



CITY OF COVINGTON SPECIAL EVENT PERMIT APPLICATION

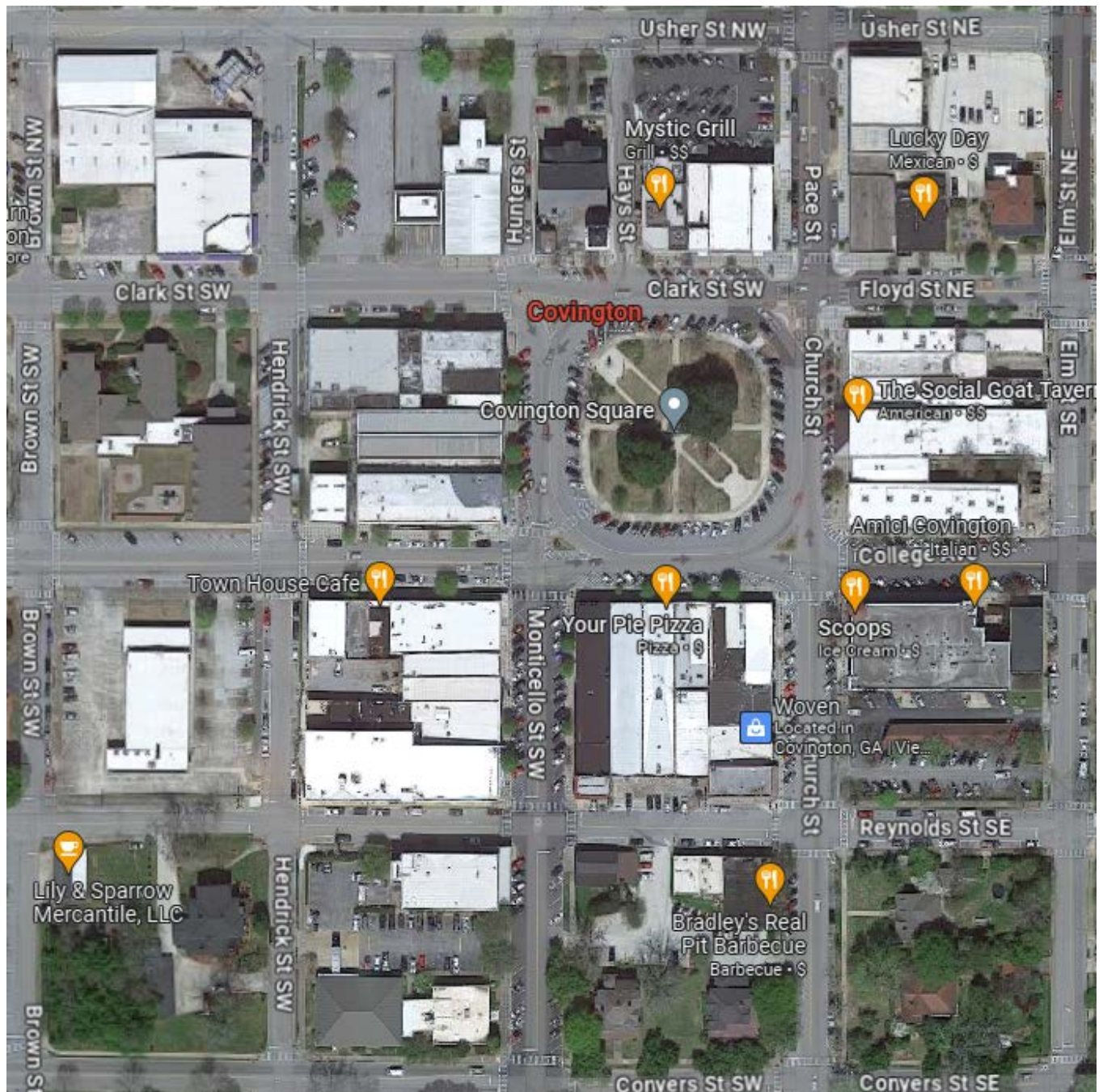
Thank you for your interest in a Special Event in the City of Covington! A Special Event is defined as a temporary community interest event that is open to the general public. All Special Events are subject to a non-refundable \$175 permit application fee if the event is in the City Limits, OR a \$250 permit application fee if the event takes place in the Downtown Entertainment District. A map of the Downtown Entertainment District is included on the second page of this packet. All applications must be submitted at least 30 business days prior to the event.

The following rules, ordinances and permits will be required and enforced for all events:

- All businesses and residents in the area of the road closure must be notified by the event organizer in writing at least seven (7) calendar days prior to the event.
- If amplification equipment will be used, please see the attached City Ordinance Section 8.20.030.
- If alcohol is being served, a caterers and pouring licenses are required. **PLEASE NOTE: alcohol is not permitted on site without obtaining the proper alcohol permits prior to the event.**
- If a tent is erected, an inspection by the Building Inspector or Fire Marshal is required.
- If food is prepared and/or served, a food service permit from the Department of health is required. Food service permits are not required for private events.
- If mobile food vendors will be present, each vendor must individually apply for a permit with the Planning and Development Department, and an inspection from the Fire Marshal's office will be required on the day of the event. Contact the Planning and Development Department at 770-385-2020 for more information.
- All permit applications must be submitted with applicable fees 30 days prior to the event.

Event organizers for all events on City Property are REQUIRED to obtain a comprehensive liability insurance policy with a minimum of one million dollars (\$1,000,000) combined single-limit coverage per event in Covington for bodily injury and property damage with an endorsement naming the City of Covington as an additional insured under the policy. Do not include any specific department or person. A certificate of insurance is to be provided to the City of Covington no less than 15 calendar days prior to the scheduled event. If an event is approved, it will be approved pending receipt of the insurance certificate. The insurance agency must be licensed to do business in the state of Georgia and have a Class A rating. The company providing insurance must provide at least 30 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 in the policy, the City of Covington must be notified by certified mail.

If your event takes place in the Downtown Entertainment District, we strongly encourage contacting the Downtown Coordinator Allen Martin (amartin@cityofcovington.org or 678-212-6458) before you submit your application to confirm plans, dates and logistics.





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NOTES

A Special Event is defined as a temporary community interest event that is open to the general public. There is a non-refundable **\$175** permit fee for events in the Covington City Limits, **OR** a **\$250** permit fee for events in the Downtown Entertainment District. All applications must be filed at least 30 days prior to the first day of the event. Special Event Permits are limited to 72-hours.

OFFICE ONLY

Date Received: _____
Received By: _____
Permit Number: _____
Invoice Number: _____
Payment Date: _____
Permit Issued: _____

All applications must include a copy of event flyer/invitation, certificate of liability insurance, and a map showing the event location and proposed road and parking closures (if applicable).

I. APPLICATION INFORMATION

APPLICANT (BUSINESS, ORGANIZATION, ETC.): _____
CONTACT NAME: _____
APPLICANT ADDRESS: _____
EMAIL ADDRESS: _____ PHONE NUMBER: _____

II. LOCATION OF EVENT

NAME OF LOCATION: _____
ADDRESS: _____
TAX ID: _____ PARCEL SIZE (ACRES): _____
ZONING DISTRICT: _____ TENANT: _____
If on City property: Has a lease agreement with the City been executed? YES NO NA

III. EVENT INFORMATION

EVENT DATE(S): _____ TIME: _____
SETUP COMPLETION TIME: _____ EXPECTED ATTENDANCE: _____
WILL ALCOHOL BE SERVED AT YOUR EVENT? YES NO
EVENT DESCRIPTION: _____

IV. ADDITIONAL SERVICES + FEES

WHERE WILL YOUR EVENT TAKE PLACE? (CHECK ONE)

LOCATION	CHECK HERE	CHARGE
Covington City Limits OR		\$175
Downtown Entertainment District		\$250

WILL YOUR EVENT REQUIRE: (CHECK ALL THAT APPLY)

SERVICE	CHECK HERE	CHARGE
Dumpster Service	Contact Anderson Bailey: abailey@cityofcovington.org	
Water/Sewer Meter	Contact Tim Smith: tsmith@cityofcovington.org	
Electrical		\$50
ROAD CLOSURE: Single Street WITHOUT Police		\$100
ROAD CLOSURE: Single Street WITH Police		\$200
ROAD CLOSURE: Square Closure WITHOUT Police		\$300
ROAD CLOSURE: Square Closure WITH Police		\$1,000
ROAD CLOSURE: Parade/Race		\$1,000
	TOTAL DUE:	

V. ROAD CLOSURES (IF APPLICABLE)

CLOSURE DATE: _____

CLOSURE START TIME: _____ END TIME: _____

CLOSURE ADDRESS: _____

BETWEEN: _____ AND: _____

*Please include a map of any road closures.***VI. CERTIFICATION**

I, _____, the applicant, read and understand the contents of this application. I certify that the information contained herein, including attachments and all other supporting information, is complete and true, to the best of my knowledge. I further agree that to save, indemnify, and keep harmless the City of Covington, its officers, employees and agents against all liabilities, judgments, costs, and expenses which may accrue against them in consequence of the granting of this permit, inspections, or use of any on-site or off-site improvements placed by the virtue hereof, and will in all things strictly comply with all applicable rules and ordinances. My signature constitutes an attestation by the owner or owner's authorized representative(s) that application complies with all covenants, conditions and restrictions.

SIGNATURE OF OWNER/APPLICANT OR REPRESENTATIVE_____
DATE

VII. AFFIDAVIT VERIFYING STATUS FOR CITY PUBLIC BENEFIT APPLICATION

I, _____, am applying to
the City of Covington, Georgia for a Special Event Permit. I hereby state, under oath, with respect to my application for
_____ that:

_____ 1. I am a United States citizen or a legal permanent resident

OR

_____ 2. I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act, 18 years of age or older, lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant

Printed Name

Date

Alien Registration Number for Non-Citizens

NOTARY SEAL:

Sworn to and subscribed before me on this _____ day of _____, 20_____

Notary Public

My Commission Expires: _____

* Note: O.C.G.A. 50-36-1 9e) (2) requires that aliens under the Federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number, because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration numbers. Qualified aliens that do not have an alien registration number may supply another identifying number here:

FOR OFFICIAL USE ONLY

DISTRIBUTION FOR REVIEW:

- ☐ PLANNING AND DEVELOPMENT
- ☐ FIRE MARSHAL
- ☐ BUILDING OFFICIAL
- ☐ PUBLIC WORKS DEPARTMENT
- ☐ POLICE DEPARTMENT
- ☐ COMMUNITY DEVELOPMENT DEPARTMENT
- ☐ ELECTRIC DEPARTMENT
- ☐ CITY MANAGER/ASSISTANT CITY MANAGER

ADDITIONAL REMARKS:

PERMIT STATUS:

- ☐ APPROVED
- ☐ DENIED

<hr/> AUTHORIZED SIGNATURE <hr/> DATE	<hr/> Facilities & Permit Specialist <hr/> TITLE
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