



27 Sycamore Street Commerce, Georgia 30529
706-335-3164

Special Event Information

Applications must be filed 60 days in advance of the event

Name of Event: _____	
Event Date(s): _____	Application Date: _____
Actual Event Hours: _____	
Date(s) for Prep/Setup: _____	Hours for Prep/Setup: _____
Date for Cleanup: _____	Hours for Cleanup: _____
Event Website: _____	
Projected Attendance: _____	
Location of Event (street address): _____	
Is the Event Location: <input type="checkbox"/> Private Property <input type="checkbox"/> Public Property <input type="checkbox"/> Streets or Right-of-Way	

Event Includes (check all that apply): <input type="checkbox"/> Temporary Signs <input type="checkbox"/> Tents/Temporary Structures <input type="checkbox"/> Fireworks Use of Streets or Right-of-Way <input type="checkbox"/> Consumption of Alcohol <input type="checkbox"/> Food Preparation <input type="checkbox"/> Live Music/Speakers <input type="checkbox"/> None of the Above

Event Contact Information

Company/Organization: Event Producer Name: _____ Address: _____ Phone: _____ Cell: _____ Email: _____
Event Sponsor (if different): _____ Address: _____ Phone: _____ Cell: _____ Email: _____
Race Director (if applicable): _____ Address: _____ Phone: _____ Cell: _____ Email: _____



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Terms & Conditions

I hereby agree that as a condition to the issuance of a Special Event Permit, the Producer of the Event shall indemnify and hold the City of Commerce harmless from claims, demand or cause of action which may arise from activities associated with the event.

I hereby solemnly swear, subject to criminal penalties for false swearing, that the statements and answers made by me to the foregoing questions in this application for a Special Event Permit, are true, and no false or fraudulent statement or answer is made herein to procure the granting of such permit.

I hereby certify that the site plan and description provided will be constructed and/or used in accordance with all applicable zoning ordinances and laws governing the City Commerce, Georgia.

I hereby state and understand that should a complaint be filed against the Producer of the Event for violation of any regulation associated with the application for the City of Commerce Special Event Permit, the permit issued for the event will immediately become void and will not reissue for the same location.

The City of Commerce reserves the right to photograph and videotape all events, camps, classes, programs, and facilities for promotional purposes. The participant hereby releases the City from any liability resulting

Producer's Name: _____

Producer's Signature: _____ Date: _____

Sworn and Attested before me on this _____ day of _____ 20 _____

Notary Signature: _____

Special Event Required Details

Schedule of Proposed Activities (include or attach information on any prep time, actual event hours, and clean up)

First Aid/Medical Support Plan (include or attach information on company/individual's contact information)



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Waste Disposal and Recycling Plan (include or attach information on number of each receptacle, name and contact information of person in charge of monitoring bin capacity, company responsible for waste/recycling removal, and schedule for removal)

Restroom Facilities Plan (include or attach information on number of portable facilities and describe location)

Parking and Traffic Control Plan (include or attach information on both on-site and any off-site locations as well as details regarding anticipated traffic flow to and from event)

Security and Crowd Control Plan (include or attach information on security and crowd control for both the event and any time between assembly/set-up and the start of the event)

Please feel free to submit additional pages with clarifying information.



Special Event Required Application Attachments

Site Plan

- For events/festivals please show the event lay out including the location of any tents or other temporary structures, first aid facilities, waste and recycling facilities, restroom facilities, and parking facilities
- For 5Ks and other road races in addition to an event lay out for the start/finish of the race also attach a map of the race route(s) and turn-by-turn directions

Proof of Permission of Property Owner

- Private Property—attach a letter or contract documenting permission
- Public Property—attach a facility rental application and applicable rental fees

Proof of Notification of Neighboring Residences and Businesses

- Notification must be in written form but can be an event flyer, advertisement, or letter

Application Fee

- The non-refundable application fee is \$20 plus an additional \$10/day for multiple day events (or events with setup/cleanup outside of the main event day). The City accepts cash, check (payable to City of Commerce), or credit card (Visa or MasterCard).

Temporary Signs

- If the event includes signs at or directing to the event (including small, directional signs), please complete and submit the Special Event Signage Application and remit the sign deposit.

Temporary Structures

- If the event has a temporary structure over 700 square feet, you will need to complete and submit a City of Commerce Building Permit and obtain a routing number for plan review by the Commerce Fire Marshal. *This review process take can take up two weeks.*

Alcohol

- If the event includes alcohol, those selling or serving the alcohol must either complete and attach a Special Event Alcohol License Application or have other appropriate current, valid licenses.

Food Preparation

- If the event includes the preparation of food, the event must comply with the Jackson County Board of Health regulations:

Fireworks

- If the event includes pyrotechnics or open flames, attach detailed plans. The organizer/producer will need to take the application to the Commerce Fire Marshal for additional review.
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