



# SPECIAL EVENT PERMIT APPLICATION

Organization Name:

\_\_\_\_\_

## **INTRODUCTION**

Permit applications must be received by the City of Albany at least 20 business days prior to the actual date of your event. In general, any outdoor organized activity open to the general public and/or involves the use of, or having impact upon, public property, public facilities, parks, sidewalks, street areas or the temporary use of private property in a manner that impacts or potentially impacts government services and/or varies from its current land use, requires a permit. It is our goal to assist event organizers in planning safe and successful events that create a minimal impact on the community's surrounding the events. We hope that you find these instructions helpful in completing your Special Event Permit Application.

## **PERMIT PROCESS**

The permit application process begins when you submit to the City of Albany a completed Special Event Permit Application with a \$25 processing fee to be submitted with the application. Keep in mind that acceptance of your application is not to be construed as final approval or confirmation of your request. The City will assign a liaison to help guide you through the permit process. Copies of the application are forwarded and reviewed by all affected city departments and/ or public agencies. Throughout the review process you will be notified if your event requires any additional information, permits, licenses, or certificates. During our initial application screening process you will be allowed time to provide us with all pending documents (e.g. certificate of insurance, secondary permits, etc.). Delays in providing these items often delay our ability to finish our review process and approve your application in a timely manner. Due to the many changing components of an event, in most cases, Special Event Permits are issued only a few days in advance of the event date.

After you complete the Permit Application, please detach the first two pages from the booklet. Keep them as information and return the application along with the processing fee receipt to the Finance Department - Treasury Division (240 Pine Ave., Suite 150, Albany, GA 31701). A representative from this department will contact you upon receipt of the application and thereafter will serve as your primary point of contact for the processing of your permit. This person will distribute copies of your application to appropriate City departments and public agencies affected by your event. You will be contacted individually by these departments or agencies only if they have specific questions or require documentation that concerns your event. While many public agencies joined together to make this application process simple and complete, please be aware that in some cases you may have to contact federal, state, or county agencies in addition to the City of Albany. On behalf of the City of Albany, we thank you for contributing to the spirit and quality of life in Albany, Georgia.

## **COUNTY PARK**

If you plan to hold your event at a County park, it is your responsibility to contact the County Administrators Office at 229-431-2121 in order to coordinate the scheduling of your event. Special rules, regulations and restrictions unique to each site or facility may apply. Best wishes for a successful event!

## SUMMARY OF EVENT

Office Use Only

Status of application:

- Approved  
 Denied

Host Organization \_\_\_\_\_

Organization Address \_\_\_\_\_ Phone \_\_\_\_\_

Organizer \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email Address \_\_\_\_\_

### DESCRIPTION

Event Title \_\_\_\_\_

LOCATION \_\_\_\_\_

Event Category:  Athletic/Recreation  Concert/Performance  Circus/Carnival  Exhibits/Misc.  
 Farmer/Outdoor Market  Dance  Festival/Celebration  Parade/Procession/March

Describe Event (You may provide this information as an attachment if necessary):

\_\_\_\_\_  
\_\_\_\_\_

### DATE/TIME

Setup: Date \_\_\_\_\_ Time \_\_\_\_\_ Day of Week \_\_\_\_\_

Starts: Date \_\_\_\_\_ Time \_\_\_\_\_ Ends: Date \_\_\_\_\_ Time \_\_\_\_\_

Dismantle: Date \_\_\_\_\_ Time \_\_\_\_\_ Day of Week \_\_\_\_\_

Per day Anticipated Attendance: Total \_\_\_\_\_ Participants: Total \_\_\_\_\_

Admission: \_\_\_\_\_

### INSURANCE AND INDEMNITY REQUIREMENTS

The City of Albany will need to be listed as an additional insured on your general commercial liability insurance with a limit of at least \$1,000,000 for bodily injury and property damage. The City will accept a copy of the declarations pages endorsed to show city as additional insured **or** a certificate of insurance accompanied by the additional insured endorsement. The certificate of insurance alone is **not** sufficient.

Name & Number of Agent: \_\_\_\_\_

The Principal (corporate officer) of your organization will be required to sign the indemnity statement relieving the City of Albany, its officers, and agents from any liability that may occur as the result from your event.

## INDEMNITY AGREEMENT

In consideration of One Dollar (\$1.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, including the \_\_\_\_\_ (hereinafter "Host Organization"), being allowed to use certain streets located within the corporate limits of the City of Albany for its \_\_\_\_\_ (hereinafter "Event") on \_\_\_\_\_.

Host Organization while participating in or sponsoring such Event must practice "social distancing" and face coverings are to be worn at all times to reduce the risks of exposure to COVID-19. Because COVID-19 is extremely contagious and is spread mainly from person-to-person contact, Host Organization must put in place preventative measures to reduce the spread of COVID-19. However, Host Organization cannot guarantee that its participants, volunteers, partners, or others in attendance will not become infected with COVID-19. In light of the ongoing spread of COVID-19, individuals who fall within any of the categories below should not engage in the Event and/or other face to face fundraising activities. By attending such Event, you certify that you do not fall into any of the following categories:

1. Individuals who currently or within the past fourteen (14) days have experienced any symptoms associated with COVID-19, which include fever, cough, and shortness of breath among others;
2. Individuals who have traveled at any point in the past fourteen (14) days either internationally or to a community in the U.S. that has experienced or is experiencing sustained community spread of COVID-19; or
3. Individuals who believe that they may have been exposed to a confirmed or suspected case of COVID-19 or have been diagnosed with COVID-19 and are not yet cleared as non-contagious by state or local public health authorities or the health care team responsible for their treatment.

Host Organization agrees to indemnify and hold harmless the City of Albany, its agents, officers, and employees, their successors and assigns, individually and collectively, with respect to all claims, demands or liability for any injuries to any person (including death) or damage to any property arising out of the Event based on alleged negligence of Host Organization, its officers, agents, or employees arising out of or in any way connected with the above described Event. Host

Organization shall defend against all such claims and pay all expenses of such defense, including attorney fees, and all judgments based thereon; provided that its obligations shall not extend to any damage, injury or loss due to the negligence or other wrongful act or omission of the City or its agents, officers or employees and further provided that the City notify Host Organization promptly of any such claim and cooperate fully in the defendant of the claim. Host Organization shall be entitled to full control of the defense of any claim to which this indemnity obligation applies, including without limitation the right to select counsel and to make all decisions concerning the claim, including the decision to settle such claim.

This agreement is executed by the undersigned principals of Host Organization after proper authorization being granted by its Principal Officers, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
**Host Organization**

Signed By: \_\_\_\_\_

Title: \_\_\_\_\_

Attest: \_\_\_\_\_

Title: \_\_\_\_\_

[Affix Corporate Seal]

## SITE PLAN/ROUTE MAP

Your event site plan/route map should be submitted and include but not be limited to:

- An outline of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel and all streets or lane closures.
- The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- The provision of minimum twenty foot (20') emergency access lanes throughout the event venue.
- The location of first aid facilities and ambulances.
- The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, and other temporary structures.
- Exit locations for outdoor events that are fenced and/or locations within tents and tent structures.
- Other related event components not listed above.

**\*\*If this is a state route or crosses one, you will have to obtain permission from the Georgia Department of Transportation via the City's Engineering Department and insurance indemnification is needed.**

## TRAFFIC CONTROL

### Yes No

- Do you want the City Traffic Engineer Department to set up barricades?

### Equipment Rental List

Arrow board - \$100 per weekend  
Signs - \$12.00 per sign per weekend  
Sign stands - \$12.00 per stand per weekend  
Drums - \$10.00 per barrel per weekend  
Type 1 barricade- \$10.00 per barricade per weekend  
Type 3 barricade - \$20.00 per barricade per weekend  
28" cones - \$2.00 per cone per weekend

If no, please list the private company that will set up barricades. \_\_\_\_\_

## SECURITY PLAN

The security service of the Albany Police Department is required to utilize public property. Submission of event application is required prior to creating cost estimate. If you plan to use another security plan along with the APD Officers, please explain below.

### Yes No

Have you hired a licensed professional security company to develop and manage your event's security plan? If yes, you are required to provide a copy of the security company's current Private Patrol Operator's License issued by the State of Georgia.

Security Organization \_\_\_\_\_

Telephone Day \_\_\_\_\_ Fax \_\_\_\_\_ Cellular \_\_\_\_\_

Please describe your security plan including crowd control, internal security or venue safety, and EMS plan.

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## NARRATIVE

Please provide a narrative of the timeline for your event. You may provide this information as an attachment if necessary.

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## ENTERTAINMENT AND RELATED ACTIVITIES

### Yes No

Are there any musical entertainment features related to your event?

If yes, complete the following information or provide an attachment listing all bands/performers, type of music, sound check and performance schedule.

Number of Stages

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Number of Performers/Bands

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Performer/Band name and music type

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Will sound checks be conducted prior to the event?

If yes, Start time \_\_\_\_\_ Finish time \_\_\_\_\_

Will sound amplification be used? (City Code Sec. 36-179 & 36-193)

If yes, Start time \_\_\_\_\_ Finish time \_\_\_\_\_

Do you plan to have a patron dance component to either live or recorded music at your event? If yes, please describe \_\_\_\_\_

Please describe the sound equipment that will be used for your event  
\_\_\_\_\_

Will inflatables, hot air balloons or similar devices be used at your event?

If yes, please describe  
\_\_\_\_\_

Does your event include the use of fireworks, rockets, lasers, or other pyrotechnics (Contact Probate Court at 229.431.2102)

If yes, please describe  
\_\_\_\_\_

Will your event include the use of any signs, banners, decorations, or special lighting?

If yes, please describe  
\_\_\_\_\_

Does your event plans include any casino games, bingo games, drawings, or lottery opportunities?

If yes, please describe \_\_\_\_\_

## ALCOHOLIC BEVERAGES

### Yes No

Will alcoholic beverages be present at your event (City Code Sec. 6-13)

If yes, please check all that apply:

Beer  Wine  Distilled Spirits

Catered by (Name of alcohol caterer: \_\_\_\_\_)

One-day alcohol License Licensee: \_\_\_\_\_

(Name of Charitable Organization that's obtaining the One-Day license)

## FOOD CONCESSIONS AND PREPARATION

### Yes No

Does your event include food concession and/or preparation areas?

If yes, please contact Environmental Health (229.438-3943).



## PORTABLE RESTROOMS

Portable rest room facilities are required at all events.

Total number of portable toilets \_\_\_\_\_

Number of ADA accessible portable toilets \_\_\_\_\_

Company \_\_\_\_\_

Telephone Day \_\_\_\_\_ Fax \_\_\_\_\_ Cellular \_\_\_\_\_

Equipment Setup: Date \_\_\_\_\_ Time \_\_\_\_\_

Equipment Pickup: Date \_\_\_\_\_ Time \_\_\_\_\_

## SOLID WASTE COLLECTION

Solid waste collection is the responsibility of the special event. Please let us know:

### Yes No

Will you need the streets where the event is taking place swept by the street sweeper (\$100 ea. per hour)?

Will you need Solid Waste services? If so, Public Works Department, Solid Waste Division will contact you about your needs and can assistance with assuring you have ample waste receptacles.

Barrels: \$ 7.21 each..... ( \_\_\_\_\_ X 7.21 = \_\_\_\_\_ )

Number of Dumpsters: \$23.63 each..... ( \_\_\_\_\_ X23.63 = \_\_\_\_\_ )

Number of Roll-off Boxes: \$185.00 each..... ( \_\_\_\_\_ X185.00 = \_\_\_\_\_ )

Equipment Setup: Date \_\_\_\_\_ Time \_\_\_\_\_

Equipment Pickup: Date \_\_\_\_\_ Time \_\_\_\_\_

\*Contact Keep Albany Dougherty Beautiful for information regarding FREE recycling/trash containers at (229) 430-5257.

## MITIGATION OF IMPACT

Have you met with the residents, businesses, places of worship, schools and other entities that may be directly impacted by your event? If yes, please attach a complete list of these entities. If no, please explain

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## Portable Sanitation Units for Special Events Planning

AVERAGE CROWD SIZE	AVERAGE HOURS AT THE EVENT *									
	1	2	3	4	5	6	7	8	9	10
500	2	4	4	5	6	7	9	9	10	12
1,000	4	6	8	8	9	9	11	12	13	13
2,000	5	6	9	12	14	16	18	20	23	25
3,000	6	9	12	16	20	24	26	30	34	38
4,000	8	13	16	22	25	30	35	40	45	50
5,000	12	15	20	25	31	38	44	50	56	63
10,000	15	25	38	50	63	75	88	100	113	125
15,000	20	38	56	75	94	113	131	150	169	188
20,000	25	50	75	100	125	150	175	200	225	250
25,000	38	69	99	130	160	191	221	252	282	313
30,000	46	82	119	156	192	229	266	302	339	376
35,000	53	96	139	181	224	267	310	352	395	438
40,000	61	109	158	207	256	305	354	403	452	501
45,000	68	123	178	233	288	343	398	453	508	563
50,000	76	137	198	259	320	381	442	503	564	626
55,000	83	150	217	285	352	419	486	554	621	688
60,000	91	164	237	311	384	457	531	604	677	751
65,000	98	177	257	336	416	495	575	654	734	813
70,000	106	191	277	362	448	533	619	704	790	876
75,000	113	205	296	388	480	571	663	755	846	938
80,000	121	218	316	414	512	609	707	805	903	1001
85,000	128	232	336	440	544	647	751	855	959	1063
90,000	136	246	356	466	576	686	796	906	1016	1126
95,000	143	259	375	491	607	724	840	956	1072	1188
100,000	151	273	395	517	639	762	884	1006	1128	1251

### Portable Sanitation Units for Special Events Planning

*Based on "Portable Restroom Requirements at Special Events and Crowd Gatherings"  
Center for Business and Industrial Studies, University of Missouri-St. Louis*

- Determine the appropriate portable sanitation units needed from the table above.
- For each sewerer toilet available onsite, subtract 1 from the previously calculated number.
- If alcoholic beverages are to be served, add 25% to the base number.
- For peak crowd numbers that fall between chart numbers, round up to the next base number.
- Units shall be provided in accordance with the Georgia Accessibility Code following state or local requirements.
- Table based on units being serviced daily

Authority: O.C.G.A. Sections 31-2A-6, 31-12-8, 31-27-9, 12-8-1.

**AFFIDAVIT OF APPLICANT**

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief I have read, understand and agree to abide by the rules and standards described in this application. 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 to 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 Host 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 Albany.

Print Name of Applicant \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please submit your completed permit application to:  
City of Albany, Finance Department – Treasury Division  
P.O. Box 447, 240 Pine Ave, Suite 150  
Albany, GA 31702**