

**Brunswick City Event Application**  
*For Use of City Park/Squares/Streets*  
dmcraig@cityofbrunswick-ga.gov (912)267-5500  
Deputy City Marshal (912)267-5583  
FAX (912)267-5549

Please read the following in its entirety and initial. A valid government issued photo ID/License must be presented at the time of submission. Copies will not be accepted.

\_\_\_\_\_ Applications **MUST** be submitted to City Hall Receptionist no later than (5) business days prior to scheduled event. Please note: a submission of an application is not an approved application. Special request items are provided by other city departments (for a fee) and also require the same (5) business day advanced notice. Waiting to submit an application containing special requests may result in denial of such requests due to unavailability or insufficient preparation time.

\_\_\_\_\_ Applicant shall be Point of Contact for said event and responsible party for any property damage and all other consequential loss arising out of the activities of the applicant, their employees, subcontractors, suppliers, guests, audience or patrons in connection with the rental/use of the City spaces.

\_\_\_\_\_ Applicant shall ensure all local and state laws are upheld during scheduled event and will be the Point of Contact for any Law Enforcement Officer response. Failure to be forthcoming during any investigation may result in criminal charges as applicable during investigation.

\_\_\_\_\_ It is the sole responsibility of the applicant to notify the City Hall Executive Assistant or City Marshal during normal business hours should any changes occur to an approved event permit prior to the event taking place. Applicant understands that any deviations from approved permit without proper notification may result in termination of event.

\_\_\_\_\_ Applicant understands that an event can be terminated by a Brunswick Police Department Shift Supervisor for any reason(s) covered under Sec. 16-87 of Article IV.- Public Conduct of the Brunswick City Municipal Ordinance. The City of Brunswick, Brunswick Police Department and any other employee associated will not be held responsible for any monetary losses incurred should this take place.

\_\_\_\_\_ Applicant agrees to defend, indemnify and hold harmless The City of Brunswick, and any person associated with the management of the facilities from and against any loss, damages, and claims regardless of merit, for bodily injury including death, property damage, and all other consequential loss arising out of the activities of the applicant, their employees, subcontractors, suppliers, guests, audience or patrons in connection with the rental/use of the spaces.

\_\_\_\_\_ Applications cannot be submitted on behalf of a third party individual or entity. All applicants must appear in person to submit the application, pay fees and present a valid government issues photo ID/License. Paper copies of identification will **NOT** be accepted.

\_\_\_\_\_ Applicant understands that any and all dealings with alcohol will require a special event alcohol permit issued by the Georgia Department of Revenue with the local municipalities approved permit. This is a separate process that must completed in order to provide, furnish, handle, sell or offer to sell any alcohol beverages outside of an on premise consumption licensed establishment. Request for permit must be submitted 10 days prior to scheduled event to guarantee issuance of said license permit.

\_\_\_\_\_ It is the sole responsibility of the Applicant to read and fully understand Secs. 16-68 – 16-80 of ARTICLE IV. Public Conduct in the City of Brunswick Ordinance. Visit online at [www.BrunswickGa.org](http://www.BrunswickGa.org).

**\*\*All Non-Profit Organizations will be required to submit proof of status as a 501(c)(3) corporation at the time of submitting the application.\*\***

By signing below, applicant affirms they agree to all above mentioned conditions that govern the considerations for approval of the event permit. Applicant understands responsibilities and regulations of the use of Brunswick City property and will abide by all rules, regulations and laws.

Applicant Name (First,Last): \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Below to be completed by City Hall Receptionist**

Date Received: \_\_\_\_\_

Copy of photo ID attached?       Yes       No

Copy of 501 ©(3) attached for Non-Profit Organization?       Yes       No

Copy of Insurance Policy attached?       Yes       No

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*\*All asterisk(\*) in this application must be completed in its entirety. Failure to do so will result in a permit denial by the Brunswick City Marshal as outlined under City Ordinance Sec. 18-86(c). There is a \$25.00 application fee due upon return of the application.*

<b>Applicant Information</b>
------------------------------

\*Name  
(Print): \_\_\_\_\_

\*Home  
Address: \_\_\_\_\_

\*Mailing Address (if Different) : \_\_\_\_\_

\*Direct Contact Number:  
\_\_\_\_\_

\*Email  
Address: \_\_\_\_\_

\*Current Valid Driver's License Number and  
State: \_\_\_\_\_/\_\_\_\_\_

## To Be Completed if Applicable

Representing:

\_\_\_\_\_  
(Association, Group, Corporation)

**\*\*Non-Profit Organizations must submit a copy of the 501©(3) with application\*\***

Mailing

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

Phone

Number: \_\_\_\_\_

Contact Person (If

Different): \_\_\_\_\_

## Location of Event

### City Parks

- |   |  |                                       |  |
|---|--|---------------------------------------|--|
| <input type="checkbox"/> College Park       | <input type="checkbox"/> Dixville Park | <input type="checkbox"/> Gateway Park | <input type="checkbox"/> Goodyear Park |
| <input type="checkbox"/> Kaiser Park        | <input type="checkbox"/> Miller Park   | <input type="checkbox"/> Orange Park  | <input type="checkbox"/> Palmetto Park |
| <input type="checkbox"/> Sidney Lanier Park | <input type="checkbox"/> Urbana Park   | <input type="checkbox"/> Windsor Park |  |
| <input type="checkbox"/> Other Park: _____  |  |                                       |  |

*(Street and block number, or intersection)*

## City Squares

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> Halifax Square    | <input type="checkbox"/> Hanover Square | <input type="checkbox"/> Jekyll Square  | <input type="checkbox"/> Kay Square       |
| <input type="checkbox"/> Machen Square     | <input type="checkbox"/> Queen Square   | <input type="checkbox"/> Wright Square  | <input type="checkbox"/> Satilla Square   |
| <input type="checkbox"/> Fredericka Square | <input type="checkbox"/> King Square    | <input type="checkbox"/> Crispen Square | <input type="checkbox"/> St Simone Square |
| <input type="checkbox"/> Blythe Square     |   |   |   |

Other

Square: \_\_\_\_\_

*(Street and block number, or intersection)*

## City Street

\*Street: \_\_\_\_\_

\*Block  
Number: \_\_\_\_\_

\*Intersection (cross  
streets): \_\_\_\_\_

## EVENT DETAILS

*\* Incomplete, vague, or ambiguous details that prevent full and proper review by the permitting officer will result in permit denial by the Brunswick City Marshal as outlined under City Ordinance Sec. 18-86(c).*

\*1. Date of Event:

\_\_\_\_\_

\*1a) Set up time: \_\_\_\_\_ Clean up time: \_\_\_\_\_

\*2.Type of

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

(Fundraiser, Wedding, Specified Celebration, Vigil, Memorial, Educational Outreach, Specified Awareness, Peaceful Protest, Car Show, Social, Concert, Competition, Fitness, Parade, etc.)

\*3. Purpose of

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

\_\_\_\_\_

\_\_\_\_\_

\*Private (by invitation only)

\*Open (Public Encouraged/Welcomed)

\*4. Expected Number of Attendees /Active Participants if Known: \_\_\_\_\_

\*Estimated Number of Attendees/Active Participants if Specific is Unknown:

Under 25

25-50

More than 100

50-75

75-100

More than 200

*\*Barricades to block city roads will NOT be approved without meeting guidelines*

\*5. Will Electricity be required? YES  NO

\*6. Will a PA System, sound amplications or lighting equipment be used? YES  NO

IF YES

DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

\*7. Will temporary structures furnished by applicant be utilized? (i.e. stage, table, tent, chairs, podium, bounce house) YES  NO

If Yes,

describe: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*8. Will the need for public safety be anticipated (police/fire/medical)? YES  NO

\*9. Will barricades be needed to block city streets? YES  NO

If so, which street(s): \_\_\_\_\_

\*10. Will handheld or stationary signs/banners be on display? YES  NO

If yes, how many, describe words/phrases/content: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*11. Will this event use, ignite, discharge or fire any fireworks, explosives, firecrackers, sparklers, glow worms, noise makers, poppers, snappers? YES  NO

If Yes,

describe: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\*12. Will additional trash receptacles be needed? YES  NO

# \_\_\_\_\_

\*13. Will alcohol be dispensed or sold? Dispensed at no charge Sold N/A

Type of alcohol: \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\*If the event consists of temporary structures, a blueprint of the set-up MUST be attached and submitted with this application. No exceptions.

\*If the event requires use of city street(s), a map of the route MUST be attached and submitted with this application. Map will include the following:

- Start Location

- Stop Location

- Means of travel (I.E. on foot, vehicle, floats, etc.) If multiple are applicable, specify.

- Fee schedule attached-



# Fee Schedule for Parks, Squares and Events

Rentals, Trash, Barricades, Electrical Use

## Trash Receptacles

<u>Number of Trash Receptacles</u>	<u>Total Price</u>
<b>1-4</b>	<b>\$50.00</b>
<b>5-8</b>	<b>\$100.00</b>
<b>8-12</b>	<b>\$150.00</b>

## Barricades

<u>Number of Barricades</u>	<u>Total Price</u>
<b>1-4</b>	<b>\$50.00</b>
<b>5-8</b>	<b>\$100.00</b>
<b>8-12</b>	<b>\$150.00</b>

## Parks and Event Rentals

<b>Electrical Use (Parks Only) -</b>	<b>\$25.00</b>
Small Gatherings- less than 50 guests	<b>\$50.00</b>
Medium Gatherings-50 to 100 guests	<b>\$100.00</b>
Large Gatherings- more than 100 guests	<b>\$200.00</b>

**Total Fees Due:** \_\_\_\_\_

All fees must be paid with cashier's check or money order. Personal checks will not be accepted.