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678-512-3200

11360 Lakefield Drive, Johns Creek, GA 30097

## **FILM/EVENT/PUBLIC ASSEMBLAGES ADMINISTRATIVE PERMIT PROCEDURE**

### **REQUIRED MATERIALS:**

- 3 copies (11 by 17) of the proposed street closure or staging area, clearly indicating the sanitary & trash facilities, tents/tables, parking lots, and transport routes (if applicable).
- The City's Film/Event/Public Assemblages Administrative Permit Application (1 original & 1 copy)
- Each application must include 24 hour contact information for a person responsible for the entire duration of the activities.
- Emergency Service Plan (if applicable, to be determined during the review process)
- Only if on public property:
  - Certificate of Insurance naming the City as an additional holder (original will need to be mailed to the City after approval but prior to the event date).
  - Description of any recording or sound equipment, signs, or any other attention getting devices must be provided in the event description.
- Should the event serve alcohol, have vendors, or be catered: Pouring, Catering, &/or Special Event Permits shall be required from the Revenue Department (see Additional Fees on page 2).
- Should the event be within a City Park, additional park rental and/or pavilion rental forms may be necessary (see Additional Fees on Page 2). No alcohol shall be allowed in City Parks.
- Should pyrotechnics or special effects be proposed, coordination with the Johns Creek Fire Marshal shall be necessary.
- Signed & Notarized statements by all private property owners allowing activities on their property for the date of the event.
- Administrative Fee: \$50 plus \$10 per day (Payment of hired police officers, additional public safety representatives to be coordinated with Police Department and/or any additional fees outlined on page 2 must be paid prior to the permit issuance)

### **SUBMITTAL INSTRUCTIONS & NOTES:**

- All materials are submitted to the Community Development Department with the fee(s).
- If the application is approved by the various Departments the additional fees (outlined on page 2) shall be paid to the City (or City contractor), upon receipt of the invoice.
- Once an application is approved it will be deemed submitted, and will require the approval of the City Manager (if on public property) or the Director of Community Development. The applicant will be given the contact information of any public safety and/or public works personnel, to make the arrangements for the day of the event. Once all arrangements have been finalized and all fees have been paid, the application will be given to the City Manager or Director of Community Development. An application is not deemed approved until the City Manager or Director of Community Development has signed approval. All applications shall be submitted to the City within a reasonable amount of time prior to the occurrence of the event, which shall be a minimum of 15 days prior to the event.
- Any additional information which the City Manager or Director of Community Development may find reasonably necessary to the fair administration of the requirements set forth within the City Code and Zoning Ordinance, which may include a complete record of all arrests & convictions against the applicant & every partner, officer or director of the applicant for violations of any and all laws and ordinances of the city, county, state, or federal government, other than minor traffic violations, may be required.

**ADDITIONAL FEES**

**Police:**

Car fees: \$35.00/for first hour, \$10.00/each additional hour  
*(Paid to the City of Johns Creek, paid prior to permit issuance)*

Officers: \$50.00/hour  
*(Paid directly to each individual Officer, on the day of the event)*

\*\*\* A minimum of three hours is required per event \*\*\*

**Traffic Control Fees:**

These fees include set-up and removal of all required traffic control devices. If the activity is occurring within the right-of-way or City Park, the City requires the applicant use the City approved subcontractor for all traffic control devices. Fees will be established through the review process.

*(Checks must be made out to the City approved contractor, paid prior to permit issuance)*

**Revenue Permitting Fees:**

Off Premise Catering License (required if a restaurant/catering company will be operating off restaurant premises): \$200

Special Event Permit (required if the event includes alcohol sale): \$50

New/Renewal Pouring Permit (required of each individual serving/pouring alcohol): \$30

**Park Rental Fees:**

<u>Park</u>	<u>Pavilion Rental Fee</u>	<u>Field Rental Fee</u>
Ocee Park	\$15/hour to \$45/hour	\$45/hour to \$67.50/hour
Newtown Park	\$15/hour to \$22.50/hour	\$45/hour to \$67.50/hour

*(Coordinate payment of fees with the City of Johns Creek Recreation & Park Division prior to permit issuance)*

**FILM/EVENT/PUBLIC ASSEMBLAGES ADMINISTRATIVE PERMIT APPLICATION**

**CHECK ALL THAT APPLY:**

Private Property                       Public Property                       Street Closure   
Catering                                       Alcohol Sales                       Vendor(s)

**EVENT DESCRIPTION**

Name/ Description of Proposed Event: \_\_\_\_\_

Location (including roads and property addresses that might be utilized):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date(s) & Time, including duration: \_\_\_\_\_

Approximate number of people, animals, and/or vehicles: \_\_\_\_\_

Description of any recording or sound equipment, signs, or any other attention getting devices (if on public property) or statement that sound shall not exceed 65dBa at adjacent residential properties (should the event occur only on private property):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONTACT INFORMATION**

Applicant Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone # & Email: \_\_\_\_\_

Company/Association: \_\_\_\_\_

24 Hour Contact: \_\_\_\_\_

Please use the additional lines to provide the name(s), home address(es), and phone number(s) of any person associated with the event that might have oversight responsibility other than the applicant:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ADDITIONAL PROVISIONS:**

Trash & Clean-up of event area: \_\_\_\_\_

First Aid Provisions: \_\_\_\_\_

Vehicle & Trailer Storage: \_\_\_\_\_

Applicant's Certification, Affidavit, and Signature

I understand that the City's approval of the permit for this event application to use the event area described in the application depends, in addition to all the criteria listed in the City's ordinances, on the approval of the private property owner(s) if the event area includes any private property, an application for which is included with the packet being provided for you. I understand that I must submit the City's application and, if applicable, the private property owner's application together to the City with all appropriate fees. I hereby acknowledge that, by filing this Event Application with the City, the City does not serve as an agent of the private property owner(s) of any property comprising a portion of the event area, but is merely accommodating the applicant in submitting the private property application to the owner(s). The City is not responsible for the approval process of the private property owner(s) and is further not responsible for any denials of the private property owner(s), who is/are not under any obligation to comply with the review criteria established by City ordinances for review of the City's portion of this application and is under no obligation to approve or deny any application. I moreover understand that if the application is not approved by the private property owner, the City would be unable to grant the application a permit for use of the event area. If thus denied, the applicant would need to submit an alternate event area for evaluation by the City prior to issuance of any permit for this event. As the applicant, I hereby acknowledge and agree that I shall be responsible for the removal and disposal of all trash, garbage and/or debris from both public and private property that is caused by or occurring as a result of the event. Further, as the applicant, I hereby acknowledge and agree that I shall be responsible for (i) providing sanitation facilities to event participants, (ii) cleaning and maintaining same during the event, and (iii) removing same following the completion/termination of the event. Finally, as the applicant, I certify that I am the responsible party for the performance of the event, which shall be performed in accordance with all City, State and Federal ordinances, laws and/or regulations. If the applicant is an artificial person, the undersigned certifies that he/she is authorized to execute this application and certification on behalf of same.

I affirm my understanding of the above paragraph and hereby agree to such provisions by affixing my signature below.

Applicants Signature: \_\_\_\_\_

Sworn and Attested before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, \_\_\_\_\_

**FOR OFFICE USE ONLY:**

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

Processed by: \_\_\_\_\_

Approved/Denied Date: \_\_\_\_\_