



Special Events Application

The City of Cornelia recognizes that special events play a significant role in the livelihood of the community. Events can enhance the experiences of residents and visitors by providing recreation, cultural, and educational opportunities while attributing to the economic health of the community. It is our goal to assist event organizers in planning safe and successful events that have minimal impact to the areas surrounding the event. To keep the public's best interest in mind, a special event application is required for persons/organizations wishing to host an event upon public or private property where: 1) municipal services are reasonably anticipated, actually required, or requested, 2) special permitting which includes, but is not limited to, parking, use of location, and vendor permits. The special event application shall be completed and submitted for consideration with all requested information **at least one hundred & twenty (120) days prior to the event.**

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.

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: Event Information

1. Name of Event: _____
2. Date and time of Event: _____
 - a. Setup: Date/Time Period: _____
 - b. Breakdown: Date/Time Period: _____
3. Location(s): _____

- A site plan of the event area drawn to scale and depicting all event structures is required at time of application submittal.
- If location and/or activities will impact merchants and/or residents, written documentation, with application submittal is required as noted in Section 5.

4. Event organization: _____
- a. Is the Organization: ___ Commercial ___ Non-profit/Tax Exempt (Non-profit/tax exempt organizations shall attach non-profit status/GA tax exempt certificate)
5. Event Representative: _____
- Address: _____
- Phone: _____ Email Address: _____
6. Phone number and/or website for public event information: _____
- _____

Section 2: Event Details

1. Is this event: ___ Open to the public ___ Private Invitation only
2. Describe event and its goals: _____
- _____
3. Have you ever done this event before? ___ If yes, list dates and locations: _____
- _____
4. Estimated Number of people to attend the event: _____
5. Describe the parking arrangements during event in detail: _____
- _____
- Please attach a drawing of the parking plan.
6. What is the plan for cleanup (disposal of grease, trash, etc.) _____
- _____
- _____
7. Please list any entertainment, bands, emcees or onsite promoters attending this event:
- _____
- _____
8. Describe Sound Equipment: _____
- _____
9. List event sponsors and marketing plan: _____
- _____
10. List any additional contact person(s) involved in the planning of this event: _____
- _____
- _____

SECTION 3: REFERENCES

1. Please list your previous special event experience in producing events: _____

2. Please list two (2) references excluding City Officials and Staff:

a. Name _____

Address _____

Phone _____

b. Name _____

Address _____

Phone _____

SECTION 4: OTHER REQUESTS

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	
Street Sweeper	
Back-hoe	
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: _____
-
- o If off duty police officers are hired, organizer is responsible for contracting directly with the individual(s) and paying fees direct as agreed upon.
7. Fire Detail (Current labor/equipment fees may apply):
- a. Please describe: _____
-
- o If off duty fire department staff are hired, organizer is responsible for contracting directly with the individual(s) and paying fees direct as agreed upon.
8. Fireworks: (Applicant to contact Habersham County directly for permit)
9. Additional Security:
- a. Please describe: _____
-
10. Parade/Procession (Current labor/equipment fees may apply):
- a. List requested parade staging area and route: _____
-
- o Parades are required to start on Saturdays no later that 12:00 PM.
11. Amusement Rides (Insurance from providing company is required no later than two (2) weeks prior to the event).
12. Temporary Structures (ie. Tents, booths, stages, etc)
- a. Please describe: _____
-

SECTION 5: ADDITIONAL REQUIREMENTS

- A non-refundable special event application fee is required at the time application is submitted. The application will not be processed without the application fee of \$50.00. Checks should be made payable to the City of Cornelia.
- The organizer/applicant is responsible for notifying merchants/residents impacted by the proposed event about the event location(s) and activities. Organizer/applicant must provide written documentation confirming notification and acceptance of merchants and/or residents prior to the event application being submitted for consideration.
- Insurance, as indicated below, is required at least two (2) weeks prior to the Event. Failure to provide insurance will result in the cancellation of the Event.

	Private Property	Public Property
Private Invitation	Organizer is responsible to obtain necessary insurance as deemed appropriate by property owner	Signed Indemnification Agreement required
Open to The Public	Signed Indemnification Agreement required. Organizer is required to obtain necessary insurance as deemed appropriate by property owner	Signed Indemnification Agreement required and a \$1 million certificate of insurance, with the City of Cornelia listed as additional insured and certificate holder

The application will go through the review process again if substantial changes are made or additional needs are requested. Additional application fees will result.

SECTION 6: STANDARD EVENT APPLICATION POLICIES AND PROCEDURES
(in accordance with the Special Event Ordinance)

Application Process & Determination of Application

1. In order to ensure a smooth review process for permission of proposed event, the organizer the City's Main Street Manager, then applicable Department Heads and City Manager to review the application so that all concerns and details are addressed and agreed upon. Proposed events are considered on a first come, first serve basis, regardless of the size and scope of the event.
2. After reviewing the comments of all affected Departments of the city, based on the specifics of the proposed event, approval or rejection to proceed with the application process will be determined.
3. Municipal services will be considered at the time of the application review to determine the level city staffing and financial resources necessary.
 - a. The city manager shall communicate municipal service fees required to defray the costs of city services for the proposed event determined based on actual expected costs with the organizer. The organizer shall have the right to accept or reject fees required. Accepted fees shall be paid prior to event activities. Rejected fees may be appealed to the Mayor and Commission in accordance with the ordinance.
 - b. The level of services required shall be reasonably determined based on the following factors:
 - i. The size of the assembly and anticipated attendance.
 - ii. The location of the event to determine the potential for pedestrian and vehicular congestion.
 - iii. The impact on public health and safety with the timing, goals, and activities of the event.
 - iv. Whether the assembly is specifically designed and staffed to handle the anticipated needs and effects of the anticipated number of attendees.
4. The city manager may grant or deny an application in a timely fashion upon processed application fee and review of the application by the necessary city staff. This administrative determination shall be objective and must meet the following criteria: exclusive use of city property, minimal impact on neighboring residents and businesses, small scale activities with some special requirements, temporary use of public parks or public facilities, and no street closures.
5. The city manager, in consultation with directors of the affected departments, may also impose any necessary restrictions or conditions to be observed in accordance with public safety, environmental, and administrative considerations involved in the application.
6. The city manager may deny an event application in writing, clearly stating specific reasons based on one or more of the following:
 - a. The permit application is incomplete; a complete application is one that provides all the information or items required by this Article regardless of the sufficiency of the information or item.
 - b. The application fee has not been paid.
 - c. The proposed event location is unsuitable.
 - d. The proposed event is unlawful.
 - e. The application contains a material falsehood or misrepresentation.

- f. It reasonably appears that the proposed event will present a clear and present danger to the public safety or health.
 - g. The proposed event is of such a nature or duration that it cannot be reasonably accommodated in the particular location.
 - h. The applicant portrays malicious intent during the application review meeting(s) or has refused to attend or participate in review meeting(s).
7. The city manager may impose reasonable conditions on any granted permit concerning the time, place or manner of holding a special event as is necessary to coordinate municipal services, multiple uses of public property, assure preservation of public property and public places, prevent dangerous, unlawful or impermissible uses, protect the safety of persons and property and to control vehicular and pedestrian traffic in and around the event location.
 8. The organizer may appeal a determination of denial to the Mayor and Commission by filing a letter with the city clerk within three (3) business days.
 9. All permit applications shall be deemed granted as applied for if the city manager does not grant, grant with conditions, or deny the permit in writing within sixty (60) calendar days of confirmed receipt of a thorough application and processing fee.
 - a. Automatic permission is conditioned based on receipt of prepaid municipal service fees.
 - b. The automatic granting of permits provided in this section shall not apply upon expressed intent to deny a permit by the city manager. The applicant has the opportunity to pursue reconsideration as detailed in Article 3.

Planning Department

1. Building Permits – an applicant shall obtain the applicable permits including, but not limited to, electrical, plumbing, mechanical, and structural from the city’s building official at least thirty (30) days prior to the scheduled event. An applicant may be required to obtain other permits pursuant to state law, city ordinances and the International Building Code. The building official shall make inspections deemed necessary to ensure that all building code standards are followed. Non-compliance of any building code standards may be cause to cancel the event.
2. Any person or organization which is granted a special event permit shall comply with all applicable laws, ordinances and building codes pertaining to the event.
3. The person or organization receiving a special event permit shall be responsible for ensuring that its contractors and subcontractors obtain all permits and comply with applicable laws, ordinances and building codes.

Department of Public Works

1. The site of the event must be left in its original condition or additional charges will apply.
2. Temporary structures may not be anchored into the ground. If damage is done to city property, applicable fines and/or fees shall be billed and paid by the event applicant.
3. Streets may be closed in connection with a special event at the discretion of the city manager having due regard to public safety and environmental effects of such closings. All reasonable steps are taken to minimize adverse impact upon the community.
4. It is the responsibility of the event organizer to provide adequate toilet facilities during the event appropriate for the anticipated attendance. Location(s) of said stations shall be indicated on provided site plan. One chemical toilet for every 200 people is recommended.
5. In the case of requested and approved permission for pole banner and/or flag hangings, the applicant is financially responsible for costs incurred with the installation and/or dismantling.

Financial

1. The applicant shall be financially responsible for any cleaning, replacement and repair to municipal property or its accompanying articles requiring city clean-up after completion of the special event.
2. The applicant shall be financially responsible for extra personnel hours incurred by the city as a result of the use of municipal personnel.
3. The personnel hours shall include the Police Department, Fire Department, and Department of Public Works necessary to monitor, check, observe, control or otherwise regulate any phase of the special event, including without limitation to any planning, on-site management of the special event and support of any activities.

Public Safety Department

1. In the interest of public safety, the Public Safety Director must review and approve all event applications.
 - a. The Public Safety Director will determine whether or not police and fire personnel are needed, and the event applicant shall pay for said services.
 - c. The Public Safety Director will review the site plan to assure that public safety vehicle access is sufficient.
2. The applicant shall comply with security and safety guidelines set by the Public Safety Director.
3. The Fire Chief must approve all applications in which fire works and/or pyrotechnics, and the use of open flame are requested.
4. Event participation by the Police Department and Fire Department must be requested in Section 4.

Indemnification and Insurance

1. The applicant must sign the Indemnification Agreement at time of submitting the application. Prior to the issuance of the special event permit, the applicant shall maintain, at its sole expense, public liability insurance covering the city properties and resultant thereof, naming the city as an additional insured, in the amount of \$1 million.
2. The applicant shall pay the premiums of the public liability insurance before the issuance of the special event permit. The applicant shall furnish and deliver to the city manager certificates of insurance, as described in Section 5, evidencing the existence of public liability insurance in the amounts described above. Each policy shall provide that the city receive not less than thirty (30) days written notice of cancellation, expiration to termination to public liability insurance. In the event that such insurance is cancelled, expired or terminated, the applicant shall be required to obtain insurance immediately and furnish proof to the city manager. If such valid insurance is not obtained within twenty-four (24) hours after cancellation or termination, the city manager shall revoke the special event permit, and the special event shall cease. The applicant shall be responsible for submitting all certificates or insurance of its contractors and subcontractors.

Sale of Alcohol

1. Events involving alcohol sales/distribution must complete a temporary alcohol license application for consideration. The application and information can be obtained from the city clerk.
2. Each vendor selling alcohol is responsible for obtaining a temporary alcohol license from the city clerk.

3. The applicant and/or vendor is responsible for obtaining all necessary licenses or permits from the state of Georgia.

Sale of Food or Merchandise

1. The sale of food at an event requires a permit from the Habersham County Health Department. The food vendor needs to contact the Habersham County Health Department at least 45 days prior to the event.
2. Event organizers are responsible for obtaining Vendor Permits for all vendors. Vendor permit applications are due with payment to the city clerk no later than two (2) weeks prior to the event.
3. A method must be established for the removal of used cooking oils, grey water or any other solvents from the event site. The event organizer will incur costs imposed by the city, county, and state if any solvents are left or discarded at the event site.
4. All debris in the Vendor set up area must be contained at all times. The event applicant will be charged an hourly rate and dumping fee by the city if any debris is left and disposed of by the Public Works Department.

**SECTION 7: 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 & Site Plan Received	
Sent out for internal review	
Meeting of Department Heads	
Meeting with Department Heads & Organizer	
City Services Accepted & Confirmed	
Certificate of Insurance Received	
Amusement Ride Insurance Received	
Letter of Permission Received	
Resident/Business Notification Letter Received	
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 Event Organizer	
Copy of permit sent to Department Heads	

Additional Requirements: _____
