

Requesting Use of City Property



Special Events
Permit Application

200 Main Street
Dallas, Ga. 30132

Individuals or groups wishing to hold events within the city limits of the City of Dallas, Georgia, on public or private property must obtain a Special Event Permit from the City of Dallas. This application is for City Property.

Special Event Permits are subject to the review of city departments and require approval of the Mayor and Council of the City of Dallas.

Complete & return to awhisner@dallas-ga.gov

Applications for events requesting alcohol service will be subject to review by appointment only with the city's Chief Marshal.

For appointment call: 770.443.8110 x 1301 / or email mhester@dallas-ga.gov

Applications should be submitted at least 60 days prior to the proposed event.

A *Special Event* is any activity that occurs upon public or private property that affects the ordinary use of parks, public streets, rights-of-way or sidewalks, or causes an increase of more than 100% in average daily trips on any public street within the City.

Special Events may include, but are not limited to, activities such as arts festivals, fairs, tours, concerts, holiday celebrations, grand opening celebrations, certain business promotional events out of doors, block parties, bicycle races, runs, processions and motorcades. *Granting permission for use does not entitle exclusive use.*

Activities that do not require a Special Event Permit may include funeral processions; garage or lawn sales (or any similar casual sale of tangible personal property); and private social gatherings of up to **20** participants that make no use of city streets other than for lawful parking.

A request for a Special Event Permit may be denied if judged that the event will disrupt traffic within the city beyond practical solution; the event will interfere with access to fire hydrants; the event will cause undue hardship to adjacent businesses or residents; the event will require the diversion of so many public employees that allowing the event would unreasonably deny service to the remainder of the city; the event might otherwise interfere with the public welfare, peace, safety, health, good order and convenience of the general public; the application contains incomplete or false information; the applicant fails to comply with all requirements of the City of Dallas including failure to remit all fees and deposits and Hold Harmless Agreement to the city.

Special Events Permit Application Part I

Please initial acknowledgment in each item's box .

- Checks should be payable to The City of Dallas.**
- Rain Policy:** Events take place as scheduled; no allowances made for inclement weather.
- Fees:** **The application fee is non-refundable and should be included with the application.** If the event is approved, the user fee and security clean-up deposit will then be due. The security clean-up deposit will be returned if the facility or park is left in appropriate order and no damage is reported. Failure to comply will result in loss of deposit and denial of future applications.

Fee Structure *

Application Processing Fee (**non-refundable**): \$100.00**
(This fee will be applied toward User Fee if the event is approved and not cancelled)

User Fee (per day): 1 day - \$400.00**
 2 days- \$750.00**
 3 days- \$1000.00**
 4 days- \$1200.00**

Security Deposit: \$150.00

Per Police Staff: \$ 50.00 per hour (Minimum - 2 officers/4-hours)

**Fees may also be assessed for additional city services including, but not limited to, clean-up, maintenance, streets, Police and traffic control, electricity, etc.*

***Non-Profit organizations can receive a 50% reduction on the Application Processing Fee and User Fee(s) when proof of 501(c)3 status is given (form must be submitted).*

- Insurance:** **If an event is approved, it will be approved pending receipt of the insurance certificate, due no less than 14 days prior to event.**

When using a City facility, common area(s), street(s), park(s) or trail(s), provide a **Certificate of Insurance** with the City of Dallas named specifically and separately, as an additional insured under the policy. The insurance agency must be licensed to do business in the State of Georgia. In the event of any changes or cancellation in the policy, the city must be notified by certified mail.

<u>Type of Insurance</u>	<u>Limits</u>	
General Liability	Each Occurrence	1,000,000
	Damage to Rented Premises (Each occurrence)	50,000
	Med Exp (Any one person)	5,000
	Personal & Adv Injury	1,000,000
	General Aggregate	2,000,000
	Products (Completed Operations / Aggregate products)	1,000,000

Occupation Tax Certificate: If products or services are to be sold at this event, submit a copy of your Occupation Tax Certificate with this application. To apply for an Occupation Tax Certificate, contact the City Business Registration office at 770.443.8110 x 1202 *before you submit your application.*

Police Requirements: Only certified off-duty police officers are allowed to work special events. Officers may be required depending on the size of event (the number required will be determined by the Dallas Police Department). If a police escort is needed, contact the Dallas Police Department at 770.443.8110 x 1003.

Signs: Permits are required for temporary signs or advertising devices. Approval may be obtained through the City's Community Development at 678.363.6175. No signs may be affixed to trees, buildings, street fixtures or in the street right-of-way. (Sec. 28-1 thru Sec. 28-23)

Fireworks Permit: For details on permitting, contact the Paulding County Probate at 770.443.7541 before you submit your application. (Fireworks are not permitted without county's prior approval.)

Hours: Special Event activities are prohibited after 10:00 pm and before 7:00am Sunday through Thursday. On Fridays and Saturdays, events must end by 11:00pm and may not resume before 8:00am unless otherwise approved by the Mayor and Council of the City of Dallas.

Length of Use: There is a maximum use of four (4) days for each event. (This time frame does not include set up and take down; there will be a seven (7) days maximum period for set up and take down.) A permit will not be issued to a subsequent group or individual for the purpose of continuing a previously permitted event or display.

Alcohol: Refer to code of City of Dallas, Georgia, Alcoholic Beverage Catering, Sec. 4-100 for permitting of alcoholic beverage catering/sales.

Trash: It is the event organizer's responsibility to deposit any trash into appropriate trash receptacles following the event to warrant returning the security deposit. Daily cleanup is required to return event location to its pre-event condition. If the applicant fails to clean up such refuse, cleanup will be arranged by the city and the costs charged to the applicant.

There are 18 stationary trash receptacles located along Main Street. In addition, the City provides six (6) rolling trash carts for approved special events held on Main Street. The event organizer can choose to empty the city receptacles/carts into the city's dumpster (located in the parking lot directly behind the civic center) **or** may request additional rolling trash carts at the rate of \$25/per day. If the City determines the size of the event will **require** additional receptacles, the public works department will notify the organizer. It is the responsibility of the event organizer to make all arrangements and pay any fees applicable for any additional equipment or services. The event organizer should contact City Hall to arrange for any additional equipment/receptacles/services **at least 2 weeks prior to any approved event.**

Restroom Facilities: The city may require event sponsors to provide temporary toilet facilities. In cooperation with the Americans with Disabilities Act, at least one portable toilet is to be handicap accessible. It is the event organizer's responsibility to make all arrangements (drop-off & pick-up) and pay any fees for temporary toilet facilities. The event organizer will need to coordinate the appropriate locations with Public Works Manager. Daily cleanup is required returning event location to its pre-event condition. If the applicant fails to clean up such refuse, cleanup will be arranged by the city and the costs charged to the applicant.

Sound System: Not provided. Any intended use of a sound system during the event needs to be addressed in writing. The City maintains a noise ordinance. (Sec. 24-1)

Traffic & Parking: Parking is permitted in designated areas. Absolutely no parking is allowed on brickwork or sidewalks. The Paulding County Fire Department requires that all entries, exits and fire lanes be maintained.

Swimming: Available at designated pools.

First Aid and Medical: The City recommends that you have emergency medical personnel on site for your event.

Enforcement: City of Dallas Police or Marshal Personnel may eject any citizen or event participant from any park or public facility for violation of rules and regulations. Fines may be applicable.

Alteration to Parks: Alterations to park facilities including attaching of decorations and displays are prohibited unless written permission has been given from the Public Works Manager for the City of Dallas. Construction and installation of special service facilities must be approved in writing prior to the event. Damage to any structure or plant material will be billed to the organization at replacement cost plus labor and a ten (10) percent administration fee added to that cost. The City of Dallas withholds the right to regulate placement and method of placement of items or structures in any City park.

Downtown Streetscape: Parking, cooking and skateboarding are prohibited on all brickwork.

Performance Bond: Event groups must take adequate measures to protect public and/or private property, wildlife and water from damage or injury. A Performance Bond in the amount of 150% of the total estimated cost of the special event to the city, *may be required* before the special event permit can be issued.

Complete Application: Applicants must provide a complete application. This includes, but is not limited to, a *Site Plan or Parade Route* which addresses:

- (a) the location of the event on the property, or the beginning/end of route;
- (b) features and attractions;
- (c) circulation;
- (d) proposed parking including how you will handle overflow parking;
- (e) any proposed road closures;
- (f) location of waste disposal facilities;
- (g) restrooms;
- (h) access for disabled;
- (i) proposed First Aid / Medical Plan
- (j) plan for emergency evacuation
- (k) approved MUTCD Traffic Plan.

Please Continue to Part II

Special Event Permit Application Part II

Contact/Designee **MUST** remain on-site from set-up through clean-up

FOR CITY USE ONLY
PERMIT APPROVED:

APPLICANT INFORMATION

Company / Organization _____

Street Address _____

City, State, Zip _____

The City requires an individual named as a 24-hour contact for the event and a 24-hour phone number for the individual.
One Alternate Contact is also requested.

Primary Contact _____ Phone _____

Address _____ Email _____

Alternate Contact _____ Phone _____

Address _____ Email _____

Event Information

Event Title _____

Dates Requested: Start: _____ Time _____ am/pm End _____ Time _____ am/pm

Set-up date & time _____ Break-down date & time _____

Event Type: Festival/Wedding Concert/Performance Exhibit/Special Attraction
 Fundraiser Parade/Processional Bike/Walk/Run
 Other: _____

City Facility Requested: Downtown/Main Street Gazebo at Dallas Trailhead
 Sara Babb Park McKoon Park Dogwoods at Coleman Camp Park
 Other: _____

Mark All That Apply: Alcohol Signage/Banners Amplified Sound/Music
 Tents/ Canopies Carnival Rides Fireworks/lasers Portable Restrooms
 Trash Road Closing Shuttles Generators/Electricity
 Inflatables Vendors/Concessions Animals Parking/Shuttles

Event Description: Describe type of your event, purpose of your event, projected attendance (including approximate number of persons and vehicles attending):

Will you require road(s) closure? If yes, describe as provided for by an approved MUTCD traffic Plan:

City Property - List any electrical needs:

Please describe your plan for clean-up and removal of waste, recycling and garbage during and after the event:

How do you plan to publicize this event?

Schedule of the day's events (*tentative is acceptable*):

Attach and include a clear and clean copy of the Site Plan or Parade Route

Applicant should consider:

- Assembly area
- Sound Equipment
- Lighting
- Signage
- Parking
- Restrooms
- Tents/Canopies
- Route to Travel
- Vendor Area
- Stage
- Detour Plan
- Water supply
- Communication Facilities
- Generators/Electric Supply
- Event Vehicles
- Medical Treatment Facility
- Adjacent Streets
- Trash Receptacles
- Barricades/crowd control barriers
- Disability Access
- Other Event Components
- Approved MUTCD Traffic Plan

Applicant's Affidavit

I, applicant or authorized representative, have read and understand the contents of this application. The information contained herein and attached is complete and true, current and correct to the best of my knowledge.

I understand providing false information shall void the application and cancel the event.

I understand the permit may be cancelled by the Chief Marshal or Chief of Police for the City of Dallas, Georgia at any time with or without cause.

Organization/Group: _____

Applicant/Representative Name: _____

Signature: _____ **Date:** _____

Release and Hold Harmless Agreement

In consideration for being granted a Special Event Permit from the City of Dallas, Georgia, I, applicant or authorized representative, hereby release and hold harmless the City of Dallas, Georgia itself and its' employees from any liabilities and claims arising during or after this event. I agree that I will never prosecute or in any way aid in the prosecuting of any demand, claim or suit against the City of Dallas, Georgia or its' agents, officers, volunteer staff, or any employee acting officially or otherwise, for any loss, damage, or injury to my person or property that may occur during or after this event held in the City of Dallas, Georgia.

My signature constitutes my agreement and the agreement of my organization (as listed below), including all participants from my organization present at this event. The person or persons signing this document hereby represent to the City of Dallas, Georgia that they have the specific authority on behalf of the organization to execute this Hold Harmless Agreement.

Organization/Group: _____

Individual Representative: _____

Signature: _____ Date: _____

Appointments for review of completed applications and any attachments may be scheduled with the Chief Marshal by phone or email at:

770.443.8110 x 1003

mhester@dallas-ga.gov

STOP

FOR CITY USE ONLY

Initial after complete review (any comments/requirements/exclusions should be noted):

Marshal _____ Police _____ Theater _____ Public Works _____

Community Dev _____ Sanitation _____ Parks/Rec _____

Additional department review(s) needed: _____

Comments/Requirements/Exclusions/Changes: _____

Officers required (number): _____ at rate of \$ _____ per _____

Additional trash receptacles required (number): _____ at rate of \$25/each per day

Temporary toilets required (number): _____

Permits (sign or devices) required: _____

Alcoholic Beverage Catering License required: _____