

LARGE GATHERING PERMIT APPLICATION

PERMIT APPLICATION INSTRUCTIONS

Atlanta is host to many public and private events on an annual basis. As you start the planning process for your event it is important to recognize the impact that your event has on city services and your surrounding communities.

This application is intended to help you better understand the Large Gathering Event permitting process and to provide tips that will facilitate your event planning process. It is our goal to assist every event organizer in properly planning safe, successful events that make a difference to the City of Atlanta with minimal impact on the surrounding neighborhoods.

PERMIT PROCESS

In order to process your Large Gathering Event Permit Application form, a completed permit application and the application fee **must** be received by the City of Atlanta Mayor's Office of Special Events **no later than thirty (30) days prior to the actual date of your event.** *Please be aware that failure to submit your application in a timely manner will result in an immediate denial of your permit application.*

The Mayor's Office of Special Events (OSE) shall be responsible for coordinating the permitting of all outdoor events, including each of its components. The office does not plan events or partner with non-city agencies to plan events. Generally, the scheduling of all events shall be a first come, first served basis based on the date the application is received. We do not hold dates without an application. In addition to obtaining the event permit, there are several other permits that may need to be acquired;

you will read more about these types of permits throughout this packet.

Large Gathering Permit does not authorize the organizer to vend at the Large Gathering. You must submit an application for either an Assembly (30 day deadline) or an Outdoor Festival (90 day deadline) to vend at your outdoor event.

SUBMITTING YOUR LARGE GATHERING EVENT PERMIT APPLICATION

After you have carefully developed your large gathering event plan, submit your proposed event description to the City of Atlanta in the form of this application. If you are planning an event in a City of Atlanta Park, we suggest that you contact the Special Events Coordinator in the City of Atlanta Parks Department in advance to discuss layout guidelines and restrictions.

Once you have submitted your Large Gathering Event Permit Application to the City of Atlanta, you will be contacted via email with a list of any additional items needed to complete the application. Be aware that incomplete applications delay the processing time for your permit.

We hope that you find these instructions helpful. Thank you for your interest in choosing the City of Atlanta as the location for your event.

HAVE A GREAT EVENT!!!!

LARGE GATHERING PERMIT APPLICATION

REQUIREMENTS

If **ANY** of the below applicable requirements are not turned in with application, the application is **INCOMPLETE**. If **ANY** of the lines in the application are left blank, the application is **INCOMPLETE** (N/A is acceptable if does not apply). **Please note** when the application is stamped received, this does not denote that the application is **COMPLETED**. It merely notes that the application was **RECEIVED** by the Mayor's Office of Special Events on that date. We suggest turning the application in early to ensure the requested event date(s) can be granted

- Signed and dated your application**
- Included your application fee**
(Certified Check or Money Order ONLY made payable to the City of Atlanta- ABSOLUTELY NO personal checks, business checks, credit cards or cash)
- \$50.00-Assemblies under 10,000 persons**
- \$100.00-Assemblies over 10,000 presons**

Requirements:

- Agreement letter from the agency performing sanitation and recycling services or giving permission to use private property dumpster. This agreement letter **cannot be a proposal or a quote.**
- Agreement letter from the agency providing the portable toilets or agency giving permission to use sewerer toilets. This agreement letter **cannot be a proposal or a quote.**
- Agreement letter from the agency providing the emergency medical services
- Agreement letter from the agency providing the electrical services including the electrician's state license number
- List of other events associated with your event to include with dates, times and locations.
- Performance schedule/timeline
- Explanation of your marketing general target area
- Flame Resistant Certificate for banners and all tents over 10x10 or 10x10 tents that will be closer than 12 feet apart.
- Fire Tent permit application (see appendix section)
- Notification letter to the council district(s) and NPU(s) chair, as well as the businesses and residences impacted by the street closure
- Temporary street/lane closure permit application
- Temporary structures permit application
- Event site plan

If event location is on business property, a letter giving permission to use property is required. Letter must be on letterhead and signed by owner or manager. All businesses must have required business license.

PLEASE NOTE: Applications can be mailed or brought in person. They cannot be emailed or faxed.

Submit your completed permit application to:

City of Atlanta
Office of Special Events
55 Trinity Avenue, SW
Suite 2500
Atlanta, Georgia 30303

Office: (404) 330-6741

LARGE GATHERING PERMIT APPLICATION

GENERAL INFORMATION

Today's Date: _____

Name of Host or Producing Organization: _____

Name of Applicant: _____

Applicant Address: _____ City _____ State _____ Zip _____

Telephone: _____ E-Mail: _____ Fax: _____

Event Title: _____

Description of Event: _____

Purpose of Event: (Please describe the purpose of proposed event and the program involved)

***Please note that a Large Gathering Permit does not authorize the organizer to vend at the Large Gathering. Vending includes charging admission fees and/or selling food, merchandise, goods or services. Should the organizer wish to vend at the event, s/he must determine if vending is legally allowed on the property where the large gathering will occur, and if so, must obtain all necessary vending permits, licenses or other required approvals.**

Anticipated Attendance: _____ Will all your guests arrive at once? YES NO

If no, In the span of an hour, how many people do you anticipate? _____ Peak Attendance _____

Setup Date: _____ Day of Week: _____ Start Time: _____ End Time _____

Event Date: _____ Day of Week: _____ Start Time: _____ End Time _____

Dismantle Date: _____ Day of Week: _____ Start Time: _____ End Time _____

*If any element of your event schedule is longer than that space allotted above, list start and end time for each day on a separate piece of paper.

Inclement Weather Day of Week/Date: _____ Start Time: _____ End Time _____

Rain or Shine Event

Event Location Name: _____ Address: _____

City, State & Zip code _____ Phone Number (if applicable) _____

If event location is on business property, a letter giving permission to use property is required. Letter must be on letterhead and signed by owner or manager. All businesses must have required business license.

Location Description: Private Property Parking Lot Street Vacant Lot

Other Please detail: _____

LARGE GATHERING PERMIT APPLICATION

PROFESSIONAL EVENT ORGANIZER

Please list any professional event organizer, event service provider, or commercial fund-raiser hired by you that is authorized to work on your behalf to plan, produce and/or manage your event. Written communication from the Host Organization on letterhead authorizing the applicant and/or professional event organizer to apply for this Outdoor Event Permit on their behalf must be submitted with this permit application.

Applicant/Organizer Name: _____

Address: Street _____ Suite _____
City _____ State _____ Zip code _____

Telephone: Day () _____ Evening () _____ Cellular () _____

EVENT DETAILS

- YES NO
Is this an annual event? If no, how many years have you been holding this event? ___years
Is this event open to the public?
Will your event have 75 people or more gathered for at least an hour or more?
Do you want this event publicized on the City of Atlanta website?

IMPACT MITIGATION

The City asks that you send written notification about your event to the businesses, residences, council districts and NPU(S) as a courtesy no less than 14 days prior to your event date. If your event includes street closures, make sure that you include the street name(s) and time of closure(s) in your correspondence. Please submit proof of notification with your application. You can also ask that they confirm that they have received the notification. For more information about notification, see the frequently asked questions section of the special events website.

Which NPU(s) will be affected by this event? NPU _____ For more information on the NPU contact 404.330.6145

What Council District(s) is event being held in? _____ Council member(s): _____ For information contact 404.330.6030

PARKING/TRAFFIC MITIGATION

Please list all parking options for patrons and event staff.

- YES NO
Will you encourage patrons to take public transportation? If yes, how will you inform them:

FOOD PREPARATION

- YES NO
Does your event include food?
Do you intend to cook food in the event area?
If yes, please specify method:
Gas Electric Charcoal Grease Other (specify)
If yes, please specify location:
Indoors Tent Table Other (specify)

TEMPORARY STREET/LANE CLOSURE

- YES NO
Does your event involve any street/lane closures?
If yes, fill out a temporary street/lane closure permit application (appendix section)

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ENTERTAINMENT AND RELATED ACTIVITIES

YES NO

Is there entertainment associated with your event?

If yes, please indicate the types of entertainment (check all that apply):

Children Activity Animal Acts Theatrical Performance Other:

Number of Performers/Bands Local or National Acts or Both?

Please ATTACH a sound check and performance schedule/timeline.

Will sound checks be conducted prior to the event? If yes, State time Finish time

Will sound amplification be used? If yes, State time Finish time

Does your event include the use of fireworks, rockets, lasers, or other pyrotechnics? If yes, please ATTACH map of set-up and fall-out area. The licensed pyrotechnic company must receive a permit prior to the event from the state. For more information, contact the AFRD Fire Safety at 404-546-7078.

ALCOHOL PERMIT INFORMATION

The City of Atlanta issues one day special event alcohol permits to licensees who currently hold a State of Georgia Liquor License. Please fill out and submit the Alcohol Location Information Form which can be found on the website under subpermits. Fill this form out and submit this along with this application if you are serving/selling alcohol at the event.

YES NO

Does your event involve the sale of alcoholic beverages? Are you having alcohol donated to your event?

If you answered yes to any of the above questions, please contact the Atlanta Police Department at 404-546-4470 to obtain a one day special event alcohol license from them. Please submit no later than 30 days prior to the last Tuesday before your event. Please check on the State of Georgia website http://www.etax.dor.ga.gov/alcohol/index.shtml regarding additional state license requirements for all events with alcohol. Allow 14 days for state permits.

YES NO

Does your event involve the use of alcoholic beverages? Does the alcohol provider presently hold a City license for on premises consumption? If yes, please ATTACH a copy of the current City license and fill out the section below

Name of State of Georgia Licensee:

Business Name:

Address: Street: Suite

City: State: Zip:

Telephone/Fax: Tel Cell Fax

What type of alcohol will be served at the event? Spirituous Liquor Beer Wine

Note: A copy of permit will be required before liquor is delivered

List the exact location(s) of alcohol service (tents/tables) and times for alcohol service:

Location(s): Time(s):

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SANITATION AND RECYCLING PLAN

YES NO

Will you be contracting sanitation services or using volunteers?

Will you be contracting recycling services or using volunteers?

* Please note: All outdoor events must provide recycling containers at a ration of one per trash container.

If no, what is your sanitation/ recycling plan?

If yes, Please ATTACH an agreement between your organization and the agency providing the sanitation/recycling services. This agreement cannot be a proposal or a quote and should include the following:

- Overview of duties
- **Number** of staff personnel provided by agency/ volunteers _____
- **Amount** and **size** of dumpster, trash, and recycling receptacles provided by agency _____
- Date trash & recycling will be removed from event location _____
- Description of the signage used to identify recycling bins and promote recycling

If no, you still must address your plan for restoration of the event area. If you are using volunteers, please list the number of volunteers and scope of responsibilities, procurement of trash & recycling containers to include rental contract if applicable, and disposal plan/location. If you are dumping trash on private property, ATTACH a letter from the private property owner with the application.

Name of head volunteer coordinator _____ Cell Phone _____

Where do you intend on recycling the materials collected?

Public drop-off center Location: _____

APPROVED

DISAPPROVED

Please Print- Dept. of Public Works, Solid Waste Services Designee

Signature/Date-Dept. of Public Works, Solid Services Designee

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SECURITY PLAN

Today's Date _____

Zone: _____

Event Date: _____ Event Name: _____

Event Time: _____ Location: _____

Description of Event: _____

Security Plan Summary: (Attach Plan of Action or briefly describe security plan to include, but not limited to, crowd control, internal security and venue safety)

Does your event involve any street/ lane closures? If yes, fill out a temporary street/ lane closure permit application (appendix section).

Note: Be advised that closing off all or a portion of a City of Atlanta street requires the you hire POST- certified security coordinators at your expense. For more information, see the security plan section of this application.

Number of POST-certified off-duty law enforcement personnel hired: _____

List "lead Officer's" name and contact number and agencies represented by Off-duty Officers:

TRAFFIC: Fixed: _____ Mobile: _____ **Number of Barricades required:** _____

CROWD CONTROL: Fixed: _____ Mobile: _____ **Number of Barricades required:** _____

Note: The Applicant is responsible for providing barricades, cones, no parking, and warning/detour signs.

Are you hiring additional security from a private security company? : Yes No
***Note: this is not a substitute for Post-certified off-duty law enforcement personnel**

If yes, please list the Name and Contact Number of private security company: _____

This above portion is to be completed by the Assembly Organizer or Coordinator only. City Ordinance prohibits Atlanta Police Officers from signing this form as Security Coordinators.

Name of Assembly Organizer responsible for managing security plan: _____

Telephone: _____ Email _____

Signature _____

****Please note that the Commander of Special Operations of the Atlanta Police Department must approve your plan prior to your permit being issued.**

*To be completed by the ATLANTA POLICE (SOS) DEPARTMENT ONLY**	
<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED
_____ Commander, Special Operations Section Atlanta Police Department	_____ Deputy Chief, Field Operations Atlanta Police Department

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EMERGENCY MEDICAL SERVICES PLAN

911 is an appropriate plan for MOST Class E events (1,999 or less persons). Atlanta Fire-Rescue must approve your plan and reserves the right to require additional services in the interest of public safety. For more information please contact AFRD Sp. Events-404.546.7042, Fax 404.546.8358

[] 911 If your event is under 1999 persons please check box to use 911 as your Plan

Then sign below and move to next page.

Name of Large Gathering: _____ Signature: _____

Estimated Participating # _____

Date(s): _____ Start Time: _____ End Time: _____

If 911 is not your plan and you will have EMS coverage by a private vendor please fill out the below information and see next page for EMS requirements.

Event Type (Block Party, Market, Dinner, Other-please list) _____

Event Address/Location: _____

Name of Organization: _____

Name of Contact: _____ Telephone: _____ Cell#: _____

E-mail Address: _____

Will Alcohol Be Served? YES _____ NO _____ Times: _____ to _____

On Site Contact Person (Name, Cell Number) During the Festival/Event:

Name: _____ Phone: _____

EMS Provider Info:

Name: _____ Phone: _____

I understand my EMS Provider must have on identifiable uniforms: YES _____ NO _____

INSERT APPLICABLE NUMBERS (NO X'S OR CHECK MARKS)

EMS Vendor /AFRD Monitor must be provided an event radio. Show First Aid, Water, Restrooms, EMS Locations on site plan/route map. ATLANTA FIRE-RESCUE DEPARTMENT MUST APPROVE YOUR PLAN

_____ AMBULANCE SERVICE (# of ALS Units)

Please Print-Medical Director of Provider

Signature/Date-Medical Director

* Required for ALS Units and shall be gotten from EMS Provider prior to submission.

- _____ Medical Director
_____ Registered Nurse
_____ Licensed Practical Nurse
_____ Emergency Medical Technician
_____ Paramedic
_____ Physicians Asst.

- _____ First Aid Stations
_____ Bike Team(s)
_____ Foot Patrol(s)
_____ Sag Wagon(s)
_____ Firefighter/Medic
**Other (Please list)

Must match Water and Restroom Plan Numbers

- _____ Portable Restrooms _____ Portable ADA Restrooms
_____ Public Water Sources _____ Fixed Restrooms _____ Fixed ADA Restrooms

[] APPROVED [] DISAPPROVED

Please Print- EMS Chief of AFRD, Special Event Coordinator or Designee

Signature/Date- EMS Chief of AFRD Special Event Coordinator or Designee

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MEDICAL SERVICES INFORMATION SHEET

PLEASE READ COMPLETELY-----DO NOT SUBMIT WITH APPLICATION

	Class A 50,000 and over	Class B 49,999- 20,000	Class C 19,999 - 10,000	Class D 9,999 - 2,000	Class E 1,999 - 1
Ambulance(s) Advanced Life Support Unit (ALS)	3	2	1		
Bike Team(s)/ Foot Patrol(s) (suggested for route coverage)					
	3	1	1		
First Aid Station(s)					
	2	1	1	1	

These numbers indicate the minimum number of EMS personnel and/or equipment required for the specified class of event and is subject to change pending review of your event application by the Chief of EMS of the Atlanta Fire-Rescue Department and/or Special Event Coordinator. City Ordinance Chapter 42-Outdoor Events, Section 142. For more information please contact 404.546.7042.

1. **ALL MEDICAL LOCATIONS MUST BE SHOWN ON BOTH THE SITE PLAN AND ROUTE MAP**
2. **Class A-C, Half/Full Marathons, Routes 6 miles or more must submit a medical plan that fully explains medical coverage, communication, placement**
3. **If an ALS Unit is used you must get Medical Directors Signature from provider on EMS Plan prior to submission**
4. **All First Aid Stations must have signage, must be one of the required water stations, and if open past dusk must have lighting**
5. **All EMS personnel must wear readily identifiable uniforms including name badge and level of Georgia EMS licensure. (EMT-B, EMT-I, C/T, or EMT-P)**
6. **Minimum staffing for all Bike Teams will be one (1) Emergency Medical Technician-Intermediate and one (1) Paramedic**
7. **Minimum staffing for all Foot Patrol Team(s) will be one (1) Emergency Medical Technician-Intermediate and one (1) Paramedic**
8. **Minimum staffing for all First Aid Station will be one (2) Emergency Medical Technician-Intermediate**
9. **All Class D and above will have an EMS Monitor assigned and will require a radio from organizer**
10. **All Class E events that are not hiring EMS services must write 911 on the EMS Plan. If hiring EMS in lieu of using 911, compliance of the above staffing credentials is necessary.**

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RESTROOM PLAN

Name of Event/Festival: _____ Number of Attendees: _____

EVENTS THAT ARE NOT RUN/WALK EVENTS AND ARE LESS THAN 249 PERSONS MAY OMIT RESTROOMS

Events are required to provide restroom facilities that are both American Disability Act (ADA) accessible and non-accessible in the immediate area of the event site which will be available to the public. The Atlanta Fire Rescue Dept. may determine if less or more may be necessary based on time of year, location, event type to ensure proper safety.

- For each sewerd restroom (fixed, permanent) available onsite, subtract 1 from the portable number.
- If **alcoholic beverages** sold/available, **add 25%** from the base number required.
- You need to have a minimum of 1 ADA per portable toilet cluster. Race routes #'s may be adjusted.
- **Your site plan must indicate the location(s) and number of all restroom facilities**
- **Parades** must have restrooms at both marshalling and disband area based on participant #'s.
- **For more information please contact AFRD Sp. Events 404.546.7042.**

YES NO

I acknowledge I must provide portable or sewerd restrooms facilities at my event and that they must be checked and restocked throughout the event?

Restroom Details: Total number of portable restrooms _____
 Total number of ADA portable restrooms _____
 Total number of fixed sewerd toilets available onsite _____ Fixed ADA _____

Written permission on the facilities letterhead if using fixed toilets shall be provided/included listing number of both standard and ADA compliant stalls. Please detail the location of fixed toilets in relation to event location and how event participants will be informed of fixed restroom locations. Some locations may require signage.

Portable Restroom Vendor: _____

Vendor Contact #: Day () _____ Emergency#/Cell# () _____
 Equipment Setup Date _____ Time: _____ Equipment Pickup Date _____ Time _____

Please **ATTACH** an agreement between your organization and the vendor providing the portable restrooms.

- Agreement letter (**NO Proposals/Quotes**) must be submitted on the letterhead from vendor and must include the number of portable restrooms/ADA toilets ordered, drop off/pick up information.
- Please note that for events held in parks, portable restrooms must be on a paved, level surface (never placed on turf) and zip-tied or locked for over-night stays.
- All portable restrooms must be removed within 48 hours of event close, unless another agreement with EMS has been established. Failure to remove them by an agreed upon date may result in significant penalties.

Attendance Number	Standard Restrooms	Standard Restrooms Alcohol Sold/Available	ADA Restroom(s)
249 or Less			
250-499	2	3	1
500-999	3	4	1
1,000-1,999	4	5	1
2,000-2,999	5	6	1
3,000-3,999	7	9	1
4,000-4,999	10	13	2
5,000-5,999	12	15	2
6,000-6,999	14	18	2
7,000-7,999	17	21	2
8,000-9,999	20	25	3
10,000-11,999	25	32	3
12,000-14,999	28	35	3
15,000-16,999	30	38	4
17,000-19,999	35	44	4
20,000-24,999	38	48	4
25,000-29,999	42	53	5
30,000-39,999	44	55	5
40,000-49,999	48	60	5
50,000-74,999	50	63	6
75,000-99,999	75	94	8
100,000-Above	100-TBD	125-TBD	11-TBD

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WATER PLAN

Name of Event/Festival: _____ Peak Number of Attendees: _____

Number of Water Stations: _____ Capacity (i.e. # of ounces, # of gallons) _____

Drinking Water Supply (DWS): Free drinking water should be made available and accessible for both the general public attending as well as participants of the special event. This supply of free potable water should be conveniently located with identifying signage that says "Water Station" with the exception of along the route. For quantity calculations assume at a minimum ½ gallon of water per person per day. For more information please contact AFRD Sp. Events: 404. 546.7042.

Source of water (bottles, fountains, no less than multiple 5 gallon coolers): _____
Coolers should be a minimum of 5 gallons each, have a secured lid, and in warmer months include ice. A dedicated staff person should be assigned for servicing each station a minimum of every hour replenishing throughout the event. No less than **5oz cups** must be provided and maintained. An adequately sized solid waste receptacle must be provided to receive all spent drinking cups. Fixed fountains count as station if reasonably located within event activity area. Directional signage may be needed.

Location of water sources: _____
Parades/Marches must have water at both marshalling area and disband. Depending upon time of year and participant numbers may be required at review stand as well. Please make sure your **Site Plan** shows all water stations locations to include along the route. Half/Full Marathons must provide locations in writing as well. Location(s) should be accessible to main crowd area(s). **First Aid stations** must have water and will serve as a required water station. If your event is hiring an **ALS Unit**, it should be equipped with water.

DRINKING WATER STATION UNIT REQUIREMENTS
PARADES, MARCHES, RALLIES, DEMONSTRATIONS, GATHERING AREAS

The following matrix determines the minimum number of water stations for this event type.
The Atlanta Fire-Rescue Department may determine that less or more stations may be necessary based upon time of year, location, and /or event type to ensure proper safety of the event.

Parades/Marches must provide water during the months of May through September only

Participation/Attendance Numbers All Other's Based on Attendee +Participant #'s	Required Drinking Water Stations (no less than 10 gallons per station; each cooler/ water set up counts as station)
250-2,999	2
3,000-9,999	2
10,000-11,999	4
12,000-14,999	4
15,000-29,999	6
30,000-99,999	6
100,000+	10+

WATER STATION UNIT REQUIREMENTS
RUN/WALK ROUTE

Dedicated staff persons should be assigned to each station ensuring replenishment and clean up.

5K thru 10k: Below 5k should have a minimum of 1 station in start/finish area

Minimum Locations of Water Stations: Start, Finish **and** Half-Way Point

Above 10k thru Full Marathons: Based on moderate heat index and humidity factors

Minimum Locations of Water Stations: Start, Finish **and** Every two miles unless deemed otherwise

LARGE GATHERING PERMIT APPLICATION

ATLANTA FIRE RESCUE-FIRE SAFETY PLAN

The Emergency Services and Fire Safety Plan shall be guided solely by considerations of the anticipated number of attendees at the event, location, exit gates or barriers, season, cooking, presence of special hazards (fireworks displays, pyrotechnics, special effects), as well as past experience with this specific outdoor event, or the event's Applicant or Host. For more information please contact the Inspections Section: 404- 546-7000 or read City Ordinance Chapter 142. AFRD is located on the first floor of 226 Peachtree St., SW, Atlanta, GA 30303. Parking is located on the backside of the building on Pryor St.

Name of Large Gathering: _____

Date: _____ Start Time: _____ End Time: _____

Address: _____ Contact Number: _____

1. What is your estimated attendance at this event: _____ Section 142-21(F)

2. Do you intend to erect a fence around the event? YES NO Section 1423-2(E)

If yes, you will be required to get an occupancy limit from Atlanta Fire Rescue before your event.

3. Are you using any tents?

If yes, please complete the following: # of tents _____ Sizes: _____

Note: Event organizers are responsible for knowing the numbers and sizes of all tents utilized during the event. Tents that are larger than 10X10 or 10X10 tents that are spaced closer than 12 feet apart must receive a tent permit from AFRD. A fee is associated with this permit. The application can be found in the appendix section.

4. Will your event include the use of any signs, banners, decorations, or special lighting that could pose a fire hazard? YES NO

If yes, please describe materials to include size, number, how and what they will be affixed to and when they will be installed and removed. Hand held signs do not apply. (attach additional sheets if necessary)

- If banners need to be attached to light poles or any other object in any City Street, sidewalk please **contact the Department of Public Works at 404-330-6240.**
-
- **Note: Fastening or attaching any rope, sign, banner, flyer or other object to any tree or shrub is strictly prohibited.**
-
- Attach Certificate of Flammability to the application from the banner's fabric manufacturer. Banners must be flame resistant and made of materials that meet the National Fire Protection Association 701 standards.
- **Or, applicant can take a sample of the Banner material to the Atlanta Fire Rescue Department (AFRD) for testing BEFORE or AFTER submission of outdoor event permit. After testing an AFRD approval letter will be given to the applicant.**

LARGE GATHERING PERMIT APPLICATION

ATLANTA FIRE RESCUE-FIRE SAFETY PLAN

For more information, contact 404-546-7169
226 Peachtree Street, SW, Atlanta, GA 30303

5. Are you hiring off-duty fire safety personnel? YES [] NO [] If Yes, how many: _____

Note: Off-duty fire safety personnel must be National Fire Protections Association Certified Fire Inspectors 1 and have jurisdictional authority in the City of Atlanta.

6. Will there be any fireworks/pyrotechnics displayed in conjunction with this event?
YES [] NO [] Section 142-21 (2g), (3h)

7. Will there be any cooking at the event?
YES [] NO [] Section 142-21 (2g), (3h)

If yes, what will be the fuel source? _____

8. Will there be any LP-Gas, charcoal, 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:

**Be advised that large quantities of fuel stored on site require a fuel tank permit. The application can be found in the appendix section of this application.

9. Will there be any candles or fire pits used at your event? Yes [] No

Before a permit can be issued the site plan shall be submitted to the Fire Marshal's Office for approval. *Note: Any deviation of the approved site plan must be resubmitted to the Fire Marshal's office for re-approval. Section 142-37

**Pursuant to 78-57 City of Atlanta Fire Prevention Code, ALL outdoor events are subject to review and approval as required by the Atlanta Fire Rescue Department-Fire Marshal's Office.

To be completed by the ATLANTAFIRE RESCUE ONLY

Has applicant obtained all required permits? YES [] NO []

Event Site Review completed? YES [] NO []

Number of fire inspectors required for this event _____

[] APPROVED

[] DISAPPROVED

DATE:

Print-Chief of Fire Prevention or Designee

Signature-Chief of Fire Prevention or Designee

Before a permit can be issued the site plan shall be submitted to the Fire Marshal's Office for approval. *Note: Any deviation of the approved site plan must be resubmitted to the Fire Marshal's office for re-approval. Section 142-37

LARGE GATHERING PERMIT APPLICATION

ELECTRICAL NEEDS

YES NO

Will a generator(s) be used? If yes, what type of fuel/power and what size(s):

Note: If an electric generator is used, you are required to ground the generator. Grounding rods must be removed from all public property at the end of the permitted event.

Will additional electrical wiring or temporary power poles need to be installed? If yes, describe:

Electrical Contractor:

Telephone: Day () Evening () Cellular ()

Please ATTACH an agreement from the agency providing the electrical service. This letter must include the license number of the electrician contracted for service.

Note: Electricity Sub-Permits are required for the use of all generators, gas or electric. Electrical sub-permits must be received directly from the bureau of Buildings Electrical Division. Fees associated with this permit must be submitted in person for payment by the permit applicant to the Department of Finance pay window located on the 1st floor at 55 Trinity AVE SW. Generators 5,000 watts or larger can only be permitted by a licensed electrician. The application can be found at: http://www.atlantaga.gov/modules/showdocument.aspx?documentid=2531

AMUSEMENTS

YES NO

Are there amusements (moon walks, dunk tanks, etc) associated with your event?

If yes, what type(s) of amusements will be used?

Amusement Provider:

Address: Street Suite

City State Zip code

* NOTE: The City of Atlanta does not govern the safety of amusements. Organizers assume all risk.

TEMPORARY STRUCTURES

YES NO

Are you using any platforms?

If yes, please complete the following: # of platforms Sizes:

Are you building any stages?

If yes, please complete the following: # of stages Sizes:

Are you using any bleachers/viewing stands?

Are you erecting any trusses, arches, etc?

Will you be erecting any movie screens?

If yes, describe and attach structural plans:

**If you are using bleachers and / or building a stage, platform 10'x20' or larger than 200 square feet then you must receive a temporary structures permit from the Office of Buildings. The application is separate and can be found at: http://www.atlantaga.gov/modules/showdocument.aspx?documentid=2530

Mobile Stages (provided they have current motor vehicle registration) do not need permits, just submit a contract for the stage or an over-view of the specs for the mobile stage. Permitting needs for platforms, stages, trusses, bleachers, etc will be determined upon review of structural plans which must be signed and sealed by a State of Georgia registered architect or engineer. Structural plans must include stair and handrail details. Fees associated with this permit must be submitted in person for payment by the permit applicant to the Department of Finance pay window located on the 1st floor at 55 Trinity AVE SW.

LARGE GATHERING PERMIT APPLICATION

TRANSPORTATION PLAN

****Please note that the following information must be submitted to the Department of Public Works, Office of Transportation prior to your permit being issued. For additional information contact 404-330-6501.**

Today's Date _____

Name of Assembly Organizer responsible for managing security plan: _____

Telephone: _____ Email _____

Event Date: _____ Event Name: _____

Event Location/Route:

Provide site plans (**please note NO VEHICLES to ride over, park, and/or stage on the SIDEWALK!!!**)
Site Plan Provided Yes _____ No _____ Sidewalk clear of vehicles Yes _____ No _____

Traffic control plans for lanes / detour routes for full street closures: (Attach Plans and briefly describe traffic plan)

Parking meters blocked or used: # of meters _____ # of days _____

Describe reason for use/blockage: _____

Must include notification of businesses and residents (Notification must be done within a three block radius at least (from where blockage may occur in the sidewalk or street, if additional notification is needed the Office of Transportation will let you know)

- 1. Copy of Notification(s) sent.
- 2. Addresses and date notified.

Signature _____

****To be completed by the Office of Transportation****

APPROVED
 DISAPPROVED

Traffic Engineer / Manager
Office of Transportation

LARGE GATHERING PERMIT APPLICATION

TRANSPORTATION PLAN

Department of Public Works, Office of Transportation Information

Please provide site plan so that the elements in your setup can be identified, especially those near or in the street.

Please notify businesses and residents within a 3 block radius of the start and end of the work in the sidewalk and/or street. We need a copy of the letter of notification for businesses and residents in the area. A letter from you stating the addresses and date delivered.

Please note that at no time vehicles can be placed, park, ride over or be staged on the sidewalk.

Dumpsters can not be placed on the sidewalk.

If you are blocking parking meters or parking spaces on the street that have a device to pay for parking and you will be blocking these spaces for more than one day, then you must pay for the spaces that you are blocking. These charges are additional fees that are to be paid to the Office of Transportation. Please note that all permits complete by the Office of Transportation has a fixed fee associated with the permit of \$35 for each permit. Permits are completed per block per street.

Per City Code 142-89, The fee shall be \$5.00 per each calendar day, subsequent to the first day, per parking meter space that cannot be utilized by the public, as calculated by the department of public works, office of transportation. Said parking meter reimbursement fee must be paid by the permit applicant prior to her/his receiving the permit.

Please provide traffic control plans.

Emergency No Parking Signs:

- Applicants are required to post the "Emergency No Parking" signs at least 24 hours before the appointed "no parking" hours begin.
- White signs with Orange writing (Standard sign below)
- Dimensions are 18" x 24"
- Dates must be listed boldly and clearly on the signs



Any other signs are not approved.

LARGE GATHERING PERMIT APPLICATION

TRANSPORTATION PLAN

EXAMPLE OF NOTIFICATION LETTER

Name of Event
Address of Event / Organizer
Date Delivered
Notification for Special Event

28th Street

20
21
24
25
27
28
31
32
34
36
38
40
41
42
43
47
48
51
52
62
63

Peachtree Street

1836
1860
1974
1900

Collier Rd

2
5
8
18

Ardmore Park Neighborhood Association

General distribution via email to:
Person / email address here

Wycliff

1378
1870
1872
1874
1876
18831885
1887
1888
1891
1892
1893
1896
1898

Signature

Print Name

Date

LARGE GATHERING PERMIT APPLICATION

SITE PLAN

Please ATTACH your event site plan. Maps must include but not be limited to:

✓ (Check once prepared)

- ☐ An outline of the entire event venue including the names of all streets.
☐ The location of fencing, barriers and/or barricades, specifically those used for closing streets
☐ The location and dimensions (if applicable) of all stages, platforms, scaffolding, bleachers, tents, tables, portable/sewered toilets, generators, water stations, booths, amusements, trash containers, dumpsters, and other temporary structures.
☐ The location of first aid facilities, ambulances, EMS personnel, foot patrol and/or bike teams (see EMS section for more information)
☐ A detail or close-up of the cooking area configuration including identification of all fuel sources.

AFFIDAVIT OF APPLICANT

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the City of Atlanta Code of Ordinance, and I understand that this application is made subject to the rules and regulation established by the City Council and/or the Mayor or the Mayor's designee. Applicant agrees to comply with all other requirements of the City, County, State, Federal Government and any other applicable entity, which may pertain to the use of the Event venue and the conduct of the Event. In the event that a possessory interest subject to property taxation is created by virtue of this use permit, I agree to pay all possessory interest taxes and the City shall not be liable for the payment of such taxes. I further agree to abide by these rules, and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Atlanta.

(Please Print)

Host/Producing Organizer Name: _____

Title: _____

Host Organization: _____

Signature: _____ Date: _____

Professional Event Organizer: _____

Title: _____

Organization/Agency Name: _____

Signature: _____ Date: _____

Date received by office
For office use only

NOTE: THE APPENDIX SECTION FOLLOWS PLEASE PRINT AND SUBMIT THESE PAGES ONLY IF THEY ARE NEEDED.

LARGE GATHERING PERMIT APPLICATION



CITY OF ATLANTA

FIRE DEPARTMENT

226 Peachtree Street
Atlanta, GA 30303
(404) 546-7000

ICHIEFS ID – ATLFDHQ

APPLICATION FOR PERMIT TO ERECT A TENT FOR PUBLIC USE

EVENT: _____ DATE: _____ THROUGH _____

EVENT LOCATION _____

TOTAL NUMBER OF TENTS: _____ NUMBER OF TENT BY SIZE: 10x10 _____

10x20 _____ 15x15 _____ 20x20 _____ 30x30 _____ Other: Size(s) _____ # per Size _____

The tent/or air-supported structure shall be so located from any property line or permanent structure so as to be readily accessible by fire equipment.

An unobstructed passageway or fire road not less than 12 ft. wide and free from guy ropes or other obstructions shall be maintained on all sides of all tents or air-supported structures unless otherwise approved by the Fire Official.

Tents or air-supported structures and their appurtenances shall be adequately roped, braced, and anchored to withstand the elements of weather against collapsing.

Tents or air-supported structures shall be suitably treated to render them flameproof (Certificate required).

No shavings, sawdust or other similar combustibles shall be used on the floor.

THERE SHALL BE NO FLAMMABLE LIQUIDS ON THE PREMISES WITHOUT PRIOR APPROVAL FROM ATLANTA FIRE RESCUE

THE RULE AGAINST SMOKING SHALL BE RIGIDLY ENFORCED.

ALL WIRING SHALL BE DONE BY A LICENSED ELECTRICIAN.

EXIT FACILITIES SHALL COMPLY WITH THE FOLLOWING:

MINIMUM WIDTH
EACH EXIT(ft)

CAPACITY	MINIMUM NUMBER OF EXITS	TENT	AIR-SUPPORTED STRUCTURES
UP TO 199	2	6	3
200 TO 499	3	6	6
500 TO 999	4	8	6
1000 TO 1999	5	10	8
2000 TO 2999	6	10	8
OVER 3000	7	10	8

LARGE GATHERING PERMIT APPLICATION

PAGE TWO
TENT PERMIT

Exits shall be clearly marked.
Exits Shall Be Illuminated At All Times.
Exit Signs Shall Be Posted Clearly Indicating The Direction Of Travel.

2. One 2-A Type Extinguisher Shall Be Provided In Every Tent or Air- Supported Structure. One additional -A Type Extinguisher Shall Be Provided For Each Additional 3000 sq.ft. Maximum floor area per unit of A shall be 3,000 sq.ft. Maximum travel distance to Extinguisher shall be 75 feet.

3. A clearance of 3 feet shall be maintained around fire hydrants.

Applicant(s) Name: _____
 Address: _____
 City: _____
 State: _____
 Zip Code: _____
 Telephone Number: _____

Property Owner(s) Name: _____
 Address: _____
 City: _____
 State: _____
 Zip Code: _____
 Telephone Number: _____

Tent Rental Co. _____
 Address: _____
 City: _____
 State: _____
 Zip Code: _____
 Telephone Number: _____

APPLICATION APPROVED: _____ APPLICATION DISAPPROVED: _____
 BY: _____ DATE _____
 ATLANTA FIRE RESCUE
 FIRE SAFETY DIVISION

PLEASE CALL (404) 546-7169 FOR FINAL INSPECTION WHEN THE TENT IS ERECTED.

INSTALLATION APPROVED _____ DATE _____
 BY: _____
 NAME _____ SIGNATURE _____
 ATLANTA FIRE RESCUE, FIRE SAFETY DIVISION

TENT PERMIT FEE \$ _____ **PAID:** _____ **DATE:** _____ **RECEIVED BY:** _____
 Make Check or Money Order Payable to the City of Atlanta

Per location; (Includes site inspection)	
200 up to 400 sq. ft =	\$50.00
401 - 1,500 sq. ft =	\$100.00
1,501 - 3,000 sq. ft =	\$150.00
3,001 - 6,000 sq. ft =	\$200.00
6,001 - 9,000 sq. ft =	\$250.00
More than 9,001 sq. ft =	\$300.00
INSPECTION IS BASE ON THE TOTAL AGGREGATE AREAS.	



**LARGE GATHERING PERMIT APPLICATION
ATLANTA POLICE DEPARTMENT
Application for Temporary Street or Lane Closing**

Note: Effective June 23, 2009, Atlanta City Code of Ordinances [Chapter 142-85(a)] requires a \$50.00 application fee on Street Closure or Sidewalk Closure Permits that are not associated with an Outdoor Festival, Large Gathering or Assembly as defined by City code. A certified check or money order payable to the City of Atlanta must be submitted to the Special Operations Precinct, 180 Southside Industrial Parkway, SE, Atlanta, Georgia 30354 before such permit will be issued.

Name:		Telephone #:	
Address:	Street	Apt.	
	City	State	Zip
Organization Name:			Telephone #:
Event Information			
Date(s) of street closing:		Time(s) of closing:	
Specific Purpose: _____ _____			
Accurately list the street / lane to be closed: _____			
between _____ and _____			
Alternate street which can be used while event is taking place: _____			
Have all residents and / or businesses on the requested street been notified? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Note: It is the responsibility of the applicant to ensure compliance with the provisions that are listed below, along with all City, state and federal laws.			
[a] The participants will abide by and obey all laws, rules and regulations.			
[b] The applicant must notify all residents and or businesses affected by this closure.			
[c] The applicant must hire Peace Officer(s) certified by the Georgia P.O.S.T. Council and who have jurisdiction in the City of Atlanta to control traffic and ensure that peace and order is preserved.			
[d] The applicant will assume any and all liabilities that may arise by such closures.			
[e] The applicant must provide an adequate supply of barricades, cones, and warning signs to indicate that such street or lane is temporarily closed.			
[f] Your application must be received by the Atlanta Police Department at least ten days prior to the date of the request closure.			
[g] Emergency vehicles must have access, without delay!			
Applicant's Signature: _____			Date: _____

THIS SPACE IS FOR OFFICIAL USE

Can the alternate street handle the additional volume of traffic?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Zone(s) the closure takes place in:	Z1 <input type="checkbox"/>	Z2 <input type="checkbox"/>	Z3 <input type="checkbox"/>
	Z4 <input type="checkbox"/>	Z5 <input type="checkbox"/>	Z6 <input type="checkbox"/>
Application Number	<input type="text"/>	to be policed by:	<input type="checkbox"/> on duty <input type="checkbox"/> off duty officers
	Recommended <input type="checkbox"/>	Not Recommended <input type="checkbox"/>	
Reason:	_____ _____		

Approved <input type="checkbox"/>		Disapproved <input type="checkbox"/>	
Comments: _____			
SOS Commander's Signature: _____			Date: _____
Form APD 654 8/1/08			