



CITY OF BUCHANAN

SPECIAL EVENT PERMIT APPLICATION

4300 Georgia Highway 120 | (770) 646-3081 | events@buchananga.gov

SPECIAL EVENT REQUIREMENTS

To host an event within the City of Buchanan, the following requirements must be completed and submitted in accordance with city regulations:

1. Special Event Application

- A completed **Special Event Application** must be submitted **no later than five (5) days prior to the event date.**
- The application must include detailed and accurate information regarding:
 - Event name
 - Event description
 - Date(s) and time(s) of the event
 - Event location
 - Estimated attendance
 - Contact information for the event organizer

2. Required Documentation

The following documents must be submitted along with the application:

- Proof of Insurance
 - A valid Certificate of Insurance covering the event.
 - The City of Buchanan must be listed as an additional insured, if required by city policy.
- Copy of Applicant's Government-Issued Identification
 - A clear copy of the event organizer's valid ID.



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- Parade Route (If Applicable)
 - A detailed map of the proposed parade route.
 - Specific street names and any requested road closures.
 - Estimated start and end times for road closures.
- Road Closure Plan (If Applicable)
 - Identification of all streets requested to be closed.
 - Duration of closures.
 - Traffic control or detour plans, if required.

3. Fees and Payment

- All required fees must be submitted at the same time as the Special Event Application.
- Payment will be held pending approval of the event.
- Applications will not be processed without payment.

4. Review and Approval Process After submission, the application will undergo review and approval by:

- Events Coordinator
- Police Chief
- Public Works Director
- Mayor

Final approval is contingent upon authorization by all listed officials. No event may proceed without receiving official approval from the City of Buchanan.



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Event Information

Date: _____

Name of Event: _____

Event Website: _____

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

Event has a Facebook account: Yes No

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 Details

Location of Streets/Sidewalk Blockage/Closure:

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

Complete Description of the event:



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Estimated number of Participants: _____

Name of Applicant(s): _____

Email: _____

Address: _____

Phone Number: _____ Work Number: _____

Name of Organization (If applicable):

Address of Organization:

Additional Contact of Organization (if applicable): _____

Person in charge on day of event: _____

Email: _____

Phone Number: _____

Route Information (Parades/Races)

Assembly Location: _____ Assembly Time: _____

Completion Point: _____ Start Time: _____

Please attach Route Map for review.

Notes:



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The Applicant and/or Organization:

- 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 submit the completed application along with required documentation.
- 4.) Must be on site during the event.
- 5.) Is responsible for all cleanup after the event.
- 6.) Is responsible for payment of costs related to the event and any damages to the area or equipment.
- 7.) Must possess permit during event.

The City of Buchanan:

- 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.) 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**.



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REIMBURSEMENT AND INDEMNIFICATION AGREEMENT

In consideration of the City of Buchanan granting a **Special Event Permit**, the undersigned agrees to the following:

The undersigned applicant, whether as an individual applicant or as a sponsoring organization applicant, agrees to reimburse the City of Buchanan for any cost incurred by the City in connection with damages resulting from the event. The applicant further agrees to indemnify and hold harmless the City of Buchanan, its employees, and officials from any claims, damages, or injuries arising in connection with the event. The applicant acknowledges that the City of Buchanan is not responsible for any injuries, losses, or damages that occur during the event.

Individual Applicant (Signed in presence of Notary Public):

Print Name: _____ Signature: _____

Telephone Number: _____

Driver's License Number/Expiration Date: _____

Notary Public:

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

_____ (Notary Public)

My commission expires: _____ (Seal)

Sponsoring Organization (Signed in presence of Notary Public):

Organization's Name: _____ Signature: _____

Authorized Officer's Name and Title: _____

Telephone Number: _____

Driver's License Number/Expiration Date: _____

Notary Public:

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

_____ (Notary Public)

My commission expires: _____ (Seal)



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FOR OFFICE USE ONLY

Date Application Received: _____ Amount Paid: _____

Payment Type: Cash Check Credit Card

Application Received By: _____

CITY AUTHORIZATION SECTION

Department:

Approved By:

Date:

Events Coordinator

Police Chief

Public Works Director

Mayor
