



City of Doerun Special Event Application

Application Date_____

Name of Event_____

Location_____

Will alcohol be served at the event? Yes or No

Who will hold the permit? _____

Event Organizer (Representative of organization who has been authorized to plan event:

Name: _____ Phone: _____

Address: _____ Alt. Phone: _____

Occupation: _____ Fax: _____

Will you be onsite contact? Yes or No if no, onsite contact name: _____

Onsite Contact Phone: Onsite Contact Email:

Describe the event and state the purpose or objective: (attach additional sheet if needed)

Please describe the event layout and attach a completed layout to this application:

Describe all event equipment included in the layout (tents, tables, chairs, inflatables, vendor truck, water stations, etc.)

Please note that the City of Doerun does not provide tables, tents, chairs, etc. No cars/trucks may be driven on grass except for loading/unloading purposes.

Does your event require electricity? Yes or No Please detail:

The type and size of event you have determines the level of Police, Park Attendants, etc. required.

The City of Doerun will work with you to address all concerns but reserves the right to make the final decision related to staffing requirements.

By signing this document, I verify that I have read the City of Doerun Special Events Application and City of Doerun Special Events Policy and will abide by all of the rules and information listed on each document. I also verify that the information on this application is correct to the best of your knowledge.

Indemnification. Upon request to use/rent properties and /or facilities of the City of Doerun, the understanding does hereby agree to indemnify and hold harmless the City of Doerun for any claims or purported claims arising by virtue of the use by the undersigned. Facilities and/or properties are described as; City-owned properties, to include: City buildings and parking facilities, City parks, City trails and all-natural water features contained within City properties.

Suitability. Renter acknowledges and agrees that Renter is encouraged to examine and inspect City of Doerun Rental Facility to assess its condition, suitability and fitness for Renter's permitted use. Accordingly, Renter acknowledges and agrees that CITY OF DOERUN MAKES NO EXPRESS OR IMPLIED WARRANTIES OF ANY KIND OR NATURE WHATSOEVER, INCLUDING, WITHOUT LIMITATION, ANY EXPRESS OR IMPLIED WARRANTIES OF SUITABILITY OF FITNESS OF CITY OF DOERUN FOR ANY PARTICULAR USE, PURPOSE, OR FUNCTION. The right to use the Designated Facility granted hereby is expressly granted on an "AS-IS" and "WHERE-IS" basis only. Renter further acknowledges that the relationship between the parties is not that between a "landlord and tenant" as contemplated under Georgia law.

I have read and understand the rules regarding Facility Usage and verify to the best of my knowledge that all information on this contract is correct. As the Renter, I understand that failure to comply with the above stated rules could result in the loss of my deposit. I understand that any City of Doerun Staff or the Park Attendant reserves the right to request rental quest(s) to leave or cancel the event at any time it deems to be in the best interest of the City of Doerun.

Signature of Applicant: _____ Date: _____

Printed Name of Applicant: _____



City of Doerun

Special Event Policy

Policy Statement

The City of Doerun recognizes the importance and benefits of special events and the many positive impacts events can have on the community. This document outlines the application steps and fees associated with an event taking place in Doerun.

Any person or entity organizing a large public gathering or special event that requires restricted or exclusive use of public property must first submit a completed special event application, pay all applicable fees, and obtain approval from the City of Doerun. Permission to use any public property or park area does not necessarily entitle the renter and guests exclusive use of said facility.

No event using any portion of public property within the City may be advertised until the application has been approved, all required documents have been submitted to the City, and all fees and deposits have been paid. When an event is advertised, the City of Doerun logo cannot be used unless it's a Sponsored or Co-Sponsored Event or the renter has received written permission from the City of Doerun City Manager's Office.

The City makes areas available for private events that have a purpose consistent with the City of Doerun's mission and intent. However, priority scheduling of use of facilities will be given to events and programs that are sponsored or co-sponsored by the City of Doerun.

All private events shall pay the established rental fees. Requests for fee waivers will be considered by the City Council upon request.

(Exceptions any organization that can provide an IRS 501 (c) form will be considered for a reduced rate). (Also, you may request volunteering your time to the city helping with events, festival, etc. In lieu of rental fees. At a rate of \$25 per hour for every hour worked.

Unacceptable events are those that would cause undue inconvenience to visitors of Doerun or unduly impact neighborhoods and/or local businesses, could be dangerous to event participants or City facilities, or that are too large to be adequately accommodated in the available or adjacent spaces.

Sponsored and Co-Sponsored Events: The City of Doerun is committed to supporting quality special events that proudly recognize our City, promote a sense of pride, and represent the City in a positive manner. The City seeks to participate in, sponsor, and/or coordinate events that provide a benefit to the larger community, create exposure to the community's many attributes, and fit within the capabilities of the area(s) being utilized. Due to the many event requests and the limited resources, the City Manager's Office will determine through the budget process and council approve of the budget which events the City will sponsor or co-sponsor each fiscal year. Requests for co-sponsorship must be submitted to the City of Doerun no later than Dec. 1 of the previous fiscal year, for budgetary purposes. (See definition of Sponsored and Co-Sponsored Events, Appendix A). The City of Doerun fiscal year begins on January 1 and ends on December 31.

City of Doerun Special Event Policy

Application Process

The City of Doerun must receive a completed special events application, event layout, processing fee, and park or city street/property use deposit no less than 60 days prior to the requested event date (except in the case of co-sponsored events, which must be received by July 1 of the previous fiscal year). Applications should be mailed/delivered to:

City of Doerun
Attn: Special Event Application
PO Box 37
Doerun, GA 31744

Processing Fee - \$25 non-refundable (required by all applicants)

Park/Property Use

Violations of any park rules, City ordinances, and state laws may result in forfeiture of deposit. Refund will be issued after all outstanding event-related charges have been paid in full.

Fee Payment Schedule

Once a special event application is approved, applicants will be notified. Fees are due at least 30 days prior to the event.

Types of Fees

(See Rate Sheet)

City Staff Fees - Includes fees required for Police (nonevent security), Public Works, Utilities, Event Planning and/or Park Attendants. The City of Doerun reserves the right to determine necessary staff requirements. Requests for assistance in the areas of security, traffic control, set-up, clean-up, planning, etc. beyond their normal daily routines may be included on your application. Estimated costs will be based on estimated hours of service, but applicant is responsible for payment of actual hours worked. Police (traffic/security) require a 4-hour minimum. Park Attendants require a 2-hour minimum. ***These fees are non-refundable and will be paid separately.***

If there is no request noted on application, Event Organizer will be responsible for obtaining necessary staff, as approved by City, to ensure proper event management and abiding by all park policies and guidelines.

Deposit - Deposits in the amounts stated on rate sheet are required for each special event with the exception of City co-sponsored events. This deposit is refundable within 30 days following the event, provided the facility is left in satisfactory condition as described in the event contract and policy, and all event related fees have been paid in full.

City of Doerun Special Event Policy

Garbage – The City will provide 20, 90-gallon cans under the Class A Permit. Any additional garbage collection or request for additional containers will be at the events expense.

Release and Indemnity - Each applicant must execute the release and indemnity agreement, which is included in the City of Doerun Special Event Application. Applicants must demonstrate that they are either personally or organizationally responsible for liability and will guarantee orderly behavior and will underwrite any damage due to use of the premises. Liability is assumed by the applicant in regard to any personal or property damage rising out of activities of the applicant. It is the responsibility of the applicant to read the application form completely and understand fully his/her responsibilities.

Alcohol - Alcohol sales and consumption are permitted only with consent from the City of Doerun in accordance with the City's alcoholic beverage ordinance. All required licensing and insurance pertaining to the serving of alcohol must be obtained by the Event Organizer.

No beverages may be served in glass containers. All alcoholic beverages must be served in paper or plastic cups, not to exceed 16 fluid ounces in size.

Additional Requirements

Parking - Participants must adhere to all parking regulations for the City of Doerun. Public parking is available throughout the area. The Event Organizer must secure additional parking for larger events as well as transportation/shuttle routes for off-site parking, both of which must be approved by the City of Doerun. The Event Organizer may not charge for parking in public spaces. All printed publicity should include a diagram indicating available parking locations.

Event Equipment and Layout - Tables, chairs, tents, and other set-up equipment is permitted in the park with prior written approval. A complete layout of the event area, including locations of all tables, chairs, tents, stages, vendor set-up, portable restrooms, parking plans, road closure requests, and other equipment must be submitted with the Special Event Application. Layout approval will be given prior to the event. Tables and chairs will not be provided by the City of Doerun. A final layout must be submitted 30 days prior to the event. Once approved, changes may not be permitted. The City of Doerun has a portable stage if needed. (*See Fees and Cost index*) for pricing. The Event Organizer will need to make arrangements with City 15 days prior to the event in order to use stage.

Sound System - Sound system equipment is not provided, with the exception of co-sponsored events. The City must be notified in writing of any intended use of a sound system during the event. Sound System requirements should be provided on the event application and all amplified sound and/or concerts must conclude by 12 p.m. EST.

City of Doerun Special Event Policy

Discrimination - The applying organization, association, or entity shall not discriminate or advocate discrimination on account of race, color, religion, creed, national origin, age, gender, or disability.

Revocation of Permit - The City shall have the authority to revoke any permit upon violation of the conditions set forth herein and/or where staging of the event would have an immediate and adverse effect on the welfare and safety of persons or property. The Chief of Police or his or her designee shall have the authority to close any event immediately upon violation of the conditions set forth herein or to preserve safety of persons or property.

Parades/Other Permits - This application is for Special Events in Downtown Doerun or City Streets/Property. Any organizer interested in parades affecting city streets must contact the City of Doerun for info. At 229-782-5444.

Modification of Policies – The City of Doerun reserves the right to waive, modify, and/or amend these Policies, partially or in its entirety, at any time solely at the City's discretion.

Fees and Cost index

	Price per. day
Peachtree Park Pavilion: With Utilities and Restrooms	\$75.00
Peachtree Park Section A : Without Utilities	\$250.00
Peachtree Park Section B : Without Utilities	\$200.00
Pavilion, Section A, Section B : Without Utilities	\$500.00

(Peachtree Park is equipped with Electric and Water only). Upon request for utility services, meters will be ready before event starts and at the end of the event. Organizer of the event will be responsible for all utility fees accrued for time of event. **Note: A deposit for utilities may be required by the city in advance for large events.**

(Restrooms will be made available upon request)

(See Map for Sections A,B) description on back of Application.

Event Coordinator - City of Doerun City Clerk, or designee, is responsible for overseeing the application process and obtaining acceptance or denial based on input from appropriate City departments. The City Event Coordinator will act as a liaison between the Event Organizer and affected departments within the City of Doerun as may be necessary.

Event Organizer - Person(s) designated as the authorized head of the organization or individual responsible for the proposed event.

Public Assembly - Any meeting, demonstration, picket line, rally, or gathering as defined by the City's Parade and Assembly Ordinance that does not require restricted or exclusive use of any portion of a facility as a Special Event. **Ticketed Event** - Any Special Event in a City facility that requires a fee to be paid by a patron to enter or participate in the event.

Quasi-governmental Agencies - An organization created by local legislation, statute or ordinance where its Board members are appointed by the governing body of a political subdivision of the State or one or more individual members comprising said governing body.