



City of Darien

P.O Box 452 | 702 North Way | Darien, GA 31305 | (912) 437-6686 | Fax (912) 437-2208

SPECIAL EVENT PERMIT APPLICATION

For Parade, Assembly, Demonstration, Road Closing or Related Activity, and/or Literature Distribution on Public Property of/or Public Roads located in the City of Darien - Permit fee: \$200.00 per day.

Must be submitted at least 30 days prior to the event.

Name of Event: _____

Name of Applicant: _____

Applicant's Phone Number: _____

Phone Number During Event: _____

Applicant's Street Address: _____

Applicant's Mailing Address (☐ Check if same as street address):

Group(s) or Sponsor(s) of Event: _____

Name(s) of partnership and/or corporation (if any): _____

For partnerships, attach a list of all partner's names and home addresses. For corporations, attach a list of all officer's and director's names and home addresses.

Have you or any of the persons named above ever been arrested or convicted for violation of any ordinance of law of the City of Darien, McIntosh County, the State of Georgia, or of the federal government, other than minor traffic violations? ☐ Yes ☐ No

If so, attach a supplement setting out the date, description, and disposition in each case.

Type of Event: _____

Date(s), along with beginning and ending times of Event: _____

Location(s) of Event (if applicable, attach routes/maps and list streets that will be closed):

Will there be vendors and/or booths? ☐ Yes ☐ No

If yes, what type and where will they be located? _____

Prior to the issuance of a permit, the applicant shall obtain any state permit required by law.

Prior to the issuance of a permit the city may require liability insurance and property damage insurance and a hold harmless agreement, indemnifying the city for any personal injury or property damage arising from this event. Are copies attached?

☐ Insurance ☐ Indemnity Agreement

All Permittees shall abide by the following regulations:

1. Sales Outside the Festival Area - All participants within the permitted festival area must have a permit from the festival sponsor. All other outdoor sales within the Darien city limits must secure a license from the city.

2. Gas Powered Generators - Gas powered generators are prohibited in the central business district during festivals. Permits for emergency generators must be secured from the City of Darien

3. One Permit per Period- PARADES -Only one parade permit may be issued for any festival period. The festival promoter/sponsor must secure and guarantee any parade permit.

4. PARKS -Public parks will be under the control of the festival promoter/sponsor. Liability insurance secured for the festival must include public parks. Public parks must be used for free activities. Promoters must state intended use of Public Park on application.

5. Sales from Booths - All outdoor sales during festivals must meet licensing requirements and must be made from booths or tables. Moving street vendors are prohibited.

6. Clean Up - The festival promoter/sponsor is responsible for cleanup. Any extraordinary clean up required will be charged to the festival promoter sponsor. Failure to clean up may result in denial of the future festival permits and any city service which requires overtime will be an expense of the sponsor.

7. Carnivals -All carnivals within the city limits during festivals hours must be approved by the city.

8. Horses - Horses, mules, donkeys, and bovine animals must be diapered during parade and parade staging areas.

9. Porta Potties - Porta Potties may be required during festivals. Porta Potties will be the responsibility of the festival promoter/sponsor.

10. Fencing of City Property - It shall be unlawful to fence or obstruct city property unless permission is given as a special condition as set forth by the City Council.

11. Charging of Admission - It shall be unlawful to charge for admission on city property unless special permission is given by the City Council.

12. Obstruction of Existing Businesses - Please provide a list of as many signatures as possible of businesses concurring that they are in agreement with their access being obstructed as a result of the event or closing of streets.

13. Inspections - Sponsor shall provide immediate and unrestricted access to police, fire, code enforcement or other city officials for the purpose of inspecting facilities, activities and areas involved in the special event.

14. Emergency Access - It shall be unlawful to block a fire hydrant in such a manner that it restricts immediate access to emergency vehicles and first responders in the event of a fire, medical incident or emergency.

15. Summary Reports - Within 7 days of the conclusion of the permitted event. The sponsor shall provide a written report to the city manager summarizing the following: estimated number of attendees, incidents which occurred, projected revenue generated and recommendations for future events.

Your signature indicates you have read and agree to abide by the Festival Ordinance Regulations and that you have read the warning noted below.

Applicant Signature

The foregoing was signed and sworn to before me
this, ____ day of _____, 20____.

NOTARY PUBLIC

My Commission Expires:_____

*The event cannot take place until application has
been reviewed and a permit has been issued.

**Agreement for Compensation for Loss or Damage to
Public Property and/or Unauthorized Use of Copyrighted or
Otherwise Protected Intellectual Property**

The undersigned agrees to compensate the city for any loss or damage to public property, and to indemnify and hold the City of Darien harmless against any claims made, including attorney's fees, and that the site shall be cleaned and restored to the condition in which it was found prior to the holding of the special event. And I further agree to indemnify and hold the City of Darien harmless against any claims made, including reasonable attorney's fees, as to any claim regarding the unauthorized use of copyrighted or otherwise protected intellectual property of any kind, and should licensure be required by ASCAP or any other licensing entity, then that license shall be acquired by the undersigned.

I understand there may be additional fees for garbage pickup and/or cleanup which will be determined by the city.

Applicant Signature

The foregoing was signed and sworn to before me

this, ____ day of _____, 20 ____.

NOTARY PUBLIC

My Commission Expires: _____

INDEMNITY AGREEMENT

FOR THE SOLE CONSIDERATION OF Ten and No/100's Dollars, the receipt and sufficiency whereof is hereby acknowledged, _____ (hereinafter the "Applicant") by and through its duly authorized officer or agent,

_____ hereby agrees to protect, indemnify and hold harmless the City, its officials, agents, and employees, (hereinafter the "City") against any claim for damages, compensation or otherwise including reasonable attorney's fees, made by any party arising out of the use of a certain permit granted by the City, the same being described as _____ and to indemnify and hold the City harmless for any claim, loss or damage or costs including reasonable attorney fees brought by any party against the City, or any other party, arising directly or indirectly from the granting of said permit, and to indemnify the City for any of its out of pocket costs arising as a result of the use of the permit by the Applicant.

Applicant Signature

The foregoing was signed and sworn to before me
this, ____ day of _____, 20____.

NOTARY PUBLIC

My Commission Expires: _____

CITY USE ONLY

(PLEASE CONTINUE TO NEXT PAGE)

Application received on: _____

Application Fee: \$ _____

Date Paid: _____

Coordination with McIntosh County:

Required _____ Not Required _____

Coordination Agreement Reached on _____ day of _____, 20_____

Application Approved: _____

Application Denied: _____

City Manager

Date



Request for Special Condition (Check if Applicable)

☐ As festival/special event sponsor I am requesting a special condition be granted for fencing of city property during the event, I have attached a map that shows the area we wish to fence.

☐ As festival/special event sponsor I am requesting a special condition be granted for the charging of admission on city property. The amount of the fee we are requesting to charge is _____ and we plan on charging the fee during the following day or day's _____.

Any additional information you wish to provide:

Applicant Signature

The foregoing was signed and sworn to before me
this, ____ day of _____, 20____.

NOTARY PUBLIC

My Commission Expires: _____