

SPECIAL EVENT PERMIT APPLICATION



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

*** Special Event Information**

Name of Event: _____	
Event Date(s): _____	Application Date: _____
Applications must be filed 60 days in advance of the event	
Actual Event Hours: _____	
Date(s) for Prep/Setup: _____	Hours for Prep/Setup: _____
Date for Cleanup: _____	Hours for Cleanup: _____
Event Website: _____	
Projected Attendance: _____	
Location of Event (street address): _____	
Is the Event Location: <input type="checkbox"/> Private Property <input type="checkbox"/> Public Property <input type="checkbox"/> Streets or Right-of-Way	
Event Includes (check all that apply): <input type="checkbox"/> Temporary Signs <input type="checkbox"/> Tents/Temporary Structures <input type="checkbox"/> Fireworks	
<input type="checkbox"/> Use of Streets or Right-of-Way <input type="checkbox"/> Consumption of Alcohol <input type="checkbox"/> Food Preparation <input type="checkbox"/> 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 events, camps, classes, programs, and facilities for promotional purposes. The participant hereby releases the City from any liability resulting

Producer's Name: _____		
Producer's Signature: _____	Date: _____	
Sworn and Attested before me on this _____ day of _____ 20 _____		
Notary Signature: _____		

SPECIAL EVENT REQUIRED DETAILS



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- * **Schedule of Proposed Activities** (include or attach information on any prep time, actual event hours, and clean up)

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

- * **Waste Disposal and Recycling Plan** (include or attach information on 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 or attach information on number of portable facilities and describe location)

- * **Parking and Traffic Control Plan** (include or attach information on 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 or attach information on security and crowd control for both the event and any time between assembly/set-up and the start of the event)

**Please feel free to submit additional pages
with clarifying information.**

SPECIAL EVENT REQUIRED APPLICATION ATTACHMENTS



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REQUIRED ATTACHMENTS:

*** Site Plan**

- For events/festivals please show the event layout including 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 non-refundable 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 the event includes signs at or directing to the event (including small, directional signs), please complete and submit the Special Event Signage Application and remit the sign deposit.

*** Temporary Structures**

- If the event includes tents or any temporary structures over 400 square feet (with sides), 700 square feet (without sides), or a total of 700 square feet, you will need to complete and submit a Dunwoody Building Permit and obtain a routing number for plan review by the DeKalb County Fire Marshal. ***The DeKalb review process take approximately eight weeks.***

*** Alcohol**

- If the event includes alcohol, those selling or serving the alcohol must either complete and attach a Special Event Alcohol License Application or have other appropriate current, valid licenses.

*** Food Preparation**

- If the event includes the preparation of food, the event must comply with the DeKalb County Board of Health regulations: <http://www.dekalbhealth.net/envhealth/food-safety/rules-and-regulations/>

*** Fireworks**

- If the event includes pyrotechnics or open flames, attach detailed plans. Once assigned a Dunwoody routing number, the organizer/producer will need to take the application to the DeKalb County Fire Marshal for additional review.

SPECIAL EVENT FREQUENTLY ASKED QUESTIONS



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* **Review Process – How far in advance do I need to apply?**

- The adopted Special Event Ordinance requires that all applications for Special Events be submitted 60 days prior to the planned event to allow for review and processing.

* **Overall - Who can help me navigate the process?**

- Ronnie Kurtz: (678) 382-6717 or ronnie.kurtz@dunwoodyga.gov
Ronnie handles the intake of all Special Event Permit applications and coordinates between the different internal departments that review all applications.

* **Facility Rental – How do I rent a pavilion or park?**

- Rachel Greenlee: (678) 382-6853 or rachel.greenlee@dunwoodyga.gov
Rachel handles the intake and scheduling of all facility rental applications and can help you navigate which pavilions, lawns, and parts of parks might be available for your event.

* **Temporary Signs – Who handles the sign permit for special events?**

- Andrew Russell: (678) 382-6808 or andrew.russell@dunwoodyga.gov
Andrew handles the intake and processing of all special event signage requests and can help you once you know what signs you want and where. Christie can also explain how you can get 100% of your sign permit deposit back.

* **Tents and Temporary Structures – Who can help me with my tent?**

- Brenda Farmer: (678) 382-6815 or brenda.farmer@dunwoodyga.gov
- Cindi Hammock: (678) 382-6814 or cindi.hammock@dunwoodyga.gov
Brenda and Cindi handle the intake and processing of building permit applications including for tents and temporary structures. They can help you navigate the Building Construction Permit application for the City and then give you a routing number for your visit down to DeKalb County for fire marshal services and site plan review.

DeKalb County's Fire Marshal office completes site plan reviews for tents or temporary structures over 400 square feet (with sides), over 700 square feet (without sides), or multiple smaller structures totaling over 700 square feet. The addition of a temporary structure or tent can impact the way fire trucks can respond to emergency situations at your event so DeKalb needs to review it to keep your event safe. ***As of spring 2014, the review process with DeKalb was averaging 8 weeks. Although this process can be done concurrently with the city's reviews, please submit your plans in a timely fashion.***

* **Alcohol – How do permit for the sale or serving of alcohol at my event?**

- Finance Department: (678) 382-6700
The Finance Department handles the intake and processing of all special event alcohol permits. They can help you check if your vendor already has current licenses or if you need a Special Event Alcohol Permit for the temporary sale or serving of alcohol.

* **Food preparation – What do I need to do if my event includes food preparation or sale?**

- Please comply with the DeKalb County Board of Health regulations available at the link listed on page three of the application. You may find it helpful to know that pursuant to section 290-5-14-.08, temporary food service which lasts less than 120 hours is exempt from many of the permitting and inspection requirements.