



TROUP COUNTY  
G E O R G I A

# SPECIAL EVENT PERMIT APPLICATION

Application, Instructions,  
and Information.

Troup County  
Planning & Zoning Office

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PLEASE READ CAREFULLY BEFORE APPLYING.

THIS APPLICATION DOES NOT ENSURE A PERMIT OR LICENSE WILL BE ISSUED.

Please complete the following forms in their entirety and submit them to the Building, Planning and Zoning Department, 100 Ridley Avenue, Room 1300, Troup County Government Center, LaGrange, GA. If you have questions, please do not hesitate to contact the Building, Planning and Zoning Department at (706) 883-1650; Monday – Friday; 8:00 am – 5:00 pm, except holidays.

## **Troup County, Georgia, Special Event Permit Application**

Troup County is a great place to live, work, and play. Troup County boasts a diverse economy and offers a wide variety of living options. Troup County Commissioners, management, and staff have worked and listened to residents, who have said there should be a balance between our agricultural and rural past along with opportunities for growth and success.

Troup County is pleased to welcome a variety of Special Events, from community festivals to athletic competitions. Our goal is to work with event organizers to help ensure that events taking place in our County are safe and successful, while minimizing the impact of the surrounding community. We hope you find these instructions helpful in planning and preparing to execute your special event.

A Special Event is any activity that occurs upon public or private property that affects the ordinary use of parks, public streets, rights-of-way or sidewalks. Special events may include but are not limited to such activities as arts festivals, fairs, tours, concerts, holiday celebrations, certain outdoor business promotional events, bicycle races, runs, parades, marches, processions, and motorcades.

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 unincorporated Troup County, must obtain a Special Event Permit from Troup County.

### **Troup County Code for Special Events: (Please read carefully before applying)**

#### **ARTICLE VI. - SPECIAL EVENTS**

##### **Sec. 66-181. - Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Producer* means any person responsible for planning, producing and conducting a special event.

*Special event* means any organized for-profit or nonprofit activity having as its purpose entertainment, recreation and/or education which:

- (1) Takes place on public or private property; and
- (2) Requires special public services and which is permitted by the county under this article. Gatherings or activities that take place on private property and that make no use of county streets, roads or rights-of-way, other than for lawful parking, are not subject to the provisions of this article, but shall comply with all other requirements specified by ordinance as to the use of such property. No special event shall be allowed to exceed six days in any 30-day consecutive period of time.

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 county streets, roads or rights-of-way, 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.

A parade, march, or procession subject to this article is defined to be a group or number of people or vehicles, or the combination thereof, consisting of five or more vehicles and ten or more persons, or a combination of three or more vehicles and five or more persons, proceeding or moving in a body or in concert along the streets, roads or rights-of-way of the county. Specifically excepted from this definition are funeral processions.

*Vendor* means any person or persons or entity who engages in the sale to the public of any food or food products, goods, services, or merchandise of whatever nature from any location, either mobile or stationary, on a temporary itinerant basis on any public street, sidewalk, right-of-way or public property as an authorized participant of the special event.

**Sec. 66-182. - Penalties for violation.**

Violation of any of the sections of this article or any part thereof shall be punished as provided in section 1-19 of the Troup County Code.

**Sec. 66-183. - Permit conditions.**

- (a) It shall be unlawful for a special event to occur in the county without having first obtained a permit for such special event.
- (b) All permits issued pursuant to this article shall be temporary and shall not vest in the holder any permanent property rights in a permit.
- (c) The location of a special event must comply with all existing zoning requirements of the county, and there must be sufficient lawful parking available. An application for a permit shall be subject to review of the county zoning administrator to determine compliance with zoning requirements. Administrative exceptions are subject to the approval of the county manager.
- (d) Parades, marches, and processions shall follow such designated route or routes as may be on file with the county manager and shall be preceded by a sheriff's vehicle.
- (e) Unless specifically provided otherwise, a special event is subject to and must comply with any and all other applicable ordinances of the county.

**Sec. 66-184. - Application.**

- a) The producer of a special event shall make application for a permit for the special event on a form prescribed by the county.
- b) An application for a special event permit shall be filed at least 60 days prior to the date the special event is scheduled to take place; provided, however, no application shall be accepted earlier than one year prior to the date of the special event.
- c) Each application for a special event permit shall be accompanied by a nonrefundable application fee of \$500.00.
- d) All producers of a special event shall be properly identified on the application; provided, however, a special event permit shall be issued only to an individual person. Therefore, if a group, organization, association, or other entity is producing the special event, a designated agent of the producer shall be named for purposes of the permit, and this individual shall be solely and fully responsible for compliance with all provisions, including all financial requirements of this article and other applicable laws.
- e) The application shall include the following information:
  - 1) Purpose of the special event;
  - 2) Name, address, e-mail address, and telephone number of the sponsoring entity or person in addition to the person named in subsection (d) of this section;
  - 3) Proposed date, location, and hours of operation, but in no event earlier than 8:00 a.m. no later than 11:00 p.m. in residential zoned locations and in no event earlier than 8:00 a.m. no later than 12:00 midnight in commercial zoned locations;
  - 4) Schedule of proposed activities;
  - 5) Projected attendance at the special event;
  - 6) Plans for parking, restroom facilities, and sanitation concerns;
  - 7) Plan for crowd and traffic control.
- f) In addition, the county or any of its departments may require any other information deemed reasonably necessary to determine that the permit meets the requirements of this article.
- g) Two copies of a to-scale survey of the proposed location for the special event shall accompany the application and shall accurately depict the proposed location of the special event, all buildings, structures, parking, and curb cuts permanently located on the site. The survey shall further show the proposed temporary location of any and all buildings, structures, and parking to be associated with the proposed special event. Moreover, the entire location shall comply with the county's standards for setbacks.

- h) Each county department and/or agency whose services would be impacted by the special event shall review the application and recommend in writing any conditions or restrictions deemed necessary. Special conditions or restrictions recommended by the county manager, or his/her designee, shall become a condition of the permit.

**Sec. 66-185. - Permit fees.**

- (a) Each county department and/or agency whose services would be impacted by the special event shall itemize the departmental activity required for the special event, showing the hourly rate and the actual and reasonable total cost. The "total costs to the county" shall be the sum of each department's costs. The county manager shall determine and calculate a reasonable fee to reimburse the county for its services.
- (b) A cash bond may be determined to be appropriate by the county, and in this event the county shall advise the producer of the amount, and this bond shall be remitted to the county before the special event permit is issued.
- (c) The initial permit fee shall be paid in full prior to the issuance of the permit and in any event no later than 72 hours prior to the date of the event.
- (d) The fees required in this article shall be in addition to any other fees which may be required by any other applicable ordinances or regulations.
- (e) No producer of any special event, except as may otherwise be provided herein, shall be exempt from the payment of the appropriate fees and charges required under this article.
- (f) Should a producer desire to have use of any equipment owned by the county, such as barriers, traffic cones, and the like, an additional fee, as may be established from time to time by resolution of the board of commissioners, shall be paid so as to cover the reasonable cost for use of the equipment, as well as the delivery and return of the items by county employees.
- (g) Notwithstanding any provision to the contrary, the producer of any special event associated with and benefiting the cause of a charitable organization, recognized as such by the Internal Revenue Service under section 501(c)(3) of the Internal Revenue Code, shall be excused by the county manager from the permit fee requirement, but may be required to post the bond described in subsection (b) of this section. Criterion to be considered in determining the appropriateness of requiring a bond shall include the impact of the event on the cost of services to be provided by the

**Sec. 66-186. - Liability.**

- (a) At the discretion of the county, prior to issuance of a permit, the producer shall provide to the county proof of comprehensive liability insurance naming the county as an additional insured. The insurance requirement is a minimum of \$300,000.00 personal injury per person, \$1,000,000.00 maximum, and \$100,000.00 property damage against all claims arising from permits issued pursuant to this article.
- (b) The producer of any special event shall provide a written agreement in a form satisfactory to the county providing the producer shall defend, pay, and save harmless the county, its officers, employees, and agents from liability of all personal or property damages arising from any acts or omissions emanating from a special event and from any and all claims, attorney fees or lawsuits for personal injury or property damage arising from or in any way connected to the special event. The agreement shall be filed with, and made a part of, the application form.
- (c) The county, its officials, employees, or agents shall not incur any liability or responsibility for any injury or damage to any person in any way connected to the use for which the permit has been issued. The county, its officials, employees, or agents shall not be deemed to have assumed any liability or responsibility by reasons of inspections performed, the issuance of any permit, or the approval of any use of the right-of-way or other public property.

**Sec. 66-187. - Vendors of food and merchandise.**

- (a) The sale of food and/or merchandise by vendors shall be allowed as a component of a special event provided each vendor is authorized to participate in writing by the producer of the event and provided further each vendor shall be

subject to all conditions and limitations as shall be imposed in writing by the producer and submitted as part of the application for a permit.

- (b) The producer of a special event shall have sole responsibility and control of all food and merchandise vendors as a component of a special event and to designate the location and activities of such vendors.
- (c) Authorized vendors of the producer, providing food and/or merchandise, shall not be required to obtain a separate vendor permit to operate during the special event.
- (d) Notwithstanding the provisions of subsection (c) of this section, food vendors authorized by the producer shall be required to comply with rules and regulations of the county health department as to the preparation and service of food.

**Sec. 66-188. - Vendors of alcoholic beverages.**

The dispensing of alcoholic beverages, by sale or otherwise, shall be allowed as a component of a special event provided each vendor is authorized to participate by the producer and provided further each vendor dispensing alcoholic beverages shall have been duly licensed by the state and the county or another local governing authority and shall further have complied with all provisions of this Code relating to the sale of alcoholic beverages off -premises at an authorized function or event.

**Sec. 66-189. - Miscellaneous provisions regarding vendors.**

- (a) Each vendor authorized by the producer of the special event shall prominently display on his or her person a badge provided by the producer and identifying the vendor as an authorized participant in the special event which shall bear the signature of the producer or his designated agent.
- (b) It shall be unlawful for any vendor not authorized by the producer as provided herein to engage in any business within a distance of 100 yards of the special event from one hour before the start of the special event, and until one hour after the special event.
- (c) A special event permit granted by the county may provide for the county to close designated streets, roads and intersections to allow use of the public right-of-way for the special event during designated hours and days. The producer shall bear all responsibility for having all vendors remove any structures and all trash and debris from the designated area by not later than the time stated under the permit for reopening of all streets.

**Sec. 66-190. - Other permits.**

- (a) The purpose of this article is to allow the county's departments and staffs to review an application for a special event permit outside the regular ordinance standards in order to determine how disruptive a special event may be to the ordinary use of parks, public streets, rights-of-way, or sidewalks and to make recommendations and allowances. Administrative guidelines issued by the county zoning department shall be followed by the county in allowing specified signage and advertising which may not be in compliance with existing zoning or other ordinances for banners and vendors. Upon approval by the county manager, or his designee, recommendations and allowances made shall become conditions of the permit to be followed and carried out by the producer.
- (b) Notwithstanding subsection (a) of this section:
  - 1) The holder of a license to sell and dispense alcoholic beverages shall obtain an off-premises license and event permit for pouring alcoholic beverages for an authorized function or event as provided in chapter 6 of this Code if he is authorized to participate by the producer; and
  - 2) A permit allowing fireworks shall be approved and permitted by the chief of the county's fire department or his designee. Further, the person to be performing the firework display shall be pyrotechnics licensed and qualified in the state.

## **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 County Staff, to show proof of permit during event.
- *Hours:* Event activities are prohibited after 11:00 pm in residential areas, after midnight in commercial areas, and before 8:00 am in any area.
- *Alcohol:* If alcohol is to be served or sold, sponsors must take those measures required for compliance with the Alcoholic Beverage Ordinance.
- *Restrooms/Trash/Cleanup:* The County 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 cleanup such refuse, cleanup will be arranged by the County and 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.
- *Fireworks:* Fireworks are not permitted without prior approval from the Troup County Fire Department.
- *Tents:* Tents with a total area of 200 sq. ft. or canopies with a total area of 400 sq. ft. 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 acknowledgements that no fireworks, or open flames will be permitted in the tent.
- *Fire Inspections:* May be scheduled by calling the Fire Marshal at (706) 883-1717. Please schedule inspections at least on business day in advance.
- *Security/Traffic Control:* Events may require the hiring of Sheriff's Deputies to provide for security and/or traffic control.
- *First Aid and Medical:* Events may require provision of first-aid and medical personnel.
- *Enforcement:* The Troup County Sheriff Deputy or any law enforcement personnel may request that a resident or event participant leave any park or public facility for violation of rules and regulations.
- *Fees:* In addition to the non-refundable application fee, producers of each event are responsible for any additional costs incurred by the County as determined by representatives of each department prior to issuance of the Special Events Permit.
- *Insurance:* Attach Proof of Comprehensive Liability Insurance naming the County as an additional insured: The insurance requirement is a minimum of \$300,000 personal injury per person, \$1,000,000 maximum, and \$100,000 property damage against all claims arising from permits issued.
- *Hold Harmless Agreement:* Please fill out and sign the Hold Harmless Agreement included in the packet.
- *Site Plan:* Please attach two (2) copies of drawings 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.

## **Checklist**

- O Submit your Special Events Permit Application (with attachments as required) at least 60 days prior to the proposed event. A \$500.00 application fee must accompany your application when it is submitted.
- O The completed application must be signed by an individual upon submission.
- O Verify current business occupational tax certificate & local alcohol license, if serving alcohol. Also, a copy of current sales tax certificate.
- O Provide a Schedule of Events.
- O Provide a Site Plan which address: (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/campsites; (j) location, size, and description of any signage or banners.
- O Provide a Letter of Permission from the property owner or authorized agent giving permission for the event at this location. Parades must follow routes approved by the County Manager.
- O If food will be served or sold at this event, contact the Troup County Health Department at (706) 845-4085 to discuss Food and Beverage regulations before you submit this application. Attach your food permit to this application.
- O If alcohol will be served or sold at this event, contact the Troup County Building, Planning, and Zoning Department at (706) 883-1650 to discuss Alcoholic Beverage Code regulations before you submit your application. You may be asked to specify the business with the Alcoholic Beverage License or Catering Permit serving alcoholic beverages at you event.
- O Complete the Hold Harmless Agreement included in the packet.

**Please complete the following forms in their entirety and submit them to the Building, Planning and Zoning Department, 100 Ridley Avenue, Room 1300, Troup County Government Center, LaGrange, GA. If you have questions, please do not hesitate to contact the Building, Planning and Zoning Department at (706) 883-1650; Monday – Friday; 8:00 am – 5:00 pm, except holidays.**



**TROUP COUNTY**  
GEORGIA

# Special Event Permit Application

100 Ridley Ave, Suite 1300  
LaGrange, GA 30240  
Phone: (706) 883-1650 Fax: (706) 883-1653



**TROUP COUNTY**  
GEORGIA

Case #	Fee Paid \$	Application Date	Receipt #/By
SEP -	\$500.00		# /

## APPLICANT INFORMATION

Applicant's Name	Mailing Address	City/State	Zip
Phone 1	Phone 2	Email	

Name of Group/Organization producing the Event:  
"If group/organization has a business license, please attach a copy"

Mailing Address	City/State	Zip
Phone 1	Phone 2	Email

Name of additional sponsoring entity or person (if applicable)

Mailing Address	City/State	Zip
Phone 1	Phone 2	Email

**Point of Contact for this Event:**

**Phone:**

## Type of Event

Run/Walk/Bike:	Concert:	Wedding:	Parade:	Family Reunion:
Bi/Triathlon:	Festival/Fair:	Other:		

**Name of Event:**

**Purpose of Event:**

**Location of Event:**

**Event Dates:**

**Actual Event Hours:** (Please Note: Event may not begin earlier than 8 am or later than 11 pm in residential areas, or midnight in commercial areas):

a.m. / p. m. - until

a.m. / p.m.

**Setup / Assembly Date:**

**Start Time:**

a.m. / p. m.

**Please describe the scope of your setup/assembly work:**

**Dismantle Date:**

**Completion Time:**

a.m. / p. m.



**Will your event require the closing of any County Roads or parking lots? (Yes / No)**

If yes, please list any road(s) and parking lots to be closed as a result of this event. Include road name(s), day, date, and a proposed time of closing and time of reopening. You must attach a copy of a traffic and parking plan and a list of proposed equipment being used to close roads and the responsible party deploying the equipment:

**Further Event Details**

Projected attendance:

Will event require Fireworks? Yes                      No

Will alcohol be served? Yes                      No                      If yes, please review application checklist for further information.

Will food be served? Yes                      No                      If yes, please review application checklist for further information.

Will a tent be installed? Yes                      No                      If yes, what size?                      ft. x                      ft. Total number of tents:

Will event require signs/banners? Yes                      No                      If yes, please provide the location, size, height and number of signs/banners information on your site plan for the event.

Traffic and Parking Plan:

Plan for Restrooms and Trash Collection:

Plan for Crowd and Traffic Control:

Plan for First Aid/Medical Support:

**Total Special Event Fees**

In addition to the nonrefundable \$500.00 application fee, producers of each event are responsible for any additional costs incurred by the County as determined by representatives of each department prior to issuance of the Special Event Permit. The fee schedule below will be completed by our County staff, who will assess appropriate charges based on your application.

**Office Use Only**

Application Fee:	\$500.00	Alcoholic Beverage Fee:	
Roads & Engineering Fee:		Building, Planning & Zoning Fee:	
Sheriff's Fee:		Fire Marshall Fee:	
Health Department Fee:		Total Fees:	



**TROUP COUNTY  
GEORGIA**

**Hold Harmless Agreement**

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Special Event Applicant: \_\_\_\_\_

Special Event Producer: \_\_\_\_\_

Special Event Location: \_\_\_\_\_

Special Event Description: \_\_\_\_\_

Special Event Date: \_\_\_\_\_

Special Event Time: \_\_\_\_\_

The applicant/producer shall defend, pay, and save harmless the county, its officers, employees, and agents from liability of all personal or property damages arising from any acts or omissions emanating from a special event and from any and all claims, attorney fees or lawsuits for personal injury or property damage arising from or in any way connected to the special event.

The county, its officials, employees, or agents shall not incur any liability or responsibility for any injury or damage to any person in any way connected to the use for which the permit has been issued. The county, its officials, employees, or agents shall not be deemed to have assumed any liability or responsibility by reasons of inspections performed, the issuance of any permit, or the approval of any use of the right-of-way or other public property.

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

I, (applicant's name), being duly sworn according to the law, do swear that the facts and information stated by me in the above and foregoing answers to questions are true, and no false or fraudulent statement is made herein, and such answers were made in order to procure the granting of a Special Event Permit. I have read, understand, agree, and I will abide by the Hold Harmless Agreement stated above.

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

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

Notary Public: \_\_\_\_\_

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

Commission Expires: \_\_\_\_\_

**Office Use Only:**

Special event must receive approval from the Sheriff's Department for crowd control and security measures.

Approved by Sheriff's Department: \_\_\_\_\_

Conditions of Approval: \_\_\_\_\_

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

Special Event must receive approval from the Troup County Roads & Engineering Department, on traffic control plan.

Approved by Roads & Engineering Department: \_\_\_\_\_

Conditions of Approval: \_\_\_\_\_

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

The location where the Special Event is to take place must be properly zoned and approved by the Planning & Zoning Department. All temporary buildings and structures must be inspected by a Building Official as necessary.

Approved by Zoning Administrator: \_\_\_\_\_

Approved by Building Official: \_\_\_\_\_

Conditions of Approval: \_\_\_\_\_

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

Tent installation or use of fireworks must be approved by the Fire Marshall.

Approved by Fire Marshall: \_\_\_\_\_

Conditions of Approval: \_\_\_\_\_

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

Restrooms/Port-a-Johns and Catering Trucks must be approved by the Health Department.

Approved by Health Department: \_\_\_\_\_

Conditions of Approval: \_\_\_\_\_

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