



**CITY OF FOREST PARK**  
**SPECIAL EVENT APPLICATION**  
**& RULES/REGULATIONS FOR SPECIAL EVENTS**  
785 Forest Parkway, Forest Park, GA 30297  
Phone: 404.608.2300 Fax: 404.608.2306

Submission of this application constitutes a request to use park space for the purpose of a Special Event and does not guarantee event approval. To avoid any misunderstandings, please read "City Ordinances" available online and the "Terms and Conditions" at the beginning of this form.

Date of Application: \_\_\_\_\_

All pages of this application must be submitted along with the applicable application fee(s) and addendum(s) in order for it to be deemed complete. Late applications may not be processed or approved. Mandatory fields are indicated by an asterisk.

Submit your Special Events Permit Application along with attachments and all information required by ordinance:

- A. Not less than two (2) weeks before the date on which the proposed Special Event is to occur if city resources are not required during such event;
- B. Not less than thirty (30) days before the date on which the proposed Special Event is to occur if city resources are required to be used during such event;
- C. Not less than five (5) days before the date on which proposed Special Event is to occur if the event would involve only film production; and

**Contact the Forest Park Planning, Building and Zoning Department if you have any questions at 404-608-2300.**

A Special Event means any organized for-profit or non-profit activity having as its purpose entertainment, recreation and/or education which (i) takes place on public property or (ii) takes place on private property but requires special public services, and which is permitted by the City under this Chapter. Examples of Special Events include, but are not limited to: fairs, tours, grand opening celebrations, ceremonies, demonstrations, shows, exhibitions, pageants, athletic event or procession of any kind, races, parades, marches, rallies, assemblies, festivals, film production, concerts, holiday celebrations, bicycle runs, and block parties or other similar display, in or upon any street, sidewalk, park, or other public property within the municipal limits of the City that interferes with the normal flow of motor vehicle or pedestrian traffic or interferes with the use of public property by the public.

*In addition to this completed application, applicant must submit a site plan (five copies) with a map or diagram showing the area to be used, the location of any equipment, vendors, game booths, stands, stages, seating and other facilities, the areas to be used for parking, the location of toilet facilities and water as necessary for the event, any areas where alcohol will be served or sold including a description of the barriers to be used to enclose such areas, and other significant features needed to review the application.*

<b>EVENT DATE(S):*</b>	START DATE:	END DATE:	START TIME:	END TIME:
<b>EVENT NAME:*</b>			<b>EVENT HOUR(S):*</b>	

APPLICANT NAME/ AUTHORIZED AGENT\*:

\_\_\_\_\_

ORGANIZATION/ BUSINESS NAME\*:

\_\_\_\_\_

ORGANIZATION/ BUSINESS TYPE\*:      FOR PROFIT      NON PROFIT- TAX

ID \_\_\_\_\_

ORGANIZATION/ BUSINESS

ADDRESS: \_\_\_\_\_

**STREET/ P.O. BOX**

**CITY**

**STATE**

**ZIP**

ORGANIZATION/ BUSINESS PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

PRIMARY CONTACT\*: \_\_\_\_\_

**(if different from applicant)**

PRIMARY CONTACT PHONE\*: \_\_\_\_\_

EMAIL\*: \_\_\_\_\_

EVENT DATE "ON SITE" CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

**(if different from primary contact)**

WEBSITE (if available): \_\_\_\_\_

**NONREFUNDABLE SPECIAL EVENT APPLICATION FEES (CHECK ALL THAT APPLY)**

**All application fees must be in form cash\*\*, money order, cashier's check payable to the City of Forest Park.**

**\*\*Only exact change will be accepted. Please Note. Cash over \$100 cannot be accepted.**

**PLEASE NOTE: An application is not considered complete unless all applicable questions have been answered and all attachments included in accordance with Sec. 9-15-4 and any other documentation required by the City of Forest Park Special Events department does not guarantee event approval.**

Applicants must be submitted to:

**For Office Use  
Only**

Planning, Building, & Zoning Department  
785 Forest Parkway  
Forest Park, Ga 30297

Our Special Events Office accepts application between the hours of 8:00 a.m. and 5:00p.m.  
Monday through Friday, except for City-observed Holidays.

**EVENT TYPE\*: PLEASE CHECK ALL THAT APPLY:**

- ☐ BLOCK PARTY    ☐ FESTIVAL/FAIR    ☐ DEMONSTRATION/EXPRESSIVEACTIVITY/RALLY  
☐ MARKETING/ PROMOTION    ☐ RUNWALK/BIKE    ☐ PARADES    ☐ OTHER: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Received By: \_\_\_\_\_

Date: \_\_\_\_\_

Receipt No(s): \_\_\_\_\_

Application Fee(s) Amount Paid: \$ \_\_\_\_\_



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## **EVENT INFORMATION: (To be completed by ALL Applicants)**

SET-UP/ TAKE DOWN FROM*	TIME*	DATE*	THROUGH*	TIME*	DATE*
<b>EVENT LOCATION*</b> <i>Please list proposed event location and attach a map of the proposed logistical layout for your event:</i> _____ _____ _____					
<b>EVENT PARKING*</b>	<b>WHAT PARKING ARRANGEMENTS HAVE BEEN MADE FOR THE EVENT?</b> <i>(If you are using alternate parking lots for event parking, a letter of approval from the property owner must accompany this application). Please attach plans for parking.</i> <b>EVENT SET-UP:</b> _____ _____ <b>EVENT PARTICIPANTS</b> (Production Trailers, Media Vehicles, Volunteers): _____ _____ <b>EVENT ATTENDEES:</b> _____ _____ _____ <b>STREET PARKING*</b>  ARE YOU REQUESTING THE USE OF A PARKING LANE(S) FOR YOUR EVENT? <input type="checkbox"/> YES <input type="checkbox"/> NO				
<b>EVENT SIZE*</b>	TOTAL ATTENDEES EXPECTED*:		# OF PARTICIPANTS/ SPECTATORS		#OF STAFF/VOLUNTEERS
<b>EVENTS HISTORY*</b>	HAVE THIS EVENT BEEN PRODUCED BEFORE?  <input type="checkbox"/> YES <input type="checkbox"/> NO		HAVE THIS EVENT PREVIOUSLY RECEIVED A PERMIT FOR THIS EVENT?  <input type="checkbox"/> YES <input type="checkbox"/> NO		IS THIS ANNUAL?  <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>EVENT PROMOTION*:</b> If open to the public, please check all advertisement methods you plan to utilize:  <input type="checkbox"/> Print <input type="checkbox"/> TV <input type="checkbox"/> Radio <input type="checkbox"/> Internet <input type="checkbox"/> Billboards <input type="checkbox"/> Posters <input type="checkbox"/> Other: _____  <b>PLEASE NOTE: YOU MAY NOT PROMOTE YOUR EVENT UNTIL YOU HAVE RECEIVED FINAL APPROVAL</b>					

EVENT SCOPE*	<p>Briefly describe the scope of your event (attach detailed proposal- for new, larger scale events)*:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
STRUCTURES	<p><b>PLEASE CHEK ALL STRUCTURE ELEMENTS APPLY:</b></p> <p>TENT(S) <input type="checkbox"/> BOOTH(S) <input type="checkbox"/> TABLE(S) <input type="checkbox"/> CHAIR(S) <input type="checkbox"/> STAGE(S) <input type="checkbox"/> POWER GENERATOR <input type="checkbox"/> OTHER STRUCTURES(DESCRIBE) _____</p>
UTILITIES	<p><b>PLEASE CHECK ALL UTILITY ELEMENTS THAT APPLY:</b></p> <p><input type="checkbox"/>ELECTRICITY <input type="checkbox"/> WATER <input type="checkbox"/> PROPANE/ FLAME <input type="checkbox"/> POWER GENERATOR</p> <p><b>PLEASE NOTE:</b> If you are requesting the use of a City of Forest Park facility, please be sure to check availability of the above with your assigned Event Coordinator.</p>
ENTERTAINMENT	<p><b>PLEASE CHECK ALL ENTERTAINMENT ELEMENTS THAT APPLY:</b></p> <p>AMPLIFIED SOUND/ PA SYSTEM** PERFORMERS BANDS INFLATABLES** CHILDREN ACTITIVITIES OTHER (DESCRIBE) _____</p> <p><b>**Additional City of Forest Park Permitting will apply.</b></p> <p>Description of any public address and loudspeaker system to be used: _____</p>
PORTABLE TOILETS	<p><b>PLEASE INDICATE THE PLANS FOR RESTROOM FACILTIES AND THE NUMBER OF PORTABLE TOILETS YOU WILL HAVE AT YOUR EVENT:</b></p> <p>_____ REGULAR _____ ADA ACCESSIBLE</p> <p>DESCRIBE PLANS FOR USE OF RESTROOM: _____</p>
EVENT CLEAN-UP	<p><b>PLEASE INDICATE PLANS FOR SANITATION CONTROL:</b></p> <p>NAME: _____ PHONE: _____ (PERSON RESPONISBLE)</p>
FOOD/BEVERAGES	<p><b>PLEASE CHECK ALL FOOD/BEVERAGE ELEMENTS THAT APPLY:</b></p> <p><input type="checkbox"/> SALE OF FOOD/BEVERAGES <input type="checkbox"/> DISTRIBUTION OF FOOD/BEVERAGES <input type="checkbox"/> SALE OF ALCOHOLIC BEVERAGES <input type="checkbox"/> DISTRIBUTION OF ALCOHOLIC BEVERAGES</p> <p><b>An additional fee is charged for any event which will serve alcoholic beverages</b></p> <p>The sale of alcoholic beverages may be allowed as a component of a <b>special event</b>. No vendor shall sell, or offer for sale, any alcoholic beverage at a <b>special event</b> without obtaining a temporary permit under section 9-2-71. No vendor shall sell, or offer for sale, any alcoholic beverage at a <b>special event</b> without obtaining written authorization from the producer to participate in such <b>event</b>.</p> <p><b>Please attach description of items that will be offered for sale, any areas where alcohol will be served or sold including a description of the barriers to be used to enclose such areas, and other significant features needed to review the application.</b></p>
EVENT SECURITY	<p><b>THE APPLICANT AGRESS TO PAY THE COST OF PROVIDING UNIFORMED CERTIFIED PEACE OFFICERS BY (CHECK ONE):</b></p> <p><input type="checkbox"/> SECURING UNIFORMED CERTIFIED PEACE OFFICERS. IF SO, THE APPLICANT MUST SUBMIT A SECURITY CONTROL PLAN.</p>
EVENT NOTIFICATION	<p><b>EVENT NOTIFICATION(INITIAL):</b> By initialing here, the applicant/authorized agent understands that he/she may be required to serve notices to residents and/or businesses in an around the area where the event will be conducted and to furnish evidence thereof to the director. <b>PLEASE NOTE: If your event space is located on private property, you must submit written approval/notification letters from the property owner with this application.</b></p>



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## **STREET FUNCTIONS: (To be completed by Street Function Applicants)**

STREET/ LANE CLOSURE FROM*:	TIME*	DATE*	THROUGH*	TIME*	DATE*
STREET CLOSURES*	<b>PLEASE LIST THE STREET CLOSURES REQUESTED FOR YOUR EVENT (MAP REQUIRED)</b> <b>(For Partial Street or lane closure please indicate what lane(s) you are requesting)</b>				
	_____				
	_____				
	_____				
	_____				
EMERGENCY VEHICLE ACCESS	____ (INITIAL) By initialing here, the applicant / authorized agent agrees to conduct the function in such a manner that at least one lane of the street(s) to be utilized will be capable of being opened at all times for access by persons requiring emergency access to properties abutting the function and by police, fire, ambulance and other such emergency vehicles.				

## **PARADES: (To be completed by Parade Applicants)**

TYPE OF PARADE*	<p><b>PARADE START TIME*:</b> _____</p> <p><input type="checkbox"/> <b>REVENUE-GENERATING:</b> Any parade for which a participation fee is charged or Cash accepted or collected as sponsorship in support of the proposed parade.</p> <p><input type="checkbox"/> <b>NON-REVENUE-GENERATING:</b> Any parade for which no participation fee is charged or for which no cash is accepted or collected as sponsorship in support of the proposed parade.</p>
PARADE ROUTE*	<p><b>PLEASE LIST THE PARADE ROUTE (MAP REQUIRED)*:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
	<p><b>LIST THE STREET (S) TO BE USED FOR PROPOSED ROUTE, STAGING, OR DISBANDING AREAS?</b></p> <p>_____ <b>BETWEEN</b> _____ <b>AND</b> _____</p> <p>_____ <b>BETWEEN</b> _____ <b>AND</b> _____</p>

<div>PARTICPANTS*</div> <div>EVENT NOTIFICATION*</div>	<div>ESTIMATED NUMBER OF PARADE PARTICIPANTS*: _____</div> <div>ESTIMATED NUMBER OF PARADE SPECTATORS*: _____</div> <div>ESTIMATED NUMBER (IF ANY) OF THE FOLLOWING THAT WILL PARTICPATE IN THE PARADE:</div> <div><div><input type="checkbox"/> ANIMALS</div><div><input type="checkbox"/> MOTOR VEHICLES</div><div><input type="checkbox"/> MOTORIZED DISPLAYS</div><div><input type="checkbox"/> MARCHING UNITS OR ORGANIZATIONS (BANDS, COLOR GUARD, DRILL TEAMS) _____</div></div> <div>____ (INITIAL): By initialing here, the applicant/authorized agent understands that he/she may be required to serve notices to residents and/or businesses in and around the area where the event will be conducted to furnish evidence thereof to the director.</div>
<div>FIRE &amp; EMS</div>	<div>PLANS FOR FIRE PREVENTION AND/OR FIRE CODE ENFORCEMENT:</div> <div>_____ _____ _____ _____</div> <div>REQUEST FOR AMBULANCES ON SITE:</div> <div># _____ AMBULANCE TRUCK(S) _____ # OF EMS STAFF</div>
<div>SCHEDULED FEES</div>	<div>NONREFUNDABLE APPLICATION FEE</div> <div><div>1- SPECAIL EVENT APPLICATION FEE (PER EVENT DAY)</div><div><div>1A. ATTENDEES</div><div><div>UP TO 500</div><div>\$50.00</div><div>NUMBER OF ATTENDEES _____</div></div><div><div>501-2500</div><div>\$100.00</div><div>FEE (FROM LEFT) _____</div></div><div><div>2501 and above</div><div>\$175.00</div><div>NUMBER OF DAYS: _____</div></div><div>_____ MULTIPLY FOR SUBTOTAL: _____</div><div>SUBTOTAL (ADD LATE FEE) _____</div><div>Inadditiontothiscompletedapplication and application fee,applicant is responsible for any and all other permits, fees, licenses which may be applicable for the rental/reservation of city facilities or areas (i.e. Starr Park, 696 Main Street, 850 Main Street, Town Center Plaza, athletic fields, stadium, etc.).</div></div><div><div>2- ALCOHOL BEVERAGE PERMIT FEE</div><div>(An additional fee is charged for any event which will serve alcoholic beverages)</div><div>Per Event (Supplemental application required)</div><div>2A. ATTENDEES</div><div><div>Non-refundable Filing fee \$50.00</div><div><div>Up to 500</div><div>\$75.00</div><div>NUMBER OF ATTENDEES _____</div></div><div><div>501-2500</div><div>\$125.00</div><div>FEE: _____</div></div><div><div>2501 and above</div><div>\$250.00</div><div></div></div><div>_____ MULTIPLY FOR SUBTOTAL: _____</div></div><div>GRAND TOTAL (ADD ALL SUBTOTALS): _____</div></div></div>



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\_\_\_\_\_(INITIAL)\*: By initialing here, the applicant/authorized agent understands that this application is not considered complete unless all applicable questions have been answered and all attachments included in accordance with Sec.9- 15-4 and any other documentation required by the City of Forest Park. Submission of a Special Event Application does not guarantee event approval; a final permit will not be issued until all approvals have been granted and all applicable requisites have been met as determined by the Special Events division. In cases where City facilities will be utilized for a special event, and in consideration of the City of Forest Park providing permission to use the City facility requested, \_\_\_\_\_(name of group) agrees to and shall repair, replace or pay for the repair or replacement of all damage to the City of Forest Park facilities and equipment caused by any participant under our group. Any deposit placed with the city for the use of the facilities may be forfeited to the city toward the cost of such repair and replacement. I serve as the \_\_\_\_\_(office or position of authority held) for the group and have the authority to sign on behalf thereof. City Property rental fees are detailed elsewhere.

I, \_\_\_\_\_, am the authorized agent for,  
**(Print Applicant Name/Authorized Agent\*)**

\_\_\_\_\_ and am capable of making  
**(Print Organization/ Business Name\*)**

Decision entering into and all agreements on behalf of the above entity.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE SPACE ONLY**

**Staff Checklist (approval indicated by staff initials by each applicable area)**

\_\_\_\_\_  
Police Department approval for crowd control, security, etc.  
\_\_\_\_\_  
Fire Department / Fire Marshall Approval for Fire and Life Safety  
\_\_\_\_\_  
Public Works, set-up, etc.  
\_\_\_\_\_  
Recreation & Leisure  
\_\_\_\_\_  
Planning, Building and Zoning, properly zoned for specified event, code review, permit issuance.  
\_\_\_\_\_  
City Manager  
\_\_\_\_\_  
Fees Collected.

Other requirements: \_\_\_\_\_



## Special Event Permit Regulations

**Hours:** Event activities are typically prohibited after 11:00 p.m. and before 7:00 a.m. Sunday through Thursday. On Fridays and Saturdays, events typically must end by 11:00 p.m. and may not resume before 9:00 a.m. 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 all applicable state and local alcoholic beverage ordinances (Chapter 2 of Title 9 of the Code of Ordinances), including those to prevent alcohol from being removed from the premises or from being consumed by minors.

**Public Safety Requirements:** These requirements will be determined on a case by case basis by the Police Chief, Fire Chief or designee. Each event will be evaluated on a case by case basis.

**Building Code Requirements / Inspections and Permitting:** Planning, Building and Zoning will set forth any conditions of the permit, based on a case by case basis, as applicable.

**Fire Marshall:** Use of various structures and/or certain activities will require an inspection and/or approval by the Fire Chief or Fire Marshal. The Fire Chief will review each event application to determine potential risks related to fire and life safety, and then determine the level of inspection and compliance necessary before approval is granted.

**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. The Fire Marshal requires that all entries, exits and fire lanes be maintained. All posted speed limits will be enforced.

**Signs:** Permits are required for temporary signs. No signs may be affixed to trees, buildings or street fixtures.

**Fireworks:** Are not permitted without prior approval from the City of Forest Park Fire Dept.

**First Aid and Medical:** The event may require provision of first-aid and medical personnel.

**Enforcement – Public Facilities:** Forest Park Police may reject any citizen or event participant from any park or public facility for violation of rules and regulations. Fines may be applicable.

**Safety - Environment:** Event groups must take adequate measures to protect public/private property, wildlife and water from damage or injury. At the City's request, the Applicant and/or the Producer may be required to obtain and present evidence of a surety indemnity bond or comprehensive liability insurance naming the City as an additional insured. The insurance requirement is a minimum of one million dollars (\$1,000,000.00) personal injury and one hundred thousand dollars (\$100,000.00) property damage against all claims arising from Special Event Permits issued under this Chapter. If any Special Event poses higher risks than would be covered by such insurance, the Applicant and/or the Producer shall be responsible for assessing the risk of such event and obtaining additional insurance coverage.

**General Conditions:** Applicant's signature indicates agreement that all provisions in the City Code of Ordinances and all other applicable Federal, State, County, and City of Forest Park Laws, Ordinances, and Regulations shall be adhered to during the permitted time. All information furnished shall be kept in strict confidence by the City, to the extent allowed by law, and shall be utilized only by the officials of the City responsible for administering the application. Any false statement in an application for a permit shall be ground for revocation, denial, and/or denial of future permit applications. The submittal of this application DOES NOT constitute approval or denial of this ~~application~~ **permit**.





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