

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Applicant Name _____

Mailing Address _____

Suite/Unit/Apt	City	State	Zip Code
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Tel #	Fax	E-mail
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Name of Sponsoring Agency _____

Mailing Address _____

Suite/Unit/Apt	City	State	Zip Code
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Tel #	Fax	E-mail
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Type of Event

TYPE OF EVENT

- Please select the type of event:
- Run/Walk
 - Block Party
 - Parade
 - Street Fair
 - Community Celebration
 - Other _____

Name of Title of Event: _____
 Location of Event: _____
 Date of Event: _____
 Time of Event: From _____ AM/PM To _____ AM/PM
 Description of Event: _____

 Total Anticipated Attendance: _____
 Number of Individuals Monitoring Event: _____

Public Safety

PUBLIC SAFETY

Please List any street(s) requiring closure as a result of this event. Include street name(s) - Attach Map.

Date and time of street closing:

Date and time of street reopening:

Route to be traveled—Attach Map.

Fees

FEES

Please note: This application must be submitted thirty (30) days prior to the Event.

Special Event Permit Fee:	\$50.00
Department Activity (Additional Fees):	
Planning, Zoning, and Economic Development Department Fee (hours x rate)	\$ _____
Police Department Fee (hours x rate)	\$ _____
Total Fee	\$ _____

Please Note: See Article III of the City of Riverdale Municipal Code for the full section of the ordinance on Special Events.

Special Event Requirements

On a separate sheet of paper, in detailed and narrative form, supply information/answers to the following items:

- Describe measures to control traffic.
- Describe measures to control parking.
- Describe measures to provide security
- Describe measures control noise.
- Describe planned clean-up including identity of waste disposal facilities, number of persons on clean-up crew, and a specific time table indicating a complete clean within 24 hours of the event.
- If sound amplification is planned, list specific equipment, power source, etc.
- If you plan to sell or allow alcohol, an Alcohol Permit is required by Chapter 66 of the City of Riverdale Zoning Code. Describe measures to alcohol distribution and the plan to obtain the required permit.
- Describe measures to utilize park and trail facilities.
- Describe measures to utilize and control radio remote broadcasting events.
- Does this event involve a charge of admission?
- Will items or services be sold or given away at the event? If YES, please describe.
- Does this event involve entertainment? If YES, please describe.
- Does this event involve a moving route of any kind along streets, sidewalks, highways, etc? If YES, attach a detailed map of your proposed route, indicate the direction of travel, and provide a written narrative to explain your route.
- Does this event involve a moving float?
- Does this event involve a fixed venue site? If YES, attach a detailed site map showing all streets affected.
- Does this event involve a plan for a tent?
- Will there be open flame cooking in booths or trailers?
- Will Liquefied Petroleum Gas (i.e. Propane) be used?
- Does this event involve a hanging banner?
- Will there be a need for additional Litter Containers?
- Will there be any temporary electrical wiring used?

PLEASE NOTE

Performance Bond: Development staff personnel will determine the appropriate amount of the required performance bond. The bond may cover loss occasioned by activity of such organized event. The bond must remain in place for a full calendar year after the termination of the event.

Indemnification: The applicant agrees that in the event the permit is granted, the following indemnity agreement will apply:

The applicant assumes the risk of all damage, loss, cost, and expense and agrees to fully hold harmless and indemnify the City of Riverdale, its elected and appointed officials and employees, from and against any and all liability which may accrue to or be sustained on account of any loss, damage, claim, suit, or action made or brought relating in anyway to the event, the permit issued for the event, the set-up or take-down of the event, the clean-up of the event or any allegation related in anyway to the event. This duty to indemnify includes, but is not limited to, the failure to obtain and/or maintain the required performance bond or insurance. This indemnification shall extend to and include all of Riverdale's attorney's fees and costs. Nothing contained in this Permit Application or the indemnification obligation shall act as a waiver of Riverdale's immunity.

Insurance: The applicant agrees that in the event the permit is granted, the following insurance requirements apply:

Applicant will obtain, at its sole cost, Special Event and/or Comprehensive General Liability insurance that names the City of Riverdale as an additional insured as respects activities in connection with this permit and such insurance is carried by the applicant is primary (in place of any insurance which may be carried by the City of Riverdale) and the policy shall contain appropriate wording. This insurance shall contain a "Cross Liability" endorsement, which reads substantially as follows: The inclusion of More Than One Insured under this Policy shall not affect the rights of any Insured as respects any claim, suit, or judgment made or brought by or for any other Insured or by or for any employee of any other Insured. This policy shall protect each insured in the same manner as though a separate policy had been issued to each except that nothing herein shall operate to increase the company's liability beyond the amount or amounts for which the insurer would have been liable had only one insured been named. The insurance required herein will be an amount not less than \$1,000,000.00 per incident and \$3,000,000.00 aggregate. The event organizers' current effective insurance policy, or copy, along with necessary endorsements, shall be filed with the City Clerk at least 30 calendar days before the special event. The insurance carrier must be licensed to do business in the State of Georgia and must be acceptable to the City of Riverdale. Proof of insurance in the form of a Declarations Page must be filed as outlined above.

Miscellaneous: The applicant must be certain that all event activities comply with the local laws applicable to noise abatement. A police officer may determine that noise during your event is offensive to others and may require you to stop the noise. Also, the police may order musical entertainment to cease because it may incite a crowd to become unruly and risks injury.

I understand that I must supply the Department personnel with proof of insurance, performance bond, and the permit application fee in accordance with the requirements, before obtaining the permit. I am aware of the terms and conditions of the permit and will advise the participants in this event of these terms and conditions.

Applicant Signature _____ Date: _____

Conditions (OFFICE USE ONLY)

The Assistant City Manager has the right to require conditions to the proposed Special Event.

Description of Conditions: _____

Signature of Assistant City Manager: _____ Date: _____

REQUIRED ITEMS FOR SUBMITTAL

PLEASE NOTE

CONDITIONS