

City of Kennesaw
 2529 J.O. Stephenson Avenue
 Kennesaw, GA 30144
 (770) 424-8274
 www.kennesaw-ga.gov



Business License Office
 3080 Moon Station Road
 Kennesaw, GA 30144
 (770) 429-4540
 businesslicense@kennesaw-ga.gov

SPECIAL EVENT PERMIT

Alcohol Served Off Premise

Date of Event:		Hours of Event:	
Name of Event:			
Applicant Name:			
Organization's Name: (If Applicable)			
Street Address Address:			
Suite	City, State	Zip	
Phone:		Business Phone:	
Purpose of Event: _____ _____			
<u>Event Location Information</u>			
Location of Event:			
Land Lot:	Parcel:	Zoning:	
Property Owner Name(s):			
Street Address Property Owner Address:			
Suite	City, State	Zip	

Additional Information

City Streets Requested to be Closed: _____

Type of Alcohol to be Served: ☐ Liquor ☐ Wine ☐ Beer

Will a tent be set up? ☐ Yes ☐ No

Tent Size:

Special Event permits are valid for a certain date or set of dates as listed on the application and approved by the City of Kennesaw.

The Business License Clerk must consider the following:

- Number of people to participate
- Anticipated traffic conditions at the time and date proposed for the activity
- Schedule of other similar activities for which permits may have been issued
- Adequacy of adult supervision for any minor scheduled to participate
- Availability of city personnel whose presence on duty may be required by the activity and by the necessity to protect the general public
- Adequacy of public facilities in the location proposed for the activity to accommodate the proposed activity and the normal public use of public facilities in the proposed location

Permit Checklist

The following items are required in order to submit an application for a Special Event Permit. If anything is missing, your application will not be processed.

- ☐ Completed Application
- ☐ Approval from Zoning Department
- ☐ Approval from Police Department
- ☐ Is there a street closing being requested? ☐ Yes ☐ No
If yes, ☐ Approval from City Council
- ☐ Proof of Liability Insurance (\$1,000,000)
- ☐ Notarized permission letter from property owner(s)/agent(s) if special event will occur on private property
- ☐ Proof of Applicant/Organizations's Business License (if applicable)
- ☐ List of Sub-Contractors performing work (if applicable)
- ☐ Approval by Building Services if a tent is set up. Tents need to be ready 24 hours before event for inspections. Tents are only inspected Monday through Friday by appointment only.
- ☐ Provide the city with a copy of a valid liquor license from a county or municipality within the state which authorizes the applicant to sell alcoholic beverages for consumption on the premises or by the package for consumption off the premises.

I have submitted all required items with my application.

I hereby certify the above information submitted by me is true and correct to the best of my knowledge. I agree to abide by all ordinances of the City of Kennesaw in regards to Special Event Permits.

Signature of Applicant

Date

Printed Name of Applicant

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____
OF 20____.

NOTARY PUBLIC

If requesting a road closing:

This application will be heard by Mayor and Council on _____ at _____.

A REPRESENTATIVE MUST BE PRESENT AT THE HEARING

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OFFICIAL USE ONLY

Zoning Signature and Date:	☐ Approved	☐ Denied
Police Dept Signature and Date:	☐ Approved	☐ Denied
Building Signature and Date:	☐ Approved	☐ Denied
City Manager Signature and Date:	☐ Approved	☐ Denied
Mayor and Council:	☐ Approved	☐ Denied
		Date of meeting: