



# Special Event Policy

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

**Application Process**

The City of Conyers Police Department must receive a completed special events application and application fee **60 days** in advance of event. Applications can be mailed to or dropped off at the Conyers Police Department, 1194 Scott Street, Conyers, Georgia, 30012.

**Class of Special Event Permits**

*(Estimates of required staff hours to be determined by the City of Conyers based on application.)*

**Class A Permit:** A Special Event which may require between 50-99 extra staff hours by City employees, or is expected to draw an approximate number of spectators and participants that is between 2,001 and 5,000 persons within a consecutive 24-hour period.

**Class B Permit:** A Special Event which may require less than 50 extra staff hours by City employees, or is expected to draw an approximate number of spectators and participants that is between 501 and 2,000 persons within a consecutive 24-hour period.

**Class C Permit:** A Special Event which may require less than 30 extra staff hours by City employees, or is expected to draw an approximate number of spectators and participants that is 500 persons or less within a 24-hour time period.

**Class D Permit:** A Special Event held by a business or merchant located within the Entertainment District of the City of Conyers which may require less than 30 extra staff hours by City employees, or is expected to draw an approximate number of spectators/participants that is 500 persons or less within a 24-hour time period.

*The City reserves the right to be the final authority regarding estimates of attendance or need for staff hours.*

**Sanitation fees:**

	<b>Non-refundable Fees</b>	<b>Non-refundable Fees</b>	<b>Refundable Fees</b>	<b>Insurance Requirements</b>
<b>Class</b>	Permit Fees* Per event day	City Staff Charges: Deposits for Police and/or Public Works	Sanitation Charges	Combined single- limit per occurrence
<b>Class A</b>	\$750	TBD**	\$750	\$1,000,000
<b>Class B</b>	\$500	TBD**	\$500	\$1,000,000
<b>Class C</b>	\$300	TBD**	\$300	\$1,000,000
<b>Class D</b>	\$150	TBD**	\$200	\$1,000,000

**\*\* City Staff-** the City reserves the right to determine necessary staff requirements. Support of City staff (i.e. Police (security and traffic) or Public Works (clean-up and set-up)) beyond their normal daily routines may be obtained by noting a request for assistance on application. Additional costs beyond the permit fee and sanitation deposit will be quoted on estimated hours of service and availability; however, applicant will be responsible for actual hours of service required.

**Police:** Police services for events include overall security, traffic, and public safety. Police typically report 30 minutes prior to the event start time and leave just after the event conclusion. Police billing rate is \$50 per hour with a four-hour minimum. Conyers Police reserves the right to review special event permit applications and deem if police assistance is necessary for any event. Only Conyers Police Officers have the first right of refusal to work events hosted in the City of Conyers. **The Processing and Permit Fees are non-refundable.** The Sanitation Deposit will be returned in full provided that the property is left in appropriate order and no damage is reported and all payments have been made in full. Facility Use Deposit is also refundable as long as no park rules have been violated and all payments have been made in full. Failure to comply may result in loss of deposit, liability for repair and /or additional clean up fees as determined by the City, as well as potential denial of future applications.

The (Facility Use) Deposit will be refunded after the event if all special event policies are followed. Violation of any rules during event set up, the event itself, or event clean up may forfeit the Facility Use Deposit. Event items left in the event space after noon (12:00 p.m.) on the first business day following the event will also forfeit the deposit.

City charged fees for said facilities are intended to cover wear and tear, initial supplies, water, electricity, etc. City reserves the right to charge additional fees for other arising or unusual expenses as it deems necessary as well as potential denial of future applications. The City's decision on any loss of deposit shall be final.

### **Insurance**

A comprehensive liability insurance policy with at least one million dollars (\$1,000,000) for Class A, B, C and D combined single-limit occurrence for bodily injury and property damage with an endorsement naming the City of Conyers, specifically and separately as an additional insured under the policy is required. Do not include any specific department or person. A certificate of insurance is to be provided to the Police Department no less than 14 days prior to the scheduled event. If an event is approved, it will be approved pending receipt of the insurance certificate. The Company providing insurance must provide at least thirty (30) days written notice of cancellation or termination, in such cancellation or termination of the policy is to occur prior to the indicated expiration date on the face of the certificate. In the event of any changes or cancellation in the policy, the City of Conyers must be notified by certified mail.

### **Sanitation**

A Sanitation Deposit shall be submitted to the City as outlined herein. Said deposit is refundable within 10 days of the end of an event provided the facility is left in a satisfactory post event condition and all fees have been paid in full.

It is the organizer's responsibility to make arrangements with the City for additional trash receptacles. Plastic trash can liners will be placed in all permanent trash cans prior to the event. It is the organizer's responsibility to deposit any trash into appropriate trash receptacles following the event in order to ensure the return of the sanitation deposit. If the size of the event warrants additional receptacles, the Public Works department will review the application and the organizer will be contacted. It will be the event organizer's responsibility to make all arrangements and pay any fees applicable for any additional equipment or services like on-site trash collection.

All trash receptacles should be emptied upon completion of the event into pre-determined receptacles or dumpster as approved by the City and prior to the facility opening the next day. Dumpster locations shall be approved or determined by the City at the time of Permit issuance.

### **Release and Indemnity**

Each applicant must execute the release and indemnity agreement. Applicants must demonstrate that they are either personally or organizationally responsible for liability, will guarantee orderly behavior, and will underwrite any damage due to use of the premises. Liability is assumed by the applicant in regard to any personal or property damage rising out

of activities of the applicant. It is the responsibility of the applicant to read the application form completely and understand fully his/her responsibilities.

### **Sound System**

Sound system equipment is not provided. All amplified sound must conclude by 11:00 p.m. EST. This will be strictly enforced.

### **Electricity**

Specific requirements for the use of electricity must be submitted with the application. Electricity is not available without permission from the City. For events that utilize large amounts of electricity, the City reserves the right to require additional payment for electricity used.

### **Alcohol**

Alcohol sales and consumption is permitted only with the consent from the City of Conyers in accordance with the City's alcohol beverage ordinance. Alcohol vendors must have a valid City of Conyers alcohol handler permit and RASS (Responsible Alcohol Sales and Service) certification on file with the City. Servers working a permitted special event must also be RASS certified and hold a valid alcohol handler permit.

If the special event takes place within the Entertainment District, all beverages must be served in plastic cups, aluminum cans, or plastic bottles. No glass containers are permitted. Olde Town businesses will be allowed to sell alcoholic beverages in "to-go" cups during the Entertainment District hours and boundaries stipulated.

### **Event Equipment and Layout**

The following must be adhered to during event space use:

- Tables, chairs, stages, tents and other set-up equipment are permitted in the event space with prior approval.
- At no time during event set-up, during the event, or during event clean-up may vehicles be driven on any green space.
- Any unauthorized vehicle seen in the Olde Town Pavilion greenspace will result in a forfeiture of the (Facility Use) Deposit.
- Do not drive tent stakes or inflatables stakes into the concrete or asphalt.
- All tents and inflatables must be secured with weights for wind resistance.
- If inflatables, kid's activities, or heavy pedestrian traffic is expected in Olde Town Pavilion greenspace, every precaution should be considered in taking care of the grass.
- Damage to grass areas after an event due to high traffic or improper preparation of set up will result in fees and fines to replace damaged areas of grass.

### **Food Sales**

Any intention to sell food must be indicated in the application. All vending equipment must remain on the brick, asphalt, or concrete sidewalk and NOT ON THE GRASS. No vendors will be allowed to use grease in the facility unless they are in a self-contained cooking truck or trailer. Any vendor using grease in a self-contained trailer will need approval two weeks prior to the event date. No dumping of grease is allowed on premises or into any storm drains. No cooking or food sales are permitted outside the park on the sidewalk area. No glass bottles are allowed in the facility at any time.

### **Alterations to Facilities**

Alterations to facilities including the attachment or installation of decorations and displays are prohibited unless written permission is obtained from the City. Damage to any structure or plant will be billed to the organization at replacement cost plus labor. The City withholds the right to regulated placement and method of placement of items or structures in any City facility. Any tents in the greenspace must be secured with weights and shall not be secured with stakes or any other means that would require installation into asphalt or grass.

### **Park Clean-up**

It is the responsibility of the event organizer to remove all items from an event at the conclusion of the event as quickly as possible. This includes tents, rentals, and any item brought to the facility for an event. Any rentals or equipment not removed on the same day of the event must be removed by noon (12:00 p.m.) on the first business day or the event organizer will forfeit the (Facility Use) Deposit. This includes tents, tables, chairs, sound equipment, portable restrooms, trash containers, trailers, generators, carts, etc.

### **Revocation of Permit**

The City shall have the authority to revoke any permit upon violation of the conditions set forth herein and/or where staging of the event would have an immediate and adverse effect on the welfare and safety of persons or property. The Chief of Police or his or her designee shall have the authority to close any event immediately upon violation of conditions set forth herein or to preserve safety of persons or property.

### **Modifications of Policies**

The City of Conyers reserves the right to waive, modify, and/or amend said Policies, partially or in its entirety, at any time solely at the City's discretion. This may occur by formal written action of the City Manager or Chief of Police.



# Special Event Permit Application

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

Please submit this completed application, completed event layout, \$50.00 non-refundable processing fee, and \$200.00 refundable deposit no less than 60 days prior to your requested event date. Incomplete applications or applications without a payment will be returned. Submission of an application does not mean your event has been approved. You will be notified within 30 days of your event application date if the event has been approved or denied. Contact Lt. Travis Smith at 770-929-4214 or [travis.smith@conyersga.gov](mailto:travis.smith@conyersga.gov) with questions. Applications should be mailed to: City of Conyers Police Department, Attn: Special Event Permit, 1194 Scott Street, Conyers, Georgia 30012.

Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, and Zip Code: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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 ½ 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: \_\_\_\_\_ Location of event: \_\_\_\_\_

Name of the event: \_\_\_\_\_ Hours of event: \_\_\_\_\_

Estimated attendance for event: \_\_\_\_\_

Will the gathering obstruct traffic? YES/ NO (circle one)

Will you require police assistance? YES/ NO (If yes, see associated fees and instructions on page 4.)

Detailed 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 \$1,000,000) is attached. Initial the box to indicate the certificate is attached.

Signature of person responsible for event \_\_\_\_\_

Signature of CPD Supervisor \_\_\_\_\_ Approval date: \_\_\_\_\_



# 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
Bollards	\$25.00/ Closure Point	Each Street Closure Point (Mandatory for Olde Town Events Only)
Processing Fee- (Non-refundable)	\$50.00	Administrative fee
Deposit (Refundable)	\$200.00	One time; Refundable
Class Type (A, B, C or D) – Circle one.	Refer to table on page of policy to calculate	Per event day
Public Works Staff Support	\$25/hour/employee	Dependent on size of event at city's discretion

\*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.

No. of trash cans	_____ x \$8.00 =	\$ _____
No. of recycling cans	_____ x \$8.00 =	\$ _____
No. of plastic barricades	_____ x \$2.00 =	\$ _____
No. of metal barricades	_____ x \$4.00 =	\$ _____
No. of orange cones	_____ x \$1.00 =	\$ _____
Bollard closures	_____ x \$25.00=	\$ _____
Permit: Class A, B, C, D (Circle one) x ___ Event Days =		\$ _____
Processing Fee (Non-refundable)		\$ 50.00
Deposit (refundable)		\$ 200.00
<b>Total Due</b>		\$ _____

Payment	
Cash - \$ _____	*Check - \$ _____
<i>Circle Credit Card:</i> Visa, MasterCard or American Express. A 3% fee will be charged for all cards.	
Account number: _____	
Expiration date: _____ CVV _____	
Card holder name: _____	
Received: \$ _____	Date: _____
**There is a \$35.00 fee for all returned checks.	
Initials of permit holder _____ Initials of city rep. _____	



# Special Event Deposit/Refund Form

City of Conyers & Conyers Police Department  
1194 Scott Street  
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Name: \_\_\_\_\_

Address where deposit refund will be mailed:  
\_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Home/Cell Phone Numbers: \_\_\_\_\_

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

Deposit Received on: \_\_\_\_\_

*(NOTE: After a thorough inspection of the event site by the Conyers Department of Public Works, the deposit will be refunded to the party indicated in the space above. **After inspection, please allow 10 business days for refund of deposit.**)*

Receipt Attached: Yes or No

Date Sent: \_\_\_\_\_ Amount to Finance for Refund: \$ \_\_\_\_\_

Signature of Conyers Police Department representative: \_\_\_\_\_



# Special Event Fees – Conyers Police

City of Conyers & Conyers Police Department  
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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 \$50.00/hour (per officer, minimum of four 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:

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