



CITY OF ATLANTA

Office of Parks

City Hall East, 8th Floor
675 Ponce de Leon Avenue NE
Atlanta, Georgia 30308
(404) 817-6757 Fax (404) 817-7932
www.atlantaga.gov

APPLICATION FOR 2009 OUTDOOR WEDDING IN THE PARK

Date: _____

1. Name of Park: _____

2. Location of wedding inside the park: _____

3. Name of Wedding Party: _____

4. Wedding Date: _____ # of People Expected: _____

5. Set up time: _____ Ending Time: _____

Note: Starting and ending time includes any set-up time and clean-up following the event.

6. Contact Person: _____

Telephone #: (____) _____

7. Mailing Address: _____

City: _____ State: _____ Zip code: _____

8. E-mail address: _____

9. Alternate Contact: _____

Telephone #: (____) _____

10. Is electrical power needed? Yes _____ No _____

11. No tents or canopies are allowed without the expressed written permission of the Commissioner or designee of the Department of Parks, Recreation and Cultural Affairs, as well as other permits required by the City. Do you intend to apply for a permit to erect a tent?

Yes _____ No _____

12. Will there be any cooking at the event? Yes _____ No _____

If yes, what will be the fuel source? _____

13. Will there be any LP gas, flammable or combustible liquids used at this event? Yes _____ No _____

If yes, give the name, intended use and how much will be stored on the site:

14. How would you handle a medical emergency during the event? _____

15. Will portable toilets be used? If yes, this application must be submitted at least 30 days prior to your proposed event.

Yes _____ No _____ If yes, how many? _____

16. Portable toilet company name: _____

17. Telephone: _____ Contact name: _____

18. When will the toilets be delivered? _____

19. When will they be picked up? _____

20. Where in the park will the toilets be placed? (Please indicate on site plan as well.)

*Portable toilets must be on a **paved** level surface never on grass. If portable toilets are left overnight we request that they be zip tied to prevent unauthorized use after the event. All portable toilets must be removed from the park within 24 hours of the conclusion of the Large Gathering.*

21. Do you plan to have amplified sound at your event? If yes, this application must be submitted at least thirty (30) days prior to your proposed event.

Yes _____ No _____

22. What type of sound equipment will you use? _____

23. What type of sounds will be amplified? _____

24. Start time of amplified sound: _____ End time: _____

Please include sound checks if applicable

25. Where will you obtain electricity for your amplified sound? _____

(An electrical permit must be obtained from Bureau of Buildings when using a generator in a park)

26. Description of generator (if applicable):

Wattage: _____ Weight: _____ Fuel tank size: _____

27. Please identify the proposed location of the amplification equipment and the generator on the site plan

28. The permit applicant must obtain approval from the Park District Maintenance Supervisor to have portable toilets in the park. The District Supervisor may approve either via e-mail to the Special Events Coordinator or by signing this application in the presence of the applicant. For the name and contact information of the appropriate District supervisor, please call 404-817-6744 or visit our web site at <http://www.atlantaga.gov> and follow these links: *Departments\ Parks, Recreation and Cultural Affairs\ Office of Parks*. Under Park Information, go to List of Parks Sorted by Maintenance District.

District Maintenance Supervisor signature (if applicable): _____

13. A reservation permit may be revoked or terminated if:
 - a. The Commissioner, Department of Parks, Recreation and Cultural Affairs deems it to be in the best interest of the City of Atlanta.
 - b. The renter violates a policy, rule or regulation as set forth in the permitting process.
 - c. The renter transfers or attempts to transfer the privileges contained in the permit to another party.
14. The renter must sign an agreement with the Office of Parks agreeing to comply with all rules and regulations.
15. The event organizer/permit holder agrees to indemnify and hold harmless the City of Atlanta, its officials, agents and employees from any and all losses, expenses, demands and claims (including without limitation attorneys' fees and costs) against the City of Atlanta its officials, agents and employees sustained or alleged to have been sustained in connection with or arising out of this Outdoor Event permit, or the performance of the permitted activities by the event organizer or a contractor employed by the event organizer or any of their officers, agents or employees. This indemnification clause shall include without limitation all losses, expenses, demands and claims arising from the intellectual property rights, the alleged intellectual property rights, and/or the licensing requirements of any third party.

I promise to abide by the Rules and Regulations that govern the use of the park. I understand that failure to abide by the same could result in denial of future use of the park. It could also result in my having to reimburse the City of Atlanta for damages beyond normal usage.

Signature: _____ **Date:** _____

Street name		
Street name		Street name
Street name		

Name of gathering or activity: _____
Park name: _____

Please indicate the proposed location of all tables, chairs, grills, garbage receptacles, amplification, games, portable toilets, banners, etc. Make sure you show how these items will be placed in relation to existing elements in the park, such as structures, sidewalks, park roads, trees, planting beds, playgrounds, ball fields, etc. All details described in this application must be identified on this site plan. Failure to label street names and provide all necessary details on the site plan will constitute an incomplete site plan and may delay the permitting process.