



Special Event Application
 153 Willowbend Rd, Peachtree City, GA 30269
 P: 770-487-5731
WWW.PEACHTREE-CITY.ORG

Permit Fee: \$30.00
Permit # _____
Date Filed ___ / ___ / ___
Fee _____ Issued by _____
<i>Office Use Only</i>

LOCATION	Address: _____ _____	POINT OF CONTACT	Name: _____
	Property Type: <input type="checkbox"/> City-owned / public (SET review required) <input type="checkbox"/> Institutional / Commercial / Industrial <input type="checkbox"/> Residential (permit not required)		Phone #: _____ Email: _____

EVENT	Nature of Event: _____	AMENITIES	<i>Check all that apply</i>
	Dates of Event*: _____ to _____ <i>*No more than 7 consecutive days</i>		<input type="checkbox"/> Tents*: # _____ Size ea. _____ <i>*over 100 SF require Fire Marshal approval</i>
	Hours of Event: _____ to _____		<input type="checkbox"/> Inflatables
	# of Attendees: <input type="checkbox"/> ≤ 20 /hr <input type="checkbox"/> ≥ 20 /hr		<input type="checkbox"/> Fireworks
	Parking Location/#: _____ / _____		<input type="checkbox"/> Amplified music / band / sound
	Restrooms Location/#: _____ / _____		<input type="checkbox"/> Generators
			<input type="checkbox"/> Other _____

PUBLIC SAFETY	<input type="checkbox"/> Police officers will be present at the event # of officers: _____	SIGNAGE	<i>Attach graphics of signs as applicable</i>
	<input type="checkbox"/> Traffic Control <input type="checkbox"/> General Patrol		<input type="checkbox"/> Banners: # _____ Size ea. _____
	<input type="checkbox"/> EMT will be present at the event # of medical assistants: _____		<input type="checkbox"/> Other Signage: # _____ Size ea. _____
	<input type="checkbox"/> Other: _____		Total Square footage of signage: _____
			Describe sign placement: _____ _____

SITE DRAWING	<i>Please draw event layout on your site</i>	<p>*Signature verifies that applicant is the owner or legally authorized agent of the property. Applicant verifies that information is correct and accepts responsibility for compliance with all City codes.</p> <p><input type="checkbox"/> Garbage receptacles will be provided and post-event disposal will occur within 24 hours of event</p> <p><input type="checkbox"/> Generators and Amplified Music/sound will be turned off by 11 PM</p> <p>Signature of Property Owner / Legal Agent: _____ Date _____</p> <p>Signature of Primary Point of Contact : _____ Date _____</p>
	<small>(Add separate sheet if necessary)</small>	

SPECIAL EVENT ORDINANCE

For the complete Ordinances, please reference the Peachtree City's Code of Ordinances

(908.11) Special Event Permit standards :

(1) Special event: The term "special event" or "event" shall mean any organized activity having as its purpose entertainment or recreation, such as a festival, celebration, foot race, concert, parade or march, rally or assembly which takes place on private property that is zoned to a non-residential zoning classification 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.

(2) *Special event team* shall mean the committee managed by the city's recreation and special events department that reviews events proposed on city-owned land per [section 54-8](#). Special events occurring on public property and those that have city-wide logistical impacts shall be reviewed by the special event team.

(b) A special event permit shall be issued by the planning director or his/ her designee in accordance with the following criteria:

(1) Application: Prior to erecting facilities or placing signage, an application for a permit shall be approved by the planning and development department. The application shall be signed by the property owner or legal agent of the site where the event will take place.

(2) Public safety: Applicant must demonstrate that the event will not pose a health or safety hazard or be detrimental to the public welfare and that adequate police and fire services have been arranged for the special event.

(3) Parking and circulation: Applicant shall estimate the anticipated number of attendees per hour and show that adequate parking and safe traffic circulation will be provided.

(4) Tents, inflatables, and other temporary structures: Tents over 100 square feet require approval from the fire marshal prior to the issuance of a special event permit. Temporary structures, tents and inflatables are not required to meet zoning setback requirements; however, none may be placed in a manner that creates a safety hazard for drivers and the general public. Generators shall be located to minimize impacts on surrounding parcels, and shall be turned off by 11:00 p.m. when the property on which the event occurs is directly adjacent to residentially zoned land or a city-owned greenbelt or

greenspace. All other generators must be turned off by midnight.

(5) Amplified sound: Amplified sound must be turned off by 11:00 p.m. when the property on which the event occurs is directly adjacent to residentially zoned land or a city-owned greenbelt or greenspace. Amplified sound must be turned off by midnight for all other special events.

(6) Timeframe: The maximum number of special event permits to be issued to a single premises in a business, office or industrial district shall be four per year. Each permit shall be issued for no more than seven consecutive calendar days.

(7) Signage and spectacular devices: Signage and other spectacular devices shall comply with sections [66-5](#) and [66-19](#).

(8) Fireworks: Use of fireworks shall comply with State of Georgia standards.

(9) Waste and restrooms: Applicant shall demonstrate adequate access to restroom facilities. Applicant shall have a plan for disposal of waste generated from the special event.

(10) Obtaining a special event permit does not rescind the applicant from obtaining other permits required by city ordinances such as food vendor permits or alcohol licenses.

(11) A special event permit shall not be rejected based upon the message conveyed by the event or the persons proposed to be participating in the event. All decisions with respect to the special event shall be based solely on the criteria set forth in this section 908.11.

Sec. 66-19. Special Event Permits.

All signs and devices to be covered by the permit shall be specifically described as to their construction and/or composition and location on the business premises.

(2) Banners for special events shall not exceed 35 square feet and shall comply with the regulations of this chapter. The maximum size for the total of all special event signs shall not exceed 72 square feet.