

# *City of Dallas, Georgia*

## **GUIDELINES FOR SPECIAL EVENTS**

A *Special Event* is any activity that occurs upon public or private property that affects the ordinary use of parks, public streets, rights-of way or sidewalks, or causes an increase of more than 100% in average daily trips on any public street within the City.

Special Events facilitate opportunities to promote tourism, showcase local talent, draw first time visitors, contribute to the economy of the community and revitalize downtown and surrounding areas. Granting permission for use does not entitle exclusive use. Special Events may include but are not limited to such activities as arts festivals, fairs, tours, concerts, holiday celebrations, grand opening celebrations, certain business promotional events out of doors, block parties, bicycle races, runs, processions and motorcades.

Individuals or groups wishing to hold events on public or private property within the city limits, including city parks and the Town Square, must obtain a Special Event Permit from the City of Dallas. ***Event sponsors should submit their application 90 days prior to the proposed event.*** Acceptance requires approval of the Mayor and Council of the City of Dallas, subject to the review of affected city departments.

Activities that do not require a Special Event Permit may include funeral processions; garage sales, lawn sales, rummage sales, flea markets or any similar casual sale of tangible personal property; and private social gatherings of up to 25 participants that make no use of city streets other than for lawful parking.

A request for a Special Event Permit may be denied if judged that the event will disrupt traffic within the city beyond practical solution; the event will interfere with access to fire hydrants; the event will cause undue hardship to adjacent businesses or residents; the event will require the diversion of so many public employees that allowing the event would unreasonably deny service to the remainder of the city; the event might otherwise interfere with the public welfare, peace, safety, health, good order and convenience of the general public; the application contains incomplete or false information; the applicant fails to comply with all requirements of the City of Dallas including failure to remit all fees and deposits and Save Harmless Agreement to the city.

Permission will not be given to individuals for the purpose of generating revenue for personal gain.

## **Some key points:**

**Hours:** Event activities are prohibited after 10:00 pm and before 7:00am Sunday through Thursday. On Fridays and Saturdays, events must end by 11:00pm and may not resume before 8:00am.

**Length of Use:** There is a maximum use of four (4) days for each event. (This time frame does not include set up and take down; there will be a seven (7) days maximum period for set up and take down.) A permit will not be issued to a subsequent group or individual for the purpose of continuing a previously permitted event or display.

**Alcohol:** Alcohol is prohibited.

**Trash:** It is the event organizer's responsibility to deposit any trash into appropriate trash receptacles following the event to warrant returning the security deposit. Daily cleanup is required to return event location to its pre-event condition. If the applicant fails to clean up such refuse, cleanup will be arranged by the city and the costs charged to the applicant.

During the application review process it may be determined the size of the event calls for additional dumpsters. It will be the event organizer's responsibility to make all arrangements and pay any fees applicable for any additional equipment or services. The event organizer should contact City Hall for the name and phone number of contracted sanitation provider.

**Restroom Facilities:** The city may require event sponsors to provide temporary toilet facilities. In cooperation with the Americans with Disabilities Act, at least one portable toilet is to be handicap accessible. It is the coordinator's responsibility to make all arrangements (drop-off & pick-up) and pay any fees. You will need to coordinate the appropriate locations with Public Works Manager. Daily cleanup is required returning event location to its pre-event condition. If the applicant fails to clean up such refuse, cleanup will be arranged by the city and the costs charged to the applicant.

**Insurance:** A comprehensive liability insurance policy with an endorsement naming the City of Dallas, Georgia, specifically and separately, as an additional insured under the policy is required for any event. (Please refer to the Application Part I for amounts of coverage required.) A certificate of insurance is to be provided to the city no less than 30 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. The company providing insurance must provide at least thirty (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 must be notified by certified mail.

**Sound System:** Not provided. Any intended use of a sound system during the event needs to be addressed in writing. The City maintains a noise ordinance. (Sec. 6-103)

**Traffic & Parking:** Parking is permitted in designated areas. Absolutely no parking is allowed on brickwork or sidewalks. The Paulding County Fire Department requires that all entries, exits and fire lanes be maintained. The speed limit for vehicles within parks is 5 mph. ***Fines may be applicable.***

**Signs:** Permits are required for temporary signs. No signs may be affixed to trees, buildings street fixtures or in the street right-of-way. (Sec. 5-508)

**Fireworks:** Are not permitted without prior approval from Paulding County Probate Judge.

**Swimming:** Available at designated pools.

**First Aid and Medical:** The City recommends that you have emergency medical personnel on site for your event.

**Enforcement:** City of Dallas Police or Code Enforcement Personnel may eject any citizen or event participant from any park or public facility for violation of rules and regulations. ***Fines may be applicable.***

**Rain Policy:** Events take place as scheduled; no allowances made for inclement weather.

**Alteration to Parks:** Alterations to park facilities including attaching of decorations and displays are prohibited unless written permission has been given from the Public Works Manager for the City of Dallas. Construction and installation of special service facilities must be approved in writing prior to the event. Damage to any structure or plant material will be billed to the organization at replacement cost plus labor and a ten (10) percent administration fee added to that cost. The City of Dallas withholds the right to regulate placement and method of placement of items or structures in any City park.

**Downtown Streetscape:** Parking, cooking or skateboarding is prohibited on all brickwork.

**Fees:** The application fee is ***non-refundable*** and should be included with the application. If the event is approved the user fee and security clean-up deposit will then be due. (*Refer to Application Part I for schedule of fees*) The security clean-up deposit will be returned if the

facility or park is left in appropriate order and no damage is reported. Failure to comply will result in loss of deposit and denial of future applications.

Checks should be payable to The City of Dallas.



## Special Event Application Part I

Submit your Special Events Permit Application Package along with attachments as required, at least ninety (90) days prior to the proposed event. A **Non-Refundable Special Event Application Fee** in the amount of \$100 must accompany the application form. The User Fee and Security Deposit are due after the event is approved.

***Please initial acknowledgment in each items box. □***

If food is to be served or sold at the event, contact the Paulding County Health Department, at (770) 443-7881 to discuss Food and Beverage regulations ***before you submit your application.***

To obtain approval for **Temporary Signs or Advertising Devices**, contact the City's Planning & Zoning Office, at (678) 363-6175 ***before you submit your application.***

For a **Fire Inspection or Fireworks Permit**, contact the Paulding County Probate for details on permitting (770) 443-7541 ***before you submit your application.***

Only certified off-duty police officers are allowed to work special events. *A minimum of 2 officers with a 2-hour minimum are required at any event.* Additional officers may be required depending on the size of event (as determined by the Dallas Police Department). For information on hiring Off-Duty Police Officers, contact the Dallas Police Department at (770) 443-8102 ***before you submit your application.***

If you will be requesting a **Police Escort**, contact the Dallas Police Department at (770) 443-8102 ***before you submit your application.***

If products or services are to be sold at this event, submit a copy of your **Occupation Tax Certificate** with this application. To apply for an Occupation Tax Certificate, contact the City Business Registration office at (770) 443-8110 ***before you submit your application.***

If you are requesting to close a road, you will need to explain the need, and the **Road Closure** must be approved by the Mayor & City Council. **Allow at least ninety (90) days for this process.**

**Fee Structure \***

**Application processing fee (non-refundable) - \$100.00\*\***

*(This fee will be applied toward User Fee if the event is approved and not cancelled)*

**User Fee (per day) -**      1 day- \$400.00\*\*  
    2 days- \$750.00\*\*  
    3 days- \$1000.00\*\*  
    4 days- \$1200.00\*\*

**Security Deposit**                      \$150.00

**Per staff member**                      \$ 40.00 per hour (Minimum - 2 officers/2-hours)

*\*Fees may also be assessed for additional city services including, but not limited to, clean-up, maintenance, streets, Police and traffic control, electricity, etc.*

*\*\*Non-Profit organizations can receive a 50% reduction on the Application Processing Fee and User Fee(s) when proof of 501(c)3 status is given (form must be submitted).*

When using a City facility, common area(s), street(s), park(s) or trail(s), provide a **Certificate of Insurance** with the City of Dallas named specifically and separately, as an additional insured under the policy. ***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. In the event of any changes or cancellation in the policy, the city must be notified by certified mail.

**This is due no less than 30 days prior to event.**

<u>Type of Insurance</u>	<u>Limits</u>	
General Liability	Each Occurrence	1,000,000
	Damage to Rented Premises (Each occurrence)	50,000
	Med Exp (Any one person)	5,000
	Personal & Adv Injury	1,000,000
	General Aggregate	2,000,000

Products 1,000,000  
(Completed Operations / Aggregate products)

Event groups must take adequate measures to protect public/private property, wildlife and water from damage or injury. A **Performance Bond** in the amount of 150% of the total estimated cost of the special event to the city may be required before the special event permit can be issued.

Provide a complete application (Part I and Part II) including, but not limited to, a **Site Plan or Parade Route** which addresses:

- (a) the location of the event on the property, or the beginning/end of route;
- (b) features and attractions;
- (c) circulation;
- (d) proposed parking including how you will handle overflow parking;
- (e) any proposed road closures;
- (f) location of waste disposal facilities;
- (g) restrooms;
- (h) access for disabled.

***Please Continue to Application Part II***

**Special Event Application    Part II**

**APPLICANT / EVENT INFORMATION**

FOR CITY USE ONLY:  
PERMIT #

Application Date: \_\_\_\_\_

Company / Organization \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

**The City will need an individual named as a *24-hour contact* for the event and a *24-hour phone number* for the individual. One Alternate Contact is also requested.**

Name of Primary Contact \_\_\_\_\_

Contact's Phone \_\_\_\_\_

Contact's Email \_\_\_\_\_

Name of Alternate Contact \_\_\_\_\_

Alternate Contact's Phone \_\_\_\_\_

Alternate Contact's Email \_\_\_\_\_

**EVENT INFORMATION – *Submit ninety (90) days prior to event***

Name of Event \_\_\_\_\_



Date of Event \_\_\_\_\_ Time of Event \_\_\_\_\_am /pm to \_\_\_\_\_am / pm

Set-up time \_\_\_\_\_ Tear down time \_\_\_\_\_

Event

Sponsor

***Please attach additional information as needed***

**Event Description:**

*Describe type of your event, purpose of your event, projected attendance (including approximate number of persons and vehicles attending) :*

**Event Location (include the location of event on property, or the beginning/end of route)**

**How do you plan to publicize this event?**

**Schedule of the day's events (tentative is acceptable):**

Will you require road closure? Yes \_\_\_\_\_ No \_\_\_\_\_

*If yes, describe the need and allow ninety (90) days processing:*

List any electrical needs:

Is there a copy of the event's Site Plan or Parade Route attached? Yes \_\_\_\_\_ No \_\_\_\_\_

Who is responsible for cleanup? \_\_\_\_\_

Will there be entertainment or music? Yes \_\_\_\_\_ No \_\_\_\_\_

Number of certified off-duty police officers scheduled for your event: \_\_\_\_\_

*Please attach a copy of confirmation from The Dallas Police Department*

Will event require a police escort? Yes \_\_\_\_\_ No \_\_\_\_\_

*If yes, attach a copy of your confirmation from The Dallas Police Department*

Will any signs / banners be hung? Yes \_\_\_\_\_ No \_\_\_\_\_

*If yes, attach a copy of your permit from Planning and Zoning*

Will you serve or sell food at this event? Yes \_\_\_\_\_ No \_\_\_\_\_

*If yes, attach a copy of your permit from Paulding Co. Health Department*

Will you be selling products or services at this event? Yes \_\_\_\_\_ No \_\_\_\_\_

*If yes, attach a copy of your Occupation Tax certificate*

Is your organization non-profit? Yes \_\_\_\_\_ No \_\_\_\_\_

*If yes, attach a copy of non-profit status (Form 501(c) 3).*

Will there be fireworks at your event? Yes \_\_\_\_\_ No \_\_\_\_\_

*If yes, attach a copy of your permit from Paulding County Probate*

- 1) "Guidelines for Special Events" Reviewed
- 2) Application Part I Reviewed and Initialed
- 3) Application Part II Completed (including any required attachments)
- 4) Save Harmless Agreement Completed (page 4)

# SAVE HARMLESS AGREEMENT

Please submit with the Special Event Permit Application

## 5) Affidavit Verifying Status for City Public Benefit Completed (page 5)

The applicant agrees to defend, pay and save harmless the City of Dallas, Georgia, its officers and employees from any and all claims or lawsuits for personal injury or property damage arising from or in any way connected to the special event; excepting any claims arising solely out of the negligent acts of the City of Dallas, Georgia, its officers and employees.

Approval of this application shall not be construed as imposing upon the City of Dallas, Georgia or its officials or employees any liability or responsibility for any injury or damage to any person in any way connected to the use for which this permit has been issued. The City of Dallas, Georgia and its officials and employees shall not be deemed to have assumed any liability or responsibility by reasons of inspections performed, the issuance of any permit, or the approval of any use of the right-of-way or other public property. Application assumes adherence to federal and state laws and local ordinances.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**When all of your paperwork is complete, mail the completed application, any required attachments and the \$100 non-refundable Special Event Application Fee (checks payable to the City of Dallas), to:**

**The City of Dallas  
Attention: Office of City Manager  
129 East Memorial Drive  
Dallas, Ga. 30132**

*I agree that the person in charge or the designated contact will keep the Special Event Permit issued, along with a copy of the Special Event Application form, at the site and available for inspection throughout the event. Failure to produce permit may result in fines.*

\_\_\_\_\_  
Signature of Applicant, if an individual  
or Partner or Officer of Corporation

\_\_\_\_\_  
Date

*All information furnished shall be kept in strict confidence by the City of Dallas, Georgia, to the extent allowed by law, and shall be utilized only by the officials of the City of Dallas, Georgia responsible for administering the application. Any false statement in an application for a permit shall be grounds for revocation, denial, and/or denial of future permit applications.*

## **Affidavit Verifying Status for City Public Benefit Application**

**The City of Dallas, Georgia**

By executing this affidavit under oath, I am stating the following with respect to my application for a **City of Dallas, Georgia** Business License or Georgia Occupational Tax Certificate, Alcohol License, Taxi Permit or other Public Benefit as referenced in **O.C.G.A. Section 50-36-1**,

I, \_\_\_\_\_  
(Name of natural person / Title)

on behalf of \_\_\_\_\_ state that:  
(Business, corporation, partnership, or other private entity)

1) \_\_\_\_\_ I am a United States Citizen

**OR**

2) \_\_\_\_\_ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and 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:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_**

\* \_\_\_\_\_  
**Alien Registration number for non-citizens**

**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 V.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 number. Qualified aliens that do not have an alien registration number may supply another identifying number below:*

\_\_\_\_\_