

## Guidelines for Special Events

A *special event* is any organization for-profit or nonprofit activity having as its purpose entertainment, recreation and/or education which takes place on public property or takes place on private property, but requires special public services and which is permitted by the city under this article.

By way of example, special events include, but are not limited to, fairs, tours, grand opening celebrations, races, parades, marches, rallies, assemblies, festivals, concerts, holiday celebrations, bicycle runs, and block parties. Private social gatherings which will make no use of city streets other than for lawful parking are not included. Garage sales, lawn sales, rummage sales, flea market sales, or any similar casual sale of tangible personal property are not included.

Individuals or groups wishing to hold events on public property, or on private property but with an impact on public property such as roads, within the City limits, including City parks, must obtain a Special Event Permit from the City of Union City. Event sponsors should submit applications 30 days prior to the proposed event.

### Some key points:

**Permit posting:** Special event permits should be posted at greeting areas or main entrances at events. Event producers should keep in mind they may be asked, by City staff, to show proof of permit during event.

**Hours:** All public parks and recreation areas are open and accessible to the general public between the hours of 8:00 a.m. and 11:00 p.m. Monday through Saturday, and 12:00 noon till 11:00 p.m. on Sundays. Loudspeakers, amplified music, bullhorn or public address systems during event hours are strictly regulated.

**Food:** If food will be served or sold at the event, contact the Fulton County Health Department, Central/South Fulton Office at 404-730-1301 to discuss Food and Beverage regulations before you submit your application.

**Alcohol:** If alcohol is to be served or sold, sponsors must take those measures required for compliance with the Alcoholic Beverage Ordinance, including the hire of private security officers to prevent alcohol from being removed from the premises. Alcohol is prohibited in Union City's public parks.

**Restrooms/Trash/Cleanup:** The City may require event sponsors to provide temporary toilet facilities. Trash must be disposed of in approved containers. Daily cleanup is required. The applicant must clean the right-of-way or public property of all rubbish and debris, returning it to its pre-event condition within 24 hours of the conclusion of the event. If the applicant fails to clean up such refuse, cleanup will be arranged by the City and the costs charged to the applicant.

**Traffic & Parking:** Parking is permitted in designated areas only. The Fire Marshall requires that all entries, exits and fire lanes be maintained.

**Signs:** Permits are required for temporary signs. No signs may be affixed to trees, buildings or street fixtures. Applications including signage must submit sign descriptions on the site plan to include the number of signs/banners, location, size & height of each on the application.

**Smoking:** Smoking is not permitted in any public facility.

**Fireworks:** Fireworks are not permitted without prior approval from the City of Union City Fire Department.

**Tents:** Tents require an inspection and permit by the Fire Marshal. Such structures require a flame resistant certificate issued by an acceptable testing laboratory, and a site plan indicating a fire lane accessing the tent, a 2A-10BC fire extinguisher on-site, and acknowledgement that no smoking, fireworks, or open flames will be permitted in the tent. Fire inspections may be scheduled by calling (770) 964-9934 x338. Please schedule inspections at least one business day in advance

**Security/Traffic Control:** Events may require the hiring of police officers to provide for security and/or traffic control.

**First Aid and Medical:** Events may require provision of first-aid and medical personnel.

**Enforcement:** City of Union City Police may request that a resident or event participant leave any park or public facility for violation of rules and regulations.

**Insurance:** In addition to the nonrefundable application fee, producers of each event are responsible for any additional costs incurred by the City as determined by representatives of each department prior to issuance of the Special Event Permit.

**Please attach two (2) copies of drawings with dimensions accurately depicting proposed location of Special Event. Sketches must include traffic patterns, curb cuts, and proposed parking plan. *Please keep in mind that no temporary sanitary facility or trash receptacle may be located within 100 feet of a property line of any residential use and no tent, table or other temporary structure shall be located within 250 feet of a property line of any residential use.***

## **Special Event Application Checklist**

- Submit your Special Events Permit Application (with attachments as required) at least 30 days prior to the proposed event. A \$25 application fee must accompany your application when it is submitted.**
- The completed application must be notarized upon submission.**
- Verify current business occupational tax certificate & local alcohol license, if serving alcohol.**
- Provide a Schedule of Events along with a Site Plan which addresses: (a) the location of the event on the property; (b) features and attractions; (c) circulation; (d) proposed parking including how you will handle overflow parking; (e) any proposed road closures; (f) location of waste disposal facilities; (g) restrooms; (h) access for the disabled; (i) location, size & number of any tents; (j) location, size, and description of any signage or banners.**
- Provide a Letter of Permission from the property owner giving permission for the event at this location. Parades must follow routes approved by the City Manager.**
- If food will be served or sold at the event, contact the Fulton County Health Department, Central/South Fulton Office at 404-730-1301 to discuss Food and Beverage regulations before you submit your application. Attach your food permit to this application.**
- If alcohol will be served or sold at this event, contact the City of Union City Community Development Department at 770-969-9266 to discuss Alcoholic Beverage Code regulations before you submit your application. The Legal Department may ask you to specify the business with the Alcoholic Beverage License that will serve alcoholic beverages at your event. An additional fee of \$50 will be required if alcohol will be served or sold.**
- If you need information on hiring Off-Duty Police Officers or Firefighters/EMTs, contact the Police Department at 770-964-1333 and Fire Department at 770-964-9934 the before you submit your application. Only certified police officers may direct traffic on city streets.**

**When your paperwork is complete, sign the Save Harmless Agreement, included in this packet, and submit to:**

**City of Union City: Permit Division  
5047 Union Street  
Union City, GA 30291  
Telephone: 770-964-2288  
Fax: 770-969-8795**