



Where Georgia comes together.

REGULAR MEETING OF THE PERRY CITY COUNCIL  
September 18, 2018  
6:00 P.M.

1. Call to Order: Mayor James E. Faircloth, Jr., Presiding Officer.
2. Roll.
3. Invocation and Pledge of Allegiance to the Flag: Mayor James E. Faircloth, Jr.
4. Recognition(s)/Presentation(s): Mayor James E. Faircloth, Jr.
  - 4a. Presentation to Representative Shaw Blackmon from Georgia Municipal Association – Mr. J. Wiggins.
  - 4b. Recognition of Battalion Chiefs Ephraim Wheeler and Kirk Crumpton, Fire Sergeant Patrick Watson, and Firefighters Ethan Singletary, Austin Redmond, Nadad Jeanjulien and James Flournoy – Chief. L. Parker.
  - 4c. Introduction of new hires: Officer Gary Turley, Officer Daniel Layson, and Office Jaquetta Newsome – Chief S. Lynn.
5. Citizens with Input:
6. Review of Minutes: Mayor James E. Faircloth, Jr.
  - 6a. Council's Consideration – Minutes of the September 4, 2018 pre council meeting, and September 4, 2018 council meeting.
7. Old Business: Mayor James E. Faircloth, Jr.
  - 7a. Ordinance(s) for Second Reading(s) and Adoption:
    1. **Second Reading** of an ordinance amending the Food Truck Ordinance – Mr. B. Wood.
    2. **Second Reading** of an ordinance amending Sec. 5-34. – Penalties – Mr. B. Wood.
8. Any Other Old Business:
  - 8a. Mayor James E. Faircloth, Jr.
  - 8b. Council Members

- 8c. City Manager Lee Gilmour
- 8d. Assistant City Manager Robert Smith
- 8e. City Attorney

9. New Business: Mayor James E. Faircloth, Jr.

9a. Matters referred from September 17, 2018 work session and September 18, 2018 pre council meeting.

9b. Resolution(s) for Introduction and Adoption:

- 1. Resolution to amend Perry Fee Schedule – Mr. L. Gilmour.

9c. Award of Bid(s):

- 1. Bid No. 2018-47 Division 1 – Water Treatment Plant– Mr. C. McMurrian
- 2. Bid No. 2018-48 Division 2 – Groundwater Supply Wells - Mr. C. McMurrian
- 3. Bid No. 2018-49 Division 3 – Clearwell – Mr. C. McMurrian
- 4. Bid No. 2018-50 Division 4 – Offsite Water Line – Mr. C. McMurrian
- 5. Bid No. 2019-01 Pump Station Upgrades and Imps. – Mr. C. McMurrian

9d. Special Events Application(s) – Chief S. Lynn:

- 1. Perry Chamber of Commerce Downtown Merchants Council is partnering with Main Street Promotion Committee to host the 6<sup>th</sup> Annual Sweets and Treats on Downtown Streets, October 31, 2018, 4 p.m. until 6 p.m.

Street closure(s) requested:

Jernigan Street between Commerce Street and Main Street  
Ball Street between Commerce Street and Main Street  
Carroll Street between Jernigan Street and Washington Street

- 2. The City of Perry is hosting Oktoberfest in downtown Perry on October 20, 2018 from 3:00 p.m. until 9:00 p.m.

Street closure(s) requested:

Carroll Street between Jernigan Street and Washington Street  
Ball Street between Commerce Street and Main Street  
Jernigan Street between Commerce Street and Main Street

Approval of special event alcohol permit license application.

- 3. The City of Perry is hosting a free UGA vs. FL Tailgate and Game Broadcast event at Heritage Park on October 27, 2018 from 1 p.m. until 7 p.m.

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Approval of special event alcohol permit license application.

4. Request from the Perry Ministerial Association for its Annual Christmas at the Square on December 2, 2018 from 6 p.m. until 7 p.m.

Street closure(s) requested:

Carroll Street between Jernigan and Washington Street

Ball Street between Commerce and Main Street

10. Council Members Items:
  11. Department Heads/Staff Items:
  12. General Public Items:
  13. Mayor Items:
  14. Adjourn.
-

**On August 9, 2018 Guardian Centers experienced a serious medical emergency in which a 25 year old male trainee suddenly became non-responsive and was not breathing. As Guardian Centers initiated its standard protocol for response utilizing the “dedicated on-site medic for the day”, off duty City of Perry Fire Department, Battalion Chief/PMED Kirk Crumpton was almost immediately on scene and began life saving measures.**

**Chief Crumpton took over CPR on the patient and directed the use of the automated external defibrillator (AED), a lightweight, portable device that delivers an electric shock through the chest to the heart. While CPR continued, first responders from the Perry Fire Department arrived including Battalion Chief Ephraim Wheeler, and the members of Rescue 1 and Engine 1 (FF/PMED Hunter Flournoy and FF Nadad Jeanjulien, Sgt/EMT Patrick Watson, FF/EMT Austin Redmond and FF/EMT Ethan Singletary), as well as Sgt. Jeff Kujawa, and Officers Brian Mixon and Josh Brown of the Perry Police Department. These members tirelessly managed the incident while conducting lifesaving procedures on the patient for almost 15 minutes while he remained unresponsive.**

**Once the Houston Healthcare ambulance arrived, members assisted Paramedics Jimmy Kersey and Michael Sumner with advance lifesaving procedures including IV, intubation tube, and cardiac monitoring. Persistence was key to the success as the patient was defibrillated a total of seven times. At the time of transport, the patient was re-gaining consciousness, had a pulse and a blood pressure.**

**After 2 days in critical but stable condition, the patient awoke on August 11, 2018 in good condition with no permanent damage. Because of the rapid response time and diligent efforts of these first responders, the young man’s life was saved and he was able to go home to his family days after the event.**

**The determined efforts, outstanding initiative and intensity during this rescue were instrumental in saving this man’s life. Their unselfish actions and valiant service reflect great credit upon themselves and are in keeping with the highest traditions of humanitarian service.**

Lee Parker, Fire Chief  
Perry Fire Department

**MINUTES**  
**PRE COUNCIL MEETING**  
**OF THE PERRY CITY COUNCIL**  
September 4, 2018  
**5:00 P.M.**

1. Call to Order: Mayor Pro Tempore Randall Walker, Presiding Officer, called to order the pre council meeting held September 4, 2018 at 5:03 p.m.

2. Roll:

Elected Officials Present: Mayor Pro Tempore Randall Walker, Council Members Phyllis Bynum-Grace, William Jackson, Riley Hunt, Robert Jones, and Willie King.

Elected Official(s) Absent: Mayor James E. Faircloth, Jr.

City Staff: City Manager Lee Gilmour, Assistant City Manager Robert Smith, City Attorney David Walker and Recording Clerk Annie Warren.

Departmental Staffing: Chief Steve Lynn – Perry Police Department, Battalion Chief Kirk Crumpton – Fire and Emergency Services Department, Brenda King – Director of Finance, Bryan Wood – Director of Community Development , Kevin Dye – Director of Leisure Services, Catherine Edgemon – Main Street coordinator, Ellen Palmer – Communications Manager and Anji Holly – Fire and Emergency Services Department.

Guests: None

Media: None

3. Items of Review/Discussion: Mayor Pro Tempore Randall Walker

3a. Discussion of September 4, 2018 council meeting agenda.

10a (1). **Second Reading** of an ordinance to revise the City Code by modifying Chapter 17, Miscellaneous Provisions and Offenses; Chapter 19, Nuisances; Chapter 22, Solid Waste, by reorganizing items related to litter, handbill, and advertising in the appropriate chapter, and modifying enforcement procedures. Mr. Wood advised his department reorganized the chapters; enforcement procedures have been clarified and provide additional enforcement mechanisms.

12b (2). Resolution imposing a moratorium on the issuance if permits or acceptance of land use districts changes related to the provision of “tiny houses”. Administration recommended Council issue a moratorium relative to tiny houses to allow staff to determine how to deal appropriately with tiny houses.

12b (3). Resolution appointing Ms. Ashley (Bone) Hardin, Economic Development Director. Administration reported Ms. Hardin has accepted the position of Economic Development Director.

12c (1). Request from Perry Main Street Advisory Board to host Downtown Harvest Dinner on Saturday, November 3, 2018, 6 p.m. until 8 p.m. Chief Lynn noted the street closures will go two (2) hours before and two (2) hours after the event. Perfect Pear Restaurant will be providing the alcohol and is a licensed vendor.

13a (2). First Reading of an ordinance amending Sec. 5-34. Mr. Wood stated currently there is a provision in Chapter 5 that limits the penalties; this modification will make the fees consistent in the City of Perry.

13a (3). First Reading of an ordinance establishing certain guidelines and criteria for Municipal Court of Perry. Administration stated this ordinance will make some adjustments relative to Municipal Court including establishing an Associate Judge.

3b. Mosquito spraying services. Administration reviewed the memo dated August 28, 2018 and recommended Council cease all mosquito spraying activity and contract with private companies when needed. Council concurred with Administration's recommendation.

4. Council Member Items:

Council Member King requested trash receptacles at Rotary Centennial Park.

Mayor Pro Tempore Walker, Jackson, Bynum-Grace, Jones and Hunt had no reports.

Mr. Smith and Attorney Walker had no reports.

Mr. Gilmour requested Council's consideration of agreement extending leave to an employee out on sick leave.

5. Department Head Items:

Mr. Dye, Mr. Wood, Chief Lynn and Battalion Chief Crumpton had no reports.

Ms. Edgemon reported the Department of Community Affairs asked her to be a speaker at its annual conference.

Ms. King reported the 2017 CAFR qualified for the Certificate of Excellence in Financial Reporting.

Ms. Palmer reminded everyone of *Your City* program on Thursday, September 6 at 5 p.m. in Council Chambers.

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6. Adjourn: There being no further business to come before Council in the pre council meeting held September 4, 2018 Council Member hunt motioned to adjourn the meeting at 5:29 p.m.; Council Member King seconded the motion and it carried unanimously.

**MINUTES**  
**REGULAR MEETING OF THE PERRY CITY COUNCIL**  
**September 4, 2018**  
**6:00 P.M.**

1. Call to Order: Mayor Pro Tempore Randall Walker, Presiding Officer, called to order the regular meeting of the Perry City Council held September 4, 2018 at 6:00 p.m.

2. Roll.

Elected Officials Present: Mayor Pro Tempore Randall Walker; Council Members Phyllis Bynum-Grace, William Jackson, Robert Jones, Willie King, and Riley Hunt.

Elected Officials Absent: Mayor James E. Faircloth, Jr.

Staff: City Manager Lee Gilmour, Assistant City Manager Robert Smith, City Attorney David Walker and Recording Clerk Annie Warren.

City Departmental Staffing: Departmental Staffing: Chief Steve Lynn – Perry Police Department, Battalion Chief Kirk Crumpton – Fire and Emergency Services Department, Brenda King – Director of Finance, Bryan Wood – Director of Community Development, Kevin Dye – Director of Leisure Services, Catherine Edgemon – Main Street coordinator, Ellen Palmer – Communications Manager and Anji Holly – Fire and Emergency Services Department.

Guest(s): Ms. Darrien Woolfolk and Ms. Jean Berry.

Media: James Simpson, II - Houston Home Journal and Kellie McWilliams – Comsouth 100

3. Invocation and Pledge of Allegiance to the Flag: Mayor Pro Tempore Randall Walker

Council Member Robert Jones rendered the invocation and Council Member Riley Hunt led the pledge of allegiance to the flag.

4. Swearing in of Chief Municipal Court Judge: Mayor Pro Tempore Randall Walker

Mayor Pro Tempore Walker administered the oath of office to Municipal Court Judge James Freeman and introduced him to Council.

5. Recognition(s)/Presentation(s): Mayor Pro Tempore Randall Walker

5a. Introduction of new Code Compliance Specialist, Danny Hicks:

Mr. Wood introduced Mr. Hicks to Council. Mayor Pro Tempore Walker and Council welcomed Mr. Hicks to the City of Perry.



- 5b. Special recognition: Mayor Pro Tempore Walker and Council recognized Annie Warren for receiving the International Institute Municipal Clerks CMC designation.

Council Member Jones recognized members of his debate class.

6. Community Partner(s) Update(s):

7. Citizens with Input:

Ms. Darrien Woolfolk, 926 Jeannie Street, commended Council on the Splash Pad, and reported the stormwater drains on Betty Street, Bill Street and Elaine Street need to be cleaned out.

Ms. Jean Berry, 901 Perimeter Road, concerns were: 1) Police need a raise, 2) not favorable putting the dogs down after seven days, and 3) against open container.

8. PUBLIC HEARING CALLED TO ORDER AT 6:16P.M. Mayor Pro Tempore Walker called to order a public hearing at 6:16 p.m. to provide any interested parties with an opportunity to express their views and concerns in accordance with O.C.G.A. Sec. 36-67A-3 (c).

- 8a. Consider retaining of the operation 14.050 mills. Administration explained the City must set a millage rate each year which requires Council to hold three (3) hearings. The rate will stay at the same level as the last three (3) years and administration recommended approval.

Public Input: Mayor Pro Tempore Walker called for any public input for or against the request.

For: None

Against: None

Public Hearing closed at 6:17 p.m. Mayor Pro Tempore Walker closed the Public Hearing at 6:17 pm.

9. Review of Minutes: Mayor Pro Tempore Randall Walker

- 9a. Council's Consideration – Minutes of the August 20, 2018 work session, August 21, 2018 pre council meeting, August 21, 2018 council meeting, August 29, 2018 special meeting, and August 30, 2018 special meeting.

Council Member Jones motioned to accept the minutes as submitted; Council Member Bynum-Grace seconded the motion and it carried with Council Member Hunt abstaining from the August 30, 2018 meeting.

10. Old Business: Mayor Pro Tempore Randall Walker

10a. Ordinance(s) for Second Reading(s) and Adoption:

1. **Second Reading** of an ordinance to revise the City Code by modifying Chapter 17, Miscellaneous Provisions and Offenses; Chapter 19, Nuisances; Chapter 22, Solid Waste, by reorganizing items related to litter, handbills, and advertising in the appropriate chapter, and modifying enforcement procedures – Mr. B. Wood.

Adopted Ordinance No. 2018-10 to revise the City Code by modifying Chapter 17, Miscellaneous Provisions and Offenses; Chapter 19, Nuisances; Chapter 22, Solid Waste, by reorganizing items related to litter, handbills, and advertising in the appropriate chapter, and modifying enforcement procedures. Council Member Bynum-Grace motioned to adopt the ordinance as submitted; Council Member Jones seconded the motion and it carried unanimously. (Ordinance No. 2018-18 has been entered into the City's official book of record.)

11. Any Other Old Business:

- 11a. Mayor Pro Tempore Randall Walker - none
- 11b. Council Members - none
- 11c. City Manager Lee Gilmour - none
- 11d. Assistant City Manager Robert Smith - none
- 11e. City Attorney - none

12. New Business: Mayor Pro Tempore Randall Walker

12a. Matters referred from September 4, pre council meeting.

1. Authorize agreement between the City and an employee for the extension of 72 hours of sick leave.

Administration advised Council the City has an employee who is out on medical leave but has exhausted all sick leave and has requested an extension of sick leave. Council Member Hunt motioned to authorize the agreement for the extension of 72 hours of sick leave; Council Member King seconded the motion and it carried unanimously.

12b. Resolution(s) for Introduction and Adoption:

1. Resolution establishing the 2018 ad valorem millage rate for the City of Perry – Mr. L. Gilmour.

Adopted Resolution 2018-64 establishing the 2018 ad valorem millage rate for the City of Perry. Mr. Gilmour stated the required hearings had been held and Administration was recommending the adoption of a resolution retaining the millage rate at 14.050 mills. Council Member Jones moved to adopt the resolution as submitted; Council Member

Hunt seconded and the motion carried unanimously. (*Resolution 2018-64 has been entered into the City's official book of record.*)

2. Resolution imposing a moratorium on the issuance of permits or acceptance of land use district changes related to the provision of "tiny houses".

Adopted Resolution No. 2018-65 imposing a moratorium on the issuance of permits or acceptance of land use district changes related to the provision of "tiny houses". Administration presented for Council's consideration a resolution imposing a moratorium on the issuance of permits or acceptance of land use district changes related to the provision of "tiny houses". Council Member Jones moved to adopt the resolution as submitted; Council Member Hunt seconded the motion and it carried unanimously. (*Resolution No. 2018-65 has been entered into the City's official book of record.*)

3. Resolution appointing Ms. Ashley (Bone) Hardin, Economic Development Director – Mr. L. Gilmour.

Adopted Resolution 2018-66 appointing Ms. Ashley (Bone) Hardin, Economic Development Director. Council Member Jackson moved to adopt the resolution as submitted. Council Member King seconded and it carried unanimously. (*Resolution 2018-66 has been entered into the City's official book of record.*)

12c. Special Events Application(s) – Chief S. Lynn:

1. Request from Perry Main Street Advisory Board to host Downtown Harvest Dinner on Saturday, November 3, 2018, 6 p.m. until 8 p.m.

Street closure(s) requested:

Carroll Street between Ball Street and Washington Street.

Approval of special event alcohol permit license application.

Chief Lynn stated he had reviewed the application and everything was completed correctly. The alcohol vendor holds a state license and the street closures followed the guidelines. Staff recommended approval of the event, street closures and alcohol permit. Council Member Jones moved to approve the event, the street closures and the alcohol permit as recommended by staff. Council Member King seconded and it carried unanimously.

13. Other Business /Supplemental Agenda: Mayor Pro Tempore Randall Walker.

13a. Ordinance(s) for First Reading(s) and Introduction:

1. **First Reading** of an ordinance amending the definition of *Ice cream truck* in Section 15-2201 – Mr. B. Wood. *(No action required by Council)*
2. **First Reading** of an ordinance amending Sec. 5-34. – Penalties – Mr. B. Wood. *(No action required by Council)*
3. **First Reading** of an ordinance establishing certain guidelines and criteria for Municipal Court of Perry – Mr. L. Gilmour. *(No action required by Council)*

14. **Council Members Items:**

Council had no reports.

Mr. Gilmour, Mr. Smith, and Attorney Walker had no reports.

15. **Department Heads/Staff Items:**

Ms. Warren, Ms. King, Mr. Wood, Battalion Chief Crumpton, Chief Lynn, Mr. Dye, and Ms. Edgemon had no reports.

16. **General Public Items:** none

17. **Mayor Pro Tempore Items:**

- September 14<sup>th</sup>, Food Truck Friday
- September 15<sup>th</sup>, Perry Music Festival

18. **Adjourn.** There being no further business to come before Council in regular meeting held September 4, 2018, Council Member Jackson motioned to adjourn the meeting at 6:35 p.m.; Council Member King seconded the motion and it carried unanimously.

ORDINANCE

THE COUNCIL OF THE CITY OF PERRY HEREBY ORDAINS that the Perry code is amended by deleting the definition of *Ice cream truck* in Section 15-2201 in its entirety and adding a new definition of *Ice cream truck* in Section 15-2201 as follows:

**Sec. 15-2201. - Definitions.**

*Ice cream truck* means a motor vehicle in which per-packaged ice cream, popsicles, ice sherbets or other frozen desserts of any kind are carried for the purpose of retail sale on the streets of the city. For the purpose of this article, the term "ice cream truck" shall not include vendors who prepare ice cream, popsicles, ice sherbets or other frozen desserts of any kind, nor shall it include vendors who serve ice cream products as part of a menu of other foods, i.e. pie a la mode.

2. By adding a new section (a)(4) to section 15-2203 as follows:

**Sec. 15-2203. - Prohibited conduct and requirements.**

- (4) Except as may be allowed as part of a city-issued special event permit or by contract with the department of leisure services, mobile food vendors are permitted in a city-designated mobile food vendor vehicle parking space no more than five (5) days in any calendar month. A minimum of two (2) calendar days must transpire between operating periods on any given parking space.

3. By deleting section 15-2203 (b)(2) in its entirety and adding a new section 15-2203 (b)(2) as follows:

- (2) In the C-3, Central Business District only, and except as may be allowed as part of a city-issued special event permit, mobile food vendors are permitted on a given property no more than five (5) days in any calendar month. A minimum of two (2) calendar days must transpire between operating periods on any given property.

4. By deleting section 15-2203 (m) in its entirety and adding a new section 15-2203 (m) as follows:

- (m) Hours of operation shall not be limited, except as part of a city-sponsored event permit or by contract with the department of leisure service. When operating in the C-3, Central Business District, and not part of a city-sponsored event, a mobile food vendor may operate only between the hours of 7:00 am and 10:00 pm. At the end of each business day's operation, the vendor shall remove from the premises the mobile food vendor vehicle and all materials associated with the business.

SO ENACTED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

CITY OF PERRY, GEORGIA

By: \_\_\_\_\_  
James E. Faircloth, Jr. Mayor

Attest: \_\_\_\_\_  
Annie Warren, City Clerk

1<sup>st</sup> Reading: \_\_\_\_\_

2<sup>nd</sup> Reading: \_\_\_\_\_

ORDINANCE

THE COUNCIL OF THE CITY OF PERRY HEREBY ORDAINS that the Perry Code is amended by deleting Section 5-34 of Article III Chapter 5 in its entirety and adding a new section 5-34 of Article III Chapter 5 as follows:

**Sec. 5-34. - Penalties.**

A violation of any section in this article shall submit the violator to the maximum penalty under section 1-10 of the City Code. A separate offense shall be deemed committed on each day during which a violation occurs or continues.

SO ENACTED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

CITY OF PERRY, GEORGIA

By: \_\_\_\_\_  
James E. Faircloth, Jr. Mayor

Attest: \_\_\_\_\_  
Annie Warren, City Clerk

1<sup>st</sup> Reading: \_\_\_\_\_

2<sup>nd</sup> Reading: \_\_\_\_\_



**Where Georgia comes together.**

**OFFICE OF THE CITY MANAGER**

**MEMORANDUM**

**TO:** Mayor/Council  
**FROM:** Lee Gilmour, City Manager  
**DATE:** September 13, 2018  
**REFERENCE:** Fee Schedule Amendments

Attached is a resolution to amend the City of Perry Fee Schedule for the following reasons.

1. Adjust the administrative fee for alcohol beverage licenses to give credit for and encourage on-line payments.
2. Adjust the Occupational Tax administrative fee to give credit for and encourage on-line applications and payments.
3. Adjust the Professional Business license to State allowed \$400.00/year.
4. Delete mosquito spraying charge since Council eliminated this service.
5. Delete Downtown Special District sanitation charge since City now handles all sanitation billings.
6. Adjust the natural gas service application fee to match the water/sewer application fee.

If you have any questions, please contact me.

**cc:** Mr. R. Smith  
Ms. V. Sanders



**A RESOLUTION  
TO AMEND THE CITY OF PERRY  
FEE SCHEDULE**

**WHEREAS**, there have been various requests to adjust the fee schedule from City organizations; and

**WHEREAS**, there is a need to group changes by function;

**NOW, THEREFORE, THE COUNCIL OF THE CITY OF PERRY HEREBY RESOLVES** that the City of Perry Fee Schedule is amended as follows:

Section 1 A. Licenses and Permits, 1. Alcoholic Beverage Licenses, J Administrative Fee is amended as follows:

From		To
\$40.00/each	1. Standard	\$40.00/each
	2. On-line	\$20.00/each

Section 2. A. Licenses and Permits, 2. Occupational Business License/Permits is amended as follows:

a. Administrative Fee

From		To
\$40.00 each	1. Standard	\$40.00/each
	2. On-line	\$20.00/each

h. Professional business license

From	To
\$175.00/year	\$400.00/year <sup>(1)</sup>

Section 3. B. Charge for Services, 3 Public Works Services a. Mosquito Spraying Services is amended as follows:

Delete

Section 4. Charge for Services, 4. Sanitation g. Downtown Special District is amended as follows:

Delete

Section 5 B. Charge for Services 6. Natural Gas 1. Activation Fee b. Other, is amended as follows:

From	To
\$70.00/ each location	462.00/each location

**SO RESOLVED**, this      day of      2018.

CITY OF PERRY

By: \_\_\_\_\_  
JAMES E. FAIRCLOTH, JR., MAYOR

City Seal

Attest: \_\_\_\_\_  
ANNIE WARREN, CITY CLERK



## MEMORANDUM

TO: Lee Gilmour, City Manager  
FROM: Brenda King, Director of Administration  
DATE: September 12, 2018  
SUBJECT: Recommendation of Award  
Bid #2018-47

Description: Division 1 – Water Treatment Plant

FUND: GEFA Loan

Vendor	Bid Amount	Change Order	Final Amount
Reeves Young LLC – Sugar Hill GA	\$8,609,000.00	(\$390,000.00)	\$8,219,000.00
PF Moon	\$9,245,000.00	0	\$9,245,000.00
Lakeshore Engineering	\$8,946,000.00	0	\$8,946,000.00

**Department and Engineer Recommendation: Award bid in the amount of \$8,609,000 less change order #1 in the amount of \$390,000.00 for a final contract amount of \$8,219,000.00 to Reeves Young LLC of Sugar Hill GA**



September 5, 2018

Mr. Chad McMurrian  
City of Perry  
1211 Washington Street  
Perry, GA 31069

**RE: RECOMMENDATION OF AWARD**  
**City of Perry WTP**  
**Division 1 - Water Treatment Plant**  
**CEI Project No. 100168.25**

Dear Chad:

We have reviewed the bids received on August 7, 2018 for the City of Perry WTP, Division 1. Bids were received from three contractors and the certified tabulation of bids is attached for your information.

We have reviewed all of the bid documents and are recommending award of the contract to the lowest responsive, responsible bidder - Reeves Young, LLC of Sugar Hill, GA in the base bid amount of \$8,609,000.00 less Change Order No. 1 in the amount of (\$390,000.00), for a final contract amount of \$8,219,000.00. Enclosed is the Notice of Award.

If acceptable, please sign and return the Notice of Award. We will then begin preparation of all contract documents.

Please give me a call if you have any questions.

Sincerely,

**CONSTANTINE ENGINEERING, INC.**

A handwritten signature in blue ink that reads "Michael Beckman".

Michael A. Beckman, PE  
Vice President & Senior Project Manager

Enclosures: Certified Tabulation of Bids  
Notice of Award

  
4000 Faber Place Drive  
Suite 330  
North Charleston, SC 29405

  
843-628-3352

  
www.tcgeng.com



**CERTIFIED AS A TRUE AND CORRECT  
TABULATION OF BIDS RECEIVED**

A handwritten signature in blue ink that reads "Michael Beckman".

Michael Beckman  
Vice President

**CERTIFIED BIDS RECEIVED**

**PROJECT:** City of Perry, GA WTP  
Division 1 – Water Treatment Plant

**CEI PROJECT NO.:** 100168.25

**PLACE:** City of Perry Purchasing Department  
1211 Washington Street  
Perry, GA 31069

**DATE:** August 7, 2018

**TIME:** 2:00 p.m.

<b>CONTRACTOR</b>	<b>AMOUNT OF BID</b>	<b>ORDER OF BIDS</b>
Reeves Young, LLC	\$8,609,000.00	1
Lakeshore Engineering	\$8,946,000.00	2
PF Moon & Co., Inc.	\$9,245,000.00	3

SECTION C-510

NOTICE OF AWARD

Date of Issuance:

Owner: City of Perry, Georgia Owner's Contract No.:  
Engineer: Constantine Engineering, Inc. Engineer's Project No.: 100168.25  
Project: Water Treatment Plant No. 3 Contract Name:  
Division 1 – Water Treatment Plant  
Bidder: Reeves Young, LLC  
Bidder's Address: 45 Peachtree Industrial Blvd. NW, Suite 200 Sugar Hill, GA 30518

TO BIDDER:

You are notified that Owner has accepted your Bid dated August 7, 2018 for the above Contract, and that you are the Successful Bidder and are awarded a Contract for:

Water Treatment Plant No. 3, Division 1—Water Treatment Plant

The Contract Price of the awarded Contract is: \$ 8,609,000.00 less (\$390,000) for a final contract amount of \$8,219,000.00

[ 6 ] unexecuted counterparts of the Agreement accompany this Notice of Award

a set of the Drawings will be delivered separately from the other Contract Documents.

You must comply with the following conditions precedent within 15 days of the date of this Notice of Award:

1. Deliver to Owner [ 6 ] counterparts of the Agreement, fully executed by Bidder.
2. Deliver with the executed Agreement(s) the Contract security [e.g., performance and payment bonds] and insurance documentation as specified in the Instructions to Bidders and General Conditions, Articles 2 and 6.
3. Other conditions precedent (if any): N/A

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner: City of Perry

\_\_\_\_\_  
Authorized Signature

By: Lee Gilmour

Title: City Manager

Copy: Engineer

Project No. 100168.25



September 5, 2018

Mr. Chad McMurrian  
City of Perry  
1211 Washington Street  
Perry, GA 31069

**RE: RECOMMENDATION OF AWARD**  
City of Perry WTP  
CEI Project No. 100168.25

Dear Chad:

The following is a summary of bids received for the four divisions for the water treatment plant:

Division	Bid	Change Order No. 1	Final Contract Amount
1	\$8,609,000.00	(\$390,000.00)	\$8,219,000.00
2	\$1,666,770.00	(\$770,385.00)	\$896,385.00
3	\$725,000.00	N/A	\$725,000.00
4	\$218,674.00	N/A	\$218,674.00
<b>TOTAL</b>	<b>\$11,219,444.00</b>		<b>\$10,059,059.00</b>

Included with the above amount is \$350,000.00 of Owner contingency with the bids. Assuming a total contingency of five percent of the bid, or \$502,953.00 (rounded up to \$503,000.00), would leave a balance of \$153,000.00 of additional contingency.


The following is a total project cost:

Item	Revised Cost
Construction Bid	\$10,059,059.00
Additional Contingency	\$ 153,000.00
Engineering	\$ 1,025,000.00
<b>TOTAL PROJECT</b>	<b>\$11,237,059.00</b>

Based on the current SRF loan of \$7,800,000.00, an additional \$3,437,059.00 in funds are required.

GEFA approval is needed to award these projects, so let us know if the City is ready to move forward with this. Additionally, we understand the City will not know about additional funding from GEFA until the November board meeting, so please be aware the City is at risk for the additional funding if they award the project prior to the board meeting. These bids are subject to acceptance for 90-days, therefore, we will need to request the bidders to extend this period if the projects are not awarded before November 5, 2018.

Please give me a call if you have any questions.

  
4000 Faber Place Drive  
Suite 330  
North Charleston, SC 29405

  
843-628-3352

  
www.tceng.com

RE: Recommendation of Award  
September 5, 2013  
Page 2 of 2

Sincerely,

**CONSTANTINE ENGINEERING, INC.**

A handwritten signature in blue ink, appearing to read "Michael Beckman".

Michael A. Beckman, PE  
Vice President & Senior Project Manager



**MEMORANDUM**

TO: Lee Gilmour, City Manager  
FROM: Brenda King, Director of Administration  
DATE: September 12, 2018  
SUBJECT: Recommendation of Award  
Bid #2018-48

Description: Division 2 – Groudwater Supply Wells  
FUND: GEFA Loan

Vendor	Bid Amount	Change Order	Final Amount
Rowe Drilling Co., Inc	\$1,666,770.00	(\$770,385.00)	\$ 869,385.00
Layne	\$1,858,409.00	-	\$1,858,409.00

**Department and Engineer Recommendation: Award bid in the amount of \$1,666,770 less change order #1 in the amount of (\$770,385.00) for a final amount \$869,385.00 to Rowe Drilling Co., Inc. of Tallahassee, FL.**





September 5, 2018

Mr. Chad McMurrian  
City of Perry  
1211 Washington Street  
Perry, GA 31069

**RE: RECOMMENDATION OF AWARD**  
**City of Perry WTP**  
**Division 2 - Groundwater Supply Wells**  
**CEI Project No. 100168.25**

Dear Chad:

We have reviewed the bids received on August 7, 2018 for the City of Perry WTP, Division 2. Bids were received from two contractors and the certified tabulation of bids is attached for your information.

We have reviewed all of the bid documents and are recommending award of the contract to the lowest responsive, responsible bidder - Rowe Drilling Co., Inc. of Tallahassee, FL in the base bid amount of \$1,666,770.00 less Change Order No. 1 in the amount of (\$770,385.00), for a final contract amount of \$869,385.00. Enclosed is the Notice of Award.

If acceptable, please sign and return the Notice of Award. We will then begin preparation of all contract documents.

Please give me a call if you have any questions.

Sincerely,

**CONSTANTINE ENGINEERING, INC.**

A handwritten signature in blue ink, appearing to read "Michael Beckman".

Michael A. Beckman, PE  
Vice President & Senior Project Manager

Enclosures: Certified Tabulation of Bids  
Notice of Award

  
4000 Faber Place Drive  
Suite 330  
North Charleston, SC 29405

  
843-628-3352

  
www.tcgeng.com



**CERTIFIED AS A TRUE AND CORRECT  
TABULATION OF BIDS RECEIVED**

A handwritten signature in blue ink that reads "Michael Beckman".

Michael Beckman  
Vice President

**CERTIFIED BIDS RECEIVED**

**PROJECT:** City of Perry, GA WTP  
Division 2 – Groundwater Supply Wells

**CEI PROJECT NO.:** 100168.25

**PLACE:** City of Perry Purchasing Department  
1211 Washington Street  
Perry, GA 31069

**DATE:** August 7, 2018

**TIME:** 10:00 a.m.

<b>CONTRACTOR</b>	<b>AMOUNT OF BID</b>	<b>ORDER OF BIDS</b>
Rowe Drilling Co., Inc.	\$1,666,770.00	1
Layne	\$1,858,409.00	2

SECTION C-510

NOTICE OF AWARD

Date of Issuance:

Owner: City of Perry, Georgia Owner's Contract No.:  
Engineer: Constantine Engineering, Inc. Engineer's Project No.: 100168.25  
Project: Water Treatment Plant No. 3 Contract Name:  
Division 2 – Groundwater Supply  
Wells  
Bidder: Rowe Drilling Co., Inc.  
Bidder's Address: PO Drawer 1389 Tallahassee, FL 32302

TO BIDDER:

You are notified that Owner has accepted your Bid dated August 7, 2018 for the above Contract, and that you are the Successful Bidder and are awarded a Contract for:

Water Treatment Plant No. 3, Division 2—Groundwater Supply Wells

The Contract Price of the awarded Contract is: \$1,666,770.00 less (\$770,385.00) for a final contract amount of \$869,385.00.

[ 6 ] unexecuted counterparts of the Agreement accompany this Notice of Award

a set of the Drawings will be delivered separately from the other Contract Documents.

You must comply with the following conditions precedent within 15 days of the date of this Notice of Award:

1. Deliver to Owner [ 6 ] counterparts of the Agreement, fully executed by Bidder.
2. Deliver with the executed Agreement(s) the Contract security [e.g., performance and payment bonds] and insurance documentation as specified in the Instructions to Bidders and General Conditions, Articles 2 and 6.
3. Other conditions precedent (if any): N/A

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner: City of Perry

\_\_\_\_\_  
Authorized Signature

By: Lee Gilmour  
Title: City Manager

Copy: Engineer

Project No. 100168.25



## MEMORANDUM

TO: Lee Gilmour, City Manager  
FROM: Brenda King, Director of Administration  
DATE: September 12, 2018  
SUBJECT: Recommendation of Award  
Bid #2018-49  
Description: Division 3 – Clearwell  
FUND: GEFA Loan

Vendor	Bid Amount
CROM LLC	\$771,000.00
Precon Corporation	\$725,000.00

**Department and Engineer Recommendation: Award bid in the amount of \$725,000.00 to Precon Corporation of Newberry, FL.**



Mr. Chad McMurrian  
City of Perry  
1211 Washington Street  
Perry, GA 31069

**RE: RECOMMENDATION OF AWARD**  
**City of Perry WTP**  
**Division 3 - Clearwell**  
**CEI Project No. 100168.25**

Dear Chad:

We have reviewed the bids received on August 7, 2018 for the City of Perry WTP, Division 3. Bids were received from two contractors and the certified tabulation of bids is attached for your information.

We have reviewed all of the bid documents and are recommending award of the contract to the lowest responsive, responsible bidder - Precon Corporation of Newberry, FL in the base bid amount of \$725,000.00. Enclosed is the Notice of Award.

If acceptable, please sign and return the Notice of Award. We will then begin preparation of all contract documents.

Please give me a call if you have any questions.

Sincerely,

**CONSTANTINE ENGINEERING, INC.**

A handwritten signature in blue ink that reads "Michael Beckman".

Michael A. Beckman, PE  
Vice President & Senior Project Manager

Enclosures: Certified Tabulation of Bids  
Notice of Award



4000 Faber Place Drive  
Suite 330  
North Charleston, SC 29405



843-628-3352



[www.tcgeng.com](http://www.tcgeng.com)



**CERTIFIED AS A TRUE AND CORRECT  
TABULATION OF BIDS RECEIVED**

Michael Beckman  
Vice President

**CERTIFIED BIDS RECEIVED**

**PROJECT:** City of Perry, GA WTP  
Division 3 – Clearwell

**CEI PROJECT NO.:** 100168.25

**PLACE:** City of Perry Purchasing Department  
1211 Washington Street  
Perry, GA 31069

**DATE:** August 7, 2018

**TIME:** 11:00 a.m.

CONTRACTOR	AMOUNT OF BID	ORDER OF BIDS
Precon Corporation	\$725,000.00	1
Crom LLC	\$771,000.00	2

SECTION C-510

NOTICE OF AWARD

---

Date of Issuance:

Owner: City of Perry, Georgia Owner's Contract No.:  
Engineer: Constantine Engineering, Inc. Engineer's Project No.: 100168.25  
Project: Water Treatment Plant No. 3 Contract Name:  
Division 3 – Clearwell  
Bidder: Precon Corporation  
Bidder's Address: 115 SW140th Terrace Newberry, FL 32669

**TO BIDDER:**

You are notified that Owner has accepted your Bid dated August 7, 2018 for the above Contract, and that you are the Successful Bidder and are awarded a Contract for:

Water Treatment Plant No. 3, Division 3—Clearwell

The Contract Price of the awarded Contract is: \$725,000.00

[ 6 ] unexecuted counterparts of the Agreement accompany this Notice of Award

a set of the Drawings will be delivered separately from the other Contract Documents.

You must comply with the following conditions precedent within 15 days of the date of this Notice of Award:

1. Deliver to Owner [ 6 ] counterparts of the Agreement, fully executed by Bidder.
2. Deliver with the executed Agreement(s) the Contract security [e.g., performance and payment bonds] and insurance documentation as specified in the Instructions to Bidders and General Conditions, Articles 2 and 6.
3. Other conditions precedent (if any): N/A

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

---

Owner: City of Perry

\_\_\_\_\_  
Authorized Signature

By: Lee Gilmore  
Title: City Manager

Copy: Engineer

Project No. 100168.25



## MEMORANDUM

TO: Lee Gilmour, City Manager

FROM: Brenda King, Director of Administration

DATE: September 12, 2018

SUBJECT: Recommendation of Award  
Bid #2018-50

Description: Division 4 – Offsite Water Line

FUND: GEFA Loan

Vendor	Bid Amount
RDJE Inc	\$370,501.00
LaKay Enterprises Inc.	\$218,674.00
Pyles Plumbing & Utility Contractors Inc.	\$281,922.00
LeClay Construction, Inc.	\$252,176.79

**Department and Engineer Recommendation: Award bid in the amount of \$218,674.00 to LaKay Enterprises, Inc. of Fort Valley GA.**





Mr. Chad McMurrian  
City of Perry  
1211 Washington Street  
Perry, GA 31069

**RE: RECOMMENDATION OF AWARD  
City of Perry WTP  
Division 4 - Offsite Water Line  
CEI Project No. 100168.25**

Dear Chad:

We have reviewed the bids received on August 7, 2018 for the City of Perry WTP, Division 4. Bids were received from four contractors and the certified tabulation of bids is attached for your information.

We have reviewed all of the bid documents and are recommending award of the contract to the lowest responsive, responsible bidder - LaKay Enterprises, Inc. of Ft. Valley, GA in the base bid amount of \$218,674.00. Enclosed is the Notice of Award.

If acceptable, please sign and return the Notice of Award. We will then begin preparation of all contract documents.

Please give me a call if you have any questions.

Sincerely,

**CONSTANTINE ENGINEERING, INC.**

A handwritten signature in blue ink that reads "Michael Beckman".

Michael A. Beckman, PE  
Vice President & Senior Project Manager

Enclosures: Certified Tabulation of Bids  
Notice of Award



4000 Faber Place Drive  
Suite 330  
North Charleston, SC 29405



843-628-3352



[www.tcgeng.com](http://www.tcgeng.com)



**CERTIFIED AS A TRUE AND CORRECT  
TABULATION OF BIDS RECEIVED**

A handwritten signature in blue ink that reads "Michael Beckman".

---

Michael Beckman  
Vice President

**CERTIFIED BIDS RECEIVED**

**PROJECT:** City of Perry, GA WTP  
Division 4 – Offsite Water Line

**CEI PROJECT NO.:** 100168.25

**PLACE:** City of Perry Purchasing Department  
1211 Washington Street  
Perry, GA 31069

**DATE:** August 7, 2018

**TIME:** 1:00 p.m.

<b>CONTRACTOR</b>	<b>AMOUNT OF BID</b>	<b>ORDER OF BIDS</b>
LaKay Enterprises, Inc.	\$218,674.00	1
Leclay Construction, Inc.	\$252,176.79	2
Pyles Plumbing & Utility Contractors, Inc.	\$281,922.00	3
RDJE, Inc.	\$370,501.00	4

SECTION C-510

NOTICE OF AWARD

Date of Issuance:

Owner: City of Perry, Georgia Owner's Contract No.:  
Engineer: Constantine Engineering, Inc. Engineer's Project No.: 100168.25  
Project: Water Treatment Plant No. 3, Division Contract Name:  
4 – Offsite Water Line  
Bidder: LaKay Enterprises, Inc.  
Bidder's Address: 2062 Hendrick Road Ft. Valley, GA 31030

**TO BIDDER:**

You are notified that Owner has accepted your Bid dated August 7, 2018 for the above Contract, and that you are the Successful Bidder and are awarded a Contract for:

Water Treatment Plant No. 3, Division 4—Offsite Water Line

The Contract Price of the awarded Contract is: \$218,674.00

[ 6 ] unexecuted counterparts of the Agreement accompany this Notice of Award

a set of the Drawings will be delivered separately from the other Contract Documents.

You must comply with the following conditions precedent within 15 days of the date of this Notice of Award:

1. Deliver to Owner [ 6 ] counterparts of the Agreement, fully executed by Bidder.
2. Deliver with the executed Agreement(s) the Contract security [*e.g., performance and payment bonds*] and insurance documentation as specified in the Instructions to Bidders and General Conditions, Articles 2 and 6.
3. Other conditions precedent (if any):

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

---

Owner: City of Perry

---

Authorized Signature

By: Lee Gilmore

Title: City Manager

Copy: Engineer

Project No. 100168.25



## MEMORANDUM

TO: Lee Gilmour, City Manager  
FROM: Brenda King, Director of Administration  
DATE: September 13, 2018  
SUBJECT: Recommendation of Award  
Bid #2019-01

Description: Pump Station Upgrades and Improvements

FUND:

<u>Vendor</u>	<u>Bid Amount</u>
Pyles Plumbing & Utility Contractors, Inc. – Macon GA	\$672,440.00
Sam Hall & Sons, Inc. – Macon GA	\$688,202.00

**Department recommendation: Award the bid in the amount of \$672,440.00 to Pyles Plumbing & Utility Contractor, Inc. of Macon GA.**



**GEORGIA WATER &  
ENVIRONMENTAL SERVICES**

1222 Main Street  
Perry, GA 31069  
(478) 235-0307  
[www.georgiawaterservices.com](http://www.georgiawaterservices.com)

August 10, 2018

Mr. Chad McMurrian  
Lead Engineering Technician  
City of Perry  
PO Box 2030  
Perry, GA 31069

**RE: Pump Station Upgrades and Improvements  
Recommendation of Contract Award  
GWES Project No. 033.15.1.17**

Mr. McMurrian,

This letter shall serve as our Recommendation of Award of the contract for construction of the referenced project.

During advertisement of the project, bid solicitation included invitations to five contractors:

1. LaKay Enterprises - Fort Valley, GA
2. Sam Hall and Sons Construction – Macon, GA
3. Pyles Plumbing & Utility Contractors, Inc. – Macon, GA
4. LeClay Construction – Perry, GA
5. Griffin-Folsom Construction – Cordele, GA

After advertisement, sealed bids were received until 2:00 p.m., Wednesday, August 8, 2018, at Perry City Hall, and thereafter publicly opened, read, and recorded. Bids were submitted by two contractors: Sam Hall and Sons Construction and Pyles Plumbing & Utility Contractors. We have examined the two submitted bids and determined that Pyles Plumbing & Utility Contractors, Inc. (Contractor) is the low responsive bidder. Please refer to the attached *Official Bid Tabulation* for the project bid specifics.

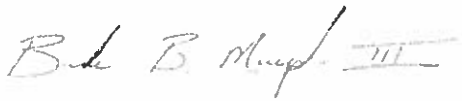
In due diligence, GWES performed an evaluation of the completeness of the bids and on each contractor's capability to perform the work. A reference check was performed in accordance with our due diligence.

Based upon our evaluation, GWES finds no apparent reason to believe that Pyles Plumbing & Utility Contractors, Inc. cannot complete the work satisfactorily within the 180-day project schedule. We recommend that this project be awarded to Pyles Plumbing & Utility Contractors, Inc. for the bid amount of \$672,440.00.

Upon the City's approval, we will prepare the contracts for execution. If you have any questions or require additional information, please contact us.

Respectfully,

**Georgia Water & Environmental Services, LLC.**

A handwritten signature in cursive script that reads "Burke B. Murph III".

Burke B. Murph III, PE, MBA  
Managing Partner  
478.235.0307  
[burke@georgiawaterservices.com](mailto:burke@georgiawaterservices.com)

Attachments: Official Bid Tab  
Reference Check Documentation  
Pyles Bid



**GEORGIA WATER & ENVIRONMENTAL SERVICES**

**BID TABULATION**  
**PROJECT NAME: PUMP STATION UPGRADES AND IMPROVEMENTS**  
**CLIENT NAME: City of Perry**  
**PROJECT NO.: 033.15.1.17**  
**DATE: August 8, 2018 @ 2:00 PM**

Item No.	Description	Quantity	Unit	BIDDERS	
				Pyles Plumbing & Utility Contractors, Inc.	Sam Hall And Sons, Inc.
1	Mobilization and Demobilization	1	LS	\$5,000.00	\$31,575.00
2	HWY 41N PS Improvements	1	LS	\$341,830.00	\$338,930.00
3	Valley Drive PS Improvements	1	LS	\$66,470.00	\$66,910.00
4	Wooden Eagle PS Improvements	1	LS	\$117,030.00	\$111,785.00
5	Wind River PS Improvements	1	LS	\$117,110.00	\$113,820.00
6	Owner's Allowance	1	LS	\$25,000.00	\$25,000.00
<b>Total Based Bid</b>				<b>\$672,440.00</b>	<b>\$688,020.00</b>

*B.L.B. Murphy III*

Burke B. Murphy III, PE  
 Georgia Water & Environmental Services

**GEORGIA REGISTERED ENGINEER**  
 No. PE034189  
 BURKE B MURPH III



Where Georgia comes together.

## City of Perry Special Events Application

### Applicant and Sponsoring Organization Information

<b>Name:</b> Perry Chamber of Commerce Downtown Merchants Council & Main Street Promotion Committee
<b>Name of individual representing sponsor organization:</b> Megan Brent and Catherine Edgemon
<b>Street address:</b> 900 Carroll Street
<b>City/State/Zip code:</b> Perry, GA 31069
<b>Mailing address if different from above:</b>
<b>Cell phone:</b> (478) 954-2097
<b>Email address:</b> meg.brent1015@gmail.com
* The individual's name and contact information stated above will also be distributed to answer public inquiries about the event.
<b>If this event benefits a City of Perry non-profit organization, which one?</b>
<b>Contact person on site for day of event:</b> Megan Brent and Catherine Edgemon
<b>Cell phone:</b> (478) 954-2097, (478) 954-5758
<b>Is this a first time event?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>If held before, when and where?</b> Same downtown area annually since 2013

### Event Information

<b>Type of event (Check all that apply):</b> <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.			
<b>If other, specify:</b>			
<b>Event title:</b> Sixth Annual Sweets and Treats on Downtown Streets			
<b>Event date:</b> Wednesday, Oct. 31, 2018			
<b>Event hours:</b>	<b>Start:</b>	4 p.m.	<b>End:</b> 6 p.m.
<b>Set-up:</b>	<b>Date:</b>	Oct. 31	<b>Time:</b> 3:30 p.m.
<b>Break down:</b>	<b>Date:</b>	Oct. 31	<b>Time:</b> 6:30 p.m.
<b>Expected attendance:</b>		<b>Participants:</b> 20-25 businesses	<b>Spectators:</b> 1,000



## 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.**

Perry Area Chamber of Commerce Downtown Merchants Council is hosting the event and is partnering with Perry Main Street Promotion Committee. Children will trick-or-treat at businesses, and the committee will consider hosting some activities for the children. Organizers request that any permit fees for the event be waived.

Event organizers ask that dogs not be allowed as they frighten smaller children. When inattentive owners do not pick up after their dogs, participants step in the mess and track it into a business.

**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:**

**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**

**If yes, describe:**

**Will any areas be fenced off or barricaded?  Yes  No**

**If yes, describe:** Request barricades used at this event previously for pedestrian safety

**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: Jernigan Between: Commerce and: Main

Street: Ball Between: Commerce and: Main

Street: Carroll Between: Jernigan and: Washington

Street: Between: and:

Street: Between: and:

Street: Between: and:

Street: Between: and:

When are you requesting the street closure(s)? 3:45 p.m.

Why are you requesting the street closure(s)? Pedestrian safety

Type of street closure:  Complete  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:

Request city to send a letter to affected business owners, utility holders and property owners.

## 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:

Request that Public Works place extra toters at intersections within event perimeter and at courthouse

## 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:** Defer to Chief Lynn's recommendation

**Total hours for officers requested:**

## Fire and Emergency Medical Services

Describe your plan for providing emergency medical services:

Call 911 in emergency.

\*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. Vendors and/or event organizers are responsible for scheduling 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](mailto: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 \_\_\_\_\_ Perry Area Chamber of Commerce Downtown Merchants Council and Main Street Promotion Committee \_\_\_\_\_ (Special event organizer/applicant) to utilize the sites(s) known as \_\_\_\_\_ specified downtown streets and sidewalks \_\_\_\_\_ 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: 

Name, signature and stamp of Notary Public: 

Date: 9/11/18 JONI ARY  
NOTARY PUBLIC

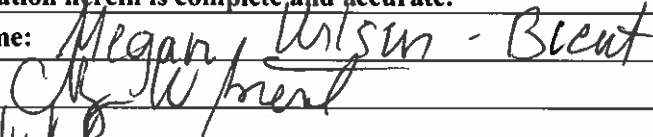
## Agreement and Signature

MACON COUNTY, STATE OF GEORGIA  
MY COMMISSION EXPIRES ON 08/25/2020

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: Megan Wilson - Brent

Signature: 

Date: 9/11/18

- 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  
Perry, GA 31069  
(478) 988-2705 (fax)  
annie.warren@perry-ga.gov

OR

Please, hand-deliver application to:

City Clerk at  
Perry City Hall  
1211 Washington Street  
Perry, GA 31069.

For more information, please, call (478) 988-2736.

### Office Use Only

Date received: <i>September 12, 2019</i>
<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:



Where Georgia comes together.

## City of Perry Special Events Application

### Applicant and Sponsoring Organization Information

<b>Name:</b> Oktoberfest
<b>Name of individual representing sponsor organization:</b> Haley Myers, The City of Perry
<b>Street address:</b> 1211 Washington Street
<b>City/State/Zip code:</b> Perry, GA 31061
<b>Mailing address if different from above:</b>
<b>Cell phone:</b> 478-988-2761
<b>Email address:</b> haley.myers@perry-ga.gov
* The individual's name and contact information stated above will also be distributed to answer public inquiries about the event.
<b>If this event benefits a City of Perry non-profit organization, which one?</b> N/A
<b>Contact person on site for day of event:</b> Haley Myers
<b>Cell phone:</b> 478-508-6326
<b>Is this a first time event?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>If held before, when and where?</b> This will be held in Downtown Perry

### Event Information

<b>Type of event (Check all that apply):</b> <input type="checkbox"/> Parade <input checked="" 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.
<b>If other, specify:</b> Fall Festival & Celebration
<b>Event title:</b> Oktoberfest
<b>Event date:</b> October 20
<b>Event hours:</b> Start: 3:00PM End: 9:00PM
<b>Set-up:</b> Date: 10/19/18-10/20/18 Time: 8AM
<b>Break down:</b> Date: 10/20/18-10/21/18 Time: 10PM-
<b>Expected attendance: Participants:</b> 3,000-4,000 <b>Spectators:</b>



## 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.**

Join us for this year's FIRST EVER Oktoberfest right here in Perry, Georgia!  
Mark your calendar for this fun fall festival on October 20th, 2018!  
Food, drinks, and entertainment will be available for everyone.  
We'll be serving up craft Beer, Brats, Pretzels and more!  
We're bringing Bavaria, Germany right here to historic downtown Perry.

There will be a sausage eating contest sponsored by Striplings and a Yodeling contest.  
Bodega Brew will be hosting a "Homebrew Competition" that we are co-marketing.

**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:**

Food Trucks & Beer/Wine Vendors will sell various different menu items at this event.

**Will event have amplified sound?  Yes  No**

**If yes, describe:** Live Entertainment

**Is the event free to the public?  Yes  No**

**Will vendors cook or heat food?  Yes  No**

**If yes, describe:** Vendors are all self-contained with power/water/etc.

**Will any areas be fenced off or barricaded?  Yes  No**

**If yes, describe:** Barricade/close streets to steer away incoming traffic within event area.

**If event is downtown, will downtown businesses be open during the event?  Yes  No N/A**

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

Megan Brent Blues Band  
Jamie Davis Band  
Danielle Nicole Band

## 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

City of Perry Insurance as this is a City Event.

## Alcohol Permit Information

\*\*PLEASE SEE ATTACHED PERMIT INFORMATION ON NEXT PAGE

\* 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:**

Just Tap'd, Piedmont Brewing, etc. will be providing beer/wine.

I will keep the PD and city updated as more beer vendors are included in this event (Bodega Brew, etc.).

All necessary licensing for additional vendors will be collected and forwarded to necessary parties and departments.

\* 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:** 3-9PM

**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

Oktoberfest

### Alcohol Permit Information

<p>* 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.</p> <p>* Event organizer will stop alcohol service one hour before the scheduled end of the event.</p>	
<p>Does your event involve the sale of alcoholic beverages? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>If yes, describe: <i>keg Beer &amp; Canned beer</i></p>	
<p>* 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.</p>	
<p>Name of business serving alcohol: <i>Piedmont Brewery &amp; Kitchen</i></p>	
<p>Street address of business serving alcohol: <i>450 3<sup>rd</sup> St</i></p>	
<p>City/State/Zip Code: <i>Macon Ga 31201</i></p>	
<p>Mailing address if different from above:</p>	
<p>Cell phone: <i>4789559280</i></p>	
<p>Email address: <i>Justin@piedmontbrewery.com</i></p>	
<p>Name of licensee: <i>Piedmont Brewery</i> License number: <i>489229</i></p>	
<p>Is a copy of the licensee's alcohol license attached? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>Hours alcohol will be served at event:</p>	
<p>Is alcohol serving area open to public? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>Is this an open container request? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>Is current alcohol liability insurance policy naming City of Perry as additional insured attached? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>Is a copy of the special event alcohol permit from the City of Perry Police Department attached? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p><b>Terms &amp; Conditions:</b></p> <p>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</p>	

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: Justin Cunningham Date: 8/27/18

Licensee's signature: [Signature]

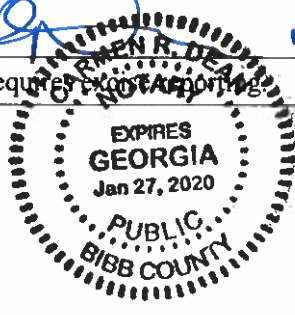
Sworn and attested before me on this 27 day of August, 2018

Signature of special event organizer/applicant: Haley Murr

Name, signature and stamp of Notary Public:

Camryn Dean [Signature] 8-27-18

\* The sale of alcohol/mixed drinks requires a separate permit.



### 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:

keg & canned Beer & cider

\* 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: Just Tap'd - WR

Street address of business serving alcohol: 3123 Watson Blvd

City/State/Zip Code: WR Ga 31093

Mailing address if different from above:

Cell phone: 478-334-0301

Email address: mk.justtapd@gmail.com

Name of licensee: MK Budenski License number: 0075287

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: MK Budenski Date: 5 Sept 18

Licensee's signature: MK Budenski

Sworn and attested before me on this 5th day of September, 2018

Signature of special event organizer/applicant: MK Budenski

Name, signature and stamp of Notary Public:

LANITA M SAW Lanita M Saw  
Notary Public  
Houston County, Georgia  
My Comm. Expires 01/20/2022

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

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:** Carroll Street **Between:** Jernigan **and:** Washington

**Street:** Ball Street **Between:** Commerce **and:** Main

**Street:** Jernigan Street **Between:** Commerce **and:** Main

**Street:** \_\_\_\_\_ **Between:** \_\_\_\_\_ **and:** \_\_\_\_\_

**Street:** \_\_\_\_\_ **Between:** \_\_\_\_\_ **and:** \_\_\_\_\_

**Street:** \_\_\_\_\_ **Between:** \_\_\_\_\_ **and:** \_\_\_\_\_

**Street:** \_\_\_\_\_ **Between:** \_\_\_\_\_ **and:** \_\_\_\_\_

**When are you requesting the street closure(s)?** 10/20/18 at 7AM - event end

**Why are you requesting the street closure(s)?** The event will need to be setup in the respected areas downtown

**Type of street closure:**  Complete  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:**

## Restroom Facilities

Will event organizer provide portable restroom facilities?  Yes  No **Please see below.**

Restrooms & Hand-washing stations provided by Taylor Restrooms

## 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:

Downtown Street Parking & Public Lots

## Sanitation

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

Assistance from Public Works Staff/Sanitation. Toters will be placed in designated areas.

## Electricity and Water

Will your event require access to electricity?  Yes  No

If so, where? Power for the main stage + entertainment on Courthouse Lawn

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:** Please defer to Chief Lynn and Major Phelps.

**Total hours for officers requested:** Please defer to Chief Lynn and Major Phelps.

## Fire and Emergency Medical Services

Describe your plan for providing emergency medical services:

A first-aid station can be located on the premises, but please defer to Chief Parker

\*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. Vendors and/or event organizers are responsible for scheduling 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](mailto: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 Hailey Myerr (Special event organizer/applicant) to utilize the sites(s) known as Downtown Perry 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: Hailey Myerr

Name, signature and stamp of Notary Public:

Annie Warren

Date: September 12, 2018



ANNIE WARREN  
NOTARY PUBLIC  
HOUSTON COUNTY, STATE OF GEORGIA  
MY COMMISSION EXPIRES 09-10-2021

## 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: Hailey Myerr

Signature: Hailey Myerr

Date: 9/12/18

Special event application fee enclosed

Special event alcohol permit application section enclosed

waived by City

Please, send completed application to:

City of Perry  
Attn: City Clerk  
P.O. Box 2030  
Perry, GA 31069  
(478) 988-2705 (fax)  
annie.warren@perry-ga.gov

OR

Hand-deliver application to:

City Clerk at  
Perry City Hall  
1211 Washington Street  
Perry, GA 31069

For more information, please, call (478) 988-2736.

**Office Use Only**

Date received: <i>September 12, 2018</i>	
<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**

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

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

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

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



Where Georgia comes together.

**City of Perry**  
**Police Department**  
1207 Washington Street  
Post Office Box 2030  
Perry, Georgia 31069

**SPECIAL EVENT ALCOHOL PERMIT LICENSE APPLICATION**

1. **Date of Application:** 9/12/18
2. **Organization Requesting Permit:** The City of Perry
3. **Organization Address:** 1211 Washington Street, PO Box 2030 Perry, 31069
4. **Representative / Contact Person:** Haley Myers

**Signature:** \_\_\_\_\_

**Cell Phone:** 478.508.6326    **Work Phone:** 478.988.2761

**Email:** haley.myers@perry-ga.gov

5. **Name of Organization Serving Alcoholic Beverage:** Piedmont Kitchen & Brewery

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6. **Name of Alcoholic Beverage License Holder:** Piedmont Kitchen & Brewery

7. **Permit Expiration Date:** 10/20/18-10/20/18

8. **Description of Special Event:** Oktoberfest

9. **Location of Event:** Downtown Perry

10. **Estimated Number of Attendees:** 400-800    3,000 - 4,000

11. Event Start Date & Time: Saturday, October 20, 2018 at 3pm.

12. Event End Date & Time: Saturday October 20, 2018 at 9pm.

13. Number of Off-Duty Officers Requested: \_\_\_\_\_  
(NOTE: Perry PD will determine the actual number of officers required.)

14. Notifications made to adjacent property owner(s): Yes \_\_\_ No \_\_\_

List of Notifications: Mailing will be sent to all downtown businesses/churches 2 weeks prior.

15. Citizen's Petition Attached: Yes \_\_\_ No x

16. Type of Beverages Licensed to be Served: (check all that apply)

a. Malt Beverage (beer) by the drink   x  

b. Wine by the drink   x  

c. Distilled Liquor by the drink   n/a  

Special Event Alcoholic Beverage Permit Fee \$105.00 Paid \_\_\_ Not Paid \_\_\_

NOTE: Will request waiver by City Council of fee

---

Recommended by Chief of Police: \_\_\_\_\_ Date: \_\_\_\_\_

Not Recommended by Chief of Police: \_\_\_\_\_ Date: \_\_\_\_\_

---

Lee Gilmour, City Manager \_\_\_\_\_ Date: \_\_\_\_\_

Council Approval Date: \_\_\_\_\_

STATE OF GEORGIA  
DEPARTMENT OF REVENUE

**License to Sell Alcoholic Beverages**  
As set forth and defined in Title 3  
Georgia Alcoholic Beverage Code and Regulations Pertaining Thereto

**Not Valid Without Local License If Required - Non Transferable**

EFFECTIVE DATE 01-Jan-2018

LICENSE EXPIRES 31-Dec-2018

BOND EXPIRES

20237238778

0083820

18-Oct-2017

\$200.00

City MACON-BIBB

PIEDMONT KITCHEN & BREWERY, LLC: Consumption on Premises - Beer, Wine and Liquor

PIEDMONT BREWERY & KITCHEN  
450 3RD ST MACON GA 31201-3359

BIBB

PIEDMONT KITCHEN & BREWERY, LLC  
450 3RD ST  
MACON GA 31201-3359

Failure to pay any tax accruing under said Act to the Department of Revenue, or violation of any provisions of said Act or any valid rule and regulation made pursuant thereto, shall be grounds for cancellation of this license by the Commissioner of Revenue.

COMMISSIONER GENERAL INV. OF REVENUE

489-221

DISPLAY IN CONSPICUOUS PLACE - RENEWAL DEADLINE December 31st OF CURRENT YEAR

LICENSE # 1100107  
P & T # 2016-21518

MACON-BIBB COUNTY  
NOT TRANSFERABLE  
PO BOX 247  
MACON, GEORGIA 31202-0247  
ALCOHOL CONSUMED ON PREMISE

BUSINESS ADDRESS  
150 B THIRD STREET  
MACON GA 31201



- 592107-BEER OR MALT BEV. RETAIL DRAFT
- 592108-BEER OR MALT BEVERAGES, R
- 592110-LIQUOR, RETAIL (SALES BY
- 592112-WINE, RETAIL (CONSUMED ON
- 592120-BEER CATERED
- 592125-LIQUOR CATERED
- 592130-WINE CATERED

THE BUSINESS LISTED ABOVE IS REGISTERED WITH MACON-BIBB COUNTY  
FOR THE YEAR OF 1/1/2018 TO 12/31/2018

PIEDMONT BREWERY & KITCHEN  
450-B THIRD STREET  
MACON GA 31201



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/15/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Sanford Insurance, LLC 4468 Forsyth Rd  Macon GA 31210		<b>CONTACT NAME:</b> Nobeia Palmer <b>PHONE (A/C, No, Ext):</b> (478)471-4221 <b>E-MAIL ADDRESS:</b> npalmer@sanfordusa.com <b>FAX (A/C, No):</b> (478)471-4222	
<b>INSURED</b> Piedmont Kitchen & Brewery LLC 450 3rd street  Macon GA 31201		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A : NSM Insurance Group INSURER B : AmTrust INSURER C : INSURER D : INSURER E : INSURER F :	

**COVERAGES**

CERTIFICATE NUMBER: CL1811507106

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER			02-LX-092175605-0/000	11/21/2017	11/21/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/PROP AGG \$ 2,000,000 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	KWC1081115	02/15/2017	02/15/2018	<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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Where Georgia comes together.

**City of Perry  
Police Department**

1207 Washington Street  
Post Office Box 2030  
Perry, Georgia 31069

**SPECIAL EVENT ALCOHOL PERMIT LICENSE APPLICATION**

1. **Date of Application:** 9/12/18
2. **Organization Requesting Permit:** The City of Perry
3. **Organization Address:** 1211 Washington Street, PO Box 2030 Perry, 31069
4. **Representative / Contact Person:** Haley Myers

**Signature:** \_\_\_\_\_

**Cell Phone:** 478.508.6326    **Work Phone:** 478.988.2761

**Email:** haley.myers@perry-ga.gov

5. **Name of Organization Serving Alcoholic Beverage:** Just Tap'd

---

6. **Name of Alcoholic Beverage License Holder:** Dana & Jayme Jimenez

7. **Permit Expiration Date:** 10/20/18-10/20/18

8. **Description of Special Event:** Oktoberfest

9. **Location of Event:** Downtown Perry

10. **Estimated Number of Attendees:** 3,000-4,000

---

11. Event Start Date & Time: Saturday, October 20, 2018 at 3pm.

12. Event End Date & Time: Saturday October 20, 2018 at 9pm.

13. Number of Off-Duty Officers Requested: \_\_\_\_\_

(NOTE: Perry PD will determine the actual number of officers required.)

14. Notifications made to adjacent property owner(s): Yes \_\_\_ No \_\_\_

List of Notifications: Mailing will be sent to all downtown businesses/churches 2 weeks prior.

15. Citizen's Petition Attached: Yes \_\_\_ No x

16. Type of Beverages Licensed to be Served: (check all that apply)

a. Malt Beverage (beer) by the drink x

b. Wine by the drink x

c. Distilled Liquor by the drink n/a

Special Event Alcoholic Beverage Permit Fee \$105.00 Paid \_\_\_ Not Paid \_\_\_

NOTE: Will request waiver by City Council of fee

Recommended by Chief of Police: \_\_\_\_\_ Date: \_\_\_\_\_

Not Recommended by Chief of Police: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Lee Gilmour, City Manager Date: \_\_\_\_\_

Council Approval Date: \_\_\_\_\_

# CITY OF WARNER ROBINS BUSINESS LICENSE

No. 180747

DATE: 1/11/2017 Reprinted On: 2/20/2018

This is to certify that: JUST TAP'D

In consideration of payment of license fee is hereby authorized to carry on the following business, profession or occupation, to-wit:

At: 3123 WATSON BLVD

Type of Business: ALCOHOLIC BEVERAGE CATERER OFF PREM

Expiration Date: 12/31/2018

This License may be revoked at any time

JIMENEZ DANA & JAYME  
JUST TAP'D  
3123 WATSON BLVD  
WARNER ROBINS GA 31093-

City Clerk's Office

DISPLAY IN A CONSPICUOUS PLACE

Not Transferable

No. 1

DATE:



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/12/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Dunwoody Insurance Agency, Inc. 555 Arlington Place P O Box 5125 Macon, GA 31201 Thomas D. Reichert	CONTACT NAME: Thomas D. Reichert
	PHONE (A/C, No, Ext): 478-745-8681 FAX (A/C, No): 478-746-1416
	E-MAIL ADDRESS: treichert@dunwoodyinsurance.com
	INSURER(S) AFFORDING COVERAGE
	INSURER A : Scottsdale Insurance Co. NAIC # 41297
	INSURER B : United Business Ins Co
	INSURER C :
	INSURER D :
	INSURER E :
	INSURER F :

INSURED  
DJ Southern Holdings, LLC  
DBA Just Tap'd  
115 Lookout Trail  
Warner Robins, GA 31093

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVO	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X		CPS3007215	03/02/2018	03/02/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/POP AGG \$ 2,000,000
	GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE			XBS0085950	03/02/2018	03/02/2019	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
	DED RETENTION \$						\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	025000003246118	03/02/2018	03/02/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E L EACH ACCIDENT \$ 100,000 E L DISEASE - EA EMPLOYEE \$ 100,000 E L DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: 2018 Events

City of Perry and the Perry Area Chamber of Commerce is additional insured.

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
CITYPE1  City of Perry and Perry Area Chamber of Commerce PO Box 2030 Perry, GA 30169	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE Thomas D. Reichert

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The background of the poster is a close-up of a wooden barrel, showing the concentric rings of the staves. A bridge arch is drawn across the barrel. At the top, there are several triangular bunting flags in blue, white, and blue-and-white checkered patterns. A white leafy branch is positioned on the right side of the barrel.

The City of Perry

# Oktoberfest

Fall festival 2018

OCTOBER 20TH  
DOWNTOWN PERRY  
3-9PM





Where Georgia comes together.

## City of Perry Special Events Application

### Applicant and Sponsoring Organization Information

<b>Name:</b> UGA V. FL Tailgate & Game Broadcast
<b>Name of individual representing sponsor organization:</b> Haley Myers, The City of Perry
<b>Street address:</b> 1211 Washington Street
<b>City/State/Zip code:</b> Perry, GA 31061
<b>Mailing address if different from above:</b>
<b>Cell phone:</b> 478-988-2761
<b>Email address:</b> haley.myers@perry-ga.gov
* The individual's name and contact information stated above will also be distributed to answer public inquiries about the event.
<b>If this event benefits a City of Perry non-profit organization, which one?</b> N/A
<b>Contact person on site for day of event:</b> Haley Myers
<b>Cell phone:</b> 478-508-6326
<b>Is this a first time event?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (was rained out last year for it's inaugural date)
<b>If held before, when and where?</b> Heritage Park, same location for this year's event.

### Event Information

<b>Type of event (Check all that apply):</b> <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.
<b>If other, specify:</b> Tailgate & Live Game Broadcast - Sporting Event
<b>Event title:</b> UGA vs. FL Tailgate
<b>Event date:</b> October 27
<b>Event hours:</b> Start: 1PM Tailgate, Game @ 3:30 End: End of Game (6:30/7:00PM?)
<b>Set-up:</b> Date: 10/27/18 Time: 8:00AM
<b>Break down:</b> Date: 10/27/18 Time: 7/8PM
<b>Expected attendance: Participants:</b> 400-800 <b>Spectators:</b>

## 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.**

Will you be yelling Sic 'Em or will you be doing the Gator Chomp at this year's FREE GA vs. FL tailgate + live game broadcast?  
Join us for one of the biggest rivalry's in the SEC as we all hunker down, together!  
Meet us between the hedges in Perry, GA at Heritage Park for game-day!

Tailgate begins at 1:00PM, The Game will begin at 3:30PM  
Large LED viewing screen w/all necessary live feed/satellite included  
Corn hole Tournament, Food Trucks, Bounce Houses, Alcohol for ages 21+

**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:**

Food Trucks & Beer/Wine Vendors will sell various different menu items at this event. However, outside coolers/food are welcomed.

**Will event have amplified sound?  Yes  No**

**If yes, describe:** The live game will be playing and pre-game show

**Is the event free to the public?  Yes  No**

**Will vendors cook or heat food?  Yes  No**

**If yes, describe:** Vendors are all self-contained with power/water/etc.

**Will any areas be fenced off or barricaded?  Yes  No**

**If yes, describe:** Barricade around the large screen. There will be temporary fencing separating some parking from the event area.

**If event is downtown, will downtown businesses be open during the event?  Yes  No  N/A**

**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

City of Perry Insurance as this is a City Event.

## 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:

Piedmont Brewing Beer Truck will be providing beer/wine at this event. Outside alcohol/coolers are allowed for ages 21+  
-key & canned beer

\* 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: Piedmont Brewery & Kitchen

Street address of business serving alcohol: 450 3rd Street

City/State/Zip Code: Macon, GA

Mailing address if different from above:

Cell phone: 478-955-9280

Email address: Justin@piedmontbrewery.com

Name of licensee: Piedmont Brewery License number: 489224

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

Hours alcohol will be served at event: 1-6PM

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: Justin Cunningham Date: 8/27/18

Licensee's signature: [Signature]

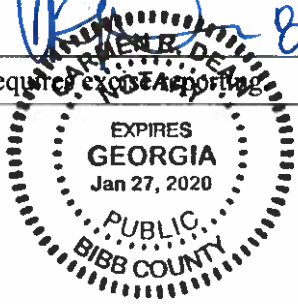
Sworn and attested before me on this 27 day of August, 2018

Signature of special event organizer/applicant: Howe Mr

Name, signature and stamp of Notary Public:

Crystal Dena [Signature] 8-27-18

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



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.	
<b>Licensee's name:</b>	<b>Date:</b>
<b>Licensee's signature:</b>	
Sworn and attested before me on this _____ day of _____, 20 _____	
<b>Signature of special event organizer/applicant:</b>	
<b>Name, signature and stamp of Notary Public:</b>	
* The sale of alcohol/mixed drinks requires excise reporting.	

### Street Closure Requests

<b>Names of streets to be closed:</b>	N/A	
<b>Street:</b>	<b>Between:</b>	<b>and:</b>
<b>Street:</b>	<b>Between:</b>	<b>and:</b>
<b>Street:</b>	<b>Between:</b>	<b>and:</b>
<b>Street:</b>	<b>Between:</b>	<b>and:</b>
<b>Street:</b>	<b>Between:</b>	<b>and:</b>
<b>Street:</b>	<b>Between:</b>	<b>and:</b>
<b>Street:</b>	<b>Between:</b>	<b>and:</b>
<b>When are you requesting the street closure(s)?</b>		
<b>Why are you requesting the street closure(s)?</b>		
<b>Type of street closure:</b> <input type="checkbox"/> Complete <input type="checkbox"/> Rolling		
<b>If event includes a parade, describe the parade route:</b>		
<b>Parade assembly area:</b>	<b>Parade disbanding area:</b>	
<b>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:</b>		

## Restroom Facilities

Will event organizer provide portable restroom facilities?  Yes  No Please see below.

Restrooms & Hand-washing stations provided by Taylor Restrooms

## 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:

Parking will be organized in the large field at Heritage Park.

## Sanitation

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

Assistance from Public Works Staff/Sanitation. Toters will be placed in designated areas.

## Electricity and Water

Will your event require access to electricity?  Yes  No

If so, where? Generators will be used for power.

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:** Please defer to Chief Lynn and Major Phelps.

**Total hours for officers requested:** Please defer to Chief Lynn and Major Phelps.

## Fire and Emergency Medical Services

Describe your plan for providing emergency medical services:

A first-aid station can be located on the premises, but please defer to Chief Parker

\*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. Vendors and/or event organizers are responsible for scheduling 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](mailto: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 Haley Myers (Special event organizer/applicant) to utilize the sites(s) known as Heritage Park 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: Haley Myers

Name, signature and stamp of Notary Public: Annie Warren (Annie Wa)

Date: September 12, 2019



ANNIE WARREN  
NOTARY PUBLIC  
HOUSTON COUNTY, STATE OF GEORGIA  
MY COMMISSION EXPIRES 09-10-2021

## 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: Haley Myers

Signature: Haley Myers

Date: 9/12/18

- Special event application fee enclosed n/a  
 Special event alcohol permit application section enclosed

Please, send completed application to:  
 City of Perry  
 Attn: City Clerk  
 P.O. Box 2030  
 Perry, GA 31069  
 (478) 988-2705 (fax)  
 annie.warren@perry-ga.gov

OR  
 Hand-deliver application to:  
 City Clerk at  
 Perry City Hall  
 1211 Washington Street  
 Perry, GA 31069

For more information, please, call (478) 988-2736.

## Office Use Only

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

## Signatures Required for Approval

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

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

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

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

STATE OF GEORGIA DEPARTMENT OF REVENUE

License to Sell Alcoholic Beverages

As set forth and defined in Title 3

Georgia Alcoholic Beverage Code and Regulations Pertaining Thereto

Not Valid Without Local License If Required - Non Transferable

EFFECTIVE DATE	01-Jan-2018	LICENSE EXPIRES	31-Dec-2018	BOND EXPIRES	
	0083820		18-Oct-2017	\$200.00	City MACON-BIBB

20237238778

PIEDMONT KITCHEN & BREWERY, LLC: Consumption on Premises - Beer, Wine and Liquor

PIEDMONT BREWERY & KITCHEN

450 3RD ST MACON GA 31201-3359

PIEDMONT KITCHEN & BREWERY, LLC

450 3RD ST  
MACON GA 31201-3359

BIBB

Failure to pay any tax accruing under said Act to the Department of Revenue, or violation of any provisions of said Act or any subsequent regulation made pursuant thereto, shall be grounds for cancellation of this license by the Commissioner of Revenue

COMMISSIONER, GEORGIA DEPT. OF REVENUE

DEPARTMENT OF REVENUE

489224

DISPLAY IN CONSPICUOUS PLACE - RENEWAL DEADLINE December 31st OF CURRENT YEAR

**MACON-BIBB COUNTY**  
NOT TRANSFERABLE  
PO BOX 247  
MACON, GEORGIA 31202-0247  
ALCOHOL CONSUMED ON PREMISE

LICENSE # 1100107  
P.B.Z.# 2016-21518

**PIEDMONT  
BREWERY & KITCHEN**  
BRIAN A. WHITLEY (AGENT)

BUSINESS ADDRESS  
450 B THIRD STREET  
MACON GA 31201

- 592107-BEER OR MALT BEV. RETAIL DRAFT
- 592108-BEER OR MALT BEVERAGES, R
- 592110-LIQUOR, RETAIL (SALES BY
- 592112-WINE, RETAIL (CONSUMED ON
- 592120-BEER CATERED
- 592125-LIQUOR CATERED
- 592130-WINE CATERED

THE BUSINESS LISTED ABOVE IS REGISTERED WITH MACON-BIBB COUNTY  
FOR THE YEAR OF 1/1/2018 TO 12/31/2018

**PIEDMONT BREWERY & KITCHEN**  
450-B THIRD STREET  
MACON GA 31201





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/15/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Sanford Insurance, LLC 4468 Forsyth Rd.  Macon GA 31210		<b>CONTACT NAME:</b> Nobeia Palmer <b>PHONE (A/C No, Ext):</b> (478)471-4221 <b>E-MAIL:</b> npalmer@sanfordusa.com <b>ADDRESS:</b>	<b>FAX (A/C, No):</b> (478)471-4222
<b>INSURED</b>  Piedmont Kitchen & Brewery LLC 450 3rd street  Macon GA 31201		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A : NSM Insurance Group INSURER B : AmTrust INSURER C : INSURER D : INSURER E : INSURER F :	<b>NAIC #</b>

**COVERAGES**                      **CERTIFICATE NUMBER:** CL1811507106                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			02-LX-092175605-0/000	11/21/2017	11/21/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		KWC1081115	02/15/2017	02/15/2018	PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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# TAILGATE PARTY

*& Cornhole Tournament*

**HERITAGE PARK  
OCTOBER 27-1PM**

**PERRY, GA**

**Pre-Game Show, Food Trucks + Kids  
Activities included before game time.**

**Outside food + coolers are allowed.  
Alcohol for ages 21+ is allowed.**

 **Perry**  
Where Georgia comes together.



Where Georgia comes together.

**City of Perry  
Police Department**

1207 Washington Street  
Post Office Box 2030  
Perry, Georgia 31069

**SPECIAL EVENT ALCOHOL PERMIT LICENSE APPLICATION**

1. **Date of Application:** 9/12/18
2. **Organization Requesting Permit:** The City of Perry
3. **Organization Address:** 1211 Washington Street, PO Box 2030 Perry, 31069
4. **Representative / Contact Person:** Haley Myers

**Signature:** \_\_\_\_\_

**Cell Phone:** 478.508.6326    **Work Phone:** 478.988.2761

**Email:** ~~bill@onealinsurance.net~~    haley.myers@perry-ga.gov

5. **Name of Organization Serving Alcoholic Beverage:** Piedmont Kitchen & Brewery

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6. **Name of Alcoholic Beverage License Holder:** Piedmont Kitchen & Brewery

7. **Permit Expiration Date:** 10/27/18-10/27/18

8. **Description of Special Event:** UGA vs. FL Tailgate

9. **Location of Event:** Heritage Park

10. **Estimated Number of Attendees:** 400-800

11. Event Start Date & Time: Saturday, October 27, 2018 at 1pm.

12. Event End Date & Time: Saturday October 27, 2018 at 6:30pm.

13. Number of Off-Duty Officers Requested: \_\_\_\_\_  
(NOTE: Perry PD will determine the actual number of officers required.)

14. Notifications made to adjacent property owner(s): Yes NA No NA

List of Notifications: Mailing will be sent to necessary individuals.

15. Citizen's Petition Attached: Yes \_\_\_\_\_ No x

16. Type of Beverages Licensed to be Served: (check all that apply)

a. Malt Beverage (beer) by the drink x

b. Wine by the drink x

c. Distilled Liquor by the drink n/a

Special Event Alcoholic Beverage Permit Fee \$105.00 Paid \_\_\_\_\_ Not Paid \_\_\_\_\_

NOTE: Will request waiver by City Council of fee

Recommended by Chief of Police: \_\_\_\_\_ Date: \_\_\_\_\_

Not Recommended by Chief of Police: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Lee Gilmour, City Manager Date: \_\_\_\_\_

Council Approval Date: \_\_\_\_\_



Where Georgia comes together.

## City of Perry Special Events Application

### Applicant and Sponsoring Organization Information

Name:	<i>Perry Ministerial Association</i>
Name of individual representing sponsor organization:	<i>Rev. Glenn Jakes</i>
Street address:	<i>1111 Second Street</i>
City/State/Zip code:	<i>Perry GA 31069</i>
Mailing address if different from above:	
Cell phone:	<i>478.973.9133</i>
Email address:	<i>gmj.ppl@gmail.com</i>
* The individual's name and contact information stated above will also be distributed to answer public inquiries about the event.	
If this event benefits a City of Perry non-profit organization, which one?	
Contact person on site for day of event:	<i>Rev. Glenn Jakes</i>
Cell phone:	<i>478.973.9133</i>
Is this a first time event?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If held before, when and where?	<i>each December in Perry GA</i>

### Event Information

Type of event (Check all that apply):	<input type="checkbox"/> Parade <input checked="" type="checkbox"/> Festival <input checked="" type="checkbox"/> Concert/Music <input type="checkbox"/> Other
* For parades, races and block parties, please, request the event applications specific to those events.	
If other, specify:	<i>An assembly with speakers/music to celebrate Christmas</i>
Event title:	<i>"CHRISTMAS at the SQUARE"</i>
Event date:	<i>Sunday, December 2, 2018</i>
Event hours:	Start: <i>6pm</i> End: <i>7pm</i>
Set-up:	Date: <i>Sunday Dec 2</i> Time: <i>3 pm</i>
Break down:	Date: <i>Sunday Dec 2</i> Time: <i>7 pm</i>
Expected attendance:	Participants: <i>50</i> Spectators: <i>300</i>

## 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.

"CHRISTMAS at the SQUARE" is a gathering of the Perry community to acknowledge and celebrate Christmas together, utilizing local speakers and local music and a Christmas Tree.

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:

Will event have amplified sound?  Yes  No

If yes, describe: microphones + amp equipment for speakers + music

Is the event free to the public?  Yes  No

Will vendors cook or heat food?  Yes  No

If yes, describe: some churches make cookies or hot chocolate

Will any areas be fenced off or barricaded?  Yes  No

If yes, describe:

If event is downtown, will downtown businesses be open during the event?  Yes  No none that we know of

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

- church music group (unconfirmed)
- school music group (unconfirmed)

## 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: *Carroll* Between: *Jernigan* and: *Washington*

Street: *Ball* Between: *Commerce* and: *Main*

Street: Between: and:

Street: Between: and:

Street: Between: and:

Street: Between: and:

Street: Between: and:

When are you requesting the street closure(s)? *4:30 - 7:00 pm*

Why are you requesting the street closure(s)? *safety for participants*

Type of street closure:  Complete  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:



## 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:

- volunteers pick up litter from site
- City Works Dept has picked up luminaries in the past

## Electricity and Water

Will your event require access to electricity?  Yes  No

If so, where? *from the historic downtown courthouse*

What electrical load will you require?

*just a couple of 110v outlets*

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: 0

Total hours for officers requested: 0

### Fire and Emergency Medical Services

Describe your plan for providing emergency medical services:

*Due to the brief nature of this program, around one hour, we feel we can access all by phone, if necessary.*

\*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. Vendors and/or event organizers are responsible for scheduling 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](mailto: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 Perry Ministerial Assoc / Glenn Takes (Special event organizer/applicant) to utilize the sites(s) known as Downtown Historic Church 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: 

Name, signature and stamp of Notary Public:



Cynthia K. Houser

Notary Public

Date: 9/13/18

Houston County, State of Georgia

My Commission Expires 2/3/2019

## 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: Glenn Takes

Signature: 

Date: 9/13/18

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  
Perry, GA 31069  
(478) 988-2705 (fax)  
annie.warren@perry-ga.gov

OR

Hand-deliver application to:

City Clerk at  
Perry City Hall  
1211 Washington Street  
Perry, GA 31069

For more information, call (478) 988-2736.

## Office Use Only

<b>Date received:</b>
<input type="checkbox"/> Special event application fee received
<input type="checkbox"/> Council approval for event received <b>Council approval date:</b>
<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

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

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

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

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