



**Fort Oglethorpe Planning and Zoning Office
500 City Hall Drive
Fort Oglethorpe, GA 30742**

APPLICATION FOR SPECIAL EVENT PERMIT

(Application Shall be filed at least 60 days prior to the date the event is scheduled)

Date of Application: _____ Hours of Operation: _____

Event Name: _____

Event Start Date: _____ Event End Date: _____

Event Purpose and Description: _____

Expected Attendance No.: _____

Location: The outermost boundaries of the special event shall be fully and clearly delineated on a map, which shall be no smaller than 8 ½" x 11", and attached to the application for permit. All public street and/or sidewalks within and adjacent to such area(s) or public rights of way on which government services are impacted shall be clearly identified.

Liability Insurance Carrier: _____

Vendors: Attach a separate sheet listing all vendors with a description of conditions/limitations for each.

Temporary Structures: Attach a separate sheet listing all such structure with a description of each.

Temporary Banners/Signs: Attach a separate sheet listing all such banners/signs with a description of each.

Does Event Use Fireworks: <input type="radio"/> Yes <input type="radio"/> No	Is This A Public Event: <input type="radio"/> Yes <input type="radio"/> No	Is Admission Charged: <input type="radio"/> Yes <input type="radio"/> No
Will You Be Taking Donations: <input type="radio"/> Yes <input type="radio"/> No	Is This A Charity Event: <input type="radio"/> Yes <input type="radio"/> No	Will Alcohol Be Served: <input type="radio"/> Yes <input type="radio"/> No

The event organizer may be required to deliver written notice to all businesses and residents on or near the event site.

Organization/Applicant Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Primary Contact Person: _____

Primary Contact Phone: _____

Primary Contact Email: _____

Secondary Contact Person: _____

Secondary Contact Phone: _____

Secondary Contact Person Email: _____

Fort Oglethorpe Special Event Permit Sign Off Sheet

Fort Oglethorpe Police Department: _____
(Signature or Representative)

(Comments)

Fire Department: _____
(Signature of Representative)

(Comments)

Streets, Parks, and Recreation Department: _____
(Signature of Representative)

(Comments)

Environmental Health: _____
(Signature of Representative)

(Comments)

Building/Planning and Zoning Department: _____
(Signature of Representative)

(Comments)

Sewer & Water Department: _____
(Signature of Representative)

(Comments)