



Special Event Permit Application

City of Holly Springs
PO Box 990
Holly Springs, GA 30142
770-345-5536

FOR OFFICE USE ONLY
Permit Issue Date: _____
Permit Number: _____

Sponsoring Organization Information

Name of Group/Organization: _____
Phone #: _____ Website: _____
Address: _____
City, State & Zip: _____

Organization Contact Information

The organization contact person must be the person in charge of event management and is responsible for the event. The organization contact person must be a representative of the organization who has been authorized to plan the event. The applicant must be available to work closely with the City.

Event Contact Person: _____
Cell #: _____ Email: _____
Address: _____
City, State & Zip: _____

Event Information

Event Name: _____
Event Date(s): _____
Event Start & Finish Time: _____
Time Set-up Begins: _____ Time Clean-up Should Be Complete: _____
Estimated Number of Attendees: _____
Estimated Number of Event Workers/Volunteers: _____

Type of Event

- Athletic Event
- Block/Street Party
- Cycling Event
- Exhibition
- Festival
- March/Demonstration
- Merchant Fair/Craft Show
- Parade*
- Rally/Assembly
- Road Race*
- Wedding
- Other _____

**Additional event information is required. Please see additional permit applications.*

Purpose of Event: Charity Fundraiser Entertainment Education Other: _____
Check all that apply.

Location of event: _____

This event use or require the following: Use of public property Food/alcohol vendors*
Check all that apply.
 Closing of public streets* Rerouting of vehicle or pedestrian traffic

Will there be musical entertainment? Yes No

Noise Ordinance: Holly Springs Code 33-71 through 79.

If yes, please state: # of bands: _____ Type of music: _____

Will there be sound amplified entertainment? Yes No

Will sound checks be conducted prior to the event? Yes No

Please describe sound equipment that will be used:

Will there be inflatables, hot air balloons, or similar devices? Yes No

If yes, please describe: _____

Will there be fireworks, rockets, or other pyrotechnics? Yes No

If yes, please describe: _____

Permit must be obtained from Cherokee County Probate Court and submitted to the City no less than 30 days before event. If event is held on private property, a letter of permission from the owner is required.

Will there be signs, banners, decorations, special lighting? Yes No

If yes, please describe: _____

Will there be any items sold? Yes No

If yes, please describe: _____

How close are the nearest residences? _____

Will there be contracted concessionaires/mobile food units? Yes No

If yes, additional event information is required. Please see Food & Alcohol Attachment.

Will there be alcohol? Yes No

If yes, additional event information is required. Please see Food & Alcohol Attachment.

If your event takes place on public property, please attach a copy of certificate of coverage and complete the information below.

Liability Insurer: _____

Policy Number: _____ Liability Limit \$ _____

City of Holly Springs should be listed as an additional insured with address listed as it appears at the top of this application.

Please provide any other information about your event that you believe would be helpful for planning purposes. _____

Group/Organization is responsible for post cleanup.
This is not transferable to any other individual or group.

REQUIRED: Site Map - Please provide an overhead map detailing the placement of all aspects of your event. Maps should include, but are not limited to:

- perimeter of event
- parking
- tents
- restrooms
- food/alcohol serving areas
- stages
- parking plan
- routes
- water stations
- volunteers
- entrances
- exits
- inflatables

Hand-drawn maps are acceptable. (If you are using the 5K route determined by the City, staff can provide a map for you to work with.)

All lane/street closures, and any event involving alcohol, require police personnel on an extra-duty basis. Traffic control and parking plans, which should include where police officers will be stationed, must be submitted and approved by the Police Chief. Group/Organization will be responsible to cover the cost of police personnel; this cost will be calculated on their special event rate.

PUBLIC NOTICE REQUIREMENTS: Group/Organization must advertise in the Cherokee Tribune if event requires lane/street closures. Group/Organization must also provide a written notice to all affected businesses and residents no less than one week prior to the event and a copy of the notice along with a list of those who received letters must be submitted with this form. All cost will be the responsibility of the Group/Organization. Any event permit application that includes a request to close any public street in the City must be approved by the City Council.

The City of Holly Springs may request additional information not referenced in this application.

Waiver and Release: I/We agree to hold harmless and defend the City of Holly Springs against any claim for damages, compensation or otherwise on the part of me, my child or any other party, growing out of or resulting from injury to me or my child, or any other party which might occur as a result of the lease of property or facilities from the City of Holly Springs, and to reimburse or make good any loss, damage or costs that the City of Holly Springs may have to pay litigation arises from injury to me, my child or any other party, and I/we hereby waive any and all rights of exemption, both as to real or personal property, to which I/we may be entitled under the laws of this or any other state as against such claims for reimbursement or indemnity by the City of Holly Springs.

Signature of Event Contact Person

Date

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Received By: _____ Date: _____ Paid \$50 Permit Fee? Yes No
Check #: _____

Approved Denied

City Clerk: _____ Date _____

Comments: _____

Approved Denied

Police Chief: _____ Date _____

Comments: _____

Approved Denied

City Manager: _____ Date _____

Comments: _____
