



Special Event Permit Application

Application Instructions:

Please fill out all sections that apply to the special event. Indicate N/A on any sections that are not applicable. **Applications will be deemed incomplete if they are missing information or required documentation. TBD is not an acceptable answer.**

1. Submit your Special Event Permit Application to the Cherokee County Development Service Center at least thirty (30) days prior to the first date the permit is required.
2. Documents Required When Submitting:
 - * A detailed plan/layout of the event area, including locations of all tables, chairs, tents, stages etc.
 - * Plans for parking facilities
 - * Sanitation plans (provisions for temporary restrooms and the collection of all trash and debris related to the special event)
 - * Copies of State licenses, related permits, and certifications
 - * Map of the requested race/parade route
 - * A certificate of insurance (General liability insurance-comprehensive form, covering bodily injury, including death, personal injury and property damage, with limits of not less than \$1,000,000 combined single limit (CSL) per occurrence and including Cherokee County Georgia as an additional insured party. The certificate of insurance must be submitted to the Development Service Center no less than fourteen (14) days prior to the event. The insurance agency must be licensed in the State of Georgia.)
3. If the special event utilizes any Cherokee County facility including parks, provide an approved rental agreement from the Recreation and Parks Department with your application.
4. If food or beverage is to be served or sold at the event, approval from the Cherokee County Health Department may be required. Contact the Cherokee County Health Department at 770-479-0444 to discuss food and beverage regulations before you submit your application.
5. Per Cherokee County Ordinance Section 6-26, temporary permit for a special event in the parking lot of licensed establishment where alcohol is being consumed, shall be limited to three (3) per calendar year.
6. In the event that the special event is being conducted by or for the benefit of a certified nonprofit or civic organization a temporary pouring license may be required per Cherokee County Ordinance Section 6-27. Please see one of our DSC representative with any questions you may have.

Application Date: _____

Permit # _____

Name of Individual or Organization sponsoring the event:

Organization Contact Information:

Phone: _____

Address: _____

Email address: _____

Applicant name: _____ **Phone:** _____

Address: _____ **Email:** _____

24 Hour Contact person: _____

Phone: _____

Address: _____

Email Address: _____

Security Information:

Name of security officer: _____

Contact number for officer: _____

Event Information:

Name of event: _____

Event location address: _____

Date/Time of event: Provide the date(s) and time(s) associated with each aspect of the event:

Set up Date: _____ Time (start/end): _____

Day 1 Date: _____ Time (start/end): _____

Day 2 Date: _____ Time (start/end): _____

Dismantle Date: _____ Time (start/end): _____

**If any element of your event schedule is longer than the space above, list the date and start/end time on a separate sheet of paper.

Estimated number of attendees: _____ Estimated number of event workers:

Estimated number of vehicles (bikes, floats, etc.): _____

Is this a rain or shine event? Yes _____ No _____ If no, list the rain date(s) and start/end time:

Will you require street closures? Yes _____ No _____ If yes, provide a detailed map of the area showing all requested closures.

Describe the purpose of the proposed event:

Type of event - (Circle all that apply):

Athletic Event	Carnival/Circus	Concert/Performance	Motorcycle Ride
Craft Show	Cycling Event	Exhibition	Festival
Film Shoot	Fireworks	Market	Parade
Road Race	Street Dance	Street Fair	Rally/Assembly
Wedding	Other (Please specify) _____		

Purpose of event - (Circle all that apply):

Charity	Fundraiser	Entertainment	Education
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Other (Please specify) _____

Event Details - (Will the event have the following):

Animals? Yes _____ No _____ If yes, how many? _____ Species: _____

Booths/vendors? Yes _____ No _____ If yes, how many? Booths _____ Vendors _____

Staging/Scaffolding? Yes _____ No _____ If yes, how many/what height? _____

Tents/canopies? Yes _____ No _____ If yes, how many/what size? _____

**Note: Tents that are in excess of 400 sq. ft. will require additional information to be submitted with the application.*

-Will require compliance with 2018 International Fire Code 3103.2

-Manufacturer set-up specifications.

-Manufacturer anchoring specifications to prevent wind up-lift.

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Alcohol served/sold? Yes _____ No _____ If yes, what is the license number and who is the responsible party? _____ Phone # _____

Management plan for checking identifications and limiting open containers to event area (only if alcohol will be served or sold):

Rides? Yes _____ No _____ If yes, please provide a copy of the State Certificate.

Electrical? Yes _____ No _____ If yes, what is the source? _____

Will sound amplification equipment be used? Yes _____ No _____ If yes, explain what sort of sound will be amplified. _____

Waste Management Plan

Describe permanent restroom facilities and/or portable restroom facilities provided during event (show location of each on site plan for event):

Describe trash removal plan during event (show location of dumpsters, if any, on site plan for event):

Please provide any other information about your event that you believe would be helpful for planning purposes (attach additional documentation if needed):

Insurance

Liability Insurer _____

Policy Number _____ Liability Limits _____

(*Please attach a copy of the certificate)

Fire Department Information

Will the event have Fireworks/explosives? Yes _____ No _____ If yes, provide Fire Marshal approval.

Will the event require fire department services? ie. Fire Truck, Ambulance/EMS Yes _____ No _____

**Certain events may require fire department services and/or an approved public safety plan due to location, size, duration, planned attendance numbers or past historical events, etc. This will be determined by the fire department official. Please contact the Fire Marshal’s office at 678-493-6290 for more information. **

Please note if services are required or requested a separate fee will need to be paid upfront before the permit is approved, per Cherokee County BOC Resolution 2017-R-043.

Acknowledgement

I hereby certify that I have read and examined this application and know the same to be true and correct. As an authorized representative of the above organization, I agree to release, indemnify and hold harmless Cherokee County from any liability for personal injury or property damage sustained by any person in connection with the activities for which this permit is issued. The applicant agrees to comply with all federal, state and local laws, rules and regulations.

APPLICANT’S NAME (Printed) _____

APPLICANT’S SIGNATURE _____

DATE _____