



SPECIAL EVENTS APPLICATION

202 Fieldhouse Drive, Peachtree City, GA 30269
 P: 770-631-2525 F: 770-631-2567

WWW.PEACHTREE-CITY.ORG/RECREATION

ActiveNet # _____ Fee _____

Date Filed ___ / ___ / ___

Office Use Only

SUMMARY OF EVENT

EVENT TITLE _____

APPLICANT TYPE

- Regular
- Non-Profit (501c)
Must provide copy of IRS letter
- City Event
- City Sponsored
- Other

APPLICANT INFORMATION

Host Organization: _____
Chief Officer of Host Organization: _____
Applicant Name: _____
Address: Street _____
 City _____ State _____ Zip _____
Telephone: Home _____ Cell _____ Fax _____
Email: _____

DATES REQUESTED

First Choice: ___ / ___ / ___ Second Choice: ___ / ___ / ___

EVENT TYPE

- Athletic/Tournament
- Exhibit/Special Attraction
- Festival/Wedding
- Parade/Procession/March
- Concert/Performance
- Farmer/Outdoor Market
- Run/Walk/Bike
- Fundraiser
- Other

ACTIVITY DESCRIPTION

CHECK ALL THAT APPLY TO THIS ACTIVITY

- Alcohol
- Signage/Banners
- Amplified Sound/Music
- Tents/Canopies
- Carnival/Rides
- Fireworks/Lasers
- Generators/Electricity
- Portable Restrooms
- Trash & Recycling
- Crossing/Closing Roads
- Lake/Pond Use
- Require Fire/EMS
- Require Police
- Require Public Work staff
- Require City Table/Chairs
- Cones/Barrels/Barricades
- Transportation Shuttle
- Vendors/Concessions
- Require Hotel Rooms
- Media Coverage/Press
- Inflatable Recreation
- Other (describe)

LOCATION TYPE

- City Facility (select from right)
- Residential
- Commercial/Industrial

LOCATION DESCRIPTION

CITY FACILITY

- Airport/Falcon Field
- Amphitheater/Visitor Ctr
- PTC Athletic Complex (PAC)
- Beaver Dam Park
- Big Pine Park
- Blue Smoke Park
- BMX Track
- Braelinn Rec Complex*
- City Hall/Library Plaza
- Clover Reach Park
- Drake Field
- Dog Park/Skate Park
- Glenloch Rec Complex*
- Huddleston Pond
- Kedron Fieldhouse
- Kedron Multi-Use Rink
- Luther Glass Park
- Meade Fields*
- Pebblestump Park
- Pebblepocket Pool
- Picnic Park
- Pinecrest Boat Ramp
- Riley Fields*
- Rockspray Pond
- Shakerag Knoll
- Smokerise Park
- Village Green
- Other (describe)

ADMISSION

- Public Event (no cost)
- Tickets/Entry Fees
- Pre-Registration Only
- Registration at Event
- Private Event
- Other

circle all that apply
***Field #(s): 1 2 3 4 5 6 7 8 9 10**

ATTENDANCE	Anticipated Spectators	Anticipated Participants	EVENT DATE/TIME		
			DATE	TIME	DAY OF WEEK
Estimated Total			Setup		
Estimated at Peak Time			Event Starts		
Total Attendance			Event Ends		
			Dismantle		

Additional information and fees shall be required based on additional services requested. These include, but are not limited to the following: Rental Fees, clean up plan, sanitation plan, security plan, life safety plan, equipment delivery/pickup/setup, directing traffic, utilities, insurance, field/landscaping preparation, inspections, etc.

Signature of Applicant or Authorized representative: _____ Date: _____

OFFICE ONLY – OFFICE ONLY - OFFICE ONLY - OFFICE ONLY - OFFICE ONLY - OFFICE ONLY - OFFICE ONLY

Class I – Low Hazard		Class II – Mod. Hazard		Class III – High Hazard		Class IV – Severe Hazard	
Insurance:	\$100,000	Insurance:	\$500,000	Insurance:	\$1,000,000	Insurance:	\$2,000,000
Deadline:	2 weeks before event	Deadline:	6 weeks before event	Deadline:	8 weeks before event	Deadline:	3 months before event
Staff Req'd:	None	Staff Req'd:	One or two	Staff Req'd:	4 or more	Staff Req'd:	10 or more
Attendance	50 or less	Attendance	100 or less	Attendance	Over 100	Attendance	3,000+
Activities:	picnics, gatherings, meetings, birthday	Activities:	weddings, reunions, path walk/runs	Activities:	sports events, rides, walk/runs, festivals	Activities:	Sport playoffs, air show, marathons, etc
Application Fee:	\$25.00	Application Fee:	\$50.00	Application Fee:	\$100.00	Application Fee:	\$100.00
Deposit:	\$50.00	Deposit:	\$200.00	Deposit:	\$200.00	Deposit:	\$200.00

