

HOW TO SUBMIT YOUR APPLICATION

Read these steps carefully to ensure timely processing for your permit. We strongly recommend that applicants do not advertise the special event prior to receiving approval from the City of Milton.

1. Submit your Special Event Permit Application along with attachments as required at least sixty (60) days prior to the proposed event. A Special Event Application Fee in the amount of \$50 must accompany this application form and an additional \$10 per day for multi-day events. Contact the Milton Community Development Department at 678-242-2540 if you have any questions.
2. Provide a Schedule of Events along with a Site Plan or Parade Route which addresses:
(a) the location of the event on the property, or the beginning/end of route; **(b)** features and attractions; **(c)** circulation; **(d)** proposed parking including how you will handle overflow parking; **(e)** any proposed road closures; **(f)** location of waste disposal facilities; **(g)** restrooms; **(h)** access for disabled.
3. If you are requesting to close a road, you will need to explain the need. Allow at least sixty (60) days for this process.
4. Provide a Letter of Permission from the property owner giving permission to hold the event at this location.
5. Submit a copy of your Occupational Tax Certificate (OTC), often referred to as your business license, with the application. To apply for an OTC, contact Business Registration in the Milton Finance Department at 678-242-2511.
6. If food is to be served or sold at the event, contact the Fulton County Health Department, North Fulton Office at 404-332-1801 to discuss Food and Beverage regulations before you submit your application.
7. If alcohol will be served or sold at this event,
 - a) Provide all required information under the Food, Beverage & Alcohol section of this form and complete the required Pouring Permit Application found on pages X-X of this application.
 - b) Contact the City of Milton Finance Department at 678-242-2511 to discuss Alcoholic Beverage Code regulations before you submit your application. The Finance Department may ask you to specify the business with the Alcoholic Beverage License or Catering Permit that will serve alcoholic beverages at your event.
8. If you need information on hiring off-duty police officers, contact the City of Milton Police Department at 678-242-2606 before you submit your application. Only certified police officers may direct traffic on city streets.
9. If you need information on hiring off-duty firefighter/EMS personnel, contact Milton's Fire Administration at 678-242-2541 or email FDinfo@cityofmiltonga.us.

10. If this event is a request by a private organization to use public property or public roads in the city for a parade, assembly or demonstration, please complete the Parade/ Assembly Addendum. If you will be requesting a Police Escort, contact the Milton Police Department.
11. For a Fire Inspection, Tent Inspection or Fireworks Permit, contact the Milton Fire Marshal at 678-242-2541 or email at fire.marshall@cityofmiltonga.us.
12. If your event is an Art Show in a private residence, please complete the Art Show Addendum.
13. To obtain approval for temporary signs or advertising devices, contact the Planning and Zoning office, Milton Community Development at 678-242-2539.
14. If your event is a Car Wash, contact the City of Milton's Public Works Department for Water regulations and restrictions at 678-242-2543.
15. Event groups must take adequate measures to protect public/private property, wildlife and water from damage or injury. A Performance Bond in the amount of 150% of the total estimated costs of the special event to the city may be required before the special event permit can be issued. An applicant may be required to present evidence of Surety Indemnity Bond or Comprehensive Liability Insurance naming the City of Milton as an additional insured (minimum \$300,000 personal injury and \$100,000 property damage).
16. As per Milton ordinance, any special event with an expected attendance of more than 500 at any given time is required to provide a medical team (paramedic/EMT) and two off-duty police officers. Only City of Milton police officers may direct traffic on city streets. Medical teams must be City of Milton Fire Department employees. Police officers shall be compensated at an approved rate per hour with a two hour minimum. Fire department employees shall be compensated based on the size and infrastructure needs of the event (ambulance, fire truck, etc.).
17. When your paperwork is complete, sign the Save Harmless Agreement and submit to:
City of Milton
Department of Community Development
2006 Heritage Walk
Milton, GA 30004
Fax: 678-242-2550
Phone: 678-242-2540

GUIDELINES FOR SPECIAL EVENTS

A Special Event is any activity that occurs upon public or private property that affects the ordinary use of parks, public streets, rights-of-way or sidewalks, or causes an increase of more than 100% in average daily trips on any public street within the City. Special Events may include but are not limited to such activities as arts festivals, fairs, tours, concerts, holiday celebrations, grand opening celebrations, certain business promotional events out of the doors, car washes, block parties, bicycle races, runs, parades, marches and processions, motorcades, assemblies, picket lines, rallies and demonstrations.

Individuals or groups wishing to hold events on public or private property within the city limits, including city parks and other city properties, must obtain a Special Event Permit from the city of Milton. Event sponsors should submit their application 60 days prior to the proposed event. Acceptance requires approval of the Community Development Department subject to the review of the affected city departments. Activities that do not require a Special Event Permit may include funeral processions, garage sales, lawn sales, rummage sales, flea markets or any similar casual sale of tangible personal property; and private social gatherings that make no use of city streets other than for lawful parking.

A request for a Special Event Permit may be denied if judged that the event will disrupt traffic within the city beyond practical solution; the event will interfere with access to fire stations and fire hydrants; the event will cause undue hardship to adjacent businesses or residents; the event will require the diversion of so many public employees that allowing the event would unreasonably deny service to the remainder of the city; the event might otherwise interfere with the public welfare, peace, safety, health, good order and convenience of the general public; the application contains incomplete or false information; the applicant fails to comply with all requirements of the Milton Code of Ordinances including failure to remit all fees and deposits and Save Harmless Agreement to the city. The Code is available on the City of Milton website at www.cityofmiltonga.us. Refer to Article 14.3 (Special Events) and Article 18.4 (Parades, Assemblies and Demonstrations) for requirements. Some key points:

Hours: Event activities are prohibited after 10 pm and before 7 am Sunday through Thursday. On Fridays and Saturdays, events must end by 11 pm and may not resume before 8 am. (Milton City Code, Article 8.8). Loudspeakers, amplified music, bullhorn or public address systems during event hours are strictly regulated and may require additional permits.

Alcohol: If alcohol is to be served or sold, servers must complete the required Pouring Permit Application and sponsors must take those measures required for compliance with the Alcoholic Beverage Ordinance (Milton City Code, Article 3), including the hire of private security officers to prevent alcohol from being removed from the premises. Alcohol is prohibited in Milton public parks.

Restrooms/Trash/Cleanup: The city 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 or public property of all rubbish and debris, returning it to its pre-event condition within 24 hours of the conclusion of the event. If the applicant fails to clean up such refuse, cleanup will be arranged by the city and the costs charged to the applicant.

Traffic & Parking: Parking is permitted in designated areas. The Fire Marshal requires that all entries, exits and fire lanes be maintained. The speed limit for vehicles within parks is 15 mph.

Signs: Permits are required for temporary signs. No signs may be affixed to trees, buildings or street fixtures.

Smoking: Smoking is not permitted in public parks or in any public facility.

Swimming: Available at designated pools.

First Aid and Medical: The event may require provision of first-aid and medical personnel.

Enforcement: City of Milton Police Department may eject any citizen or event participant from any park or public facility for violation of rules and regulations. Fines may be applicable.

APPLICATION/EVENT INFORMATION (Please print)

Application Date: ____ / ____ / _____

Company/Organization: _____

Street Address: _____

City _____ State _____ Zip _____

Responsible Person: _____

Phone: _____ Fax: _____

Email: _____

Contact on Site: _____

Cell/Alternate on Site: _____

EVENT INFORMATION (If you need more room, please use a separate sheet.)

Name of Event: _____

Date/Time of Event: _____

Projected Attendance (Approx. # of persons, animals, vehicles): _____

Event Location: _____

EVENT DESCRIPTION (Please check)

- | | | | |
|----------------------------------------------------------------|----------------------------------------------------------------|--------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Arts Festival | <input type="checkbox"/> Fair | <input type="checkbox"/> Tour | <input type="checkbox"/> Concert |
| <input type="checkbox"/> Car Wash | <input type="checkbox"/> Bicycle Race | <input type="checkbox"/> Block Party | <input type="checkbox"/> Run |
| <input type="checkbox"/> Parade | <input type="checkbox"/> March | <input type="checkbox"/> Procession | <input type="checkbox"/> Motorcade |
| <input type="checkbox"/> Demonstration | <input type="checkbox"/> Rally | <input type="checkbox"/> Other | <input type="checkbox"/> Assembly Picket Line |
| <input type="checkbox"/> Holiday Celebration,
Grand Opening | <input type="checkbox"/> Outdoor Business
Promotional Event | | |

Describe the Purpose of the Event:

Site Plan or Parade Route (please select one): Yes No

Property Owner Letter of Permission (please select one): Yes No

ENTERTAINMENT

Event Schedule or Event Brochure Attached (please select one): Yes No

Sound Equipment (please select one): Yes No

Provide Additional Description of Entertainment Planned:

Note: Permits for additional amplification for residential or commercial uses may be required.

TRAFFIC CONTROL, PARKING & SAFETY

Explain Your Plans for Traffic Control, Parking and Public Safety:

Is the parking plan (including overflow or shuttle) on the Site Plan? (please select one):

Yes No

Will you require the service of off-duty police officers? (please select one):

Yes No *Note: Please refer to #16 under "How to Submit Your Application" for additional details.*

Will you require the service of off-duty Firefighter/EMT/Paramedic? (please select one):

Yes No *Note: Please refer to #16 under "How to Submit Your Application" for additional details.*

Will you be requesting a road closure: (please select one):

Yes No (If yes, describe the need.)

FIRE AND LIFE SAFETY PLAN

Note: A "yes" response in this section may require additional inspections and/or permits. For questions, contact Fire.Marshall@cityofmiltonga.us or call 678-242-2541.

Will you use temporary tents over 400 square feet? Yes No

Note: Any tent over 400 square feet or smaller tents set next to each other with an aggregate square footage of more than 700 square feet require a review by the fire marshal's office and/or permitting and an inspection prior to the event. Include all tent dimensions, exits (if enclosed on four sides), seating/stage/buffet plans in site plan submittal.

If you are using a tent over 400 square feet, or multiple tents set next to each other with an aggregate area of more than 700 square feet, a fire resistance certificate must be provided.

Include tent flame resistance with certificate for all single tents over 400 square feet or tents set next to each other in excess of 700 square feet.

Is food being cooked, warmed, barbequed, or is any other heat/flame based process occurring in any tent, regardless of the size? Yes No

If yes, submit flame resistance certificate for each tent within 12 feet of the cooking/warming/heating process and indicate the location of all cooking, warming, barbequing, or any other flame/heat based process on the site diagram.

Any cooking/warming/heating process requires a review by the fire marshal's office and/or an inspection prior to the event. Include all tent dimensions, exits (if enclosed on four sides), seating/stage/buffet plans in site plan submittal.

An appropriate ABC fire extinguisher must be provided by the applicant or proprietor for all cooking/warming/heating processes. A Class K fire extinguisher must ALSO be provided for all frying (in addition to the required ABC).

Is egress going to be restricted to and from the site? Yes No

If yes, provide a location of site entrances and exits on the schematic and the number of anticipated attendees (note: insufficient egress for the intended use may require addition exits).

Will there be portable generators, portable electrical cables, or other open temporary electrical systems on site (other than limited use of extension cords away from attendees and pre-wired systems such as trailers)? Yes No

If yes, please describe: _____

Use of commercial generators and temporary wiring should be indicated on site diagram and may require an inspection.

Are pyrotechnics, fireworks, or other open flame devices going to be a part of the event?

Yes No

If yes, please describe: _____

All use of pyrotechnics, fireworks, or other open flame devices shall be subject to review, permitting, and inspection by the fire marshal's office.

Depending on the proposed activity, the city may require an off-duty fire marshal's office representative, fire crew, or EMS crew for the proposed event.

FOOD, BEVERAGE & ALCOHOL

Will you *serve* or *sell* food or non-alcoholic beverages at this event: (please select one):

Yes No

Explain: _____

Will you serve or sell alcohol at this event? (please select one):

Yes No

Explain: _____

If yes, applicant must complete the "Pouring Permit" section of this application on pages 11-16.

**For internal use only. To be completed by the Milton Police Department
in participation with Special Events permitting staff.**

Permit Type and Number: _____

BUSINESS REGISTRATION

Will you be selling products or services at this event? (please select one):

Yes No

Explain: _____

Is a copy of your Milton Business Registration certificate attached? (please select one):

Yes No

Occupation Tax Number/Jurisdiction: _____

If organization is non-profit, is a copy of non-profit status and/or Business Registration certificate attached? ((please select one):

Yes No

RESTROOM PLAN, SIGNAGE, CLEANUP PLAN

What restroom facilities will be used during this event:

During what hours: _____

Will you use temporary signs for this event? ((please select one):

Yes No

Who will be responsible for cleanup? _____

SAVE HARMLESS AGREEMENT

Please Submit with the Special Event Permit Application

The applicant agrees to defend, pay and save harmless the City, its officers and employees from any and all claims or lawsuits for personal injury or property damage arising from or in any way connected to the special event; excepting any claims arising solely out of the negligent acts of the City, its officers and employees.

Approval of this application shall not be construed as imposing upon the City or its officials or employees any liability or responsibility for any injury or damage to any person in any way connected to the use for which this permit has been issued. The city and its officials and employees shall not be deemed to have assumed any liability or responsibility by reason of inspections performed the issuance of any permit, or the approval of any use of the right-of-way or other public property. Application assumes adherence to federal and state laws and local ordinances.

Signature of Applicant, if an individual or Partner or Officer of Corporation

Date

All information furnished shall be kept in strict confidence by the City, to the extent allowed by law, and shall be utilized only by the officials of the City responsible for administering the application. Any false statement in an application for a permit shall be grounds for revocation, denial, and/or denial of future permit applications.

I agree that the person in charge or designated contact will keep the Special Event Permit issued, along with a copy of the Special Event application form at the site, available for inspection throughout the event.

ART SHOW ADDENDUM

Art Show Defined: An art show is an exhibition and sale of works of art including paintings, sculptures, collages, constructions, handmade books, photographs, silk screens, etchings, lithographs, intaglios, wood cuts, monotypes, drawings, jewelry, ceramics, textile designs, carvings, turnings and weavings.

Art Show at a Private Residence: If the art show is to be conducted at a private residence, some special conditions apply.

1. All artists selling works of art must be present at the point of sale; and
2. Only artist(s) who reside in the premises and not more than five (5) non-resident artists may participate in an art show at a private residence.
3. The Special Event Application for an art show at a private residence should be submitted to the Community Development Department with the application fee no later than sixty (60) days prior to the event.

Resident Artist #1: _____

Address: _____

Phone: _____ Email: _____

Resident Artist #2: _____

Address: _____

Phone: _____ Email: _____

Resident Artist #3: _____

Address: _____

Phone: _____ Email: _____

Resident Artist #4: _____

Address: _____

Phone: _____ Email: _____

Resident Artist #5: _____

Address: _____

Phone: _____ Email: _____

Resident Artist #6: _____

Address: _____

Phone: _____ Email: _____

PARADE/MARCH/DEMONSTRATION ADDENDUM

Special Events are regulated under Article 2 of the City of Milton Code of Ordinances. Article 2 specifies that any person or private organization wishing to use public property or public roads in the city for private purposes such as a parade, assemble, demonstration, road closing, or other activity is required to obtain a permit from the city for the privilege of engaging in any such activity within the City of Milton. Completion of the partner/officer information including record or arrests convictions as requested below is necessary to complete the Special Event Application process.

List of Partners, Officers or Directors

(Please provide names and addresses of partners of a partnership or officers and directors of a corporation.)

Record of Arrests and Convictions

MILTON

POURING PERMIT APPLICATION

Special Events

INSTRUCTIONS

1. Complete and sign application and all forms included in this packet;
2. Complete a background check release and fingerprint verification; and
3. Provide a copy of a driver license or state issued identification.

All forms must be completed in their entirety. Please follow all instructions and be prepared to provide all necessary documentation when submitting the application.

****PLEASE NOTE: Permits, including background and fingerprint verification, are only processed between the hours of 1 P.M. and 4 P.M. on Tuesdays and Thursdays. ****

Special Event Permits are valid on a temporary basis.

PERMIT DETAILS

SPECIAL EVENT POURING PERMIT (\$100.00 Fee) Temporary

Is this permit for a currently licensed consumption-on-premises establishment in Milton?

Yes No

Business Name: _____

Is this event associated with and benefiting the cause of a charitable or civic organization?

Yes No

If yes, please provide the following information for the charitable or civic organization:

Charitable or Civic Organization: _____

Address: _____

Contact Person: _____ Contact Phone: _____

APPLICANT INFORMATION (Please print)

Last Name: _____ First Name: _____ Middle Name: _____

Alias/Stage Name: _____

Date of Birth: ____ / ____ / _____

Birthplace City: _____ Birthplace State: _____

SS# ____ - ____ - ____ Sex: ____ M ____ F Race: _____

Height: ____ ' ____ " Weight: _____ Hair Color: _____ Eye Color: _____

Home Address: _____

City _____ County _____ State _____ Zip _____

Home Phone: ____ - ____ - ____ Mobile/Cell Phone: ____ - ____ - ____

Email: _____

EMPLOYMENT INFORMATION

Employer Name: _____

Job Title: _____

Supervisor Name: _____

Supervisor Phone: ____ - ____ - ____

Business Address: _____

City _____ County _____ State _____ Zip _____

Length of Employment: _____ Years _____ Months

INSTRUCTIONS

Please answer all questions completely and accurately by checking the appropriate response. If more space is needed, attach additional sheets referring to the applicable question.

1. Have you been arrested and/or convicted for a misdemeanor within the past five (5) years?

Yes No

**If yes, please attach a list including date(s) of arrest, charge(s), location(s), dates served in jail, and dates served on probation or parole. Please note that any applicant with misdemeanor drug charges within the past five years will be denied.*

2. Have you been arrested and/or convicted for a felony within the past five (5) years?

Yes No

**Please note that any applicant with felony convictions or open charges within the past five years will be denied.*

3. Have you been convicted, pled guilty or entered a plea of nolo contendere to any federal, state, or local law for any felony within the past five (5) years?

Yes No

**Please note that any applicant that has been convicted, pled guilty or entered a plea of nolo contendere to any federal, state, or local law for any felony within the past five years will be denied.*

4. Have you been arrested and/or convicted for moral turpitude within the past ten (10) years?

Yes No

**Please note that any applicant with moral turpitude convictions within the past ten years will be denied.*

5. Have you pled guilty or entered a plea of nolo contendere to any crime involving moral turpitude, illegal gambling, illegal possession or sale of controlled substances, or the illegal sale or possession of alcohol, including the sale or transfer of alcoholic beverages to minors in a related crime within the past five (5) years?

Yes No

**Please note that any applicant that has pled guilty or entered a plea of nolo contendere to any crime as described in paragraph (5) within the past five years will be denied.*

POURING PERMIT APPLICANT AFFADAVIT

Applicant: _____

Job Title: _____

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

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 Pouring Permit, Public Event Permit or 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 state and understand that any conviction for violation of the provisions of the City of Milton's Alcohol Beverages, Chapter 4 or the State of Georgia's Alcohol Beverage Code, Title 3 of O.C.G.A. shall result in the automatic suspension of the Pouring Permit, Public Event Permit or Special Event Permit. Furthermore, the Chief of Police may revoke said permit and demand its return if the applicant adversely affects the public health, safety, or welfare.

I hereby understand that it shall be unlawful for an applicant whose Pouring Permit, Public Event Permit or Special Event Permit has been revoked and upon whom demand for return of the card has been made to refuse to return the card or to alter, conceal, deface, or destroy the card.

Applicant's Signature: _____

SWORN AND ATTESTED BEFORE ME ON THIS THE _____ DAY OF _____, 20_____.

Notary Signature and Seal:

STAFF USE ONLY

Permit #: _____ Permit Fees: _____

Approved/Denied: _____ Expiration Date: _____

Approval Date: _____ Denied Date: _____

Chief of Police Signature

Date

O.C.G.A. § 50-36-1(e)(2) SAVE Affidavit Verifying Status for City Public Benefit

****This form is required for ALL LICENSES/PERMITS by State Law****

By executing this affidavit under oath, as an applicant for a pouring permit, as referenced in O.C.G.A. § 50-36-1, from the City of Milton, Georgia, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

- 1. I am a United States Citizen.
(Must include copy of either current State Drivers' License, Passport, or Military ID)
- 2. I am a legal permanent resident of the United States.
(Must include copy of your current State Drivers' License and either a copy of your Permanent Resident card or Employment Authorization Card.)
- 3. I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency. (Must include copy of your current State Drivers' License and either a copy of your Permanent Resident card or Employment Authorization Card.)

My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit. The secure and verifiable document provided with this affidavit can best be classified as:

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in _____ (city), _____ (state).

Applicant Name (Please print) : _____

Applicant's Signature: _____

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 20_____.

Notary Public/Seal: _____

My Commission Expires: _____

BACKGROUND CHECK & FINGERPRINT VERIFICATION CONSENT FORM

I authorize the Milton Police Department to receive any criminal history record information pertaining to me which may be in the files of any federal, state, and/or city criminal justice agency in Georgia and to perform any fingerprint verification required in order to receive this permit.

Full Name: _____ Date: ____ / ____ / ____

Maiden Name/Previous Name/Alias Info: _____

Telephone Number: ____ - ____ - _____

Driver's License Number: _____ DL State: _____

Are you a U.S. Citizen?

Yes No **If no, you will need to have your Green Card available.**

Country of Birth: _____ Date of Birth: ____ / ____ / ____

SS# ____ - ____ - ____ Sex: ____ M ____ F Race: _____

Home Address: _____

City _____ County _____ State _____ Zip _____

Home Phone: ____ - ____ - ____ Mobile/Cell Phone: ____ - ____ - ____

Business Name: _____

Business Address: _____

City _____ County _____ State _____ Zip _____

Applicant Signature

Date