



***All Community Development permit applications are submitted through the PROJECT PORTAL link below. You will need to create an account and once you receive confirmation, you will be able to fill out the application and upload any supporting documents. THE APPLICATIONS AND CHECKLISTS PROVIDED HERE ARE FOR REFERENCE ONLY.***

**<https://cityworks.brookhavenga.gov/ProjectPortal>**



## **Special Event Permit Application**

Brookhaven is pleased to welcome a variety of special events, from community festivals to athletic competitions. Our goal is to work with event sponsors and producers to help ensure that events that take place in our city are safe and successful, while minimizing the impact on the surrounding community. We hope that you will find these instructions helpful in planning and preparing to execute your special event.

A Special event means any organized for-profit or nonprofit activity having as its purpose entertainment, recreation and/or education which (i) takes place on public property or (ii) takes place on private property but requires special public services and which is permitted by the city. Gatherings or activities that take place on private property and that make no use of city streets, or other public services other than for lawful parking, are not subject to the provisions of this article, but shall comply with all other requirements specified by ordinance. Special events include, but are not limited to; fairs, tours, grand opening celebrations, races, parades, marches, rallies, assemblies, festivals, concerts, holiday celebrations, bicycle runs, and block parties. Private social gatherings which will make no use of city streets or other public services other than for lawful parking are not included. Garage sales, lawn sales, rummage sales, flea market sales, or any similar casual sale of tangible personal property are not included.

Although our Special Event Permit Application is used for a wide range of special events, the review process differs based on the type and details of the event. For example, if the event will include temporary structures such as tents or stationary vehicles, the Brookhaven Fire Marshal's office requires 5 business days to review site and temporary structure plans. (Furthermore, if alcohol is to be served or sold at the event, the event producer must also obtain a Temporary Alcohol Permit through the Finance Department and hire private security officers to prevent alcohol from being removed from the premises.)

Special Event applications must be submitted at least 60 days prior to the planned special event. Public assemblages such as a procession, rally, or march must be filed at least 24 days prior to the planned event but no more than 60 days prior to the planned event.

All permits related to your special event should be posted at greeting areas or main entrances to the event. City staff may ask event producer to show proof of permit during the event.

Please submit the Special Event Permit Application and required supplemental materials (detailed in the following checklist) online at:

<https://cityworks.brookhavenga.gov/ProjectPortal>

If you have any questions, please do not hesitate to contact the Community Development Department at (404) 637-0500.

## Special Event Permit Checklist

### Application Requirements

1. Event details and description;
2. Name, address, e-mail address, and telephone number of the sponsoring entity or person in addition to the person named in subsection (d) of this section;
3. Proposed date, location, and hours of operation;
4. Overall Site Plan of the event location. Plan must be drawn to scale and must include:
  - a. all property boundaries and setbacks for proposed location of the special event;
  - b. all existing buildings, structures, parking, and curb cuts permanently located on site; and
  - c. any proposed temporary structures including buildings, structures, and parking;
5. Schedule of proposed activities;
6. Projected attendance at the special event;
7. Plans for parking, restroom facilities, and sanitation concerns;
8. First Aid/Medical Support Plan;
  - 0 - 1999 attendees – First Aid Kit and a 911 call plan
  - 2,000 – 5,000 attendees – First Aid Station (2 EMTs)
  - 5,000 – 10,000 attendees – First Aid Station (2 EMTs) and Foot EMTs
  - 10,000 – 20,000 attendees – First Aid Station (2 EMTs), Foot EMTs, and Ambulance (ALS Unit)
  - 20,000 + attendees – contact me directly to discuss coverage requirements
  - All runs or walks – Provide at least an Emergency Medical Technician (EMT) with proper first aid supplies. This will be the only duty of this person. The special event applicant may hire an EMT through a private ambulance service. Please provide a signed contract from the company of their choice. This will help ensure a swift medical response in the event of a medical emergency during the walk/run
9. Plan for crowd and traffic control;

10. Producer shall provide proof all affected residents/businesses both on and adjacent to a proposed street closure are to be notified 30 days prior to the proposed event as required in the application form provided by the department. The department shall provide the list of affected residents/businesses to the event producer. The event producer shall provide residents/businesses a copy of the proposed street closure map. Additionally, notification signs may be required at the event producer's expense in the neighborhood during the street closure for traffic routing purposes.
11. In addition, the city or any of its departments may require any other information deemed reasonably necessary to determine that the permit meets the requirements of this article.

Additional Documentation:

- Documentation of 501c3 status. If receiving 50% fee reduction*
- Banner Sign Permit Application or Special Event Sign Permit Application
- Permission from Property Owner(s)
- Recording Equipment and Sound Amplification Plan
- Fireworks Permit
- Temporary Alcohol Permit
- Business License
- Proof of Comprehensive Liability Insurance
- Food Vendor Permit from Health Department (if applicable)
- Food Truck Permit (if applicable)