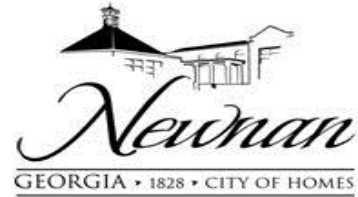


TEMPORARY OR SEASONAL SALE/USE/EVENT PERMIT



THE APPLICATION

All applications for temporary or seasonal sales/uses/events shall be filed at least two (2) weeks prior to the date of said event. If public safety support is requested from the City, such application must be filed at least four (4) weeks before the commencement of the sale/use and/or event. For some uses, an application fee will be required and in those instances, the application will not be considered submitted until the application fee has been paid.

Complete the application, answering all pertinent questions and providing a site plan and parking plan, including route information if applicable.

THE PROCESS

After a completed application is submitted, it will be sent to the public safety and other affected departments for review. During the review process, departments will determine if there are conditions to the permit (public safety measures, time limitations, property requirements, etc.) or costs for the necessary City resources (staff, equipment, etc.). If no City resources are required, the permit will be issued with any applicable conditions. If City resources are required, the organizer will receive an invoice with the total cost of City resources for the event which is due two (2) weeks prior to the event. Depending on the complexity of the event, meetings with the organizer and key staff members may be necessary.

THE EVENT

- If you will be using a City facility, some will require a separate agreement. For additional information regarding City parks, and the Wadsworth Auditorium, please call 770-253-8433, Ext. 228. For information regarding the availability of the Carnegie Library, please call 770-683-1347. For information regarding the availability of the Newnan Centre, please call 770-253-8433, Ext. 233.
- If alcoholic beverages are to be available at the event, please contact the City Manager's office at 770-253-8433, Ext. 201 for a separate Special Event Permit application.
- If you have a canopy tent larger than four hundred (400) square feet, or an enclosed tent, please contact the Fire Marshal at 770-253-6730 for an inspection.
- If you will be serving or selling food at your event, please contact the Coweta County Environmental Health department at 770-254-7422 to discuss their requirements.
- If you would like to have temporary signs or banners advertising the event, please complete the Temporary Event Sign Permit Application and submit it to the City's Planning & Zoning Department on the Second Floor at City Hall.

If the permit is for utilizing streets of the City, a map shall be submitted to indicate routes of the event. If road race, walk or similar event, a fee will be charged based upon the number of police officers required providing safety for the event; and all events of this type should be scheduled to end by 10:00 AM. If officers are required for other events, a fee will be charged based upon the number of officers requested by the organizer of the event.

Applicants for permits on the downtown square area which require the setting of booths or selling goods should be aware that homegrown or handmade goods are preferred and that other goods sold should not be in conflict with goods that merchants in the downtown square area have for sale, excluding restaurant style prepared food items. Personal information from those attending the event should not be solicited. Subscription based businesses, home improvement companies, insurance companies, etc., that approach those attending the event for solicitation for future services shall not be allowed. It is recommended that a 10X10 booth space be assigned to each participant with the participant's name written in chalk at each sidewalk location. Permanent marking is not allowed. Each vendor and/or event organizer is responsible for providing tables, chairs, tents, etc. If your event requires electricity, it must be requested in advance. If it used from the light poles, then the cover must be put back on after the event. If a cover is lost, the event coordinator and vendor are liable for the cost of replacing the light cover. All cords must be duct taped down to the sidewalks to prevent accidents.

Other Temporary Event Types and Duration:

- *Garage, Carport, Rummage and Yard Sales:* Such sales are limited in number to no more than three (3) during any twelve (12) month period. Each permit shall be issued for no more than three (3) consecutive days and no permit may be issued for thirty (30) days after the expiration of the preceding sale.
- *Temporary or Seasonal Outdoor Sales, Including Christmas Trees, Special Event Souvenirs, or other Seasonal Agricultural Products Such As Pumpkins:* Such sales shall be limited to non-residential districts and shall be limited in duration to forty-five (45) consecutive days. No new permit may be issued until a minimum of thirty (30) days has expired after the previous permit.
- *Carnival, Fair, Side Show, Circus, Religious Services or Revivals, or Other Special Entertainment Events:* These events, open to the general public, shall not exceed a ten (10) consecutive date period. The applicant must submit a site layout showing adequate provisions for emergency vehicles, fire extinguisher, refuse containers, parking and general pedestrian access and circulation.
- *Auction or Estate Sales:* These events, open to the general public, shall be limited in number to one (1) during any twelve (12) month period.
- *Sidewalk Sale, Commercial Outdoor Festival, Arts and Crafts Shows, and Plant Shows:* Such events shall be limited to three (3) consecutive days in length and to six (6) such sales events during any twelve month period. Displays for such events shall not encroach into required parking areas or yards.
- *Athletic Events/Road races/Parades including those which utilize public property, public streets or public right-of-way:* Such events, open to the general public, shall be limited to three (3) consecutive days in length. Coordination with appropriate law enforcement officials must be maintained for events utilizing public streets and public right-of-ways.
- *In-Home Seminars or Commercial Parties:* Such events held for the sale of goods or services shall be allowed provided no more than three (3) such events be held within any twelve (12) month period.
- *Outdoor Community Festivals:* (1). The festival shall be sponsored by a street club, neighborhood association, other non-profit community organization, including a merchant's association or the like within a commercial district. (2.) In a residential district, the City may authorize a non-profit organization to conduct an outdoor festival so long as outdoor activity is designed to accommodate and to be used

primarily by the residents of the street, church membership, or sponsoring non-profit organization and provided that such outdoor activity be limited in time to no more than twenty-four (24) consecutive hours. Festivals of a longer duration shall be considered by the Planning Commission. (3). In a commercial district, the City may authorize a civic business or community-based non-profit organization to conduct an outdoor festival that does not extend for a period longer than three (3) consecutive days. Festivals of a longer duration shall be considered by the Planning Commission. (4). A festival may include activities in an area where property is publicly-owned so long as the public entity grants prior written approval for the event which shall be submitted when making an application for said event.

SANITATION

Additional rolling trash cans by Waste Industries need to be around the downtown court square. Contact Waste Industries to coordinate. We recommend that you cover the permanent cans surrounding the square and use the rolling cans. If the decorative permanent cans are overflowing at the end of the event, they should be emptied into the rolling cans. Event organizers are responsible for ensuring that the event site has adequate refuse containers and is free from any litter, rubbish, refuse, trash, garbage, etc. at the conclusion of the event.

A portable restroom, or more depending upon the size of the event, must be provided for the public to use. For the Downtown Square area, local merchants' restrooms are for use by paying customers. Main Street can assist with contact information regarding portable restrooms. Portable restrooms for events in the downtown square area should be located on West Washington Street, between Jackson and Brown Streets. For events outside of the downtown square area, event organizers must provide adequate restroom facilities to accommodate the projected number of participants and are responsible for the maintenance of the restroom facilities during the event and proper clean up and removal of portable restrooms at the conclusion of the event.

PARKING

Within the downtown square area, vendors can park on the square to unload, but once unloaded they will need to move their vehicles. Public lots are available for parking near the downtown square area. Parking on the square or in front of merchants within the downtown area is prohibited. This includes side streets as well. Parking is for customers and event attendees.

For events occurring outside of the downtown square area, event organizers will submit a parking plan for review.

FEES:

- Road Races/Athletic Events/Parades using public streets and right-of-ways:

Length of Race	# of Officers	# of Volunteers	Hours of Race	Cost of Officers
5 K	12	8	2 Hours*	\$436.08**
10 K	16	10	3 Hours*	\$872.16**
15 K	21	22	4 Hours*	\$1,526.28**
Walks	5	5	2 Hours*	\$181.70**

Parade	# of Officers	# of Volunteers	Hours of Parade	Cost of Officers
Parade	14	9	3 Hours*	\$763.14**

*Officers needed for set up time – 2 Officers-2 hours in advance of the start of the event. This is for roping off areas, setting up barricades and traffic cones. Also covers removal and taking down of barricades, cones, etc. at end of event.

**Hourly salary is based on an average cost of \$18.17 per hour.

Any parades, walks or runs that do not require an entry fee to be paid by participants; will be exempt from paying fees for police officer deployment.

- Carnival/Fairs/Circus/Side Shows: \$100.00
- Tent Inspection: \$25.00

Most Temporary Event Permits are Registration Permits only where no fee is due.

Temporary Event Application

Day & date of Event: _____
Event Time: _____ to _____ Set-Up Time: _____ Race Time: _____
Name of Event: _____
Event Location: _____
Describe your Event: _____

Will you be selling products or services? Yes No If yes, what products/services: _____

Number of People: _____ Number of Vehicles: _____

Do you have sufficient parking for all vehicles? Yes No (Must be shown on event map)

Company/Organization: _____
Address: _____
City, State, Zip: _____
Applicant Name: _____
Applicant Title: _____ Phone: _____
Cell Phone: _____ Email: _____
City of Newnan Occupational Tax Certificate Number: _____

Will Alcoholic beverages be at this event? Yes No (If yes, see City Clerk for the Alcohol Special Event Permit Application)

Describe your Entertainment: _____

Are you using sound equipment? Indoors Outdoors No

Are you requesting a road closure? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what type of road closure? <input type="checkbox"/> All Lanes <input type="checkbox"/> One Lane <input type="checkbox"/> Rolling

Which road(s)? _____

(Attach route map)

Do you require the services of the Police Department? ___Yes ___No

If yes, what services? _____

Who will provide first-aid and/or medical services? _____

Will you have a tent? ___Yes ___No If yes, tent size: _____

Is the tent enclosed? ___Yes ___No

Will any portion of your event be held on City of Newnan property? ___Yes ___No (Must be shown on event map)

Person responsible for clean up: _____

Cell phone: _____ Email: _____

Will you be providing restroom facilities for this event? ___Yes ___No. If yes, who is responsible for providing restroom facilities? _____

Phone Number: _____ Email: _____

During what hours will restroom facilities be provided? _____

Please attach the following documents as needed:

An event map/site plan, including parking

A map of your route (if event is taking place on any City street or right-of-way)

Property owner authorization form (if event is not held on organizer's property)

Schedule of activities within the event

Temporary Event Sign Permit Application (if signage is proposed for event)

Any false statement in an application for a permit shall be grounds for revocation, denial and/or denial of future permit applications.

The organizer is aware and will pay any and all charges that are due to the City of Newnan as a result of services rendered.

Signature of Applicant

Date

Temporary Event Checklist

- _____ Completed Application form
- _____ Copy of Georgia Sales Tax Number
- _____ File Occupation Tax Return with the City of Newnan's Finance Office
- _____ Application fee, if applicable
- _____ Event map/site plan showing existing parking and parking to be used for such use.
- _____ Map of route (if event is taking place on City streets or right-of-way)
- _____ Property Owner's Authorization

Approvals

- _____ Police Department Approval
- _____ Fire Marshal Approval
- _____ Planning & Zoning Approval (Including any temporary signage)
- _____ Street Department Approval
- _____ City Manager's Office Approval
- _____ Main Street Approval



City of Newnan, Georgia
Attachment A

Property Owner's Authorization

The undersigned below, or as attached, is the owner of the property which is the subject of this application. The undersigned does duly authorize the applicant named below to act as applicant in the pursuit of a variance for property.

Name of Property Owner _____

Telephone Number _____

Address of Subject Property _____

I swear that I am the owner of the property which is the subject matter of the attached application, as it is shown in the records of Coweta County, Georgia.

Signature of Property Owner

Personally appeared before me

who swears the information contained
in this authorization is true and correct
to the best of his/her knowledge and
belief.

Notary Public

(Affix Raised Seal Here)

Date