

City of Alpharetta Event Application

Mayor Jim Gilvin

Updated 01/24/2020



Office of Community Services
2 Park Plaza
Alpharetta, GA 30009
678 297 6019
cthurber@alpharetta.ga.us
www.alpharetta.ga.us





EVENT APPLICATION

Welcome

Alpharetta is a city that celebrates our community. From sporting events, to parades and cultural events, from community based festivals to music gatherings, the City will help guide and facilitate your special event.

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Introduction

What is a Special Event?

Events and activities that may require application and permits are as follows: private parties in public spaces; street closure; events requiring erected tents with more than 400 square feet; encroachment on City property; noise sources; building use for any event other than what it was originally designed for; events that may create traffic; planned event that the Risk Management believes creates City liability; and events that require City employees in any way at any time.

Public Information, Internet and Special Events Calendar

Information you provide in these sections is public information and may be used for promotional purposes including, but not limited to print, electronic, and internet formats. Certain information you provide may be used in developing a web site event calendar. Please complete the information carefully and accurately.



Application Process

Contact: Claire Thurber / Community Services Coordinator / cthurber@alpharetta.ga.us / 678-297-6019

Submitting the Application and Fee. The process begins when a completed City of Alpharetta Event Application, associated permits, and the non-refundable application fee of two hundred dollars (\$200) are submitted to the Community Services Office.

Applications and permits along with the application fee must be received no later than ninety (90) days prior to the actual date of your event and may not be received earlier than one year prior to the event.

To complete the application process, you may send electronically as a saved PDF file or print the application and mail or drop off to Claire Thurber at City Hall 2 Park Plaza, Alpharetta, GA 30009 or scan a copy and email to cthurber@alpharetta.ga.us. Submitting an application, permits, and application fee is in no way to be construed as approval or confirmation of your event.

For events that occur annually, a new application must be submitted each year. Application approvals only apply for one year.

After Application is Submitted. Upon receipt of your electronic application, permits, and application fee (\$200), a representative from the city will contact you. **Please allow a minimum of thirty (30) days for the review process.** During our initial application process you will be allowed time to provide us with all pending documents (e.g. certificate of insurance, food permits, etc.). We must receive these items before final application approval. Delays may occur if your event requires a special meeting, a special route, or additional clarification. **Please do not begin advertising your event until your application is approved.**

Final Application Approval. Once approved, you will be required to provide original signatures on the application and permits along with a copy of the signee's valid driver's license. Mail all required documents to Alpharetta City Hall, Community Services, Two Park Plaza, Alpharetta, Georgia, 30009.

Following the Application Approval your application does not automatically reserve city resources or staff. It is your responsibility to contact and reserve city resources and staff. Please contact each city department listed through this application immediately after receiving your event approval. Reconfirm city resources and staff by contacting each city department thirty (30) days prior to your event date. Due to any unforeseen circumstances, your event could be impacted. Please stay in contact with the city throughout your planning process.

Possible Reasons for Denial of Current and/or Future Applications and Permits include but are not limited to:

1. The event will disrupt traffic within the city beyond practical solution.
2. The event will unreasonably interfere with access of fire fighting equipment and fire hydrants.
3. The location of the event will cause extreme hardship to adjacent businesses or residents.
4. The event will require the diversion of enough city employees that allowing the event would unreasonably deny service to the remainder of the city residents. This includes City Holidays.
5. The event will interfere with another event for which an application and permits have been issued.
6. The application, permits, and application fee were not properly submitted.
7. A reoccurring event that did not leave the site clean, pay city services, notify surrounding businesses and residences, or in anyway disregard the application and permits requirements.
8. Anything the City of Alpharetta Risk Manager feels is unsafe.
9. Failure to submit City of Alpharetta Special Event Application or Permit requests.
10. Estimated attendance and event is too large for the requested venue.
11. The event may interfere with other City activities or use of the facilities by City residents.
12. Failure to contact each city department to reserve city resources and staffing.



EVENT APPLICATION

Summary of Event

Date Special Event Application Submitted

[Empty text box]

Event Title

[Empty text box]

Event Description

(Please note: this may be used to communicate details of your event to the public) Provide as much information as possible

[Large empty text box for event description]

Event Location

(Include Site Name, Address, and/or Boundaries)

[Empty text box for event location]

Event Category (Check All That Apply)

- Grid of checkboxes for event categories: Parking Lot/Street Celebration, Parade/Procession/March, Farmer/Outdoor Market, Festival/Celebration, Road Race, Exhibits/Special Attraction, Circus/Carnival, Cycling Event, Other (Specify above), Concert/Performance, Other Athletic Event.

Event Dates/Times

Dates Requested:

First Choice

[Empty text box]

Second Choice

[Empty text box]

Time:

Event Start

[Empty text box]

Set Up Begins

[Empty text box]

Event End

[Empty text box]

Clean Up Ends

[Empty text box]

Yes No Is this an annual event? If so, for how many years have you been holding the event?

[Empty text box]

Where did you hold your event in previous years?

[Empty text box]

Yes No Is your event part of a larger marketing campaign?

If yes, Please Explain

[Large empty text box for explanation]

Estimated Participants

[Empty text box]

Estimated Spectators

[Empty text box]

Completion of this application does not approve your event for consecutive years.



Organization and Applicant Information

The organization contact must be the person in charge of management and is responsible for the event. The applicant contact must be a representative of the organization who has been authorized to plan the event. The applicant must be available to work closely with the City's Community Services Committee for reserving city resources and staffing.

Organization Contact Information

Organization Name

Organization Contact Name

Organization Contact Name

Street Address

City State Zip Code

Work Phone Cell Phone

E-mail Address

Secondary Contact Information

Organization Name

Secondary Contact Name

Street Address

City State Zip Code

Work Phone Cell Phone

E-mail Address

Additional Representative

Work Phone Cell Phone

E-mail Address



EVENT APPLICATION

Yes No Is this Organization a commercial entity?

Yes No Is this Organization a tax exempt, nonprofit entity? If yes, you must attach to this application, a copy of your IRS 501(C) tax exemption letter providing proof and certifying your current tax exempt and non-profit status.

Yes No Are patron admission, entry fees, or participation fees required?

If yes, please provide detailed amounts

Yes No Are vendor or other fees required?

If yes, please provide detailed amounts

Event Location

Site Map/Race Routes - MUST BE INCLUDED WITH APPLICATION

Site Map descriptions should be a detailed narrative including a description of activities in the event, such as event entry & exit, tents, restrooms, first aide, cooking and water stations, sags stops, start/finish sites, inflatables, and a time line of your event. Please write this description in the space provided below and update or attach the site map including all details.

Site plans and race/walk routes need to be approved both by the City of Alpharetta and the surrounding businesses. The City of Alpharetta has created site maps/routes for the most common sites, which are located on the following pages of this application packet. Please choose and edit the site map that coincides with your event and delete the other pages before submitting this application, or submit your own. While the City will not create custom site plans/routes for you, we will be happy to refer you to a professional event planner.

A detailed Site Map and/or Route is required for each event application. If this site plan does not match the actual set up at the event, you will be subject to increased permit fees, up to \$200.

If you are submitting an application for a road race, please contact Engineering, Kevin Smith at ksmith@alpharetta.ga.us, for a list and maps of the approved race routes. This route map must be included in your event application.

Note: Although the route is predetermined, it will need to be approved by the City of Alpharetta and the businesses or residents on the route. If you would like to request a different route than the ones listed below, you will need to work with Traffic Engineer, Kevin Smith in Public Works. Please note, the City does limit the number of times each race route is used yearly.



EVENT APPLICATION

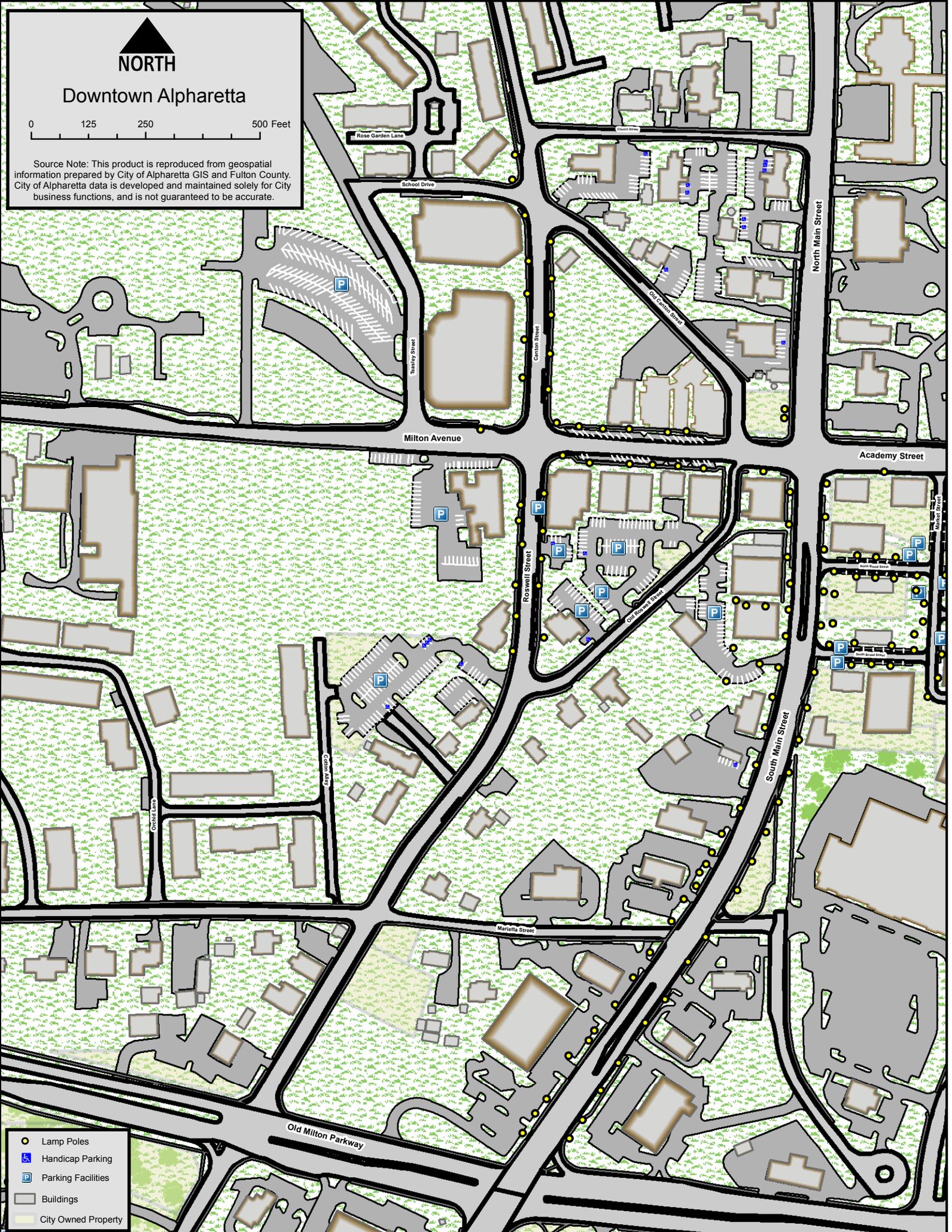
Site Map Detailed Narrative AND drawing (if applicable, you may choose to use any of the templates following or provide own rendering):



Downtown Alpharetta

0 125 250 500 Feet

Source Note: This product is reproduced from geospatial information prepared by City of Alpharetta GIS and Fulton County. City of Alpharetta data is developed and maintained solely for City business functions, and is not guaranteed to be accurate.



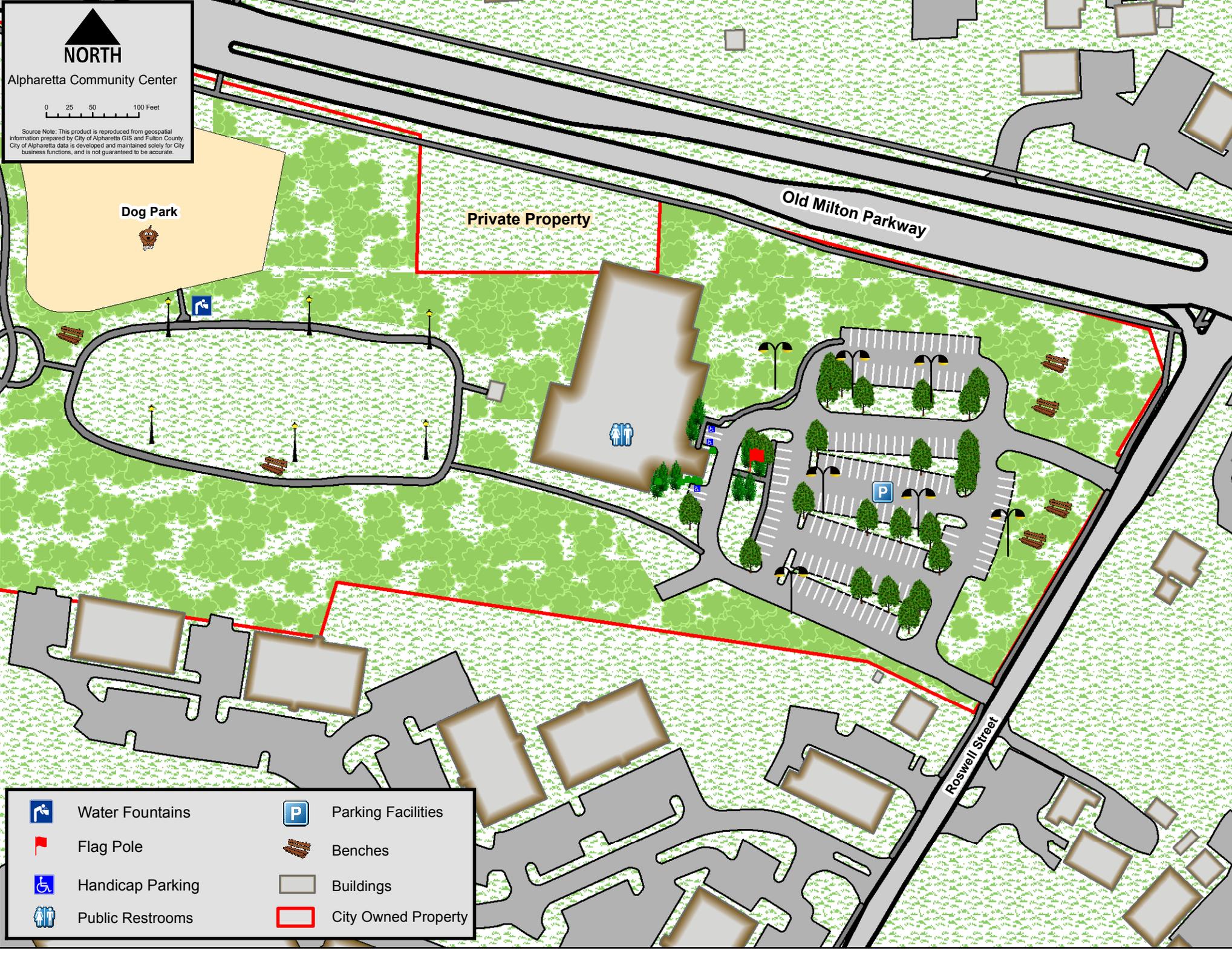
- Lamp Poles
- Handicap Parking
- Parking Facilities
- Buildings
- City Owned Property

NORTH

Alpharetta Community Center

0 25 50 100 Feet

Source Note: This product is reproduced from geospatial information prepared by City of Alpharetta GIS and Fulton County. City of Alpharetta data is developed and maintained solely for City business functions, and is not guaranteed to be accurate.



Dog Park

Private Property

Old Milton Parkway

Roswell Street

	Water Fountains		Parking Facilities
	Flag Pole		Benches
	Handicap Parking		Buildings
	Public Restrooms		City Owned Property



City Hall & Brooke Street Park

0 37.5 75 150 Feet

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Academy Street

Park Plaza

Commerce Street

Alpharetta City Hall

Park Plaza

Alpharetta Library

Tiffany Square Drive

No Parking Monday - Friday

Campion Path

Brook Run

Haynes Bridge Road

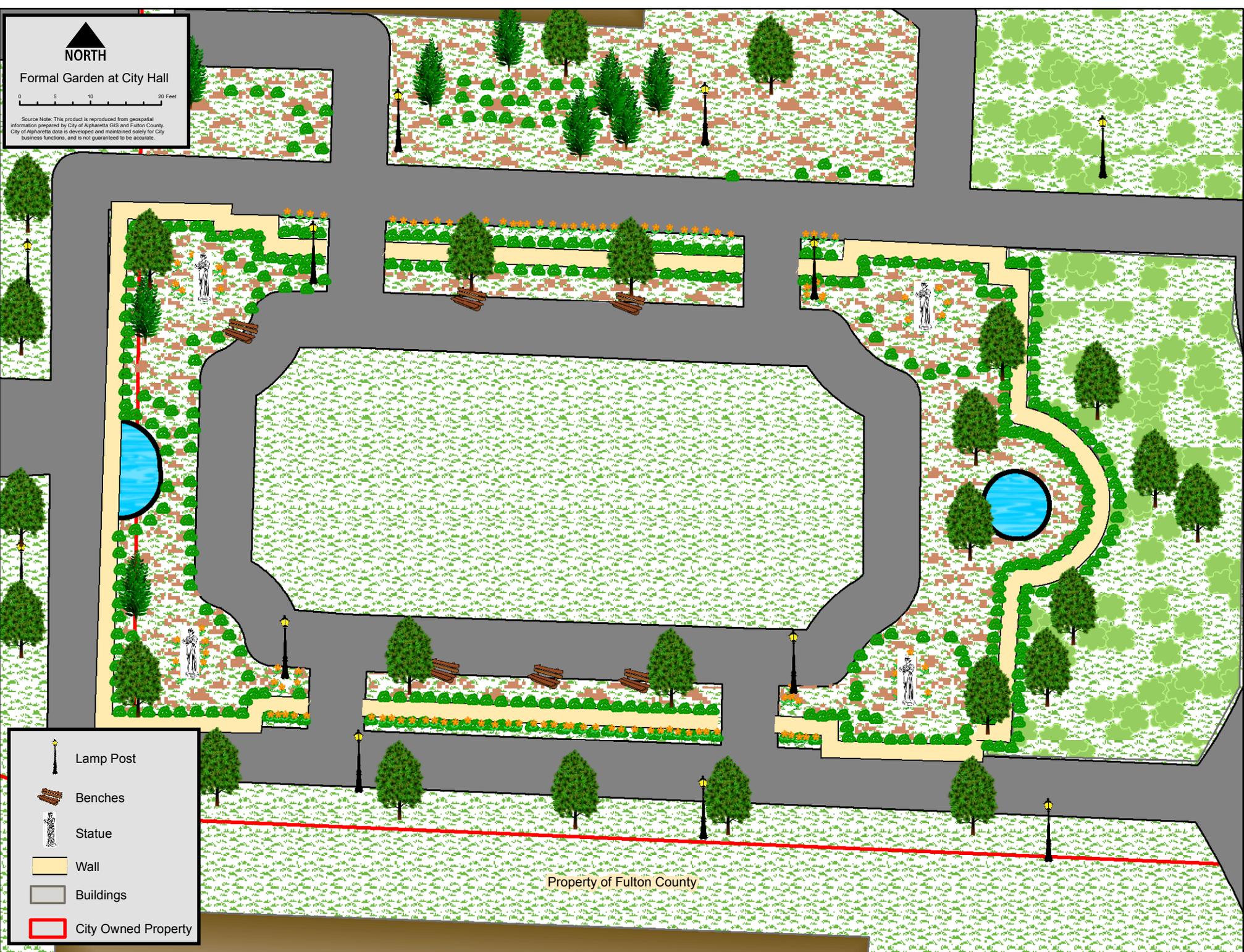
- | | |
|------------------|---------------------|
| Lamp Posts | Parking Facilities |
| Benches | Handicap Parking |
| Statue | Sidewalks |
| Water Fountains | Buildings |
| Public Restrooms | City Owned Property |

NORTH

Formal Garden at City Hall

0 5 10 20 Feet

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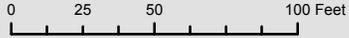


-  Lamp Post
-  Benches
-  Statue
-  Wall
-  Buildings
-  City Owned Property

Property of Fulton County



Milton Avenue



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Canton Street

Old Canton Street

North Main Street

Old Milton Park

Milton Avenue

Roswell Street

South Main Street

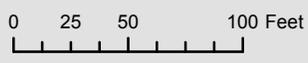
Old Roswell Street

-  Lamp Posts
-  Parking Facilities
-  Buildings
-  City Owned Property

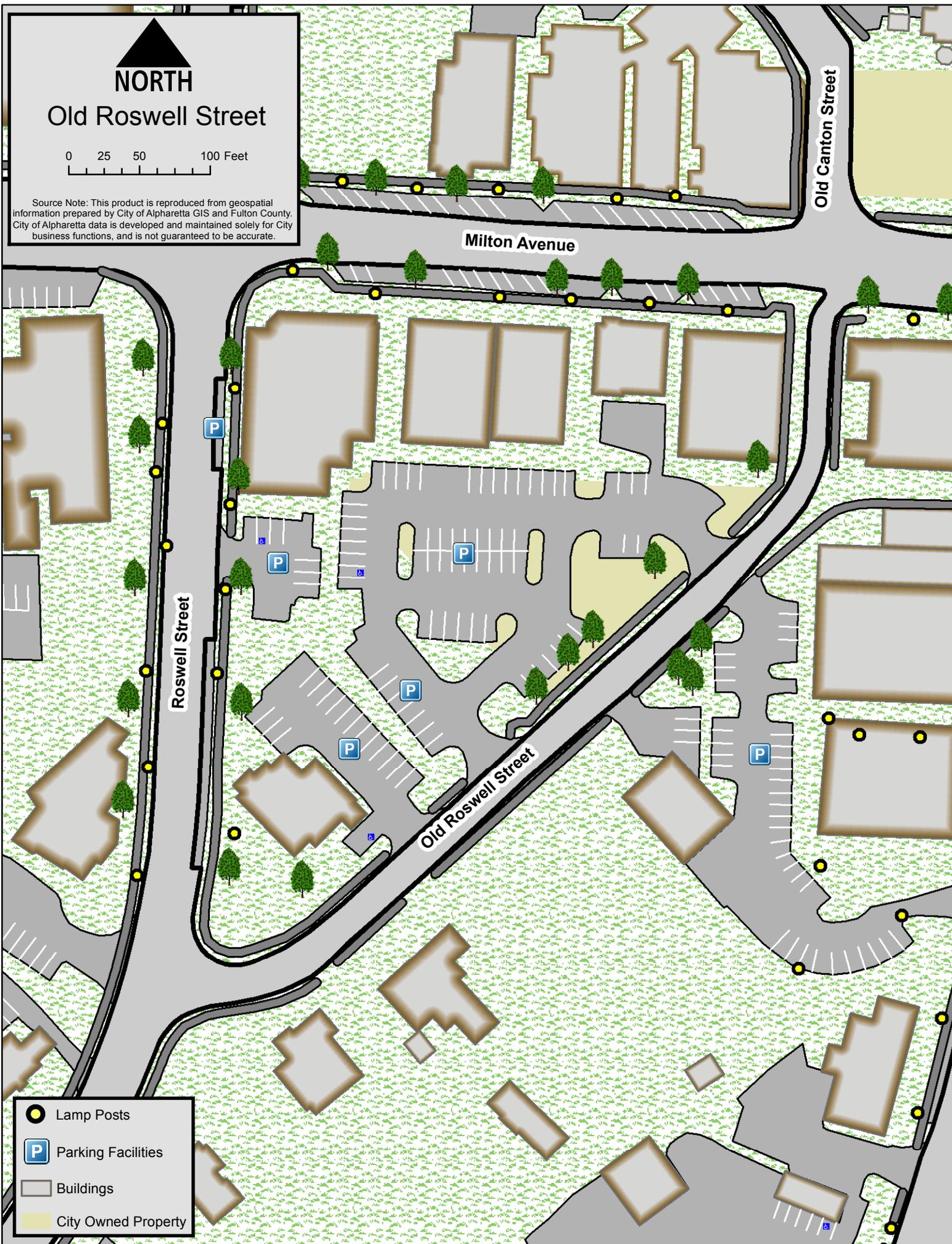




Old Roswell Street



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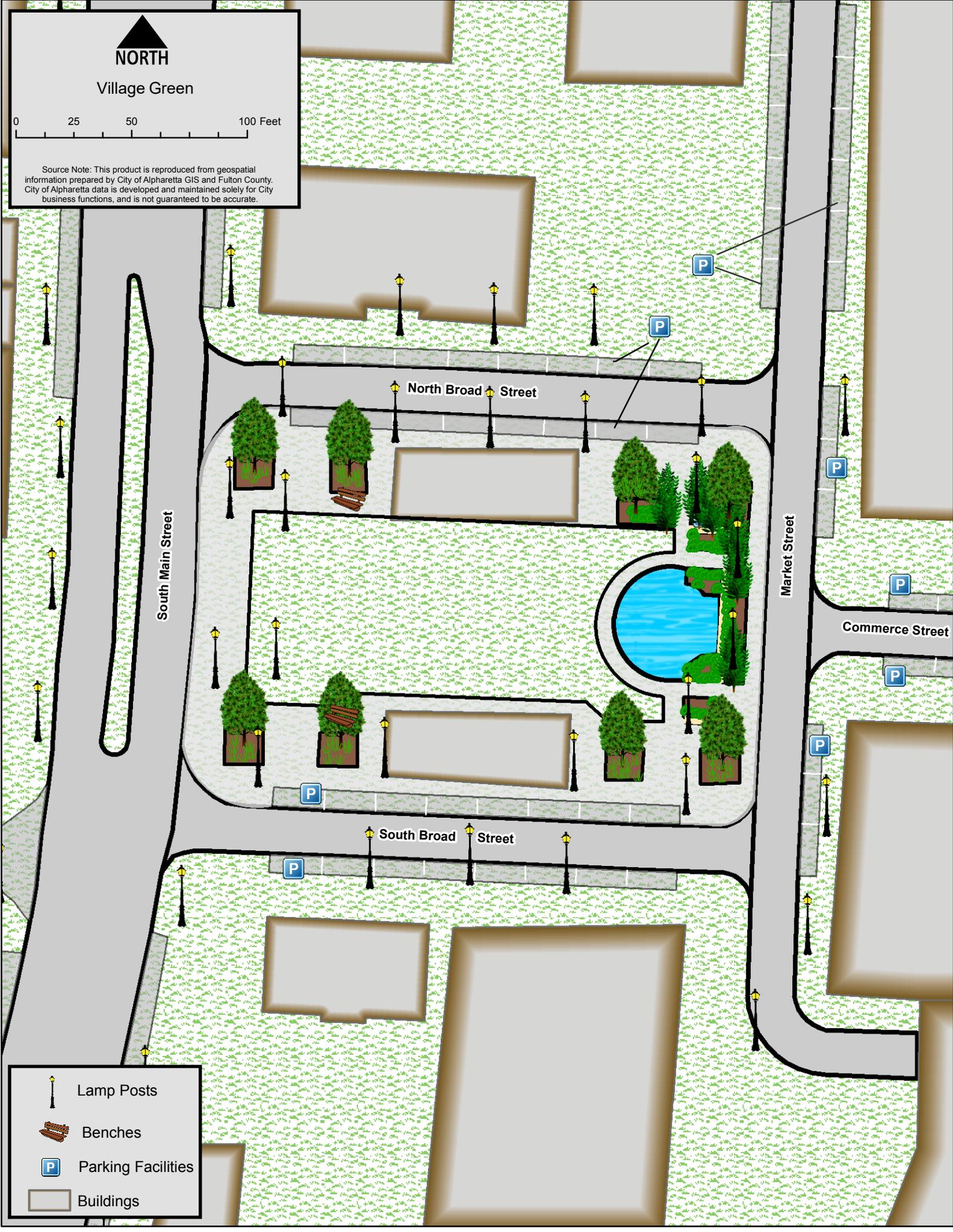
- Lamp Posts
- Parking Facilities
- Buildings
- City Owned Property



Village Green

0 25 50 100 Feet

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-  Lamp Posts
-  Benches
-  Parking Facilities
-  Buildings

Recreation, Parks, and Cultural Services



General Information

To hold an event in Alpharetta's facilities, parks or pavillions, you will need to complete a separate Recreation, Parks, and Cultural Services application in addition to the City of Alpharetta Event Application. Please contact the appropriate Recreation, Parks, and Cultural Services representative listed below for their application and fee schedule. They can help you with special rules, regulations, and restrictions unique to each facility or park. City parks are public parks, as such, most park areas cannot be reserved for the exclusive use of one group, and access to the area by the general public must be available at all times. These areas cannot be roped off or otherwise secured.

Facility rental fees will be charged based on current Recreation, Parks, and Cultural Services fee schedule. Staffing fees may apply depending upon the nature of the rental activity and the need for certain services that can only be provided by the Recreation, Parks, and Cultural Services staff. Cost estimates for facility rental and staffing fees shall be based on the information provided on the City of Alpharetta and/or Recreation, Parks, and Cultural Services applications. Alcohol is not permitted in City Parks (Exception: Wills Park Equestrian Center with approved alcoholic beverage permit). The use of tobacco products is strictly prohibited in all City parks per City ordinance.

Contacts for Recreation, Parks, and Cultural Services Facilities

Athletic Fields and Park Trails.....	678-297-6130
Community/Recreation Centers.....	678-297-6100
Wills Park Equestrian Center.....	678-297-6122
Wills Park Picnic Pavilions.....	678-297-6130
Rock Mill Park Pavilion.....	678-297-6154
North Park Picnic Pavilion.....	678-297-6130
Union Hill Park.....	678-297-6130
Wills Park Pool, Pavilion and Cabana.....	678-297-6153

Big Creek Greenway and Park Trails Usage Policy

The City of Alpharetta Recreation, Parks, and Cultural Services Department manages and maintains the Big Creek Greenway and park trails at both Webb Bridge Park and Wills Park.

1. Greenways are explicitly not intended for organized activities.
2. Greenways and park trails are not available for rental by any entity.
3. A special and historic relationship is recognized between the City of Alpharetta, Alpharetta Recreation Commission, Recreation, Parks, and Cultural Services Department, and the public schools that serve the residents of the City of Alpharetta. Through this relationship, several local schools, including but not limited to Milton High School, Alpharetta High School, and Lake Windward Elementary School have been granted permission to use Park Trails at Webb Bridge Park and Wills Park. This limited use is recognized and will continue, but will not be expanded beyond current levels. Such usage must be requested of the Director of Recreation, Parks, and Cultural Services using the facility use agreement in the normal way, and if granted, shall be facilitated through a standard facility use agreement.

Solicitation in City Parks

There shall be no solicitation activities being engaged in within City of Alpharetta parks. This shall include any person, corporation, partnership, association, joint-stock company, trust, or unincorporated organization which engages in the practice of 1) Selling or taking orders for or offering to sell or take orders for goods, merchandise, wares, or other items of value for further delivery, or services to be performed in the future, for commercial purposes; or 2) Requesting contributions of funds, property, or anything of value, or the pledge of any type of future donation, or selling or offering for sale any type of property, including but not limited to goods, tickets, books, and pamphlets, for political, charitable, religion, or other noncommercial purposes. Any and all requests for exception to the City Code must be submitted in writing along with the completed special event application. The City shall have the authority in its sole discretion to approve and disapprove requests for exceptions to the City Code.



Police/Fire/Public Works

Police Contact: Chris Bice, Police Officer
cbice@alpharetta.ga.us
770-480-2537

Public Works Contact: Kevin Smith, Engineering Tech
ksmith@alpharetta.ga.us
678-297-6207

EMS Contact: Brian Turner, Battalion Chief
bturner@alpharetta.ga.us
678-297-6270

Fire Contact: Philip Seabolt, Fire Marshal
pseabolt@alpharetta.ga.us
678-297-6289

General Information

The type of event that you are hosting determines the level of Public Safety (Police, Fire, EMT, Public Works) presence required. We will work with you to address security and safety concerns, but reserve the right to make the final ruling on any security and safety related decision. Any costs incurred for these services will be billed to you at the completion of the event by the City of Alpharetta Finance Department. The minimum hours that will be billed to you is four (4) hours. Cost estimations will be provided upon event approval, but may change as the details of your event evolve.

Note: Approval of your application does not automatically reserve City resources or staff. It is your responsibility to contact and reserve City resources and staff with each City department listed in this application.

Use of Road Systems for Events

If you are applying for a race route, parade, or other event that utilizes the road systems of Alpharetta, you must submit a detailed route plan to include a written description and map of the proposed route along with your application.

The Public Safety Departments will evaluate the plan for safety and security of the participants, spectators, and residents. The City reserves the right to have final approval on any proposed route or plan.

If you are planning to host a road event, services required for road closure and route security will be at the expense of the event contact(s).

Road Closure/Event Notification For the Public

If your route or event is approved, you are responsible for notifying all businesses and residences along the route or event area. Below is a list of required road closure processes that must be submitted to the City of Alpharetta Community Services Department. An additional list of public notifications steps may be necessary depending on the details of your event. **Note: Public road closure and/or event notification is a very important part of the planning process. Omitting this process may affect approval of future event applications. All road routes require the same public notification process every year.**

Required notification process for all events and/or road closures:

1. A minimum of three months prior to event date, submit this application with your event description, road closure description, and a PDF map. Post the same road closure information on your event web-site.
2. Three weeks prior to event date, e-mail, mail, or hand-deliver road closure text description with map to all businesses and residents along race route or within one mile of the event and/or road closure. Include basic event information with name, date, times, map; along with written text of road closure including contact information. This includes but will not be limited to home owners associations, church newsletters, and property management notifications.
3. One week prior to event date, run (1) newspaper ad in a local Alpharetta newspaper. Ad must include basic event information with name, date, times, and map along with written text of road closure and event contact information. Send final submitted artwork to amusilli@alpharetta.ga.us.

To complete your application process, send all of the above required information to Claire Thurber at cthurber@alpharetta.ga.us. This includes your event description, newspaper ad, road closure description, list of business and/or residents notified, and road closure map. Once ALL these steps are completed, we will list the information on the City of Alpharetta web-site to further notify the public.

Additional road closure notification steps that may be required upon review of your application:

1. Rent variable message signs (VMS) - City of Alpharetta will designate number of signs required for your road closure. Scheduling and payment must be made directly with the VMS company.
2. Four weeks prior to event date, e-mail, mail, and hand-deliver the road closure text description with a map to all businesses and residents along the race route or within a larger area of the road closure depending on the size of your event.
3. Dedicate phone line with voice mail, for businesses and residents to access for quick event information. On event day, phone line should be checked every fifteen minutes. List this phone number on all public notifications above.



EVENT APPLICATION

Noise Control Plan

As the event contact(s), you must be certain that all event related activities comply with the City, county, state, federal laws. Please be aware that loud and unreasonable noise is a violation of City law. If your event will be utilizing live music, amplified music or loud speakers, or generating any other type of noise beyond the usual noise generated on a typical day in the area, you will need to ensure the event complies within the noise ordinance of the City of Alpharetta (Article II, Section 13-20 to 13-26). As needed, the Alpharetta Police Department may enforce the noise ordinance by utilizing decibel meters as prescribed by the Ordinance.

Yes No Will electronic sound amplification equipment or a public address system be used at the event?

If yes, please indicate on the Site Map/Route, the location and number of stages and sound systems, the location and direction of the speakers, and the proximity to residents.

Amplified Sound Will Be Used

Start Time

End Time

(Note: Include Sound Checks in Time Frame)

Please describe the sound equipment to be used at your event.

Explain how the sound will be controlled and identify the means by which it can be further controlled if necessary at the event.



EVENT APPLICATION

Yes No Will you have fireworks, fire pit or any open flames at your event?

If yes, please describe (if fireworks include name of professional company, type of fireworks and times).

(Note: Fireworks must be permitted by Fulton County Probate Court and City of Alpharetta Fire Marshal's Office 678-297-6274 no less than thirty days before event.)

Security

As an event organizer, you are required to provide a safe and secure environment for your event. This is accomplished through pre-planning by anticipating potential problems and concerns related to the event activities and surrounding environment. The size, time of day, and location of your event, as well as the overall activities, are all areas that need to be analyzed in depth and addressed through your security plan.

Yes No Will your event need overnight security?

Yes No Will you require police officers outside of the event time frames listed on this application?

Please describe or attach your security plan including crowd control, internal security, or venue safety.

Do you plan on hiring a licensed professional security company to develop and manage your event's security plan? If yes, you are required to provide a copy of the security company's contact information. **(Note: City of Alpharetta Police Department will have final approval on all security companies used for events, as they will have the final decision in all matters involving safety and security at events.)**

Security Organization

Street

City State Zip Code

Work Phone Cell Phone Evening Phone

Private Patrol Operator License Number



EVENT APPLICATION

Medical Plan

The City of Alpharetta has final authority to determine and provide your event medical services requirements. Please let us know if you would like to provide your own services and we can review. Please note, this is to include lifeguards if your event includes use of the pool. Please include location of First Aid and Medical Services in your event site map/route plan.

Yes No Have you hired a licensed professional medical service provider to develop and manage your event's medical plan?

If yes, please explain.

Medical Services Provider

Street

City State Zip Code

Work Phone Cell Phone Evening Phone

Please describe your medical plan including your communications plan, the number, certifications levels (MD, RN, Paramedic, EMT, lifeguard) and types of resources that will be at your event and the manner in which they will be managed and deployed.

Your plan should include hours of setup and dismantle of medical aid areas. *(Note: You may attach the plan to this application.)*

Use of Approved Event Site

The City of Alpharetta reserves the right to suspend usage of an event site, route, or any roadway due to weather conditions, road construction, or anything that may potentially endanger the participants and/or residents. This suspension may occur at any time. We advise that all event organizers stay current with their approved event site; and to have a back up site.



EVENT APPLICATION

Event Parking and Shuttle Plan

It is important that you plan for the safe arrival and departure of event attendees, participants, and vendors. As an event contact(s), you should develop parking and/or shuttle plans that are suitable for your event site and logistics. You must always include accessible parking and/or access points in your event plans for attendees, while leaving accessible parking for surrounding business and residents at all times.

The City of Alpharetta may require your event to provide staff on-site or hire a police officer to ensure compliance of approved parking plan. This would be at your expense, and you will receive an invoice from the City of Alpharetta after your event takes place.

One week prior to event date, **No Parking Signs** may be required depending on the location of your event. Details on signs are to include date of event, time and date of road/parking space closing, re-opening, and event contact information. The event organizer will need to print signs in 11" x 17" with large font. One parking sign is required every 30' to 50' feet depending on event location.

Yes No Will your event use parking and/or shuttle plans?

If yes, please describe.
(Note: You may attach the plan to this application.)

Severe Weather/Emergency Plan

Please provide a safety plan detailing the communication and ingress/egress from your event site to safe and secure locations in the event of unexpected inclement weather or other emergency evacuations. This section must be completed by all outdoor event applicants.

Event Staffing and Volunteers

The event contact(s) is responsible for providing staff or volunteers to plan, set up, produce and clean-up the event. **The City of Alpharetta does not provide City resources or staff for these services.**

Temporary Permits

Contact: Bret Schroeder, Code Enforcement Officer-Sign Officer
bschroeder@alpharetta.ga.us / 678-297-6088

General Information

Based on your event requests and plan components, you may require additional permits to ensure safety at your event. The City of Alpharetta Community Development Department may also require an inspection of your venue at your cost, before and/or during the event. When you submit this application, your site map/route plan will be reviewed for permitting and inspections.

Event Signage Guidelines

Event Signage is allowed on the date(s) of your scheduled event on the event site only, as long as they follow Section 2.6.11.C of The [Unified Development Code](#). This may include start/finish lines, rest rooms, registration, entrance, parking, inflatable displays, streamers, and similar sign types. Signs cannot be placed along the roads, the Unified Development Code prohibits signs in the right-of-way, street corners, sidewalks, medians, utility poles, etc.

Refer to the end of this application for specifics on prohibited signs and devices.

Event Signage Removal

Event contact(s) must remove all signage upon completion of the event (the same day of the event). Signage removal is an important part of the post-clean up process. Omitting this process will affect approval of future special event applications.



EVENT APPLICATION

Food Vendors and Permits

The City of Alpharetta requires that all food vendors at events have a valid business license and insurance. Forty-five (45) days prior to your event, submit a list of food vendors each with their business license and insurance (see Food Vendor application below) to newbusinesslicense@alpharetta.ga.us. This will ensure compliance with all Fulton County Health Department regulations. Questions, call 678 297 6086.

Please reference the Fulton County Special Events Food Vendor Package attached at the end of this application to assist you in developing plans for food handling, preparation and distribution in the most responsible and legal manner. Although your event may be inspected at anytime, it is the event contact's responsibility to ensure the planning and safe handling of all food, as well as the proper disposal of grease or coals at the close of the event. Separate permits are required to use grills in City parks and can be obtained by calling 678-297-6123.

Upon review of your application, the City of Alpharetta may also require you to apply for a health permit. Different permits, policies, and procedures depend on your event classification and duration. Prepackaged food is allowed without a business license, but a certificate of insurance is always required from the event contact(s).

Yes No Does your event include food concessions and/or preparation areas?

If yes, please describe how food will be served and/or prepared

Yes No Do you intend to cook food in the event area? This will require an inspection by the Fire Marshal, and will cost \$100.

If yes, please specify method:

- Charcoal
- Gas
- Electric

Other (specify)

Temporary Food Vendor Application and Fees

Forty-five (45) days prior to your event, attach a list of food vendors with basic information including name of vendor, address, food items to be sold and how they are prepared, business tax ID number, and certificate of insurance.

*** Review Fee for one Food Vendor: \$25**

*** Review Fee for multiple Food Vendors: \$50** (Note: This fee covers all additional food vendors)

In a separate check, please include Food Vendor Fee upon submitting this City of Alpharetta Special Event Application.

City of Alpharetta Fire Marshal's office requires one (1), 5 lb. ABC fire extinguisher per food vendor. Sternos must be gel based (not liquid) and fuel tanks (including propane) must be secured. All tents that contain cooking or heating of food must have certificate of flame resistance. The City of Alpharetta Fire Marshal's office will inspect all food cooking & heating equipment prior to event start.



EVENT APPLICATION

Send a final list of all food vendors with valid business license and insurance for each to newbusinesslicense@alpharetta.ga.us. (Note: Only those vendors who are selling or sampling (not just displaying) items need to be included. You may attach a printout of a list of vendors with the below information if it is more convenient. If the vendor does not have a Georgia Business Tax (IBT) Number, they should contact the Georgia Department of Revenue.)

Food Vendor/Business

Street Address

City State Zip Code

Contact Name

Work Phone Cell Phone

Business License Number

Temporary Structures

Will this event include the use of tents? _____

If Yes, how many tents? _____ What size(s) will the tents be? _____

Will there be food cooking, heating or warming equipment under the tent? _____ If so, you must have a certificate of fire retardation from the tent manufacturer, and all fuel must be stored 10' from any structure during the event.

Should the scope of work proposed for the event include portable structures, prefabricated structures, or site built structures such as tents, bleachers, elevated platforms, temporary pedestrian bridges, and membrane structures as well as similar structures, the Community Development Planning and Review Department may require the issuance of a separate permit.

Please provide all necessary structural calculations and drawings to facilitate the structural review for permit issuance, and related site inspections. This process may require more than thirty (30) calendar days to review based on the size, number, and scope of the proposed temporary construction.

All tents must have proper weights suited to the size of the tent for each leg. For example, 10' x 10' tents are secured with a 40 lb. weight on each tent leg. To prevent damage to the roadway, tents may not be secured to the roadway with stakes, no exceptions.

Tent permit application can be found at the end of this application, along with a tent permit checklist. A site inspection, as well as additional fees, are required for all tents over 400 square feet and above in size, or if warming, heating, or cooking equipment is to be used under the tent or within 10ft of the tent regardless of the size of the tent. Both will require a permit, a Fire Marshal site inspection, as well as additional fees. Any questions reach out to Philip Seabolt at pseabolt@alpharetta.ga.us



Insurance

Contact: Derek Nelson, Risk and Safety Administrator
dnelson@alpharetta.ga.us / 678-297-6292

Insurance Requirements

Before the final application approval, you will need proof of commercial general liability insurance or event insurance that names, as additional insured, the "City of Alpharetta, its officers, employees, and agents" and any other public entities (e.g. County, volunteers, etc.) impacted by your event with waiver of subrogation in regards to workers compensation. Insurance coverage must be maintained for the duration of the event including setup and cleanup dates.

If your event will include serving of alcohol, liquor liability coverage must be included on your Certificate of Insurance. To determine the necessary amount of coverage required, please contact the Risk & Safety Administrator. If you are serving alcohol, additional insurance may be required.

Prior to the final approval of your event application, an electronic and original *Certificate of Insurance* must be received by the City of Alpharetta. Mail two copies. one to: City of Alpharetta, Recreation, Parks, and Cultural Services Office, Claire Thurber, Two Park Plaza, Alpharetta GA, 30009; and second to Derek Nelson, Two Park Plaza, Alpharetta GA, 30009.

Name of Insurance Agency	<input type="text"/>		
Street Address	<input type="text"/>		
City	<input type="text"/>	State	<input type="text" value="Georgia"/>
		Zip Code	<input type="text"/>
Contact Name	<input type="text"/>		
Work Phone	<input type="text"/>	Cell Phone	<input type="text"/>
Policy Type	<input type="text"/>		
Policy Amount	<input type="text"/>		
Policy or Certificate Number	<input type="text"/>		

ADA Accessibility

As an event contact(s), you are required to comply with all city, county, state, and federal disability access requirements applicable to your event. All temporary venues, related structures and outdoor sites for proposed events shall be accessible to persons with disabilities.

Disability access may include but not limited to parking, rest rooms, telephones, clear paths of travel, transportation, signage, accessible vendors, and booths. If all areas are not accessible, a map or program must be provided to attendees indicating the accessible rest rooms, parking, telephones, and drinking fountains.



Recycling and Sanitation

Contact: Terry Porter
Environmental Education Coordinator
tporter@alpharetta.ga.us
678-297-6213

General Information

Throughout the term of your event, from setup to breakdown, the event contact(s) must properly dispose of waste and garbage so the area is returned to a clean condition. Events have high visibility and if you leave an area cleaner than you found it, you can have a highly beneficial impact on the Alpharetta community. Should you fail to properly cleanup, you will be billed, at full cost recovery rates, plus overhead, for cleanup and any possible repair. In addition, failure to cleanup may result in a denial of future applications.

Recycling

Alpharetta strongly supports and encourages recycling. Please create a recycling plan for your event by consulting with Terry Porter, the City's Environmental Education Coordinator.

Recycling Containers

The City of Alpharetta has a recycling containers that can be reserved and loaned out for events. Contact our Environmental Programs Coordinator for recycling container checkout procedures and any costs. A security deposit may be necessary for the equipment. Please take care of the recycling equipment as any damage to the trailer or containers will be billed to you after the event. In addition to these containers, there are many other container options available for events.

Recycling and Sanitation Plan

What will be the number of trash cans at your event?

What will be the number of dumpsters with lids at the event?

What will be the number of recycling containers at the event?

What will be the number of rest rooms at the event?

What will be the number of ADA accessible rest rooms at the event?

How will you collect recyclables from the public?

How will you collect recyclables from vendors?

Where will you take your recyclables?



EVENT APPLICATION

What recyclables will be collected from the public?

Cans and Bottles

Other

Paper Products

What recyclables will be collected from the vendors?

Cans and Bottles

Other

Paper Products

How will you notify the vendors about their recycling options?

How will you monitor the recycling throughout the event to avoid contamination problems?

Event Contact for Recycling

Contact Name

Work Phone

Cell Phone

Evening Phone

A post event report must be submitted to the City of Alpharetta Recycling departments detailing how much material was recycled.

Street Sweeping

Some events may require streets sweeping to properly clean the area. The City does not provide street sweeping services, so please plan appropriately.

Street Sweeping Company

Contact Name

Work Phone

Cell Phone

Evening Phone



EVENT APPLICATION

Signage

All event signage (e.g.- no parking signs, etc.) are to be removed and placed in a dumpster after the event is completed (same day of the event).

Dumpsters

Estimate (1) eight yard dumpster for every increment of 500 people attending the event. Food events or events creating large amounts of trash may require additional dumpsters. The City of Alpharetta does not provide dumpsters, but they can be rented from local sanitation companies. For events smaller than 500 people, it is the responsibility of the event coordinator to make arrangements for final event rubbish cleanup.

Sanitation Company

Contact Name

Work Phone Cell Phone Evening Phone

Equipment Set-Up Date Time

Equipment Pick-Up Date Time

Restrooms

You are required to provide rest room facilities at your event, unless you can substantiate the sufficient availability of rest rooms and ADA accessible rest rooms in the immediate area of the event site. Fulton County Health Department recommends (1) chemical or portable toilet for every 250 people attending the event. The figure is based upon the maximum number of attendees at your event during peak time. Remember a percent of these facilities must follow ADA guidelines. If your event is smaller than 250, order one (1) ADA accessible restroom. Use a rest room company that has hand sanitizer available with rest room rentals. If the event is especially large or lasts more than one day, the rest room will need to be serviced and additional toilet paper provided. Please include this in your contract with the rest room company.

Restroom Company

Contact Name

Work Phone Cell Phone Evening Phone

Equipment Set-Up Date Time

Equipment Pick-Up Date Time

Alcohol

Contact:

AlcoholLicense@alpharetta.ga.us

Permit and Insurance

If you plan to sell or furnish alcoholic beverages at your event you will be required to obtain an Alcohol permit. In many areas of the city, the public consumption of alcohol is illegal. Liquor Liability Coverage must be included on your Certificate of Insurance. Your event application will need both of these for approval.

Does your event involve the use of alcoholic beverages? (Explain)

- Yes No

If yes, please check all that apply:

- | | |
|--|---|
| <input type="checkbox"/> Beer | <input type="checkbox"/> Beer, Wine and Distilled Spirits |
| <input type="checkbox"/> Alcohol Sales | <input type="checkbox"/> Free/Host Alcohol |
| <input type="checkbox"/> Beer and Wine | <input type="checkbox"/> Host and Sale Alcohol |

Please describe your security plan to ensure the safe sale or distribution of alcohol at your event.

Medical

If your event will be serving alcohol in accordance with the provisions described in this application the City of Alpharetta Fire and Emergency Services reserves the right to have the final decision regarding the medical presence needed at any event where alcohol is served. If the need is determined, personnel will be employed by the event contact at your expense. The total number of personnel will be determined by the Alpharetta Fire and Emergency Services along with the Event Organizer.

Security

If your event will be serving alcohol in accordance with the provisions described in this application at least one uniformed City of Alpharetta Police Officer will be employed by the event contact at your expense. The minimum number of hours billed to the event organizer, per officer, is four (4) hours. The total number of officers will be determined by the Alpharetta Police Department along with the event contact. The police department reserves the right to have the final decision regarding the security presence needed at any event where alcohol is served.

Parks

Alcohol is not permitted in City parks, with the exception of the Wills Park Equestrian Center upon approval of a Recreation, Parks, and Cultural Services application and Alcoholic Beverage permit.

Finance

Contact:

Ronda Glover /Tax Billing Coordinator
rglover@alpharetta.ga.us / 678-297-6062

General Information

The event organization, contact or applicant on this application will be responsible for any costs relating to City of Alpharetta police officers and public safety services, traffic-control signage and barricades, adequate cleanup, and/or damage occurred to city property and facilities due to the event.

An *Event Cost Estimation Form* will be provided giving an estimate of city costs from details submitted in the application. This form will provide an estimation with itemized costs for each city department. *(Note: This is only an estimation of cost and fees and is subject to change at anytime. Reasons for cost changes may include, but are not limited to, an event contact's request, event lasting longer than time given on the application, a safety requirement, additional permits, etc.)*

Application Fee

A non-refundable two hundred (\$200) application fee is due and payable upon submission of the City of Alpharetta Event Application. This fee covers the application review process. The deposit of the check does not constitute or ensure approval of your event application. The application fee should be made payable to: *City of Alpharetta, GA* and mailed to Claire Thurber, 2 Park Plaza, Alpharetta, GA 30009

City Resources and Staff Payments

Event Organizers will be billed a minimum of four (4) hours for each City employee and equipment utilized for your event. For events that reserve City resources and staff, we require a fifty-percent (50%) deposit thirty (30) days in advance of the event date. These cost will be detailed on an *Event Cost Estimation Form*.

Within fifteen (15) days following the event, each department will review resources and staff utilized for your event. Any identified costs that were not part of the original payment (e.g. additional cleanup requirements, overtime hours, etc.) will be added to your invoice.

The final payment is due thirty days (30) following your event date.

Affidavit of Applicant

The applicant, and if applicable, the professional event contact, must complete, sign, and date this application and submit along with a valid Georgia drivers license to: City of Alpharetta, Community Services Department, Two Park Plaza, Alpharetta GA, 30009.

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understood, and agreed to abide by the rules and regulations governing the proposed special event under the City of Alpharetta Municipal Code. I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Administrator or the City Administrator's designee. I agree to comply with all other requirements of the City, county, state, federal government, and any other applicable entity which may pertain to the use of the event venue and the conduct of the event. In the event that a possessory interest subject to property taxation is created by virtue of this use permit, I agree to pay all possessory interest taxes and the City shall not be liable for the payment of such taxes, I further agree that the payment of any such taxes shall not reduce any consideration paid to the City pursuant to this use permit. I agree to abide by these rules, and further certify that I, on behalf of the Organization, am also authorized to commit that Organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the City of Alpharetta.

Applicant/Host Name	<input style="width: 100%;" type="text"/>		
Organization	<input style="width: 100%;" type="text"/>		
Title	<input style="width: 100%;" type="text"/>		
Signature	<input style="width: 40%;" type="text" value="Sign and Send Original Signature Page to Special Events"/>	Date	<input style="width: 20%;" type="text"/>
Event Organizer Name	<input style="width: 100%;" type="text"/>		
Title	<input style="width: 100%;" type="text"/>		
Signature	<input style="width: 40%;" type="text" value="Sign and Send Original Signature Page to Special Events"/>	Date	<input style="width: 20%;" type="text"/>

Please click on the Space below to insert an electronic image of your Driver's License.

City of Alpharetta

TEMPORARY USE PERMIT APPLICATION



Instructions: check box to left of requested use. Permit will be issued or denied within 30 days of receipt of all required information, signatures, and fees. DO NOT PROCEED with temporary use without first having a permit in hand. Copy of Temporary Use Permit must be on site and available to city enforcement and fire officials upon demand.

NAME OF EVENT: _____

Project Street Address: _____

PROPERTY OWNER: _____ Phone _____

Property Owner Signature Authorizing Use: _____ Date: _____

Applicant Printed Name: _____ Phone: _____

Applicant Signature: _____ Email: _____

Applicant Permanent Address: _____

City: _____ State: _____ Zip: _____

All applications require a site plan to be submitted at time of application. All applications are subject to further limitations, as may be determined. If electrical power is required for Temporary Use, electrical permits & inspections are required.

TYPES OF TEMPORARY USE

Fee Schedule

<input type="checkbox"/>	Construction Trailer, Office or Equipment Shed – 1 year time limit, Director may renew annually. Manufactures specifications showing foundation & tie-down plan, and site location plan required. Inspection required before use.	\$100 per trailer/office
<input type="checkbox"/>	Real Estate Sales/Hiring Office – 1 year time limit, Director may renew annually. Floor plan, foundation & tie-down plan, and site location plan required. Inspection required before use.	\$100 per trailer/office
<input type="checkbox"/>	Open Christmas Tree Lot – 45 day time limit, off street parking plan required. AG, O-I C-1, C-2, L-I Zones Only	\$100
<input type="checkbox"/>	Fruit/Vegetable Stand – 45 day time limit, off street parking plan required. AG, O-I C-1, C-2, L-I Zones Only	\$100
<input type="checkbox"/>	Seasonal Sales – 90 day time limit. Business must be seasonal in nature and conducted within an existing permanent structure. Seasonal Sales Permits may not be renewed for a period of 180 days from the date of permit expiration.	\$100
<input type="checkbox"/>	Fireworks Sales – 90 day time limit. Tent or temporary structure in the L-I zone only. (PLEASE NOTE: Tent sales not permitted until 1/1/2016)	\$100
<input type="checkbox"/>	Carnival, Circus, or Fair – 4 day time limit. Time limits may be increased to 21 days with prior approval of City Council	\$100
<input type="checkbox"/>	Religious Meetings in Temporary Structures – 60 day time limit. AG, O-I C-1, C-2, L-I Zones Only. * - Includes 100.00 Fire Marshal Inspection Fee	\$200
<input type="checkbox"/>	Temporary Antenna – 60 day time limit – limited to special event or to meet a seasonal or temporary demand.	\$100
<input type="checkbox"/>	Commercial Filming Activity – 7 day time limit. Contact Office of Special Events at 678-297-6078	

Install Date: _____ Remove Date: _____

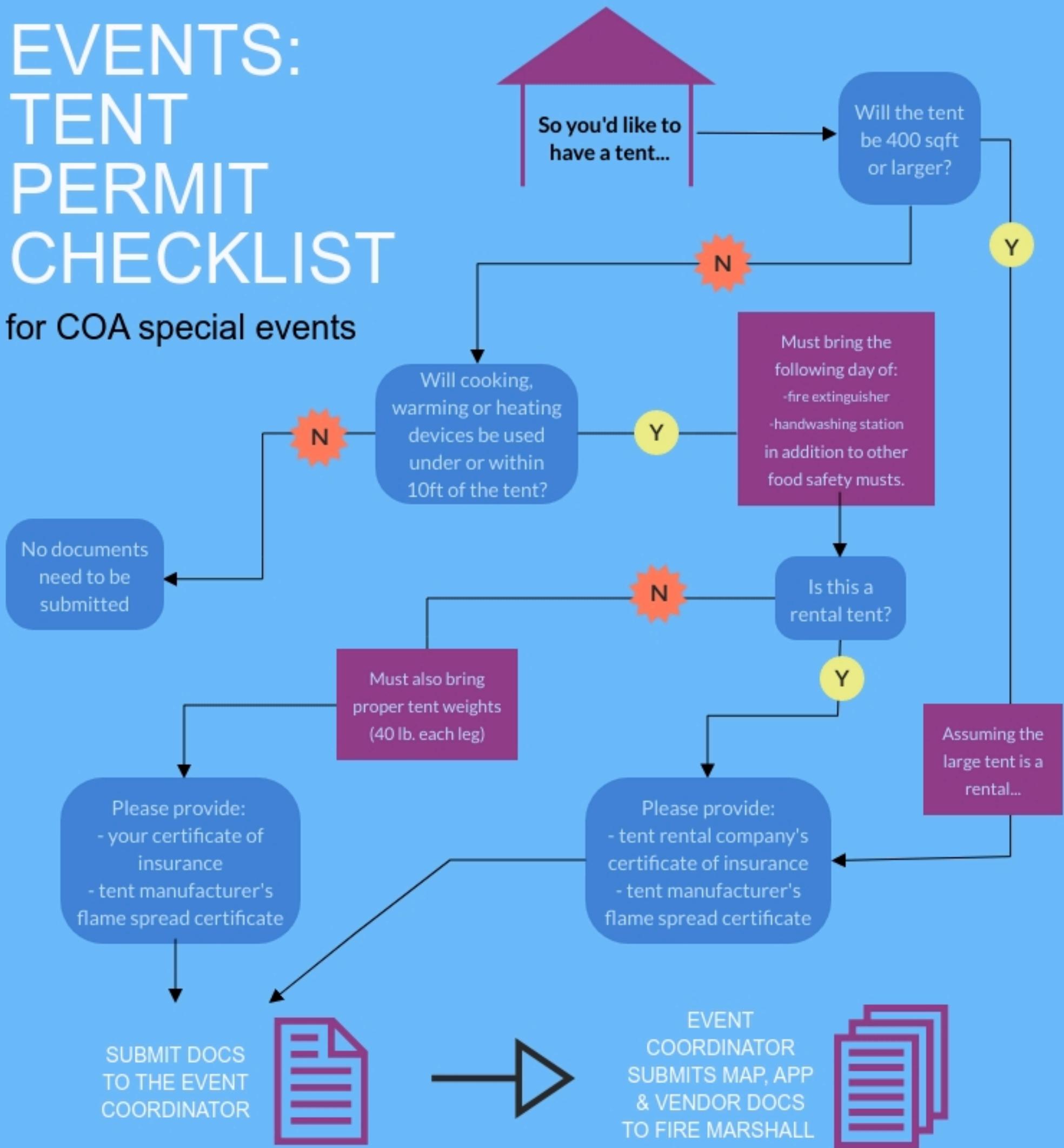
City of Alpharetta, Inspection & Code Enforcement, 2 Park Plaza, Alpharetta, GA 30009

Phone: 678-297-6080 Fax: 678-297-6081

Temporary use permit application REVISED: December 2018

EVENTS: TENT PERMIT CHECKLIST

for COA special events



City of Alpharetta

TENT PERMIT APPLICATION

Instructions: check box to left of requested event where tents will be used. Permit will be issued or denied within 10 days of receipt of all required information, signatures, and fees. DO NOT PROCEED with tent installation without first having a permit in hand. Copy of Tent Permit must be on site and available to city fire officials upon demand.

NAME OF EVENT: _____

Project Street Address: _____

PROPERTY OWNER: _____ Phone _____

Property Owner Signature Authorizing Use: _____ Date: _____

Event Coordinators Printed Name: _____ Phone: _____

Event Coordinators Signature: _____ Email: _____

All applications require a site plan showing location of each tent for the event to be submitted at time of application. All applicants must submit Flame Spread Certificate if tent is 400 sqft and above in size or if warming, heating, or cooking equipment is to be used under or within 10ft of the tent. Tents CANNOT block fire lanes or handicap parking. Fire Marshal inspection required.

TYPES OF EVENTS WHERE TENTS WILL BE USED	Fee Schedule
<p>Tent Sale or temporary structure – 45 day limit twice per calendar year</p> <p>* - Fee is only required on tents 400 sqft and above in size or if warming, heating, or cooking equipment is to be used under or within 10ft of the tent. Tents to be located on private property.</p> <p><i>This category is an event that doesn't fall into one of the three categories below.</i></p>	* \$100.00 each
<p>City Event – Events initiated by and for the development of the City of Alpharetta.</p>	Fee Waived
<p>City Partnered Event – Events that the City of Alpharetta sponsors or uses resources to support, but are owned and managed by an outside organization.</p>	Fee Waived
<p>Outside Event – Events that take place within Alpharetta's city limits and must be fully permitted by the City of Alpharetta through the Special Event Application.</p> <p>* - Fee is only required on tents 400 sqft and above or if any warming, heating or cooking equipment is installed under the tent.</p>	1-2 Tents *\$100.00 3-20 Tents *\$200.00 21 and up *\$300.00

Checklist:

___ Site plan provided showing location and size of tents to be installed.

___ Flame spread certificate for each tent to be installed.

___ Certificate of liability insurance.

___ Indicate whether warming, heating, or cooking equipment will be used under the tent.

Install Date: _____ Remove Date: _____

Food Safety Guidelines for Temporary Events: Fulton County Health Department

These guidelines will help you reduce the risk of foodborne illness at your temporary food event.

BOOTH – Design your booth with food safety in mind.

MENU – Keep your menu simple. All food must be prepared on-site on the day of the event, or in a licensed kitchen. Home preparation of foods is only allowed for baked goods.

TRANSPORTATION – If foods are to be transported from one location to another, keep them well covered and provide adequate temperature controls. Cold foods need to be kept at 41°F or colder. Hot foods cannot be transported -- they must be prepared on site.

STORAGE – All food and single-use items must be stored at least 6 inches off the ground. Store toxic materials (such as bleach and other chemicals) away from food.

REFRIGERATION - Mechanical refrigeration is required, and potentially hazardous foods must be stored at 41°F or lower. Provide thermometers in all cooling units.

COOKING – Poultry must be cooked to 165°F. Hamburger, other ground meat, and pork must be cooked to 155°F. Cook all other meats to 145°F. An accurate, sanitized, metal-stem thermometer must be available and used to check internal food temperatures.

HOT HOLDING – Electrical equipment is required to keep food hot if it is cooked and then held before serving. The hot holding temperature must be 135° F or higher.

FOOD DISPLAY AND DISPENSING - Keep foods and single use items covered to protect them from insects, dust, etc. Single use items that are not covered should be stored with the opening or food contact surface facing down.

HEALTH AND HYGIENE – Anyone with cramps, nausea, fever, vomiting, diarrhea, jaundice, open sores, or cuts on the hands must not be allowed in the food booth. Workers should wear clean outer garments, and an effective hair restraint. Workers must not smoke, eat, or drink in the booth.

DISHWASHING – Wash equipment and utensils in a 4-step process:

- 1) Wash in hot, soapy water
- 2) Rinse in clean, warm water
- 3) Sanitize in a 50 ppm bleach solution for 1 minute
- 4) Allow to air dry

Fact: Most illnesses from temporary events can be traced to improper temperatures during cooking and holding food.



Example handwashing station.

HANDWASHING – Set up a handwashing station which includes warm running water, hand soap (not dish soap), disposable paper towels, and a bucket to collect the dirty water. A container of warm water with a push button spigot or turn spout is acceptable. Hands must be washed prior to handling food, after using the toilet, and after touching raw meat or any other surface that may contaminate hands (including hair, face, money, etc.). **Hand sanitizer or sanitizing wipes cannot be used in place of handwashing.** The use of disposable gloves can provide an additional barrier to prevent contamination, but hands must be washed before putting on gloves, and when changing gloves.

ICE – Ice used in beverage cups must be stored separately from ice used to cool cans and bottles. Dispense ice from a bag with a scoop, never with your hands.

WIPING CLOTHS – Rinse and store your wiping cloths in a bucket of sanitizer of the proper concentration (e.g., 100 ppm bleach) for wiping down surfaces. Use the appropriate sanitizer test strips. Test strips can be purchased at local health departments.

NO LEFTOVERS – Foods left at the end of the day may not be served the next day, and must be discarded. Plan accordingly.

WATER SUPPLY – Obtain your water from a potable (safe drinking) source. Any hoses used for dispensing water should be food grade (not garden hoses).

REFUSE – Two refuse containers should be available, one for your garbage and another for your customers' garbage. Keep garbage containers covered during periods of inactivity.

LIQUID WASTE – Wastewater cannot be dumped onto the ground, streets, or storm drains. Use containers to collect liquid waste and discard in a sanitary manner.

Please make sure your booth has all of the following before your inspection, or the opening of your booth may be delayed:

- Handwashing station with hand soap, paper towels, container of warm water, and a bucket to collect wastewater.
- Dishwashing station with three containers large enough to immerse your largest piece of equipment, warm water, dish soap, sanitizer, and test strips for sanitizer.
- Wiping cloth bucket, water, sanitizer, and wiping cloths.
- Metal-stemmed thermometers for checking cooking temperatures and hot holding temperatures.
- Mechanical refrigeration with a thermometer in each unit.
- Containers for trash.

CODE 2.6.8 - Prohibited signs and devices.

Except as otherwise provided, the following types of signs or attention-getting devices are prohibited in all zoning districts of the City:

1. Balloons, pennants, streamers, feather signs, air or gas filled figures, or similar attention-getting devices or wind-activated devices, excluding flags.
2. Swinging signs.
3. Rotating signs.
4. Animated signs, flashing signs, and intensely lighted signs.
5. Beacons, search lights or laser lights or images.
6. Variable message boards used for purposes other than traffic management.
7. Signs which purport to be, or are an imitation of, or resemble an official traffic sign or signal.
8. Window signs which, in aggregate, exceed 20% of the window area or otherwise fail to meet the standards of this Ordinance.
9. A-frame signs, sandwich board, sidewalk or curb signs are prohibited except when placed within 5 ft. of the front door of a building.
10. Signs painted on or attached to utility poles, trees, rocks or other similar objects, except signs lawfully placed on utility poles by a government, public authority or public utility.
11. Signs which obstruct a fire escape, required exit, window or door opening used as a means of ingress or egress, or which interfere with any opening required for ventilation, or which violate any code of the City, including the Life Safety Code and the Fire Prevention Code.
12. Signs occupying a parking space required under the minimum parking requirements of this Ordinance, other than signs designating the space as reserved for handicapped or other use.
13. Signs which do not conform to City-adopted building and electrical codes.
14. Signs which emit audible sound, odor or visible matter.
15. Portable signs.
16. [Reserved].
17. [Reserved].
18. Signs attached to any street signs or traffic control devices, or to any pole supporting same, or any sign attached to any utility pole, other than those signs lawfully placed by a government, public agency, or public utility.
19. Signs projected on a building.

20. Signs in a public right-of-way other than publicly owned or maintained signs.
21. Signs which are in violation of the rules and regulations of any zoning overlay district presently existing or as may later be enacted.
22. Signs located on any substandard lot.
23. Abandoned signs.
24. Any sign that is structurally unsound, or is a hazard to traffic or pedestrians.
25. Dilapidated or neglected signs. A sign (including sign structure) will be dilapidated or neglected if it does not present a neat and orderly appearance, which may be manifested by the following: rust or holes on or in the sign or sign structure, or broken, missing, loose or bent parts, faded or flaking paint, non-operative or partially non-operative illuminating or mechanical devices or missing letters in sign copy.
26. Signs exceeding 156 sq. ft. in copy area if located on a commercial building, signs exceeding 240 sq. ft. in copy area if located on an industrial or office park building and/or signs and sign structures in excess of 15 ft. in height (measured from the ground to the highest point of the structure).
27. Signs in any area designated as an undisturbed buffer pursuant to a federal, state or local law, a condition of zoning, or approved plat.
28. Internally illuminated window signs, including neon or LED signs (except as otherwise permitted herein). Additionally, LED, string or similar lighting outlining the windows, doors or other similar building features shall be prohibited.

([Ord. No. 720](#), § 2(Exh. A), 2-22-2016; [Ord. No. 736](#), § 1, 3-20-2017)