

# Recreation, Parks and Cultural Affairs

## Special Event Application



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

Special Event Applications must be presented (30) days in advanced of the requested date. The Department of Recreation, Parks & Culture Affairs does not provide any equipment. You are responsible for securing all equipment and/or other county services. Permit Questions and Special Event Request Contact: [lsdavis@dekalbcountyga.gov](mailto:lsdavis@dekalbcountyga.gov)

### **Applicant Information**

Contact Person: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone and Fax number: \_\_\_\_\_

Please provide a copy of one of these identifications:

\_\_\_\_ Valid Driver's License \_\_\_\_ 501 (c) (3) \_\_\_\_ Business Identity

### **Event Details**

Event Name: \_\_\_\_\_

Requested Location: \_\_\_\_\_

Date of event: \_\_\_\_\_ Alternate Date (If date requested is not available): \_\_\_\_\_

Set-up date: \_\_\_\_\_ Breakdown Completion date: \_\_\_\_\_

Actual event start time: \_\_\_\_\_ End: \_\_\_\_\_

Rain-Out or Alternate Date (If date requested is not available): \_\_\_\_\_

### **Event Categories: (Please circle all that apply)**

\_\_\_\_ Race/ Walk    \_\_\_\_ Festival    \_\_\_\_ Craft Show    \_\_\_\_ Carnival    \_\_\_\_ Rally

\_\_\_\_ Concert    \_\_\_\_ Parade    \_\_\_\_ Sporting Event    \_\_\_\_ Other

Please also provide a detailed description ON YOUR ORGANIZATION LETTERHEAD.

(\* Notice: Race/Walk-A-Thon—A copy of your proposed route or map, including assembly and disbanding area must be attached to this application. Also, contact the DeKalb Public Safety and apply for a permit.

Description of event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of participants expected \_\_\_\_\_ Number of event staff \_\_\_\_\_

**Please check all that apply:**

\_\_\_\_ Music      \_\_\_\_ Live Entertainment      \_\_\_\_ Food      \_\_\_\_ Bounce House

\_\_\_\_ Alcohol Sale/Consumption      \_\_\_\_ Tents      \_\_\_\_ Street Closure hours \_\_\_\_\_

\_\_\_\_ Pavilion needed      \_\_\_\_ Trash removal needed

Will alcohol beverages be served at your event? Yes \_\_\_\_\_ No \_\_\_\_\_ Time of sale: \_\_\_\_\_

**Fees & Charges:**

**Alcohol permit serve** - \$75 per day (to serve)

**Amplified Sound**- \$25 per day

**Vendor Permit**- \$225 per vendor

**Bounce House** – \$25

**Alcohol permit to sell** – Please contact Vernice Smylie, Accountant Tech. Sr. at Phone: (470) 586-3416 or Email: [vysmylie@dekalbcountyga.gov](mailto:vysmylie@dekalbcountyga.gov)

**Food Permit if you are cooking** onsite and it is not a vendor– Please contact Nakia Robinson, Environmental Health County Supervisor, Food Protection Program, Division of Environmental Health Phone (404)508-7903, Fax: (404)508-7979 or Email: [nakia.robinson@dph.ga.gov](mailto:nakia.robinson@dph.ga.gov)

**Police-** (If traffic control is needed or alcohol is being served) Please contact Sgt. Lambotte Phone: 70)528-8399 or Email: [jhlambotte@dekalbcountyga.gov](mailto:jhlambotte@dekalbcountyga.gov)

\*Client must provide proof of documentation stating adequate security needed

**Staging and Tent-** Please contact Larry Labbe, Fire Marshall Voice: Email: [llabbe@dekalbcountyga.gov](mailto:llabbe@dekalbcountyga.gov) .

\*Client must provide proof of documentation stating tents and staging has been approved

Important Notice: During of any event, the DeKalb County Recreation, Parks and Cultural Affairs requires organizers of the special event to provide a valid certificate of insurance showing: General Liability Insurance: \$1,000,000 minimum combined single limit for bodily injury and property damage, and alcoholic beverages served or sold at the event.

**CANCELLATION POLICY-** Lessee may terminate the Event Agreement without cause with 24 hours written notice. Refunds are given due to inclement weather.

**\*PLEASE NOTE\***

**A completed application, detailed description and proof of insurance is mandatory upon submission of application.**