

# ROSWELL

## SPECIAL | EVENTS

### Permit Application

Approved By: \_\_\_\_\_

Permit #: \_\_\_\_\_

Date: \_\_\_\_\_

New Application

Revised Request

Lodgers' Tax Funding (complete additional application)

**ABOUT**

Event Name:	Event Date:
Organization:	Event Time:
Event Address:	Website:
Phone Number:	Email:
Organizer:	Cell:
2nd Organizer:	Cell:

**DESCRIPTION OF EVENT LOGISTICS**

I, \_\_\_\_\_, do hereby declare that the enclosed scheduled event will be conducted in accordance with the requirements and recommendations made by the special event team. I understand that violations of ordinances or statutes will not be encouraged or permitted. I also understand that this permit, if approved, may be revoked by any member of the special event team, if, in their own opinion, any of the following occur: the event becomes a public nuisance, violations of statues or ordinances are committed by any participant, any of the recommendations herein referred to as the "EVENT PERMIT" are not met. I understand that any significant changes (date, time, logistics, location and the like) to the event after the date it was reviewed by the special event permit committee will require that I resubmit the "EVENT PERMIT" to the committee members and/or obtain approval of the changes from the respective departments.

Additionally, I understand that the City of Roswell and the special event team, will not be held responsible for changes made by the event organizer or participating entities prior to or during the event.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

# ROSWELL

## SPECIAL | EVENTS

EVENT NAME: \_\_\_\_\_

### EVENT QUESTIONNAIRE

- |     |    |   |
|-----|----|---|
| Yes | No | Will any part of the event take place on a bike trail or open space?  |
| Yes | No | Will there be generators at this event?   |
| Yes | No | Will there be food trucks at this event? If so how many? What are power requirements?<br>Notify 30 days prior. _____ 120v 240v (400 amps max) |
| Yes | No | Will there be outside amplified sounds at the event?  |
| Yes | No | Will there be food served sold or provided at the event?  |
| Yes | No | Will alcohol be served at the event?  |
| Yes | No | Will public toilets be provided or made available?  |
| Yes | No | Will any part of this event be fenced?  |
| Yes | No | Will there be more than 200 chairs arranged at this event?  |
| Yes | No | Will commerce be conducted on-site during the event?  |
| Yes | No | Will there be tents or canopies at the event?   |
| Yes | No | If there will be tents or canopies at the event, will you be using a tent company?  |
| Yes | No | If there will be tents or canopies at the event, will there be cooking under the tents or canopies?   |
| Yes | No | If there will be cooking under the tents or canopies, will you be using propane?  |
| Yes | No | Will there be open flames at this event?  |
| Yes | No | Will there be fireworks at this event?  |
| Yes | No | Will you be using fire hydrants?  |
| Yes | No | Will there be jumpers, bounce houses, or inflatables at this event?   |
| Yes | No | Will there be carnival rides at this event?   |
| Yes | No | Will you use concrete barriers?   |
| Yes | No | Will you need roll-offs?  |

# EVENT CHECKLIST

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EVENT NAME: \_\_\_\_\_

## FOR THE CITY OF ROSWELL

- Provided event layout/map?
- Provided traffic control plans?
- Provided a copy of DOT permit with closure of highways?
- Provided vendor list with City of Roswell Business License numbers?
- Provided vendor list with electrical needs?
- Has your insurance company named the City of Roswell as the additional insured?  
**\*\*CERTIFICATE HOLDER\*\* IS NOT ADEQUATE**
- Provided your Certificate of Insurance?
- Special Event Application received approval from the City?

## FOR THE EVENT

- Received proper permits or licenses for any food concessions, road closure outside city jurisdiction, sales tax, or alcohol sales?
- Arranged for use of electricity?
- Rented generator?
- Rented portable toilets for the event?
- Rented and arranged delivery of tents, stage, sound equipment, tables, chairs, etc.?
- Verified parking requirements?
- Designated handicapped parking?
- Prepared signage?
- Designed a plan for inclement weather?
- Arranged for trash receptacles?
- Arranged for recycling options?
- Arranged security?
- Arranged first aid?
- Planned for clean-up of the event site?

# FOR OFFICIAL USE ONLY

Permit #: \_\_\_\_\_

\_\_\_\_\_  
Roswell Fire Department Date

Approve Deny

\_\_\_\_\_  
Roswell Police Department Date

Approve Deny

\_\_\_\_\_  
Transit Director Date

Approve Deny

\_\_\_\_\_  
Code Enforcement Date

Approve Deny

\_\_\_\_\_  
Sanitation Manager Date

Approve Deny

\_\_\_\_\_  
Streets Manager Date

Approve Deny

\_\_\_\_\_  
Special Electronics Manager Date

Approve Deny

\_\_\_\_\_  
Parks & Recreation Director Date

Approve Deny

\_\_\_\_\_  
Public Affairs Director Date

Approve Deny

\_\_\_\_\_  
Visitor's Center and Events Manager Date

Approve Deny