



City of Stockbridge

Temporary Special Event Permit

Guidelines & Fees

A special event is any activity that occurs upon public or private property that affects the ordinary use of parks, public streets, right of ways or sidewalks. Special events may include, but are not limited to festivals, fairs, tours, concerts, filming, grand openings, races, parades, processions or motorcades.

- Individuals or groups wishing to hold events on public property, or on private property that would have an impact on public property (roads, parks, etc.), must obtain a temporary special event permit from the City of Stockbridge.
- Individuals renting Merle Manders Center or Ted Strickland Community Center wishing to serve/distribute alcohol for a private event (invite only such as wedding reception, family reunion, birthday party, etc.) must complete a special event permit and pay the security deposit fee.
- Individuals renting Merle Manders Center or Ted Strickland Community Center wishing to sell alcohol for a private event, must complete a special event permit for the City, as well as one for the state and pay the permit fees.
- Individuals wishing to serve or sell alcohol at events open to the public must complete a special event permit for the City, as well as one for the state and pay the permit fees.

Permit posting: Special event permits should be posted at the main entrance of the event. Event producers should be prepared to present the permit at any time during the event.

Alcohol: If alcohol is to be served or sold, event producers must follow the policies for alcohol compliance.

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: Proper parking for event patrons must be considered. If parking lots not owned by the event producer will be used, a letter of permission from the parking lot owner must be included in the application. 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.

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.

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 Stockbridge staff or Henry County Police Department may request that a resident or event participant leave any park or public facility for violation of rules and regulations.

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 Permit Application Fee	\$50.00 (non refundable)
Special Event Alcohol Permit Fee	\$50.00 (non refundable)