

# Cumming Police Department

## SPECIAL EVENT PERMIT

### Applicant Information

Application Date \_\_\_\_\_

Company/Organization \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Name of/Type of Event \_\_\_\_\_

Date of Event \_\_\_\_\_

Start Time \_\_\_\_\_

Finish Time \_\_\_\_\_

Projected Attendance \_\_\_\_\_

Event Location \_\_\_\_\_

### Will this event require a road closure?

NO  YES If **YES**, you **MUST** attach a Traffic Control Plan to this application.  
If applicable, please indicate here (or attach) your plan to notify businesses and residents affected by your race route.

# Special Event Permit Guidelines and Instructions

Pursuant to Division 6 of Article II of Chapter 21 of the Code of the City of Cumming entitled “Regulation of Organized Athletic Events in Rights of Way,” the Cumming Police Department has adopted the following Special Event Permit guidelines and procedures:

1. No sporting or recreational event shall be held in or on the public roadways or rights-of-way in the City of Cumming without proper approval from the City of Cumming/Cumming Police Department. Such events shall be limited to those sponsored by or benefitting a nonprofit, charitable institution, local school, or other tax-exempt organization or entity. The event sponsor must be actively involved in the planning, scheduling and staging of any such event.
2. Sponsors of such events must file the “City of Cumming Police Department Special Events Permit,” along with a **\$25.00 application fee**, at least **30** days prior to the event date. The **\$25.00** application fee is **non-refundable** and must be paid by cash, check or money order (credit/debit card payments cannot be accepted), made payable to The City of Cumming Police Department.
3. After an event application is approved by the Chief of Police and City Administrator, sponsors of the event must pay the **Event Fee**, which will provide for, among other things that may arise: Cleanup after the event; special first aid or medical resources; special traffic considerations; and similar special expenses occasioned by the event which are not anticipated at the time of approval. Event Fee must be paid in full to the City of Cumming Police Department (*via cash, check or money order*) following approval of the application and **MUST** be received **NO LATER** than **TWO DAYS** prior to the **EVENT DATE**. The Event Fee is based on the number of people involved (including sponsors, staff, volunteers, participants and spectators, etc.) as follows:

<b>Up to 999 people</b>	<b>\$100.00</b>
<b>Between 1,000 and 2,000 people</b>	<b>\$200.00</b>
<b>For each additional 1,000 people above 2,000: Add an additional \$100.00</b>	
<b>(Ex: 3,000 people = \$300.00; 4,000 people = \$400.00, etc.)</b>	

4. The City of Cumming/Cumming Police Department may reject applications based on public health, safety, and/or welfare, including failure to provide adequate measures to ensure the safe staging of the event. If a request is denied, the applicant may appeal the denial to the Cumming City Council by delivering **WRITTEN NOTICE** of such appeal to the **CITY ADMINISTRATOR** within **10** days of the date of denial. The matter will be heard before the Cumming City Council at its first available regularly scheduled meeting. Council may uphold the denial, approve the event application as submitted, or defer the decision to a specific date.
5. Any person who violates or fails to comply with any provision contained within Division 6 of Article II of Chapter 21 of the Code of the City of Cumming shall be guilty of a misdemeanor and shall be amenable to the processes of the City Court of the City of Cumming and subject to punishment as provided for in Section 1-11 of the Code of the City of Cumming.

Name of Partnership or Corporation (if any) \_\_\_\_\_

Names and Home Addresses of all Partners (if a partnership)

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

Names and Home Addresses of all Officers and Directors (if a corporation)

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

Have you, or any of the persons named above, ever been arrested or convicted of a violation of any ordinance or law of Cumming, Forsyth County, State of Georgia, or the federal government, other than minor traffic violations?

NO  YES

If yes, please indicate the date, description and disposition in each case.

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

**WARNING: False statements shall be grounds for immediate revocation of this permit or denial of the application or the basis for denial of future applications. Applications must be legible. Applicant may attach additional pages to this application as necessary.**

**By signing below, I acknowledge I have read the Special Event Permit Guidelines and the Warning above and I understand my responsibilities concerning this permit application.**

\_\_\_\_\_  
**Applicant's Signature**

The foregoing was signed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
**Notary Public**

\_\_\_\_\_  
**My Commission Expires**

\_\_\_\_\_  
**APPROVAL (This section to be completed by City of Cumming/Cumming Police Department Employees)**

\_\_\_\_\_  
**PJ Girvan, Chief of Police**

**Date**

\_\_\_\_\_  
**Phil Higgins, City Administrator**

**Date**