



SPECIAL EVENT PERMIT APPLICATION

HOW TO SUBMIT YOUR APPLICATION

1. Submit your **Special Events Permit Application** along with attachments as required at least **sixty (60) days** prior to the proposed event. A Special Event Application Fee in the amount of **\$250** must accompany this application form. Contact the Milton Community Development Department at 678-242-2540 if you have any questions.
2. Provide a **Schedule of Events** along with 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.
3. 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 **sixty (60) days** for this process.
4. Provide a **Letter of Permission** from the property owner giving permission to hold the event at this location.
5. To apply for an **Occupation Tax Certificate**, contact the Business Registration office, Milton Finance Development at 678-242-2500. Submit a copy of your OTC with this application.
6. If food is to be served or sold at the event, contact the Fulton County Health Department, North Fulton Office at 770-640-3053 to discuss **Food and Beverage** regulations before you submit your application.
7. If alcohol will be served or sold at this event, contact the City of Milton Finance Department at 678-242-2500 to discuss **Alcoholic Beverage Code** regulations before you submit your application. The Finance Department may ask you to specify the business with the Alcoholic Beverage License or Catering Permit that will serve alcoholic beverages at your event.
8. If you need information on hiring **Off-Duty Police Officers**, contact the City of Milton Public Safety Department at 678-242-2500 before you submit your application. Only certified police officers may direct traffic on city streets.
9. If this event is a request by a private organization to use public property or public roads in the city for a parade, assembly or demonstration, please complete the **Parade/Assembly Addendum**. If you will be requesting a **Police Escort**, contact the Fulton County Police Department.
10. For a **Fire Inspection** or **Fireworks Permit**, contact the Milton Fire Marshall at 678-242-2500.
11. If your event is an Art Show in a private residence, please complete the **Art Show Addendum**.
12. To obtain approval for **Temporary Signs** or advertising devices, contact the Planning & Zoning office, Milton Community Development at 770-242-2539.
13. If your event is a Car Wash, contact the City of Milton's Public Works Department for **Water Regulations** at 678-242-2500.
14. 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 costs of the special event to the city may be required before the special event permit can be issued. An applicant may be required to present evidence of **Surety Indemnity Bond** or **Comprehensive Liability Insurance** naming the City of Milton as an additional insured (minimum \$300,000 personal injury and \$100,000 property damage).



15. When your paperwork is complete, sign the **Save Harmless Agreement** and submit to:

City of Milton
Department of Community Development Fax: 770-242-2550
13000 Deerfield Parkway, Suite 107 C, Phone: 678-242-2540
Milton, GA 30004

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 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, car washes, block parties, bicycle races, runs, parades, marches and processions, motorcades, assemblies, picket lines, rallies and demonstrations.

Individuals or groups wishing to hold events on public or private property within the city limits, including city parks and other city properties, must obtain a Special Event Permit from the City of Milton. Event sponsors should submit their application **60 days** prior to the proposed event. Acceptance requires approval of the Community Development Department 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 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 stations and 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 *Milton Code of Ordinances* including failure to remit all fees and deposits and Save Harmless Agreement to the city. The Code is available on the City of Milton web site at www.cityofmiltonga.us. Refer to Article 14.3 (Special Events) and Article 18.4 (Parades, Assemblies and Demonstrations) for requirements. Some key points:

Hours: Event activities are prohibited after 10:00 p.m. and before 7:00 a.m. Sunday through Thursday. On Fridays and Saturdays, events must end by 11:00 p.m. and may not resume before 8:00 a.m. (*Milton City Code*, Article 8.8). Loudspeakers, amplified music, bullhorn or public address systems during event hours are strictly regulated.

Alcohol: If alcohol is to be served or sold, sponsors must take those measures required for compliance with the Alcoholic Beverage Ordinance (*Milton City Code*, Article 3), including the hire of private security officers to prevent alcohol from being removed from the premises. Alcohol is prohibited in Milton public parks.

Restrooms/Trash/Cleanup: The city may require event sponsors to provide temporary toilet facilities. Trash must be disposed of in approved containers. Daily cleanup is required. The applicant must clean the right-of-way or public property of all rubbish and debris, returning it to its pre-event condition within 24 hours of the conclusion of the event. If the applicant fails to clean up such refuse, cleanup will be arranged by the city and the costs charged to the applicant.

Traffic & Parking: Parking is permitted in designated areas. The Fire Marshall requires that all entries, exits and fire lanes be maintained. The speed limit for vehicles within parks is 15 mph.

Signs: Permits are required for temporary signs. No signs may be affixed to trees, buildings or street fixtures.

Smoking: Smoking is not permitted in public parks or in any public facility.

Fireworks: Are not permitted without prior approval from the City of Milton Fire Marshall.

Swimming: Available at designated pools.

First Aid and Medical: The event may require provision of first-aid and medical personnel.

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



APPLICATION / EVENT INFORMATION

Application Date _____

Company/Organization _____

Street Address _____

City / State / Zip _____

Responsible Person _____

Phone & Fax _____

Email _____

Contact on Site _____

Cell/Alternate on Site _____

EVENT INFORMATION If you need more room, please use a separate sheet.

Name of Event: _____

Date / Time of Event: _____

Projected Attendance:

Approximate number of persons, animals, vehicles

Event Location:

Event Description:

Circle Type:	Arts Festival	Fair	Tour	Concert
	Holiday Celebration	Grand Opening	Car Wash	
	Outdoor Business Promotional Event	Block Party		
	Bicycle Race	Run	Parade	March
	Motorcade	Assembly Picket Line	Rally	
	Demonstration	Other		

Describe the purpose of your event.

Site Plan or Parade Route? Yes No
 Property Owner Letter of Permission? Yes No

Entertainment:

Event schedule or event brochure attached? Yes No

Sound Equipment? Yes No

Provide additional description of entertainment planned.

EVENT INFORMATION If you need more room, please use a separate sheet.

**Traffic Control,
Parking & Safety:**

Explain your plans for traffic control, parking and public safety?		
Is the parking plan (including overflow or shuttle) on the Site Plan?	Yes	No
Will you require the service of off-duty police officers?	Yes	No
Will you request a fire inspection or fireworks permit?	Yes	No
Will you provide first-aid and medical services?	Yes	No

Road Closure:

Will you be requesting a road closure?	Yes	No	Describe the need.
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**Food, Beverage &
Alcohol:**

Will you <u>serve</u> or <u>sell</u> food or non-alcoholic beverage at this event?	Yes	No
Explain:		
Permit Type & Number: _____		
Will you <u>serve</u> or <u>sell</u> alcohol at this event?	Yes	No
Explain:		
Permit Type & Number: _____		

Business Registration:

Will you be selling products or services at this event?	Yes	No	Describe.
Is a copy of your Milton Business Registration certificate attached?	Yes	No	
Occupation Tax Number / Jurisdiction: _____			
If organization is non-profit, is a copy of non-profit status and / or Business Registration certificate attached?	Yes	No	

Restroom Plan:

What restroom facilities will be used during this event?
During what hours?

Signage:

Will you use temporary signs for this event?	Yes	No
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Cleanup Plan:

Who will be responsible for cleanup?



Save Harmless Agreement Please submit with the Special Event Permit Application.

The application agrees to defend, pay and save harmless the City, 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, its officers and employees.

Approval of this application shall not be construed as imposing upon the City 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 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.

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, to the extent allowed by law, and shall be utilized only by the officials of the City responsible for administering the application. Any false statement in an application for a permit shall be ground for revocation, denial, and /or denial of future permit applications.

I agree that the person in charge or designated contact will keep the Special Event Permit issued, along with a copy of the Special Event Application form at the site available for inspection throughout the event.

ART SHOW ADDENDUM

Art Show Defined: An art show is an exhibition and sale of works of art including paintings, sculptures, collages, constructions, handmade books, photographs, silk screens, etchings, lithographs, intaglios, wood cuts, monotypes, drawings, jewelry, ceramics, textile designs, carvings, turnings and weavings.

Art Show at a Private Residence: The City of Milton encourages art shows throughout the city during one weekend during the autumn, with days and hours of operation designated by the Community Development Department. If the art show is to be conducted at a private residence, some special conditions apply.

1. All artists selling works of art must be present at the point of sale; and
2. Only the artist(s) who reside in the premises and not more than five (5) non-resident artists may participate in an art show at a private residence.
3. The Special Event Application for an art show at a private residence should be submitted to the Community Development Department with the application fee no later than sixty (60) days prior to the event.

Resident Artist #1
Address
Phone / E-mail

Resident Artist #2
Address
Phone / E-mail

Resident Artist #3
Address
Phone / E-mail

Resident Artist #4
Address
Phone / E-mail

Resident Artist #5
Address
Phone / E-mail

Resident Artist #6
Address
Phone / E-mail

PARADE/MARCH/DEMONSTRATION ADDENDUM

Special Events are regulated under Article 2 of the City of Milton Code of Ordinances. Article 2 specifies that any person or private organization wishing to use public property or public roads in the city for private purposes such as a parade, assemble, demonstration, road closing, or other activity is required to obtain a permit from the city for the privilege of engaging in any such activity within the City of Milton. Completion of the partner/officer information including record of arrests and convictions as requested below is necessary to complete the Special Event Application process.

List of Partners, Officers or Directors

Please provide names and addresses of partners of a partnership or officers and directors of a corporation.

Record of Arrests and Convictions

Please include a complete record of all arrests and convictions against the applicant and every partner, officer or director of the applicant for violations of any and all laws and ordinances of the city, county, state or federal government, other than minor traffic violations.