



ASSEMBLY PERMIT REQUEST FOR PUBLIC EVENTS
(Please Print or Type All Information)

EVENT COORDINATION

Event Name: _____

Date of Event: ____/____/____ Start Time: _____ Finish Time: _____

Requesting Organization: _____

Type of Organization: _____

EVENT COORDINATOR'S CONTACT INFORMATION:

Event Coordinator (Applicant): _____

Relationship of Applicant to Organization: _____

Address: _____

Phone: Home - _____

Work - _____

Cell - _____

Email: _____

Indicate a Contact Name & Phone Number for Public Release to Promote the Event:

EVENT SPECIFICS

Pre-Assembly Time: _____ Pre-Assembly Location: _____

Will a Public Address System or Music be used? YES _____ NO _____

If So, Where and at What Times? _____

Will Artificial Lighting be used? YES _____ NO _____

If So, Where and at What Times? _____

STREETS

(If Public Roads will be blocked, indicate affected streets and/or intersections to be blocked)

Number and Location of Parking Spaces that need to be blocked off:

SUPPORT

Will the Portable Stage be needed? YES _____ NO _____
Whole Stage _____ Half Stage _____

Where? _____

Electricity Needed? YES _____ NO _____

Where? _____

Estimate the Number of:

People: _____ Animals: _____ Vehicles: _____

Temporary Static Structures:

Any Other Information:

CITY FACILITY RESERVATIONS - (Facility rental fees are managed through the City Manager's office)

Applicant requests to reserve the use of the following city property:

Within Waterfront Park: Gazebo _____ Picnic Area _____ Stage _____ Fountain _____ Entire Park _____

Outside Waterfront Park: Marsh Walk _____ Waterfront Pavilion _____ Gateway Property _____ Other _____

If Other, describe: _____

City Sound System: YES _____ NO _____

If YES, Please fill out attached City Sound System Rental Application

APPLICANT RESPONSIBILITIES - Please initial each are of responsibility to indicate understanding

- _____ Applicant agrees to provide and install the required number of **NO PARKING** signs for the event a minimum of three working days (72 hours) prior to the event, but no more than four working days (96 hours) prior to the event, and to remove the signs after the event has concluded. (Signs cannot be posted more than four days prior to any event).
- _____ Applicant agrees to provide the requisite number of trash receptacles for use during the event.
- _____ Applicant agrees to assume responsibility for any damages to City property resulting from the event.
- _____ Applicant assumes responsibility to arrange for clean-up after the event.
- _____ Applicant assumes responsibility for clean up after any animals involved in the event.
- _____ Applicant agrees to notify residences & businesses within festival area to advise them of the event plans. (Dates, times, road closures, etc.)
- _____ Applicant agrees to pay to the City a fee in the amount of \$15 per vendor that uses electricity provided by the City. (See attached Event Electricity Usage Fee Form)

I/We hereby agree to abide by all stipulations noted above from the City of St. Marys in order to receive approval on this assembly permit. I/We fully understand that these stipulations may not be altered in any form without the expressed approval of the City of St. Marys. Any alteration of the noted stipulations once approved may lead to disapproval of this assembly permit.

*Please have this form notarized and returned to the City of St. Marys. Upon receipt of this notarized form, it will be added to your assembly request and forwarded to the committee and City Manager

Applicant's Signature

____/____/____
Date

Notary Public Signature

____/____/____
Date

____/____/____
Date My Commission Expires

STAFF REVIEW

Date of Staff Review: ____/____/____
Fire Dept : _____
Police Dept: _____
Public Works: _____
National Park Service: _____

Staff Recommendation: Check One
____ Approved
____ Approved with Stipulations
____ Disapproved

If Disapproved, give reason(s):

Upon review of this Assembly Permit Request and considering the recommendations of City Staff, it is the City Manager's decision that this request is (circle one): **APPROVED** **DISAPPROVED**

City Manager's Signature

____/____/____
Date

CC: TOURISM, DDA, CITY CLERK

Revised October 2016



City of St. Marys
 418 Osborne Street
 St. Marys, Georgia 31558
 Telephone: 912-510-4043
 Fax: 912-510-4013

Event Electricity Usage Fee

In order to offset the electricity cost to the City of St. Marys as a result of events/festivals, the City shall charge a fee of \$15 per booth space that utilizes electricity from the City supplied sources during all events. This fee shall be charged to the Event Sponsor upon completion of the event and will be based on the total number of booths that utilized electricity from City sources (event power panels, median outlets, etc.) for the event. It shall be the responsibility of the Event Sponsor to coordinate with City staff during the event to determine the total number of electricity users.

Fee Calculation

Number of Booths Utilizing Electricity: _____

Fee Per Booth: X \$15.00

Total Fee Due to the City: \$ _____

FEE TO BE PAID AFTER THE EVENT

Event Name: _____ Event Date: _____

Event Sponsor: _____

 Signature

____/____/____
 Date



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CITY SOUND SYSTEM RENTAL APPLICATION

Criteria for Rental

1. The sound system shall only be used for events being held on City owned Property for either City sponsored events, or for those who are renting City owned property.
2. The following events are considered City Sponsored Events, with no fee for rental;
 - a. Rock Shrimp Festival
 - b. Fourth of July Festival
 - c. Mardi Gras Festival

Any other public or private event that is scheduled for City owned property shall request the use of the Sound System via regular application process.

3. The equipment shall only be set-up, operated, and taken down by a designated SMPW staff member. The individual or entity that is renting the equipment shall not attempt to modify or otherwise operate the equipment.
4. No rentals will be approved for events on private property.
5. City reserves the right to decline set up and operation of the sound system during either current inclement weather or pending inclement weather that would arrive during the course of the rental. Inclement weather shall be defined as showers, rain, hurricane, tornado, lake effect winds, flood, extremely high tide that covers the event location, emergency declaration as issued by either the Mayor, City Manager, Fire Chief or Police Chief.

FEE SCHEDULE

1. Fee for rental of all equipment including up to three hours of City staff time to operate and set up the equipment - \$300.00 with \$100.00 returned if equipment is not damaged by renter.
2. Fee for rental of two speakers and a CD player plus up to three hours of City staff time to operate and set up the equipment - \$200.00 with \$50.00 returned if equipment is not damaged by renter.
3. Any time requested over the three hour minimum will be invoiced at \$20.00 per hour in full hour increments.
4. Any time less than three hours will be invoiced for the full three hours.
5. If equipment is damaged in excess of the allowance noted above, renter shall pay the difference between the allowance and the actual repair.

THIS FEE SCHEDULE AND CRITERIA FOR RENTAL IS SUBJECT TO CHANGE WITHOUT NOTICE.

SOUND SYSTEM FEE CALCULATION:

Sound System Rental Fee (including Deposit) \$ _____

For Events Over Three Hours:

Event Duration (in Hours) _____

Minus Hours included in Set Up Fee _____

Equals Additional Hours Requested: = _____

Additional Hourly Rental Fee X \$ 20.00

Subtotal Additional Fee: + \$ _____

Total Rental Fee For Sound System Usage \$ _____

FEE MUST BE PAID PRIOR TO FINAL APPROVAL OF APPLICATION

Event Name: _____ Event Date: ____/____/____

Event Sponsor: _____

Signature

____/____/____
Date

NO PARKING

After 12:00 midnight

Thursday,

May 31st 2012

For: (Your event name Here)

Friday, June 1, 2012

**By order of St. Marys
Chief of Police**

O.C.G.A 40-6-203(a) 3(B) & SEC 94-2