



Community Development Department
5047 Union Street~ Union City, GA 30291
Phone (770) 515-7920 *Fax (770) 964-8795
www.unioncityga.gov

Special Events Application

All applications must be completed and signed by applicant.
Applications are due at least thirty (30) working days in advance- \$100 application fee.

Upload your completed form to:

<https://unioncityga.portal.iworq.net/portalhome/unioncityga>

Please make your payment online when submitting your application.

https://unioncityga.governmentwindow.com/payer_login.html

Application is hereby made according to the Laws and Ordinance of the City of Union City for a special event permit as described herein and if same is granted, agree to conform to all Laws and Ordinances regulations.

APPLICANT'S INFORMATION

Applicant Name: _____

Title/Position: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ E-mail Address: _____

ORGANIZATION INFORMATION

Organization Name: _____

Address: _____

Person(s) Responsible: _____

Address: _____

Phone #: _____

Event Details

Beginning Date: _____ Ending Date: _____

Start Time(s): _____ End Time(s): _____

Exact Location: _____

Is the event location owned by the applicant? Yes No If no, please attach property owner's authorization to hold event on their property.

Description of Activities:

Participants expected? _____ Is the public invited to this event? Yes No

Purpose of Event: _____

Will any public facilities or equipment be requested? Yes No If yes please describe:

Does the Georgia Department of Transportation possess jurisdiction over the event? An example would be a parade occurring on Roosevelt Highway? Yes No If yes, please describe below and attach authorizations: _____

Will food be served at this event? Yes No If yes, please attach permits from Fulton County Health department. _____

Will any tents be erected in association with this special event? Yes No If yes, include a Tent application with your submittal.

Will any temporary signage be used in association with this special event? Yes No If yes, include a sign permit application with your submittal.

Will alcohol be served? Yes No If yes, please specify the business with the Alcoholic Beverage License that will serve alcoholic beverage at your event. An additional fee of \$500.00 will be required if alcohol will be served or sold.

Name of Business serving alcoholic beverages: _____

Issuing Authority and License: _____

Address: _____

Date: _____ Time: _____

Provide the Quantity of all alcoholic beverages transported from the licensee's primary premises to the location of the authorized catered function.

In accordance with the requirements of this permit I hereby agree to the following:

- a. ___ Maintain original event licenses and documents in vehicle transporting, the alcoholic beverages to the catered function at all times
- b. ___ In order to sell malt beverages or wine at a catered function, the location of the event/function must qualify pursuant to section 3-336 of this chapter.
- c. ___ In order to sell distilled spirits at a catered function, the location of the event/function must qualify pursuant to section 3-251 of this chapter 3.

No permit shall be issued in a residential zoning district.

Will this event include a Parade? No Yes If yes, answer the following:

Location of staging area:

Arrival Time at staging area: _____ Parade Start Time: _____

Map of exact route of parade including starting and termination points is attached. Yes No

Approximate # of entries: _____

Type of entries persons, animals, vehicles: _____

Will the parade occupy all or only a portion of the width of the street? All Portion

Property Owner's Authorization

The Undersigned below, or as attached, is the owner of the property which is the subject of this application. The undersigned does duly authorize the applicant named below to act as applicant in the pursuit of a special event located on the property.

Name of Applicant _____

Telephone Number _____

Address of Subject Property _____

I swear that I am the owner of the property which is the subject matter of the attached application, as it is shown in the records of Fulton County, Georgia.

Signature of Owner

Personally appeared before me
who swears the information contained
in this authorization is true and correct
to the best of his/her knowledge and
belief.

Notary Public

Date

(Affix Raised Seal Here)

Requirements

In addition to the non-refundable \$100 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. The fee schedule on the following page will be completed by our City staff, who will assess appropriate charges based on your application.

Please attach two 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.

As a condition to the issuance of a temporary Special Event Permit, the licensee shall indemnify and hold the City harmless from claims, demand or cause of action which may arise from activities associated with the special event.

I, _____, Applicant, do solemnly swear subject to criminal penalties for false swearing, that the statement and answers made by me to the foregoing questions in this application for a City of Union City Special Event Permit, are true, and no false or fraudulent statement or answer is made herein to procure the granting of such license.

Applicant Signature

Date

Notary

Commission Expires

CLASS OF EVENT

- Co-sponsored event with City
- Fundraising for charitable events
- Special event
- Special event with road closure
- Special event with tent – square footage of tent _____
- Special event with temporary signage

	Amount	Required
Application Fee	\$100.00	\$100.00
Alcoholic Beverage Fee	\$500	
Public Services		
Community Development		
Tent		
Signage		
Police		
Fire		

Permit:

Date: _____

Permit Fee Due: \$ _____

APPLICATION FOR PERMIT APPROVED BY:

POLICE CHIEF

FIRE CHIEF

COMMUNITY DEVELOPMENT DIRECTOR