

# Special Event Permit Application



4362 Peachtree Rd NE, Brookhaven, GA 30319  
(404) 637-0500 • Fax (404) 637-0501 [www.brookhavenga.gov](http://www.brookhavenga.gov)

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, rights-of-ways, or sidewalks. Special events may include, but are not limited to, activities such as run/walk events, cycling events, street festivals, parades, triathlon/biathlon, 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 Brookhaven 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. Permit application fees will be assessed based on the information provided in the application and must be paid at time of submittal of a complete application.

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 24 days prior to the planned event but no 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 Community Development Department located at 4362 Peachtree Rd NE, Brookhaven GA, 30319. If you have questions, please do not hesitate to contact the Community Development Department at (404) 637-0500.

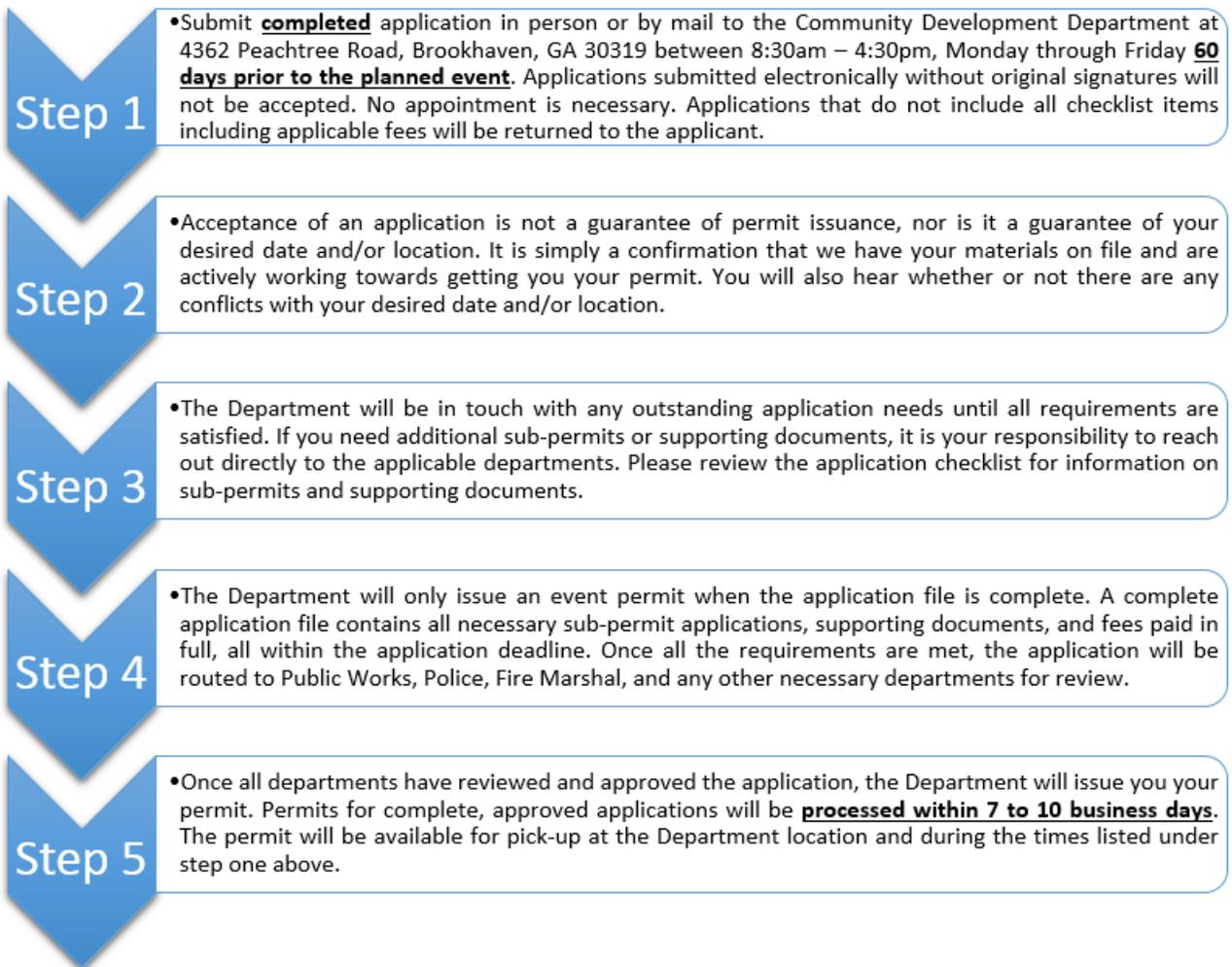
## Additional Information



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The City of Brookhaven has an active special events schedule throughout the year. Special event permits may not be approved if conflicting with a City-sponsored or other event. For questions related to the Special Event Permit application, process, or scheduled events, please contact:

Special Event Coordinator:  
Kelly Reynolds  
[kreynolds@brookhavenga.gov](mailto:kreynolds@brookhavenga.gov)  
404-637-0500



### Helpful Numbers

DeKalb County Health Department	404-294-3700
City of Brookhaven (All Departments)	404-637-0500
Georgia Department of Revenue (Alcohol Permits)	404-417-4900
DeKalb County Fire Marshal (Fireworks)	678-406-7750

# Checklist



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## Application Requirements:

- Event Details and Description
- Contact Information for Producer, Event Sponsor, and Property Owner (including 24-hour contact)
- Signed & Notarized Affidavit from Producer of the Event

## Application Required Attachments:

- Overall Site Plan of the event location. Plan must be drawn to scale and must include:
  - all property boundaries and setbacks for proposed location of the special event
  - all existing buildings, structures, parking, and curb cuts permanently located on site
  - any proposed temporary structures including buildings, structures, and parking
- Schedule of Proposed Activities
- First Aid/Medical Support Plan
  - 0 - 1999 attendees – First Aid Kit and a 911 call plan
  - 2,000 – 5,000 attendees – First Aid Station (2 EMTs)
  - 5,000 – 10,000 attendees – First Aid Station (2 EMTs) and Foot EMTs
  - 10,000 – 20,000 attendees – First Aid Station (2 EMTs), Foot EMTs, and Ambulance (ALS Unit)
  - 20,000 + attendees – contact me directly to discuss coverage requirements
- Waste Disposal Facilities and Control Plan  
*Daily trash cleanup is required. The producer of the event must clean property of all rubbish and debris, returning site to its pre-event condition within 24 hours of the event.*
- Restroom Facilities Plan
- Crowd and Traffic Control Plan
- Parking Plan
- Recycling Plan
- Staging Area Plan (for Film Permits)
- Proof of Notification of Neighboring Residences and Businesses  
*Please provide proof of notification, in a written form, of neighboring residences and businesses surrounding the hub of the event of your intent to host a special event (including any proposed road closures). [See attached form]*

## The following items may be required, if applicable:

- Scale Drawings of all Temporary Structures, including:
  - sizes and types of temporary structures
  - vehicle and trailer storage locations
  - exits and entrances in temporary structures
  - relation to existing buildings and structures
- Banner Sign Permit Application or Special Event Sign Permit Application
- Permission from Property Owner(s)
- Proposed Street / Parking Lot Closure and Traffic Plan
- Recording Equipment and Sound Amplification Plan
- Fireworks Permit
- Temporary Alcohol Permit
- Business License
- Proof of Comprehensive Liability Insurance

# Event Description



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	Name of Event:
Type	Type of Even <input type="checkbox"/> Run / Walk <input type="checkbox"/> Cycling Event <input type="checkbox"/> Street Festival <input type="checkbox"/> Parade <input type="checkbox"/> Triathlon / Biathlon <input type="checkbox"/> Grand Opening <input type="checkbox"/> Other -
Event Details	Purpose of Event:
	Location of the Event (street address):
	Date/Duration of Event, From: _____ To: _____
	Actual Event Hours: _____ a.m. / p.m. Until: _____ a.m. / p.m.
	Setup / Assembly Date: _____ Start Time: _____ a.m. / p.m.
	Dismantle Date: _____ Completion Time: _____ a.m. / p.m.
	Projected Event Attendance:
Required Attachments	Required Overall Site Plan – attached? <input type="checkbox"/> Yes
	Required Schedule of Proposed Activities – attached? <input type="checkbox"/> Yes
	Required First Aid / Medical Support Plan – attached? <input type="checkbox"/> Yes
	Required Waste Disposal Facilities and Control Plan – attached? <input type="checkbox"/> Yes
	Required Restroom Facilities Plan – attached? <input type="checkbox"/> Yes
	Required Traffic and Crowd Control Plan – attached? <input type="checkbox"/> Yes
	Required Recycling Plan – attached? <input type="checkbox"/> Yes
	Required Parking Plan – attached? <input type="checkbox"/> Yes
	Required Proof of Notification of Neighboring Residences and Businesses – attached? <input type="checkbox"/> Yes
If Applicable, Additional Requirements	Will temporary structures, such as tents, a stage, or stationary vehicles, be part of the event? <i>If yes, please attach a scaled Site Plan showing all permanent and proposed temporary structures on the property at which the event is proposed to be held. The Site Plan should include property boundary lines, setbacks, and buffers. For any temporary structures please attach scale drawings showing size and exits.</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
	Applicant has applied for a special event sign permit associated with the special event? <i>If yes, event sponsors must be in compliance with Chapter 21-21, Special Event Signs</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
	Will the event occur on private property? <i>If yes, please attach a list any street(s) and parking lot(s) to be closed as a result of the event. Include the street name(s), date, and proposed time of closing and time of reopening as well as traffic and parking plans</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
	Will the event require closing of any City streets or parking lots? <i>If yes, please attach a list any street(s) and parking lot(s) to be closed as a result of the event. Include the street name(s), date, and proposed time of closing and time of reopening as well as traffic and parking plans.</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
	Will the event include recording equipment, sound amplification, or other attention getting devices? <i>If yes, please attach description of any equipment or devices.</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
	Will the event include the use or sale of fireworks? <i>If yes, fireworks are not permitted without approval from the DeKalb County Fire Department.</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
	Will the event include the consumption or sale of alcohol? <i>If yes, event sponsors must be in compliance with Chapter 4, Alcoholic Beverage Ordinance.</i> <input type="checkbox"/> Yes <input type="checkbox"/> No

# Contact Information



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<b>Producer</b>	Name:
	Company:
	Address:
	Phone:
	Email:
<b>Event Sponsor</b>	Company:
	Contact:
	Address:
	Phone:
	Email:
	Does Event Sponsor have a business license? (yes / no) <i>If yes, please attach a copy of business license.</i>
<b>Property Owner</b>	Owner's Name:
	Owner's Address:
	Phone:
	Email:
<b>24-Hour Contact</b>	Contact Name:
	Contact Phone:

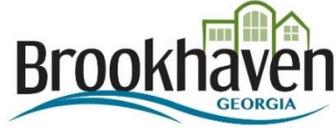
Note: The Special Event Permit shall be issued only to an individual person, the producer of the event. In this case, producer means the person responsible for planning, producing, and conducting the special event. If a group, organization, association, or other entity is producing the special event, a designated agent of the producer shall be named for purposes of the permit, and that individual shall be solely and fully responsible for compliance with all provisions of the Special Events Permit.

Optional – Interest in City Involvement:

*If appropriate and desired by the event, the City may be interested in participating in the event or utilizing space for public education or public relations. Answering this question is optional and is not required of any event nor could it be construed as grounds for denial of an application.*

Would your event be interested in donating space for the City participation at your event? (yes / no)

**Property Owner Signature  
Applicant's Certification,  
Affidavit and Signature**



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Name of Event: \_\_\_\_\_

Brief Description of Event: \_\_\_\_\_

I hereby agree that as a condition to the issuance of a Special Event Permit, the Producer of the Event shall indemnify and hold the City harmless from claims, demand or cause of action which may arise from activities associated with the event.

I hereby solemnly swear, subject to criminal penalties for false swearing, that the statements and answers made by me to the foregoing questions in this application for a Special Event Permit, are true, and no false or fraudulent statement or answer is made herein to procure the granting of such permit.

I hereby certify that the site plan and description provided will be constructed and/or used in accordance with all applicable zoning ordinances and laws governing the City of Brookhaven, Georgia.

I hereby state and understand that should a complaint be filed against the Producer of the Event for violation of any regulation associated with the application for the City of Brookhaven Special Event Permit, the permit issued for the event will immediately become void and will not reissue for the same location.

Producer's Signature: \_\_\_\_\_

Sworn and Attested before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Signature: \_\_\_\_\_

\_\_\_\_\_

# Notification of Temporary Street Closure



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Neighborhood and community outreach is required for all Special Events. At minimum, the City of Brookhaven requires that all affected residents/businesses both on and adjacent to a proposed street closure be notified of such 30 days prior to the proposed event. The City will provide the list of affected property owners to the event producer and the event producer will be required to send a notification letter and obtain signatures from each owner on the form below. When sending the notification letter and obtaining signatures, the event producer must provide the property owners a copy of the proposed street closure map. Additionally, notification signs may be required at the event producers' in the neighborhood during the street closure for traffic routing purposes.

## SAMPLE NOTIFICATION LETTER

### NOTIFICATION OF TEMPORARY STREET CLOSURE

EVENT NAME: [Name of Special Event]  
LOCATION: [Location of Special Event] See attached Street Closure map.  
DATE(s): [Date(s) of Special Event Impact]  
TIME(s): [Time(s) of Special Event Impact]  
EVENT PRODUCER: [Producer Name]  
24-HOUR CONTACT: [Name], [cellular number]

On [Date], our organization [Name] will be producing a special event in your neighborhood called [Event Name]. [Event Name] will include a temporary street closure and the City of Brookhaven requires early notification to affected property owners. We are thrilled to be guests in your neighborhood and it's important to us that we are communicating clearly with you, the neighbors.

#### EVENT DESCRIPTION (include applicable items):

- We will be loading in beginning at [hour] on [date], and will load out until [hour] on [date].
- We will leave your neighborhood as we found it: litter and recycling will be handled by [name of contractor]
- During the event hours, we expect between [Low # and High #] attendees per day.
- Streets will be closed or have limited vehicle and/or pedestrian access between the hours of [Time] on [Date] through [Time] on [date.] See the attached map for specifics.
- We will have amplified sound during the hours of [Time start/finish] on [Date].
  - [Describe amplified music, public address, pre-recorded or live music. Outdoors or indoors?]
  - [Include location of amplified music on the map you attach]

We are working closely with the City of Brookhaven to minimize the impacts of the event. Our goal is to create an enjoyable and positive experience in your neighborhood.

If you or any of the surrounding residents and businesses have questions or comments about impacts of this event, please email us at:

[Contact Name, Title]  
[Organization]  
[Address]  
[Address]  
[Email]



# Indemnification & Hold Harmless



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Subject to the granting of all permits required by the City of Brookhaven, the City of Brookhaven authorizes

\_\_\_\_\_ to utilize  
 (Special Events Applicant)

\_\_\_\_\_ (Site/Address)

for the purposes of conducting activities described in this special event permit application.

The Special Events Applicant agrees that the City of Brookhaven assumes no responsibility or liability for any defects or other conditions of the site(s), whether the conditions are known or unknown to either party, and/or discoverable by either party. The Special Events Applicant agrees to assume the risk for any and all defects and/or other conditions, whether these defects or other conditions are dangerous and/or whether these defects or other conditions are discoverable by either party, and/or know or unknown to either party.

The Special Events Applicant shall indemnify and hold the City of Brookhaven and its officers, agents, and employees harmless and free from any and all claims, including but not limited to personal injury, property damage, alleged to have arisen or resulted wholly or partially from the exercise of any of the rights granted herein to the Special Events Applicant. This indemnification and hold harmless agreement includes, but is not limited to, the payment of all attorney fees, expenses, costs, judgment, and other expenses which may be incurred by the City of Brookhaven, its officers, agents, or employees as a result of any and all such claims.

Producer's Name: \_\_\_\_\_

Producer's Signature: \_\_\_\_\_

Sworn and Attested before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Signature: \_\_\_\_\_

<b>Staff Use Only</b>	
Application Received:	Event Date:
Permit #:	CD Processed By:
FA Processed By:	PW Processed By:
PD Processed By:	FD Approved Date:
Approved/Denied By:	Approved/Denied Date:
Application Fee:	Fees Paid Date:
Process Completed:	Permit Expiration Date: