

6- Planning

Plans for any large structures must accompany your application. Any structures requiring planning, structural, building code, or engineering review will be billed per the relevant City of Chattahoochee Hills guidelines at the prevailing rate. Please attach documentation for any structures requiring such review. Related review and inspection will be billed separately, and must be completed and paid for prior to your event.

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

7- Charitable Event Deduction

Charitable events benefiting a registered 501(c)3 organization –50% reduction on all special event fees (does not include alcohol-related, Public Safety & road closure fees) – Federal 501C Certification must be attached with application to apply discount.

Divide all fees, except Public Safety and Road Closure Fees by 2

NOTE: If liquor was served, please use Form A and return the completed form after the event

NOTE: For overnight accommodations, please use Form B attached

Special Event Permit Regulations

Hours: Event activities are typically prohibited after 10:00 p.m. and before 7:00 a.m. Sunday through Thursday. On Fridays and Saturdays, events typically must end by 11:00 p.m. and may not resume before 8:00 a.m. (Chattahoochee Hills City Code, Chapter 12, Article 10). 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 (Chattahoochee Hills City Code, Chapter 7, Article 2), including the hire of private security officers to prevent alcohol from being removed from the premises or from being consumed by minors.

Public Safety Requirements: These requirements will be determined on a case by case basis by the Police Chief, Fire Chief or designee. Each event will be evaluated on a case by case basis.

Building Code Requirements / Inspections and Permitting: Community Planner will set forth conditions of the permit, based on a case by case basis, as applicable.

Fire Marshal: Use of various structures and/or certain activities will require an inspection and/or approval by the Fire Chief or Fire Marshal. The Fire Chief will review each event application to determine potential risks related to fire and life safety, and then determine the level of inspection and compliance necessary before approval is granted

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 or public property of all rubbish and debris, returning 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. The Fire Marshall requires that all entries, exits and fire lanes be maintained. All posted speed limits will be enforced.

Signs: Permits are required for temporary signs. No signs may be affixed to trees, buildings or street fixtures.

Fireworks: Are not permitted without prior approval from the City of Chattahoochee Hills Fire Dept.

First Aid and Medical: The event may require provision of first-aid and medical personnel.

Enforcement – Public Facilities: Chattahoochee Hills Police may eject any citizen or event participant from any park or public facility for violation of rules and regulations. Fines may be applicable.

Safety - Environment: Event groups must take adequate measures to protect public/private property, wildlife and water from damage or injury. A Performance Bond in the amount of 150% of the total estimated costs of the special event may be required before the special event permit can be issued. An applicant may be required to present evidence of Surety Indemnity Bond or Comprehensive Liability Insurance naming the City of Chattahoochee Hills as an additional insured (minimum \$300,000 personal injury and \$100,000 property damage). The insurance provision for each event will be determined by the City Manager. In the event the applicant does not agree with the insurance provision required, the decision may be appealed to the City Council for final determination.

General Conditions: Applicant's signature indicates agreement that all provisions in the City Code of Ordinances and all other applicable Federal, State, County, and City of Chattahoochee Hills Laws, Ordinances, and Regulations (available at www.chatthillsga.us) shall be adhered to during the permitted time. 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. The submittal of this application DOES NOT constitute approval or denial of this application. You will be notified in no more than two weeks regarding approval or denial of this application.

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.

In cases where City facilities will be utilized for a special event, and in consideration of the City of Chattahoochee Hills providing permission to use the City facility requested, _____ (name of group) agrees to and shall repair, replace or pay for the repair or replacement of all damage to the City of Chattahoochee Hills' facilities and equipment caused by any participant under our group. Any deposit placed with the city for the use of the facilities may be forfeited to the city toward the cost of such repair and replacement. I serve as the _____ (office or position of authority held) for the group and have the authority to sign on behalf thereof. City Property rental fees are detailed elsewhere.

Signature: _____
Name: _____
Title: _____
Date: _____

Deposit Required: No _____

