



City of Fort Oglethorpe

500 City Hall Drive

Fort Oglethorpe, GA 30742

APPLICATION FOR SPECIAL EVENT PERMIT

Application must be filed at least 90 days prior to the date the event is scheduled, however, applications may be submitted earlier. A non-refundable \$50.00 application fee shall be paid at the time the application is submitted. Such fee shall be payable to the City by cash, money order or cashier's check.

Date of application: _____ Hours of event: _____

Event name: _____ Event location: _____

Event start date: _____ Event end date: _____

Event purpose and description: _____

Expected attendance number: _____

Date by which advertisement for event is expected to begin: _____

**Please note that no event should be advertised until it has received Council approval. All applications should contemplate the Council approval process when determining the commencement of advertising and the submittal of the application.*

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: _____

**Proof of insurance MUST be provided to the Economic Development and Events Director at least two weeks prior to the event. The City of Fort Oglethorpe shall be designated as an additional insured. Failure to provide proof of insurance shall not waive organizer's liability and may result in revocation of special event permit.*

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="checkbox"/> Yes <input type="checkbox"/> No	Is this a public event? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is admission charged? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will donations be taken? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is this a charity event? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will alcohol be served? <input type="checkbox"/> Yes <input type="checkbox"/> No

**Responses to these questions may result in the need to complete additional permits or applications, or to provide additional information.*

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: _____

Please list all requested City services to be provided:

By submitting and signing this application, the requester and his/her organization agree to adhere to and follow all the requirements of City of Fort Oglethorpe Ordinance No. 2021-15, as well as all other local, state, and federal laws and regulations.

Printed name: _____

Signature: _____ Date: _____

**Assumption of Risk and Waiver of Liability Relating to
Coronavirus/COVID-19**

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. **COVID-19 is extremely contagious** and is believed to spread mainly from person-to-person contact and high contact surfaces. As a result, federal, state and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups and people.

The City of Fort Oglethorpe has put in place preventative measures to mitigate the spread of COVID-19; however, the City **cannot guarantee** that anyone will not become infected with COVID-19 when utilizing a City facility.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that those I am legally responsible for and myself may be exposed to or infected by COVID-19 during utilization of a City facility and that such exposure or infection may result in personal injury, illness, permanent disability, or death. I understand that the risk of becoming exposed to or infected by COVID-19 by the utilization of a City facility may result from the actions, omissions, or negligence of myself and others, including but not limited to City employees, volunteers, and program participants and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to those I am legally responsible for and myself, including, but not limited to, personal injury, disability, death, illness, damage, loss, claim, liability, or expense of any kind, that I or the party I am responsible for may experience or incur in connection with mine or his/her participation an activity conducted at a City Facility. On my behalf and on behalf of those I am legally responsible for, I hereby release, covenant not to sue, discharge, and hold harmless and indemnify the City, its employees, agents, and representatives, of and from any and all claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any claims based on the actions, omissions, or negligence of the City, its employees, agents and representatives, whether a COVID-10 infection occurs before, during, or after utilization of a City facility.

Signature of Participant or Parent/Guardian

Date

Print Name of Participant or Parent/Guardian

Date

Please provide a written COVID mitigation plan:

FOR OFFICIAL USE ONLY

Fort Oglethorpe Special Event Permit Authorization Form

(to be completed by required/designated officials)

Fort Oglethorpe Police Department: _____

(Signature and title of representative)

(Comments)

Catoosa County Fire Department: _____

(Signature and title of representative)

(Comments)

Public Works Department: _____

(Signature and title of representative)

(Comments)

Department of Public Health: _____

(Signature and title of representative)

(Comments)

Building/Planning and Zoning Official: _____

(Signature and title of representative)

(Comments)

Public Utilities Department: _____

(Signature and title of representative)

(Comments)

Recreation & Leisure Department: _____

(Signature and title of representative)

(Comments)

Economic Development and Events Department: _____

(Signature and title of representative)

(Comments)

Approved in Council: _____ on _____

(Date)