



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. The application fee shall be payable to the City of Chamblee by cash, money order, cashier's check or credit card (in person). A refundable fee of \$250, payable by cash, money order, cashier's check or credit card (in person) will be paid at time of permit issuance.

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 Brittney Lindsay: blindsay@chambleega.gov
Main: 770-986-5010 | Fax: 470-395-2329

Step 1

- Submit completed application, along with the fees, 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 at least **60 days prior to the planned event**. Applications submitted electronically without original signatures will not be accepted. 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 will be notified whether or not there are any conflicts with your desired date and/or location. City staff 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, Development, Parks and Rec, 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 at which time the permit fee of \$250 is due. If your permit is denied, you may appeal to City Council.



Special Event Application Permit Checklist

Application Requirements:

- Completed application(s)
- Contact Information for Producer, Event Sponsor and Property Owner (including 24-hour contact)
- Signed & Notarized Affidavit from Producer of the Event
- \$50 non-refundable application fee
- \$250 refundable permit fee

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
- Event Safety Plan
- Waste Disposal Facilities and Recycling 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 Control Plan
- Parking Plan
Inclusive of Proposed Street/Parking Lot Closure and Traffic 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:
 1. Sizes and types of temporary structures
 2. Vehicle and trailer storage locations
 3. Exits and entrances in temporary structures
 4. Relation to existing buildings and structures
- Banner Sign Permit Application or Special Event Sign Permit Application
- Notarized Permission from Property Owner(s)
- Recording Equipment and Sound Amplification Plan
- Fireworks Permit
- Temporary Alcohol Permit
- Business License
- Proof of Comprehensive Liability Insurance
- Hold Harmless and Indemnification Agreement



Special Event Permit Application

Special Event Information

Name and Type of Event: _____

Purpose of Event: _____

Event Date(s): _____ Application Date: _____

Event Time: _____

Date(s) for Prep/Setup: _____ Event Time for Prep/Setup: _____

Date for Clean-up: _____ Event Time for Cleanup: _____

Event Website: _____

Projected Attendance: _____

Location of Event (street address): _____

Event Location: Private Public 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 promotion for this event? Yes No

(Additional City promotion available in the Sponsorship application)

If **yes**, please specify:

posting on City Social Media posting in City electronic newsletter

Other _____

**Please note, it is the event producer's responsibility to submit all marketing material to City staff.*

Sound Amplification & Entertainment Structures

Will there be music or a film during the event? Yes No

If **yes**, please attach the proper licensing to the application (*i.e. Music: BMI, ASCAP or SESAC; Film: Criterion Pictures, Swank Motion Pictures or MPLC*).

What type of music or film? _____

Will there be amplification? Yes No

If **yes**, what time will amplification begin and end? _____

Will there be sounds checks? Yes No

If **yes**, what date/time(s)? _____

Will there be a stage? Yes No

If **yes**, please attach a map showing placement of stage(s).

Will there be other entertainment at this event? Yes No

If **yes**, please explain:

Are there inflatables at this event? Yes No **NO GROUND ANCHORS/STAKES ARE PERMITTED**

If **yes**, what time will the inflatables be set up and removed from the event site? _____



Sponsorship Information

Is your organization seeking City sponsorship for the event? Yes No

If **yes**, please attach the completed Sponsorship Application.

Is your organization a nonprofit seeking to apply for the Chamblee Collective event grant? Yes No

If **yes**, please attach the completed Chamblee Collective Event Grant Applications.

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: | Permit Deposit Approval |
| <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"/> Economic Development | | |
| <input type="checkbox"/> Asst. City Manager | | |
| <input type="checkbox"/> Communications | | |
| <input type="checkbox"/> Community Relations | | |
| <input type="checkbox"/> Fire Marshal (Inspections of Tents, Structures) | | <input type="checkbox"/> GA Dept of Transportation (If event impacts State Routes) |

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

- Has a complete and accurate application submitted 60 days prior to the event;
- Will not cause substantial detriment to the public good;
- Will not cause undue hardship to adjacent businesses or residents;
- 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.

The City will review for completeness and appropriateness and issue a written approval or denial of the application after the application and events calendar has been reviewed by all departments. The City Manager is empowered to approve or deny the application based on the City’s evaluation criteria. Approval may include conditions or stipulations intended to address or mitigate any potential issues. Written appeals to decisions made by the City Manager may be presented to City Council. A written request must be submitted in writing to the City Clerk within 5 days of denial. City Council will set a hearing date within 30 days of receiving an appeal.



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

Approved

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 60 days prior to the planned event to allow for review and processing.
- **Overall – Who can help me navigate this process?**
 - Contact Brittney Lindsay, Community Relations Manager, at blindsay@chambleega.gov or 470-395-2314.
- **Police – How do I hire off duty Police Officers? How many officers do I need?**
 - Contact Lieutenant R. A. Collar Jr. #282 at rcollar@chambleega.gov or 470-395-2416. The rate is \$40 for non-traffic and \$50 for traffic per hour, three hour minimum.
- **Public Works – How do I hire Public Works staff?**
 - Contact Public Works at 770-986-5019
 - For Garbage pickup
- **Facility Rental and Park Rangers – How do I rent park facilities or fields? Can I hire Park Rangers?**
 - Contact Jodie Gilfillan, Parks and Recreation Director, at jgilfillan@chambleega.gov or 770-986-5016.
- **How do I get permits for Temporary Signs, Banners or Tents?**
 - Contact Antionette McMillan, Planning and Development, at chambleedevelopment@chambleega.gov or 770-986-5024.
- **Food and alcohol – What do I need to do if my event includes food preparation or sales?**
 - 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 regulations regarding alcohol at a special event?**
 - Contact Emmie Niethammer, City Clerk, at eneithammer@chambleega.gov or 470-395-2305.

Helpful Phone Numbers

- City of Chamblee
 - 770-986-5010
- DeKalb Health Department
 - 404-294-3700
- DeKalb Fire Marshal
 - 678-371-4457
- 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]

