



CITY OF PERRY

Special Events Application

For assistance with this application, please contact:

Anya Turpin, Special Events Manager
 478-954-5758 | anya.turpin@perry-ga.gov
 1211 Washington Street, Perry, GA 31069

Applicant & Sponsoring Organization Information

NAME:

STREET ADDRESS:

CITY/STATE/ZIP CODE:

MAILING ADDRESS (IF DIFFERENT FROM ABOVE):

CELL PHONE:

EMAIL ADDRESS:

IF THIS EVENT BENEFITS A NON-PROFIT ORGANIZATION, PLEASE SHARE WHICH ONE:

WILL YOU BE REQUESTING AN EVENT PERMIT FEE WAIVER FOR THIS EVENT? YES NO

PRIMARY CONTACT (DAY OF EVENT):

CELL PHONE:

SECONDARY CONTACT:

CELL PHONE:

IS THIS A FIRST TIME EVENT: YES NO

IF HELD BEFORE, WHEN & WHERE?:

Event Information

TYPE OF EVENT (CHECK ALL THAT APPLY) FESTIVAL CONCERT/MUSIC OTHER

*For parades, races and block parties, please contact Perry Police Department for the appropriate application.

IF OTHER, PLEASE SPECIFY:

EVENT TITLE:

EVENT DATE(S):

EVENT HOURS | START:

END:

SET UP | DATE:

TIME:

BREAK DOWN | DATE:

TIME:

ANTICIPATED ATTENDANCE | PARTICIPANTS:

SPECTATORS:

Event Description

BRIEFLY DESCRIBE EVENT AND ACTIVITIES:

Include the purpose of the event, explain how it would benefit the City of Perry and its residents.

PLEASE INCLUDE ALONG WITH YOUR APPLICATION ANY OF THE FOLLOWING, AS APPLICABLE:

Proposed Site Plan / Event Map Proposed Event Schedule Poster, Flyer or Marketing Materials

Event Details

WILL ITEMS OR SERVICES BE SOLD AT THIS EVENT? YES NO

*If yes, please describe:

WILL THIS EVENT HAVE AMPLIFIED SOUND? YES NO

*If yes, please describe:

IS ADMISSION TO THIS EVENT FREE? YES NO

*If no, please explain proposed admission rates and procedures:

WILL VENDORS SELL FOOD? YES NO

*If yes, please describe:

WILL ANY AREAS OR ROADS BE CLOSED OFF? YES NO

*If yes, please describe proposed plan:

IF THE EVENT INCLUDES LIVE MUSIC, PLEASE SHARE BAND NAMES & SOCIAL MEDIA/WEBSITE INFO:



Event Insurance & Liability

CERTIFICATE OF LIABILITY INSURANCE FORM

A Certificate of Liability Insurance must be filed with the City of Perry at least 30 days prior to 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.

Alcohol Permit Information

WILL ALCOHOL BE SOLD AT THIS EVENT? YES NO

*If no, please continue to Page 4. If yes, please describe the proposed process and complete the following sections.

TERMS & CONDITIONS

The vendor is responsible for submitting the Alcohol Beverage Catering Quantity & Destination Report. Additionally application for the State Special Event Permit (if necessary) is the responsibility of the vendor and must be applied for a minimum of 10 days prior to the event. The vendor will need a letter of approval from the sponsor. Serving beverages in glass containers is prohibited at events. Event organizer is responsible to inform participating vendors not to allow glass containers to enter the event footprint. Event organizer is responsible to ensure all participating vendors will stop the sale of alcohol one hour prior to the scheduled end of the event. The sale of alcohol and mixed drinks requires excise reporting. If alcohol is to be sold, a Special Event Alcohol Permit is required and a copy of the State License must be provided at least 60 days prior to the scheduled date of the event. 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 of Perry 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 a 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 issues for the event will immediately become void and will not be reissued for the same location.

of approval from the sponsor.

LICENSEE'S NAME:

DATE:

LICENSEE'S SIGNATURE:

NAME OF BUSINESS SERVING ALCOHOL:

NAME OF LICENSEE:

LICENSE NUMBER:

STREET ADDRESS:

CITY/STATE/ZIP CODE:

MAILING ADDRESS (IF DIFFERENT FROM ABOVE):

PHONE:

EMAIL:

PROPOSED HOURS OF ALCOHOL SALES:

ALCOHOL SALES CHECKLIST (AS APPLICABLE TO EVENT):

- State Alcohol Caterer's License Occupational Tax Certificate State Special Event Permit
- Special Events Alcohol Permit Alcohol Beverage Catering Quantity & Destination Report



Street Closure Requests

ARE ROAD CLOSURES REQUESTED FOR THIS EVENT? YES NO

*If yes, please complete the following sections. The event organizer is responsible for personally notifying affected businesses and residents of street closures. Please describe your notification plan and your reasoning for your requested road closures.

Names of Streets to be Closed:

STREET:	BETWEEN:	AND:
TIME OF STREET CLOSURE:	ESTIMATED REOPENING TIME:	
STREET:	BETWEEN:	AND:
TIME OF STREET CLOSURE:	ESTIMATED REOPENING TIME:	
STREET:	BETWEEN:	AND:
TIME OF STREET CLOSURE:	ESTIMATED REOPENING TIME:	
STREET:	BETWEEN:	AND:
TIME OF STREET CLOSURE:	ESTIMATED REOPENING TIME:	
STREET:	BETWEEN:	AND:
TIME OF STREET CLOSURE:	ESTIMATED REOPENING TIME:	

Restroom Facilities

WILL EVENT ORGANIZER PROVIDE PORTABLE RESTROOM FACILITIES? YES NO

*Please describe your proposed plan for restroom facilities and sanitation for this event.



Tram & Shuttle Plan

WILL THIS EVENT INVOLVE THE USE OF A TRAM OR SHUTTLE?

YES NO

*If yes, please describe your proposed tram/shuttle plan. Please include as much detail as possible.

Sanitation & Related Services

WILL YOU BE REQUESTING TRASH SERVICES FOR THIS EVENT?

YES NO

*In as much detail as possible, please describe your proposed plan for clean up during and following the event.

WILL YOU REQUIRE ACCESS TO ELECTRICITY FOR THIS EVENT?

YES NO

*If yes, in as much detail as possible, please describe your proposed electric needs, including but not limited to anticipated electrical load, location(s), etc.

WILL YOU REQUIRE ACCESS TO WATER FOR THIS EVENT?

YES NO

*If yes, in as much detail as possible, please describe your proposed water needs, including but not limited to anticipated location(s), etc.

I understand that I may incur an additional charge(s) for the use of City services such as road closures, sanitation services, utilities such as water and electric, and otherwise.

YES NO

SIGNATURE:



Event Safety & Security

WILL YOU BE REQUESTING POLICE/SECURITY FOR THIS EVENT? YES NO

*If yes, please describe your proposed event security plan, including proposed number of officers requested and proposed hours of service. Should the Perry Police Department determine that officers will be required for your event, off-duty officers may be hired at a rate set by the Chief of Police per hour for the duration of the event, with a minimum of three hours.

FIRE & EMERGENCY MEDICAL SERVICES

*Please describe your plan for providing emergency medical services. If Emergency Medical or Fire Protection Services are determined to be required for your event, off-duty members can be hired at a rate set by the Fire Chief per member, per hour. The Chief of Fire and Emergency Services reserves the right to set the staffing minimums based upon the specifics of the event, including, but not limited to the type of event, anticipated attendance, time of the year and areas affected.

INCLEMENT WEATHER PROCEDURES

The City of Perry Chief of Fire and Emergency Services or his/her designee may determine that weather conditions are too dangerous and cancel or temporarily postpone the event at any time, at their discretion. Refunds are not guaranteed in the event of a cancellation due to inclement weather. When lightening or thunder occurs, please advise participants to seek shelter inside of a car or building. Please wait a minimum of 30 minutes before proceeding.

DEPARTMENT OF PUBLIC HEALTH

The City of Perry DOES NOT schedule inspections from the Health Department. Event Organizers and vendors are responsible for completing all applicable documentation ahead of the event and for scheduling any required inspections by the Houston County Health Department. It is advised that Event Organizers corroborate the details of their event with the Health Department at least two weeks prior to their event.

Physical Address: 98 Cohen Walker Drive, Warner Robins, GA 31088

Phone: (478) 218-2000

EVENT PUBLICITY

The City of Perry encourages Event Organizers to connect with the Perry Area Convention & Visitors Bureau to promote their event to residents and tourists through online marketing and at the Perry Welcome Center.

Physical Address: 101 General Courtney Hodges Blvd, Perry, GA 31069

Phone: (478) 988-8000



Indemnification & Hold Harmless

Conditional upon approval of the proposed event and subject to the granting of all permits required by the City of Perry, the City of Perry authorizes _____ (Special Event Organizer/Applicant) to utilize the site(s) known as _____ for the purposes of conducting the event and activities described within this Special Events Application. The Special Events Organizer/Applicant agrees that the City of Perry assumes no responsibility of 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 conditions, whether these defects and/or other conditions are dangerous and/or whether these defects or others conditions are discoverable by either party and/or known or unknown to either party. The Special Events Organizer/Applicant shall indemnify and hold the 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 Events Organizer/Applicant. This indemnification and hold harmless agreement includes, but is not limited to, the payment of all attorney fees, expenses, costs, judgement and other expenses that may be incurred by the City of Perry, its officers, employees or agents as a result of any and all such claims.

APPLICANT NAME:

APPLICANT SIGNATURE:

DATE:

NAME, SIGNATURE & STAMP OF NOTARY PUBLIC:

AGREEMENT & SIGNATURE

If alcohol is being served, an additional Special Event Alcohol Permit is also required at the time of the application's submittal. If the application is approved, the fee will be credited towards the 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 prior to the proposed date(s) of the event. The Event Permit Fee will be due following Council's approval of the event. If the event is denied, no Event Permit Fee is required.

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

APPLICANT NAME:

APPLICANT SIGNATURE:

DATE:

APPLICANT CHECKLIST (AS APPLICABLE):

- | | | |
|---|--|--|
| <input type="checkbox"/> Proposed Event Map | <input type="checkbox"/> Event Permit Fee | <input type="checkbox"/> Certificate of Insurance |
| <input type="checkbox"/> Proposed Flyer, Poster, Etc. | <input type="checkbox"/> Proposed Event Schedule | <input type="checkbox"/> Completed Application
<i>(Please do not leave any portion of the application incomplete)</i> |
| <input type="checkbox"/> Proposed Event Schedule | <input type="checkbox"/> Special Events Alcohol Permit | |

Upon submission of a completed Special Events Application packet, the Special Events Manager for the City of Perry will work with the applicant to arrange for the event to be presented before Perry City Council as an agenda item for discussion in as timely a manner as possible. The applicant will be asked to be present at the council meeting to present their event and to answer and address any questions, concerns or otherwise that City Leadership, or the public, may have. The Event Permit Fee will be due following Council's approval of the event, unless a fee waiver is granted. If the event is denied, no Event Permit Fee is required.

Please submit completed application to: *Anya Turpin, Special Events Manager, 1211 Washington Street, Perry, GA, 31069* or you may choose to submit your application electronically via anya.turpin@perry-ga.gov or by visiting our website: perry-ga.gov



Authorized Signatures | Internal Office Use Only

DATE RECEIVED:	COUNCIL PRESENTATION DATE:
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INTERNAL CHECKLIST (SPECIAL EVENTS MANAGER, AS APPLICABLE TO EVENT):

<input type="checkbox"/> Application Is Complete	<input type="checkbox"/> Alcohol Permit Received	<input type="checkbox"/> Approval from Fire/EMS
<input type="checkbox"/> Proof of Insurance Received	<input type="checkbox"/> Approval from Police	<input type="checkbox"/> Approval from Public Works
<input type="checkbox"/> Council Summary Submitted	<input type="checkbox"/> Approval from Recreation	<input type="checkbox"/> Event Fee Received

NOTES:

PERRY POLICE DEPARTMENT | NAME, SIGNATURE & DATE: _____

Recommend Approval
 Recommend Denial
 Recommend Approval, *With Conditions*

Approval Conditions:

PERRY FIRE DEPARTMENT | NAME, SIGNATURE & DATE: _____

Recommend Approval
 Recommend Denial
 Recommend Approval, *With Conditions*

Approval Conditions:

PERRY PUBLIC WORKS | NAME, SIGNATURE & DATE: _____

Recommend Approval
 Recommend Denial
 Recommend Approval, *With Conditions*

Approval Conditions:

PERRY LEISURE SERVICES | NAME, SIGNATURE & DATE: _____

Recommend Approval
 Recommend Denial
 Recommend Approval, *With Conditions*

Approval Conditions: