



CITY OF NORCROSS SPECIAL EVENTS PERMIT APPLICATION

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APPLICATION

COMPLETED APPLICATION CONSISTS OF THIS ORIGINAL APPLICATION FORM PLUS THE FOLLOWING ITEMS SUBMITTED AS ATTACHMENTS:

1. Signage Permit (if event promotion includes any temporary signage such as banners, ground signs, posters, etc.)
2. Map showing the entire event layout and/or route of any running or walking event (must show exact turn-by-turn route)
3. A copy or pdf of any proposed or completed graphics used to promote event (posters, brochures, rack cards, etc.)
4. Confirmation of reservation of any City of Norcross parks, pavilions, community center or publicly owned building

SECTION I. General Information

Event Name: _____

Event Date(s): _____ Time(s) of Event: _____

Set-Up Start Time: _____ Breakdown Finish Time: _____

Event Location: _____

Will the event occupy the entire park or public area requested? _____

If it is a city park, has the park's availability been confirmed and reserved for this event? Yes No

To reserve a City of Norcross Park for a special event, call the Parks & Recreation Department, 678.421.2010. A copy of the confirmed reservation must be attached to this application.

Today's Date: _____ Applicant's Name: _____

Applicant's Title: _____

Organization Name: _____

Organization Mailing Address: _____ Suite: _____

City: _____ State: _____ Zip Code: _____ Fax #: _____

Main Contact #: _____ Alternate Phone: _____

Event Organizer's Email Address: _____

Organization Website: _____ Organization Tax ID: _____

Organization Status:

Non-profit /501(3)c Association Trust Licensed Business Other: _____

Is this a charity fundraiser? Yes No

What organization will you be raising funds for? _____

Expected Attendance: _____

Describe Targeted Attendees: _____

Event Sponsors (please list) _____

Are event entry fees, admission or participant fees required? _____

Is alcohol being served at this event? _____ Is alcohol being sold at this event? _____

Does server/distributor have state/local licensure to serve and/or sell alcohol? Yes No

A copy of the vendor's pouring license, business license, & certificate of insurance listing "The City of Norcross & it's Elected Officials" must be attached to this application. Once application is approved, the vendor must obtain a Special Temporary Permit from the City of Norcross. All documentation must be provided to the city at least 10 days prior to the event date.

Will food vendors be onsite? _____ How many do you anticipate? _____

The event organizer listed on this application must ensure that all vendors have the following documentation to vend within the city: - Business license, certificate of insurance listing "The City of Norcross & it's Elected Officials", health department and fire safety certificate of inspection or, in the case of a mobile pushcart, an approved permit from the Georgia Department of Agriculture. Once application is approved, the vendor must obtain a Mobile Food Vendor Permit from the City of Norcross Community Development Department. All documentation must be provided to the city at least 10 days prior to the event date.

Describe Event in Detail, including Goals, Activity, etc. (attach more pages as necessary):

Describe the overall community value this event provides (attach more pages if necessary):

Is there a raffle at this event? Yes No (if yes, please contact Gwinnett County Sheriff's office @ 770-822-3963 (no cost to apply)

SECTION 2: Event Sites

If this event is a run, walk or parade, or an event occupying more than one location or site inside the city and/or in the downtown district, please fill out the following section (if not applicable, mark N/A and skip to next section)

Proposed route will occupy: Entire Street Sidewalk(s) Other: _____

List the exact turn-by-turn route, beginning with Starting and Termination locations: (do not just include a map – a written description of route must be included in addition to a map. Attach additional sheets if necessary):

List number of volunteers staged along event route during event: _____

SECTION 3: Parking, Traffic & Security

How many parked vehicles do you estimate at this event? _____

How many handicap access parking spaces does this event require? _____

Will you encourage patrons to use parking areas other than in the downtown retail area? _____

If so, how will you inform them? _____

What special parking needs do you anticipate for event volunteers, staff, and patrons?

Do you plan on any temporary signage to direct staff, volunteers, patrons to parking areas? _____

Will this temporary parking signage have event logos on it? Yes No

Is there any shuttle service planned for this event? Yes No

If yes, specify location(s) of shuttle pick up and drop off points: _____

Do you plan to close any streets, sections of streets, or do you plan on Intermittent Traffic Control only? Please specify: _____

Describe the need for any barricades or other obstructions to vehicular and/or pedestrian traffic in the area: _____

Do you have event security arranged? Yes No How many security officers are scheduled? _____

If yes, what is the name of the security company and primary contact info? _____

SECTION 4: Marketing & Promotions

Will this event be marketed, promoted, or advertised in any manner? Yes No

If yes, please check all that apply:

Radio TV Newspaper Cable TV Internet Social Media Billboards Direct Mail/flyers

Posters (Where will they be posted?) _____ Poster size: _____

Will there be live media coverage during the event? Specify: _____

In what language(s) will this event be promoted? _____

Do you request city marketing support for this event? Yes No

If yes, please specify:

use of city logo in collateral Posting on City Websites Posting on City Social Media City Reader Board

City email distribution Other: _____

Languages other than English requested: _____

SECTION 5: Sound Amplification & Entertainment Structures

Will there be live music during the event? Yes No

What type of music? _____ Will sound amplification be used? Yes No

What time will sound amplification begin? _____ What time will sound amplification end? _____

Event Name: _____

Will there be sound checks and if so, what time(s)? _____

Will there be more than one stage? Yes No *Please attach a map showing the placement of the stage(s).*

Will there be other entertainment at this event? Yes No

If so, please indicate the type (check all that apply):

Live music DJ Animal Acts Children's Activities Theatrical Performance Other: _____

Are there inflatables, tents, or other temporary structures at the event site? Yes No **NO STAKES ALLOWED**

Describe all temporary structures at this event, including how they will be stabilized and where they are located on the event site. Please attach a separate sheet of paper with a layout, description, and explanation of how they will be stabilized.

What time will the inflatables and structures begin to set up? _____

When will they be removed from the event site? _____

SECTION 6: Sanitary Collection

Will you be contracting trash collection services with an outside agency? Yes No City supported requested

Will you be contracting portable restrooms with an outside agency? Yes No Total #: _____

Date all trash collection/restroom facilities will be removed from event site: _____

Does this event require electricity or water services on site? Please specify: _____

Will there be generators on site? Yes No If yes, specify the times they will be running: _____

Are you requesting any city in-kind support for this event? Yes No

If yes, please specify: _____

If overtime projected: _____ (net due 10 days)

CITY ADMINISTRATION ONLY: Events Policy Committee Determination

Level of city support that **will be** provided (please note any exceptions in requested services): _____

City support that **will not be** provided for this event (explain): _____

Committee Approval

The following committee members have reviewed the application. Signing below acknowledges accountability for departmental/staff support of the event as defined in the approved application.

PR/Marketing Date

Public Safety (Norcross Police) Date

Public Works/Parks & Recreation Date

Downtown Manager Date

SEC Chairperson Date