



# CITY OF KINGSLAND

## Special Event / Assembly Permit Request

### EVENT INFORMATION

Event Name: \_\_\_\_\_  
Date of Event: \_\_\_\_/\_\_\_\_/\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_  
Organization Name: \_\_\_\_\_ Type of Organization: \_\_\_\_\_  
Type of Event: \_\_\_\_\_

#### **PERMIT APPLICANT CONTACT INFORMATION:**

Permit Applicant Name: \_\_\_\_\_  
Relationship of Applicant to Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### EVENT SPECIFICS

Public Event / Is The Public Invited To Attend This Event?  YES  NO  
*If applicable, indicate a contact name & phone number for promotion of event to general public:*

Pre-Assembly Location: \_\_\_\_\_ Pre-Assembly Time: \_\_\_\_\_  
Estimate the Number Attending: \_\_\_\_\_ People: \_\_\_\_\_ Animals: \_\_\_\_\_ Vehicles: \_\_\_\_\_  
Temporary Static Structures:  YES  NO # ? \_\_\_\_\_  
Will a Public Address System or Music be used?  YES  NO  
If So, Where and at What Times? \_\_\_\_\_

*For allowances and restrictions, refer to Kingsland, Georgia - Code of Ordinances:  
[Chapter 14 – NUISANCES: ARTICLE I. - IN GENERAL: Sec. 14-8. - Use of sound amplifiers prohibited; exceptions](#)*

Will Artificial Lighting be used?  YES  NO  
If So, Where and at What Times? \_\_\_\_\_

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. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All Other Relevant Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Road Closure Request

Road closures are generally discouraged in order to maintain through travel along public roadways. If any public roads will be blocked, including a partial or one lane closure, full road closure, or sidewalk closures, a road closure request must be completed below:

Type of Request  Partial/One Lane Closure  Full Road Closure  Sidewalk  
On-site Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
Reason for Closure: \_\_\_\_\_

Indicate affected streets and/or intersections to be blocked: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### PAGE ACKNOWLEDGEMENT:

Applicant Printed Name \_\_\_\_\_ Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_  
Return Completed Form to: City of Kingsland | Attn: SPECIAL EVENT/ASSEMBLY PERMIT REQUEST | PO Box 250 | Kingsland, GA 31548  
Rev #07052022



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### 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](http://www.co.camden.ga.us/526/tax-maps-online) by using the "Search Records" function.

### CITY FACILITY RESERVATIONS

Requests for use of any city facilities should be requested through the **Municipal Facility Use & Rental Request Form** available at [www.KingslandGeorgia.com](http://www.KingslandGeorgia.com). Facility rental and associated fees are managed through the City Manager's office.

### 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 not throw candy or other items from any moving vehicle.
- \_\_\_\_\_ 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 the stated fees regarding the "Special Event Electricity Usage Fee" contained within this request. Applicant acknowledges that upon approval of the Special Event Permit, applicant will be invoiced for the Electricity Usage Fees and the fees are NOT REFUNDABLE.
- \_\_\_\_\_ 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.

**PAGE ACKNOWLEDGEMENT:**

	Applicant Printed Name	Applicant Signature	Date
Return Completed Form to: City of Kingsland   Attn: SPECIAL EVENT/ASSEMBLY PERMIT REQUEST   PO Box 250   Kingsland, GA 31548			



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### APPLICANT'S AFFIDAVIT

I (the applicant)/We (the entity) (check one)  **HAVE**  **HAVE NOT** , 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?

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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 (check one)  **HAVE**  **HAVE NOT** 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

Return Completed Form to:

**City of Kingsland**  
**Attn: SPECIAL EVENT/ASSEMBLY PERMIT REQUEST**  
**107 S. Lee Street, PO Box 250**  
**Kingsland, GA 31548**  
**Ph: 912-729-5613**

**PAGE ACKNOWLEDGEMENT:**

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### PERMIT REVIEW

<p><b>Final Staff Recommendation:</b> <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					
CVB / Tourism					
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.

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If Disapproved, give reason(s):

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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
  - CVB/Tourism