



CITY OF KINGSLAND

Special Event / Assembly Permit Request

EVENT INFORMATION

Event Name: _____

Date of Event: ____/____/____ Start Time: _____ Finish Time: _____

Requesting Organization: _____

Type of Organization: _____

EVENT COORDINATOR'S CONTACT INFORMATION:

Event Coordinator (Applicant): _____

Relationship of Applicant to Organization: _____

Address: _____

Phone: Home: _____

Work: _____

Cell: _____

Email: _____

Indicate a Contact Name & Phone Number for Public Release to Promote the Event:

EVENT SPECIFICS

Public Event / Is The Public Invited To Attend This Event? YES _____ NO _____

Pre-Assembly Time: _____ Pre-Assembly Location: _____

Will a Public Address System or Music be used? YES _____ NO _____

If So, Where and at What Times? _____

Will Artificial Lighting be used? YES _____ NO _____

If So, Where and at What Times? _____

STREETS

If Public Roads will be blocked, indicate affected streets and/or intersections to be blocked

Number and Location of Parking Spaces that need to be blocked off:



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SUPPORT

Electricity Needed? YES _____ NO _____

Where? _____

Estimate the Number of: People: _____ Animals: _____ Vehicles: _____

Temporary Static Structures:

Any Other Information:

CITY FACILITY RESERVATIONS (If Applicable, Facility Rental Fees Are Managed Through the City Manager's Office)

Applicant requests to reserve the use of the following city property:

Kingsland Depot: Pavilion _____ Parking Lot Area _____ Lawn Area _____ Restrooms _____ Porch Area _____

(Interior Building Not Available for Usage)

Kingsland Veterans Park: Picnic Area _____ Entire Park _____ Other _____

If Other, describe: _____

Parking Lot Area Behind City Hall: Entire Area _____ Partial _____

If Other, describe: _____

APPLICANT RESPONSIBILITIES - Please initial each to indicate understanding & acceptance of responsibility

- _____ Applicant agrees to provide the requisite number of trash receptacles for use during the event and to remove all trash/waste from site.
- _____ Applicant agrees to assume responsibility for any damages to City property resulting from the event.
- _____ Applicant assumes responsibility to arrange for clean-up after the event.
- _____ Applicant assumes responsibility for clean up after any animals involved in the event.
- _____ Applicant agrees to notify residences & businesses within festival area to advise them of the event plans. (Dates, times, road closures, etc.)
- _____ Applicant agrees to pay to the City a fee in the amount of \$20 per vendor that uses electricity provided by the City (See attached Event Electricity Usage Fee Form).
- _____ Applicant agrees to not place vendors in front of any business entrances during the event.
- _____ Applicant agrees to place vendors in order to eliminate, to the maximum extent possible, any adverse effects on residences and businesses within the event area.
- _____ Applicant agrees to advise vendors of all City requirements, including but not limited to: fire extinguisher requirements, hose/electrical cord trip hazard responsibilities, grease control/cleanup, power availability, setup time, break down completion, event permit times, etc.
- _____ Applicant understands that state laws and city ordinances will be enforced. Specifically, music and the use of any public address system will cease before 10:00 PM. Applicant will provide their own public address system or other sound equipment.
- _____ Applicant understands that any food vending must comply with Georgia Department of Health regulations and licensing.
- _____ Applicant understands that all Federal, State and local alcohol, firearms and tobacco use regulations are applicable to all events.
- _____ Applicant agrees that no alcohol will be sold, offered, or served without obtaining proper local and state alcohol licenses.
- _____ Applicant will provide adequate sanitation facilities including the servicing and timely removal thereof, if needed.
- _____ Applicant understands that no signs shall be posted about the event within any public right-of-way.
- _____ Applicant understands that no signs at the event venue will be posted on any tree, street sign, or utility pole. No nails or staples are to be used in the wood posts of the pavilion.



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EVENT DESCRIPTION:

Please list below the type of event you are organizing and provide a detailed description of the activities taking place during your event. Please include types of vendors, performers, and various activities that might take place. Attached additional sheets, if necessary.

MAPS:

In order to properly respond to the needs of individuals or organizations in planning events within Kingsland, the event organizer needs to provide a map of the event set-up to include any parade routes, race routes, attraction locations, street closures, blocked parking, handicap access/parking and other relevant issues, or attractions. All such maps should be attached to this form when it is submitted to the City for approval.

Suggested Resource: Online detailed maps of Camden County are available at www.co.camden.ga.us/526/tax-maps-online by using the "Search Records" function.

APPLICANT'S AFFIDAVIT

I (the applicant)/We (the entity) **HAVE** **HAVE NOT** (check one), in the past, conducted or participated in an event of a substantially similar nature to that which is the subject of this application. If the applicant circled "HAVE" above, where and when did such prior event(s) take place?

As a result of such event(s) did the applicant or entity become the subject, whether or not then operating under the same name, as plaintiff or defendant, of any legal action, civil, and/or administrative? YES NO

I/We **HAVE** **HAVE NOT** (check one) defaulted upon or are in arrears as to any judgement civil, criminal, or administrative rendered against the applicant or entity, or is in violation of any injunction or restraining order entered against the applicant, or entity, whether or not then operating under the same name, as a result of participation in any prior event(s) or a substantially similar nature to that which is the subject of the instant application, and if so, a description of said judgement or order and an explanation for non-compliance is attached to this application. The applicant and, where applicable, its officers, employees, members, and shareholders, hereby agree to indemnify and save harmless the City of Kingsland, Georgia, its agents, officials, and employees, from any claims, demands, injuries, or damages, including reasonable attorney's fees incurred, that may arise or be brought against the City for injuries to persons or damage to property resulting from acts or omissions of the Applicant, its agents, employees, or representatives.

I/We hereby agree to abide by all stipulations noted above from the City of Kingsland in order to receive approval on this assembly permit. I/We fully understand that these stipulations may not be altered in any form without the expressed approval of the City of Kingsland. Any alteration of the noted stipulations once approved may lead to disapproval of this assembly permit.

***Please have this form notarized and returned to the City of Kingsland. Upon receipt of this notarized form, it will be added to your assembly request and forwarded to the review committee and City Manager.**

Applicant's Signature

____/____/_____
Date

Notary Public Signature

Date

____/____/_____
Date My Commission Expires



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PERMIT REVIEW

<p>Final Staff Recommendation: <u>Check One</u></p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Approved with Stipulations</p> <p><input type="checkbox"/> Disapproved</p>
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<u>DEPT</u>	<u>APPROVED</u>	<u>APPROVED W/STIPULATIONS</u>	<u>DISAPPROVED</u>	<u>SIGNATURE</u>	<u>DATE</u>
Fire Dept					
Police Dept					
Public Works					
P&Z					
DDA					
Other: _____					

STIPULATIONS - TO BE COMPLETED BY CITY STAFF

After review by the City Staff, there may be stipulations that have to be met by the Applicant in order for the event to be approved. If no stipulations are defined by the staff, this section will not apply.

If Disapproved, give reason(s):

Upon review of this Assembly Permit Request and considering the recommendations of City Staff, it is the City Manager's decision that this request is (circle one): **APPROVED** **DISAPPROVED**

City Manager's Signature	Date
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- CC: City Clerk Office
 Fire Dept
 Police Dept
 Public Works
 DDA



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Event Electricity Usage Fee

In order to offset the cost of having electricity turned on and the expense of power used by the Vendor, the City shall charge a fee of \$20 per booth space that utilizes electricity from the City supplied sources during all events. This fee shall be charged to the Event Sponsor upon completion of the event and will be based on the total number of booths that utilized electricity from City sources (event power panels, median outlets, etc.) for the event. It shall be the responsibility of the Event Sponsor to coordinate with City staff during the event to determine the total number of electricity users.

Fee Calculation

Number of Booths Utilizing Electricity _____

Fee Per Booth

X \$ 20.00

Total Fee Due to the City:

Agreement of Fee to be Paid After the Event

Event Name: _____ Event Date: _____

Event Sponsor/Responsible for Fee Payment: _____

Authorized Event Signature

Print Name

Date

City of Kingsland
107 S Lee Street | Post Office Box 250 | Kingsland, GA 31548
www.KingslandGeorgia.com | Telephone: 912-729-5613 | Fax: 912-729-7618