



Special Events Application

SECTION 1

1. Name of Event: _____

2. Date(s) & Time of Event: _____

3. Location of Event: _____

4. Sponsoring Organization(s):

Name: _____

Address: _____

Phone: _____ Fax: _____ Cell: _____

Email: _____

5. Contact person information:

Name: _____

Address: _____

Phone Number(s): _____

Email: _____

6. Describe the Event: _____

7. Estimated number of people to attend the event: _____

8. Have you ever done this event before? If yes, list dates and locations: _____

9. List media sponsors and/or marketing plan: _____

10. List any additional contact person(s) involved in the planning of the event: _____

11. What is the plan for clean up and recycling? (Disposal of grease, trash, etc.) _____

12. Please list any streets requesting to be closed, specify dates and times: _____

13. Please list any City property that you would like to use (Depot, Ballard Center, etc.):

14. Please list any bands, emcees, or onsite promoters attending this event: _____

SECTION 2

Please describe your special event experience and the experience of the sponsoring organization in producing events.

Please list two (2) references:

1) Name: _____

Address: _____

Phone: _____

2) Name: _____

Address: _____

Phone: _____

SECTION 3

Please check all that apply:

- Barricades
- Filming
- Admission Charge
- Vendors
- Parade/Procession
- Fireworks
- Amusement Rides
- Restroom Facilities
- Street Closures
- City Property to be used
- Special Parking
- Commercial Truck Parking
- Banner Permits
- Police Detail
- Fire Detail or Inspection
- Sanitation
- Entertainment (explain) _____
- Temporary Structure (explain) _____
- Additional Water or Electrical needs _____

SECTION 4

Additional Requirements:

1. A site plan showing the layout of the event. The site plan must include the location of every booth, ride, public facility, parade route, etc. **(Due with application)**
2. A non-refundable, Special Events Permit Fee in the amount of \$50.00 in the form of a cashier's check or money order, made payable to the City of Cornelia **(Due with application)**

Approvals

Police Chief:	_____	Date:	_____
Fire Chief:	_____	Date:	_____
City Planner:	_____	Date:	_____
City Clerk:	_____	Date:	_____
BHT Manager:	_____	Date:	_____
City Manager:	_____	Date:	_____
City Commission:	_____	Date:	_____

Fees for City Services Associated with Special Events

Police Officer:	\$25.00 per hour
Fire Fighter:	\$25.00 per hour
Sanitation Employee:	\$14.00 per hour
Maintenance Employee:	\$16.00 per hour
Water & Sewer Employee:	\$15.00 per hour
Building or Fire Inspection:	\$25.00 per hour
Street Closure:	\$25.00 per day
Barricade:	\$10.00 per day
Garbage Can:	\$15.00 per day
Community House:	\$600.00 per day
Train Depot:	\$300.00 per day
Ballard Center:	\$150.00 per day
Amphi-Theatre:	\$100.00 per day
Public Parking Space:	\$5.00 per space per day
Temporary Vendor Permits:	\$25.00 per day