

SPECIAL EVENT APPLICATION

A completed Special Event Application must be submitted at least **30 City business** days prior to your proposed event date. Failure to do so may result in the application being denied. In addition, the City reserves the right to require supplemental information and/or the right to deny any application due to incompleteness, limited resources, or previously scheduled events. The City will have a denial or approval answer within **15-business days** after receiving completed application.

APPLICANT / ORGANIZATION INFORMATION:

NAME: _____ DATE: _____

MAILING ADDRESS: _____

PHONE: _____ EMAIL: _____

CONTACT PERSON(S): (WILL BE ON-SITE THE DAY OF EVENT):

NAME: _____ PHONE: _____

NAME: _____ PHONE: _____

NAME: _____ PHONE: _____

COMMUNITY SPONSOR: (IF DIFFERENT FROM ABOVE)

NAME: _____ DATE: _____

MAILING ADDRESS: _____

PHONE: _____ EMAIL: _____

EVENT DESCRIPTION & LOCATION:

EVENT DATE: _____ EVENT BEGIN TIME: _____ END TIME: _____

TYPE OF EVENT:

RUN PARADE WALK BLOCK PARTY

CONCERT OTHER _____
(PLEASE SPECIFY)

This event is FREE to the Public This event will CHARGE an admission fee to the public.
 This event CHARGES a Vendor Fee

Estimated Number of Attendees: _____ Estimated Number of Vendors: _____

Note: Vendors include concessionaires, non-profit organizations, sponsors, entertainment, sound, light, and stage providers, and any other company, organization, or individual providing goods, services and/or equipment.

MUST PROVIDE THE FOLLOWING:

VENDOR BUSINESS LICENSE #s _____, _____, _____, _____, _____

FOOD TRUCK HEALTH DEPT CERTIFICATE: _____

PARKING:

- Applicant must provide adequate parking for attendees.
- Applicant must have signed and dated permission by all property owners adjoining proposed area.

APPLICANT IS RESPONSIBLE FOR ALL CLEAN-UP OF THE EVENT LOCATION AND ADJACENT AREAS BEFORE LEAVING. APPLICANT IS ALSO RESPONSIBLE TO PROVIDE SECURITY FOR THE EVENT, ALL ALCOHOLIC BEVERAGES FOR SALE AND OR USE ARE **PROHIBITED**. APPLICANT IS TO PROVIDE MARSHAL SERVICES FOR RUNS AND OR WALKS ETC..

Security must be provided by Applicant/Sponsor

SECURITY PERSONNEL INFORMATION:

NAME: _____ PHONE#: _____

NAME: _____ PHONE#: _____

APPLICANT SIGNATURE: _____ **DATE:** _____

I do hereby acknowledge that I have read the terms and conditions of this application; that the terms and conditions are acceptable. I have received a copy of the rules/regulations.

OFFICE USE ONLY:

REVIEWED BY:

City of Alma Police Department - Comment _____

Public Works - Comment _____

Code Enforcement - Comment _____

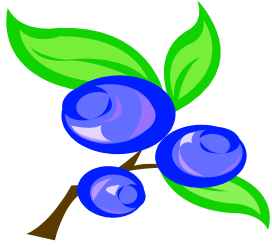
Fire EMS - Comment _____

Sheriff Department - Comment _____

APPROVED _____

DENIED _____

FINAL APPROVAL BY: _____ **DATE:** _____



City of Alma
P.O. Box 429, Alma, GA 31510
912-632-8072

SPECIAL PUBLIC EVENT RULES AND REGULATIONS

APPLICANT/SPONSOR

Shall not allow the sale, serving, or consumption of alcoholic beverages.

APPLICANT/SPONSOR MUST PROVIDE THE FOLLOWING:

- CLEAN-UP SERVICE OF ANY LITTER, OR DEBRIS IMMEDIATELY FOLLOWING THE EVENT.
- SECURITY FOR THE EVENT
- MARSHAL SERVICE FOR RUNS, WALKS, ETC..
- MUST ALLOW ALL PROPERTY OWNERS AND RESIDENTS WITHIN THE BARRICADED AREA VEHICLE AND PEDESTRIAN ACCESS TO THE BUSINESS AND OR RESIDENT AT ALL TIMES.

APPLICANT MUST PROMPTLY REPORT TO THE CITY MANAGERS OFFICE ANY PROPERTY DAMAGE THAT MAY HAVE OCCURRED AS A RESULT OF THE EVENT.