



City of Cartersville Special Events Permit

Applicant and Sponsoring Organization Information	
NAME (of individual completing application):	
STREET ADDRESS:	
CITY / STATE / ZIP CODE:	
DAY PHONE:	FAX NO.:
E-MAIL ADDRESS:	
NAME OF ORGANIZATION:	<input type="checkbox"/> NON-PROFIT <input type="checkbox"/> GOVT. <input type="checkbox"/> OTHER
STREET ADDRESS:	DAY PHONE:
ORGANIZATION WEBSITE:	
CONTACT PERSON "ON SITE" DAY OF EVENT:	CELL PHONE
IS THIS A FIRST TIME EVENT? <input type="checkbox"/> YES <input type="checkbox"/> NO IF NO, HOW MANY YEARS:	
IF HELD BEFORE, WHERE AND WHEN?	

Event Information	Event Website:
TYPE OF EVENT (CHECK ALL THAT APPLY): CONCERT/MUSIC OTHER	
IF "OTHER," PLEASE SPECIFY:	
EVENT LOCATION AND TITLE:	
DATE:	
EVENT HOURS: START:	END:
SET-UP: DATE:	TIME:
BREAK DOWN: DATE:	TIME:
EXPECTED ATTENDANCE:	PARTICIPANTS: SPECTATORS:



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Event Description:

BRIEFLY EXPLAIN EVENT AND ACTIVITIES; INCLUDE PURPOSE OF THE EVENT. ATTACH MAP INCLUDING LOCATION OF STAGE, PORTOLETS, VENDOR BOOTHS, COOKING AREA, ETC

Event Details

ATTACH A SCHEDULE OR BROCHURE OF ALL ACTIVITIES ASSOCIATED WITH THE EVENT:

WILL ITEMS OR SERVICES BE SOLD AT THE EVENT? YES NO

PROVIDE A LIST OF ALL VENDORS:

WILL EVENT HAVE AMPLIFIED SOUND? YES NO

IF YES, PLEASE DESCRIBE: _____

WILL VENDORS BE COOKING OR HEATING FOOD? YES NO

IS THIS EVENT FOR PROFIT NOT FOR PROFIT OR CHARITABLE

WILL THERE BE ANY FENCED AREAS? YES NO IF YES, PLEASE DESCRIBE:

The City of Cartersville does not rent or provide fencing. If posts are needed that require digging, applicant is responsible for calling 811 (Call before you dig, locate services)

Cleanup/Sanitation

What is your clean-up plan during and after the event?

Contact the City of Cartersville to arrange for trash and recycling collection at 770-387.5602. Pick-up and disposal fees may be applicable. After the event, the area(s) will be inspected to insure it is in pre-event condition.

Portolets

If your event requires restroom facilities, the city recommends one toilet and one handicap unit for every 250 attendees, or portion thereof. At least one handicap unit is required.

IF USING A PORTOLET COMPANY, WHICH COMPANY IS BEING USED:



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Downtown Development Authority Areas

If this event requires the use of Friendship Plaza, the Train Depot, the Amphitheater or DDA facilities, please contact the DDA.

Agreement and Signature

Applications may be submitted 3 months in advance and MUST be made a minimum of 30 business days in advance. Only one application will be approved per requested date.

I, THE UNDERSIGNED REPRESENTATIVE, HAVE READ THE GUIDELINES INCLUDING ALL RULES AND REGULATIONS WITH REFERENCE TO THIS APPLICATION AND AM DULY AUTHORIZED BY THE ORGANIZATION TO SUBMIT THIS APPLICATION ON ITS BEHALF. THE INFORMATION HEREIN IS COMPLETE AND ACCURATE.

NAME (PRINTED):

SIGNATURE:

DATE:

SEND YOUR COMPLETED APPLICATION TO:

City of Cartersville
Attn: City Manager's Office
P.O. Box 1390, Cartersville, GA 30120; Phone 770-387-5686;
Fax 770-386-5841; or deliver to 1 North Erwin Street.

Special Instructions per Fire Chief:

Special Instructions per Police Chief:



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Indemnification and Hold Harmless
Subject to the granting of all permits required by the City of Cartersville, the City of Cartersville authorizes
(Special Events Applicant)
to utilize the site(s) known as
for the purposes of conducting the activities described in the special events permit application.
<p>The Special Events Applicant agrees that the City of Cartersville assumes no responsibility or liability for any defects or other conditions of the site(s), whether the conditions are known or unknown to either party, and/or discoverable by either party. The Special Events Applicant agrees to assume the risk for any and all defects and/or other conditions, whether these defects or other conditions are dangerous and/or whether these defects or other conditions are discoverable by either party, and/or known or unknown to either party.</p> <p>Indemnification. _____ (the "Indemnifying Party") agrees to indemnify, hold harmless and defend City of Cartersville, Georgia, and their officers, directors, agents, servants and employees ("Indemnities") from and against all liabilities, damages, actions, costs, losses, claims and expenses (including attorney's fees), on account of personal injury, death or damage to or loss of property or profits arising out of or resulting, in whole or in part, from any act, omission, negligence, fault or violation of law, ordinance or regulation of or by any of the Indemnifying Party's employees, agents, officers, invitees and/or representatives. Such indemnification by the Indemnifying Party shall apply unless such damage or injury results solely from the negligence, gross negligence or willful misconduct of City of Cartersville.</p>
<i>I, the undersigned representative, have read the Indemnification and Hold Harmless and am duly authorized to sign this clause on behalf of Special Events Applicant</i>
BY:
TITLE:
DATE:

Office Use Only:

Date Received: _____

Approved By: _____ Date: _____

Insurance Form Received: _____ Police & Fire Approval: _____ Date: _____