



City of Stockbridge

Temporary Special Event Permit Application

4640 North Henry Blvd, Stockbridge, GA 30281 • 770.389.7900(t) • 770.389.5484(f)

APPLICATIONS MUST BE SUBMITTED TO CITY HALL A MINIMUM OF 30 DAYS PRIOR TO SCHEDULED EVENT

Applicant Information:

Event Organizer/Sponsor	
Address	
City, State, Zip	
Contact Person	
Contact Phone Number	
Contact Email Address	

Event Information

Proposed date(s)	
Proposed location(s)	
Proposed time of event (please include setup time, event time and breakdown time)	

1. Type of Event (Check all that apply)

___ Street Parade: ___ # of floats ___ # of marching units ___ # of vehicles

___ Rally/Assembly

___ Fair/Festival: ___ # of vendor booths (including food)

___ Run/Walk

___ Social/Corporate Event (Invite Only)

Total anticipated participation: _____

2. Purpose of the event:

3. What parking is being used/requested for the event:

*If private parking is being used, please provide a letter of approval from parking lot owner.

4. Will the event use or require the following services?

- _____ Closing of public streets?
- _____ Rerouting of vehicle or pedestrian traffic?
- _____ Use of police officers for security?
- _____ Staging?

- _____ Use of electricity?
- _____ Use of water?
- _____ Restroom facilities? Which ones? _____
- _____ Port-a-potties? Must reserve ample potties for size of event. Guideline sheet _____ available.
- _____ Cones? How many? _____
- _____ Barricades? How many? _____
- _____ Trash cans? How many? _____
- _____ Use of personal signs or banners?
- _____ Live entertainment, music, DJ, etc.?

*All items must be clearly represented on the event layout/site plan.
 **If City staff or equipment is requested, charges will apply.

5. Will alcohol be served/distributed? _____
 Will alcohol be sold? _____

6. Liability Insurance Information- sponsor is required to have
 Liability Insurer: _____
 Policy Number: _____
 *Attach copy.

_____ I hereby certify that I have read and examined this application and know the same to be true and correct. The granting of a temporary event permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating amusement events and similar functions. It is at the discretion of the City to request additional information as needed on a case-by-case basis. This application is hereby made according to the laws and ordinances of the City of Stockbridge for a temporary event permit as described herein and shall be submitted with accompanying site plan information and, if granted, will confirm to all laws and ordinances regulating the same. It is unlawful to falsely represent, directly or by implication, that funds are being solicited on behalf of any person, firm, corporation, association or organization.

_____ I agree to hold harmless and defend the City of Stockbridge against any claim for damages, compensation or otherwise on the part of me, or any other party, resulting from injury to me, or any other party, which might occur as a result of the event being held.

 Signature _____
Date

 Print name

CITY OF STOCKBRIDGE

Received by: _____ Date/Time: _____

Approved/Disapproved: _____ Decision sent via email or phone.

Comments:

Fees required: \$ _____ Paid: \$ _____ Payment type: _____
 Received by: _____