



Special Event Application for 5K, 10K, or Marathon

In order to ensure a smooth review, process the application will receive direction, as applicable from the City Manager once the application has been submitted in its entirety. All concerns and details must be addressed and confirmed by the organizer, as well as, accepted by designated city staff prior to a permit being issued. Application must be submitted to the city manager at least sixty (60) days prior to the event.

Today's Date: _____ Application Fee Submitted: _____

- **A non-refundable application fee of \$50.00 is required at time of application submittal for processing and consideration.**

SECTION 1

1. Name of Event: _____

2. Date(s) & Time of Event: _____

3. Location of Event: _____

4. Sponsoring Organization(s):

Name: _____

Address: _____

Phone: _____ Cell: _____

Email: _____

5. Contact person information:

Name: _____

Address: _____

Phone Number(s): _____

Email: _____

6. Describe the Event: _____

7. Estimated number of people to attend the event: _____

8. Have you ever done this event before? If yes, list dates and locations: _____

9. List media sponsors and/or marketing plan: _____

10. List any additional contact person(s) involved in the planning of the event: _____

11. What is the plan for clean up and recycling? (Disposal of grease, trash, etc.) _____

12. Please list any streets requesting to be closed, specify dates and times: _____

13. Please list any City property that you would like to use: _____

14. Please list any bands, emcees, or onsite promoters attending this event: _____

SECTION 2

Please describe your special event experience and the experience of the sponsoring organization in producing events.

Please list two (2) references:

1) Name: _____

Address: _____

Phone: _____

2) Name: _____

Address: _____

Phone: _____

SECTION 3

- 1. Vendors (Organizer must submit all Vendor Applications with payment no later than two (2) weeks prior to the event. Habersham County Health Department must be contacted for approval of food vendors forty-five (45) days before the event.
- 2. Department of Public Works (DPW) Request(s) (Current labor/equipment fees will apply)

DPW Item	Amount
Traffic Cones	
Barricades	
Trash Cans	
Other (please list)	

List other services that are requested. Costs will be determined: _____

3. Street Closures

a. List requested streets: _____

4. Parking Lot Closures:

a. List requested parking lots: _____

5. Commercial truck parking:

a. Please describe: _____

6. Police Detail (Current labor/equipment fees may apply):

a. Please describe: _____

7. Fire Detail (Current labor/equipment fees may apply):

a. Please describe: _____

8. Additional Security:

a. Please describe: _____

9. Temporary Structures (ie. Tents, booths, stages, etc)

a. Please describe: _____

SECTION 4

Additional Requirements:

1. A map showing the racecourse. **(Due with application)**
2. A non-refundable, Special Events Permit Fee in the amount of \$50.00 in the form of a cashier's check or money order, made payable to the City of Cornelia **(Due with application)**

**INDEMNIFICATION AGREEMENT AND ACCEPTANCE
TO ADHERE TO APPLICATION REQUIREMENTS**

I, individually and as the Agent representing the Event Organization, do hereby agree to indemnify and hold harmless the City of Cornelia, Georgia, its officers, agents, employees and contractors from and against any and all loss, damage, claim, demand, liability or expense by reason of any damage or injury to property or person which may be claimed to have arisen as a result of or in connection with the occupancy or use of listed event premises during the time period of said event.

Such obligation to indemnify and hold harmless shall continue notwithstanding any negligence or comparative negligence on the part of the city relating to such loss or damage, except for loss or damage arising from the sole negligence or willful misconduct or gross negligence of the city, and shall include all costs, expenses and liabilities incurred by the city in connection with any such claim, suit, action or cause of action, including the investigation thereof and the defense of any action or proceeding brought thereon and any other judgement or decree which may be entered in any such action or proceeding as a result thereof. These provisions shall survive the expiration or earlier termination of the use of premises. Nothing in this Agreement shall be construed to affect in any way the city's rights, privileges, and immunities as set forth in Georgia Statutes and/or the Constitution of the State of Georgia.

Representative Signature: _____

Date: _____

Notary Public: _____

(SEAL)

Event representative listed above must be in attendance and readily available for the duration of the event.

INTERNAL USE BELOW

Staff signatures, by city department heads listed below, indicate the special event application has been reviewed and department needs are accepted as requested. All signatures are required prior to the city manager taking action on the application.

Department	Signature	Date
Public Works Director		
Public Safety Director		
Main Street Manager		

Comments: _____

ADMINISTRATIVE APPROVAL

City Manager: _____ Date: _____



Application Review Verification	Date
Application & Course Map Received	
Sent out for internal review	
Meeting of Department Heads	
Meeting with Department Heads & Organizer	
City Services Accepted & Confirmed	
Proof of Non-profit Status	
Vendor Permit Applications Received	
Any additional requirements (list below)	
City Manager Approval: Approve/Deny	
All invoices for city services paid	
Permit Issued to Race Organizer	
Copy of permit sent to Department Heads	

Additional Requirements: _____
