



City of Covington

SPECIAL EVENT PERMIT APPLICATION

PLEASE COMPLETE THE FOLLOWING:

A Special Event is defined as a temporary community interest event, open to the general public.

There is a non-refundable \$175 permit fee (\$250 if in the Downtown Entertainment District).

I. APPLICANT INFORMATION:

Applicant: _____

Contact Name: _____ Phone: _____

Applicant Address: _____

Email Address: _____

II. LOCATION OF EVENT:

Address: _____

Tax ID: _____ Parcel Size (Acres): _____

Zoning District: _____ Tenant: _____

If on City Property: Has a lease agreement with the City been executed? Yes No N/A

III. EVENT INFORMATION:

Dates of event: From _____ To _____ Time: _____

Number of people expected to participate in the event: _____

Please describe the event: _____

Which of the following amenities will be necessary to facilitate the event (additional fees may apply):

Electrical service; Plumbing service; Water or Sewer service; HVAC service; Porta-John

Dumpster service; Other – please describe: _____

Does your event require road closures? Yes No Will your event block parking spaces? Yes No

Road Closure Fees: Single Street w/o Police - \$100 Single Street with Police - \$200

Square Closure w/o Police - \$300 Square Closure with Police - \$1,000 Parade/Race - \$1,000

If your event requires road or parking space closures, please include a detailed map showing the event location and proposed road/parking closures with this application. Please fill out the road closure permit application attached on page 5.



City of Covington

SPECIAL EVENT PERMIT APPLICATION

- All businesses and residents in the area of the road closure must be notified in writing at least 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 and 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.
- All permit applications must be submitted with applicable fees 15 days prior to the event.

Please attach a copy of all invitations, flyers, tickets, etc. to this application if it is a Special Event.

IV. INSURANCE REQUIREMENT (for events on City Property):

Event organizers are required to obtain a comprehensive liability insurance policy with a minimum 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.

V. CERTIFICATION:

I, _____ the applicant, read and understand the contents of this application. I certify that 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 virtue hereof, and will in all things strictly comply with all applicable rules and ordinances. 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: _____



City of Covington

SPECIAL EVENT PERMIT APPLICATION

VI. AFFIDAVIT VERIFYING STATUS FOR CITY PUBLIC BENEFIT APPLICATION

I, _____ am applying to the City of Covington, Georgia for an
(Name)

Event Permit in the City of Covington.

I hereby state, under oath, with respect to my application for

(Name of business, corporation, partnership, or other private entity)

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 year 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

Date

Printed Name

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 (e) (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 below:



City of Covington

SPECIAL EVENT PERMIT APPLICATION

**** FOR OFFICIAL USE ONLY ****

Distribution for review:

- Planning and Development
- Fire Marshall
- Building Official
- Public Works Department
- Police Department
- Community Development Department
- City Manager

Approved Denied: Approved with remarks

If issued, the Applicant must present this Permit, upon request, at all times during the event.

Planning Director's Signature: _____ Date: _____

Covington Police Chief's Signature: _____ Date: _____



City of Covington

SPECIAL EVENT PERMIT APPLICATION

PROCEDURES AND APPLICATION FOR ROAD CLOSURE

- 1) Complete Application
- 2) Submit Application to the Transportation Department
- 3) Approval must go before the City Manager
- 4) Once approval is obtained, Transportation Department will issue permit for road closure

APPLICANT INFORMATION:

Name: _____ Phone Number(s) _____

Mailing Address _____

Email Address _____

Date of Closure: _____

Time of Closure: From _____ AM/PM to _____ AM/PM

Closure Address: _____

Purpose of Closure: Grand Opening of Business

Name of Business _____

Special Event

Name of Event _____

Other

Please Specify _____

Road Closure Fees: Single Street w/o Police - \$100 Single Street with Police - \$200

Square Closure w/o Police - \$300 Square Closure with Police - \$1,000 Parade/Race - \$1,000

Contact Information: City of Covington Transportation Department

John King

770-385-2176

Jking@cityofcovington.org