

APPLICATION FOR PARK EVENT PERMIT

Please type or print in ink

Event Name	
Event Location	
Event Date(s)	Expected Attendance
Time Event Starts	Time Event Ends

Name	(Last)	(First)	(Middle)	Telephone
Non-Profit Organization				501C3 Info
Mailing Address	Street	City	State	Zip Code
Email				Fax Number

SUMMARY OF ATTACHMENTS

In addition to the completed application form, the following documents are enclosed (Check Applicable)

- ☐ Site Plan - Document Attached
- ☐ Parking Plan - Document Attached
- ☐ Insurance Certificate - Document Attached

Park Event Permit

Application Information

Event Description

Please provide a written description of the proposed event including a schedule of activities, and a list of the speakers, and entertainers. In addition, provide a list with the name, address and telephone number of all persons who are or will be responsible for the conduct of the park event, such as cell phone numbers and the likely location during the park event.

Date/Time

Setup Date _____ Time _____ Day of Week _____

Event Starts Date _____ Time _____ Day of Week _____

Event Ends Date _____ Time _____ Day of Week _____

Dismantle Date _____ Time _____ Day of Week _____

Tents, Structures, Or Entertainment Devices

1. Are you installing or constructing any temporary structures, including buildings, climbing structures, etc
Yes No

If yes, a plan is required for review. Please show site structures in your plan. Also, Please be aware that tents, structures or entertainment devices are to be installed so that they do not obstruct or restrict a required 20 foot wide emergency access lane. Or they shall not obstruct the walking trails to prohibit citizens from utilizing the trails during an event.

2. Are you installing tents or canopies?

Yes No

Canopy size: _____ Tent Size: _____

If yes, please show all tents and/or canopies including dimensions on your site plan.

3. Are you installing any stages?

Yes No

If yes, please show locations and dimensions on your site plan.

4. Are you installing any grandstands, bleachers, or folding or telescoping seating?

Yes No

If yes, please show location and dimensions on your site plan.

If you answered yes to any of the questions from #104 above, please provide the following information for the person or company responsible for installing the tent, structure or entertainment device:

Name: _____

Office Phone Number: _____

Cellular Phone Number: _____

Mailing Address: _____

Park Event Permit
Application form

Special Circumstances

- A) Is electrical power required (for sound amplification, lighting, etc ;)?

Yes No

- B) Will amplified sound be used?

Yes No

- C) Will food be served or sold?

Yes No

If yes, you must contact the Hart County Health Department for guidelines and requirements. 706-376-5117

- D) Will merchandise be sold or advertised for sale?

Yes No

If yes, attach a complete list of vendors with a description of the merchandise.

Park Rules and Regulations

The following are **PROHIBITED:**

- ❖ Alcoholic beverages
- ❖ Glass containers
- ❖ Gambling of any kind
- ❖ Any motorized vehicles, Golf Carts, mopeds or any other like recreational motorized devices
- ❖ Overnight camping
- ❖ Firearms, bows and arrows, devices creating a fire hazard, hunting, trapping, disturbing the wildlife, etc;
- ❖ Soliciting or loitering
- ❖ Parking or driving on trails or unauthorized areas
- ❖ Interference with employee and/or volunteer duties
- ❖ Inappropriate or indecent conduct, harassment and/or language that create a public nuisance
- ❖ Use of illegal drugs and weapons
- ❖ Defacing of property is prohibited. Staples, nails, etc;
- ❖ Any other conduct that may jeopardize the safety of others
- ❖ Fires may be built only in designated grills or fireplaces. All other fires are prohibited.
- ❖ Noise level restrictions will be enforced.
- ❖ Pets are permitted in designated areas only and must be on a leash and in full compliance with animal control laws. Pets are not allowed in pavilions or playgrounds.
- ❖ Bicycles, skateboards, rollerblades, etc, are only permitted in designated areas.
- ❖ Beware of flying disc around disc golf course at all times.

Affidavit of Applicant

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rules and regulations governing the proposed Park Event as listed above. I understand that this application is made subject to the rules and regulations established by the Mayor and City Council of Royston and/or City Manager or the City Manager’s designee. Applicant agrees to comply with all other requirements of the City, County, State, Federal Government, and any other applicable entity which pertain to the use of the Event Venue and the conduct of the event. I agree to abide by these rules and further certify that I on behalf of the Host Organization am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of/to the Event to the City of Royston.

I further certify that I will comply with all State and Federal disability access requirements applicable to the event. Compliance with the City’s permit requirements does not exempt the applicant from any additional requirements that may be imposed by State or Federal Laws.

Print Name of Applicant/Host Organization: _____

Signature of Applicant(s)_____ Date: _____

Signature of Applicant(s)_____ Date: _____

Signature of Applicant(s)_____ Date: _____

Hold Harmless agreement

Date of Event: _____

Name of Event: _____

Name the Applicant: _____ Phone Number: _____

Address/City/State/Zip: _____

The park event applicant or designee of the sponsoring organization(s) (hereafter called permittee) agrees to reimburse the City of Royston (hereafter called "City") for all loss incurred by it in repairing or replacing damage to City property proximately caused by the permittee, its officers, employees, agents, monitors, or any persons attending or forming the event who were, or should have been, under the permittee's control. Persons who merely attend or join in a park event are not considered reason alone to be "under the control" of the permittee.

The permittee further agrees to defend without costs, indemnify, and hold harmless the City of Royston, its officers, employees, agents and volunteers from any liability to any persons, damages, losses, or injuries arising out of or alleged to arise out of the permitted event, which proximately caused by the actions of the permittee, its officers, employees agents, volunteers including monitors, or any other persons attending or joining in the event who were, or reasonably should have been under the control of the permittee.

I understand and agree to comply with all the terms of the above Hold Harmless Agreement if my application has been approved and all special conditions and required advance payments have been met. I declare under penalty of perjury that the information provided in this application is true and correct.

Signature of Applicant(s): _____ Date: _____

_____ Date: _____