

CITY OF SMYRNA EVENT PERMIT APPLICATION



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Must be submitted ninety (90) days prior to event

Application Date: _____ Name of Representative: _____

Name of Organization: _____ Federal Tax ID/EIN: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone #: _____ Fax #: _____

Purpose of Event Permit: _____

Type of Event: Festival Parade Other _____

Please fill out a [Racing Event Permit Application](#) for walks, runs, and bike races.

Proposed Event Date: _____

Proposed Assembling Location: _____

Time of Assembling: _____ Event Start Time: _____

Event End Time: _____ Time Dismantling Complete: _____

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

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Projected Attendance: _____ Previous Year's Attendance: _____

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

Streets to be closed: _____

Closure Date and Time: _____ Reopen Date and Time: _____

Number of Off-Duty Police Officers requested (minimum 4 hours per officer): _____

Fees for Off-Duty Officers range from \$55 to \$75/hour/officer and are determined by the Police Department.

Total number of portable restrooms: _____ Total number of portable ADA restrooms: _____

Portable restroom company and phone number: _____

Please refer to the Georgia Department of Public Health [Portable Sanitation Brochure](#) or 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

Food: Approval of this application does not automatically grant permission to serve or sell food at the event. If mobile food vendors plan to sell product to attendees, they will need to obtain a [mobile food vendor license](#).

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

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Will alcohol be served or sold?

Yes

No

Alcohol: To request an alcoholic beverage license, you must first obtain approval from the Mayor and City Council. This approval must be requested at least 60 days before the event. After receiving approval, you will then follow the process to apply for an [alcoholic beverage catering permit](#). If you plan to serve alcohol, please attach a request letter for Mayor and Council approval to your application, including the following:

- Alcohol pouring contact information
- All types of alcohol being served
- Location and set up of alcohol serving area
- Timeframe of alcohol pouring
- Alcohol controls plan including identification, use of wristbands, etc.

Will any non-food items be sold?

Yes

No

Will there be any entertainment or music?

Yes

No

If yes, describe:

Attachments:

- Detailed Event Description (if more space is required)
- Event Site Plan showing the proposed event area and any/all items related to the event
- Street Closure Map
- Parade Route (if applicable)
- Signed Release and Indemnity Agreement: Attached in application packet
- Proof of Liability Insurance: Due thirty (30) days before the event
- Letter requesting approval to seek alcoholic beverage catering permit (if applicable)

