

Special Event Permit Application

Venue applicants must submit their application 5 (five) business days before the event. All applicants for festivals and/or any other yearly event must submit their application by the 28th of February of each year.

Date _____

Name of Event: _____

Event Website: _____

Date of Event: _____ (Event Time) From : _____ (a.m. /p.m.) To: _____ (a.m./p.m.)

Event has a Facebook account: (yes/no)

All permit applications must be submitted with your certificate of liability insurance, a copy of your driver's license, and a letter from businesses on the square acknowledging your event.

Permit Fees:

Special Event Permit Application Fee: \$10

Street Closure: Additional \$150 for each street closed for up to 6 hours. The applicant must pay an additional \$50 an hour for each street closed after the 6 hours have been exceeded.

Power Outlets: Additional \$20 an hour if power outlets will be used.

Location of Streets/Sidewalk Blockage/Closure:

Blockage/Closure Time: _____ From _____ (a.m./p.m.) To _____ (a.m./p.m.)

Complete Description of the event:

Special Event Permit Application

Venue applicants must submit their application 5 (five) business days before the event. All applicants for festivals and/or any other yearly event must submit their application by the 28th of February of each year.

Estimated number of Participants/ Spectators: _____

Name of Applicants: _____

Email: _____

Address: _____

Home Phone# _____ Work # _____

Name of Organization (If applicable): _____

Address: _____

Home Phone# _____ Work# _____

Person in charge on day of event: _____

Email: _____

Address: _____

Home Phone# _____ Work# _____

Route Information (Parades/Races):

Assembly Location: _____ Assembly Time: _____

Completion Point: _____ Start Time: _____

Special Event Permit Application

Venue applicants must submit their application 5 (five) business days before the event. All applicants for festivals and/or any other yearly event must submit their application by the 28th of February of each year.

Route Map Attached? _____ (Required)

Notes: _____

The Permittee:

- 1.) All venue applicants must submit their application 5 (five) business days before the event.
- 2.) All applicants for festivals and/or any other yearly event must submit their application by the 1st of February of each year. This will allow us to have a yearly calendar set for all city events.
- 3.) Must be on site during the event
- 4.) Is responsible for all clean up after the event.
- 5.) Is responsible for payment for costs related to the event and any damages to the area or equipment.
- 6.) Must possess permit during event.

The City of Buchanan, GA. :

- 1.) Reserves the right to determine to whom permits are issued.
- 2.) Can cancel the permit if the permittee is in violation of the terms and conditions of the permit.
- 3.) Is NOT responsible for any sums of money expended by permittee in anticipation of the planned activity.
- 4.) The City reserves the right to have a space free of charge for all events within the City. The space shall be located directly in front of the courthouse.

(Official Use Only)

Type of event (circle all that apply):

(Block Party) (Parade) (Athletic Event)

(Other Special Event)

Mayor: _____ Date: _____

Police Chief: _____ Date: _____

Public Works Director: _____ Date: _____

Special Event Permit Application

Venue applicants must submit their application 5 (five) business days before the event. All applicants for festivals and/or any other yearly event must submit their application by the 28th of February of each year.

Reimbursement and Indemnification Agreement

In consideration of the granting of a special event permit by the City of Buchanan for an event to occur on (date) _____, 20____ from (time) _____ at
(location) _____

I the permittee and the undersigned, as an individual applicant or as a sponsoring organization applying for a special event permit from the City of Buchanan, do hereby agree to reimburse the City of Buchanan for any cost incurred by the City in repairing damages as a result of this event. Furthermore, the undersigned agrees to indemnify the City of Buchanan and acknowledges that the City is not responsible for any injury occurring in connection with this event.

Individual Applicant (Signed in presence of Notary Public):

Print Name: _____ Signature: _____

Address: _____

Telephone Number: _____

Driver's License Number/Expiration Date:

Sponsoring Organization (Signed in presence of Notary Public):

Organization's Name: _____

Authorized Officer' Name and Title:

Address: _____

Telephone Number: _____

Special Event Permit Application

Venue applicants must submit their application 5 (five) business days before the event. All applicants for festivals and/or any other yearly event must submit their application by the 28th of February of each year.

Driver's LicenseNumber/ExpirationDate:

Individual Applicant Signature Notary:

Signed before me in the State of Georgia, County of Haralson, this _____ day of _____, 20____, by _____.

_____ (Notary Public)(Seal)

My commission expires:_____

Sponsoring Organization Signature Notary:

Signed before me in the State of Georgia, County of Haralson, this _____ day of _____, 20____, by _____.

_____ (Notary Public)(Seal)

My commission expires:_____

Special Event Permit Application

Venue applicants must submit their application 5 (five) business days before the event. All applicants for festivals and/or any other yearly event must submit their application by the 28th of February of each year.

Contact Phone Numbers below for questions:

AJ Scott, Mayor

770-646-3081

Maizie Glore, Deputy Clerk mglore@buchananga.gov

770-646-3081