



Code Enforcement

1291 Greensboro Highway • P.O. Box 112 • Watkinsville, Georgia 30677 • 706-769-3907 Fax 706-310-3506

Application Fee \$100.00
Permit Number _____
Date _____
Receipt Number _____

APPLICATION FOR SPECIAL EVENT PERMIT

NAME OF EVENT _____

DATE(S) OF EVENT _____ TIME OF EVENT (FROM/TO) _____

LOCATION(S) OF EVENT _____

PURPOSE OF EVENT (must demonstrate benefit to community) _____

PEAK CROWD ESTIMATE _____

NAME OF SPONSOR _____

ADDRESS _____

TELEPHONE (WORK) _____ (HOME) _____

ADDITIONAL CONTACT PERSON _____

TELEPHONE (WORK) _____ (HOME) _____

TYPE OF EVENT (check all that apply, must identify on location map and submit with application)

<input type="checkbox"/> FESTIVAL	<input type="checkbox"/> RALLY/DEMONSTRATION	<input type="checkbox"/> RACE/WALKATHON
<input type="checkbox"/> CONCERT/STREET DANCE	<input type="checkbox"/> SALE/AUCTION	<input type="checkbox"/> FIREWORKS DISPLAY
<input type="checkbox"/> PARADE/MARCH	<input type="checkbox"/> SIDEWALK EXHIBIT	<input type="checkbox"/> OTHER (SPECIFY)

DESCRIPTION OF EVENT (attach additional sheets if necessary)

PLEASE MARK ALL THAT APPLY, AND ATTACH THE REQUESTED DETAILED INFORMATION TO THE APPLICATION.

ELECTRICAL SERVICES REQUIRED?

If yes, attach a detailed description of needs identifying location & electrical requirements.

TENTS QUALITY _____ BRAND _____ SIZE _____

ADDITIONAL PERMIT MAY BE REQUIRED FROM CODE ENFORCEMENT (769-3907).

IF TENTS ARE ENCLOSED, APPROVAL IS REQUIRED FROM CODE ENFORCEMENT (769-3907).
(must identify on location map and submit with application)

CLEAN UP PROVIDED BY

EVENT VOLUNTEER

PRIVATE CONTRACTOR

ARRANGEMENTS HAVE BEEN MADE FOR RESTROOM FACILITIES

LOCATION AND # AVAILABLE _____

FIREWORKS

ADDITIONAL PERMITS REQUIRED FROM PROBATE COURT (769-3936) AND THE FIRE DEPARTMENT (769-3975). COPY OF FIREWORKS PERMIT MUST BE SUBMITTED TO CODE ENFORCEMENT. (must identify on location map and submit with application.)

STREET CLOSURE.

IF YES, ATTACH A SCHEDULE DETAILING EXACT LOCATION(S) AND EXACT TIME(S) OF CLOSURE. (must identify on location map and submit with application.)

IF YOUR EVENT REQUIRES A STREET CLOSURE, PLEASE CHOOSE ONE OF THE FOLLOWING:

ANNUAL EVENT (street closures have been handled by the Sheriff's Office in previous years, and there aren't any significant changes in event plans).

ANNUAL EVENT (street closures have been handled by applicant in previous years).

If your event requires the use of Oconee County barricades, cones, or signs, you must attach a detailed list of needs (types & quantity) and provide a schedule of what day/time the equipment will be picked up and what day/time the equipment will be returned. The Applicant is responsible for the pickup and return of all equipment.

NEW EVENT (after review of your application, we will advise you if any additional information is needed).

APPLICANT'S SIGNATURE

DATE

APPROVED BY

Sheriff's Department

Date

Director, Code Enforcement

Date

Board of Commissioners

Date

Chairman, Board of Commissioners

Date