

ATHENS-CLARKE COUNTY SPECIAL EVENT INFORMATION

Please refer to Special Events Ordinance for definitions or specific regulations.

PROCESS

1. Applications should be submitted to the Central Services Department no less than two months prior to, or more than one year prior to, the date of the event. Applications for events covered by Section 6-5-23 of the Special Events Ordinance should be submitted to the Athens-Clarke County Police Department.
2. Review by the government will take approximately 30 days (depending on the size and nature of the event). During government review, requirements and costs for clean-up, restroom facilities, security, street closures, etc., will be determined. Our goal is to notify the applicant within 30 days of submission of the application of the approval/denial of the application, and of any permit fees, requirements, or restrictions.
3. Once all fees are paid and the Certificate of Insurance (see attached insurance requirements) and Waiver of Liability form (attached) are submitted, a Special Event Permit will be issued.
4. Applications are processed in order of receipt of completed applications. Use of a particular area is allocated in the order in which fully executed applications are received.

APPLICATION REQUIREMENTS

1. The sponsor of a special event must submit a completed application to the Central Services Department. Applications will not be accepted less than two months prior to, or more than one year prior to, the date of the event. A non-refundable application fee of \$25.00 will be charged to cover the cost of processing. Other charges may be required for additional government services, and will be determined during review of the application by the government.
2. A completed application includes all supporting data (maps, detailed plans, etc.) being completed and attached. Applicant must submit proposed maps to identify street closures, setups, routes of races/parades/walks, etc. as requested on the application. Street closure maps must clearly identify emergency vehicle clearance area (minimum 15'). Applications can not be processed without all supporting data.
3. If requesting outdoor café areas, applicant must complete the Supplemental Application for Outdoor Café Areas (attached) and submit it with the original application. Procedures and logistics for outdoor café areas must be submitted with the application (i.e. location, hours of operation, site diagram, and enclosure plan).
4. Applicant must submit Certificate of Insurance and Waiver of Liability form prior to issuance of permit. To allow adequate time for notification to government departments that you have met all requirements to obtain a special events permit, we request that these items be submitted immediately following our notification to you of approval of your application.

OTHER PERMITS

- 1. Tent Permit – Contact the Athens-Clarke County Building Inspections Department @706-613-3520 at least two weeks prior to the date of the event to obtain a tent permit. If an enclosed tent is used, you must contact the Athens-Clarke County Fire Department @706-613-3360 at least two weeks prior to the date of the event to obtain approval.**
- 2. Food Service Permit – Contact the Athens-Clarke County Health Department @706-542-8600 at least two weeks prior to the date of the event to obtain a food service permit. You must provide an ABC Fire Extinguisher in any booth using an open flame for food preparation.**
- 3. Fireworks Permit – Contact the Athens-Clarke County Fire Department @706-613-3360 and the Athens-Clarke County Probate Court @706-613-3320 at least two months prior to the date of the event to obtain a fireworks permit. A copy of the permit from both offices must be submitted to the Central Services Department prior to issuance of your Special Event Permit.**

INSURANCE REQUIREMENTS

All special events permitted by Athens-Clarke County are required to meet the following insurance requirements:

- **Sponsor must provide \$1,000,000 coverage per occurrence with an aggregate of \$2,000,000 (aggregate must apply per location and not nationally in the event of a national, multi-location festival or event). Insurance requirements may be increased due to the size and type of the event as deemed necessary by the Athens-Clarke County Government;**
- **Sponsor must provide Athens-Clarke County a copy of the certificate of insurance;**
- **Certificate of Insurance must clearly identify that the event, not your organization, is covered;**
- **Certificate of Insurance must name Athens-Clarke County as an additional insured;**
- **Certificate of Insurance must include a statement that Athens-Clarke County will be provided 30 days notice of cancellation;**
- **Insurance carrier must be at least an A minus 6 Best Rated Company (this can be verified through the Insurance Commissioner's Office @1-800-656-2298).**

**ATHENS-CLARKE COUNTY
APPLICATION FOR SPECIAL EVENT PERMIT**

(Please Print or Type All Information)

Return completed application & \$25.00 application fee to: Athens-Clarke County, Central Services Department, P.O. Box 1868, Athens Georgia, 30601. For assistance or information, call (706) 613-3530. Applications for events covered by Section 6-5-23 of the Special Events Ordinance should be submitted to the Athens-Clarke County Police Department.

REFER TO SPECIAL EVENTS ORDINANCE FOR SPECIFIC REGULATIONS

Name of Event:	
Date(s) of Event:	
Time of Event (include time for set up prior to, and clean-up following, the event): (From): _____ (To): _____	
Name of Sponsor:	
Email:	
Address:	
Telephone: (Work): _____	(Home): _____
Additional Contact Person:	
Telephone: (Work): _____	(Home): _____
Type of Event (check all that apply; must identify on location map and submit with application): <input type="checkbox"/> Festival <input type="checkbox"/> Rally/Demonstration <input type="checkbox"/> Race/Walkathon <input type="checkbox"/> Concert/Street Dance <input type="checkbox"/> Sale/Auction <input type="checkbox"/> Fireworks Display <input type="checkbox"/> Parade/March <input type="checkbox"/> Sidewalk Exhibit <input type="checkbox"/> Other (specify)	
Purpose of Event (must demonstrate benefit to community): _____ _____	
Location(s) of Event:	
Description of Event (attach additional sheets if necessary): _____ _____ _____ _____ _____	
Peak Crowd Estimate:	

PLEASE MARK ALL THAT APPLY, AND ATTACH THE REQUESTED DETAILED INFORMATION TO THE APPLICATION.

- Beer/Wine Dispensed at Event (Outdoor Cafe areas)?**
If yes, complete the Supplemental Application for Outdoor Café Area.
Must identify on location map and submit with application.

- ACC Electrical Services Required?**
If yes, attach a detailed description of needs identifying location & electrical requirements.

- Tents. Quantity _____ Brand _____ Size _____**
Additional permit may be required from Building Inspection Department (613-3520).
If tents are enclosed, approval is required from the Fire Department (613-3360).
Must identify on location map and submit with application.

- ACC Showmobile. Contact Leisure Services @ 613-3800 to reserve.**
 Stage (not ACC). Size _____
Must identify on location map and submit with application.

- Arrangements have been made for restroom facilities.**
Location and # available:

- Fireworks.**
Additional permits required from Probate Court (613-3320) and the Fire Department (613-3360). Copy of fireworks permits must be submitted to the Central Services Department.
Must identify on location map and submit with application.

- Street Closure.**
If yes, attach a schedule detailing exact location(s) and exact time(s) of closure.
Must identify on location map and submit with application.

IF YOUR EVENT REQUIRES A STREET CLOSURE, PLEASE CHOOSE ONE OF THE FOLLOWING:

- Annual Event (street closures have been handled by the Police Department in previous years, and there aren't any significant changes in event plans).**
- Annual Event (street closures have been handled by applicant in previous years).**
- New Event (after the review of your application, we will advise you if any additional information is needed).**

On November 6, 2007, the ACC Mayor and Commission approved a recycling policy for all ACC properties. This policy requires that all events held by ACC or held on ACC property must provide the opportunity for recycling. The ACC Solid Waste Department can provide this service for a fee, or the applicant can request recycling bins from the Recycling Division. For additional information, please contact the Solid Waste Department/Recycling Division @706-613-3512.

Waste Removal and Clean-Up Services to be provided by:

ACC Solid Waste Department Event Volunteers* Private Contractor

***If volunteers are going to handle the recycling at the event, the Applicant is responsible for The pickup and delivery of all equipment borrowed from the Recycling Division and the information must be provided below. Additionally, the applicant is responsible for the proper disposal of the recyclables.**

Number of Recycling Bins Needed:** _____

Pick-Up Date (M-F only): _____

Return Date (M-F only): _____

****Wondering how many recycling bins you'll need for your event? Follow these guidelines:**

- 0-1,000 attendance 10 Recycling Containers**
- 1,000-5,000 attendance 20 Recycling Containers**
- 5,000-10,000 attendance 30 Recycling Containers**
- 10,000-20,000 attendance 40 Recycling Containers**
- 30,000+ attendance 60 Recycling Containers**

Applicant's Signature: _____ **Date:** _____

-----DO NOT WRITE BELOW THIS LINE-----

Application Fee Paid \$	Date:
Receipt #:	Permit #:

**STATE OF GEORGIA
ATHENS-CLARKE COUNTY**

INDEMNIFICATION AND WAIVER OF LIABILITY

FOR AND IN CONSIDERATION of the acceptance of an Athens-Clarke County Special Event Permit, _____ (print name of Producer/Coordinator), acting for and on behalf of _____ (print name of Organization/Sponsor) hereby agrees to indemnify and hold harmless Athens-Clarke County, Georgia, its agents and employees, from all liability, loss and damage which may be sustained by reason of injury to any person, damage to any property, including theft, through any and all acts or omissions of the Producer and/or Sponsoring Organization(s), his/her/its agents and employees, during and as a part of the Special Event known as _____, as set forth in the Special Event Application dated _____. This indemnification shall not be applicable to any loss or damage resulting from the sole negligence of Athens-Clarke County, its agents and employees.

This _____ day of _____, 20_____.

(Signature of Producer/Coordinator)

Signed, sealed and delivered
in the presence of:

WITNESS:

NOTARY PUBLIC