



City of Canton Special Events Policy

151 Elizabeth Street, Canton, Georgia 30114
770-704-1500

A special event is any planned gathering that occurs on City public property. If you are unsure if your event is covered by this policy, please contact the Public Outreach Manager.

Read through all of the information contained herein to ensure you are aware of all City requirements and associated costs. Then complete the Special Event General Application and the applicable Event Application. Submit the applications to the Public Outreach Manager as follows:

(1) Not less than seven (7) days prior to a Free Speech Event (as defined in Section 10-133 of the City Code;

(2) Not less than two (2) weeks prior to an event if the anticipated crowd will be less than 100 people;

(3) Not less than ninety (90) days prior to an event if the anticipated crowd will be more than 100 people but less than 500 people;

(4) Not less than ninety (90) days prior to an event if road closures are required for the event;

(5) Not less than six (6) months for any event which is anticipated to have more than 500 people in attendance;

(6) Not more than one (1) year prior to an event;
at least 90 days prior to the event.

Allow 30 days processing of your applications.

All necessary documentation, such as certificate of insurance and any permits not issued by the City, must be submitted as soon as possible but at least 2 weeks prior to avoid cancellation of the event. The City of Canton reserves the right to cancel any scheduled event.

The standards for granting a permit are as follows:

(a) The conduct of the event will not substantially interrupt the safe and orderly movement of other pedestrians or vehicular traffic in or contiguous to the route or location of the event.

(b) The conduct of the event will not require the diversion of so great a number of public safety personnel or equipment of the city to properly secure the event area and the areas contiguous thereto as to prevent the current level of public safety services from being furnished to other parts of the city.

(c) The concentration of persons, animals and/or vehicles at the event will not unduly interfere with proper fire and police protection or ambulance service to areas contiguous to the event area and other areas of the city.

(d) Adequate sanitation and other required health facilities are or will be made available in or adjacent to the event area and the applicant has agreed to clean the right-of-way or public property of rubbish and debris, returning it to its pre-event condition, within 24 hours of the conclusion of the event with the understanding that failure to do so will result in the city conducting the clean-up and charging the applicant with any and all costs associated with the clean-up.

(e) The conduct of the assembly will not result in noise at a level inappropriate for the area(s) surrounding the event.

(f) There are sufficient parking places near the event to accommodate the approximate number of automobiles reasonably expected to be driven to the assembly, such number to be estimated by the chief of police.

Special event applications may be declined for the following reasons:

(a) failure to meet the above standards, and public safety and infrastructure concerns, size of the event, lack of required permits, inability to accommodate request for use of City property or personnel, or failure of the event organizer to satisfactorily comply with City requirements at a previous event.

(b) The event will disrupt traffic within the city beyond practical resolution.

(c) The event will interfere with access to fire stations and/or fire hydrants.

(d) The location of the special event will cause undue hardship to adjacent businesses or residents.

(e) The event will require the diversion of so many public employees that allowing the event would unreasonably deny service to the remainder of the city.

(f) The application contains incomplete or false information.

(g) The applicant fails to comply with all terms of this article including failure to remit all fees and deposits or failure to provide proof of insurance/certificate of insurance, proof of authorization from applicable outside entities such as licenses or permits required by federal, state or county officials for alcohol licenses, food service, fireworks, bonds, and a save harmless agreement to the city.

(g) Cannon Park and Downtown Canton are limited to one event per month that is not an event that is put on by the City or one of its component units which will require the closing of city streets.

We recommend not announcing or advertise your event until the applications have been approved.

Changes and/or modifications to event permit require a new permit to be submitted for review and is subject to denial.

We recommend the applicant meet with the City of Canton Public Outreach Manager to review application to support a successful event.

Finance

All events not sponsored by the City or held by a City supported component unit must be paid for by the event organizer. **There is a Special Event Application fee of \$250 which is non-refundable.** There are no additional charges for required signage, street barriers, and trash barrels. There may be separate fees for the use of City parks or facilities, personnel, vehicles, and other items or services.

There is a permit fee, which shall be the estimated costs of providing city personnel for the event. All City employees, including Police, will be paid off duty hourly wage established by the City that will be reimbursed by the event organizer; there is a two (2) hour minimum for the use of any City employees. The permit fee shall be paid at least two weeks prior to the date of the event. An estimate of costs will be made once the event final plans have been completed. All invoices for City services beyond that paid for in the permit fee will be sent to the event organizer by the City's Finance Department. Final payment for services provided by the City is due upon receipt of the invoice.

Should the event require Fire/EMS services, you must contact Cherokee County Fire Services to arrange.

All events require a minimum refundable security deposit of \$500.00 that will be used if the area has not been properly cleaned up or any damage has occurred.

***For events over 1,000 people, event fee and deposit may be determined on a case by case basis.**

Any clean up or damage repair by the City will be paid for from the security deposit and the remaining amount refunded. If the cost of clean up or damage repair exceeds the security deposit, the event organizer will be billed. If the event area is left clean and in good condition, the entire security deposit will be refunded.

In case of cancellation of the event less than 2 weeks before the scheduled date, all fees and deposits will be forfeited.

Food and Alcohol

All food vendors are required to have been inspected and approved by the Cherokee County Environmental Health Department in order to serve at your event. All inspection reports must be on site and visible to the public.

A *Special Event Alcohol Permit* is required for alcohol to be sold, possessed, or consumed on public property during a special event (Canton Code Section 6-379) and must be applied for by the event organizer when submitting the Special Event General Application. The applicant must provide the boundaries of the event and whether or not alcohol will be permitted throughout the event boundaries or limited to an enclosed area. When alcohol is served, there must be signs at exit areas indicating that possessing alcohol beyond that point is not permitted. These signs will be furnished by the City. There is no fee for this permit.

A *Business License* and an *Alcohol License* are required for any vendor to sell alcohol in the City of Canton. These licenses are applied for through the business license clerk; fees for the licenses vary. Business and Alcohol Licenses from other municipalities are accepted and must be displayed at all times.

An *Off Premises Permit* is required for any licensed alcohol beverage caterer who will be serving alcohol at an event not held on its premises. (Canton Code Section 6-341 and 342). There is no fee for this permit for businesses that hold Business and Alcohol Licenses from the City of Canton. The off premises permit fee for businesses from other municipalities is \$50.00 per event.

An *Alcohol Servers Permit* is required for any person pouring/serving alcohol at a Special Event. The permit is applied for at the Canton Police Department for a fee of \$25.00 and must be displayed on the person at all times.

Every business must have a copy of its business and alcohol licenses and off premises permit if applicable, available for inspection.

Any event which requires the closing of any street on which an alcohol establishment is located shall permit attendees to purchase alcohol from any alcohol establishment within the event boundary.

Insurance

The event organizer is required to have commercial general liability insurance in the amount of at least one million dollars listing the City of Canton as an additional insured party. A copy of the insurance covering the event from time of set up through clean up is required at the time the application is submitted. An insurance policy covering the special event only is acceptable.

If alcohol is served, liquor liability coverage must be obtained. A Certificate of Insurance must be submitted to the City which lists the City as an additional insured.

The event organizer must provide written notice to EVERY resident and business along streets that will be closed at least a week ahead of the event. The notice must provide the date(s) and time(s) that the street is expected to be closed. A copy of the notice must be provided to the Public Outreach Manager with a list of who letters were distributed to.

The following supplies are available for rent from the City of Canton:

- Portable power pack: \$75 each

- Electricity for lights at Boling Park walking track: \$45 an hour

- Stage: \$250 rental fee per day,

 - plus \$500 deposit plus fee for staff setup and tear down time

- Recycle Bins: Provided by the City upon request

The City of Canton reserves the right, at any time, to suspend the right to use any event site, or roadway or other route, due to weather conditions, deviation from permitted event or any other occurrence that may be potentially dangerous to the participants and/or residents.

Public Safety

Based on event application and previous events, event public safety needs will be assessed by Canton Public Safety officials.

Events where alcohol is permitted or served shall have at least one police officer and one EMT regardless of the number of people attending.

Events that create a special fire hazard as determined by the fire marshal may be required to have firefighting personnel at the event.

Garbage/Trash

The event organizer is expected to leave the event area, including streets, clean. If the area is not left in good condition the event organizer will be billed by the City for the resulting clean up, trash removal, and damage if the costs exceed the \$500 security deposit. As an alternative, the City will provide personnel to clean up the event site for a fee. The City Park / Gazebo / Streets must be restored to its original state prior to occupancy. All decorations must be removed before leaving the premises. No staples, tape or nails are allowed on the Gazebo. Only non-marking 3M strips with hooks are permitted but must be removed completely after the event.

Trash shall be left in a dumpster. If the anticipated crowd is more than 500, the event organizer shall provide dumpsters.

Parades/Races

The applicant for a special event involving a parade or road race shall select one of the routes established by the City. No deviation from the established routes shall be permitted.

Miscellaneous Information

Glass Containers shall not be allowed at special events. All beverages shall be served in plastic cups.

Police personnel will be arranged by the City of Canton. The City of Canton Police Chief has the final approval on overall public safety needs or requests.

If your event includes fireworks, a permit must be obtained from Cherokee County Magistrate Court and submitted to the City at least 30 days prior to approval of the event. A letter of permission from the owner is required if the event is held on private property.

Signage and advertising for the event should not be put up more than a week before the event and should be removed immediately after the event. Signs can be no larger than 4' X 8' and cannot be placed on the City's right of way.

The event, including restrooms facilities, must be ADA accessible. All state and federal disability access requirements apply and will be enforced by the City of Canton Fire Marshal.

Any tent or membrane structure having an area in excess of 200 square feet and any canopy in excess of 400 square feet shall not be erected, operated, or maintained for any purpose without first obtaining approval from the City of Canton Building Department and Fire Marshal.

Solicitation activities such as requesting contributions or taking orders for items to be delivered at another time are not allowed in City Parks without prior authorization from the Public Outreach Manager.

The City's noise ordinances, Sections 33-127 through 146 are available at the City's website. Generally, excessive noise between the hours of 11:00 p.m. and 7:00 a.m. is prohibited.

The event organizer is responsible for providing the staff/volunteers needed for set up, take down, and clean up.

The City encourages recycling and has containers available for use with request to the Public Outreach Manager.

Recommendation: Porta- johns - 1 for every 250 people (minimum of 1 being handicapped accessible)

SPECIAL EVENT GENERAL APPLICATION

Please note: There may be separate fees for the use of City parks or facilities, personnel, and vehicles.

Name of Individual or Organization sponsoring the event: _____

Organization Contact information: Phone: _____

Address: _____

Email address: _____

Contact person authorized to act on behalf of the Organization: _____

Contact person information: Phone: _____

Address: _____

Email address: _____

Please also provide a copy of valid driver's license

Name of event: _____

Type of Event - please check all that apply:

Athletic Event <input type="checkbox"/>	Carnival/Circus <input type="checkbox"/>	Concert/Performance <input type="checkbox"/>
Craft Show <input type="checkbox"/>	Cycling Event <input type="checkbox"/>	Exhibition <input type="checkbox"/>
Festival <input type="checkbox"/>	Film Shoot <input type="checkbox"/>	Fireworks <input type="checkbox"/>
Market <input type="checkbox"/>	Parade <input type="checkbox"/>	Road Race <input type="checkbox"/>
Street Dance <input type="checkbox"/>	Street Fair <input type="checkbox"/>	Rally/Assembly <input type="checkbox"/>
Wedding <input type="checkbox"/>	Other (Please specify) _____	

Purpose of event - please check all that apply:

Charity <input type="checkbox"/>	Fund Raiser <input type="checkbox"/>	Entertainment <input type="checkbox"/>
Education <input type="checkbox"/>	Other (please explain): _____	

Desired date(s) and time(s) of event: _____

Desired location of event: _____

Estimated number of attendees: _____ Estimated number of event workers: _____

Set up time: _____ Clean up completed time: _____

Has this event been held before? _____ If so, where and when? _____

Will fees be charged for: Admission _____ Amount _____
Vendors _____ Amount _____
Entry _____ Amount _____
Other (Please specify type) _____ Amount _____

Do you have event rental needs from the City (stage, electrical)? _____

Will sound amplification equipment be used? _____

What sort of sound will be amplified? _____

Will your event need security overnight or any other time aside from the hours of the event? _____

If yes, please explain what you need _____

Please provide any other information about your event that you believe would be helpful for planning purposes.

Liability Insurer _____

Policy Number _____ Liability Limits _____

(Attach copy of policy)

WAIVER AND RELEASE: I/We agree to hold harmless and defend the City of Canton against any claim for damages, compensation or otherwise on the part of any participant or any other party, growing out of or resulting from injury which might occur as a result of activity at the facilities of the City of Canton, and to reimburse or make good any loss, damage or costs that the City of Canton may have to pay if litigation arises from injury to any participant or other party, under the laws of this or any other state as against such claims for reimbursement or indemnity by the City of Canton.

I/We also agree to reimburse the City for the cost of any clean up or damage repair that exceeds the required security deposit of \$300.00.

THE UNDERSIGNED DOES AFFIRM THAT THE INFORMATION GIVEN IS TRUE TO THE BEST OF HIS/HER BELIEF AND KNOWLEDGE.

SIGNATURE

DATE

PRINT NAME

EMAIL ADDRESS

ADDRESS

PHONE #

Date Received: _____

POLICE:

SIGNATURE (Chief of Police) DATE: _____ APPROVED: _____
DISAPPROVED: _____

COMMENTS: _____

FIRE MARSHAL:

SIGNATURE (Fire Marshal) DATE: _____ APPROVED: _____
DISAPPROVED: _____

COMMENTS: _____

Public Works:

SIGNATURE (Public Works Director) DATE: _____ APPROVED: _____
DISAPPROVED: _____

COMMENTS: _____

Public Outreach Office:

SIGNATURE (Public Outreach Manager) DATE: _____ APPROVED: _____

DISAPPROVED: _____
Phone: 770.704.1548 fax: 770.704.1538

COMMENTS: _____

SPECIAL EVENT APPLICATION

ROAD/CYCLING RACE

The City has determined two pre-approved routes for 5K races that work best for the City and the event. Please review the attached maps to determine which route will work best for you. If you know of an alternate route that is not established, please present it to the City; any alternative route will need to be approved by the City.

Once you have chosen the appropriate map, please print it out and mark where you will be placing the registration, entry/exit, start/finish, water stations, first aid station, portable toilets, etc.

Please furnish an expected timeline for your event:

Set-up start: _____

Sign in/on site registration: _____

Assembly of entrants: _____

Race start: _____

Race finish: _____

Awards/Prizes: _____

Clean up finish: _____

Number of participants expected: _____

Please list each vendor expected:

The event organizer must provide written notice to EVERY resident and business along streets that will be closed at least a week before of the event. The notice must provide the date(s) and time(s) that the street is expected to be closed. A copy of the notice must be provided to the Main Street Director.

The City's Police, Fire Marshal, Public Works Departments and Public Outreach Manager will review your choice to ensure it appropriateness.

RACE ROUTES

ETOWAH RIVER/HERITAGE PARKS ROUTE



DOWNTOWN ROUTE

TO BE ADDED

SPECIAL EVENT APPLICATION

DOWNTOWN EVENT

Please review the attached map of the downtown area and designate what portion of the area will work best for you.

If you want to include other areas around downtown please present it to the City; **any** area used will need to be approved by the City.

Once you have chosen an area, please print out the map, and mark where you will be placing the entrance/exit, vendors, tents, entertainment, water stations, first aid station, portable toilets, music, etc. Label each vendor. Please be considerate of the size and needs of each facility.

Please furnish an expected timeline for your event:

Set-up start:	_____
Event start:	_____
Event finish:	_____
Clean up finish:	_____

Do you expect that more parking will be needed than is generally available?

Please list each vendor expected:

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The City's Police, Fire Marshal, Public Works Departments and Public Outreach Manager will review your choice to ensure it appropriateness.



SPECIAL EVENT APPLICATION

PARADE EVENT

The City has determined a number of pre-approved routes for parades that work best for the City and the event. Please review the attached maps to determine which route will work best for you. If you know of an alternate route that is not established, please present it to the City; any route will need to be approved by the City.

Once you have chosen the map, please print it out and using the shown legend, mark where you will be placing the start/finish, first aid station, portable toilets, etc.

Please furnish an expected timeline for your event:

Set-up start: _____
Sign in/on-site registration: _____
Assembly of entrants: _____
Parade start: _____
Parade finish: _____
Awards/Prizes: _____
Clean up finish: _____

Types and number of units: Motorized Floats _____ Vehicles _____ Animals _____

Towed Floats _____ Walkers _____

Please list each vendor expected:

The event organizer must provide written notice to EVERY resident and business along streets that will be closed at least a week before of the event. The notice must provide the date(s) and time(s) that the street is expected to be closed. A copy of the notice must be provided to the Main Street Director.

The City's Police, Fire Marshal, Public Works Departments and Public Outreach Manager will review your choice to ensure it appropriateness.

PARADE ROUTES

TO BE ADDED

SPECIAL EVENTS ALCOHOL PERMIT APPLICATION

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An *Alcohol Servers Permit* is required for any person pouring/serving alcohol at a Special Event. The permit is applied for at the Canton Police Department for a fee of \$25.00 and must be displayed on the person at all times.

Please check all that you intend to offer for sale: Beer ☐ Wine ☐ Liquor ☐

What alcohol vendor will you be using? _____

Provide copies of the vendor's business and alcohol licenses and off premises permit if applicable.

Every business must have a copy of its business and alcohol licenses, and off premises permit if applicable, available for inspection.

The City's Police, Fire, and Streets/Public Works Departments, and Main Street Director will review your choice to ensure it appropriateness.