



Parade, Event, or Public Assembly Permit Application

Application Information

Individual Applicants: If you are applying as an individual, simply complete the application with your personal information.

Groups or Organizations: If a group, organization, or association is hosting the event, provide:

- Name, address, and a brief description of the organization.

Use of Private Property: If any private property will be part of the event, the property owner(s) must agree to the event and be included on this application.

SUBMISSION DEADLINE: Applications must be submitted to City Hall **no later than 10 days** before the event. Permits will be issued only after review and approval by the necessary city departments and final authorization from the City Manager.

Organization Information

Name of Organization: _____

Street Address of Organization: _____

Organization Description: _____

Name of Representative: _____

Street Address of Representative: _____

Phone Number: _____ Email Address: _____

I understand it shall be unlawful to conduct any parade or public assembly, either fixed or processional, over, upon, or burdening the public properties of the City of Jesup, or employing facilities thereon, without first receiving a permit from the City Manager.

Public assembly means any meeting, demonstration, picket line, rally, or gathering of 10 or more people for a common purpose that interferes with the normal flow or regulation of pedestrian or vehicular traffic, or that requires exclusive use of all or any part of public areas or facilities open to the general public.

Event Details

- Name of Event: _____
- Event Date(s): _____
- Anticipated attendance (participants, vehicles, floats): _____
- Set-up Time: _____ Start Time: _____ End Time: _____ Area Cleared By: _____
- The exact location, or, if the parade or public assembly is processional or mobile, the route, the assembly area and the dispersal area. If the parade or public assembly is to pass thru, use or impact the use of any city park or square please identify such park or square and describe the proposed impact. If any street is to be closed or access restricted, please also describe. Description of Location/Route (attach map) and Impact on Parks, Squares and Streets:

- Event Type (provide the activities this event will consist of):

- Will sound amplification equipment be employed? ☐ Yes ☐ No If yes, explain:

- Does the applicant intend to provide event insurance? ☐ Yes ☐ No If yes, please complete insurance data section on following page.
- Will alcoholic beverages be sold/served? ☐ Yes ☐ No (Attach State alcohol license/permit)
- Will sales or vendors be present? ☐ Yes ☐ No (Attach vendor list and business licenses if applicable)
- Will tents be used? ☐ Yes ☐ No If yes, how many/sizes: _____
- Will portable toilets be provided? ☐ Yes ☐ No If yes, Quantity: _____
- Will dumpsters be used? ☐ Yes ☐ No
- Is electricity required? ☐ Yes ☐ No
- Will signs or banners be displayed outdoors? ☐ Yes ☐ No
- Will artificial lighting be employed? ☐ Yes ☐ No
- Will temporary structures be installed? ☐ Yes ☐ No (Provide description and measurements):

- Will vehicles be used? ☐ Yes ☐ No (Provide description and purpose of use):

- Security & Safety Plan (Provide a description of anticipated safety needs, including Police and Fire support. Additional event fees may apply.):

- Public Health & Sanitation Plan (Provide description of measures that will be taken to ensure public health and sanitation):

- Emergency/Contingency Plan (Provide a description of the provisions necessary to ensure the safety and welfare of parade or public assembly participants, as well as members of the public within the event area, including routes of access to and from the location):

- Will streets, parks, or public spaces be closed or restricted? ☐ Yes ☐ No (Provide details and times):

- Is this event in Downtown Jesup? ☐ Yes ☐ No (If yes, DDA Director signature required)

SECURITY FEES (IF APPLICABLE): Extra-Duty Police Officers are required at a rate of \$30.00 per officer, per hour, with a minimum of two (2) officers. All security fees must be paid in cash at the time the permit is approved.

Event Insurance Information

Name of Insured: _____	Is City an additional insured? ☐ Yes ☐ No
Name of Insurer: _____	Does the City have copy? ☐ Yes ☐ No
Limits of Insurance: _____	Effective Date of Policy: _____

Permission is hereby requested to hold the above Parade or Public Assembly in the City of Jesup:

_____ Applicant Printed Name	_____ Applicant Signature
_____ Applicant Phone Number	_____ Date

Return all applications to:

City Hall
Attn: City Manager
162 East Cherry Street
Jesup, Georgia 31545
(912) 427-1313

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FOR OFFICE USE ONLY – DO NOT COMPLETE

Parade, Event or Public Assembly Permit Application Internal Review Form

ADMINISTRATION

1. Application complete: ☐ Yes ☐ No
 2. Event Date: _____ Event Type: _____
 3. Event Location: _____ Event Fee \$: _____
- Reviewed by:** _____ **Date:** _____
- Forward to:* ☐ Police Department

POLICE DEPARTMENT

1. Security & Safety Plan adequate? ☐ Yes ☐ No Security Required? ☐ Yes ☐ No
 2. Traffic control/road closure plan adequate? ☐ Yes ☐ No
 3. Extra-Duty Officers Required? ☐ Yes ☐ No *Officers Needed:* _____ *Arrival Time:* _____
- Reviewed by:** _____ **Date:** _____
- Forward to:* ☐ Fire Department

FIRE DEPARTMENT

1. Security & Safety Plan adequate? ☐ Yes ☐ No
 2. Use of tents, structures, or open flame reviewed? ☐ Yes ☐ No ☐ N/A
- Reviewed by:** _____ **Date:** _____
- Forward to:* ☐ DDA ☐ Public Works ☐ City Manager

DOWNTOWN DEVELOPMENT AUTHORITY

1. Event located in Downtown Jesup? ☐ Yes ☐ No
 2. Notice to Downtown Merchants Provided/Required: ☐ Yes ☐ No
- Reviewed by:** _____ **Date:** _____
- Forward to:* ☐ Public Works ☐ City Manager

PUBLIC WORKS

1. Sanitation/cleanup plan adequate? ☐ Yes ☐ No
 2. Barricades Needed? ☐ Yes ☐ No Trash Cans/Dumpsters Needed? ☐ Yes ☐ No
- Reviewed by:** _____ **Date:** _____
- Forward to:* ☐ City Manager

CITY MANAGER

Additional Requirements or Conditions:

Application is: ☐ Approved ☐ Rejected

City Manager: _____ **Date:** _____