



Special Events Application

SECTION

1

1. Name of Event: _____

2. Date(s) & Time of Event: _____

3. Location of Event: _____

4. Sponsoring Organization(s):
(If Applicable)

Name: _____

Address: _____

Phone: _____ Fax: _____ Cell: _____

Email: _____

5. Contact person information:

Name: _____

Address: _____

Phone Number(s): _____

Email: _____



6. Describe the Event: _____

7. Estimated number of people to attend the event: _____

8. Have you ever done this event before? If yes, list dates and locations:

9. List any additional contact person(s) involved in the planning of the event:

10. What is the plan for clean up and recycling? (Disposal of grease, trash, etc.)

12. Please list any streets requesting to be closed, specify dates and times:

13. Please list any City property that you would like to use:



14. Please list any bands, emcees, or onsite promoters attending this event: _____

SECTION 2

Please list two (2) references:

1) Name: _____

Address: _____

Phone: _____

2) Name: _____

Address: _____

Phone: _____

SECTION 3

Please check all that apply:

Barricades (\$10 per day)

Vendors (\$25 per vendor) *** *Food vendors must also give 30 days' notice and a \$50 check made out to HCHD, or paid online here:*

<https://www.habershamga.com/environmental-health.cfm>

Garbage Cans (\$25 per day)

Restroom Facilities (\$50 per day)

Street Closures (\$25 per day)

City Property to be used

Special Parking (\$5 per space per day)

Police Officer (\$35 per officer per hour- two hour minimum)*** *Required if serving alcohol*

Building or Fire Inspection (\$25 per day)

Firefighter (\$30 per firefighter per hour)

Sanitation employee (\$20 per hour)

Entertainment (explain) _____

Temporary Structure (explain) _____

Additional Water or Electrical needs _____



SECTION 4

Additional Requirements:

1. A site plan showing the layout of the event (if applicable). The site plan must include the location of every booth, ride, public facility, etc. **(Due with application)**

2. A non-refundable, Special Events Permit Fee in the amount of \$50.00 to the City of Cornelia **(Due with application)**

***Parade and 5k routes will be provided by the city**

***Food vendors must be permitted through the Habersham County Health Dept**

Community House: Price varies

Contact Ally Sosebee @ 706-778-8585 ext. 226

Approval:

Public Safety Director: _____	Date: _____
Community Dev. Director: _____	Date: _____
Public Works Director: _____	Date: _____
City Manager: _____	Date: _____