



Special Event Permit Application

Guidelines for Special Events

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. Special events may include but are not limited to such activities as arts festivals, fairs, tours, concerts, holiday celebrations, grand opening celebrations, certain outdoor business promotional events, bicycle races, runs, parades, marches and processions and motorcades.

Individuals or groups wishing to hold events on public property, or on private property but with an impact on public property such as roads, within the City limits, including City parks, must obtain a Special Event Permit from the City of Sandy Springs. Event sponsors should submit applications 60 days prior to the proposed event.

Some key points:

Permit posting: Special event permits should be posted at greeting areas or main entrances at events. Event producers should keep in mind they may be asked, by City staff, to show proof of permit during event.

Hours: Event activities are prohibited after 11 p.m. in residential areas, after midnight in commercial areas, and before 8 a.m. in any area. Loudspeakers, amplified music, bullhorn or public address systems during event hours are strictly regulated.

Alcohol: If alcohol is to be served or sold, sponsors must take those measures required for compliance with the Alcoholic Beverage Ordinance, including the hire of private security officers to prevent alcohol from being removed from the premises. Alcohol is prohibited in Sandy Springs' public parks.

Restrooms/Trash/Cleanup: The City may require event sponsors to provide temporary toilet facilities. Trash must be disposed of in approved containers. Daily cleanup is required. The applicant must clean the right-of-way or public property of all rubbish and debris, returning it to its pre-event condition within 24 hours of the conclusion of the event. If the applicant fails to clean up such refuse, cleanup will be arranged by the City and the costs charged to the applicant.

Traffic & Parking: Parking is permitted in designated areas only. The Fire Marshall requires that all entries, exits and fire lanes be maintained.

Signs: Permits are required for temporary signs. No signs may be affixed to trees, buildings or street fixtures. Applications including signage must submit sign descriptions on the site plan to include the number of signs/banners, location, size & height of each on the application.

Smoking: Smoking is not permitted in any public facility.

Fireworks: Fireworks are not permitted without prior approval from the City of Sandy Springs Fire Department.

Tents: Tents having an area in excess of 200 sq. ft. or canopies (tents without sides) in excess of 400 sq. ft. require an inspection and permit by the Fire Marshal. Such structures require a flame resistant certificate issued by an acceptable testing laboratory, and a site plan indicating a fire lane accessing the tent, a 2A-10BC fire extinguisher on-site, and acknowledgement that no smoking, fireworks, or open flames will be permitted in the tent. Please complete the Application for Tent Permit.

Fire inspections may be scheduled by calling (770) 730-5600, or by visiting our website at www.sandyspringsga.org. Please schedule inspections at least one business day in advance

Security/Traffic Control: Events may require the hiring of police officers to provide for security and/or traffic control.

First Aid and Medical: Events may require provision of first-aid and medical personnel.

Enforcement: City of Sandy Springs Police or Sandy Springs Recreation and Parks staff may request that a resident or event participant leave any park or public facility for violation of rules and regulations.

Recycling: Do you have a recycling plan? Recycling services are available at the Morgan Falls recycle Center. Contact Keep Sandy Springs North Fulton Beautiful at 770-551-7766 or visit www.keepnorthfultonbeautiful.org for further information.

Insurance: In addition to the nonrefundable application fee, producers of each event are responsible for any additional costs incurred by the City as determined by representatives of each department prior to issuance of the Special Event Permit.

Attach Proof of Comprehensive Liability Insurance naming the City as an additional insured: *The insurance requirement is a minimum of \$300,000 personal injury per person, \$1,000,000 maximum, and \$100,000 property damage against all claims arising from permits issued.*

Special Event Application Checklist

- | | | |
|---|--|--|
| <input type="checkbox"/> \$50 Application Fee | <input type="checkbox"/> Application Notarized | <input type="checkbox"/> Food Permit |
| <input type="checkbox"/> \$50 Alcohol Fee | <input type="checkbox"/> Insurance | <input type="checkbox"/> Signed Agreements |
| <input type="checkbox"/> Attached Plan for First Aid | <input type="checkbox"/> Letter from property owner allowing use of land | |
| <input type="checkbox"/> 2 Attached Site Plans to include: First Aid, Trash Collection, Restrooms, Crowd Control, Tents and Banners and Signs | | |

Helpful Phone numbers:

Fulton County Health Department (404) 332-1808

City of Sandy Springs (770) 730-5600



Event Information

Type of Event:

Run ____ Walk ____ Bike Tour ____ Parade ____ Street Fair ____
Parade ____ Triathlon ____ Biathlon ____ Other _____

Name of Event and Sponsoring Organization:

Purpose of Event:

Location of Event: _____

Address of Producer: _____

Phone Number: _____

Event Dates(s): _____

Actual Event Hours: _____ a.m. / p.m. until _____ a.m. / p.m.

Setup / Assembly Date: _____ Start Time: _____ a.m. / p.m.

Please describe the scope of your setup/assembly work (specific details):

Dismantle Date: _____ Completion Time: _____ a.m. / p.m.

Projected Attendance: _____

Will this event require the use of fireworks? (yes/no)

Will alcohol be served? (yes/no) If yes, please provide required documentation.

Will a tent be installed? (yes/no) If yes, What size? ____ ft. x ____ ft. Total number of tents _____

Will this event require signs/banners? (yes/no) If yes, please provide the location, size, height and number of signs/banners on your site plan for the event.

Description of Traffic and Parking Plan (attach copy):

Will your event require the closing of any City streets or parking lots? (yes/no)

If yes, please list any street(s) and parking lots to be closed as a result of this event. Include street name(s), day, date, and a proposed time of closing and time of reopening. *You must attach a copy of a traffic and parking plan* and a list of proposed equipment being used to close roads and the responsible party deploying the equipment.

Who is your point of contact for this event?

Name: _____

Phone: _____



Requirements

In addition to the nonrefundable \$50 application fee, producers of each event are responsible for any additional costs incurred by the City as determined by representatives of each department prior to issuance of the Special Event Permit. The fee schedule on the following page will be completed by our City staff, who will assess appropriate charges based on your application.

Please attach two copies of drawings with dimensions accurately depicting proposed location of Special Event. Sketches must include traffic patterns, curb cuts, and proposed parking plan. *Please keep in mind that no temporary sanitary facility or trash receptacle may be located within 100 feet of a property line of any residential use and no tent, table or other temporary structure shall be located within 250 feet of a property line of any residential use.*

As a condition to the issuance of a temporary Special Event License, the licensee shall indemnify and hold the City harmless from claims, demand or cause of action which may arise from activities associated with the special event.

I, _____, Applicant, do solemnly swear subject to criminal penalties for false swearing, that the statement and answers made by me to the foregoing questions in this application for a City of Sandy Springs Special Event Permit, are true, and no false or fraudulent statement or answer is made herein to procure the granting of such license.

Applicant Signature

Date

Notary

Commission Expires

Office Use Only:

Approved By:

Police Dept _____

Public Works _____

Zoning Administrator _____

Date _____

Date _____

Date _____

Fire Dept _____

Date _____