



Department of Parks, Recreation, and Facilities

COMMUNITY SPECIAL EVENTS

Policy Statement

Community festivals and special events facilitate opportunities to promote tourism, showcase local talent, draw first time visitors, contribute to the economy, and revitalize downtown and surrounding areas. The City of Marietta recognizes this; therefore, the City's purpose is to facilitate within the community the accessibility to promote, coordinate, and/or participate in community festivals or special events.

Community Special Events are permitted to non-profit organizations only. Permission will not be given to businesses, for profit organizations, or individuals for the purpose of generating revenue.

Glover Park is the only designated public special event location. By granting permission to use Glover Park, it does not entitle the organization to exclusive use of said facility.

COMMUNITY SPECIAL EVENT PERMIT APPLICATION

APPLICATION INSTRUCTIONS

- **Community Special Event Permit Application is intended ONLY for festivals, special events, or race events actively held and requiring the use of Glover Park, with or without street closures, and is > 1½ hours in duration.**
 - Community Special Events that include an assembly (run, walk, parade, march, etc.) must also complete an Assembly Application and contact the Marietta Police Department, 770-794-5338.
- The Parks, Recreation and Facilities Department **must receive the application with processing fee on or before the 2nd Friday in December for special events requiring street closures** to be eligible to be added to the following year's calendar, **others are due 60 days prior to event date.**
- Please complete all sections of the application in its entirety. Indicate N/A on any questions that are not applicable to your event. Incomplete applications will not be accepted and returned to the applicant.
- Non-refundable \$15 processing fee made payable to City of Marietta is due at time application is submitted. Other fees are due after the event is approved or at least 60 days prior to the event.
- Insurance liability policy is due no less than 30 days prior to event.
- Mail or deliver completed application with non-refundable \$15 processing fee made payable to City of Marietta:

Marietta Parks, Recreation, and Facilities Department
Special Events Supervisor
205 Lawrence Street
P.O. Box 609
Marietta, GA 30061

APPLICATION REQUIREMENTS CHECK LIST

- Application is complete in its entirety
- Non-refundable \$15 application processing fee included - checks made payable to City of Marietta (*All other fees are due after the event is approved or at least 60 days prior to the event.*)
- City of Marietta Release and Indemnity Agreement signed and dated
- Event Site Plan indicating placement of tents, tables, inflatables, temporary staging, temporary fencing, generators, food vendors/cooking, alcohol vendors, DJ/musicians, and street closures
- Event sound check and performance schedule/timeline
- Agreement letter from agency providing portable restrooms
- Event promotional material
- Copy of organization's issued IRS 501c3 letter

COMMUNITY SPECIAL EVENT PERMIT APPLICATION

COMMUNITY SPECIAL EVENTS GUIDELINES

CRITERIA FOR EVALUATION

The criteria for evaluating and scheduling community festivals and special events are as follows:

- The City of Marietta permits special events for non-profit organizations ONLY. Permission will not be given to businesses, for profit organizations, or individuals for the purpose of generating revenue.
- The extent to which the event contributes to economic revitalization.
- The impact and cost of the event on the public health, welfare, and safety. The impact and cost of the event on City support services.
- The impact of the event on the environment.
- The frequency of the same or similar event(s).
- The impact on the surrounding businesses or residences.

FEE STRUCTURE

Non-refundable Processing Fee	\$15.00
Security Deposit	\$150.00
User Fee	\$500.00
Additional Staff Member	\$25.00 per person/ per hr. as determined by the city

Fee Payment and Refunds: Checks made payable to City of Marietta

The \$15 processing fee is non-refundable and should be included with the application. If the event is approved, all other fees will then be due or at least **60 days** prior to the event. The security deposit will be returned if the Square is left in appropriate order and no damage is reported. Failure to comply will result in loss of deposit and denial of future applications.

Cancellations must be received in writing at least **30 days** prior to event date. Cancellations less than 30 days of event date will result in the loss of the security deposit and staffing fees.

*Fees may also be assessed for additional city services including, but not limited to, police security, clean-up, maintenance, streets, and traffic. Rates below are for security and equipment rentals:

Glover Park Police Security Levels and Fees:

The level of security will be chosen by the Chief of Police or their designee.

Level One: Consideration for level one may be based on a single street closure or an event that has a very low potential for criminal activity and/or very low concerns for an outside attack.	\$150.00 per hr.
Level Two: Consideration for level two may be based on two street closures and/or this event has a history of low criminal activity and/or a low concern for an outside attack.	\$350.00 per hr.
Level Three: Consideration for a level three response may be based on three to four street closures and/or this event has a history of criminal activity and/or drawing large crowds.	\$950.00 per hr.
Level Four: Consideration for a level four response is based upon the number of street closures and high-profile events such as July 4 th .	\$1,270.00 per hr.

COMMUNITY SPECIAL EVENT PERMIT APPLICATION

Equipment Rental Fees: (includes loading, delivery, and pick-up)

Type I Barricade (maximum of 12)	\$20.00 each per day
Type III Barricade (maximum of 15)	\$25.00 each per day
Vertical Panels (maximum of 20)	\$15.00 each per day
Signage/Detour (maximum of 12)	\$35.00 each per day
Variable Message Board (maximum of 2)	\$150.00 each per day
Street Sweeper (includes operator)	\$160.00 each per day

RELEASE AND INDEMNITY

Each applicant must execute the attached release and indemnity agreement. Applicants must demonstrate that they are either personally or organizationally responsible for liability; will guarantee orderly behavior and will underwrite any damage due to their use of the premises. Liability is assumed by the applicant in regard to any personal or property damage arising out of activities of the applicant. It is the responsibility of the applicant to read the application form completely and understand fully his/her responsibilities.

INSURANCE

A comprehensive liability insurance policy with at least one million dollars (\$1,000,000) combined single-limit coverage per occurrence for bodily injury and property damage with an endorsement naming the **CITY OF MARIETTA**, specifically and separately, as an additional insured under the policy. **Do not include any specific department or person.** A certificate of insurance is to be provided to the Parks and Recreation Department no less than **30 days** prior to the scheduled event. If an event is approved, it will be approved pending receipt of the insurance certificate. The insurance agency must be licensed to do business in the state of Georgia and have a Class B or better rating. The company providing insurance must provide at least thirty (30) days written notice of cancellation or termination, if such cancellation or termination of the policy is to occur prior to the indicated expiration date on the face of the certificate. In the event of any changes or cancellation in the policy, the City of Marietta must be notified by certified mail. Samples are attached concerning guidelines for obtaining a certificate of insurance and of the actual insurance certificate.

FIRE SAFETY PLAN

Applications for Community Festivals and Special Events will be reviewed by the Marietta PD, Marietta Fire, and Emergency Services. When a fire official determines that the gathering of persons will impact the provision of public safety services, a plan for the provision of safety services will be prescribed by Marietta Fire and Emergency Services. Applicants will be required to include any additional information required by these departments, including, but not limited to: a layout of the event area including road closures; parking plans; vendor set-up (particularly food concessions); and, the need for law enforcement, fire and emergency medical services. The plan, developed by fire officials, shall be complied with and is enforceable under provisions of the Marietta City Code, Section 2-6-010.

COMMUNITY SPECIAL EVENT PERMIT APPLICATION

FOOD

Food sales must not compete with restaurants around the Square. Any food sales must be included in the application. All equipment must remain on the brick or concrete sidewalk, **NOT ON THE GRASS**. No cooking or open flames are permitted in Glover Park or outside the park on the sidewalk. All food vendors are responsible for contacting the Cobb & Douglas Public Health Department for a temporary food permit at least **30 days** prior to the event, 770-514-2323. **ALL** food items served or sold must be permitted through the Cobb & Douglas Public Health Department.

LENGTH OF USE

A maximum use of one (1) event or display lasting for no more than three (3) consecutive days per individual group or person is allowed during any six (6) month period. A permit will not be issued to a subsequent group or individual for the purpose of continuing a previously permitted event or display.

PROHIBITED PRACTICES

- Bicycling, skateboarding, roller skating, and roller blading within festival boundary
- Games of chance, gambling, and raffles
- Direct solicitation of funds and paid admission
- Remote, battery, or gas models
- Fireworks
- Alcohol - see "Alcohol"
- An activity or practice that would violate or alter the passive nature within Glover Park, including, but not limited to, cooking, ball, or Frisbee tossing
- Any activity which violates Federal, State, or City law, code, or policy

ALCOHOL

Alcohol consumption is prohibited unless special permission is given by the Mayor and Council in accordance with Marietta City Code Section 10-4-070 - Drinking Prohibited. Any request to serve or sell alcohol must be placed on the City Council's agenda, unless waived per the city code. Street closures are required for serving or selling of alcohol. Serving and selling of alcohol is not permitted inside Glover Park or surrounding sidewalks.

Council meets the 2nd Wednesday of every month and the request must be received by the City Manager's office **6 weeks** prior to the council meeting. It is the event sponsor's responsibility to present the request to the City Council.

COMMUNITY SPECIAL EVENT PERMIT APPLICATION

ALTERATION TO PARKS

Alterations to park facilities including the attachment of decorations, displays, and promotional advertising are prohibited unless written permission has been given from the Director of the Marietta Parks, Recreation, and Facilities Department, or their designee. Construction and installation of special service facilities must be approved in writing **60 days** prior to the event. Tents (10x10 maximum size) are permitted inside Glover Park, on brick sidewalks only, with approval from the Parks, Recreation, and Facilities Department. Damage to any structure or plant material will be billed to the organization at replacement cost plus labor. *The City reserves the right to regulate the location and method of placement of items or structures in any City park.*

PARKING

No vehicles are allowed in Glover Park unless prior approval is given. Request must be made **30 days** prior to event. Participants must adhere to all parking regulations. Public parking is available at the Cobb County Parking Decks between Cherokee St. and Waddell St. Parking fees may apply. All printed publicity must include a diagram indicating available public parking. Diagrams are available from the Parks and Recreation Department. If a sound system is used, announcements must be made every 30 minutes concerning appropriate parking locations.

ELECTRICITY

Specific requirements for the use of electricity must be submitted with the application. Electricity is unavailable without written permission from the Director of the Parks and Recreation Department, or their designee. There are 5 power boxes behind the stage. Each box contains (6) 20-amp circuits for a total of 120 amps per box. There are also power sources around the perimeter of the Square.

**The City reserves the right to require an additional charge for electricity based on a per outlet basis and/or full hookup surcharge for staged events.*

SANITATION

Fixed trash receptacles are available for event use inside Glover Park. The City can provide additional trash receptacles and liners upon request **30 days** prior to event. **The event organizer is responsible for complete trash removal during and after the event.** Dumpsters on the square CANNOT be used for special event trash removal. Unless otherwise approved, these dumpsters are strictly and solely for the businesses on the Marietta Square.

It is the organizer's responsibility to make arrangements with the City for additional trash receptacles. Plastic trash can liners will be placed in all existing trash cans prior to the event. It is the event organizer's responsibility to deposit any trash into appropriate trash receptacles following the event to warrant returning the security deposit. Additional trash can liners will be provided by the City to replace the ones emptied in Glover Park. The Parks, Recreation, and Facilities Department will review each application and contact the organizer if the size of the event warrants additional dumpsters. It will be the event organizer's responsibility to make all arrangements and pay any fees applicable for any additional equipment or services.

COMMUNITY SPECIAL EVENT PERMIT APPLICATION

RESTROOM FACILITIES

For any special event or festival 2 hours or more in length, portable toilets are required. One toilet per 200 persons is the ratio to determine the number needed. In compliance with the Americans with Disabilities Act, a minimum of one portable toilet is to be handicap accessible at a 1-10 ratio. It is the coordinator's responsibility to make all arrangements (drop-off & pick-up) and pay any fees. Applications must include an agreement letter from agency providing portable restrooms.

**Portable toilets must be placed in a location specified by the Parks, Recreation, and Facilities Department.*

TABLES AND CHAIRS

Tables and chairs are permitted in Glover Park (brick and concrete area only). A layout of the event including the table(s) and chair(s) locations must be submitted with the application. Approval will be given prior to the event. Tables and chairs will NOT be provided by the City.

SOUND AMPLIFICATION

The City does not provide a sound system and equipment. Intent to use a sound system during the event must be included in the application. Permitted hours for music and/or entertainment: 7:00 a.m. to 11:00 p.m. The City maintains a noise ordinance, Marietta City Code Section 10-1004 - Noise; creating unnecessary noise. Applicants must abide by said ordinance unless waived by the City Council.

EXCEPTIONS

These guidelines may be exempted in whole or part at the discretion of the City Council for City of Marietta, Downtown Marietta Development Authority, and the Marietta Welcome Center. Exemptions not already approved by city code, must be approved by a vote of the City Council.

DEFINITIONS:

- **City Support Services** - Services provided by the City to ensure that a community festival or special event is conducted in such a way as to protect the safety, health, property and general and security.
- **Community Festivals** - A public gathering which involves the use of Glover Park which includes entertainment, music, arts & crafts displays and/or sales, sale of merchandise, food, or any combination which requires the use of city support services over and beyond what the City of Marietta routinely provides under everyday circumstances. Examples of a community festival include Art in the Park, Chalktoberfest, and July 4th Parade. These types of events can include additional support, such as street sweepers, sanitation, police security, street closures, and traffic services.

COMMUNITY SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Name of Organization:	
Address:	
Phone Number:	
Fax Number:	
Email Address and Website:	
Organization EIN: <i>*Attach copy of IRS 501c3</i>	
Name of Applicant: <i>*Person responsible and on-site day of the event</i>	
Address:	
Phone Number: <i>*Event on-site number</i>	
Email Address:	
Professional Event Organizer:	<i>*List any professional event organizer, promoter, or fund-raiser hired by you that is authorized to work on your behalf to plan, produce and/or manage your event.</i>
Address:	
Phone Number:	

COMMUNITY SPECIAL EVENT PERMIT APPLICATION

EVENT INFORMATION

Name of Event:	
Event Date and Times: <i>Hourly staff fees will apply from beginning of set up until dismantle is complete.</i>	Event Date(s) _____ Time (start/end) _____ Set Up Date _____ Time (start/end) _____ Dismantle Date _____ Time (start/end) _____
Type of Event:	Check all that apply: <input type="checkbox"/> Festival/Arts Show <input type="checkbox"/> *March/Demonstration/Walk <input type="checkbox"/> *Parade <input type="checkbox"/> Concert/Performance <input type="checkbox"/> *Race (walk/run/bike) <input type="checkbox"/> Other: _____ *For races, parades, march, demonstrations, and walks a separate assembly permit is required and additional fees apply. Assembly permits can be found on the special events website. Contact Marietta Police Department for more information, 770-794-5338.
Description of the Event:	<i>*Describe the purpose of the proposed event.</i>
Location of Event:	Glover Park is the ONLY designated public event location.
Is this a first-year event?	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, number of years: _____
Event Attendance:	Projected attendance: _____ Previous year's attendance (if applicable): _____
Event Sponsors:	
Is this a rain or shine event?	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, list the rain date(s) and start/end time: _____

COMMUNITY SPECIAL EVENT PERMIT APPLICATION

SPECIAL PLANNING ITEMS

<p>How do you plan to publicize this event? <i>Attach copies of promotional materials. If not available now, supply as soon as available.</i></p>	<p>Check all that apply:</p> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Radio <input type="checkbox"/> Newspaper <input type="checkbox"/> Websites </div> <div> <input type="checkbox"/> TV <input type="checkbox"/> Internet Calendars <input type="checkbox"/> Other: _____ </div> </div>
<p>Will a banner be hung? <i>ONLY one (1) banner may be hung on the stage. The banner must be delivered to the Parks & Rec city hall office 2 weeks prior to event. Only city staff is allowed to hang banners.</i></p>	<p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, wording on the banner:</p> <hr/>
<p>Will temporary fencing be used?</p>	<p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, what type?</p> <hr/> <p>Location of the fencing: _____</p>
<p>Will temporary staging be used?</p>	<p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, who will construct/dismantle the stage?</p> <hr/> <p>Location of the stage: _____</p>
<p>Will tents or canopies be used? <i>Tents used inside Glover Park must be 10x10 size maximum, set up on the brick walkway only and weighted, not staked to the ground.</i></p>	<p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, number of tents: _____ Tent Size: _____</p> <p>Location of tents: _____</p> <p>Tent Company Name (if applicable): _____</p>
<p>Will generators be used? <i>If generators are used, Marietta Fire Dept. must approve.</i></p>	<p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, company name and phone number providing generators:</p> <hr/> <p>Location of generators: _____</p>

COMMUNITY SPECIAL EVENT PERMIT APPLICATION

ENTERTAINMENT AND RELATED ACTIVITIES

<p>Will there be entertainment or music? <i>Applicants must abide by city noise ordinance unless waived by the City Council.</i></p>	<p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, describe all types of entertainment (live band, DJ, theatrical, etc.) and ATTACH a sound check and performance schedule/timeline: _____</p>
<p>Inflatables: <i>Inflatables must be placed on hardscape only.</i></p>	<p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Name of Company: _____</p> <p>Phone Number: _____</p>
<p>Will any non-food items be sold?</p>	<p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, list items with prices (attach another sheet if necessary): _____</p>

FOOD AND ALCOHOL

<p>Will food items be sold?</p>	<p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, list food items for sale (attach another sheet if necessary): _____</p> <p><i>*Contact the Cobb & Douglas Public Health Department for temporary food permit at least 30 days prior to your event, 770-514-2323. ALL food items served or sold must be permitted.</i></p>
<p>Will there be open flames or cooking?</p>	<p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>*No cooking or open flames are allowed inside Glover Park or on surrounding sidewalks.</i></p>
<p>Will alcohol be sold/served?</p>	<p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, person named on the beverage license: Name: _____ Phone Number: _____</p> <p><i>*Any request to serve or sell alcohol must be placed on the City Council’s agenda and is the event sponsor’s responsibility to present the request. See “Alcohol” section in the guidelines of this application for further information.</i></p>

COMMUNITY SPECIAL EVENT PERMIT APPLICATION

RESTROOM AND SANITATION PLAN

<p>Restrooms: <i>Portable toilets are required for any special event lasting longer than 2 hours. ATTACH agreement letter from agency providing portable restrooms.</i></p>	<p>Total Number of portable restrooms: _____</p> <p>Total Number of portable ADA restrooms: _____</p> <p>Portable Restroom Company: _____</p> <p>Phone Number: _____</p>
<p>Sanitation:</p>	<p>Who is responsible for clean-up?</p> <p>Name: _____</p> <p>Address: _____</p> <p>Phone Number: _____</p> <p>*Parks, Recreation & Facilities will help you decide if you need an additional dumpster or sanitation truck. You will be responsible for any additional costs.</p>
<p>Will additional trash receptacles and liners be needed?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, how many? _____</p>

UTILITIES

<p>Will you be using city water?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>*There are 2 water spigots in the Square. Hoses will be needed for access.</p>
<p>Electrical Needs: <i>There are 5 power boxes behind the stage. Each box contains (6) 20-amp circuits for a total of 120 amps per box. There are also power sources around the perimeter of the Square.</i></p>	<p>List any electrical needs, being as specific as you can, so we can contact our electrician if necessary.</p>

COMMUNITY SPECIAL EVENT PERMIT APPLICATION

SECURITY, SAFETY AND STREET CLOSURE PLAN

<p>Marietta Police require their security at events.</p>	<p>There are 4 levels of security based on size/type of event and street closures. Marietta PD decides the level of security after review of this application.</p> <p>The 4 Levels are:</p> <p>1 - \$150/hr. 2 - \$350/hr. 3 - \$950/hr. 4 - \$1,270/hr.</p>
<p>Applications will be reviewed by the Marietta PD, Marietta Fire and Emergency Services for a safety plan.</p>	<p>When a fire official determines that the gathering of persons will impact the provision of public safety, a plan for the provisions of safety services will be prescribed by Marietta Fire and Emergency Services.</p>
<p>Will your event require any street closures? <i>If yes, application must be received on or before the 2nd Friday in December to be considered for the following calendar year. All street closure requests go to City Council for approval.</i></p>	<p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p> <p>If yes, what streets are you requesting to close? <i>(Attach another sheet if necessary.)</i></p> <p>Street _____</p> <p>Close Date & Time _____ Reopen Date & Time _____</p> <p>Street _____</p> <p>Close Date & Time _____ Reopen Date & Time _____</p>

FOR PARKS AND RECREATION USE ONLY

Date Received _____ Received By _____

Site Plan _____ Restroom Letter _____ Insurance Rec'd _____ Schedule _____

SE Review _____ DH Review _____

Approved _____ Date _____ Denied _____ Reason: _____

Payments received – date and list PO#

App. Fee _____ Security Deposit _____ Park Use Fee _____

Staff Fee _____ Misc. Charges _____

***APPROVAL OF THIS PERMIT MAY BE WITHDRAWN AT ANY TIME TO COMPLY WITH THE HEALTH DEPARTMENT OR LOCAL CITY REQUIREMENTS RELATED TO COVID-19.**

COMMUNITY SPECIAL EVENT PERMIT APPLICATION
CITY OF MARIETTA
RELEASE AND INDEMNITY AGREEMENT

In consideration of participation in said special event the undersigned organization/business/group/individual hereby agrees and warrants that they shall release, defend, indemnify and save harmless the City of Marietta, its officers, directors, employees and any other person, firm or corporation charged or chargeable with responsibility or liability, their heirs, administrators, executors, successors and assigns and agents from any and all costs, expenses, restrictions, claims, demands, suits, actions, proceedings, damages, liabilities, deficiencies, judgments, levies, costs or expenses, including, but not limited to, attorney's fees and expenses of any kind and nature, including, but not by way of limitation, any claim for damages to property or injuries to or death of any person or persons relating to or arising from the special event or related activities, regardless of whether arising from the negligence or wrongful acts, errors or omissions of the City of Marietta.

Without limiting the generality of the foregoing, the undersigned organization/business/group/individual agrees that they shall reimburse the City of Marietta for legal fees and other costs incurred in the City of Marietta's defense of such claims of litigation. The City of Marietta shall have the right to participate in the defense of any claims or litigation and shall have the right to approve any settlement.

This release extends and applies to, and also covers and includes, all unknown, unforeseen, unanticipated and unsuspected injuries, damages, loss and liability, and the consequences thereof, as well as those now disclosed and known to exist. The provisions of any state, federal, local or territorial law or statute providing in substance that releases shall not extend to claims, demands, injuries or damages which are unknown or unsuspected to exist at the time, to the person executing such release, are hereby expressly waived.

The undersigned organization/business/group/individual acknowledges that the agreement hereby releases and discharges the City of Marietta, its officers, directors, employees and agents, of any and all claims, relating to any bodily and personal injuries or damages to property and the consequences thereof resulting from their participation in the said special event. I do hereby covenant with the City of Marietta that I, my heirs, executors, assigns and transferees will never at any future time sue the City of Marietta for or on account of any claim for damages arising out of my participation in the said special event whether such claims arise by negligence of the City of Marietta, its employees or agents, or by the negligence of any other participant.

It is further agreed and understood that said participation in the special event is not to be construed as an admission of liability and acceptance of assumption of responsibility by the City of Marietta, its officers and members.

This is the _____ day of _____, 20 _____

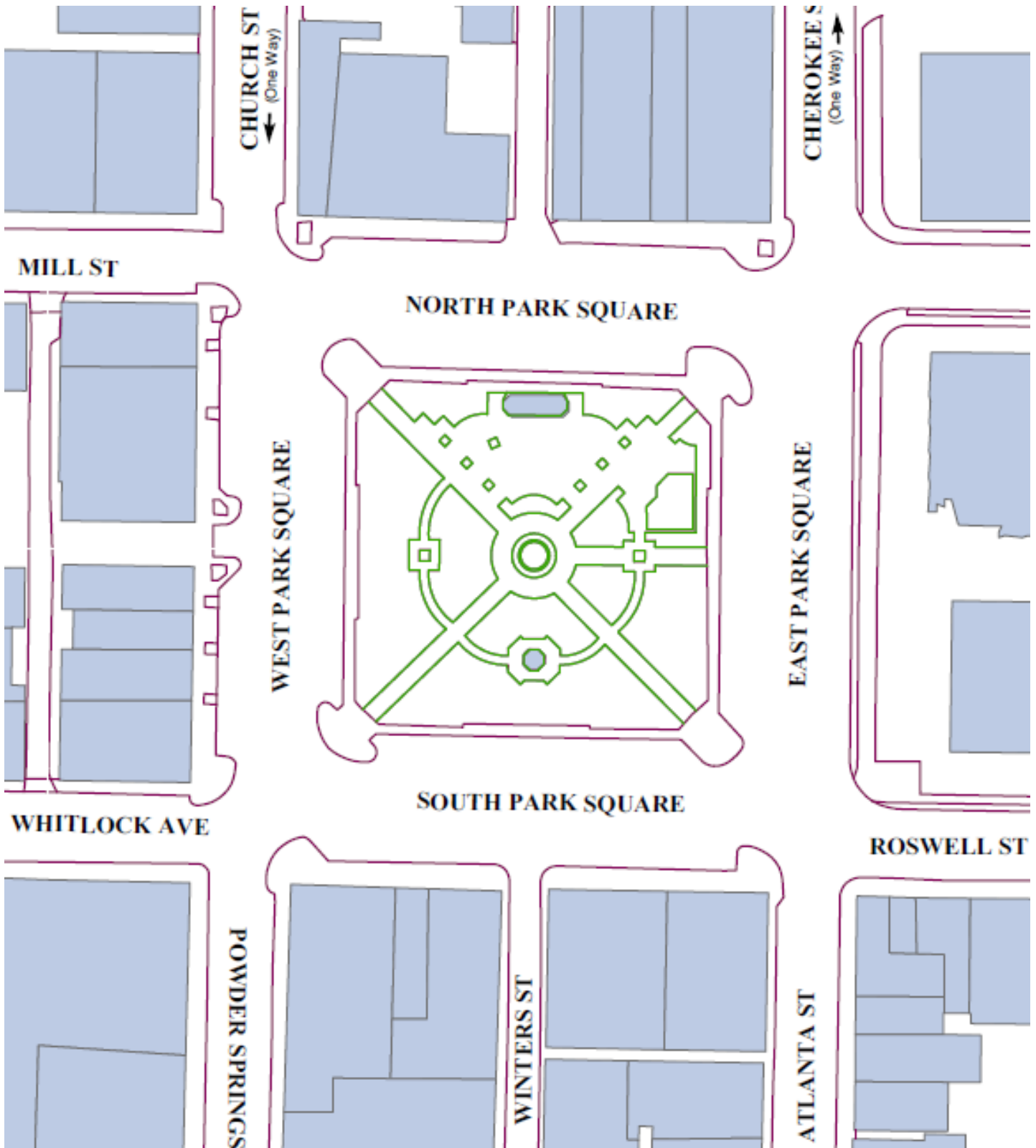
NAME OF ORGANIZATION/BUSINESS/GROUP/INDIVIDUAL:

INDIVIDUAL RESPONSIBILITY _____ (Signature)

COMMUNITY SPECIAL EVENT PERMIT APPLICATION

EVENT SITE PLAN

*Include placement of tents, tables, inflatables, temporary staging, temporary fencing, generators, food vendors/cooking, alcohol vendors, DJ/musicians, and street closures.



COMMUNITY SPECIAL EVENT PERMIT APPLICATION

CITY OF MARIETTA

GUIDELINES FOR OBTAINING A CERTIFICATE OF INSURANCE

Before your permit can be approved, your organization/company must provide the City with a Certificate of Insurance. Please review the following guidelines to help you obtain a certificate in a form acceptable to the City Attorney.

1. A comprehensive liability insurance policy with endorsement with at least five hundred thousand (\$500,000) combined single-limit coverage per occurrence for bodily injury and property damage shall name the City of Marietta, specifically and separately, as an additional insured under the policy. Please do not include any specific department or person. Effective date of policy is listed on the certificate must cover all dates requested on the permit. The certificate must list the name and the address of the company issuing the policy. Also, the name of the first named insured as it appears on the certificate should be the same name listed on the City permit as organization or company applying for said permit. (See attached for example of certificate.)
2. A separate endorsement page shall be included with the certificate. The endorsement legally modifies the policy to insure the City of Marietta. Consequently, the endorsement must include the City under "Name of Person or Organization." (See attached example of an endorsement page.)
3. The insurance company issuing the certificate must have a B rating as listed in A. M. Best's Key Rating Guide for insurance. This book gives an up-to-date rating of all insurance companies. The issuing company as indicated on the certificate must also be licensed to do business in the State of Georgia. Surplus line carriers are not acceptable. The Best's Key Rating Guide also has a section that lists companies and the states they are licensed to do business in. The City also relies on the office of the States Insurance Commissioner concerning companies licensed to do business and the forms of insurance they are authorized to issue.
4. The company providing the insurance must provide at least thirty (30) days written notice of cancellation or termination, if such cancellation or termination of the policy is to occur prior to the indicated expiration date on the face of the certificate. The failure to provide or maintain insurance shall be considered a material breach of any permit for which it was issued.
5. An original copy (FAX copies are not acceptable) of the certificate of insurance and endorsement must be submitted to the Parks and Recreation Department at least 30 days in advance of your first date of proposed usage. This will ensure adequate time for review by the City Attorney.
6. Once approved, you will be notified. The original certificate and endorsement will remain on file with the City as long as the policy is in effect.
7. If you have questions, please contact the Special Events Coordinator at (770) 794-5603 for assistance.

COMMUNITY SPECIAL EVENT PERMIT APPLICATION

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

ADDITIONAL INSURED - OWNERS, LESSEES OR CONTRACTORS (FORM B)

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name of Person or Organization:

CITY OF MARIETTA

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of "your work" for that insured by or for you.

SAMPLE