



**SPECIAL EVENTS APPLICATION
ORDINANCE NO. 2021-08-16-2**

AN ORDINANCE OF THE CITY OF CAMILLA, GEORGIA PROVIDING FOR AN APPLICATION AND LICENSING FOR SPECIAL EVENTS TO BE HELD ON CITY PROPERTY; RENTAL OR USE OF PROPERTIES FOR EVENTS; PROVIDING FOR CONDUCT OF EVENTS; AND FOR OTHER PURPOSES.

Date: _____

Applicant: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Phone Number: _____

Event Name: _____

Event Address: _____

Event Description: _____

If the Applicant is an event coordinator, organization, group of persons, association, club, or other entity:

Name of designated person: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Phone Number: _____

If Applicant is a group of persons the name, address, city, state, zip code, email address, and phone number of each person shall be attached hereto.

Application is for which Entertainment District: ☐Downtown ☐Depot ☐Centennial Stadium

Alcohol On-site: ☐Yes ☐No Alcohol Sales On-site: ☐Yes ☐No

Date of Event: _____ Projected Attendance: _____

Event Start Time: _____ Event End Time: _____

Tentative Schedule of Events Attached: ☐Yes ☐No Food Vendors on Site: ☐Yes ☐No

Request for street/road closing: ☐Yes ☐No

If Yes, Name of Street/Road: _____

Road closing requested by: ☐Applicant ☐Police Department ☐Fire Department

By my signature and submission of this application to the City of Camilla, I attest the information contained herein is true and accurate to the best of my knowledge. I have read and understand the guidelines for rental of the venue and will abide by all rules, regulations and policies.

Applicant Signature

Date

EVENT NAME: _____

DATE OF EVENT: _____ TIME OF EVENT: _____

This application has been reviewed and approved by the following:

CAMILLA POLICE DEPARTMENT

DATE: _____

NAME: _____ TITLE: _____

SIGNATURE: _____

CAMILLA FIRE DEPARTMENT

DATE: _____

NAME: _____ TITLE: _____

SIGNATURE: _____

CAMILLA PLANNING AND ZONING

DATE: _____

NAME: _____ TITLE: _____

SIGNATURE: _____

CAMILLA CITY MANAGER

DATE: _____

NAME: _____ TITLE: _____

SIGNATURE: _____

COMMENTS/ADDITIONAL INFORMATION: _____

Below you will find **Section 9-5-4** and **Section 9-5-5**. If your application requires any of these items attach to your application.

Section 9-5-4 Application required for permit. Not less than 60 days nor more than 120 days prior to the special event, an application for a special event permit shall be submitted to the city manager and shall contain the following information: (1) The name, mailing address, email address, and telephone number of each applicant and, if a corporation, partnership, or other entity, the name, address, email address, and telephone number of a person designated as responsible for compliance with all provisions of this chapter and other applicable chapters. (2) A description of the proposed event. (3) The date(s), location(s), and hours of operation proposed for the special event. (4) A schedule, however tentative, of proposed activities. (5) An estimate of the projected attendance. The applicant is required to promptly update the city on any changes or anticipated changes in these (6) A description of any services anticipated as being needed from the city. The applicant is required to promptly update this description and notify the city at the earliest opportunity as any need or anticipated need for services changes. (7) A description of any of the following elements contemplated for use or need in conducting the special event: closing (full or partial) of a public street; blocking or obstructing public property; the erection, use, or installation of a tent, canopy, stage, trailer, grandstand, bleachers, or other structure; pyrotechnics or sound devices; placement and use of portable toilets; and signage. (8) A plan for parking along with plans for restroom facilities and the collection and removal of rubbish, garbage, and any other waste byproducts generated by the special event. An acceptable plan must provide for the immediate removal of all rubbish, garbage, and any other waste byproducts generated by the special event upon the conclusion of the special event. (9) Any other information the city manager may deem necessary and appropriate to determine whether the permit meets the requirements of this article. The permit shall not waive the requirements of complying with other sections of this Code including, but not limited to, regulations on alcoholic beverages, business licenses, safety, zoning and signs. The 60 - 120 day Window for application may be waived upon order from the city manager upon a showing of clear and compelling need of immediate action. Among other reasons, ignorance of the permit requirement shall not establish clear and convincing need.

Section 9-5-5 Additional items required for consideration and issuance of a permit. In addition to the information required above in an application for a special event permit, the following materials and information must be provided in support of and in addition to the application, all of Which must be provided before an application will be considered: (1) If the applicant is a corporation, the state and date of incorporation, a representation that the corporation is to do business in Georgia, and the name and address of the registered agent for service of process for the corporation in Georgia. (2) If the applicant is a corporation or other business entity required to comply with the State of Georgia SAVE and E-Verify requirements, a sworn declaration that the corporation is in compliance therewith. If the business entity is not subject to those requirements, a statement describing the reason(s) for any claimed exemption with particularity to permit a determination of the bona of the claim. (3) Of any location(s) within

the prior 12 months where the applicant conducted a similar special event, if any. (4) Copies of written notices informing residences and businesses adjacent to the event area of the intent to host a special event. If the special event involves a parade, procession, or other event without a centralized location, this notification requirement may be waived by the city manager upon request. This requirement may also be waived if the city manager determines it would be unreasonable and unduly burdensome in light of the number of residences and businesses to be (5) Proof of comprehensive liability insurance naming the city as an additional insured. Such insurance must provide at a minimum \$1,000,000.00 of coverage for personal injury per person and \$1,000,000.00 of property damage coverage covering all claims arising from a permit issued under this chapter. The city manager may waive or reduce this requirement for a special event that: (a) Will not require or involve one or more of the following activities: closing (full or partial) of a public street; blocking or obstructing public property; the provision of merchandise, food, or beverages (Whether by sale or otherwise); the erection, use, or installation of a tent, canopy, stage, trailer, grandstand, bleachers, or any other structure; use of any kind of pyrotechnics or sound devices; or placement and use of portable toilets; (b) Is in response to an immediate, current event as national, state, or local event or incident occurring within seven days prior to the proposed special event; or (c) The applicant is an entity or organization recognized by the Federal Internal Revenue Service as satisfying the requirements of 26 U.S.C. 501(c) or a charitable organization subject to and governed by O.C.G.A. et seq. Proper proof of Section 501(c) status and/or registration as required by O.C.G.A. 43-17-1 et seq. is required. In exercising this discretion, the city manager shall consider the nature of the activities planned for the participants in the proposed special event; the risk of potential injury or harm to private property and private persons arising from the activities planned for the participants in the proposed special event; and the risk of potential injury or harm to public property arising from the activity planned for the participants in the proposed special event. (6) The applicant shall provide a written agreement in a form satisfactory to the city providing that the applicant shall defend, pay, and hold harmless the city, its elected and appointed employees, and agents from liability for all personal and property damages arising from any acts or omissions resulting from a special event, inclusive also of any claims for attorneys' fees and costs connected with such claims, except for such claims arising solely from the negligent acts of the city, its elected and appointed employees, and agents.

EXHIBIT "B" Entertainment Districts

Downtown Entertainment District



Downtown Entertainment District



Depot Entertainment District

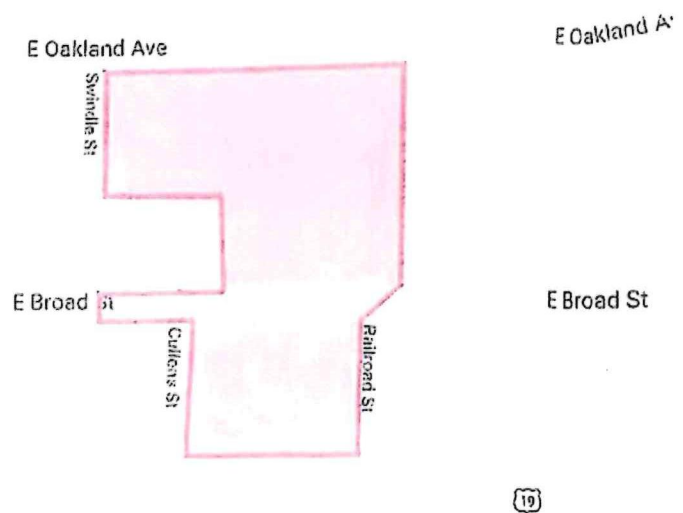
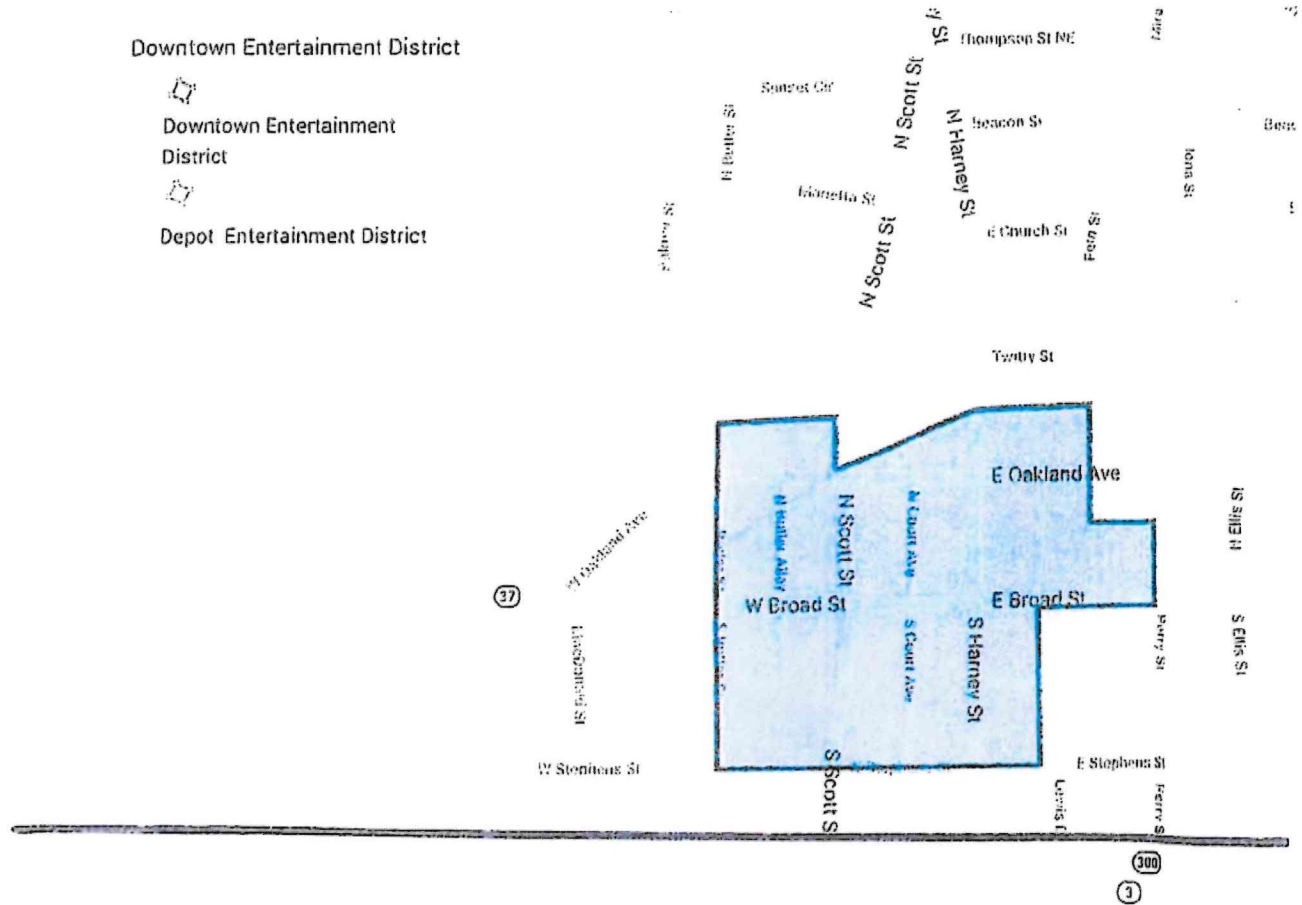


EXHIBIT "B" Entertainment Districts

Untitled layer
Centennial Stadium Parking
Lot District
Centennial Stadium Parking
Lot District

