



## Special Event Permits

A Special Event is any activity that will either affect the ordinary use of parks, public streets, rights-of-way, or sidewalks, disrupt the flow of traffic on public streets or sidewalks, or include alcohol service or sales where it is not normally permitted. Events on private property which will make no use of city streets other than for lawful parking do not qualify for a special event permit. Our most common special events are 5k/10k races, bicycle races, motorcycle rides, and festivals.

### The Application

Applications will not be considered submitted until the application fee has been paid. The fee is \$150 if City services are required (Police, Fire, Transportation equipment, Park or City Hall rental, etc.) and \$50 if they are not. The application fee is meant to cover the cost of staff review of the application/event plan and may not be waived. Please make checks payable to the City of Roswell.

Complete the special event permit application, answering all questions and providing a site and parking plan; include a legible course map if applicable. The Save Harmless Agreement must be signed.

### Application Deadlines

Applications must be reviewed by the public safety departments and any other departments affected by the event. There are times when changes to the event, including the date and time, may be necessary due to other events in the area or public safety concerns. For these reasons, applications should be submitted as follows: not less than two (2) weeks prior to an event if City resources are not required, not less than thirty (30) days prior to a recurring event if City resources are required and not less than sixty (60) days prior to a new event or recurring event with a change in venue/route if City resources are required. Applications may be submitted up to a year prior to the event; early submissions are encouraged in order to secure your preferred date. Please note that the City can only accommodate one road closure per day.

Any advertising of your event prior to receiving all the necessary approvals is done **at your own risk** since any number of details of your event, including the date and time, may be changed through the review process.

### The Review Process

After a complete application is submitted, it will be sent to the public safety and other affected departments for review. This can take up to two (2) weeks depending on the volume of applications and the complexity of each event. During the review process, departments will determine if there are conditions to the permit (public safety measures, time limitations, property requirements, etc.) or costs for the necessary City resources (staff, equipment, etc.). If no City resources are required, the permit will be issued with any applicable conditions. If City resources are required, the organizer will receive an invoice with the total cost of City resources for the event which is due two (2) weeks prior to the event.



Depending on the complexity of the event, meetings between the organizer and key staff members may be necessary.

### **The Event**

If you are doing a **race**, there are low-impact routes which have been identified by the Police and Transportation Departments which require a limited amount of staff/equipment. Please see the City website ([roswellgov.com/specialevents](http://roswellgov.com/specialevents)) for the low-impact route options. These low-impact routes average a cost of \$2,000. Other routes may be approved but must not exceed the maximum amount of staff/equipment allowed by each department. Because they require more staff/equipment, they are considered to be high impact routes and average a cost of \$4,000.

If you will be using a **city hall facility, park, trail or streets** for your event, you will need to provide a Certificate of Insurance documenting a minimum of \$1,000,000 in liability insurance and list the City of Roswell, and its employees, agents and servants as additional insured.

If you would like to use a **city park or historic site** for your event, please contact the Recreation and Parks department to be sure the space is available.

If **alcohol** will be served or sold at the event, please contact Jean Marshall at 770-594-6185 or via [jmarshall@roswellgov.com](mailto:jmarshall@roswellgov.com). An Alcoholic Beverage Catering Permit may be required. Off duty officers may also be required at your event.

If you will have a canopy larger than 400 sq. ft. or an enclosed **tent**, please contact the Fire Marshal for an inspection.

If you will be **servicing or selling food** at your event, please contact the North Fulton County Health and Wellness Department at 404-332-1801 or contact Ed Smith, Environmental Health Manager for the North District Office at 404-332-1808 or via [edward.smith@fultoncountyga.gov](mailto:edward.smith@fultoncountyga.gov) to discuss their requirements.

If you would like to have **temporary signs or banners** advertising the event, please complete the temporary sign permit application and submit it to the Community Development Department in Suite G-30 at City Hall.

The City of Roswell encourages all events to provide **recycling** for plastic bottles, aluminum cans, cardboard and glass. The Roswell Recycling Center has an Away From Home Recycling Trailer which can be loaned out to events and will provide containers for the recycling of the above mentioned items. The event applicant is responsible for placing the recycling containers out at the event, changing the bags when they are full and letting the attendees know that recycling is available during the event. Please contact the Roswell Recycling Center to inquire about the use of the trailer at (770) 442-8822 or via [twilliams01@roswellgov.com](mailto:twilliams01@roswellgov.com).

The City of Roswell can also provide **trash boxes** for \$3 per box for requests made at the time of



application. The event applicant is responsible for liners for the boxes and disposal of the trash. To request trash boxes for your event, please contact Janet Liberman at (770) 594-6451 or via [jlberman@roswellgov.com](mailto:jlberman@roswellgov.com).



# Special Event Application

FILE # \_\_\_\_\_

EVENT	Name of Event: _____
	Day & Date of Event: _____
	Event Time: _____ to _____ Set-up Time: _____ Tear Down Time: _____
	Event Location: _____
	Describe your Event: _____ _____
	Race Time(s): _____ If there are multiple races, please indicate times for each race.
	Has this event been held previously in Roswell? ____ Yes ____ No
	If yes, what changes have been made for this year? _____ _____
	Will you be selling products or services? ____ Yes ____ No
	If yes, what products/services? _____
	Number of People: _____ Number of Vehicles: _____
	Do you have sufficient parking for all vehicles? ____ Yes ____ No (Must be shown on event map)
	What are your parking locations? _____
	How will you notify affected neighbors? _____
What is your budget for City resources? \$ _____	
If the event must be cancelled 48 hours or sooner of event day, how will you notify participants? _____	



ORGANIZER	<p>Company/Organization: _____</p> <p>Address: _____</p> <p>City, State, Zip: _____</p> <p>Applicant Name: _____</p> <p>Applicant Title: _____</p> <p>Phone: _____ Cell Phone: _____</p> <p>Email: _____</p> <p>Is your Company/Organization located in Roswell? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, what is your Roswell Business Registration number: _____</p> <p>If no, is your company/organization located in North Fulton County? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
ALCOHOL	<p>Will you serve or sell Alcohol? <input type="checkbox"/> Serve <input type="checkbox"/> Sell <input type="checkbox"/> No</p> <p>Do you have an Alcoholic Beverage Catering Permit? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If no, who is your Alcoholic Beverage Caterer? _____</p>
SOUND	<p>Describe your Entertainment: <input type="checkbox"/> DJ <input type="checkbox"/> Live Band <input type="checkbox"/> PA System <input type="checkbox"/> Other</p> <p>Please describe if other: _____</p> <p>Are you using sound equipment? <input type="checkbox"/> Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> No</p>



SERVICES	<p>Are you requesting City staff or equipment for this event? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Are you requesting a road closure? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, what type of road closure? <input type="checkbox"/> All Lanes <input type="checkbox"/> One Lane <input type="checkbox"/> Rolling</p> <p>Which road(s)? _____ (Route must be attached)</p> <p>Do you require the services of the Police Department? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, what services? _____</p> <p>Who will provide first-aid and / or medical services? _____</p> <p>Will you have a tent? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Tent Size: _____ Is the tent enclosed? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Will any portion of your event be held on Roswell Park property? <input type="checkbox"/> Yes <input type="checkbox"/> No (Must be shown on event map)</p> <p>Will any portion of your event the held on City Hall grounds? <input type="checkbox"/> Yes <input type="checkbox"/> No (Must be shown on event map)</p>
SANITATION	<p>Person responsible for clean up: _____</p> <p>Cell phone: _____</p> <p>What restroom facilities will be used? _____</p> <p>During what hours? _____</p> <p>How many portable toilets will be provided (see attached chart)? _____</p> <p>Will you need trash boxes? <input type="checkbox"/> Yes <input type="checkbox"/> No _____ How many?</p> <p>Will you need recycling bins? <input type="checkbox"/> Yes <input type="checkbox"/> No _____ How many?</p>



<b>CHECK LIST</b>	<p>Include with application:</p> <ul style="list-style-type: none"><li>⑧ Application payment</li><li>⑧ Signed Fees, Save Harmless &amp; Cancellation Agreements</li><li>⑧ An event/site plan (<i>indicate registration, parking, stage, activities, etc.</i>)</li><li>⑧ Parking map (<i>n/a if included in site plan</i>)</li><li>⑧ Map of your route(s)</li><li>⑧ Schedule of activities</li></ul> <p>Don't forget before event day:</p> <ul style="list-style-type: none"><li>⑧ Certificate of insurance</li><li>⑧ Signed property owner permission</li><li>⑧ Documentation on how you will be notifying affected neighbors</li><li>⑧ Letter of approval from DOT (if applicable)</li><li>⑧ Cancellation notification plan</li><li>⑧ Payment of fees (<i>due 10 business days prior to event day</i>)</li></ul>
-------------------	---

Any false statement in an application for a permit shall be grounds for revocation, denial, and/or denial of future permit applications.

## Certificate of Insurance

Before the application can be accepted as complete, proof of commercial general liability insurance or event insurance that names, as additional insured, the City of Roswell and with waiver of subrogation in regards to workers compensation. The certificate must document a minimum of \$1,000,000 in liability insurance. Insurance coverage must be maintained for the duration of the event including setup and cleanup dates.

The following language MUST be included under “DESCRIPTION” on the certificate: “The City of Roswell is named as an additional insured on general liability for (name the event, the location, and date).”

If this information is not included, the certificate will not be accepted.



## Fees

The organizer is aware and will pay any and all charges that are due to the City of Roswell as a result of services rendered. This application is considered incomplete until the application fee is paid. If City sponsorship is requested and granted, the organizer agrees to pay 10% of the event cost AND any amount due over the amount of sponsorship. Receipt of payment is due two weeks prior to event day. Any payment sent later will give the City of Roswell cause to cancel the organizer's event.

---

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

---

Date

## Save Harmless Agreement

This agreement is to be submitted with the Special Event Permit Application.

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

The City's approval of this application shall not be construed to impose upon the City or its officials or employees any liability or responsibility for any injury or damage to any person in any way connected to the use for which this permit has been issued. The City and its officials and employees do not assume any liability or responsibility by reasons of inspections performed the issuance of any permit, or the approval of any use of the right-of-way or other public property. Applicant, by submitting this Application, affirms adherence to federal, state and local laws and regulations.

---

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

---

Date

## Cancellation Policy

Should Event Organizer, for any reason, need to cancel their event they must first notify their City Liaison. Written notice of cancellation must be received in our office no later than five (5) business days prior to the event start date. Cancellations must be in written form; verbal cancellations will not be accepted.





Please keep in mind that Application Fees are non-refundable. It is also possible that fees related to Police and/or Department of Transportation will still be incurred. Please contact your City Liaison for more details.

**“Rain Out” of Scheduled Events**

Should an event be cancelled by the organizer due to inclement weather or other unforeseen occurrence, notification of cancellation must be sent to participants and City contacts. Event organizers must not assume the event may be rescheduled on another date at the same time and location since other events may be scheduled at that time and location. Contact the City Liaison to confirm if and when the event may be rescheduled.

**Refunds**

Fees charged from the fee schedule are refundable (excluding the application fee), if the special event cancellation notice is received by the Committee five (5) business days prior to the date of the event.

If an applicant is unable to hold or conduct a special event because to some other cause not within the applicant’s control, and the applicant’s request for the refund of fees to the Committee is within five (5) days, the Committee may authorize the refund of any fees that are incurred by the City in the preparation for the special event.

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

\_\_\_\_\_  
Date



<b>OWNER CONSENT FORM</b>	<p>Please complete this Property Owner Consent Form for ALL applications.          The applicant for the City of Roswell Special Event Permit has my permission to have event activities and/or parking on my property under the requirements and conditions specified by the City of Roswell Code of Ordinances.</p>	
	<b>APPLICANT</b>	
	Name _____	
	Street Address _____	
	City State Zip Code _____	
<b>LOCATION OF PROPERTY</b>		
Street Address _____		
City State Zip Code _____		
<b>OWNER/OWNER'S AGENT SIGNATURE</b>		
I hereby certify that all information provided herein is true and correct.		
_____	Owner / Owner's Agent	
Owner of Property (Signature)	Please circle one)	
_____/_____/_____		
Date		
Street Address _____		
City State Zip Code _____		
Phone _____		
<b>NOTARY</b>		
Personally appeared before me the above Owner named _____ who on oath says that he/she is the owner of the above listed property, and that all the above statements are true to the best of his/her knowledge.		
_____		
Notary Public (Signature)		
_____/_____/_____	_____/_____/_____	
Date	Date Commission Expires	



## Portable Toilets for Special Events

		EVENT HOURS									
		1 Hr	2 Hrs	3 Hrs	4 Hrs	5 Hrs	6 Hrs	7 Hrs	8 Hrs	9 Hrs	10 Hrs
ATTENDEES	1-50	1	1	1	1	2	2	2	2	2	2
	50-100	2	2	2	2	3	3	3	3	3	3
	100-250	2	2	2	2	2	3	3	3	3	3
	250-500	2	4	4	5	6	7	9	9	10	12
	500-1000	4	6	8	8	9	9	11	12	13	13
	2000	5	6	9	12	14	16	18	20	23	25
	3000	6	9	12	16	20	24	26	30	34	38
	4000	8	13	16	22	25	30	35	40	45	50
	5000	12	15	20	25	31	38	44	50	56	63
	6000	12	15	23	30	38	45	53	60	68	75
	7000	12	18	26	35	44	53	61	70	79	88
	8000	12	20	30	40	50	60	70	80	90	100
	10,000	15	25	38	50	63	75	88	100	113	125
	12,500	18	31	47	63	78	94	109	125	141	156
	15,000	20	38	56	75	94	113	131	150	169	188
17,500	22	44	66	88	109	131	153	175	197	219	
20,000	25	50	75	100	125	150	175	200	225	250	

*Chart is from the "Sanitarian & Health Official Guide & Portable Restroom Requirements at Special Events and Crowd Gatherings" from the University of Missouri-St. Louis study.*