SPECIAL EVENT PERMIT APPLICATION

Dunwoody
Smart people – Smart city
41 Perimeter Center East | Dunwoody, GA 30346
Phone: (678) 382-6700 | Fax: (678) 382-6701

* Special Event Information

Name of Event: _____

Event Website: _____

Projected Attendance: _____

Location of Event (street address): _____

Is the Event Location: ☐ Private Property ☐ Public Property ☐ Streets or Right-of-Way

Event Date(s): _____

Actual Event Hours: _____

Date(s) for Prep/Setup: _____ Hours for Prep/Setup: _____

Date(s) for Cleanup: _____ Hours for Cleanup: _____

Event Includes (check all that apply): ☐ Temporary Signs ☐ Temporary Structures/Tents ☐ Fireworks

☐ Use of Streets or Right-of-Way ☐ Consumption of Alcohol ☐ Food Preparation ☐ None of the Above

* Event Contact Information

Company/Organization: _____

Event Producer Name: _____

Address: _____

Phone: _____ Cell: _____ Email: _____

Event Sponsor (if different): _____

Phone: _____ Cell: _____ Email: _____

Race Director (if applicable): _____

Phone: _____ Cell: _____ Email: _____

* Terms & Conditions

I hereby agree that as a condition to the issuance of a Special Event Permit, the Producer of the Event shall indemnify and hold the City of Dunwoody harmless from claims, demand or cause of action which may arise from activities associated with the event.

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

I hereby certify that the site plan and description provided will be constructed and/or used in accordance with all applicable zoning ordinances and laws governing the City of Dunwoody, Georgia.

I hereby state and understand that should a complaint be filed against the Producer of the Event for violation of any regulation associated with the application for the City of Dunwoody Special Event Permit, the permit issued for the event will immediately become void and will not reissue for the same location.

The City of Dunwoody reserves the right to photograph and videotape all its activities, events, camps, classes, programs, and facilities for promotional purposes. The participant hereby releases the City from any liability resulting there from.

Producer's Name: _____

Producer's Signature: _____ Date: _____

Sworn and Attested before me on this _____ day of _____ 20 _____

Notary Signature: _____

Notary Name: _____

SPECIAL EVENT REQUIRED DETAILS

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* **Schedule of Proposed Activities** (include any prep time, actual event hours, and clean up)

* **First Aid/Medical Support Plan** (include company/individual's contact information)

* **Waste Disposal and Recycling Plan** (include number of each receptacle, name and contact information of person in charge of monitoring bin capacity, company responsible for waste/recycling removal, and schedule for removal)

* **Restroom Facilities Plan** (include location of facilities or number of portable facilities)

* **Parking and Traffic Control Plan** (include both on-site and any off-site locations as well as details regarding anticipated traffic flow to and from event)

* **Security and Crowd Control Plan** (include details for both event as well as security for any time between assembly/set-up and the start of the event)

SPECIAL EVENT REQUIRED APPLICATION ATTACHMENTS

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REQUIRED ATTACHMENTS:

- **Site Plan**
  - For events/festivals show the event layout
    - Include the location of any tents or other temporary structures, first aid facilities, waste and recycling facilities, restroom facilities, and parking facilities
  - For 5Ks and other road races in addition to an event layout for the start/finish of the race also attach a map of the race route(s) **and** turn-by-turn directions
- **Proof of Permission of Property Owner**
  - Private Property – attach a letter or contract documenting permission
  - Public Property – attach a facility rental application and applicable rental fees
- **Proof of Notification of Neighboring Residences and Businesses**
  - Notification must be in written form but can be an event flyer, advertisement, or letter
- **Application Fee**
  - The application fee is $50 plus an additional $10/day for multiple day events (or events with setup/cleanup outside of the main event day). The City accepts cash, check (payable to City of Dunwoody), or credit card (Visa or Mastercard).

IF APPLICABLE, ADDITIONAL REQUIRED ATTACHMENTS:

- **Temporary Signs**
  - If your event anticipates posting any signs (including small, directional signs), please complete and attach the Special Event Signage Application.
- **Temporary Structures**
  - If your event anticipates erecting any temporary structures (including tents) over 200 square feet, attach scaled drawings including points of entry/exit for enclosed or partially enclosed structures. Please attach flame retardant certificates for any tents. Once assigned a Dunwoody routing number you will need to take your application to the DeKalb County Fire Marshal for additional review.
- **Alcohol**
  - If your event includes alcohol, those providing/selling/serving the alcohol must either complete and attach a Special Event Alcohol License Application or have other appropriate current, valid licenses from the City for providing/selling/serving alcohol.
- **Food Preparation**
  - If your event is longer than 48 hours and includes the preparation of food, those preparing food must comply with DeKalb County Board of Health regulations.
- **Fireworks**
  - If your event includes pyrotechnics or open fames, attach detailed plans. Once assigned a Dunwoody routing number you will need to take your application to the DeKalb County Fire Marshal for additional review.