



## Special Events Application

### SECTION

#### 1

1. Name of Event: \_\_\_\_\_

2. Date(s) & Time of Event: \_\_\_\_\_

3. Location of Event: \_\_\_\_\_

4. Sponsoring Organization(s):

(If Applicable)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

5. Contact person information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Email: \_\_\_\_\_



6. Describe the Event: \_\_\_\_\_

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7. Estimated number of people to attend the event: \_\_\_\_\_

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

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

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

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

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13. Please list any City property that you would like to use:

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

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**SECTION**

**2**

Please check all that apply:

- Barricades
- Filming
- 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**

**3**

Additional Requirements:

1. A site plan showing the layout of the event (if applicable). 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 to the City of Cornelia **(Due with application)**

**Approval**

**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**

**Police Officer: \$35.00 per hour**

**(Required to serve alcohol)**

**Fire Fighter: \$35.00 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**

**Portable potty: \$50 per day**

**Garbage Can: \$15.00 per day**

**Community House: Price varies**

**Contact Ally Sosebee @ 706-778-8585**

**Temporary Vendor Permits: \$25.00 per day**