



Special Event Permit Application

City of Conyers & Conyers Police Department
1194 Scott Street
Conyers, Georgia 30012



Applications for Special Event Permits shall be submitted via this application form. The complete form must be submitted at least 30 days prior to the starting day of the proposed special event. Please complete the form below in its entirety.

Name: _____
 Address: _____
 City, State, Zip Code: _____
 Home/Cell Phone Numbers: _____
 Email Address: _____

Delineation of boundaries: The outermost boundaries of the special event shall be fully and clearly delineated on a map, which shall be no smaller than 8 1/2 x 11 inches in size, and attached to the application for a permit. All public streets and/or sidewalks within and adjacent to such area(s) shall be clearly identified. The City Manager or his/her designee shall require, as part of the approval for the special event, that areas no less than five feet in width shall be designated and preserved for public circulation and access to adjoining business establishments outside the area(s) delineated for the special event.

***Initial the box to indicate the map showing the location of the boundaries for the event is attached.**

Date of event: _____
 Hours of event: _____
 Estimated attendance for event: _____

Will the gathering obstruct traffic? _____

Will you require police assistance? _____ If yes, see associated fees and instructions on page 4.

Summary of proposed event:

****If your event includes vendors and/or food and alcohol sales, please review and confirm the event is in accordance with Section 10-2-5 in the Special Events Ordinance.**

*****Certificate of Insurance (minimum of \$500,000) is attached. Initial the box to indicate the certificate is attached.**

Signature of person responsible for event: _____

Signature of Conyers Police Department employee: _____

Date signed: _____



Special Event Fees

City of Conyers & Conyers Police Department
1194 Scott Street
Conyers, Georgia 30012



For city sanitation or public safety needs during your special events, please consult the fees chart below.

Item	Cost	Quantity
Trash cans	\$8.00	Each
Recycling cans	\$8.00	Each
Plastic barricades	\$2.00	Each
Metal barricades	\$4.00	Each
Orange cones	\$1.00	Each
Portable toilets	TBD by private company	TBD based on event attendance
Application Fee	\$50.00	Administrative fee
Deposit (If deemed necessary. Type of event and potential for City clean-up are included factors.)	\$200.00	One time; Refundable

*Please refer to section 10-2-6 Sanitation and 10-2-7 Public Safety for required elements (above) based on the number of people attending the special event.

<p>No. of trash cans _____ x \$8.00 = \$ _____</p> <p>No. of recycling cans _____ x \$8.00 = \$ _____</p> <p>No. of plastic barricades _____ x \$2.00 = \$ _____</p> <p>No. of metal barricades _____ x \$4.00 = \$ _____</p> <p>No. of orange cones _____ x \$1.00 = \$ _____</p> <p>No. of portable toilets required _____</p> <p>Application Fee - \$50.00</p> <p>Total Due _____</p>	<p style="text-align: center;">Payment</p> <p>Cash - \$ _____ *Check - \$ _____</p> <p><u>Circle Credit Card:</u> Visa, Mastercard or American Express</p> <p>Account number: _____</p> <p>Expiration date: _____</p> <p>Card holder name: _____</p> <p>\$200.00 Deposit (if it is determined necessary)</p> <p>received: ___yes, by _____</p> <p>**There is a \$35.00 fee for all returned checks.</p>
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Special Event Deposit/Refund Form
City of Conyers & Conyers Police Department
1194 Scott Street
Conyers, Georgia 30012



Name: _____

Address: _____

City, State, Zip Code: _____

Home/Cell Phone Numbers: _____

Email Address: _____

Deposit Received on: _____

*(Note: The deposit refund is to be returned pending inspection of the event site by the Conyers Department of Public Works & Transportation. **After inspection, please allow 10 business days for refund.**)*

Receipt Attached: Yes or No

Date Sent and Amount to Finance for Refund: _____

Signature of Conyers Police Department representative: _____



Special Event Fees - Police

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Traffic and crowd control shall be provided by the City of Conyers' Police Department and the number of officers and/or special arrangements shall be determined by the Chief of Police or his/her designee. The permit holder shall be responsible for costs associated with public safety.

The prospective permit holder is required to meet with a representative of the Conyers Police Department prior to the event to discuss security needs and options. **The Conyers Police Department reserves the right as the law enforcement agency with jurisdiction over the event to determine final police needs for said event.**

Number of officers _____ x \$35.00-\$50.00/hour (per officer, minimum of three hours/officer) = \$_____

Total Due _____

Signature of Conyers Police Department representative: _____

Signature of permit holder: _____

****Officers are to be paid individually prior to or the date of the event. No credit cards are accepted.**

Notes: _____
