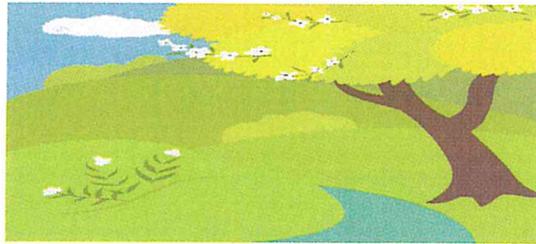
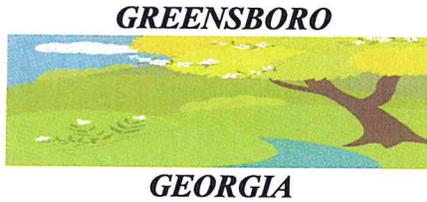


***GREENSBORO***



***GEORGIA***

**City of Greensboro, Georgia  
Special Event Permit Application**



## **Welcome and Instructions**

Greensboro, Georgia is pleased to welcome a variety of special events, from community festivals to athletic competitions. Our goal is to work with event organizers to help ensure that events that take place in our City are safe and successful, while minimizing the impact of the surrounding community. We hope that you find these instructions helpful in planning and preparing to execute your special event.

Please complete the following forms in their entirety and submit them to the City of Greensboro City Hall at 211 North Main Street, Greensboro, Georgia 30642, telephone (706) 453-7967; or the Greensboro Police Department at 1141 Siloam Highway, Greensboro, Georgia 30642, telephone (706) 453-7555.

Office hours for the City of Greensboro City Hall and the Greensboro Police Department are Monday through Friday, 8 a.m. until 5 p.m.

**\*\*\*Remember Event paperwork must be submitted at least 30 days before the planned date of the event. \*\*\***

On behalf of the City of Greensboro Council and entire Staff, thank you for considering Greensboro as the home for your upcoming event!

## GREENSBORO



## GEORGIA

### Guidelines for Special Event

A *special event* is any Activity, Demonstration, Cultural Event, or any combination therefore that occurs upon public or private property that affects the ordinary use of parks, public streets, rights-of-way or sidewalks. Special events may include but are not limited to such activities as arts festivals, fairs, tours, concerts, holiday celebrations, grand opening celebrations, certain outdoor business promotional events, bicycle races, runs, parades, marches and processions and motorcades.

Individual or groups wishing to hold events on public property, or on private property but with an impact on public property such as roads, within the City limits, including City Parks, must obtain a Special Event Permit from the City of Greensboro. Event sponsors should submit applications **30 days** prior to the proposed event.

#### Some key points:

**Permit posting:** Special event permits should be posted a greeting areas or main entrance at events. Event producers should keep in mind that they may be asked by City staff, to show proof of permit during event hours.

**Hours:** Event activities are prohibited after 11 p.m. in residential areas, except commercial event which has been given approval from the City for extended event, and setup should not began before 8 a.m. in any area. 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, including the hire of certified security officers or peace officers to prevent alcohol from being removed from the premise. Approval based upon recommendation from Mayor and Council.

**Restroom/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 applicant.



**Traffic & Parking:** Parking is permitted in designated areas only. Approval of street closure required from Mayor and Council.

**Signs:** Permits are required for temporary signs. Approval required from City Manager or Chief of Police.

**Smoking:** Smoking is not permitted in any public facility.

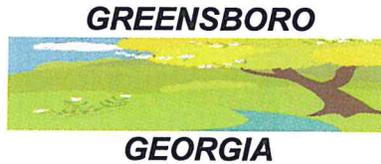
**Fireworks:** Fireworks are not permitted without prior approval from the City Manager or Chief of Police.

**Tents:** Approval required by City Manager or Chief of Police.

**Security/Traffic Control:** Events may require the hiring of police officers to provide for security and/or traffic control. Approval required from City Manager or Chief of Police.

**First Aid and Medical:** Events may require provision of first aid and medical personnel. Approval required from City Manager or Chief of Police.

**Enforcement:** City of Greensboro Police and City of Greensboro Staff may request that a resident or event participant leave any park or public facility for violation or rules and regulations.



## Special Event Application Checklist

- Submit your Special Event Permit Application (with attachments as required) at least 30 days prior to the proposed event. A \$25.00 (non-refundable) application fee payable to the City of Greensboro must accompany your application when it is submitted. Fees are required for the following, but not limited to:
  - \* **A party**
  - \* **Festival/Celebration**
  - \* **Foot/Vehicle Race**
  - \* **March/Parade**
  - \* **Cultural Event**
  
- Applications for Demonstrations shall be filed at least 5 days prior to the date the Demonstration is scheduled to occur, unless exempted by a valid law, regulation or otherwise. The City shall be entitled to reasonably designate the areas within which a Demonstration may be held. **There is no fee for Demonstration applications.**
  
- Provide a Schedule of Events along with a Site Plan which addresses (a) **the location of the event on the property;** (b) **features and attractions;** (c) **circulation;** (d) **proposed parking including how will you will handle overflow parking;** (e) **any proposed road closures;** (f) **location of waste disposal facilities;** (g) **restrooms;** (h) **access for the disabled;** (i) **location/size of any tents;** (j) **location, size, and description of signage.**
  
- Provide a Letter of Permission from the property owner giving permission for the event at this location. Parades must follow routes approved by the City Manager or Chief of Police.
  
- If food will be served or sold at the event, contact the City of Greensboro City Manager at (706) 453-7967, to discuss Food regulations before you submit your application. **Attach your food permit to this application.**

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- **If alcohol** will be served or sold at this event, contact the City of Greensboro City Manager at (706) 453-7967, to discuss Alcoholic Beverage Code regulations before you submit your application.
- **No Special Event Permit shall extend beyond 11:00 PM** on any night. Notwithstanding the forgoing, no bona-fide Cultural Event shall be subject to this Prohibition.
- Any events hosting or promoting a party of gathering of more than twenty unrelated person, at which admission is charged, or other consideration is given to attend, unless and except the owner of the facility or promoter **shall first engage a Georgia certified security company or Georgia certified peace officer to maintain peace and security for the event. If you need information on hiring Off-Duty Police Officers at (706) 453-7555 (Police).**
- **There shall be a minimum of one (1) peace officer or certified security personnel per 75 guests.**
- The person, group, organization, association, club, or other entity producing any Special Event shall hold harmless the city, its officers, employees and agents from liability of damages arising from any acts or omissions emanating from a Special Event. **A waiver recognizing notice of this section shall be filed as part of the permit application.**
- Failure to maintain the standards set in the City of Greensboro Ordinance, Chapter 15, Part II, Regulating Special Events with the City of Greensboro, shall constitute a misdemeanor. **Any person convicted hereunder shall be fined a maximum of One Thousand (\$1,000.00) Dollars and/or sentenced to one year confinement.**



- Prior to the issuance of the Special Event Permit, **the Special Event Applications must receive approval from the City of Greensboro City Manager or Chief of Police.**

**When your paperwork is complete, sign the Waiver Consent Agreement, included in this packet, and submit to:**

City of Greensboro: Special Event Permit  
211 North Main Street  
Greensboro, Georgia 30642  
Telephone: 706-453-7967  
Fax: 706-453-2912

OR

Greensboro Police Department: Special Event Permit  
1141 Siloam Highway  
Greensboro, Georgia 30642  
Telephone: 706-453-7555  
Fax: 706-453-1522

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**EVENT INFORMATION**

**Type of Event:**

**Run**                      **Walk**                      **Bike Tour**                      **Street Fair**  
**Parade**                      **Triathlon**                      **Biathlon**                      **Other** \_\_\_\_\_

**Name of Event:** \_\_\_\_\_

**Purpose of Event:** \_\_\_\_\_

**Location of Event** \_\_\_\_\_

**Event Dates (s):** \_\_\_\_\_

**Actual Event Hours:** \_\_\_\_\_ a.m. / p.m. until \_\_\_\_\_ a.m. / p.m.  
*(Please note: event may not begin earlier than 8:00 a.m. or later than 11 p.m. in residential areas)*

**Setup/Assembly Date:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_ a.m. / p.m.  
*(Please describe the scope of your setup/assembly work (specific details):*  
*Use additional page if necessary.*

**Dismantle Date:** \_\_\_\_\_ **Completion Time:** \_\_\_\_\_ a.m. / p.m.

**Will your event require the closing of any City streets or parking lots? (yes / no)**

**If yes, please list any street (s) to be closed as a result of this event. Include street name (s) day, date, and a proposed time of closing and time of reopening. You must attach a copy of traffic plan and get approval from the Mayor and City Council:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**GEORGIA**

**REQUIREMENTS & WAIVER AGREEMENT**

In addition to the nonrefundable \$25.00 application fee, **producers of each event are responsible for any additional costs incurred by the City of Greensboro as determined by representatives of each department prior to issuance of the Special Event Permit.** The fee schedule on the following page will be completed by our City staff, which will assess appropriate charges based on your application.

**Please attach two copies of drawings with dimensions accurately depicting proposed location of Special Event.** Sketches must include traffic patterns, curb cuts, and proposed parking plan. Please keep in mind that no temporary sanitary facility or trash receptacle may be located within 100 feet of a property line of any residential use and no tent, table or other temporary structure shall be located within 250 feet of a property line of any residential use.

As a condition to the issuance of a temporary Special Event License, **the licensee shall indemnify and hold the City Of Greensboro harmless from claims, demand, and cause of action which may arise from activities associated with the special event.**

I, \_\_\_\_\_, Applicant, do solemnly swear subject to criminal penalties for false swearing, that the statement and answers made by me to the foregoing questions in this application for a City of Greensboro Special Event Permit, are true, and no false or fraudulent statement or answer is made herein to procure the granting of such license, **and hereby hold the City of Greensboro harmless from any claims, demand or cause of action which may arise from activities associated with this Special Event Permit.**

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Notary**

\_\_\_\_\_  
**Commission Expires**

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**GEORGIA**

**OFFICE USE ONLY:**

**Special Event must receive approval from the City Manager or the Chief of Police Department for crowd control, traffic, and closure of streets, tent installation, and any use of fireworks.**

**Approved by City Manager** \_\_\_\_\_

**Conditions of Approval** \_\_\_\_\_

**Date** \_\_\_\_\_

**OR**

**Approved by Chief of Police** \_\_\_\_\_

**Conditions of Approval** \_\_\_\_\_

**Date** \_\_\_\_\_

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**Class of event:**

- Co-sponsored event with City**
- Fundraising for charitable events**
- Special event**
- Special event with road closure**
- Special event with tent**
- Special event with alcohol served**
- Special event with fireworks**

<b>Fee</b>	<b>Amount</b>
<b>Application Fee</b>	<b>\$25.00</b>
<b>Alcoholic Beverage Fee (if applicable)</b>	
<b>Public Works</b>	
<b>Community Development</b>	
<b>Police</b>	
<b>Fire</b>	
<b>Other</b>	
<b>Other</b>	
<b>Total</b>	