

## CITY OF ELLIJAY EVENT PERMIT APPLICATION

### Pre-application checklist for parades, assemblies, special events

All portions must be completed and applicant must initial each block which applies.

If a portion of the application does not apply, place N/A in the block.

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- ☐ Event is sponsored by a "bona fide" non-profit 501(3)(c) organization.
  - ☐ An Affidavit Verifying Status City of Ellijay Public Benefits form has been completed and notarized.
  - ☐ Organizer has obtained Insurance Certificate for event OR requested City Sponsorship. For parades, all vehicles must be covered by insurance (NOTE: Many general liability policies do not cover vehicles).
  - ☐ Insurance names The City of Ellijay as an additional insured.
  - ☐ Event will include discharge of explosives and/or firearms.
  - We plan to serve / provide alcoholic beverages.
  - Alcoholic beverages will be consumed on site during this event.
  - ☐ If alcoholic beverages are provided/sold /consumed during this event – I understand that additional licenses and/or permits may be required from the State of Georgia as well as the City of Ellijay.
  - ☐ Sound Amplification Equipment will be used during this event.
  - ☐ Participation in the event by persons is conditional upon their provision of money or some in-kind exchange, or donation.
  - ☐ All proceeds from this event go to a bona-fide non-profit 501(3)(c) organization.
  - ☐ Included is a site plan with a map or diagram showing the exact area(s) to be used, the location of any equipment, vendors, game booths, stands stages, seating and other facilities, the areas to be used for parking, the location of toilet facilities and water as necessary.
  - ☐ A sanitation and cleanup plan is in place.
  - ☐ I understand the fees and costs associated with this event.
  - ☐ I plan on distributing signs on City rights of way to promote the event.
  - ☐ I signed the permit application and had it notarized.
  - ☐ I understand that vehicles may not drive, stand, stop, or park upon brick sidewalks.
  - ☐ I understand that unless specifically named and permitted in this application, the moving, alteration, damage, or destruction of municipal facilities, fixtures, and vegetation (such as grass, trees, bushes, and flowers) is not allowed.
  - ☐ I understand that special conditions have been placed upon this event (page 3) and that failure to follow these conditions may result in immediate revocation of permit and/or may result in denial of future requests.
  - ☐ I understand that the organizer of the event must be present during the event and must have upon his/her person a properly approved permit.
  - ☐ If this is a freedom of speech assembly, I understand that alternative locations may be assigned for public safety reasons as long as it does not create a "chilling effect" upon our message.

**CITY OF ELLIJAY EVENT PERMIT APPLICATION  
PARADES AND/OR ASSEMBLIES**

All portions of application must be completed  
If some portion is not applicable – insert "N/A"

NAME OF EVENT: \_\_\_\_\_ ESTIMATED No. ATTENDEES: \_\_\_\_\_

NAME OF PERSON/ORGANIZATION SPONSORING EVENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Any and all cosponsors of this event must be listed. Use the "additional comments" block below if necessary.

CO SPONSOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NAME OF EVENT ORGANIZER/APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ORGANIZER PHONE NUMBER: Cell: \_\_\_\_\_ Home/Work: \_\_\_\_\_

EVENT SET UP DATE : \_\_\_\_\_ TIME: \_\_\_\_\_

EVENT BEGIN DATE : \_\_\_\_\_ TIME: \_\_\_\_\_

EVENT END DATE : \_\_\_\_\_ TIME: \_\_\_\_\_

EVENT TAKE DOWN COMPLETION DATE : \_\_\_\_\_ TIME: \_\_\_\_\_

EVENT DESCRIPTION AND SCHEDULE (I.E. PARADE, 5K RUN WALK, ETC.):

SPECIAL REQUESTS / INSTRUCTIONS BY ORGANIZER - INCLUDING ALL REQUIRED STREET OR OTHER CITY  
PROPERTY CLOSURES AND DURATION OF THE CLOSURE:

ADDITIONAL COMMENTS OR REQUESTS BY EVENT ORGANIZER (ATTACH ADDITIONAL PAGES AS NECESSARY):

**MAP OR SKETCH OF EVENT**  
(Please attach additional maps and/or pages as necessary)

**\*\*THIS PAGE IS FOR CITY OF ELLIJAY USE ONLY\*\***

**APPLICANTS: DO NOT WRITE IN THE SPACES BELOW**

**THIS SPACE IS RESERVED FOR THE CITY TO PROVIDE SPECIAL INSTRUCTIONS OR LIMITATIONS UPON THE EVENT**

**SPECIAL CONDITIONAL INSTRUCTIONS / LIMITATIONS PLACED UPON EVENT BY CITY OF ELLIJAY - PARADES:**

1) Nothing may be thrown from vehicles, no candy or any other item. 2) Walkers may hand out candy, but must ensure that spectators do not enter parade route. 3) Loading of vehicles and floats may only occur in marshalling areas before and after the parade, this may not occur during the parade unless there is an emergency. 4) All parade elements must "keep up" with the parade and not fall behind or allow large gaps in the procession. 5) All vehicles must be covered by insurance regardless of whether they are "street legal" or not. Organizer is responsible for verifying that proper liability insurance has been obtained and must present proof to City. Many General Liability policies do not cover parades and many do not cover motor vehicles. Special parade insurance is available through private insurance companies. 6) Organizers are responsible for coordinating all special public safety requests through the City Police and Fire Chiefs. Organizers are responsible for coordinating all special requests for barricades, restrooms, etc. to the City Street Department. 7) Organizers are responsible for ensuring proper restroom facilities have been provided for the expected crowd. 8) Organizers are responsible for cleaning up and restoring city property to the condition it was in prior to the event. 9) Any event in which alcoholic beverages are exchanged for monetary value are required to obtain "Special Event Permits" for alcohol through both the City of Ellijay and the State of Georgia. 10) Events having large impacts upon the public will require the organizer to provide for off duty police, fire, and/or rescue personnel at the organizer's expense. The city has an ordinance prohibiting possession of open containers of alcohol upon public property. Absent special considerations through this permit process, this ordinance remains in effect.

## AFFIDAVIT, RELEASE AND HOLD HARMLESS AGREEMENT

In consideration for being granted a Special Event Permit from the City of Ellijay, Georgia, I, \_\_\_\_\_ (applicant or authorized representative), do hereby release and hold harmless The City of Ellijay, Georgia itself and its' employees from any liabilities and claims arising during or after this event. I agree that I will never prosecute or in any way aid in the prosecuting of any demand, claim or suit against The City of Ellijay, Georgia or its' agents, officers, volunteer staff, or any employee acting officially or otherwise, for any loss, damage, or injury to my person or property that may occur during or after this event held in the City of Ellijay, Georgia. My signature constitutes my agreement and the agreement of my organization (as listed below), including all participants from my organization present at this event. The person or persons signing this document hereby represent to the City of Ellijay, Georgia that they have the specific authority on behalf of the organization to execute this Hold Harmless Agreement.

Furthermore, I submit the following affidavit:

I am the authorized applicant or applicant representative for this proposed event with full authority to contract on behalf of the organization / entity hosting this proposed event. I have read and understand the contents of this application. The information contained herein and attached documentation is complete, true, current, and correct to the best of my knowledge. I understand that knowingly providing false information renders this application null and void and is prohibited by the Official Code of Georgia Annotated § 16-10-20 and is punishable by a fine of \$1,000.00 or by imprisonment for not less than one nor more than five years, or both. I understand the permit may be cancelled by the Mayor, Chief of Police, or Fire Marshall for The City of Ellijay, Georgia at any time with or without cause. I understand that if approved, a copy of this permit shall be kept upon my person during the event.

Organization/Group: \_\_\_\_\_

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

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

## EVENT PERMIT

Unless indicated otherwise, this page serves as the permit for the event and must be kept in the possession of the Event Organizer on-site during the entire duration of the event and must be presented to City officials upon request. By signing this page, the Applicant acknowledges acceptance of all conditions placed upon them for the event and is solely responsible for ensuring the conditions are met.

**APPLICANT:** I hereby attest and affirm that the permit application as submitted by me is true and accurate to the best of my knowledge.

**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**CHIEF OF POLICE:** I have reviewed the application and hereby ☐ APPROVE / ☐ DENY) said application as submitted.

**CHIEF'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**FIRE CHIEF:** I have reviewed the application and hereby ☐ APPROVE / ☐ DENY) said application as submitted.

**CHIEF'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**MAYOR:** I have reviewed the application and hereby ☐ APPROVE / ☐ DENY) said application as submitted.

**MAYOR'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**COMMENTS REGARDING DENIALS BY ARE PROVIDED BELOW:**

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**APPLICANT/ORGANIZER ACKNOWLEDGEMENT: (NOT VALID UNLESS SIGNED)** I hereby acknowledge receipt of this permit and understand the restrictions, conditions, and/or limitations placed upon this event by the City of Ellijay. I understand that failure to comply with instructions given to me by the City of Ellijay may result in revocation of this permit and may be reason for denial of future events requested by me.

**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_