

**The City of Dahlonega
Parade and 5K Permit Application**

Checklist:

- **Insurance Requirement: \$1,000,000 policy for events open to the public and/or with more than 100 attendees**
- **Road Map with route**
- **GDOT waivers**
- **Letter from City Marshall or County Sheriff stating officers will be monitoring event if required**

Application Fee:

*If documents listed below are not submitted to City Staff 14 days prior to the event there will be a \$100 late fee.

Items that must be submitted at time of application:

1. A complete Parade/5K Permit application.
2. The parade/5K route with showing detours for vehicles

Items that must be submitted at least two weeks prior to the proposed parade or 5K:

1. Overhead banner statement (City staff will provide this form to applicant)
2. Release and Waiver Form (City staff will provide this form to applicant)
3. Insurance certificate listing the City of Dahlonega as the additionally insured
4. A letter from the Lumpkin County Sheriff's Office or City Marshall stating that officers will be at the event to assist with traffic control and road closures (City staff will provide contact information for Sheriff's Office/City Marshall)

*If applicant wishes to use Hancock Park/pavilion, the Hancock Park Pavilion Rental Application must be submitted separately. This application can be found on the City of Dahlonega website.

Pre-Event Meeting:

- A representative from the Sheriff's office, the City Marshal's office, the Fire Department, the City of Dahlonega, Chamber of Commerce and the group sponsoring the event will be invited to meet at City Hall at least one month prior to the event. All public safety considerations will be discussed at this meeting.
- After the event takes place, the same representatives will come together for a **Post-Event Meeting** of the event to assess its level of success and how to make it better in the future.

Public Safety & Security:

- Special event producers may be required to hire off duty officers or certified flaggers for public safety duties and traffic control. It is the event producer's responsibility to make all arrangements and pay any fees.
- Booths that back up to sidewalks must have at least three feet of space between each booth. This is to allow pedestrians to walk from road to sidewalk easily in case of emergency.

Medical:

- For all multi-day events, medical personnel will be required to be on site. Medical supplies are the responsibility of the event producer.

Parking:

- The event producer is required to advertise overflow downtown parking locations on the event website/social media pages. These locations are 68 North Park Street and the University of

North Georgia parking deck (access on South Chestatee Street and West Main Street). A map of these locations will be provided to the event producer by City staff.

- The City of Dahlonega will provide signage directing traffic to the University of North Georgia decks with daytime and nighttime visibility.

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Applicant's Information:

Name of Applicant: _____

Phone Number: _____ **Cell #:** _____

Email Address: _____

Applicant's Mailing Address: _____

Event information:

Type of event (Please circle): Parade 5K Run

Event Name: _____

Organization Sponsoring the Event: _____

Event Date: _____

Event Start Time: _____

Event Time (including set up and clean up): _____

Number of attendees: _____

Number of Participants: _____

Number of Volunteers: _____

Years Event has been Held: _____

Will loudspeakers be used? Yes No

Will there be animals (horses, mules, donkeys, llamas, etc.) present? Yes No
If yes, animals must be properly diapered.

For parades: Will candy or other items be handed out by participants? Yes No Candy, etc.
may **NOT** be thrown from floats or vehicles. *If yes, excess candy/items must be picked up from the ground after the event.*

Will simulated gunfire be employed during the event? Yes No

If yes, the City of Dahlonaga stands behind the traditions of our collective history including, but not limited to, the discharge of weaponry by historical reenactors in appropriate settings such as city-sanctioned festivals and events. The City highly recommends that in events such as parades where horses or other livestock are present, that any reenactors be placed as far apart from the livestock as possible to avoid potential incidents when firing weaponry. The inclusion of reenactors firing weaponry shall be at the discretion and responsibility of the festival or event permit holder.

I have read and understand the rules and policies and agree to abide by them.

Signature: _____ Date: _____

Staff Use Only:

Permit Application Received On: _____ Reviewed By: _____

Fee Paid: Date: _____ Method: _____

Deposit Paid: Date: _____ Method: _____

\$100 Late Fee Assessed? Yes No Date Received: _____ Method: _____

Application Recommended for: Approval Denial Council Review

Pre Event Meeting Scheduled: _____ Post Event Meeting Scheduled: _____

Deposit Returned: Yes No Amount: _____ (attach post event review form)

Date deposit request issued: _____