



Special Event Permit Application

Chamblee is pleased to welcome a variety of special events, from community festivals to athletic competitions. Our goal is to work with event sponsors and producers to help ensure that events that take place in our city are safe and successful, while minimizing the impact on the surrounding community. We hope you will find these instructions helpful in planning and preparing to execute your special event.

A special event is any organized for profit or not-for-profit activity having as its purpose entertainment, recreation and/or education, which takes place on public property, or takes place on private property, but requires special public services, such as the use of parks, public streets, rights-of-ways or sidewalks. Special events may include, but are not limited to, activities such as run/walk events, cycling events, street festivals, parades, triathlon/biathlon, grand openings, concerts, assemblies, block parties and certain outdoor promotional events. A Special Events Permit is *not* required for a public event which is directly related to a recognized function of the City, state or local government and that is in a major part initiated, financed and executed by the City, state or local government or subdivision of the state.

Individuals, organizations, or groups wishing to hold events on public property, or on private property but with an impact on public property, such as roads and City parks, must obtain a Special Event Permit from the City of Chamblee. If you are requesting City sponsorship of your event, you must obtain that from the City Council prior to obtaining your permit.

Although our Special Event Permit Application is used for a wide range of special events, the review process differs based on the type and details of the event. Special Event applications must be submitted at least 60 days but not more than 120 days prior to the planned special event. A nonrefundable application fee of fifty dollars (\$50.00) shall be paid at the time the application for a permit is filed. Such fee shall be payable to the City of Chamblee by cash, money order or cashier's check. A deposit of \$250, payable by cash, money order or cashier's check will be held throughout the event and given back to you at the end of the event when inspectors determine the City's "Closing Checklist" has been sufficiently met.

A request for a Special Event Permit may be denied if judged that: the event will disrupt traffic within the city beyond practical solution; the event will interfere with access to fire stations and fire hydrants; the event will cause undue hardship to adjacent businesses or residents; the event will require the diversion of so many public employees that allowing the event would unreasonably deny service to the remainder of the city; the event might otherwise interfere with the public welfare, peace, safety, health, good order and convenience of the general public; the application contains incomplete or false information; the applicant fails to comply with all requirements of the *Chamblee Code of*



Ordinances including failure to remit all fees and deposits and Save Harmless Agreement to the city.

All permits related to your special event should be posted at greeting areas or main entrances to the event. City staff may ask event producer to show proof of permit during the event. Please submit the following Special Event Permit Application and required supplemental materials (detailed in the following checklist) to the City Hall located at 5468 Peachtree Rd, Chamblee GA, 30341.

- The City of Chamblee has an active special events schedule throughout the year. Special event permits may not be approved if conflicting with a City-sponsored or other event. For questions related to the Special Event Permit application, process or scheduled events, please contact Tisa Moore: tmoore@chambleega.gov
Main: 770-986-5010 | Direct: 470-395-2309 | Fax: 470-395-2329

Step 1

- Submit completed application, along with the fee, in person or by mail to Chamblee City Hall at 5468 Peachtree Road, Chamblee, GA 30341 between 8:30 am-4:30pm, Monday thru Friday **45 days prior to the planned event**. Applications submitted electronically without original signatures will not be accepted. No appointment is necessary. Applications that do not include all checklist items will be returned to the applicant.

Step 2

- Acceptance of an application is not a guarantee of permit issuance, nor is it a guarantee of your desired date and/or location. It is simply a confirmation that we have your materials on file and are actively working toward issuing your permit. You also will hear whether or not there are any conflicts with your desired date and/or location. The Department will be in touch with any outstanding application needs until all requirements are satisfied. Once all requirements are met, the application will be routed to Public Works, Police, Fire Marshal, and/or any other necessary departments for review.

Step 3

- Once all departments have reviewed and approved or denied the application, you will be notified by City Hall. Permits for complete, approved applications will be **processed within 3 to 7 business days**. The permit will be available for pick-up at City Hall during the times listed under step one above. If your permit is denied, you may appeal to City Council.



Special Event Application Permit Checklist

Application Requirements:

- Event Details and Description
- Contact Information for Producer, Event Sponsor and Property Owner (including 24-hour contact)
- Signed & Notarized Affidavit from Producer of the Event

Application Required Attachments (not all may apply):

- Overall Site Plan of the event location. Plan must be drawn to scale and must include:
 - All property boundaries and setbacks for proposed location of the special event
 - All existing buildings, structures, parking and curb cuts permanently located on site
 - Any proposed temporary buildings, structures and/or parking.
- Schedule of proposed activities
- First Aid/Medical Support Plan-General guidelines
 - 0-1,999 attendees—First Aid Kit and 911 call plan
 - 2,000-5,000 attendees—First Aid Station (2 EMTs)
 - 5,000-10,000 attendees—First Aid Station (2 EMTs) and Foot EMTs
 - 10,000-20,000 attendees—First Aid Station (2 EMTs), Foot EMTs and Ambulance (ALS Unit)
 - 20,000+ attendees—contact me directly to discuss coverage requirements
- Waste Disposal Facilities and Control Plan

Daily trash cleanup is required. The producer of the event must clean property of all rubbish and debris, returning site to its pre-event condition within 24 hours of the event.
- Restroom Facilities Plan
- Crowd and Traffic Control Plan
- Parking Plan
- Recycling Plan
- Proof of Notification of Neighboring Residences and Businesses

Please provide proof of notification, in a written form, of neighboring residences and businesses surrounding the hub of the event of your intent to host a special event (including any proposed road closures). [See attached form]
- Scale Drawings of all Temporary Structures, including:
 - Sizes and types of temporary structures
 - Vehicle and trailer storage locations
 - Exits and entrances in temporary structures
 - Relation to existing buildings and structures
- Banner Sign Permit Application or Special Event Sign Permit Application
- Notarized Permission from Property Owner(s)
- Proposed Street/Parking lot Closure and Traffic Plan
- Recording Equipment and Sound Amplification Plan
- Fireworks Permit
- Temporary Alcohol Permit
- Business License
- Proof of Comprehensive Liability Insurance



Special Event Permit Application

Special Event Information

Name and Type of Event: _____

Purpose of Event: _____

Event Date(s): _____ Application Date: _____

Event Hours: _____

Date(s) for Prep/Setup: _____ Hours for Prep/Setup: _____

Date for Clean-up: _____ Hours for Cleanup: _____

Event Website: _____

Projected Attendance: _____

Location of Event (street address): _____

Is the Event Location Private Party Public Party Streets or Right-of-Way

Event Includes (Check all that apply): Temporary Signs Tents/Temporary Structures Fireworks

Use of Streets or Right-of-Way Consumption of Alcohol Food Preparation None of the Above

Event Contact Information

Company/Organization: _____

Event Producer Name: _____

Address: _____

Phone: _____ Cell: _____ E-mail _____

Event Sponsor (if different): _____

Phone: _____ Cell: _____ E-mail _____

Contact on Site: _____

Cell: _____ Alt Cell: _____ E-mail: _____



Marketing & Promotions

Will this event be marketed, promoted or advertised in any manner? _____ Yes _____ No

If Yes, please check all that apply:

_____ Radio _____ Newspaper _____ Cable TV _____ Social Media
_____ Billboards _____ Direct Mail/Flyers _____ Posters, Where _____ Live
Media Coverage Specify: _____

Do you request City Public Relations for this event? _____ Yes _____ No

If Yes, please specify:

_____ use of City logo on collateral _____ posting on City website
_____ posting on City Social Media _____ Other _____

Sound Amplification & Entertainment Structures

Will there be live music during the event? _____ Yes _____ No

What type of music? _____ Will there be amplification _____ Yes _____ No

What time will amplification begin? _____ What time will amplification end? _____

Will there be sounds checks, if so, what date/time(s)? _____

Will there be more than one stage? _____ Yes _____ No *Please attach a map showing placement of stage(s).*

Will there be other entertainment at this event? _____ Yes _____ No If so, please explain: _____

Are there inflatables at this event? _____ Yes _____ No **NO STAKES ALLOWED**

What time will the inflatables be set up? _____

When will the inflatables be removed from the event site? _____

Terms & Conditions: *I hereby agree that as a condition to the issuance of a Special Event Permit, the Producer of the Event shall indemnify and hold the City of Chamblee 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 statement and answers made by me to the foregoing questions in this application for a Special Event Permit, are true, and no false or fraudulent statement or answer is made herein to procure the granting of such permit.

I hereby certify that the site plan and description provided will be constructed and/or used in accordance with all applicable zoning ordinances and laws governing the City of Chamblee, Georgia.

I hereby state and understand that should a complaint be filed against the Producer of the Event for violation of any regulation associated with the application for the City of Chamblee Special Event Permit, the permit issued for the event will immediately become void and will not reissue for the same location.

The City of Chamblee reserves the right to photograph and videotape events, camps, classes and programs for promotional purposes. The participant hereby releases the City from any liability resulting from the Event.



Event Producer's Name: _____

Event Producer's Signature: _____ Date: _____

Sworn and Attested before me on this _____ day of _____ 20 _____

Notary Signature: _____



Indemnification & Hold Harmless

Subject to the granting of all permits required by the City of Chamblee, the City of Chamblee authorizes

_____ to utilize
(Special Events Applicant)

(Site/Address)

for the purposes of conducting activities described in this special event permit application.

The Special Events Applicant agrees that the City of Chamblee assumes no responsibility or liability for any defects or other conditions of the site(s), whether the conditions are known or unknown to either party and/or discoverable by either party. The Special Events Applicant agrees to assume the risk for any and all defects and/or other conditions, whether these defects 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 Applicant shall indemnify and hold the City of Chamblee 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 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 which may be incurred by the City of Chamblee, its officers, agents or employees as a result of any and all such claims.

Producer's Name: _____

Producer's Signature: _____

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

Notary Signature:



Routing- Staff Use Only. After reviewing the application, this event will need approval of the following departments/agencies (Check those that apply):	
Date application Received: _____	Event Date: _____
	Approved by (Sign and Date Below)
<input type="checkbox"/> Police Department (Traffic, Crowd Control)	
<input type="checkbox"/> Public Works (Sanitation)	
<input type="checkbox"/> Parks and Recreation (Use of City Parks)	
<input type="checkbox"/> Development (Signs, Tents, Structure Permits)	
<input type="checkbox"/> Fire Marshal (Inspections of Tents, Structures)	
<input type="checkbox"/> Ga Dept of Transportation (If event uses State Routes)	
<input type="checkbox"/> PR	
<input type="checkbox"/> Other	

City Manager’s Decision: The City Manager has the authority to grant a permit upon determination that the event:

- Will not cause substantial detriment to the public good;
- Will not interfere with another event for which a permit has already been issued;
- Will not negatively affect the safety and welfare of pedestrian and vehicular traffic; and
- Will not impair the purposes or intent of the zoning ordinance.

After review of this application, the permit requested is hereby:

_____ Approved _____ Date

_____ Denied for the following reason(s): _____

City Manager Signature: _____ Date: _____



Special Event Frequently Asked Questions

- ❖ **Review Process – How far in advance do I need to apply?**
 - The application must be submitted at least 45 days prior to the planned event to allow for review and processing.

- ❖ **Overall – Who can help me navigate this process?**
 - Tisa Moore tmoore@chambleega.gov
Main: 770-986-5010 | Direct: 470-395-2309 | Fax: 470-395-2329

- ❖ **Police – How do I hire off duty Police Officers? How many officers do I need?**
 - Contact Assistant Chief Mike Beller at mbeller@chambleega.gov or 470-395-2411. The rate is \$35 per hour, three hour minimum.

- ❖ **Public Works and Parks – How do I hire extra Public Works and Parks staff and how many do I need?**
 - Contact Reginald Anderson in Public Works at randerson@chambleega.gov or 770-986-5019
 - For Garbage pickup
 - Contact Jodie Gilfillan in Parks and Rec at jgilfillan@chambleega.gov at 470-395-2341

- ❖ **Facility Rental – How do I rent park facilities or fields?**
 - Contact Jodie Gilfillan at jgilfillan@chambleega.gov or 770-986-5016.

- ❖ **How do I get permits for Temporary Signs, Banners or Tents?**
 - The Chamblee Development Department 3506 Broad St. 770-986-5024

- ❖ **Food and alcohol – What do I need to do if my event includes food preparation or sale?**
 - Please comply with the DeKalb County Board of Health regulations available at <http://www.dekalbhealth.net/envhealth/food-safety/rules-and-regulations>
 - What are the rules regarding alcohol at a special event? Contact Emmie Niethammer at eneithammer@chambleega.gov or 470-395-2305.

Helpful Phone Numbers

- ❖ City of Chamblee
 - 770-586-5010
- ❖ DeKalb Health Department
 - 404-294-3700
- ❖ DeKalb Fire Marshal
 - 678-406-7750
- ❖ Georgia Department of Revenue
 - 404-417-4900



Notification of Temporary Street Closure

Neighborhood and community outreach is required for all Special Events. At minimum, the City of Chamblee requires that all affected residents/businesses both on and adjacent to a proposed street closure be notified of such 30 days prior to the proposed event. The City will provide the list of affected property owners to the event producer and the event producer will be required to send a notification letter and obtain signatures from each owner on the form below. When sending the notification letter and obtaining signatures, the event producer must provide the property owners a copy of the proposed street closure map. Additionally, notification signs may be required at the event producers' in the neighborhood during the street closure for traffic routing purposes.

SAMPLE NOTIFICATION LETTER

NOTIFICATION OF TEMPORARY STREET CLOSURE

EVENT NAME: [Name of Special Event]

LOCATION: [Location of Special Event] See attached Street Closure map.

DATE(s): [Date(s) of Special Event Impact]

TIME(s): [Time(s) of Special Event Impact]

EVENT PRODUCER: [Producer Name]

24-HOUR CONTACT: [Name], [cellular number]

On [Date], our organization [Name] will be producing a special event in your neighborhood called [Event Name]. [Event Name] will include a temporary street closure and the City of Chamblee requires early notification to affected property owners. We are thrilled to be guests in your neighborhood and it's important to us that we are communicating clearly with you, the neighbors.

EVENT DESCRIPTION (include applicable items):

- We will be loading in beginning at [hour] on [date], and will load out until [hour] on [date].
- We will leave your neighborhood as we found it: litter and recycling will be handled by [name of contractor]
- During the event hours, we expect between [Low # and High #] attendees per day.
- Streets will be closed or have limited vehicle and/or pedestrian access between the hours of [Time] on [Date] through [Time] on [date.] See the attached map for specifics.
- We will have amplified sound during the hours of [Time start/finish] on [Date].
 - [Describe amplified music, public address, pre-recorded or live music. Outdoors or indoors?]
 - [Include location of amplified music on the map you attach]

We are working closely with the City of Chamblee to minimize the impacts of the event. Our goal is to create an enjoyable and positive experience in your neighborhood.

If you or any of the surrounding residents and businesses have questions or comments about impacts of this event, please email us at:

[Contact Name, Title]

[Organization]

[Address]

[Address]

[Email]



City of Chamblee Special Event

Acknowledgement of Temporary Street Closure Notification

A temporary street closure has been requested for the following date(s)/time(s) for the streets listed.

Name of Event: _____ Event Type: _____

Event Producer: _____ Phone Number: _____

Closure Start Date/Time: _____

Closure End Date/Time: _____

Street Names: _____

By signing below, the undersigned acknowledges receipt of the above Notification of Temporary Street Closure and the associated Street Closure Map.

Date	Name	Address	Signature