



# SPECIAL EVENT/CATERING EVENT PERMIT APPLICATION

A completed Special Event/Catering Event /Catering Event Permit Application must be submitted a minimum of 14 city business days prior to your proposed event date. Failure to do so may result in a permit being denied. In addition, the City reserves the right to require supplemental information and/or the right to deny any permit due to an incomplete application, lack of qualified insurance, limited resources or previously scheduled events.

**1. FEES**

Should city services be required for your event such as Police, Fire, Parks, Streets, Event Oversight or Janitorial, you will be notified and all additional charges are due prior to the event date. If additional services are required on the day of the event, these charges will be billed afterwards. Should off duty police officers be required to secure the event, the scheduling of these officers and fees associated with the officers should be paid prior to the event date.

This application and resulting permits reflect your agreed upon and intended use of city and/or private property. Any changes to the initial application must be made in a timely manner prior to the date of the event. Excessive changes and revisions to the permit may result in your permit being denied.

**2. APPLICANT/ORGANIZATION INFORMATION**

**Applicant Name:** \_\_\_\_\_

Address/City/Zip: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_ Mobile Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Organization Name** (if different from above): \_\_\_\_\_

Address/City/Zip: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Contact Person(s)** that will be on-site the day of event:

Name: \_\_\_\_\_ Mobile Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Mobile Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Mobile Phone Number: \_\_\_\_\_

**3. EVENT INFORMATION:** *Event must be in compliance with the Americans with Disabilities Act.*

Name/Title of Event: \_\_\_\_\_

Location of Event (Name of Venue and Physical Location): \_\_\_\_\_

Event Date:(mm/dd/yy) \_\_\_\_\_ Event Time: (Start Time)\_\_\_\_\_ am/pm (End Time)\_\_\_\_\_ am/pm

Event Setup Date:(mm/dd/yy) \_\_\_\_\_(Start Time)\_\_\_\_\_ am/pm (End Time)\_\_\_\_\_ am/pm

Event Breakdown Date:(mm/dd/yy) \_\_\_\_\_(Start Time)\_\_\_\_\_ am/pm (End Time)\_\_\_\_\_ am/pm

- This event is FREE to the Public  This event will charge an admission fee to the public  
 This event is Private/Invitation Only

Estimated Number of Attendees: \_\_\_\_\_ Estimated Number of Vendors: \_\_\_\_\_

**A final vendor list must be submitted at least 15 city business days prior to the proposed event.**  
*Note: Vendors include concessionaires, non-profit organizations, sponsors, entertainment, sound, light, and stage providers, and any other company, organization, or individual providing goods, services and/or equipment.*

**4. EVENT CATEGORY:**

- Public  Private  For Profit/Business  
A copy of your City of Douglas Business License must be provided with application.

- Non-Profit, 501c(3); Designation paperwork must be submitted with your application.  
 Non-Profit, Community Service Group, organization, club without 501c(3) designation;  
A letter from your organization's president stating the event is a not for profit event should be submitted with your application.  
 Other:

**5. TYPE OF EVENT:**

- Free Speech  Walk  Run  
 Parade  Carnival/Fair  Concert

**Event Description:** *(please be specific and include event social media and website addresses as well as flyers relating to the event)*

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**6. EVENT VENUE:**

Name of Venue: \_\_\_\_\_

Physical Address: \_\_\_\_\_

- City Property  Private Property

**7. EVENT SITE MAP:**

A detailed and/or route map must be included with this application. The map must include a diagram of where the following items will be located: tables, chairs, stage, sound equipment, vendors, food booths, tents, display vehicles, generators, portable restrooms/sink facilities, and anything that could create a hazard.

Note: Permittee is responsible for contacting Public Safety (Fire and Police) and other agencies to coordinate required inspections such as fire inspections, temporary food permit inspections, etc.

**8. FACILITY SERVICES:**

**Electricity:**

- NO – we will not be requiring electricity nor using a generator for this event.
- YES – Electricity is required. There is an additional cost associated with the city supplying electrical services at the event. \$\_\_\_\_\_/per hour.

List location and time requested: \_\_\_\_\_

List type (including amps): \_\_\_\_\_

- YES – A generator is being used for this event.  
List type (including amps): \_\_\_\_\_

*Permittee is responsible for acquiring a fire permit for generators over 200 amps.*

**Restrooms:** *If public restrooms are not provided, permittee is responsible for providing portable restrooms, portable hand washing stations, and at least one ADA accessible restroom.*

- YES – City Property  
Restrooms will need to be open. If required to be open, there will be an additional restroom cleaning fee that will need to be paid prior to the event. A key deposit is required.
- YES – Private Property  
Public restrooms are available at the event venue and will be managed by organizers or event venue staff.
- NO – Organizer will supply portable restrooms, handwashing stations, and one ADA restroom for the event.

**Environmental Services – Trash/Recycling:**

Permittee is responsible for all clean-up of trash, debris, litter, and recyclable materials that may accumulate as a result of this event. Permittee is also responsible for contacting the Customer Care Center (3-1-1 or 384-3302 for city property to make arrangements for trash disposal from event. Permittee is responsible for all costs associated with, and for the disposal of all trash at event venue. No materials may be placed in City or privately owned bins without permission.

- YES – City Property  
Additional bins or dumpster is required at the cost of the organizer. Permittee is responsible for contacting the Customer Care Center 3-1-1 or 384-3302 for city property to make arrangements for trash disposal from event.
- NO – Permittee will supply bins, dumpsters, etc. that is required for cleanup of all trash and debris from event. If additional cleanup is required on city property, permittee is responsible for the cost.

**9. STREET CLOSURES/TRAFFIC CONTROL**

If permittee requires a street to be closed, permittee should request permission from the City of Douglas Mayor and Board of Commissioners at least 30 days prior to event date. Contact the City Manager’s Office at (912)389-3401 to be placed on the City Commission Agenda.

**Permittee must submit a professional traffic control plan 30 city business days prior to the proposed event.** Once submitted, the Police Department (912-384-2222) will review the plan.

NO Street closures or traffic control required for this event.

YES – Street closure is required at the below proposed streets.

- 1. \_\_\_\_\_ FROM: \_\_\_\_\_ am/pm TO: \_\_\_\_\_ am/pm
- 2. \_\_\_\_\_ FROM: \_\_\_\_\_ am/pm TO: \_\_\_\_\_ am/pm
- 3. \_\_\_\_\_ FROM: \_\_\_\_\_ am/pm TO: \_\_\_\_\_ am/pm
- 4. \_\_\_\_\_ FROM: \_\_\_\_\_ am/pm TO: \_\_\_\_\_ am/pm

**After review of the traffic control plan, the Police Department will review and determine if traffic control is required for the event.**

YES – Traffic control is required at the below proposed streets.

- 1. \_\_\_\_\_ FROM: \_\_\_\_\_ am/pm TO: \_\_\_\_\_ am/pm
- 2. \_\_\_\_\_ FROM: \_\_\_\_\_ am/pm TO: \_\_\_\_\_ am/pm
- 3. \_\_\_\_\_ FROM: \_\_\_\_\_ am/pm TO: \_\_\_\_\_ am/pm
- 4. \_\_\_\_\_ FROM: \_\_\_\_\_ am/pm TO: \_\_\_\_\_ am/pm

Permittee is responsible to notify verbally or in writing all businesses and private parties within a 700 foot radius of the event regarding street closures or significant disruptions. In addition, the services of a city street sweeper are required for all Downtown street closures at Permittee’s expense.

**10. PARKING**

**City Parking Lots:**

NO – Permittee does not seek to close any city parking lot for the event.

YES – Permittee would like to close a city parking lot(s) for the event.

- 1. \_\_\_\_\_ FROM: \_\_\_\_\_ am/pm TO: \_\_\_\_\_ am/pm
- 2. \_\_\_\_\_ FROM: \_\_\_\_\_ am/pm TO: \_\_\_\_\_ am/pm
- 3. \_\_\_\_\_ FROM: \_\_\_\_\_ am/pm TO: \_\_\_\_\_ am/pm
- 4. \_\_\_\_\_ FROM: \_\_\_\_\_ am/pm TO: \_\_\_\_\_ am/pm

**11. PARK SERVICES**

If the proposed event is taking place in a city park, a reservation must be made with the Douglas Coffee County Parks and Recreation Department (912) 384-5978. If, any additional cleanup following the event is needed, fees will be charged to the permittee.

If restrooms are required to be open during the event, there will be a cleaning fee charged to the permittee that is due prior to the event date. A key deposit is required for the restrooms to be open.

NO – Event will not be held in a city park.

YES – Event will be held in a city park. A copy of the reservation permit must be supplied with application.

**12. MUSIC/SOUND/ENTERTAINMENT**

A noise permit is required for any loud speaker systems, concerts, music, etc. Noise permits may be obtained from the City of Douglas Code Enforcement Office. (912) 389-3462. Proof of permission from the property owner to be on property is required.

NO – Music, amplified sound, or entertainment is not proposed for this event.

YES – Music, amplified sound, or entertainment is proposed for this event.

*Type of Amplified Sound:*

Announcements

Music

Concert

Other:

**Time:** Beginning \_\_\_\_\_ am/pm Ending \_\_\_\_\_ am/pm

**Type of music, amplified sounds, and entertainment (be specific):**

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**13. STAGING**

NO – No portable staging will be used.

YES – A portable stage is proposed for this event. All portable stages must pass an inspection by the Building Inspection Officer. The Building Inspection office requires at least a 24 hr. advanced notice of needed inspection. There is an additional \$35 inspection fee required prior to inspection.

SETUP DAY & TIME: \_\_\_\_\_ Stage Dimensions: \_\_\_\_\_

Vendor Supplying the Stage: \_\_\_\_\_

**14. ALCOHOL**

NO – No alcohol will be served or sold at this event.

YES – Alcohol is proposed to be served or sold at this event.

Alcohol on city property is subject to the review and approval of the Mayor and City Commission. If approved, it is the Permittee’s responsibility to obtain appropriate alcohol license. Specific requirements relating to the serving and dispensing of alcohol will be outlined in you Special Event/Catering Event Permit. No alcohol is allowed in city parks.

Permittee is required to contact the Douglas Marshal’s office at (912) 389-3462 a minimum of 30 city business days prior to the event if alcohol is proposed for the event. Failure to do so, may result in the cancellation of the Special Event/Catering Event Permit.

**15. BUSINESS LICENSE**

Most Special Event/Catering Event s require a City of Douglas business license for both non-profit and commercial sponsored activities conducted from a place other than a fixed place of business and for limited periods of time. Proof of a business license is required prior to the issuance of a Special Event/Catering Event permit. Call (912)389-3462 or email [rgoddard@cityofdouglasga.gov](mailto:rgoddard@cityofdouglasga.gov) for more information and for a business license application.

BUSINESS LICENSE NUMBER: \_\_\_\_\_

None/Not Yet Obtained

**16. INSURANCE AND INDEMNIFICATION AGREEMENT**

**Insurance Requirements:**

**City Property:** Permittee shall procure and maintain in full force and effect liability insurance naming the City of Douglas as an additional insured for the event in the amount of \$1 million dollars. A copy of the insurance policy naming the City of Douglas as an additional insured must be provided no less than 10 city business days prior to the event date. If the copy is not submitted in the required amount of time, the Special Event/Catering Event permit becomes invalid and the event will be canceled.

**Private Property:** Permittee shall procure and maintain in full force and effect liability insurance for the event in the amount of \$1 million dollars. A copy of the insurance policy must be provided no less than 10 city business days prior to the event date. If the copy is not submitted in the required amount of time, the Special Event/Catering Event permit becomes invalid and the event will be canceled.

**Special Event/Catering Event Indemnification Agreement (does not apply to Free Speech Events)**

Permittee agrees, as an express condition of CITY’s issuing the Special Event/Catering Event permit requested by Permittee and as a separate independent covenant to provide the insurance coverage of the type, form, and with the limits set forth in Appendix A, attached hereto and incorporated herein by this reference, that Permittee shall indemnify, defend (at CITY’s request and with counsel satisfactory to CITY), and hold CITY harmless from and against any claim, action, damages, costs (including without limitations, attorney’s fees), injuries, or liability, arising out of or relating to any negligent act, negligent omission, or wrongful conduct related in any way to Permittee’s Special Event/Catering Event , including the negligent actions, negligent omissions, or wrongful conduct of its vendors and contractors. In the event the CITY determines that it is necessary to take legal action to enforce any of the provisions of these conditions, and such legal action is taken, the Permittee shall be required to pay any and all costs of such legal action, including reasonable attorney’s fees, incurred by the CITY, even if the matter is not prosecuted to a final judgment or is amicably resolved, unless the CITY should otherwise agree with Permittee to waive said fees and/or costs or any part thereof. The foregoing shall not apply if the Permittee prevails on every issue in the enforcement proceeding. For purposes of this section “CITY” includes the City of Douglas’ officers, officials, employees, agents, representatives, and certified volunteers.

**PERMITTEE ACKNOWLEDGMENT AND AGREEMENT**

I, \_\_\_\_\_, the authorized representative for this Special Event/Catering Event “Permittee”, do hereby acknowledge that I have read the terms and conditions of this application; that the terms and conditions are acceptable, that I have the legal authority to bind Permittee to the terms hereof, and Permittee agrees to abide by, comply with, and accept full and complete responsibility therefore.

Authorized Representative:

_____	_____
Signature	Date
_____	_____
Printed Name	Title

## FOR OFFICE USE ONLY

<b>CITY COMMISSION RECEIVED DATE:</b>	<input type="checkbox"/> APPROVED ON CITY PROPERTY  DATE:	<input type="checkbox"/> NOT APPROVED ON CITY PROPERTY  DATE:	<input type="checkbox"/> ALCOHOL <input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED	<input type="checkbox"/> ROAD CLOSURE APPROVED  <input type="checkbox"/> ROAD CLOSURE NOT APPROVED		
<b>CODE ENFORCEMENT RECEIVED DATE:</b>	<input type="checkbox"/> LIABILITY INSURANCE  <input type="checkbox"/> NOISE PERMIT GRANTED  <input type="checkbox"/> NOISE PERMIT NOT GRANTED	<input type="checkbox"/> PARADE ROUTE ACCEPTED  <input type="checkbox"/> PARADE ROUTE NEEDS REVISING	<input type="checkbox"/> BUSINESS LICENSE  LICENSE #: _____ _____	<input type="checkbox"/> EVENT SITE MAP ACCEPTED  <input type="checkbox"/> EVENT SITE MAP NEEDS REVISING	<input type="checkbox"/> ALCOHOL PERMIT  <input type="checkbox"/> NO ALCOHOL PERMIT  <input type="checkbox"/> ROAD CLOSURE  <input type="checkbox"/> APPROVED  <input type="checkbox"/> NOT APPROVED	<input type="checkbox"/> VENDOR LIST  <input type="checkbox"/> HEALTH DEPT. NOTIFIED DATE: _____
<b>CUSTOMER CARE CENTER RECEIVED DATE:</b>	<input type="checkbox"/> REQUESTED CART(S)	<input type="checkbox"/> REQUESTED DUMPSTER	<input type="checkbox"/> PAYMENT RECEIVED  DATE: _____			
<b>FIRE DEPARTMENT RECEIVED DATE:</b>	<input type="checkbox"/> FIRE PERMIT (GENERATOR)	<input type="checkbox"/> TENT  <input type="checkbox"/> APPROVED  <input type="checkbox"/> NOT APPROVED	<input type="checkbox"/> CARNIVAL OR FAIR  <input type="checkbox"/> APPROVED  <input type="checkbox"/> NOT APPROVED	<input type="checkbox"/> OUTDOOR EVENT (With vendors & large crowds)  <input type="checkbox"/> APPROVED  <input type="checkbox"/> NOT APPROVED	<input type="checkbox"/> ROAD CLOSURE  <input type="checkbox"/> APPROVED  <input type="checkbox"/> NOT APPROVED	
<b>PARKS &amp; RECREATION DEPARTMENT RECEIVED DATE:</b>	<input type="checkbox"/> PARK PERMIT  PAYMENT DATE:	<input type="checkbox"/> RESTROOM KEY  DEPOSIT PD DATE:	<input type="checkbox"/> RESTROOM CLEANUP  PAYMENT DATE:	<input type="checkbox"/> PARK CLEANUP  PAYMENT DATE:		

<b>POLICE DEPARTMENT RECEIVED DATE:</b>	<input type="checkbox"/> NOISE PERMIT	<input type="checkbox"/> TRAFFIC CONTROL PLAN	<input type="checkbox"/> TRAFFIC CONTROL NOT REQUIRED	<input type="checkbox"/> ROAD CLOSURE	<input type="checkbox"/> OFF DUTY OFFICERS REQUIRED	<input type="checkbox"/> PARADE ROUTE ACCEPTED
	DATE:  HOURS:	<input type="checkbox"/> TRAFFIC CONTROL PLAN NEEDS TO BE REVISED	<input type="checkbox"/> TRAFFIC CONTROL REQUIRED	<input type="checkbox"/> APPROVED  <input type="checkbox"/> NOT APPROVED	# _____ X HOURS REQUIRED:  \$36 per officer per hour (4 hr. minimum)	<input type="checkbox"/> PARADE ROUTE NEEDS REVISING
		<input type="checkbox"/> NO TRAFFIC CONTROL PLAN REQUIRED	LOCATIONS:		PAYMENT DATE:	

**STAFF NOTES:**

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# **SPECIAL EVENT/CATERING EVENT PERMIT APPLICATION**

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## **Please keep this sheet for reference**

The following is a partial list of the general terms and conditions of the Special Event/Catering Event Permit and is provided for your information only. Additional terms and conditions will be outline on the issued Special Event/Catering Event Permit.

Note: It is unlawful for any person to conduct, sponsor or knowingly participate in any event on or within and City street, sidewalk, parking facility or other pubic right-of-way that obstructs or interferes with the normal flow of vehicular or pedestrian traffic or which does not comply with the applicable traffic laws.

**Permittee** must comply with any and all directions from the Douglas Police Department or Douglas Code Enforcement Office.

**Permittee** must allow all property owners and residents, within the barricaded area, vehicle and pedestrian access to their businesses/residences at all time unless otherwise authorized by the permit.

**Permittee** may be required to supply all signs and traffic control equipment specific to the event as detailed in the permit. In addition, Permittee is responsible for the removal of all signs and equipment at the conclusion of the event.

**Permittee** will be required to provide adequate parking, emergency personnel, trash & recycling containers, and restroom facilities based on the size and type of event. Specifications will be listed in the permit.

**Permittee** shall be held responsible for the return of all public and private property in the immediate vicinity of the venue to the condition existing prior to the event and shall be responsible for the clean up of any litter or debris, which may accumulate as a result of the event.

**Permittee** shall promptly report to the City Marshal's office any injuries or property damage that occurs directly or indirectly as a result of the permitted event.

**Permittee** shall ensure that all streets closed to vehicle traffic will have emergency vehicle access. This will include a minimum unobstructed width of twenty (20) feet. All fire hydrants, fire sprinkler and/or standpipe system connections are to remain readily visible, accessible and unobstructed. All booths, tables, or other objects shall be placed in a way so they may be removed quickly for emergency equipment.

**Permittee** shall not allow the sale, serving, or consumption of alcoholic beverages on city property in conjunction with the event unless authorized by the permit. Alcohol must be served in accordance to all state laws, state regulations and city code of ordinance.

## **SPECIAL EVENT/CATERING EVENT PERMIT CONTACT:**

Rodger Goddard, City Marshal  
[rgoddard@cityofdouglasga.gov](mailto:rgoddard@cityofdouglasga.gov)

912-389-3462

211 South Gaskin Avenue, Douglas, Ga 31533

**Attachment A  
INSURANCE REQUIREMENTS SPECIAL  
EVENT/CATERING EVENT S**

	<b>TIER I</b>	<b>TIER II</b>	<b>TIER III</b>
	<b>Special Event/Catering Event s Permitees and High-Risk Vendors: NO Alcohol present and up to 1000 attendees</b>	<b>Special Event/Catering Event s Permitees and High-Risk Vendors: Events with Alcohol or 1000+ attendees</b>	<b>Unusual Risks and Exposures to be determined by City's Risk Manager and/or Attendance greater than 10,000 people</b>
<b>COVERAGE TYPES AND LIMITS</b>			
<b>a) Commercial General Liability (CGL)</b>	\$1 million per occurrence AND \$2 million aggregate	\$2 million per occurrence AND \$2 million aggregate if policy is written for a single event	\$5 million - \$10 million per occurrence & aggregate at Risk Manager's Discretion
<b>b) Blanket Additional Insured Endorsement</b>	X	X	X
<b>or</b> Additional Insured Endorsement for Premises and Ongoing Operations such as form CG 20 26 04 13 or equivalent on General Liability, Umbrella and Liquor Liability policies	X	X	X
<b>c) Primary and Non-contributory Endorsement on General Liability, Umbrella, and Liquor Liability policies</b>	X	X	X
<b>d) Liquor Liability per occurrence if alcohol is served or sold at event</b>	N/A	\$2 million per occurrence/aggregate at Risk Manager's discretion	up to \$5 million per occurrence/aggregate at Risk Manager's discretion
<b>e) Auto Liability for commercial vehicles on City property (other than a public street)</b>	\$1 million per occurrence	\$1 million per occurrence	\$1 million per occurrence

**Additional Requirements:**

Policies must be written by an Insurance Company with an AM Best rating of at least A:VII

The Description of Operations box on the Certificate of Insurance shall contain this language:

The City of DOUGLAS, its officials, officers, agents, employees and volunteers shall be named as an additional insured under the event. All Liability policies are Primary and Non-Contributory. 30-day notice of cancellation will be provided to the Certificate Holder.

The Certificate Holder section of the Certificate of Insurance shall specifically state:

The City of Douglas, its officers, officials, employees and agents

316 E. Bryan Street  
DOUGLAS, GA 31533

For questions regarding insurance requirements, please contact:

City of Douglas Human Resource Department, 912-389-3494, twilkerson@cityofdouglas.gov