



MAYOR'S OFFICE
SPECIAL EVENTS

55 Trinity Ave. Suite 1600
Atlanta, GA 30303
404-330-6741
specialevents@atlantaga.gov
www.atlantaga.gov

OFFICE USE ONLY

| | | | |
|-------------|----|---------------|-------|
| New Event: | | Return Event: | |
| Received: | | | |
| On Time: | | Late: | |
| Type: | OF | AS | LG |
| Class: | A | B | C D E |
| APD | | AFRD-EMS | |
| APD Closure | | AFRD-RR | |
| Parks | | AFRD-FS | |
| SAN | | OTR | |
| Council | | NPU | |
| App Fee | | Permit Fee | |

MOSE Outdoor Event Application

Fill out completely and type or print legibly. Do not print front and back. Failure to do so could result in permit denial.

Host/Producer Event Organizer (Permit Holder)

| | | | |
|-----------------|--|---------------|--|
| First Name | | Last Name | |
| Mailing Address | | Email Address | |
| Office Phone | | Mobile Phone | |

Host Organization Information

**** Non-commercial events are REQUIRED to attach a copy of your IRS 501(c)(3) or (c) (4) federal exemption letter and/or current tax filings. Click [here for details](#)***

| | | | |
|-----------------------|--|-------------------|--|
| Organization Name | | | |
| Contact First Name | | Contact Last Name | |
| Mailing Address | | | |
| City | | State | |
| Zip Code | | Organization Type | |
| Federal Exempt Status | | Website | |

Public Contact for MOSE calendar and City of Atlanta website

(Check here if public contact is the same as event organizer or host organization):

| | | | |
|---------|--|-------|--|
| Name | | | |
| Email | | Phone | |
| Address | | City | |
| State | | Zip | |
| Website | | | |

Application & Permit Fees

** Please click [here](#) to determine your outdoor event fees. Please include a copy of your cashier's check or money order (front/back)*

| | |
|------------------------|-------------------|
| Application Fee Amount | Permit Fee Amount |
|------------------------|-------------------|

| | |
|--|--|
| | I have reviewed the fees associated with this permit application on the City's website. |
| | I certify that I have paid my application fee in-person or via US mail by cashier's check or money order, payable to the City of Atlanta |
| | I understand my outdoor event application will not be processed until my application fee is received. |

Event Information

| | | | |
|--------------------------------|--|---|--|
| Event Name | | | |
| Start Date | | End Date | |
| Start Time | | End Time | |
| Setup Date | | Setup Time | |
| Breakdown Date | | Breakdown Time | |
| Is this an annual event? | | If annual, list any major changes from the previous | |
| List your previous event dates | | | |

| | | | |
|---|--|------------------|-------|
| Total Anticipated Attendance (<i>for assemblies, please include spectators</i>) | | Peak Attendance: | |
| Previous Event Attendance | | Rain Date? | Date: |
| Event Location (<i>* with the exception of City property, you must include a letter from the property owner giving permission to host your event</i>) | | | |
| Event Address | | | |

Site Plan/ Route Submission (required)

All applications must include a detailed, legible site plan. Assembly applications must include an outline of the route and a turn-by-turn. **Applications will not be reviewed until site plan/route is received.**

| | |
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| | I have attached a detailed site plan, with includes the total area measurements of my permitted area(s). |
| | I certify that I will implement measures to encourage and promote social distancing per CDC guidelines. |
| | I have a attached my route/turn by turn guide for the assembly portion of my event. |

Overall Event Description - Briefly explain event purpose and details:

Outdoor Event Type – Please check the event type that applies to you:

| | |
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| | Outdoor Festival – Applications for Outdoor Festivals submitted after the 90-day deadline may be denied. |
|--|---|

An Outdoor festival contains the following elements: 1) anticipated attendance of at least 250 people on public property or 500 people on private property; 2) inclusion of entertainment, amusement rides, dancing, music, dramatic productions, art exhibitions, other exhibits or displays, the sale of merchandise, the sale of food and/or alcohol, or any combination of the foregoing; and 3) erection of stages, barricades, utility poles, booths, tents, or other temporary structures, or the use of parked vehicles or of permanent structures, or any combination of the event elements below. Does your event include any of the following elements? (Please check)

| | | |
|----------------------------|---|------------------------------------|
| Entertainment | Booths | Stage |
| Dancing | The use of parked vehicles | Utility Poles |
| Dramatic Productions | Amusement Rides | Tents |
| Other Exhibits or Displays | Music | Permanent Structures and /or other |
| Recreation/Sport | Art Exhibitions | Temporary Structures |
| Barricades | Sale of Merchandise/ Food and/or Alcohol | |

* If an Assembly is associated with the outdoor festival, you must submit an Assembly application fee along with the Outdoor Festival application fee. More information and the fee chart for Outdoor Festivals can be found on the City's website: <http://www.atlantaga.gov/index.aspx?page=146>

| | |
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| | Assembly – Applications for Assemblies submitted after the 30-day deadline may be denied. |
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An Assembly is an outdoor event that moves from one location to another and requires the temporary closure of a city street, lane, sidewalk, other city right-of-way or a portion of a city park. An assembly meets at least two of the following three criteria: (A) Has greater than seventy-four people; (B) Travels for greater than two blocks if on a city street or sidewalk or is in a city park; and (C) Moving portion of the outdoor event lasts for greater than one hour.

| | | | |
|--|----------|--------|--|
| | Parade | #Miles | |
| | March | #Miles | |
| | Marathon | #Miles | |
| | Walk | #Miles | |

* More information on Assemblies can be found on the City's website: <http://www.atlantaga.gov/index.aspx?page=738>

Large Gathering – Applications for Large Gatherings submitted after the 30-day deadline may be denied.

A Large Gathering is an outdoor event that lasts for more than one hour, has more than 75 attendees, and does not meet the definition of outdoor festival or assembly. Most private property large gatherings do not require an event permit. A Large Gathering permit does not include the privilege to vend.

Permits to sell/serve alcohol at a Large Gathering must be processed through the License Review Board.

If an assembly is associated with a Large Gathering, per the outdoor event ordinance, chapter 142-81(1) you must submit an Assembly application fee along with a Large Gathering application. If your Large Gathering is located inside a city park, please contact Parks and Recreation.

Information on Large Gatherings can be found on the City's website: <http://www.atlantaga.gov/index.aspx?page=144>

| | | | |
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| | Private Property | Other | |
| | Parking Lot | | |
| | Vacant Lot | | |
| | Street | | |

Event Details

| | |
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| Will any portion of your event be hosted on private property? If yes, provide details. | |
| Will your event include on-site vending of any kind? If yes, provide details. | |
| Does your event involve the sale or consumption of alcoholic | |
| Does the alcohol provider currently hold a city license for on premise consumption? <i>If yes, please include a copy in your submission.</i> | |
| If yes, have you ATTACHED an alcohol sub-permit application? | |
| If yes, will this activity occur on (or spill into) the street? | |
| <i>*The State of Georgia requires an additional permit for alcohol usage/sales. This must be obtained AFTER the City permit has been issued. For additional information, visit the State of Georgia website</i> | |
| Will this event be marketed, advertised or promoted in any way? | |
| If yes, please describe: | |
| Will this event include media coverage? | |
| If yes, please describe: | |
| Will you encourage patrons to take public transportation? | |
| If yes, what communication methods will you use? | |
| If your event will have amplified sound, please briefly explain (i.e. live music, DJ, local band, international act, etc.), include your dates and times for sound check. | |

Sanitation Plan

| | |
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| | If you are an event with fewer than 2,000 people and are planning to use volunteers to meet the City's Sanitation Plan requirement, check here. <i>(The City reserves the right to require additional sanitation services.)</i> |
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| Will you contract sanitation services with an outside agency? <i>If yes, a contract needs to be submitted within five (5) business days of submitting this application</i> | |
| Will you contract recycling services with an outside agency? <i>If yes, a contract needs to be submitted within five (5) business days of submitting this application</i> | |
| Will you comply with the public space and facilities standards as outlined by the CDC? <i>This includes ensuring adequate disinfectant supplies and materials effective against COVID-19 are maintained, and available the duration of the event.</i> | |
| My event sanitation plan includes regularly sanitizing high touch areas such as <i>(but not limited to)</i> trash receptacles, recycling bins, rails, entry handles, barricades, food preparation areas, beverage stations, and restrooms <i>(toilets, sinks, soap dispensers, etc.)</i> . | |

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| Please provide your detailed sanitation and recycling plan: (If you are using volunteers, please list the number of volunteers, scope of responsibilities, method of obtaining trash and recycling containers including a rental contract if applicable, and disposal plan/location): |
| |

** If your event includes any of the following, please show the location(s) on your site plan: trash receptacles, recycling bins, water stations, restrooms, first aid stations, tents, stages, generators and another similar event equipment. First-time event organizers may be required to submit \$100 Sanitation bond. Post (60 days) event assessment, the Sanitation Bond is eligible for a refund.*

Security Plan

| | | | | | | | | |
|---|----------|--|-----------|--|----------------|-----|-------------|--|
| Number of POST-certified off-duty law enforcement personnel hired: | | | | | | | | |
| Government agency represented by off-duty officers: | | | | | | | | |
| Lead Security Coordinator name and mobile contact number: | | | | | | | | |
| Are you hiring additional security from a private security company? | | | | | | | | |
| If yes, please list the name and contact number for the company: | | | | | | | | |
| If your event requires a street closure, please indicate your proposed route/closure: | | | | | | | | |
| | One Lane | | Two Lanes | | Half of Street | | Full Street | |
| Street/Lane Closure for Non- Moving Events (Large Gatherings or Outdoor Festivals that require a closure) | | | | | | | | |
| Name(s) of streets to be closed | | | Between | | | And | | |
| | | | | | | | | |
| | | | | | | | | |

| | | | |
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| | | | |
| Purpose of street closures? | | | |
| Time and Date of Street Closures | Start | | End |
| Detour Route/Traffic Plan <i>What is/are the detour routes for the street closures:</i> | | | |

** If you are blocking parking meters or parking spaces on the street that have a device to pay for parking, please contact the Office of Transportation for permit fees.*

** Please attach security plan (it must include crowd control, internal security measures, and the number of police and positioning/placement)*

** Street/ Lane Closure Plan (if applicable)*

** Street/Lane Closure for Events that Move (Assemblies) - Attach a detailed site map with a turn by turn route description (include the start/end points, direction of travel with street names*

** Security Coordinator must be a POST-Certified Officer. For additional details click [here](#).*

** Site Plan: all outdoor event applications must include a detailed site plan as an attachment. The site plan may be hand-drawn and MUST include total sq. ft of permitted area.*

Emergency Medical Services Plan

Health Coordinator Information

** Your health coordinator is not required to have a medical background. This can be staff or a volunteer who is responsible for implementing your Internal Health Plan. Provide contact information for use during your event.*

| | | | |
|---------------|--|--------------|--|
| Contact First | | Contact Last | |
| Email Address | | Phone Number | |

| | |
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| | If you are an event with fewer than 2,000 people and your EMS Plan is that you will contact 911 if needed, <i>(The City reserves the right to require additional EMS services.)</i> |
| | If you are an event with over 2,000 people or more, you are required to secure an outside EMS provider. Please ATTACH the EMS contract/agreement letter on the vendor's letterhead. |
| | Complete the RESTROOM plan below and please ATTACH a copy of your contract/agreement with your portable and/or fixed restroom provider. <i>(The City reserves the right to require additional information.)</i> |
| Total number of fixed, permanent restrooms: | |
| Total number of fixed, permanent ADA restrooms: | |
| Total number of portable restrooms: | |
| Total number of portable ADA restrooms: | |
| Total number of handwashing stations (sinks) on-site | |

** Click [here](#) to view the City's restroom requirements. The City reserves the right to require additional restrooms and handwashing/hand sanitizing stations on-site.*

Internal Health Plan

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| | I will comply with the City of Atlanta COVID-19 health requirements. <i>(The City reserves the right to require additional requirements.)</i> |
| | Face masks/coverings (as per CDC guidelines) are required to be worn the duration of the event, by event patrons, staff, vendors, and/or volunteers. |
| | Hand sanitizer (as per CDC guidelines) will be visibly accessible at each entrance and exit, and available in all high traffic areas, on-site, available to all event patrons, staff, vendors, and/or volunteers during the duration of the event. |
| | I will ensure hand washing stations are available and accessible to all patrons, inside or in close proximity to the portable restrooms and/or fixed restrooms. |
| | I will ensure each portable restroom has hand sanitizer (as per CDC guidelines) inside each stall. |

Water Plan - *(Click [here](#) for the City's Water sub-permit requirements. You are required to provide)*

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| | If you are an event with fewer than 2,000 people and will require your attendees to bring their own water, please check here and proceed to the Fire Safety Plan section. All others see below. <i>(The City reserves the right to require additional water facilities)</i> | |
| Number of water stations: | | |
| Capacity (i.e. # of ounces, gallons) per station: | | |

**Free drinking water should be made available and accessible for both the general public attending as well as participants of the special event. This supply of free potable water should be conveniently located with identifying signage that says "Water Station" with the exception of along the route. For quantity calculations assume at a minimum ½ gallon of water per person per day. For more information please contact AFRD Sp. Events: 404. 546.7042.*

Fire Safety Plan

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|---|--|
| Do you intend to erect a fence around the event? <i>If yes, you will be required to get an occupancy limit from Atlanta Fire Rescue Department. If your event is inside a city park, STOP you must apply for a gated park event with the Department of Parks.</i> | |
| Will there be any fireworks/pyrotechnics displayed in conjunction with this event? | |

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| Will there be any on-site cooking? | | If yes, fuel source? (i.e. LP-Gas, charcoal, flammable or | |
| Will you have food trucks be associated with your event? | | If yes, are they licensed by the County or State? | |
| If you will have food trucks at your event, please provide the name, contact, and license information for each food truck to be on-site? | | | |

| | |
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| Will there be any storage of LP-Gas, charcoal, flammable or combustible liquids used at the event? | |
|--|--|

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|---|--|
| If yes, give the type, intended use and how much will be stored on the site: | |
| Will there be any candles or fire pits used at your event? | |
| Will your event include the use of any signs, banners, decorations or special lighting (strobe, laser, etc.)? | |

| Are you using an electrical or any other kind of generator? | Yes/No | Total Amount or #: | Description (Wattage/Size) |
|---|--------|--------------------|----------------------------|
| | | | |
| If an electrical generator is used, are you installing a grounding rod? | | | |
| Will additional wiring or temporary power poles need to be installed? | | | |
| Are you using any platforms? | | | |
| Are you building any stages? | | | |
| Are you using tents? | | | |

| | |
|---|--|
| Will scaffolding be utilized? | |
| Will there be amusements (bounce house, dunk tank, etc.)? | |

** Fastening or attaching any rope, sign, banner, flyer or other object to any tree or shrub located on City property is strictly prohibited.*

** for additional information on electrical, tents, cooking or temporary structures sub-permits, click here (link to <https://www.atlantaga.gov/government/mayor-s-office/executive-offices/office-of-special-events/outdoor-event-applications/sub-permit-applications>)*

Impact Mitigation

City Council Member and NPU Notification (required for all applications): The City requires event organizers to send written notification of their event to NPU (Neighborhood Planning Unit) and to the any affected Council District. We recommend sending the notification electronically, and copying specialevents@atlantaga.gov

To identify your affected NPU, click [here](#)

To identify your affected Council District(s), click [here](#)

**For a sample notification letter, click [here](#)*

Each Outdoor Festival applicant is required to present the details of their event to the affected NPU, please contact the Office of Planning (404) 330-6145 to schedule your appearance.

| | | | |
|--------------------------------------|--|--|--|
| Which NPU(s) will your event affect? | | What Council District(s) will your event affect? | |
| Have you notified the affected NPU? | | Have you notified the affected Council District? | |

Permit Conditions and Requirements

If your permit is approved, the following will be required prior to the permit being issued and issued the following conditions may apply:

- 1. Permit Fees (Outdoor Festivals ONLY)** –An outdoor festival permit will not be issued until the permit fee has been received by the city. Money Orders or Cashier Check’s are the **ONLY** forms of payment acceptable. Make payable to the City of Atlanta.
- 2. Insurance (Outdoor Festivals ONLY)** Class A, B and C outdoor festivals must obtain general liability insurance for the festival in the amounts set forth below. The City shall be covered as an additional insured under the general liability insurance policy, and such insurance shall be primary with respect to the additional insured. Prior to issuing the festival permit, the City must be provided with proof of the insurance coverage, including an additional insured endorsement confirming the commercial general liability coverage. The policy must be procured from a company licensed to do business in Georgia. Insurance limit requirements are as follows: (A) \$1,000,000.00 bodily injury total; (B) \$500,000.00 bodily injury to any one person; and (C) \$100,000.00 property damage.

Sub permits – Organizers are responsible for obtaining all required sub-permits prior to the event. These include but are not limited to: tents, cooking, temporary street/lane/sidewalk closures, electrical permits and temporary structure permits.

Certification of Applicant

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the City of Atlanta Code of Ordinance, and I understand that this application is made subject to the rules and regulation established by the City Council and/or the Mayor or the Mayor’s designee. Applicant agrees to comply with all other requirements of the City, County, State, Federal Government and any other applicable entity, which may pertain to the use of the Event venue and the conduct of the Event. In the event that a possessory interest subject to property taxation is created by virtue of this use permit, I agree to pay all possessory interest taxes and the City shall not be liable for the payment of such taxes. I further agree to abide by these rules, and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Atlanta.

| | | |
|-------------------------------|--|------|
| Host/Producing Organizer Name | | |
| Title | | |
| Applicant Signature | | Date |

| | | |
|-----------------------------------|--|------|
| Professional Event Organizer Name | | |
| Organization/Agency Name/Title | | |
| Applicant Signature | | Date |

Please save your application and email to specialevents@atlantaga.gov, along with your required completed attachments. If you plan to submit your application via mail or in-person: the address is **55 Trinity Ave Ste 1600 Atlanta, GA 30303**