

Recreation, Parks and Cultural Affairs

Special Event Application



Date Submitted: _____

Special Event Applications must be presented (30) days in advanced of the requested date. The Department of Recreation, Parks & Culture Affairs does not provide any equipment. You are responsible for securing all equipment and/or other county services. Permit Questions and Special Event Request Contact: lsdavis@dekalbcountyga.gov

Applicant Information

Contact Person: _____

Organization Name: _____

Address: _____

Phone and Fax number: _____

Please provide a copy of one of these identifications:

____ Valid Driver's License ____ 501 (c) (3) ____ Business Identity

Event Details

Event Name: _____

Requested Location: _____

Date of event: _____ Alternate Date (If date requested is not available): _____

Set-up date: _____ Breakdown Completion date: _____

Actual event start time: _____ End: _____

Rain-Out or Alternate Date (If date requested is not available): _____

Event Categories: (Please check all that apply)

____ Race/ Walk ____ Sporting Event ____ Other

Please also provide a detailed description ON YOUR ORGANIZATION LETTERHEAD.

(*) **Notice: Race/Walk-A-Thon—A copy of your proposed route or map, including assembly and disbanding area must be attached to this application. Also, contact the DeKalb Public Safety and apply for a permit.**

Description of event: _____

Number of participants expected _____ Number of event staff _____

Please check all that apply:

Music _____ Food _____ Bounce House _____ Alcohol Sale/Consumption _____

Tent _____ Street Closure hours _____ Pavilion needed _____ Trash removal needed _____

Will alcohol be served at your event? Yes _____ No _____ Time of sale _____

Fees & Charges:

Alcohol permit serve - \$75 per day (to serve)

Amplified Sound- \$25 per day

Vendor Permit- \$225 per vendor

Bounce House – \$25

Police- \$35 per hour (If traffic control is needed or alcohol is being served)

Alcohol permit to sell – Please contact Roxanne Shields, Business License Supervisor at Voice: (404)687-3857 or Email: rshields@dekalbcountyga.gov

Food Permit if you are cooking onsite and it is not a vendor– Please contact Nakia Robinson , Environmental Health County Supervisor, Food Protection Program, Division of Environmental Health Voice: (404)508-7903, Fax: (404)508-7979 or Email: nakia.robinson@dph.ga.gov

Police- Please contact Sgt. Lambotte Voice: (470)528-8399 or Email: jhlambotte@dekalbcountyga.gov

*Client must provide proof of documentation stating adequate security needed

Staging and Tent- Please contact Larry Labbe, Fire Marshall Voice: Email: llabbe@dekalbcountyga.gov .

*Client must provide proof of documentation stating tents and staging has been approved

Important Notice: During any event, the DeKalb County Recreation, Parks and Cultural Affairs requires organizers of the special event to provide a valid certificate of insurance showing: General Liability Insurance: \$1,000,000 minimum combined single limit for bodily injury and property damage, and alcoholic beverages served or sold at the event.

CANCELLATION POLICY- Lessee may terminate the Event Agreement without cause with 24 hours written notice. Refunds are given due to inclement weather.

PLEASE NOTE

A completed application, detailed description and proof of insurance is mandatory upon submission of application.