

Name of Event:					
Desired Date(s) of Event:					
Estimated number of attendees	: Estimated number of ev	rent workers:			
Set up time: Clear	n up completed time:				
Has this event been held before	?				
If so, where, and when?					
Name of Individual or Organiza	tion Sponsoring Event:		-		
Address:			_		
Contact person authorized to a	ct on behalf of the Organizatio	n:	_		
Contact person phone:	(cell)	(other)			
Contact person Email address: _					
Location- check all that a	apply:				
□ Farmers Market 787	Farmers Market 787 Summit St Downtown Park				
Gazebo at Downtown Park					
□ Other (Please Specify)					
Type of event- check all	that apply:				
□ Athletic Event	□ Street Fair	□ Cycling Event			
□ Craft Show	□ Rally/ Assembly	□ Carnival/Circus			
□ Parade	□ Wedding	□ Festival			
□ Concert/Performance	□ Road Race	□ Market			
□ Other (Please Specify)					
Purpose of Event- check	all that apply:				
□ Charity	□ Education	□ Entertainment			
□ Fundraiser	☐ Celebration of Holiday	□ Tourism			
☐ Other (Please Explain)					



### **Event permit holder obligations:**

1.	MINIMUM AGE REQUIREMENTS:	(INITIALS)	I certify that	I am 25 y	years of ag	e or older.
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- COMPLIANCE WITH LAWS AND REGULATIONS: Event permit holder and its agents or employees
  will comply with all laws and, ordinances and regulations adopted or established by federal, state
  ,or local government agencies or bodies; and by all facility rules and regulations as provided by
  the City.
- JANITORIAL DUTIES: Event permit holder agrees to perform normal clean-up including but not limited to picking up trash, removal of trash from building, spot cleaning, sweeping, mopping and vacuuming where needed.
- 4. **FACILITY TO REMAIN IN SAME CONDITION**: Event permit holder agrees to leaving the facility space in condition equal to that at the commencement date/time of this permit.
- 5. **REMOVAL OF PROPERTY**: Event permit holder agrees that all materials pertinent to the event which are not the possession of the City will be removed from the facility on or before the date/time this permit expires.
- 6. **PAYMENT OF DAMAGES**: Event permit holder agrees to pay costs of repair or replacement of all damages of whatever origin or nature which may have occurred during the exercise of the permit set forth in this Agreement to restore the facility affected by the event to condition equal to that at the time this permit went into effect.
- 7. **ADHERRENCE TO POLICIES AND PROCEDURES**: Event permit holder agrees to adhere to all facility use guidelines as well as general facility operating policies and procedures.
- 8. **CATERING**: All catering must be performed by caterers who have a permit to perform business of this nature. Caterers who do not have a business permit will not be allowed to use the facility. It is the responsibility of the Event permit holder to decide only with a caterer who has a permit to do business of this nature.
- 9. **POLICE**: Applicant must contact the City to determine the need for security, and to arrange adequate security for the event prior to application being approved.

Phone: 706.632.2091 Ext.2



#### **Property use Regulations:**

- 1. **CONCESSIONS:** No food or beverage items may be sold by the Event Permit holder, Exhibitors, agents or patrons at any time without the approval of the City.
- 2. CITY'S ABSOLUTE RIGHT OF ENTRY: In permitting the use of the facility or space herein before mentioned, CITY does not relinquish and does hereby retain the right to enforce all necessary and proper rules for the management and operation of the said premises. Duly authorized representatives of the City may enter the facility or space to be used, at any time on any occasion without any restrictions whatsoever.
- 3. **CANCELLATION OR TERMINATION**: The City may terminate this Agreement if determined in its sole discretion to be necessary or desired. In such an instance, a full refund or rescheduling of the event will be offered to Event permit holder.

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Please return completed application to Chris Mortimer, Tax & Licensing Clerk: cmortimer@cityofblueridgega.gov or call 706-632-2091 Ext 2					
Signature		Date			
The undersigned does affir knowledge.	m that the informa	tion given is true to the best of his/her belief an			
I/We also agree to reimburs required security deposit.	e the City for the cos	et of any clean up or damage repair that exceeds the			
for damages, compensation of or resulting from injury wh and to reimburse or make go	or otherwise on the lich might occur as a rood any loss, damage o any participant or c	ess and defend the City of Blue Ridge against any clain part of any participant or any other party, growing our esult of activity at the facilities of the City of Blue Ridge or costs that the City of Blue Ridge may have to pay other party, under the laws of this or any other state a lity by the City of Blue Ridge.			
Policy Number	Lial	bility Limits			
Liability Insurer (Please attac	h copy of policy)				
Please provide any other info purposes. You may attach ad	•	event that you believe would be helpful for planning ion, if needed.			
If yes, please explain:					
Will your event need overnig	ht security or at any	other time aside from the hours of the event?			
Will sound amplification be u	ısed? If yes, ple	ase explain			
Do you have need for any co	nes, barricades, etc. f	from the City?			
Electrical   Yes	No				
Do you have event rental nee	eds from the City?				
Other?	(Please Specify)	Amount:			
	Vendors?	Amount:			
Will fees be charged for :	Admission?	Amount:			



A check must be made payable to the City of Blue Ridge in the amount of \$30. This check is non-refundable and must be submitted with the Special Event Permit.

MAP OR SKETCH OF EVENT

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Unless indicated otherwise, this page serves as the permit for the event and must be kept in the possession of the Event Organizer on-site during the entire duration of the event and must be presented to City officials upon request. By signing this page, the Applicant acknowledges acceptance of all conditions placed upon them for the event and is solely responsible for ensuring the conditions are met.

APPLICANT: I hereby attest and affirm that the permit application as submitted by me is true and accurate to the best of my knowledge. APPLICANT SIGNATURE: \_\_\_\_\_ DATE\_\_\_\_\_ CHIEF OF POLICE: I have reviewed the application and hereby( \( PAPPROVE \( DENY \)) said application as CHIEF'S SIGNATURE: \_\_\_\_\_DATE: \_\_\_\_ submitted. FIRE CHIEF: (If applicable ) I have reviewed the application and hereby( \( \subseteq APPROVE \) \( \subseteq DENY \) said application as submitted. CHIEF'S SIGNATURE: \_\_\_\_\_\_DATE: \_\_\_\_\_ CITY ADMINISTRATOR: I have reviewed the application and hereby( \( \subseteq APPROVE \( \subseteq DENY \)) said application as submitted. ADMINISTRATOR SIGNATURE: \_\_\_\_\_\_DATE: \_\_\_\_\_ After the City Administrators approval is obtained, the community group's representative shall attend a pre-event meeting with the appropriate City staff. **COMMENTS/CONDITIONS:** APPLICANT/ORGANIZER ACKNOWLEDGEMENT: (NOT VALID UNLESS SIGNED) I hereby acknowledge receipt of this permit and understand the restrictions, conditions, and/or limitations placed upon this event by the City of Blue Ridge. I understand that failure to comply with instructions given to me by the City of Blue Ridge may result in revocation of this permit and may be reason for denial of future events requested by me. APPLICANT SIGNATURE: \_\_\_\_\_ DATE\_\_\_\_\_

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