

LEGION FIELD

need to know



Please read the below requirements pertaining to the rental of Legion Field.

You must be a GA Non-Profit, 501 c3 or Community Partner to host a public and/or large-scale event.

Special Event Questionnaire & Permit

- Depending on the type of event, you may be required to complete a Special Event Questionnaire before any other paperwork is provided. This provides us with a better understanding of your event. An in-person meeting may be requested.
- ALL eligible events are required to submit a Special Event Permit Application. There is a non-refundable application fee.
- Special Event Permits require **30 days** prior to event date notice.

Legion Field Agreement

- You must complete our Legion Rental Agreement in its entirety.
- After submission, your application/agreement will be reviewed. Submitting an application/agreement **DOES NOT** secure your rental. You must receive a finalized issued permit provided by our department confirming your event is approved.
- Minimum \$1,000,000.00 event insurance policy with the City of Covington listed as additional insured is required. You can obtain this policy through any company of your choosing.
- Rental/Deposit fees will depend on your event details (Tier fee levels can be found on our website at bit.ly/LegionFieldTierFees2024).
- Deposits are fully refundable, depending on an after-event inspection for any damages by our department. Once the inspection is complete, you will be issued a refund the Friday following your event, which will be mailed to the address you provide in your paperwork.

Alcohol

- If you will have alcohol at your event, you **MUST** have a licensed server obtain an alcohol permit from Licensing Specialist Jennifer Hise at Covington City Hall, 2194 Emory Street NW, Covington 30014.

LICENSING SPECIALIST CONTACT INFO

PHONE: 770-385-2174

EMAIL: jhise@cityofcovington.org

- **ALCOHOL PERMITS REQUIRE 10 DAYS PRIOR TO EVENT DATE NOTICE.**
- If alcohol is served at your event, you are required by the Covington Police Department to hire off duty security for your event. **This requirement is non-negotiable.**

COVINGTON POLICE CONTACT INFO

CONTACT: Sgt. Contareus Robinson

PHONE: 770-385-2127 or 770-786-7605 ext. 1270

EMAIL: contrareus.robinson@covingtonpolice.com

Food Trucks

- If you have food trucks scheduled to attend your event, you **MUST** contact Licensing Specialist Jennifer Hise at City Hall prior to your event. Majority of food trucks will be required to obtain a one-day permit to serve.

LICENSING SPECIALIST CONTACT INFO

PHONE: 770-385-2174

EMAIL: jhise@cityofcovington.org

Vendors

- Retail/Sponsor/Food tent vendors are required to follow all requirements given by the Fire Marshal's Office. The renter/event organizer is required to sign and submit a Vendor Requirement Form prior to event date.
- **INSPECTIONS:** Along with your vendor requirements, your event could require an inspection from the Fire Marshal's Office. This will be determined and requested upon application review.

Additional Information

- If you have live entertainment at our facility, you are required to use one of our two approved sound providers. This requirement will be enforced upon application review.
- Bathrooms are available to the public from 8:00 AM – 9:00 PM. After 9:00 PM, all outside doors will be locked.
- Any tables/chairs inside the building are **NOT** allowed outside. If you host an event outside, you are responsible for renting tables/chairs from an outside company.

REMINDER: Legion Field is a 24/7 public park. You may have people visiting the park for everyday activities. However, renters are eligible to rent the entire facility, which allows closing of the park during your event time.

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3173 MILL STREET NE | COVINGTON, GA 30014

