

OAKWOOD



**CITY OF OAKWOOD
APPLICATION FOR SPECIAL EVENT PERMIT
(Please Print or Type All Information)**

Return completed application to: City of Oakwood, P.O. Box 99, 4035 Walnut Circle, Oakwood, GA 30566. For assistance or information call (770)534-2365.

Name of Event: _____

Date(s) of Event: _____

Time of Event (include time for set-up prior to and clean-up following the event):

From: _____ To: _____

Contact Person: _____

Address: _____

Telephone: (Work) _____ (Home) _____ (Mobile) _____

Type of Event: _____

Purpose of Event (must demonstrate benefit to the community): _____

Location(s) of Event: _____

Description of Event (attach additional sheets if necessary): _____

Attendee Estimate: _____

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

Tents Quantity: _____ Size: _____
Must Identify on location map and submit with application.

Street Closure
If yes, attach a location map and schedule detailing exact location(s) and exact times of closure.

Restroom Facility Arrangements:
Location and # available: _____

Clean-up to be provided by:
 Event Volunteers Private Contractor

Applicant's Signature _____ Date: _____

DO NOT WRITE BELOW THIS LINE

Received by: _____ Date Received: _____

Event Fee Paid: \$ _____ [] Check # _____ [] Cash _____ Date: _____

Event Litter Deposit: \$ _____ [] Check # _____ [] Cash _____ Date: _____

Approved Denied

STATE OF GEORGIA
CITY OF OAKWOOD

INDEMNIFICATION AND WAIVER OF LIABILITY

FOR AND IN CONSIDERATION of the acceptance of an City of Oakwood Special Event Permit, _____ (print name of Producer/Coordinator), acting for and on behalf of _____ (print name of Organization/Sponsor) hereby agrees to indemnify and hold harmless the City of Oakwood, Georgia, its agents and employees, from all liability, loss and damage which may be sustained by reason of injury to any person, damage to any property, including theft, through any and all acts or omissions of the Producer and/or Sponsoring Organization(s), his/her/its agents and employees, during and as a part of the Special Event known as _____ as set forth in the Special Event Application dated _____ This indemnification shall not be applicable to any loss or damage resulting from the sole negligence of the City of Oakwood, its agents and employees.

This _____ day of _____, 2

(Signature of Producer/Coordinator)

Signed, sealed and delivered
in the presence of:

WITNESS:

NOTARY PUBLIC



Office Use Only

Oakwood Police Dept. Comments: _____

Recommendation: _____

Signature: _____ **Date:** _____

City Manager Comments: _____

Approved: _____ **Denied:** _____

Signature: _____ **Date:** _____