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City of Perry Special Events Application

Applicant and Sponsoring Organization Information

Name:	Perry Area Convention & Visitors Bureau
Name of individual representing sponsor organization:	Allison Hamsley
Street address:	101 General Courtney Hodges Blvd.
City/State/Zip code:	Perry Georgia 31069
Mailing address if different from above:	
Cell phone:	478-538-8463
Email address:	ahamsley@perryga.com
If this event benefits a City of Perry non-profit organization, which one?	
Contact person on site for day of event:	Allison Hamsley
Cell phone:	478-538-8463
Is this a first time event? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If held before, when and where?	Annual event

Event Information

Type of event (Check all that apply): <input type="checkbox"/> Parade <input type="checkbox"/> Festival <input type="checkbox"/> Concert/Music <input checked="" type="checkbox"/> Other
* For parades, races and block parties, please, request the event applications specific to those events.
If other, specify: Yard sale
Event title: Peaches to Beaches
Event date: March 10 & 11
Event hours: Start: 8:00 am End: 6:00 pm
Set-up: Date: March 9 Time: 9:00 am
Break down: Date: March 11 Time: 6-8:00 pm
Expected attendance: Participants: 130 Spectators:

Event Description

Briefly describe event and activities. Include the purpose of the event. Explain how it benefits the City of Perry and its residents. Attach any of the following that are applicable: site plan, including location of stage, restroom facilities, vendor booths, etc.

Peaches to Beaches is an annual yard sale hosted by the Perry CVB in partnership with the Golden Isles Parkway Association. This event promotes travel and economic growth along 200 plus miles of Highway 3A1.

I understand that only event activities outlined an approved in this application and approved by Perry City Council are permitted, and hosting additional activities that have not been approved may be grounds for the event permit to be revoked. Yes No

Event Details

Attach schedule or brochure for all activities associated with event.

Will items or services be sold at the event? Yes No

If yes, describe:

Individual vendors will be selling items previously approved by the Perry CVB.

Will event have amplified sound? Yes No

If yes, describe:

Is the event free to the public? Yes No

Will vendors cook or heat food? Yes No possibly

If yes, describe:

Will any areas be fenced off or barricaded? Yes No

If yes, describe: parts of downtown streets will be closed.

If event is downtown, will downtown businesses be open during the event? Yes No

If event includes music, please, list names of bands and their websites or Facebook pages below:

Insurance

A certificate of insurance must be filed with the City of Perry City Clerk at least 30 days before the event on a standard ACORD form. The City of Perry must be listed as an additional insured with respect to general liability and alcohol liability if alcohol will be served. Check the policy document for required general liability and alcohol liability minimum coverage amounts.

Insurance form(s) attached

Alcohol Permit Information

* Serving beverages in glass bottles at events is prohibited. Event organizer will notify any participating restaurants not to allow glass bottles to leave their premises.

* Event organizer will stop alcohol service one hour before the scheduled end of the event.

Does your event involve the sale of alcoholic beverages? Yes No

If yes, describe:

* If alcoholic beverages are to be sold, a special event alcohol permit is required, and a copy of the state license must be sent to the City of Perry City Clerk at least 60 days before the event is to be held.

Name of business serving alcohol:

Street address of business serving alcohol:

City/State/Zip Code:

Mailing address if different from above:

Cell phone:

Email address:

Name of licensee:

License number:

Is a copy of the licensee's alcohol license attached? Yes No

Hours alcohol will be served at event:

Is alcohol serving area open to public? Yes No

Is this an open container request? Yes No

Is current alcohol liability insurance policy naming City of Perry as additional insured attached? Yes No

Is a copy of the special event alcohol permit from the City of Perry Police Department attached?
 Yes No

Terms & Conditions:

I hereby agree that as a condition to the issuance of a Special Event Alcohol Permit, the business owner/sponsor of the event shall indemnify and hold the City harmless from claims, demand or cause of action which may arise from activities associated with the event. I hereby solemnly swear, subject to criminal penalties for false swearing, that the statements and answers made by me to the foregoing questions in this application for a Special Event Alcohol Permit are true, and no false or fraudulent

statement or answer is made herein to procure the granting of such permit.

I hereby state and understand that should a complaint be filed against the owner/sponsor of the event for violation of any regulation associated with the application for the City of Perry Alcoholic Beverage Catering License, the permit issued for the event will immediately become void and will not be reissued for the same location.

Licensee's name: _____ Date: _____

Licensee's signature: _____

Sworn and attested before me on this _____ day of _____, 20_____

Signature of special event organizer/applicant: _____

Name, signature and stamp of Notary Public: _____

* The sale of alcohol/mixed drinks requires excise reporting.

Street Closure Requests

Names of streets to be closed:		
Street: <u>Main</u>	Between: <u>Jernigan</u>	and: <u>Ball</u>
Street: <u>Jernigan</u>	Between: <u>Carroll</u>	and: <u>Main</u>
Street: <u>Jernigan</u>	Between: <u>Carroll</u>	and: <u>Commerce</u>
Street: <u>City Parking Lot</u>	Between: <u>Main</u>	and: <u>Ball</u>
Street:	Between:	and:
Street:	Between:	and:
Street:	Between:	and:
When are you requesting the street closure(s)? <u>March 9, 9am to March 11, 8pm</u>		
Why are you requesting the street closure(s)? <u>Set up booths</u>		
Type of street closure: <input checked="" type="checkbox"/> Complete <input type="checkbox"/> Rolling		
If event includes a parade, describe the parade route:		
Parade assembly area:		Parade disbanding area:
The event organizer is responsible for notifying affected businesses and residents of street closures. Describe your notification plan and attach a copy with this application: <u>We will announce at the appropriate meetings as well as send formal letters to all affected parties.</u>		

Restroom Facilities

Will event organizer provide portable restroom facilities? Yes No

Tram/Shuttle Plan

Will event involve the use of a tram/shuttle plan? Yes No

How many trams/shuttles will be required?

Please, describe or provide an attachment of your tram/shuttle plan and route:

Please, describe your parking plan:

Sanitation

Describe your clean-up plan for during and after the event:

We will be coordinating with the city on trash can delivery, set up, and clean up.

Electricity and Water

Will your event require access to electricity? Yes No

If so, where?

What electrical load will you require?

Will your event require access to water? Yes No

If so, where?

I understand that I may incur an additional charge for use of City electricity and/or water:

Yes No

Police/Security

* If police/security is required for event, off-duty officers may be hired at the rate at a rate set by the Chief of Police per hour for the duration of the event, with a minimum of three hours.

- * Based on the event, the Police Department will determine how many officers will be required.
- * An officer is required to be on duty at any event where alcohol is served on City of Perry property.

Number of officers requested:

Total hours for officers requested:

Fire and Emergency Medical Services

Describe your plan for providing emergency medical services:

*If Emergency Medical or Fire Protection Services are required for the event, off-duty members can be hired at a rate set by the Chief of Fire and Emergency Services per officer per hour. The Chief of Fire and Emergency Services Department reserves the right to set the staffing minimums based upon the specifics of the event (including type of event, expected attendance, time of year and areas to be affected).

Weather Emergency Procedures

- * When lightning and/or thunder occurs, advise participants to seek shelter in a car or building. Please, wait 20-30 minutes before proceeding.

I understand that the City of Perry Chief of Fire and Emergency Services or his/her designee may determine that weather conditions are too dangerous and cancel the event at any time.

Yes No

Health Department

I understand that the City of Perry does not schedule Health Department inspections and will work with vendors to schedule any required inspections by the Houston County Health Department, 98 Cohen Walker Drive, Warner Robins, (478) 987-2020 at least two weeks before the event. Yes No

Event Publicity

If you would like your event included in the upcoming FYI Newsletter, please, submit your news release to the City of Perry Digital Communications Manager at least one month before your event at ellen.palmer@perry-ga.gov.

Indemnification and Hold Harmless

Subject to the granting of all permits required by the City of Perry, the City of Perry authorizes Allison Hamsley (Special event organizer/applicant) to utilize the sites(s) known as Down-Town/ East Gate for the purposes of conducting the activities described within the special events permit application.

The special events organizer/applicant agrees that the City of Perry assumes no responsibility or liability for any defects or other conditions on the site of the event on City of Perry property, whether the conditions are known or unknown to either party and/or discoverable by either party. The special events organizer/applicant agrees to assume the risk for any and all defects and/or other conditions, whether these defects and or other conditions are dangerous and/or whether these defects or other conditions are discoverable by either party and/or known or unknown to either party.

The special events organizer/applicant shall indemnify and hold City of Perry and its officers, agents and employees harmless and free from any and all claims, including but not limited to personal injury, property damage, alleged to have arisen or resulted wholly or partially from the exercise of any of the rights granted herein to the special event organizer/applicant. This indemnification and hold harmless agreement includes, but is not limited to, the payment of all attorney fees, expenses, costs, judgment and other expenses that may be incurred by City of Perry, its officers, employees or agents as a result of any and all such claims.

Signature of special event organizer/applicant: Allison Hamsley

Name, signature and stamp of Notary Public:

Date:

Agreement and Signature

An application processing fee is required at the time of the application's submittal to the City of Perry. If alcohol is being served, an additional special event alcohol permit is also required at time of the application's submittal. If the application is approved, fee will be rolled over into permit fee. An application must be submitted in time to be included on a Perry City Council meeting agenda for consideration at least 60 days before the proposed event or festival.

I, the undersigned representative, have read the rules and regulations referenced in this application and am duly authorized by the organization to submit this application on its behalf. The information herein is complete and accurate.

Printed name: Allison Hamsley

Signature: Allison Hamsley

Date:

Special event application fee enclosed

Special event alcohol permit application section enclosed

Please, send completed application to:

City of Perry
Attn: City Clerk
P.O. Box 2030

Office Use Only

Date received:
<input type="checkbox"/> Special event application fee received
<input type="checkbox"/> Council approval for event received Council approval date:
<input type="checkbox"/> Proof of liability insurance coverage naming the City as additional insured received
<input type="checkbox"/> Proof of alcohol liability insurance coverage naming the City as additional insured received
<input type="checkbox"/> City staff will notify affected businesses, residents and utility holders if event is downtown

Signatures Required for Approval

Police Department _____
Date received:
<input type="checkbox"/> Recommend approval <input type="checkbox"/> Recommend denial
<input type="checkbox"/> Recommend approval with conditions
Approval conditions:

Fire and Emergency Services _____
Date received:
<input type="checkbox"/> Recommend approval <input type="checkbox"/> Recommend denial
<input type="checkbox"/> Recommend approval with conditions
Approval conditions:

Public Works _____
Date received:
<input type="checkbox"/> Recommend approval <input type="checkbox"/> Recommend denial
<input type="checkbox"/> Recommend approval with conditions
Approval conditions:

Other as needed _____
Date received:
<input type="checkbox"/> Recommend approval <input type="checkbox"/> Recommend denial
<input type="checkbox"/> Recommend approval with conditions
Approval conditions:

total Paid _____ Total # Spaces: _____ OFFICE USE ONLY Form of Payment Rec'd: _____ Confirmation Sent: _____ Space Assigned: _____

MARCH 10-11, 2017

2017 Vendor Application
Perry Area Convention and Visitors Bureau



(Individual / Organization Name)

Mailing Address

City

State

Zip

Phone Number

On-Site Contact Person's Cell # During Event

Email Address

(Terms, Conditions, and Rules Are listed on attached sheet. Please read before submitting your application. By signing this application you are agreeing that you have read and will abide by all terms, conditions and rules listed on the Terms/Conditions/Rules attachment.)

VENDOR FEES ARE INDICATED BELOW.

I/We are applying to be an official vendor as marked below:

OFFICIAL SITE VENDOR SPACE RENTAL

I would like _____ number of rental spaces at the group setup site at the *Downtown Perry* or *East Gate Lot*

Space Rental Fees: **\$30 per 15' x 15' space reserved (After February 10, 2017: \$40 per space)**

I will setup on: _____ FRIDAY & SATURDAY _____ SATURDAY ONLY

List type of item(s) you will be selling: _____

I will have a generator: _____ Yes _____ No

OFFICIAL YARD SIGN RENTAL (up to 5 vendors on site)

I will set up on my own property or have secured a private set up location at _____

physical address

City

Official Yard Sign Rental Fees: \$30 per official Yard Sign (After February 10, 2017 - \$40 per sign). After February 10, 2017 we cannot guarantee that your listing will be included on vendor/site maps, websites, listings, etc. (Note: Official yard signs are available while supplies last. Official Yard Signs must be returned to *Perry Area CVB at 101 General Courtney Hodges Blvd* no later than **March 20, 2017**.)

OFFICIAL GROUP SITE BANNER RENTAL (6 or more vendors on site)

I will setup on my own property or have secured a private location for an official group site at: _____

physical address

City

Official Group Site Banner Rental Fees: \$180 per official Banner. (After February 10, 2017 - \$190). After February 10, 2017 we cannot guarantee that your listing will be included on vendor/site maps, websites, listings, etc. (Note: Official Group Banners are available while supplies last.) Official Group Banners/Stamps must be returned to *Perry Area CVB at 101 General Courtney Hodges Blvd* no later than **March 20, 2017**. Note: Official Site Group Sites have the option to be an official contest stamp location. Official contest stamp locations agree to have someone available to stamp forms from 8 a.m. to 6 p.m. both days of the event, rain or shine. (Cannot guarantee this option after February 10, 2017.)

Please check one of the following:

_____ I wish to be an official stamp location

_____ I do not choose to be an official stamp location

By signing this application, I/We agree that I/We have read and that I/We will abide by all terms, conditions, and rules listed on the Terms/Conditions/Rules form.

(Print Name)

(Signature)

(Date)

Return completed applications
Perry Area CVB
101 General Courtney Hodges Blvd
Perry GA 31069
478-988-8000

Make checks or money orders payable to: Perry Area CVB

VENDOR APPLICATION TERMS, CONDITIONS, AND RULES (page 1 of 2)

2017 PEACHES TO THE BEACHES YARD SALE

March 10-11, 2017

Perry Area CVB

478-988-8000

Vendor please only return the completed application page, along with payment, and keep the Vendor Application Terms, Conditions and Rules for your records

- By submitting a completed 2017 Peaches to the Beaches Yard Sale Vendor Application, I/We are agreeing to participate in the March 10-11, 2017 Peaches to the Beaches Yard Sale along Hwy 341.
- I/We understand and agree that I/We must also submit a vendor fee as listed on the vendor application.
- I/We understand and agree that the vendor fee is being split between the local community and the Golden Isles Parkway Association, Inc., the group that owns, oversees and promotes all official yard sale sites along Hwy 341).
- I/We understand and agree that the community coordinator has the right to refuse to accept an application.
- I/We understand and agree that we cannot use the official Peaches to the Beaches Yard Sale name(s) or logo(s) in any form without written permission from the local community's Peaches to the Beaches Community Coordinator.
- I/We understand and agree that no clothing or other items bearing the official Peaches to the Beaches Yard Sale name(s), logo(s) or slogan(s) are to be produced or sold during this event or any other time. The official name(s), logo(s) and slogan(s) are property of the Golden Isles Parkway Association, Inc.
- I/We understand and agree that this event will take place rain or shine and that there are no refunds.
- I/We further understand and agree to hold harmless the organizations, their officials, employees, and all event volunteers overseeing this event if an injury is sustained, accident occurs, or damage/theft of property occurs during your participation in this event by me or any member/volunteer of our organizations.
- I/We understand and agree that the official group site for the 2017 Peaches to the Beaches Yard Sale for Perry Area CVB will be located at: Downtown Perry and East Gate Lot, and that the set up sites at these locations are limited and will be on a first come, first accepted basis and that I/We, if a prior year(s) vendor, are not guaranteed to receive the same space(s) as in prior year(s).
- I/We understand and agree that if I/We rented an official yard sign, that I/We will return the rented official yard sign by March 20, 2017 to: Perry Area CVB at 101 General Courtney Hodges Blvd.
- I/We understand and agree that if I/We rented an official group site banner/contest stamp, that I/We will return the rented official group site banner/contest stamp by March 20, 2017 to: Perry Area CVB at 101 General Courtney Hodges Blvd.
- I/We understand and agree that if we rented an official site banner and have agreed to be an official contest stamp location, that I/We will have official site open and I/We will have someone available to stamp contest forms from 8 a.m. to 6 p.m. on both days of the event, rain or shine.
- I/We understand and agree this event is 8 a.m. to 6 p.m. on both days of the event, rain or shine.
- I/We understand and agree that if the site we chose is consolidated with another site or moved, I/We will be notified and given the opportunity to select another site.
- I/We understand and agree that if we set up on our own personal property or secured private location along Hwy 341, I/We will have sufficient parking around that location and will meet the public safety requirement for parking and ingress and egress.

VENDOR APPLICATION TERMS, CONDITIONS, AND RULES (page 2 of 2)

2017 PEACHES TO THE BEACHES YARD SALE

March 10-11, 2017

Perry Area CVB

478-988-8000

Vendor please only return the completed application page, along with payment, and keep the Vendor Application Terms, Conditions and Rules for your records

- I/We understand and agree that this is a “family friendly” event and that I/We understand and agree that no objectionable messages/symbols on clothing, items, signage, explicit objects or paraphernalia, audio, video will be displayed or offered for sale in the space during this event.
- I/We understand and agree that any yard sale official may inspect what is being offered for sale in the space at any time and that I/We will remove any items deemed by the official to be objectionable items, which detract from the “family friendly” nature of this event.
- For, the official group site located at, Downtown Perry and/or East Gate Lot, I/We understand and agree that I/We may begin to move items into the designated space(s) after being checked in by the site officials on March 10, 2017 after 6 a.m. and on March 11, 2017 after 6 a.m.
- For the official group site located, Downtown Perry and/or East Gate Lot , I/We understand and agree that I/We may set up earlier on the following designated date/Time: Thursday March 9th, 6pm-9pm.
- For the official group site located at, Downtown Perry and/or East Gate Lot, I/We understand and agree that no motorized vehicles of any kind are allowed in the event area between 7:30 a.m. and 6:00 p.m. both days of the event. I/We understand and agree that if I/We arrive to setup between the hours of 7:30 a.m. and 6:00 p.m. both days, I/We will not be allowed to bring in any type of motorized vehicle.
- I/We understand and agree that no vehicles are allowed in the event area between the hours of 7:30 a.m. and 6:00 p.m. both days, for pickup of large items sold at the official group site located at Downtown Perry and/or East Gate Lot
- I/We understand and agree to park vendor(s) motorized vehicles in the designated vendor parking area during the event to facilitate the customer parking close to the sale area at the official group site located at Downtown Perry and/or East Gate Lot
- I/We understand and agree that the security of the items in the space I/We rented and allotted to me or my organization is not the responsibility of the organizers or volunteers of this event at the official group site located at insert your official site name/address here.
- I/We understand and agree that no electricity and/or water will be provided at the official group site located at Downtown Perry and/or East Gate Lot
- I/We understand and agree that vendors selling food in communities that require a health permit, will be notified of the inspection time by the local health department.
- I/We understand and agree that space assignments will not be assigned until the designated day(s) of setup.
- I/We understand and agree that additional rental space adjacent to your existing rental space probably will not be available at the last minute.



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OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Mayor/Council
FROM: Lee Gilmour, City Manager ^{LG}
DATE: January 11, 2017
REFERENCE: Description of Building

The Administration recommends Council dedicate the former Jaycee Building as the Police Services Building. The Department has training and meeting space needs that the building could address for the short term. If you approve, the Department would be responsible for the building, scheduling its use and equipping it as it determines.

cc: Chief S. Lynn