



Special Event Permit Application & Informational Packet

Application, Instructions and Information

PLEASE READ CAREFULLY BEFORE APPLYING.

THIS APPLICATION DOES NOT ENSURE A PERMIT OR LICENSE WILL BE ISSUED.

Please complete the following forms in their entirety and submit them to the Planning and Zoning Department, 122 Highway 95, Rock Spring, GA. If you have questions, please contact us at 706-638-4048.

Walker County, Georgia Special Event Permit Application

Walker County is pleased to welcome a variety of special events to our community. The goal of our permitting process is to work with event producers to ensure activities taking place in our County are safe and successful.

For the purposes of this permit, a “Special Event” is defined as: “any organized activity having as its purpose entertainment or recreation, such as a festival, celebration, foot race, vehicle race, horse race, barrel race, rodeo, concert, parade or march, tour, rally or assembly which takes place on a public street, sidewalk or right-of-way, or occurs on private property and impacts government services on public rights-of-way or may impact the health, safety or welfare of the public generally because of the nature of the assembly or the size of the assembly.

The term “special event” or “event” does not include an organized activity having as its purpose entertainment, recreation or education which occurs on County or school board property or in the county public use buildings.

A *producer* is defined as any person, group of persons, organizations, association, club, or other entity responsible for planning, producing and conducting an event.

Basic Information:

- A. It shall be unlawful for a special event to occur in the unincorporated areas of Walker County without having first obtained a permit for such a special event.
- B. An application for a special event permit must be filed **at least 60 days prior** to the date of the event.
- C. A special event permit application is issued to an individual person, even if the event is held by a group or organization, who shall be personally responsible for compliance with all provisions of the permit and other applicable laws.
- D. A special event permit is not transferable. The producer identified on the application is the responsible party.

Key Points

- *Permit posting:* Special Event permits shall be posted at the main entrance of an event. Producers may be asked by County Staff to show proof of permit during the event.
- *Alcohol:* If alcohol is to be served or sold, sponsors must take those measures required for compliance with the Walker County Alcoholic Beverage Ordinance.

- *Food:* If food will be served or sold at this event, contact Walker County Environmental Health at (706) 639-2574 to discuss Food and Beverage regulations before this application is submitted. Also, be sure to attach a copy of the food permit to this application.
- *Restrooms/Trash/Cleanup:* The County 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 on public property of all trash and debris, returning it to its pre-event condition within 24 hours of the conclusion of the event. If the applicant fails to cleanup such refuse, cleanup will be arranged by the County and costs charged to the applicant.
- *Traffic & Parking:* Parking is permitted in designated areas only. The Fire Marshal requires that all entrances, exits and fire lanes be maintained.
- *Tents:* Tents, arbors, stages, grandstands or other temporary facilities constructed or erected as a part of a special event shall be pre-approved by the director of the Walker County Planning Office and the Fire Marshal's Office.
- *Fire Inspections:* May be scheduled by calling the Fire Marshal at (706) 539-1255. Please schedule inspections at least one business day in advance.
- *Security/Traffic Control:* Events may require the hiring of Sheriff's Deputies to provide for security and/or traffic control.
- *First Aid and Medical:* Events may require provision of first-aid and medical personnel.
- *Fees:* There is NO application fee. There is NO permit fee for a special event produced by a Walker County resident. For non-residents, the fee for a permit to conduct a special event shall be based on all services to be provided by the government for such an event. Permit fees must be paid in full at least five (5) business days in advance of the event.
- *Insurance:* Attach proof of Comprehensive Liability Insurance naming Walker County as an additional insured: The insurance requirement for personal injury is a minimum of \$300,000 per person, \$1,000,000 maximum; and \$100,000 property damage against all claims arising from permits issued.
- *Indemnification and Hold Harmless Agreement:* Please fill out and sign the Indemnification and Hold Harmless Agreement included in the packet.
- *Site Plan:* Please attach two (2) copies of drawings depicting proposed location of the Special Event. Sketches must include traffic patterns, curb cuts, proposed parking plan, restroom facilities and entrance/exit points for emergency vehicles.
- *Hours:* Musical entertainment shall not commence before 10 a.m. and must cease before 11:30 p.m., unless granted a special exception.



Special Event Permit Application

122 Highway 95
 Rock Spring, GA 30739
 706-638-4048

APPLICANT INFORMATION

Producer's Name	Mailing Address	City/State	Zip
Phone 1	Phone 2	Email	
Name of Group/Organization producing the Event (if applicable) (Please attach a copy of business license)			
Mailing Address	City/State	Zip	
Phone 1	Phone 2	Email	
Name of additional sponsoring entity or person (if applicable)			
Mailing Address	City/State	Zip	
Phone 1	Phone 2	Email	
Point of Contact for this Event:		Phone:	

TYPE OF EVENT

Name of Event:			
Purpose of Event:			
Location of Event:			
Event Dates:			
Actual Event Hours:	a.m. / p.m. – until	a.m. / p.m.	
Setup / Assembly Date:	Start Time:	a.m. / p.m.	
Please describe the scope of your setup/assembly work:			
Dismantle Date:	Completion Time:	a.m. / p.m.	
Does your event require the closing of any County Roads or public parking lots? (Yes / No)			
If yes, please list all roads and parking lots to be closed as a result of this event. All road closures must be pre-approved by the appropriate County or State agency. Include road names, day, date, and a proposed time of closing and time of reopening.			

You must attach a copy of a traffic and parking plan, a list of proposed equipment being used to close roads and the responsible party deploying the equipment:

Additional Event Details

Projected attendance:

Will event include fireworks? (Yes / No) If yes, a separate permit must be obtained from the Walker County Probate Court.

Will alcohol be served? (Yes / No) If yes, a separate permit must be obtained from the Walker County Planning Office.

Will food be prepared on site? (Yes / No) If yes, a separate permit must be obtained from Walker County Environmental Health

Will a tent be installed? (Yes / No) If yes, what size? ft. x ft.

Total number of tents:

Will event require signs/banners? (Yes / No) If yes, please provide information on your site plan showing the location, size, height and number of signs/banners for this event.

Traffic and Parking Plan:

Plan for Restrooms and Trash Collection:

Plan for Crowd and Traffic Control:

Plan for First Aid/Medical Support:

Signature of applicant:

(By signing, you agree to permit state and local authorities access to the special event site at any reasonable time for the purpose of making inspections and review of pertinent records to determine compliance with this permit)

TOTAL SPECIAL EVENT FEES

Producers of each event are responsible for costs incurred by the County as determined by representatives of each department, prior to the issuance of the Special Event Permit. The fee schedule below will be completed by our County staff, who will assess appropriate charges based on your application.

Internal Use Only

Roads & Public Works Fee:		Alcoholic Beverage Fee:	
Sheriff's Fee:		Planning/Zoning Fee:	
Fire Department Fee:		Business License Fee:	
Environmental Health Fee:		Total Fees:	

Application # Application Date Received by

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Indemnification and Hold Harmless Agreement

Special Event Producer: _____

Special Event Location: _____

Special Event Description: _____

Special Event Date: _____

Special Event Time: _____

In consideration of the issuance of a Special Event Permit, the Applicant and Producer shall jointly and severally indemnify, defend, pay and hold harmless Walker County, Georgia, its officers, employees and agents (collectively "County") from all claims for all types of damages, including, but not limited to, personal injuries, property damage, and attorney's fees related to or resulting from acts of omissions of the Special Event.

The County shall not incur any liability or responsibility for any injury or damage to any person or property in any way connected to the use for which the permit has been issued. The County 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.

I, _____, being duly sworn according to the law, do swear that the information stated by me above is true, and no false or fraudulent statement is made herein, and such information is relied upon by the County in the issuance of a Special Event Permit. I have read, understand, agree, and I will abide by the Indemnification and Hold Harmless Agreement stated above.

Applicant Signature: _____ Date: _____

Notary Public: _____ Date: _____

Commission Expires: _____



SPECIAL EVENT SIGN OFF SHEET

(For Internal Use)

Walker County Fire Rescue: _____
(signature of representative)

(comments)

Walker County Sheriff's Office: _____
(signature of representative)

(comments)

Walker County Environmental Health: _____
(If there is no prepared food or portable sanitation, this signature can be skipped) (signature of representative)

(comments)

Walker County Public Works: _____
(signature of representative)

(comments)

Walker County Planning / Zoning: _____
(signature of representative)

(comments)

Permit approved / denied by: _____ Date: _____