

Special Event Permit Application

City of Brookhaven
3360 Osborne Road
Brookhaven, GA 30319
(404) 637-0534
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Brookhaven is pleased to welcome a variety of special events, from community festivals to athletic competitions. Our goal is to work with event sponsors and producers to help ensure that events that take place in our city are safe and successful, while minimizing the impact on the surrounding community. We hope that you will find these instructions helpful in planning and preparing to execute your special event.

A special event is any organized for profit or nonprofit activity having as its purpose entertainment, recreation, and/or education which takes place on public property or takes place on private property but requires special public services such as the use of parks, public streets, right-of-ways, or sidewalks. Special events may include, but are not limited to, activities such as run/walk events, cycling events, races, street festivals, parades, triathlon/biathlons, grand openings, concerts, assemblies, block parties, and certain outdoor promotional events.

Individuals, organizations, or groups wishing to hold events on public property, or on private property but with an impact on public property, such as roads and City parks, must obtain a Special Event Permit from the City of Brookhaven.

Although our Special Event Permit Application is used for a wide range of special events, the review process differs based on the type and details of the event. For example, if the event will include temporary structures such as tents or stationary vehicles, the Fire Marshal's office requires 5 business days to review site and temporary structure plans. Furthermore, if alcohol is to be served or sold at the event, the event producer must also obtain a Temporary Alcohol Permit through the Finance Department and hire private security officers to prevent alcohol from being removed from the premises.

As with the review process, the application fee for the special event permit varies depending on the length and type of the event. The fee schedule is available online at the City's website, www.brookhavenga.gov. Permit application fees will be assessed based on the information provided in the application and must be paid in full no later than 72 hours prior to the date of the event.

Special Event Applications must be submitted at least 60 days prior to the planned special event. Public assemblages such as a procession, rally, or march must be filed at least 15 days prior to the planned event but not more than 60 days prior to the planned event.

All permits related to your special event should be posted at greeting areas or main entrances to the event. City staff may ask event producer to show proof of permit during the event.

Please submit the following Special Event Permit Application and required supplemental materials (detailed in the following checklist) to the Parks and Recreation office, located at 3360 Osborne Road, Brookhaven, GA 30319. If you have questions, please do not hesitate to contact the Parks and Recreation office at (404) 637-0534.