

CITY OF FORT VALLEY

APPLICATION FOR EVENT PERMIT

Complete the following application, provide event layout, and return to the City Administrator. **Please submit a \$100 fee with this application.** Application submission does NOT constitute event approval. Approved applicants will be notified and must attend a mandatory event meeting.

Application for the Festival Park

Application Date: _____

Name of Event: _____ First Choice Event Date: _____

Second Choice Event Date: _____ Third Choice Event Date: _____

How would you like this event listed on our website: _____

Contact information (phone or email address for our website for people to call for more information):

_____ If no additional information is provided, event name and primary phone number of organizer will be used.

Type of Event: Run ___ Walk ___ Performance ___ Festival ___ Other (Specify) _____

Actual Start Time of Event: _____ A.M. or P.M.

Do you want police present before event start time? _____ If so, what time would you like police to report? _____

Actual End Time of Event: _____ A.M. or P.M.

These times are used to estimate City services and should be accurate at application submittal. Changes to these times will require approval from the City Administrator.

Person/ Organization making Application:

Name: _____ Primary Phone: _____

Residence Address: _____ Secondary Phone: _____

Business Address: _____ Fax # _____

City, State, Zip Code: _____

Email: _____

Will beer and wine be served? Yes _____ No _____

Who will hold the permit? _____

Set-Up Time: AM or PM _____ Day: _____ Date: _____

*Please be specific and include deliveries and set up. If it is the day before the actual event, please state the date.

Estimated number of attendees: _____

Estimated number of vendors: _____

Estimated number of performers: _____

Estimated number of vehicles: _____

Event Organizer (Must be an individual who is responsible for the event):

Name: _____ Res. Phone: _____

Residence Address: _____ Bus. Phone: _____

Business Address: _____ Fax #: _____

City, State, Zip: _____ E-mail: _____

Name of Organization: _____ Non-Profit? Yes No

Is proposed event to be held by, on behalf of, or for any person other than applicant? Yes No

Describe the event and state the purpose or objective of the proposed event (attach additional sheets as needed):

What street closures are needed? NO STREETS MAY BE CLOSED WITHOUT APPROVAL FROM THE CITY. ANY STATE OR COUNTY ROUTES REQUIRE APPROPRIATE DOT APPROVAL (Please attach a drawing or map of area.)

Proposed layout of event: (Please attach a drawing or map of area.) Mark off any areas that should be coned off or closed for special needs, parking or vendor loading area.

Describe the event equipment included in layout (tents, tables, chairs, stages, inflatables, trailers, kids rides, ect.): (Note: The City does not provide equipment.) No items may be driven into the park. No vehicles allowed in the park at any time.

Electricity Required? Yes No Do you plan to use amplified sound? Yes No

Please detail sound system requirements:

I have carefully read and will abide by the foregoing Application and Special Events Policies and swear that statements I made therein are true and correct to the best of my knowledge and belief. **(Signature is required before approval will be granted.)**

Signature of Person Making Application

Date

ALL SIGNATURES REQUIRED FOR APPROVAL

Date Rec'd. _____

Lawrence Z. Spurgeon, Police Chief

___ Approved Staff Hours: ___
___ Denied
___ Approved Conditions

Approval /Denial Conditions:

ALL SIGNATURES REQUIRED FOR APPROVAL

Date Rec'd. _____

Benjamin Carpenter, Public Works Director

___ Approved Staff Hours: ___
___ Denied
___ Approved Conditions

Approval /Denial Conditions:

ALL SIGNATURES REQUIRED FOR APPROVAL

Date Rec'd. _____

Raphel Maddox, City Administrator

___ Approved Staff Hours: ___
___ Denied
___ Approved Conditions

Approval /Denial Conditions:

Festival Park User Fees

Effective: April 22, 2016

The following dates are per day unless otherwise stated:

Non-Profit/Non-Fundraising

Pavilion Only- \$100

RV Part Only - \$125

Both- \$150

Non-Profit/ Fundraising

Pavilion Only- \$200

RV Part Only- \$250

Both- \$300

For Profit Organization

Pavilion Only- \$400

RV Part Only- \$500

Both- \$600

RV Hook-Up Usage

\$300 for entire week

\$200 for Friday/Saturday

All organizations: \$100 refundable key/clean-up deposit

All Organizations: \$20 Background Check Fee

*****Organizations requesting use of facilities for 3 or more consecutive days shall pay a fee equal to %75 of the above fees per additional day.*****