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## **City of Perry Special Events Procedures**

### **I. Procedures Statement**

The City of Perry recognizes the benefits and opportunities created through special events and seeks to facilitate and coordinate special events that benefit the Perry community. Special events provide opportunities to promote Perry's quality of life, foster a sense of community, enrich Perry's culture, promote tourism and boost the local economy.

Any public gathering or special event that requires restricted or exclusive use of any public property, including City of Perry lawns, streets and sidewalks, must first submit a special event application and obtain approval from the Perry City Council.

These procedures are intended to work in conjunction with all other applicable rules, regulations, laws and ordinances of the City of Perry and other applicable governmental entities.

### **II. Definitions**

*Special event* – Any activity sponsored by an organization or individual for profit or non-profit, other than the City of Perry, held on public property and designed for entertainment, competition or social, ethnicity, religious and/or cultural awareness that 1) requires restricted or exclusive use of any portion of public property, including but not limited to lawns, sidewalks, streets, stages and/or temporary barricades; and/or 2) impedes the normal traffic flow; and/or impedes the enjoyment or use of the property by the general public. Such events require a special event permit issued by the City of Perry.

*City Clerk* – City staff member who is responsible for overseeing the application process and obtaining recommendation for acceptance or denial based on input from appropriate City departments. The City Clerk will submit the proposed event for inclusion on the agenda of the Perry City Council for consideration whether to approve or deny the application. The Clerk will act as liaison between the event organizer and affected departments within the City as necessary.

*City support services* – Services provided by the City of Perry to ensure that a special event is conducted in such a way as to protect the safety, health, property and general security of the public and integrity of public grounds. Services may include Police, EMS, Public Works, set-up, clean-up, event consulting, etc.

*Event organizer* – Person(s) designated as the authorized head of the organization or individual responsible for the proposed event.

*Public assembly* – Any meeting, demonstration, picket line, rally or gathering that does not require restricted or exclusive use of any portion of a public property as a special event.

### **III. Criteria for Evaluation**

The following criteria are used to evaluate and schedule special events:

- Completeness of application and event layout
- Proof of liability insurance coverage in the required coverage amount
- Proof of alcohol liability insurance coverage in the required coverage amount if applicable
- Impact and cost of the event on public health, welfare and safety
- Impact and cost for City support services
- Impact on surrounding businesses and residences
- Impact of event on the environment
- Impact on public access to streets, sidewalks and facilities
- Perceived benefit of the event for the Perry community
- Frequency of same or similar events
- Potential conflicts with previously approved events
- Previous history of event organizer's compliance with City of Perry procedures and regulations
- Previous history in facilitating special events.

The event organizer must be an individual or established organization whose proof of insurance coverage shall be documented and kept on file by the City Clerk.

All applications shall be submitted to the City Clerk, who will review for completeness and will provide the event organizer with a written approval or denial of the application as determined by the Perry City Council.

In cases in which the event organizer is a recognized City partner, such as the Perry Area Chamber of Commerce, or partners with a recognized City partner, such as Perry Main Street Promotion Committee, the Perry City Council may choose to waive any permit fees and expenses for personnel, etc., for events held on public property.

In some cases, the event organizer for a downtown event on public property may wish to partner with the Perry Main Street Promotion Committee as co-organizers for the event. The committee may decline to partner with an event organizer or on a particular event. If the committee votes to partner on the event, the application will be presented to Perry City Council as a joint application.

If an event will occur in the central business district as defined by the Perry Land Development Ordinance on public property, the Perry Main Street Promotion Committee will review the application and recommend to the Perry City Council whether to approve the application.

If the event organizer is an ad hoc committee, the event organizer will provide a list of all members of the committee and their contact information to the City Clerk at least two weeks before the event.

Approval may include conditions or stipulations intended to address or mitigate any potential issues.

All applications for events must be submitted in time to be included on a Perry City Council meeting agenda for consideration at least 60 days before the proposed event or festival.

The event organizer shall not advertise or in any other way promote an event until after it has been approved by the Perry City Council. Advertising an event prior to obtaining Council approval does not ensure the Council will approve the event.

Parades, races and rental of the Perry Arts Center and Worrall Community Center are not handled in the process outlined in these procedures.

#### **IV. Application Process**

The City of Perry City Clerk shall receive a completed special events application, event layout and application processing fee prior to the proposed event or festival to ensure the matter will go before the City Council at least 60 days before said event. Proof of insurance is required at least 30 days prior to the proposed event or festival and shall be submitted to the City Clerk.

Applicants will pay the application fee and, if alcohol is to be served, an additional special event alcohol permit is required.

The City of Perry reserves the right to determine necessary support requirements. Support of City staff, including Police (for security and traffic management) and Public Works (for clean-up, set-up and closing streets) beyond their normal daily routines may be requested on the application. Additional costs beyond the permit fee will be quoted based on estimated hours of service. The applicant will be responsible for actual hours of service required.

- *Insurance* – A comprehensive liability insurance policy with one million dollars (\$1,000,000) single-limit coverage per occurrence for bodily injury and property damage naming the City of

Perry specifically as an additional insured under the policy is required. Do not include any specific department or person.

If alcohol is to be served at the event, additional alcohol liability insurance with one million dollars (\$1,000,000) single-limit coverage per occurrence for bodily injury and property damage naming the City of Perry specifically as an additional insured under the policy is required. Do not include any specific department or person.

A certificate of insurance is to be provided to the City Clerk. The certificate of insurance is to be provided to the City Clerk no less than 30 days prior to the scheduled event. If an event is approved by the City Council, it is approved pending receipt of the insurance certificate. The insurance agency must be licensed to do business in the state of Georgia. The company providing insurance must provide at least 20 days written notice of cancellation or termination, if such cancellation or termination of the policy is to occur prior to the indicated expiration date on the face of the certificate. In the event of any changes or cancellation of the policy, the City of Perry must be notified by certified mail, email or text.

- *Assignment* – The applicant/event organizer shall be prohibited from assigning any rights under this agreement to any other party. Council approval for the event covers only that event and activities as specified in the event application; other events and activities that piggyback on an approved event are prohibited.
- *City Ordinances* – All applicants must adhere to all City ordinances and, if using a City facility, rules for that facility. A copy of facility rules and guidelines is available from the City Clerk.
- *Discrimination* – The applying organization, association or entity shall not discriminate or advocate discrimination on the basis of race, color, religion, creed, national origin, age, gender or disability.
- *Other public property* – If the event will utilize any other public entity's property, such the former courthouse in downtown Perry, the event organizer is responsible for securing permission to use the property from the respective entity. The City of Perry does not submit requests to utilize public property on behalf of the event organizer.
- *Downtown* – Contact Perry Downtown Merchants Association to ask if businesses will be open. Coordinate with merchants on promotions and if outside vendors will set up in front of stores.
- *Electricity* – Specific requirements for the use of electricity must be submitted with the application. Access to electricity from City power sources is not available without permission from the City. For projects that utilize a large amount of electricity, the City maintains the right

to require additional payment for electricity used at an event based on electric meter readings prior to and following each event.

- *Restroom Facilities* – Portable toilets may be required for events of 4 hours duration or more. Consult with your restroom provider who can advise on state requirements for facilities and compliance with the Americans with Disabilities Act.
- *Parking* – Event participants must adhere to all parking requirements. Event organizers may not charge for parking in public spaces.
- *Sanitation* – Specific requirements for trash cans and cleanup must be submitted with the application.
- *Medical* – Medical services may be required by the City of Perry Fire and Emergency Services Department.
- *Fire Safety Plan* – In order to ensure a safe and enjoyable time for all at your event, the Perry Fire & Emergency Services Department will require any tent more than 400 square feet (or 200 square feet if sides will be on the tent) need a Fire Marshal inspection prior to the event opening to the public. Please, contact the City of Perry’s Fire Marshal Office for tent guidelines and inspections instruction at (478) 988-2759.

*Public Assembly* - Approval from the Fire Marshal will be required for each temporary structure of any size accommodating 50 or more individuals for religious, recreational, educational, political, social or amusement purposes, or for the consumption of food and/or drink, as well as all connected rooms or spaces within a common fire area (including a circus, carnival, tent show, theater, skating rink, dance hall, liquid-fueled and gas-fueled vehicle and equipment displays, competitions or demonstrations).

Applications will be submitted to the City of Perry’s Fire Marshal Office when the City deems necessary or when fire apparatus will have impeded access to any building in the central business district. When a fire official determines that the gathering of persons will impact the provision of fire safety services, a plan for the provision of safety services will be provided by the City of Perry’s Fire Marshal Office. Applicants will be required to include any additional information required by the Fire Marshal Office, including but not limited to a layout of event area including road closures, parking plans, vendor set-up, food concessions and need for law enforcement, fire and emergency medical services.

- *Food sales* - The event organizer is responsible for confirming that food vendors have received the required inspections by the Houston County Health Department, 98 Cohen Walker Drive, Warner Robins, (478) 987-2020. The City of Perry does not schedule inspections.

- *Alcohol* – Alcohol sales and consumption require a permit from the City of Perry in accordance with City alcoholic beverage ordinance. Please, note that the process can be lengthy (may exceed 60 days) and plan accordingly. Contact the City Clerk for the actual date your written request is required. All required licensing and insurance pertaining to the serving of alcohol must be obtained by the event organizer. Serving alcohol in glass bottles is prohibited. All beverages must be served in plastic cups, aluminum cans or plastic bottles.

- *Release and Indemnity* – Each applicant must execute the release and indemnity agreement that will be included in the event application packet. Applicants must demonstrate that they are either personally or organizationally responsible for liability, will guarantee orderly behavior and will underwrite any damage due to use of City premises. Liability is assumed by the applicant in regard to any personal or property damage arising out of activities of the applicant. It is the responsibility of the applicant to read the application form completely and understand fully his/her responsibilities.

#### **V. Revocation of Permit**

The City shall have the right to revoke any permit upon violation of the conditions set forth herein and/or where staging of the event would have an immediate and adverse effect on the welfare and safety of persons or property. The Chief of Police or his/her designee shall have the authority to close any event immediately upon violation of conditions set forth herein or to preserve safety of persons or property.

#### **VI. Modification of Procedures**

The Perry City Council reserves the right to waive, modify and/or amend these procedures partially or in entirety at any time solely at its discretion. This may occur by formal written action by the City Manager or City Council.



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## City of Perry Special Events Application

### Applicant and Sponsoring Organization Information

<b>Name:</b>
<b>Name of individual representing sponsor organization:</b>
<b>Street address:</b>
<b>City/State/Zip code:</b>
<b>Mailing address if different from above:</b>
<b>Cell phone:</b>
<b>Email address:</b>
<b>If this event benefits a City of Perry non-profit organization, which one?</b>
<b>Contact person on site for day of event:</b>
<b>Cell phone:</b>
<b>Is this a first time event? <input type="checkbox"/> Yes <input type="checkbox"/> No</b>
<b>If held before, when and where?</b>

### Event Information

<b>Type of event (Check all that apply): <input type="checkbox"/> Parade <input type="checkbox"/> Festival <input type="checkbox"/> Concert/Music <input type="checkbox"/> Other</b> * For parades, races and block parties, please, request the event applications specific to those events.		
<b>If other, specify:</b>		
<b>Event title:</b>		
<b>Event date:</b>		
<b>Event hours:</b>	<b>Start:</b>	<b>End:</b>
<b>Set-up:</b>	<b>Date:</b>	<b>Time:</b>
<b>Break down:</b>	<b>Date:</b>	<b>Time:</b>
<b>Expected attendance:</b>	<b>Participants:</b>	<b>Spectators:</b>

## Event Description

Briefly describe event and activities. Include the purpose of the event. Explain how it benefits the City of Perry and its residents. Attach any of the following that are applicable: site plan, including location of stage, restroom facilities, vendor booths, etc.

I understand that only event activities outlined an approved in this application and approved by Perry City Council are permitted, and hosting additional activities that have not been approved may be grounds for the event permit to be revoked.  Yes  No

## Event Details

Attach schedule or brochure for all activities associated with event.

Will items or services be sold at the event?  Yes  No

If yes, describe:

Will event have amplified sound?  Yes  No

If yes, describe:

Is the event free to the public?  Yes  No

Will vendors cook or heat food?  Yes  No

If yes, describe:

Will any areas be fenced off or barricaded?  Yes  No

If yes, describe:

If event is downtown, will downtown businesses be open during the event?  Yes  No

If event includes music, please, list names of bands and their websites or Facebook pages below:

## Insurance

**A certificate of insurance must be filed with the City of Perry City Clerk at least 30 days before the event on a standard ACORD form. The City of Perry must be listed as an additional insured with respect to general liability and alcohol liability if alcohol will be served. Check the policy document for required general liability and alcohol liability minimum coverage amounts.**

Insurance form(s) attached

## Alcohol Permit Information

\* Serving beverages in glass bottles at events is prohibited. Event organizer will notify any participating restaurants not to allow glass bottles to leave their premises.

\* Event organizer will stop alcohol service one hour before the scheduled end of the event.

**Does your event involve the sale of alcoholic beverages?**  Yes  No

**If yes, describe:**

\* If alcoholic beverages are to be sold, a special event alcohol permit is required, and a copy of the state license must be sent to the City of Perry City Clerk at least 60 days before the event is to be held.

**Name of business serving alcohol:**

**Street address of business serving alcohol:**

**City/State/Zip Code:**

**Mailing address if different from above:**

**Cell phone:**

**Email address:**

**Name of licensee:**

**License number:**

**Is a copy of the licensee's alcohol license attached?**  Yes  No

**Hours alcohol will be served at event:**

**Is alcohol serving area open to public?**  Yes  No

**Is this an open container request?**  Yes  No

**Is current alcohol liability insurance policy naming City of Perry as additional insured attached?**  Yes  No

**Is a copy of the special event alcohol permit from the City of Perry Police Department attached?**  
 Yes  No

**Terms & Conditions:**

I hereby agree that as a condition to the issuance of a Special Event Alcohol Permit, the business owner/sponsor of the event shall indemnify and hold the City harmless from claims, demand or cause of action which may arise from activities associated with the event. I hereby solemnly swear, subject to criminal penalties for false swearing, that the statements and answers made by me to the foregoing questions in this application for a Special Event Alcohol Permit are true, and no false or fraudulent

statement or answer is made herein to procure the granting of such permit.	
I hereby state and understand that should a complaint be filed against the owner/sponsor of the event for violation of any regulation associated with the application for the City of Perry Alcoholic Beverage Catering License, the permit issued for the event will immediately become void and will not be reissued for the same location.	
<b>Licensee's name:</b>	<b>Date:</b>
<b>Licensee's signature:</b>	
Sworn and attested before me on this _____ day of _____, 20_____	
<b>Signature of special event organizer/applicant:</b>	
<b>Name, signature and stamp of Notary Public:</b>	
* The sale of alcohol/mixed drinks requires excise reporting.	

## Street Closure Requests

<b>Names of streets to be closed:</b>		
<b>Street:</b>	<b>Between:</b>	<b>and:</b>
<b>When are you requesting the street closure(s)?</b>		
<b>Why are you requesting the street closure(s)?</b>		
<b>Type of street closure:</b> <input type="checkbox"/> Complete <input type="checkbox"/> Rolling		
<b>If event includes a parade, describe the parade route:</b>		
<b>Parade assembly area:</b>		<b>Parade disbanding area:</b>
<b>The event organizer is responsible for notifying affected businesses and residents of street closures. Describe your notification plan and attach a copy with this application:</b>		

## Restroom Facilities

Will event organizer provide portable restroom facilities?  Yes  No

## Tram/Shuttle Plan

Will event involve the use of a tram/shuttle plan?  Yes  No

How many trams/shuttles will be required?

Please, describe or provide an attachment of your tram/shuttle plan and route:

Please, describe your parking plan:

## Sanitation

Describe your clean-up plan for during and after the event:

## Electricity and Water

Will your event require access to electricity?  Yes  No

If so, where?

What electrical load will you require?

Will your event require access to water?  Yes  No

If so, where?

I understand that I may incur an additional charge for use of City electricity and/or water:

Yes  No

## Police/Security

\* If police/security is required for event, off-duty officers may be hired at the rate at a rate set by the Chief of Police per hour for the duration of the event, with a minimum of three hours.

- \* Based on the event, the Police Department will determine how many officers will be required.
- \* An officer is required to be on duty at any event where alcohol is served on City of Perry property.

**Number of officers requested:**

**Total hours for officers requested:**

## **Fire and Emergency Medical Services**

Describe your plan for providing emergency medical services:

\*If Emergency Medical or Fire Protection Services are required for the event, off-duty members can be hired at a rate set by the Chief of Fire and Emergency Services per officer per hour. The Chief of Fire and Emergency Services Department reserves the right to set the staffing minimums based upon the specifics of the event (including type of event, expected attendance, time of year and areas to be affected).

## **Weather Emergency Procedures**

\* When lightning and/or thunder occurs, advise participants to seek shelter in a car or building. Please, wait 20-30 minutes before proceeding.

**I understand that the City of Perry Chief of Fire and Emergency Services or his/her designee may determine that weather conditions are too dangerous and cancel the event at any time.**

Yes  No

## **Health Department**

**I understand that the City of Perry does not schedule Health Department inspections and will work with vendors to schedule any required inspections by the Houston County Health Department, 98 Cohen Walker Drive, Warner Robins, (478) 987-2020 at least two weeks before the event.  Yes  No**

## **Event Publicity**

**If you would like your event included in the upcoming FYI Newsletter, please, submit your news release to the City of Perry Digital Communications Manager at least one month before your event at [ellen.palmer@perry-ga.gov](mailto:ellen.palmer@perry-ga.gov).**

## Indemnification and Hold Harmless

<p>Subject to the granting of all permits required by the City of Perry, the City of Perry authorizes _____ (Special event organizer/applicant) to utilize the sites(s) known as _____ for the purposes of conducting the activities described within the special events permit application.</p> <p>The special events organizer/applicant agrees that the City of Perry assumes no responsibility or liability for any defects or other conditions on the site of the event on City of Perry property, whether the conditions are known or unknown to either party and/or discoverable by either party. The special events organizer/applicant agrees to assume the risk for any and all defects and/or other conditions, whether these defects and or other conditions are dangerous and/or whether these defects or other conditions are discoverable by either party and/or known or unknown to either party.</p> <p>The special events organizer/applicant shall indemnify and hold City of Perry and its officers, agents and employees harmless and free from any and all claims, including but not limited to personal injury, property damage, alleged to have arisen or resulted wholly or partially from the exercise of any of the rights granted herein to the special event organizer/applicant. This indemnification and hold harmless agreement includes, but is not limited to, the payment of all attorney fees, expenses, costs, judgment and other expenses that may be incurred by City of Perry, its officers, employees or agents as a result of any and all such claims.</p>
Signature of special event organizer/applicant:
Name, signature and stamp of Notary Public:
Date:

## Agreement and Signature

<p>An application processing fee is required at the time of the application's submittal to the City of Perry. If alcohol is being served, an additional special event alcohol permit is also required at time of the application's submittal. If the application is approved, fee will be rolled over into permit fee. An application must be submitted in time to be included on a Perry City Council meeting agenda for consideration at least 60 days before the proposed event or festival.</p>
<p><b>I, the undersigned representative, have read the rules and regulations referenced in this application and am duly authorized by the organization to submit this application on its behalf. The information herein is complete and accurate.</b></p>
Printed name:
Signature:
Date:
<input type="checkbox"/> Special event application fee enclosed <input type="checkbox"/> Special event alcohol permit application section enclosed
<p>Please, send completed application to:            City of Perry            Attn: City Clerk            P.O. Box 2030</p>

**Perry, GA 31069**  
**(478) 988-2736**  
**(478) 988-2705 (fax)**  
**annie.warren@perry-ga.gov**

**Or hand-deliver application to:**  
**City Clerk at**  
**Perry City Hall**  
**1211 Washington Street**  
**Perry, GA 31069.**

## Office Use Only

<b>Date received:</b>	
<input type="checkbox"/> <b>Special event application fee received</b>	
<input type="checkbox"/> <b>Council approval for event received</b>	<b>Council approval date:</b>
<input type="checkbox"/> <b>Proof of liability insurance coverage naming the City as additional insured received</b>	
<input type="checkbox"/> <b>Proof of alcohol liability insurance coverage naming the City as additional insured received</b>	
<input type="checkbox"/> <b>City staff will notify affected businesses, residents and utility holders if event is downtown</b>	

## Signatures Required for Approval

<b>Police Department</b> _____
<b>Date received:</b>
<input type="checkbox"/> <b>Recommend approval</b> <input type="checkbox"/> <b>Recommend denial</b>
<input type="checkbox"/> <b>Recommend approval with conditions</b>
<b>Approval conditions:</b>

<b>Fire and Emergency Services</b> _____
<b>Date received:</b>
<input type="checkbox"/> <b>Recommend approval</b> <input type="checkbox"/> <b>Recommend denial</b>
<input type="checkbox"/> <b>Recommend approval with conditions</b>
<b>Approval conditions:</b>

<b>Public Works</b> _____
<b>Date received:</b>
<input type="checkbox"/> <b>Recommend approval</b> <input type="checkbox"/> <b>Recommend denial</b>
<input type="checkbox"/> <b>Recommend approval with conditions</b>
<b>Approval conditions:</b>

<b>Other as needed</b> _____
<b>Date received:</b>
<input type="checkbox"/> <b>Recommend approval</b> <input type="checkbox"/> <b>Recommend denial</b>
<input type="checkbox"/> <b>Recommend approval with conditions</b>
<b>Approval conditions:</b>