



Special Events Check List & Application

Before submitting your application, please include

	\$50 Application Fee
	\$50 Alcohol Fee (if applicable)
	Approved Food Permit
	Insurance Certificate
	Gwinnett County Fire Department Approval (if applicable)
	Gwinnett County Police Department Approval (if applicable)
	Traffic Plan (if closing roads or impacting traffic)
	Race Route (if applicable)
	Signed Agreements (MOUs, IGAs, etc., if applicable)
	Site Plans, including locations for First Aid, Trash/Recycling Collection, Restrooms, Crowd Control, Tents, Banners and Signs
	Parking Plan
	Communications Plan
	Filming Permit Fee: \$100

Helpful Numbers:

- Gwinnett County Health Dept: 770.339.4260
- City of Peachtree Corners: 678.691.1200
- GA Department of Revenue (Alcohol Permits): 404.4174.4900
- Gwinnett County Fire Dept. (Tents): 678.518.4800

Event Summary

Event Title:	
Event Description and Purpose:	
Event Location: (include site name, address, etc.)	<p><i>Note: if you are planning a special event (especially runs, walks, festivals) around Peachtree Corners, please be aware of ongoing road construction in that area. This work could impact previously used roadways. Please check in advance to make sure your location is available for use.</i></p> <p>Site Name (if applicable): _____</p> <p>Address: _____</p> <p>City/State/Zip: _____</p>
Event Type: (check all that apply)	<p style="text-align: center;"> Run Walk Parade/March Bike Tour Street Fair </p> <p style="text-align: center;"> Circus/Carnival Triathlon Biathlon Concert Film </p> <p style="text-align: center;">Other _____</p>
Is a road or driveway closure requested?	
Are you:	<p style="text-align: center;"> Serving Alcohol Using Fireworks Setting up tents </p>
Requested Event Date:	<p>First Choice: _____</p> <p>Second Choice: _____</p>
Times:	<p>Event Start: _____ Set Up Begins: _____</p> <p>Event End: _____ Clean Up Ends: _____</p>
Is this an annual event? If yes, how many years? Where was the event held in prior years?	
Estimated Attendees:	

<i>Office Use Only</i>
Date Submitted: _____
Road Closure: _____
Permit Approved: _____

Contact Information

The organization contact must be the person in charge of management and is responsible for the event. The applicant contact must be a representative of the organization who has been authorized to plan the event. The applicant must be available to work closely with the City's Special Events Committee for reserving City resources and staffing. For Film, Television and Move permit applications, the Organization is the production company and the Applicant is the Producer and Production Manager.

Organization Name:	
Contact Name(s):	
Street Address:	
Work Phone:	
Cell Phone:	
Email Address:	
Is this organization a commercial entity?	
Is this organization a nonprofit entity?	<i>If yes, attach copy of IRS 501(c) tax exemption letter.</i>

Special Planning Items

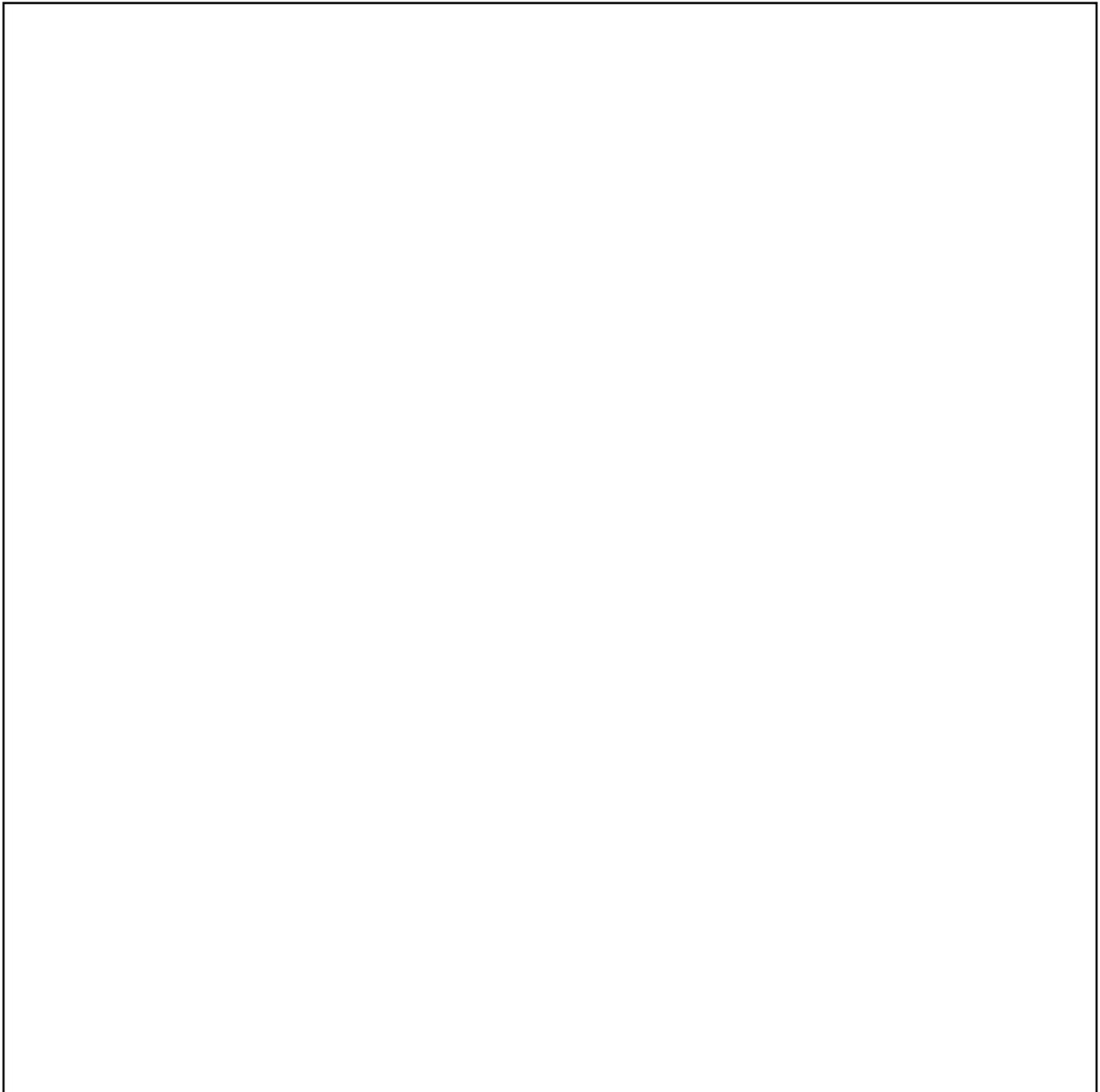
Will the event require the use of fireworks?	Yes No <i>If yes, provide required documentation, including proof of permit submission.</i>
Will alcohol be served?	Beer Beer and Wine Alcohol Sales Beer, Wine & Spirits Free/Host Alcohol Host and Sale Alcohol Other _____ <i>If yes, provide required documentation, including proof of permit submission.</i>
Will a tent or tents be installed?	Yes No <i>If yes, what size? _____ ft X _____ ft</i> <i>Total Number of Tents: _____</i>
Will this event require signs/banners?	Yes No <i>If yes, provide location, size, height and number of signs/banners on your site plan.</i>

Event Location

Site Map description should be a detailed narrative including a description of activities in the event, such as event entry and exit, water stations, sags stops, start/finish sites, inflatables, and a time line of your event. Please write this description in the space provided below or attach the description as a Word Document.

Routes need to be approved by the City. Surrounding businesses that will be impacted by the event must be notified and proof of notification must be presented with the application no later than 30 days prior to the event. The City of Peachtree Corners cannot create site maps/routes or traffic plans, but is willing to review them or refer you to a professional event planner. Please keep in mind that no temporary sanitary facility or trash receptacle may be located within 100 feet of a property line of any residential use and no tent, table or other temporary structure shall be located within 250 feet of a property line of any residential use.

Note that you must submit two copies of your site plan, including the traffic and parking/shuttle plan (with curb and traffic patterns) with your completed application.



Submission

In addition to the nonrefundable application fee, producers of each event are responsible for any additional costs incurred by the City as determined by representatives of each department prior to issuance of the Special Event Permit.

The applicant, and if applicable, the professional event contact, must complete, sign, and date this application and submit along with a copy of a valid Georgia driver's license to:

**City of Peachtree Corners
310 Technology Pkwy
Peachtree Corners, Georgia 30092**

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understood, and agreed to abide by the rules and regulations governing the proposed special event under the City of Peachtree Corners Municipal Code. I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager's designee. I agree to comply with all other requirements of the city, county, state, federal government, and any other applicable entity which may pertain to the use of the event venue and the conduct of the event. In the event that a possessory interest subject to property taxation is created by virtue of this use permit, I agree to pay all possessory interest taxes and the City shall not be liable for the payment of such taxes I further agree that the payment of any such taxes shall not reduce any consideration paid to the City pursuant to this use permit. I agree to abide by these rules, and further certify that I, on behalf of the Organization, am also authorized to commit that Organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the City of Peachtree Corners.

I certify that I understand as a condition to the issuance of a temporary Special Event Permit, the producer/organizer shall indemnify and hold harmless the City, its officers, employees, and agents from liability of all personal or property damages arising from any acts or omissions emanating from a special event. The producer/organizer shall indemnify and hold harmless the city from all claims, attorney fees or lawsuits for personal injury, or property damage arising from or in any way connected to the special event.

I, _____, Applicant, do solemnly swear subject to criminal penalties for false swearing, that the statement and answers made by me to the foregoing questions in this application for a City of Peachtree Corners Special Event Permit, are true, and no false or fraudulent statement or answer is made herein to procure the granting of such license.

Applicant Signature

Date

Notary

Commission Expires

Film, Television and Video Permit Guidelines

1. Applicant must request permission to use City property or private property for a film production prior to submission of the application.
2. Submit the film permit application to the Community Development Department at 310 Technology Pkwy, Peachtree Corners, GA 30092.
3. If streets are to be blocked the permit application must be approved by the Mayor and City Council.
4. If roads are to be blocked or traffic disrupted in any manner, police officers must be scheduled at a minimum of three hours per day. This arrangement can be made by the applicant through the Gwinnett County Police Department at 770-513-5100.
5. Removal, cutting or trimming of vegetation in the public right-of-way is prohibited unless specifically approved by the permit.
6. No film activity which involves the use of explosives, pyrotechnics, fire, smoke-making machines or other special effects may be undertaken unless specifically approved by the Gwinnett County Fire Department at 678-518-4980.
7. Tents or temporary membrane structures having an area in excess of 200 square feet or canopy in excess of 400 square feet require inspection by the Fire Marshal.
8. If permission is granted by the City, a written permit will be issued including time, date and location of filming and acceptable activities within the scope of the permit.
9. Upon receipt of the permit, the production company must provide a certificate of insurance naming the City of Peachtree Corners as an additional insured. The City requires an insurance policy rider for general liability and worker's compensation for \$1,000,000 each occurrence and aggregate with endorsement naming the City of Peachtree Corners as additional insured.
10. Upon receipt of the permit, the production company must notify affected business and property owners. Compensation may be necessary if business and home environments are greatly disrupted. When filming in a residential neighborhood, a 2' x 3' sign shall be posted at the end of each street where filming will occur. The sign shall indicate the date & time of filming and shall include a contact phone number.
11. The City shall require the production company to have the permit on site at all times.
12. Upon completion of work, all materials and debris shall be entirely removed and the right-of-way left in a satisfactory condition. Any costs for clean-up by the City will be charged to the permit holder.
13. Emergency vehicle access shall be maintained at all times. EMS personnel are required on-site for productions with stunts being performed.
14. A separate permit from the Gwinnett County Fire Marshal shall be obtained to ensure safety for crew members, the public, and surrounding properties. This permit may be obtained from the Gwinnett County Fire Department at 678-518-4980 or contact: jim.egan@gwinnettcountry.com.