



Where Georgia comes together.

## Special Events Application Submission Procedures

Thank you for your interest in hosting an event in the City of Perry. The primary person of contact, application process, and applicable fees will vary depending on the type of event, desired location, and other event details.

Please reference the information below to ensure that you are connecting with the correct person/department before proceeding with your Special Event Application.

If you are unsure how to proceed, please contact Special Events at 478-954-5758.

### **DO NOT SUBMIT A SPECIAL EVENTS APPLICATION FOR THE FOLLOWING EVENTS/VENUES:**

**FOOTRACES & PARADES:** *This application is not to be used for footraces or parades.* To learn more or to request the use of streets or public spaces for a footrace (5k, 10k, etc.) or parade, please contact the Perry Police Department:

Captain Alan Everidge: [alan.everidge@perry-ga.gov](mailto:alan.everidge@perry-ga.gov)

**EVENTS AT ROZAR PARK & CREEKWOOD PARK:** *This application is not to be used for events hosted at Rozar Park or Creekwood Park.* To learn more or to request the use of Rozar Park or Creekwood Park, please contact the Perry Leisure Services Department:

Brianna Jenkins, Leisure Services Secretary: [brianna.jenkins@perry-ga.gov](mailto:brianna.jenkins@perry-ga.gov)

Nancy Graham, Leisure Services Supervisor: [nancy.graham@perry-ga.gov](mailto:nancy.graham@perry-ga.gov)

**EVENTS AT THE PERRY EVENTS CENTER:** *This application is not to be used for events hosted at the Perry Events Center.* To learn more or to request the use of the Perry Events Center, please contact Public Works:

Nathalie Rumph, Public Works Executive Secretary: [nathalie.rumph@perry-ga.gov](mailto:nathalie.rumph@perry-ga.gov)

### **A SPECIAL EVENTS APPLICATION IS REQUIRED FOR THE FOLLOWING EVENTS/VENUES:**

**EVENTS IN HISTORIC DOWNTOWN PERRY:** For consideration of a special event hosted within the Historic Downtown District, please submit your application to **both**:

Anya Turpin, Special Events: [anya.turpin@perry-ga.gov](mailto:anya.turpin@perry-ga.gov)

Alicia Hartley, Downtown Manager: [alicia.hartley@perry-ga.gov](mailto:alicia.hartley@perry-ga.gov)

**ALL OTHER EVENTS:** For consideration of all other events, please submit your application to:

Anya Turpin, Special Events Manager: [Anya.turpin@perry-ga.gov](mailto:Anya.turpin@perry-ga.gov)



Where Georgia comes together.

### Special Events Application Summary

**PLEASE PRINT ANSWERS CLEARLY OR SUBMIT ELECTRONICALLY**

For consideration of a special event hosted *within the Historic Downtown District*, application and all affiliated documentation should be submitted to **both**: [anya.turpin@perry-ga.gov](mailto:anya.turpin@perry-ga.gov) and [alicia.hartley@perry-ga.gov](mailto:alicia.hartley@perry-ga.gov)

For consideration of a special event hosted *outside of Historic Downtown District*, application and all affiliated documentation should be submitted to: [anya.turpin@perry-ga.gov](mailto:anya.turpin@perry-ga.gov)

Upon receipt, your application will be forwarded to Department Heads from our Police Department, Fire Department, and Public Works Department. Following tentative approval from the Department Heads, **all applications must be presented before Mayor and Council at a City Council meeting for formal consideration. Council Meetings are held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month at 6 PM at the Perry Events Center (1121 Macon Road).** The applicant, or another appointed representative from the sponsoring organization or business, must be present to present the application and answer any questions that Mayor, Council, or other City of Perry staff members may have.

Upon approval from Mayor and Council, the applicant, or another appointed representative from the sponsoring organization or business, **must be present to review the details of the application at a Special Events Meeting, held the 3<sup>rd</sup> Wednesday of each month at 1:30 PM at the Perry Events Center.**

Event Name: \_\_\_\_\_

Sponsoring Organization or Business: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternative Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Email: \_\_\_\_\_

If this event benefits a non-profit organization, please share which one: \_\_\_\_\_

Is this a first-time event? \_\_\_\_\_ If held before, when and where? \_\_\_\_\_

Brief event summary: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Event Date(s): \_\_\_\_\_

Event Hours: Start | \_\_\_\_\_ End | \_\_\_\_\_

Set Up: Date | \_\_\_\_\_ Time | \_\_\_\_\_ Break Down: Date | \_\_\_\_\_ Time | \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_

Briefly describe event activities (Please include the purpose of the event and how it would benefit the City of Perry and its residents: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will items or services be sold at this event? \_\_\_\_\_ If yes, please describe: \_\_\_\_\_

Will this event have amplified sound? \_\_\_\_\_ If yes, please describe: \_\_\_\_\_

Is admission to this event free? \_\_\_\_\_ If no, please explain proposed admission rates and procedures: \_\_\_\_\_

Will vendors sell food? \_\_\_\_\_ If yes, please describe: \_\_\_\_\_

If the event includes live music, please share the performers names, social media, website information: \_\_\_\_\_

Are **ROAD CLOSURES** requested for this event? \_\_\_\_\_

If yes, please state the roads you are requesting to close:

(STREET) \_\_\_\_\_ from \_\_\_\_ AM/PM to \_\_\_\_ AM/PM on (DATE) \_\_\_\_\_

(STREET) \_\_\_\_\_ from \_\_\_\_ AM/PM to \_\_\_\_ AM/PM on (DATE) \_\_\_\_\_

(STREET) \_\_\_\_\_ from \_\_\_\_ AM/PM to \_\_\_\_ AM/PM on (DATE) \_\_\_\_\_

(STREET) \_\_\_\_\_ from \_\_\_\_ AM/PM to \_\_\_\_ AM/PM on (DATE) \_\_\_\_\_

(STREET) \_\_\_\_\_ from \_\_\_\_ AM/PM to \_\_\_\_ AM/PM on (DATE) \_\_\_\_\_

(STREET) \_\_\_\_\_ from \_\_\_\_ AM/PM to \_\_\_\_ AM/PM on (DATE) \_\_\_\_\_

Will the event organizer provide portable restroom facilities? \_\_\_\_\_

Please describe your proposed plan for restroom facilities and sanitation for this event: \_\_\_\_\_

\_\_\_\_\_

**PUBLIC SAFETY:** Will you be requesting police/security for this event? \_\_\_\_\_

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 the 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 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 scheduled 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 ADVERTISING:** 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

**CERTIFICATE OF LIABILITY INSURANCE FORM:** Certificate of Liability Insurance in the amount of \$1,000,000.00 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.

Will **ALCOHOL** be sold at this event? \_\_\_\_\_

If no, please continue to Page 6. 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.*

Licensee's Name: \_\_\_\_\_

Licensee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Business Serving Alcohol: \_\_\_\_\_

Name of Licensee: \_\_\_\_\_ License Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

City / State / Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Proposed Hours of Alcohol Sales: \_\_\_\_\_

Please provide the following documentation (as applicable to event):

State Alcohol Caterer's License     Occupational Tax Certificate     State Special Events Permit

Special Events Alcohol Permit     Alcohol Beverage Catering Quantity & Destination Report

Will you be requesting **CITY RESOURCES** for this event? \_\_\_\_\_

If yes, in as much detail as possible, please use the checklist below to mark your proposed needs:

**City Resources Requested** (Please note, fees may apply):

- Stage - 16 FT Depth by 20 FT Width with Light Bar, Steps, and Shade Canopy
- Access to Electricity - Electric Needs: \_\_\_\_\_
- Police Department - Road Closure Support
- Police Department - Event Security | Number of Officers Requested: \_\_\_\_\_
- Fire Department - Portable Lighting Towers | Number of Towers Requested: \_\_\_\_\_
- Fire Department - First Aid Tent/Services
- Sanitation - Trash Receptacles | Number of Bins Requested: \_\_\_\_\_
- Digital Traffic Sign – Requested Message: \_\_\_\_\_
- Other: \_\_\_\_\_

**POTENTIAL SERVICE FEES:** *I understand that my organization may incur an additional charge(s) for the use of City services such as road closures, staffing, sanitation services, utilities, and otherwise. A formal estimate of estimated service costs will be provided to me by City of Perry staff within 10 business days of my application submission with no obligation on my end to proceed should the estimate not align with my event budget.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

*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 all defects and/or 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 the City of Perry and its officers, agents, and employees harmless and free from 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 include, 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.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

*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.*

SUPPORT MATERIALS: All applicants are STRONGLY ENCOURAGED to submit one or more of the following supporting materials for internal consideration of approval:

- *Proposed Event Map*
- *Proposed Flyer, Poster, Etc.*
- *Proposed Event Schedule*

Upon submission of a completed Special Events Application packet, the appropriate representative for the City of Perry will distribute the packet to the appropriate Department Heads for review. Upon their approval, the representative will then 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.

*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.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**INTERNAL NOTES:**

Application Received By: \_\_\_\_\_ Date: \_\_\_\_\_

**Police Department Notes:** \_\_\_\_\_

Estimate for Police Department Services Required: \_\_\_\_\_

- Recommend Denial
- Recommend Approval
- Recommend Approval, with Conditions: \_\_\_\_\_

**Public Works Department Notes:** \_\_\_\_\_

Estimate for Public Works Department Services Required: \_\_\_\_\_

- Recommend Denial
- Recommend Approval
- Recommend Approval, with Conditions: \_\_\_\_\_

**Fire Department Notes:** \_\_\_\_\_

Estimate for Fire Department Services Required: \_\_\_\_\_

- Recommend Denial
- Recommend Approval
- Recommend Approval, with Conditions: \_\_\_\_\_

**Council Presentation Date:** \_\_\_\_\_ **Special Events Meeting Date:** \_\_\_\_\_