



## Special Event General Application

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

**Name of Event:** \_\_\_\_\_

**Desired Date(s) and Time(s) 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? \_\_\_\_\_

Name of Individual or Organization Sponsoring Event: \_\_\_\_\_

Address: \_\_\_\_\_

**Contact person authorized to act on behalf of the Organization:** \_\_\_\_\_

Contact person phone: \_\_\_\_\_ (cell) \_\_\_\_\_ (other)

Contact person Email address: \_\_\_\_\_

*Please provide a copy of valid driver's license.*

### Location- check all that apply:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Amphitheater (Etowah River Park) | <input type="checkbox"/> Boling Park                  | <input type="checkbox"/> Brown Park        |
| <input type="checkbox"/> Burge Park                       | <input type="checkbox"/> Cannon Park                  | <input type="checkbox"/> Etowah River Park |
| <input type="checkbox"/> Heritage Park                    | <input type="checkbox"/> Other (Please Specify) _____ |  |

### Type of event- check all that apply:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> 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"/> Festival                     |
| <input type="checkbox"/> Film Shoot     | <input type="checkbox"/> Fireworks       | <input type="checkbox"/> Market                       |
| <input type="checkbox"/> Parade         | <input type="checkbox"/> Rally/Assembly  | <input type="checkbox"/> Road Race                    |
| <input type="checkbox"/> Street Fair    | <input type="checkbox"/> Wedding         | <input type="checkbox"/> Other (Please Specify) _____ |

### Purpose of Event- check all that apply:

- |                                     |   |  |
|-------------------------------------|---|--|
| <input type="checkbox"/> Charity    | <input type="checkbox"/> Education                    | <input type="checkbox"/> Entertainment |
| <input type="checkbox"/> Fundraiser | <input type="checkbox"/> Other (Please Explain) _____ |  |

Phone: 770.704.1500 | Fax: 770.704.1538 | 110 Academy Street | Canton, Georgia 30114

[cantonga.gov](http://cantonga.gov)



Will fees be charged for: Admission? \_\_\_\_\_ Amount: \_\_\_\_\_  
Vendors? \_\_\_\_\_ Amount: \_\_\_\_\_  
Other? (Please Specify) \_\_\_\_\_ Amount: \_\_\_\_\_

Do you have event rental needs from the City? \_\_\_\_\_

Stage  Yes  No  
Electrical  Yes  No

Do you have need for any cones, barricades, etc. from the City? \_\_\_\_\_

Will sound amplification be used? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

Will your event need overnight security or at any other time aside from the hours of the event? \_\_\_\_\_  
If yes, please explain: \_\_\_\_\_

Please provide any other information about your event that you believe would be helpful for planning purposes. You may attach additional documentation, if needed.

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Liability Insurer (Please attach copy of policy) \_\_\_\_\_

Policy Number \_\_\_\_\_ Liability Limits \_\_\_\_\_

**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.

**The undersigned does affirm that the information given is true to the best of his/her belief and knowledge.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Please return completed application to Adam Dodson, Parks and Recreation Manager:  
adam.dodson@cantonga.gov or 770-720-7674**

Phone: 770.704.1500 | Fax: 770.704.1538 | 110 Academy Street | Canton, Georgia 30114



## Special Event Application Road/Cycling Race

The City has determined three pre-approved routes for 5K races that work best for the City and events. 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.

**Please select your preferred race route:**

Etowah River/Heritage Parks Route     Downtown Route

Reservoir Drive Route

**For questions regarding race routes, please contact Adam Dodson, Parks and Recreation Manager at 770-720-7674 or [adam.dodson@cantonga.gov](mailto:adam.dodson@cantonga.gov)**

Please furnish a timeline for your event:

Set-up Start time: \_\_\_\_\_

Sign in/on-site registration: \_\_\_\_\_

Assembly of entrants: \_\_\_\_\_

Race Start time: \_\_\_\_\_

Race Finish: \_\_\_\_\_

Awards/Prizes: \_\_\_\_\_

Clean up Finish: \_\_\_\_\_

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

The City's Police, Fire Marshal, Parks and Recreation Manager, Public Works Director and City Manager will review your choice of route to ensure its appropriateness.



## Special Event Application Downtown Event

Please describe the portion of the Downtown Area you would like to use. If you would like to include other areas around Downtown, please describe those areas as well. **Any** area used for your event must be approved by the City.

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**For questions regarding utilizing Downtown Areas for your event, please contact Adam Dodson, Parks and Recreation Manager at 770-720-7674 or [adam.dodson@cantonga.gov](mailto:adam.dodson@cantonga.gov)**

Please furnish a timeline for your event:

Set-up Start time: \_\_\_\_\_  
Event Start time: \_\_\_\_\_  
Event Finish: \_\_\_\_\_  
Clean up Finish: \_\_\_\_\_

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

The City's Police, Fire Marshal, Parks and Recreation Manager, Public Works Director and City Manager will review your choice to ensure its 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 events. Please submit your route map and details. Please include a start and finish point, first aid stations, portable toilets, etc. **Any** route must be approved by the City.

**For questions regarding parade routes, please contact Adam Dodson, Parks and Recreation Manager at 770-720-7674 or adam.dodson@cantonga.gov**

Please furnish a timeline for your event:

Set-up Start time: \_\_\_\_\_

Assembly of entrants: \_\_\_\_\_

Parade Start: \_\_\_\_\_

Parade Finish: \_\_\_\_\_

Awards/Prizes: \_\_\_\_\_

Clean up Finish: \_\_\_\_\_

Please list the types and number of units that will be included in your parade:

Motorized Floats: \_\_\_\_\_

Vehicles: \_\_\_\_\_

Animals: \_\_\_\_\_

Towed Floats: \_\_\_\_\_

Walkers: \_\_\_\_\_

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

The City's Police, Fire Marshal, Parks and Recreation Manager, Public Works Director and City Manager will review your choice to ensure its appropriateness.



## Special Event Alcohol Permit Application

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, no sooner than 90 days prior to the event date. The applicant must provide the boundaries of the event and determine 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, but applications must still be applied for. 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. O.C.G.A. § 3-11-5 states that caterers may not employ anyone under the age of 21 to sell or serve alcohol.

**NOTE: APPLICANTS MUST APPLY FOR STATE SPECIAL EVENT ALCOHOL PERMITS THROUGH THE STATE.**

**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 Marshal, Parks and Recreation Manager, Public Works Director and City Manager will review your choice to ensure its appropriateness.