

CITY OF SMYRNA EVENT PERMIT APPLICATION



CITY OF SMYRNA EVENT PERMIT APPLICATION  
Must be submitted ninety (90) days prior to event

Application Date: Jan 10, 2024 Name of Representative: Alison Chappell  
Name of Organization: Smyrna Little League (SLL) Federal Tax ID/EIN: 58-1462774  
Address: 1270 Hunter St.  
City: Smyrna State: GA Zip Code: 30080  
Telephone #: 404-964-8234 Fax #: \_\_\_\_\_  
Purpose of Event Permit: SLL Opening Day Parade  
Type of Event: ☐ Festival/Arts Show ☒ Parade ☐ Other \_\_\_\_\_

Please fill out a Racing Event Permit Application for walks, runs, and bike races.

Proposed Event Date: Saturday March 16 2024  
Proposed Assembling Location: Campbell Middle School Parking Lot  
Time of Assembling: 9:00 AM Event Start Time: 10:00 AM  
Event End Time: 10:30 AM Time Dismantling Complete: 11:00 AM

Description of Event (attach additional page if more space is needed):

SLL Opening Day Parade of Teams  
~ 50 trucks w/ teams  
Smyrna FD - Firetruck  
No walking attendees.

CITY OF SMYRNA EVENT PERMIT APPLICATION

Projected Attendance: 750 Previous Year's Attendance: 600

Does this event require street closures? ☒ Yes (attach street closure map) ☐ No

Streets to be closed: partial Atlanta Rd, W. Spring St, King St, Concord

Closure Date and Time: 10:00 AM 3/16/24 Reopen Date and Time: 10:30 AM 3/16/24

Number of Off-Duty Police Officers requested (minimum 4 hours per officer): will be handled by Sgt. Cole at no cost

Fees: Patrolling - \$55/hour/officer

Directing Traffic - \$65+/hour/officer

Total number of portable restrooms: 0 Total number of portable ADA restrooms: 0

Portable restroom company and phone number: \_\_\_\_\_

*Please refer to the Georgia Department of Public Health [Portable Sanitation Brochure](#) or [www.dph.georgia.gov](http://www.dph.georgia.gov), and the Americans with Disabilities Act of 1990 (ADA), for rules and guidelines.*

Will generators be used? ☐ Yes ☒ No

Generator company and phone number: \_\_\_\_\_

Will tents be used? ☐ Yes ☒ No

If yes, number of tents: \_\_\_\_\_ Tent size: \_\_\_\_\_

Will food or non-alcoholic beverages be served or sold? ☐ Yes ☒ No

*Approval from Cobb & Douglas Public Health may be required. Please visit the [Cobb & Douglas Public Health website](#) or call 770-514-2300 to discuss food and beverage regulations before submitting an application.*

Will alcohol be served or sold? ☐ Yes ☒ No

*Temporary alcohol license requests require approval of the Mayor and City Council and must be requested a minimum of sixty (60) days prior to the day of the event.*

Will any non-food items be sold? ☐ Yes ☒ No

Will there be any entertainment or music? ☐ Yes ☒ No

If yes, describe: \_\_\_\_\_

# CITY OF SMYRNA EVENT PERMIT APPLICATION

## Attachments & Acknowledgements:

☐ Event Site Plan showing the proposed event area and any/all items related to the event.

☒ Street Closure Map

☒ Parade Route (if applicable)

☐ Event Description (if more space is required)

☒ Signed Release and Indemnity Agreement: Attached in application packet.

☒ Proof of Liability Insurance: May be required based on event size and is due thirty (30) days before the event.

This information contained in the permit application will be submitted to the Smyrna Police Department and other related departments. Any changes in the date, time, composition, and/or route of the event must be approved by the police department, City management, and/or Mayor and Council. Upon approval of this application, this document will serve as your permit. The permit is to be carried by the lead representative of the event and is to be shown upon request. The City of Smyrna reserves the right to deny permission for activities in the streets and parks of the City.

The applicant acknowledges that the event is the responsibility of the event organizer, which includes planning, implementation, logistics, supplies, and resources. Requests to use City resources must be made in writing and approved with this process.

Applicant: Elison Cheppel Date: 1/8/2024

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Marshal

\_\_\_\_\_  
Date: \_\_\_\_\_

Traffic Supervisor/Deputy Chief/Chief – Smyrna PD

City Administrator Approval: \_\_\_\_\_ Date: \_\_\_\_\_



## CITY OF SMYRNA RELEASE AND INDEMNITY AGREEMENT

In consideration of participation in said special event the undersigned organization/business/group/individual hereby agrees and warrants that they shall release, defend, indemnify and save harmless the City of Smyrna, its officers, directors, employees and any other person, firm or corporation charged or chargeable with responsibility or liability, their heirs, administrators, executors, successors and assigns and agents from any and all costs, expenses, restrictions, claims, demands, suits, actions, proceedings, damages, liabilities, deficiencies, judgments, levies, costs or expenses, including, but not limited to, attorney's fees and expenses of any kind and nature, including, but not by way of limitation, any claim for damages to property or injuries to or death of any person or persons relating to or arising from the special event or related activities, regardless of whether arising from the negligence or wrongful acts, errors or omissions of the City of Smyrna.

Without limiting the generality of the foregoing, the undersigned organization/business/group/individual agrees that they shall reimburse the City of Smyrna for legal fees and other costs incurred in the City of Smyrna's defense of such claims of litigation. The City of Smyrna shall have the right to participate in the defense of any claims or litigation and shall have the right to approve any settlement.

This release extends and applies to, and also covers and includes, all unknown, unforeseen, unanticipated and unsuspected injuries, damages, loss and liability, and the consequences thereof, as well as those now disclosed and known to exist. The provisions of any state, federal, local or territorial law or statute providing in substance that releases shall not extend to claims, demands, injuries or damages which are unknown or unsuspected to exist at the time, to the person executing such release, are hereby expressly waived.

The undersigned organization/business/group/individual acknowledges that the agreement hereby releases and discharges the City of Smyrna, its officers, directors, employees and agents, of any and all claims, relating to any bodily and personal injuries or damages to property and the consequences thereof resulting from their participation in the said special event. I do hereby covenant with the City of Smyrna that I, my heirs, executors, assigns and transferees will never at any future time sue the City of Smyrna for or on account of any claim for damages arising out of my participation in the said special event whether such claims arise by negligence of the City of Smyrna, its employees or agents, or by the negligence of any other participant.

It is further agreed and understood that said participation in the special event is not to be construed as an admission of liability and acceptance of assumption of responsibility by the City of Smyrna, its officers and members.

This is the 8 day of January, 2024.

NAME OF ORGANIZATION/BUSINESS/GROUP/INDIVIDUAL:

Smyrna Little League

INDIVIDUAL RESPONSIBILITY Wison Chappell  
(Signature)