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? __________________________________________________________________________

SIGNAGE
Are you requesting an Osborne Street Banner? YES ______ NO ________

Revised 2/14/19  ***Please note city is planning street & highway renovations which may cause inconvenience from March 2018-December 2019. City will also be doing repairs to marine facilities from November 1, 2017 until completion.***
If requesting to have signage please complete the attached “Temporary Sign Permit.”

A Signage Plan shall be presented for any temporary signage that will be used in coordination with the event. If you are requesting an Osborne Street Banner, to be mounted across Osborne Street, at Church Street, the Banner is required to complete an attached Sign Permit, and the Banner shall be no smaller than 4’ x 20’ in dimension. Banners will be flown for two weeks prior to the event and removed immediately following. Fees for Osborne Street Banner, for hoisting and removal: $325.

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? ____________________________________________________________________________

If the stage is being requested, please complete the attached stage rental agreement.

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)

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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 area 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)

______ Applicant agrees to not place vendors in front of any business entrances during the event.

______ Applicant agrees to place vendors in order to eliminate, to the maximum extent possible, any adverse effects on residences and businesses within the festival area.

______ Applicant agrees to advise vendors of all City requirements, including but not limited to: fire extinguisher requirements, hose/electrical cord trip hazard responsibilities, grease control/cleanup, power availability, setup time, break down completion, event permit times, etc.

______ Applicant agrees to provide volunteers to assist visitors in accessing the parking area for the Cumberland Island Ferry for events that block Osborne Street and/or St. Marys Street.

______ Applicant understands that State Laws and City Ordinances will be enforced. Specifically, music and the use of any public address system will cease before 11:00 PM.

______ Applicant understands that a non-refundable site fee of $150.00 per tent will be required by the City for events where tents larger than 12 feet by 12 feet will be erected in the Waterfront Park.

______ Applicant will provide their own Public Address system or other sound equipment.

______ Applicant will coordinate two weeks in advance of the event with the Chief Ranger at Cumberland Island National Seashore (912-882-4336 ext 258) to allow for park visitor access to the parking area of the ferry parking lot. This includes access for campers with gear boarding the ferry and those visitors with special needs. Vendor and support staff will not use the ferry parking area.

RECYCLING RESPONSIBILITIES

______ Applicant will provide recycling receptacles during their event and remove after the event.

EVENT DESCRIPTION:
Please list below the type of event you are organizing and provide a detailed description of the activities taking place during your event. Please include types of vendors, performers, and various activities that might take place.
**MAPS:**
In order to properly respond to the needs of individuals or organizations in planning events within St. Marys, the event organizer needs to provide a map of the event set-up to include any parade routes, race routes, attraction locations, street closures, blocked parking, handicap access/parking and other relevant issues, or attractions. **All such maps should be attached to this form when it is submitted to the City for approval.**

**STIPULATIONS - TO BE COMPLETED BY CITY STAFF**

After review by the City Staff, there may be stipulations that have to be met by the Applicant in order for the event to be approved. If no stipulations are defined by the staff, this section will not apply.

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APPLICANT’S AFFIDAVIT

I (the applicant)/ We (the entity) HAVE HAVE NOT (circle one), in the past, conducted or participated in an event of a substantially similar nature to that which is the subject of this application. If the applicant circled “HAVE” above, where and when did such prior event(s) take place?

________________________________________

_____________________________________________

____________________________________________________

As a result of such event(s) did the applicant or entity become the subject, whether or not then operating under the same name, as plaintiff or defendant, of any legal action, civil, and/or administrative?

YES _______________          NO _______________

I/We HAVE HAVE NOT (circle one) defaulted upon or are in arrears as to any judgement civil, criminal, or administrative rendered against the applicant or entity, or is in violation of any injunction or restraining order entered against the applicant, or entity, whether or not then operating under the same name, as a result of participation in any prior event(s) or a substantially similar nature to that which is the subject of the instant application, and if so, a description of said judgement or order and an explanation for non-compliance is attached to this application. The applicant and, where applicable, its officers, employees, members, and shareholders, hereby agree to indemnify and save harmless the City of St. Marys, Georgia, its agents, officials, and employees, from any claims, demands, injuries, or damages, including reasonable attorney’s fees incurred, that may arise or be brought against the City for injuries to persons or damage to property resulting from acts or omissions of the Applicant, its agents, employees, or representatives.

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.

Revised 2/14/19

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Revised 2/14/19

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**STAFF REVIEW**

Date of Staff Review: _____/_____/_____

Staff Recommendation: Check One

- _____ Approved
- _____ Approved with Stipulations
- _____ Disapproved

Fire Dept: ___________________________
Police Dept: _________________________
Public Works: _______________________
National Park Service: _______________________

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
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

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the event location, emergency declaration as issued by either the Mayor, City Manager, Fire Chief or Police Chief.

FEESCHEDULE

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

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Temporary Sign Permit Packet

Please take care to insure that the information for each checkbox below is sufficiently provided. The City of St. Marys does not accept incomplete applications. The application will be processed within 30 business days of the receipt of a completed application and all required

- Completed Application
- Site Plan (must provide accurately drawn to scale setbacks)
- Illustrations of proposed sign (includes dimensions, materials, color and location)
- Proof of ownership of property OR legal authorization from owner
- Letters of approval for any existing Variances, Special Use Permits, or Rezone (text amendment) requests.
- Other Attachments: ________________________________

If you have any questions or concerns, or would like to schedule a meeting, please contact Community Development at 912-510-4032 or email planneroftheday@stmarysga.gov

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Each Temporary Sign will be permitted for one calendar year and will be given an adhesive sticker indicating a unique identifier number. Signs shall be maintained in good repair.

OWNER’S/BUSINESS NAME WHERE SIGN IS BEING PLACED: ________________________________

ADDRESS: ________________________________________________________________

DATE: ____________________________ TAX PARCEL NUMBER: __________________________

TELEPHONE NUMBER: ____________________________ E-MAIL: ____________________________

<table>
<thead>
<tr>
<th>SIGN TYPE</th>
<th>NUMBER OF ITEMS</th>
<th>COST</th>
</tr>
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<tbody>
<tr>
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</tr>
<tr>
<td>FLAG/FEATHER</td>
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<td>$10 EACH</td>
</tr>
<tr>
<td>PENNANT</td>
<td></td>
<td>$10 EACH</td>
</tr>
<tr>
<td>STREAMERS</td>
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<tr>
<td>A FRAME</td>
<td></td>
<td>$10 EACH</td>
</tr>
<tr>
<td>MEDIAN</td>
<td></td>
<td>$20 EACH</td>
</tr>
</tbody>
</table>

PARCEL WITH SINGLE BUSINESS - ALLOWED UP TO THREE TEMPORARY SIGNS AT ONE TIME.

MULTIPLE BUSINESS TENANTS - ALLOWED TO HAVE TWO TEMPORARY SIGNS PER TENANT AT ANY ONE TIME AND WHERE NO STREET FRONTAGE SHALL BE ALLOWED TO HAVE MORE THAN ONE TEMPORARY SIGN PER 50 FEET.

MULTI TENANT BUILDING ( ) Yes ( ) No

TEMPORARY SIGNS

SANDWICH BOARD/A FRAME—SHALL NOT EXCEED (8) EIGHT SQUARE FEET PER SIGN FACE AND SHALL BE NO TALLER THAN FOUR FOOT IN HEIGHT. EACH SIGN, WHERE POSSIBLE, SHALL REMAIN TEN FEET OFF THE MAIN ENTRY TO THE ESTABLISHMENT.

PUSH-IN SIGNS—SHALL NOT EXCEED (6) SIX SQUARE FEET IN AREA.

FEATHER SIGNS - (EXCEPT IN THE HISTORIC DISTRICT AND NOT PART OF A SPECIAL EVENT OR MOBILE FOODS OPERATION), STREAMERS, PENNANTS OR PRE-APPROVED BANNERS NOT TO EXCEED 32 SQUARE FEET IN AREA.

MEDIAN SIGNS—DOWNTOWN BUSINESSES ARE ALLOWED ONE MEDIAN SIGN ALONG OSBORNE STREET.

AIR OR GAS FILLED BALLOONS OR OTHER INFLATABLES - PERMITTED FOR SPECIAL EVENTS AND SHALL BE NO LARGER THAN 300 CUBIC FEET.

BANNERS—BANNER LOCATIONS IN THE HISTORIC DISTRICT, OF WHICH, AT LEAST ONE SUCH LOCATION SHALL BE GUARANTEED PER BUSINESS OWNER, SHALL BE APPROVED PRIOR TO ADMINISTRATIVE APPROVAL, THROUGH THE CERTIFICATE OF APPROPRIATENESS PROCESS IDENTIFIED IN CHAPTER 62 OF THE ST. MARYS MUNICIPAL CODE.

Applicant Signature: ____________________________ Date: ____________________________

APPROVED: ____________________________ DATE: ____________________________

COMMUNITY DEVELOPMENT DIRECTOR/ASST.DIRECTOR

AMOUNT DUE: ____________________________ DATE PAID: ____________________________

PAID BY: ( ) CASH ( ) CREDIT CARD ( ) CHECK (LIST CHECK NO.________________)

Revised 2/14/19

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CITY OF ST. MARYS  
418 OSBORNE STREET ST. MARYS,  
GEORGIA 31558  
COMMUNITY DEPARTMENT: 912-510-4032

**Community Development Department Fee Schedule**
All fees are subject to change by City Council

**Sign Permit**

*Temporary Sign Permit*

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Banner</td>
<td>$10 each</td>
</tr>
<tr>
<td>Flags</td>
<td>$10 each</td>
</tr>
<tr>
<td>Pennants</td>
<td>$10 each</td>
</tr>
<tr>
<td>Streamers</td>
<td>$10 each</td>
</tr>
<tr>
<td>A Frame Signs</td>
<td>$10 each</td>
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<tr>
<td>Media (1 permitted in Downtown only)</td>
<td>$20 each</td>
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</tbody>
</table>

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Proposed Project Narrative

Please list any relevant details about the proposed project for which the application is being submitted.

___________________________________________________________________________________
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DEPARTMENT OF PUBLIC WORKS
418 OSBORNE STREET * ST. MARYS, GEORGIA 31558

INVOICE/AGREEMENT
STAGE DELIVERY & SETUP

ORGANIZATION: ________________________________________________________________

EVENT: _______________________________________________________________________

DATE OF EVENT: _______________________________________________________________

DELIVERY SITE: ________________________________________________________________

DATE: __________________________ SETUP ___________________________ PICK UP

RENTAL FEE:  
☐ FULL STAGE 28ft x 20ft $ 500.00
☐ HALF STAGE 28ft x 10ft $ 250.00

☐ FEE WAIVED____________________
   (City Manager)

I understand my organization will be responsible for any damages that may occur to the stage while in our possession.

PRINT NAME: __________________________ SIGNATURE: __________________________

TELEPHONE NUMBER: __________________________ TODAY’S DATE: ____________________

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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

Revised 2/14/19

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