



**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 NUMBERS: HOME ( \_\_\_\_\_ ) \_\_\_\_\_

WORK ( \_\_\_\_\_ ) \_\_\_\_\_

CELL ( \_\_\_\_\_ ) \_\_\_\_\_

E-MAIL: \_\_\_\_\_

INDICATE A CONTACT NAME AND 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 TIME(S)?  
\_\_\_\_\_

WILL ARTIFICIAL LIGHTING BE USED? YES \_\_\_\_\_ NO \_\_\_\_\_

IF SO, WHERE AND AT WHAT TIME(S)?  
\_\_\_\_\_

**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 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 \_\_\_\_\_ Entire Park \_\_\_\_\_ Fountain

Outside Waterfront Park: \_\_\_\_\_ Marsh Walk \_\_\_\_\_ Waterfront Pavilion \_\_\_\_\_ Other \_\_\_\_\_

If "Other," describe: \_\_\_\_\_

City Sound System: \_\_\_\_\_ (Please fill out attached City Sound System Rental Application)

**APPLICANT RESPONSIBILITIES (Initial each area of responsibility to indicate understanding)**

\_\_\_\_\_ Applicant agrees to provide and install the required number of "NO PARKING" signs for the event at least one week prior to the event and remove the signs after the 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 and businesses within the 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.





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

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date My Commission Expires

**STAFF REVIEW:**

Date of Staff Review: \_\_\_\_/\_\_\_\_/\_\_\_\_

Fire Dept.: \_\_\_\_\_

Police Dept.: \_\_\_\_\_

Public Works: \_\_\_\_\_

National Park Service: \_\_\_\_\_

If "Disapproved," give reason(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<p><b><u>Staff Recommendation: (check one)</u></b></p> <p>____ Approved</p> <p>____ Approved With Stipulations</p> <p>____ Disapproved</p>
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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

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

CC: Tourism, DDA, City Clerk



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 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

**Total Fee Due to the City:** \_\_\_\_\_

\$ \_\_\_\_\_

### **FEE TO BE PAID AFTER EVENT**

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Event Sponsor: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



CITY OF ST. MARYS  
418 OSBORNE STREET  
ST. MARYS, GEORGIA 31558  
TELEPHONE: 912/510-4041  
FAX: 912/510-4013

## **CITY SOUND SYSTEM RENTAL APPLICATION**

### **CRITERIA FOR RENTAL**

1. The sound system shall be only 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
  - d. Wounded Warriors Day Event

Any other public or private event that is scheduled for City owned property shall request the use of the Sound System via the 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 per hour in full hour increments.
4. Any time less than the 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:	- 3
Equals Additional Hours Requested:	= _____
Additional Hourly Rental Fee:	x \$20
Sub-total:	\$ _____

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