



## SPECIAL EVENT PERMIT APPLICATION

Special Event Title: \_\_\_\_\_

Company: \_\_\_\_\_

Company Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Location/Site Master: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Location/Site Master: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

### TYPE OF PROJECT

_____ Fair	_____ Tour
_____ Grand Opening Celebration	_____ Race
_____ Parade	_____ March
_____ Rally	_____ Assembly
_____ Festival	_____ Concert
_____ Holiday Celebration	_____ Bicycle/Run
_____ Block Party	_____ Other: _____

Description of Project: \_\_\_\_\_

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

Location of Project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_ Commercial Location    \_\_\_\_\_ Residential Location    \_\_\_\_\_ City Park    \_\_\_\_\_ Other

Describe Preparation Activity: \_\_\_\_\_

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



**SPECIAL EVENT**

**DATES**

From: \_\_\_\_\_ To: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_

**HOURS**

From: \_\_\_\_\_ A.M./P.M. To: \_\_\_\_\_ A.M./P.M.  
From: \_\_\_\_\_ A.M./P.M. To: \_\_\_\_\_ A.M./P.M.

Describe Special Event Activity: \_\_\_\_\_

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

**CLEAN-UP/CLOSE OUT**

**DATES**

From: \_\_\_\_\_ To: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_

**HOURS**

From: \_\_\_\_\_ A.M./P.M. To: \_\_\_\_\_ A.M./P.M.  
From: \_\_\_\_\_ A.M./P.M. To: \_\_\_\_\_ A.M./P.M.

Describe Clean Up/Close Out Activity: \_\_\_\_\_

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

NOTE: The following three items must be provided when applicable:

- 1. Site Plan – Showing Special Event Location
- 2. Proof of permission from Property Owner for use of the Special Event Location
- 3. Notification of neighbors and businesses affected by the Special Event Location

**ELEMENTS AND SPECIAL EFFECTS OR STUNTS** *(Please Check Applicable)*

\_\_\_\_\_ Generator(s)

\_\_\_\_\_ Special Lighting/Lighting Cranes

\_\_\_\_\_ Music Playback



\_\_\_\_\_ Smoke/Fire/Other Pyro  
\_\_\_\_\_ Vehicles  
\_\_\_\_\_ Animals  
\_\_\_\_\_ Other: \_\_\_\_\_

**If any of the above are checked, please give a detailed description, including dates and times:** \_\_\_\_\_

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**Please List Any Special Requests Not Already Covered:** \_\_\_\_\_

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**NOTE:** The City reserves the right to deny any Special Event Permit that is not within the best interest(s) of the City and its Residents.

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1. Full and/or Partial Lane and Street Closures
2. Requested Variances to any City of Ordinance

**Contact Name to Schedule the Meeting:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Names of Attendees to Attend the Meeting:** \_\_\_\_\_

**List any Alteration of Vegetation or Building Modifications that Could Remain Permanent After the**



Completion of the Project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Tents: \_\_\_\_\_ Square Footage of Each Tent: \_\_\_\_\_

List Tent Locations: \_\_\_\_\_

Will Portable Restrooms (Porta Potties) be Utilized? Yes\_No

If Yes, Please List Placement and Locations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SPECIAL EVENT PREP**

<b>DATES</b>		<b>HOURS</b>	
From: _____	To: _____	From: _____ A.M./P.M.	To: _____ A.M./P.M.
From: _____	To: _____	From: _____ A.M./P.M.	To: _____ A.M./P.M.

**USES:** *(Please Check Applicable)*

\_\_\_\_\_ Street Closure  
\_\_\_\_\_ Lane Closure  
\_\_\_\_\_ Other: \_\_\_\_\_

If any of the above are checked, please give a detailed description, including dates and times: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





**HOLDS HARMLESS AGREEMENT**

The applicant agrees to indemnify the City of Austell and to be solely and absolutely liable upon any and all claims, suits and judgements against the City and/or the application for personal injuries and property damages arising out of or occurring during the activities of the applicant, his/her (its) employees or otherwise. The applicant further agrees to comply with all pertinent provisions of Georgia laws, rules and regulations. This permit may be revoked at any time.

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**Applicant Signature**

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**Date**

**Permit Fee: \$100.00/Day**