

**CITY OF VIDALIA, GEORGIA**  
**SPECIAL EVENT PERMIT REQUIREMENTS**

**Event Organizer Requirements**

- 1) Fill out the application provided by City Hall. The application must be filed no less than 15 days and no more than 60 days before the proposed date of the event.
- 2) A map of the location of the proposed event must be provided.
- 3) If a full or partial road closure is planned, the application must first go through the City Manager's office for review and recommendation to the Mayor and Council. The application will be approved or disapproved by the Mayor and Council at a City Council meeting.

Prior to adding a Special Event Permit request to the Agenda the following municipal officers will be notified for input:

- 1) *City Manager (or employee designee)*—To determine if appropriate notice has been provided to the proper departments for evaluation. To determine if any additional solid waste curbside collection bins will be necessary. Also, to determine if the application needs to be taken before the Mayor and City Council.
- 2) *Police chief (or employee designee)*—To assess the number of officers and other personnel necessary for ensuring the safety of the event attendees as well as reviewing traffic flow of the proposed location.
- 3) *Fire chief (or employee designee)*—To assess the proposed route or area of closings for the special event to ensure that it shall not impair or impede response times/abilities for the general public safety.
- 4) *Director of public works*—To assess the proposed route or location for the ability of municipal roads to handle the traffic load. To assess the need for any traffic flow measures (i.e., barrels, cones, etc.)

**CITY OF VIDALIA, GEORGIA  
SPECIAL EVENT PERMIT APPLICATION**

**Special Event Details**

\_\_\_\_\_  
Event Organizer (person in charge of event)

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number & Email Address

\_\_\_\_\_  
Name of Sponsoring Organization

\_\_\_\_\_  
Address of Sponsoring Organization

\_\_\_\_\_  
Name(s) and Telephone Numbers of Sponsoring Organization's Authorized Representatives

\_\_\_\_\_  
Name of Event

\_\_\_\_\_  
Date(s) of Event (3 days maximum)

\_\_\_\_\_  
Description of Proposed Event

\_\_\_\_\_  
Time of Proposed Event including set up and break down

\_\_\_\_\_  
Location of Event: a detailed map must be attached to the Application

\_\_\_\_\_  
Detailed description of road closing request including start/finish times, assembly area, disbanding area, route to be traveled, etc.

\_\_\_\_\_  
Number of participants expected

\_\_\_\_\_  
Number of vehicles requiring parking

\_\_\_\_\_  
Description of loudspeaker if used

\_\_\_\_\_  
Number and description of animals if applicable

\_\_\_\_\_  
Number of Solid Waste Curbside Collection Bins Needed

\_\_\_\_\_  
Description of any temporary outdoor structures to be used (i.e., Slides, Stage, Tents)

---

---

Subject to Mayor and City Council approval at a regularly scheduled Council meeting.

Council Meeting Date: \_\_\_\_\_

**Indemnification and Memorandum of Agreement:**

**“The sponsoring organization and I shall defend the City against, and indemnify and hold the City harmless from, any liability to or claims of liability by any persons resulting from any alleged damage or injury occurring in connection with the special event. Furthermore, I understand and agree to follow all rules and regulations established local, state, and federal laws. I agree to abide by these laws.”**

---

Event name and date

---

Applicant/Event Organizer: Print

---

Sponsoring Organization

---

Applicant/Event Organizer: Signature

Any special event permit issued may be summarily revoked by the City of Vidalia at any time when, by reason of disaster, public calamity, riot or other emergency, the appropriate agent or agents for the City of Vidalia determines that the safety of the public or property requires such revocation. Notice of such action revoking a permit shall be delivered in writing to the person by personal service or by certified mail, or other form of direct notice should the circumstances warrant same. In the event of such a revocation, the City Manager may work with the person to reschedule the event to a later date.

The City Manager, or his designee, shall have the authority to revoke a special event permit at any time during the conduct of the special event in the event of failure to conform to or comply with the standards for issuance of the permit as set forth by law.

---

---

Internal use only

Date approved by Mayor and Council: \_\_\_\_\_

Final Approval: \_\_\_\_\_  
City Manager