

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)

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Acknowledgements

This information contained in the permit application will be submitted to the City of Smyrna Administration department and other related departments. Any changes in the date, time, composition, location 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 Signature:  Date: _____

Applicant Printed Name: _____

Approval Signature: _____ Date: _____

Approval Printed Name and Title: _____

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 _____ day of _____, 20_____.

NAME OF ORGANIZATION/BUSINESS/GROUP/INDIVIDUAL:

INDIVIDUAL RESPONSIBILITY



(Signature)