

Special Event Permit Application

City of Villa Rica



Special Event Title: _____

Company: _____

Company Address: _____

Phone: _____ Fax: _____

Location/Site Master: _____

Cell: _____ Email: _____

Location/Site Master: _____

Cell: _____ Email: _____

Type of Project:

- | | |
|---------------------------------|--------------------|
| _____ Fair | _____ Tour |
| _____ Grand Opening Celebration | _____ Race |
| _____ Parade | _____ March |
| _____ Rally | _____ Assembly |
| _____ Festival | _____ Concert |
| _____ Holiday Celebration | _____ Bicycle/Run |
| _____ Block Party | _____ Other: _____ |

Description of Project: _____

Location(s) of Project: _____

_____ Commercial Location _____ Residential Location _____ City Park _____ Other

Please Note: If your Special Event occurs at a residential location and contains any of the two listed items below, a meeting with the City Manager is required a minimum of one week in advance before your application can be accepted and processed.

- 1) Full and/or Partial Lane and Street Closures
- 2) Requested Variances to any City of Villa Rica Ordinance

Contact Name to schedule the meeting: _____

Phone Number: _____

Email: _____

Names of Attendees to attend the meeting: _____

List any Alteration of Vegetation or Building Modifications that could remain permanent after completion of the project:

Number of Tents: _____ Square Footage of Each Tent: _____

List Tent Locations: _____

Will Portable Restrooms (Porta Potties) be utilized? _____ Yes _____ No

If yes, please list placement and locations:

SPECIAL EVENT PREP:

Dates: From: _____ To: _____

Hours: From: _____ am/pm To: _____ am/pm

Dates: From: _____ To: _____

Hours: From: _____ am/pm To: _____ am/pm

Dates: From: _____ To: _____

Hours: From: _____ am/pm To: _____ am/pm

Describe preparation activity: _____

SPECIAL EVENT:

Dates: From: _____ To: _____

Hours: From: _____ am/pm To: _____ am/pm

Dates: From: _____ To: _____

Hours: From: _____ am/pm To: _____ am/pm

Dates: From: _____ To: _____

Hours: From: _____ am/pm To: _____ am/pm

Describe Special Event Activity:

CLEAN-UP/CLOSE OUT:

Dates: From: _____ To: _____

Hours: From: _____ am/pm To: _____ am/pm

Dates: From: _____ To: _____

Hours: From: _____ am/pm To: _____ am/pm

Dates: From: _____ To: _____

Hours: From: _____ am/pm To: _____ am/pm

Describe clean-up/close out activity: _____

****Please Note:** The following three items must be provided when applicable:

- 1) Site Plan – Showing Special Event Location
- 2) Proof of Permission from Property Owner for use of the Special Event Location
- 3) Notification of Neighbors and Businesses affected by Special Event Location

Uses: (Please check applicable)

_____ Street Closure _____ Lane Closure _____ Other: _____

If any of the above are checked, please give a detailed description, including dates and times:

Services Required: (Please check applicable)

_____ City Police _____ City Parks _____ Fire Department
_____ Sanitation _____ Transportation _____ Other: _____

**City of Villa Rica shall be utilized if available

If any of the above are checked, please give a detailed description:

Elements and Special Effects or Stunts: (Please check applicable)

_____ Generator(s) _____ Special Lighting/Lighting Cranes
_____ Music Playback _____ Smoke/Fire/Pyro
_____ Vehicles _____ Animals
_____ Other: _____

If any of the above are checked, please give a detailed description:

Please list any Special Requests not already covered: _____

Please Note:

*The City reserves the right to deny any Special Event that is not within the best interests of the City and its Residents.

**No Event Permit shall be issued more than once per quarter at any one residential location and shall be of no more than 14 consecutive days in duration, unless otherwise previously requested and approved by the City Manager.

Hold Harmless Agreement

The applicant agrees to indemnify the City of Villa Rica and to be solely and absolutely liable upon any and all claims, suites and judgements against the City and/or the applicant for personal injuries and property damages arising out of or occurring during the activities of the applicant, his/her (its) employees or otherwise. The applicant further agrees to comply with all pertinent provisions of Georgia laws, rules and regulations. This permit may be revoked at any time.

Applicant Signature

_____/_____/_____
Date

Permit Fee: \$100.00 per day

\$500.00 Sanitation Bond required if event occurs in a City Owned Park or Facility

For additional information, contact the Community Development Department at 770-459-7000.