



## 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 Clerk:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comm. Dev. Dir:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Public Works Dir:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Utilities Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**City Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**City Commission:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Fees for City Services Associated with Special Events**

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