



OUTDOOR EVENT REGULATORY LICENSE APPLICATION

Date of Application: _____

Applicant Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Cell Phone: _____

Name of Event: _____

Date of Event: _____

Operating Hours: _____

Set Up/Tear Down Hours: _____

Projected Attendance: _____

Location of Event:

Description of Event:

Will any streets need to be closed to accommodate this event? **YES:** _____ **NO:** _____

Street names:

Times to be closed: _____

The City of Flowery Branch does not allow for consumption of alcoholic beverages from any open container while in or upon any area open to the public whether public or private.

The City Manager may allow consumption of alcoholic beverages on city property for outdoor events by approval of a written application. If you are interested in the consumption of alcoholic beverages during your event please ask for the Special Event Permit Application.



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If 250+ attendees complete the following:

Registered Agent for the Event Name: _____

Registered Agent Address: _____

Certificate of Insurance attached? YES: _____ NO: _____

An indemnity bond subject to a limit of \$500,000.00; **or**

An insurance policy or public liability bond subject to a limit of \$500,000.00 for personal injury or death or property damage sustained by any one person and subject to a limit of \$1,000,000.00 for personal injuries or death or property damages sustained by two or more persons as a result of any one accident or event;

Number of Porta Potties: _____ At least one Handicap accessible is required.

Security provided by: _____ How many individuals will be providing Security: _____

Emergency Medical Facilities provided? YES: _____ NO: _____

What are the parking/traffic control plans?

What are the Clean-up plans?

For City Use Only

City Council Meeting Date _____

Approved/Denied: _____

Approved: _____

City Manager

Chief of Police

Permit Issued: _____

Date

Permit #

City Clerk



OUTDOOR EVENT REGULATORY LICENSE INFORMATION

The power to issue a regulatory license for the operation of an outdoor exhibition, outdoor performance, outdoor musical festival or concert, or other outdoor public assembly shall be reserved specifically for the city council, and said power shall be exercised as provided hereinafter.

The city council, by way of a regularly scheduled public meeting or by a specially called meeting, shall make an investigation and may hold a hearing, as necessary, to assess the impact of the outdoor events set forth in this section upon the health, safety and general welfare and security of the city.

The regulatory fees per day are

1-50 attendees	\$5.00
51-249 attendees	\$50.00
250+ attendees	\$250.00

Any person who conducts an outdoor event without receiving a regulatory license as required or conducts an outdoor event not meeting the requirements of the Flowery Branch Code shall be subject to the penalties as assessed in the discretion of the judge of the municipal court. Each day of holding, operating, or conducting an event in violation of this article shall be deemed a separate offense.

The applicant shall provide adequate maintenance personnel to clean the area occupied by the business or event, or both, as well as those areas which are adjacent to the area occupied by the business or event, or both, and which are littered as a result of the business, event, or its patrons, or any combination thereof;

That the applicant shall provide adequate toilet facilities such that a minimum of one toilet fixture per 100 patrons is provided as well as at least one handicap accessible fixture is provided;

The city, its agents or employees in their official capacity, and any event sponsored by the city, shall be exempt from the requirements of this article.

Once the event is approved please submit a brochure/flyer and registration form to Vickie Short at City Hall for inclusion on the City of Flowery Branch Website.

***Please note the depot is not automatically included as part of your event, a separate reservation and fee may be required. ***



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The application for a license for any of the outdoor events set forth in this section that will have an anticipated attendance of **250+ attendees** shall set forth conclusive evidence:

1. That the applicant shall provide sufficient security people, at the expense of the applicant, to control the public and enforce all laws within the area occupied by the business and/or event;
2. That the applicant shall provide adequate emergency medical facilities, at the expense of the applicant, to provide sufficient emergency medical care for members of the public who patronize the applicant's business and/or event;
3. That a study has been prepared establishing the adequacy of the facility for the use as applied for, including, but not limited to:
4. The appropriateness of the facility for the proposed use in light of the surrounding uses adjoining the facility;
5. The adequacy of parking (with sufficient area to park one passenger vehicle for each anticipated four patrons); and
6. The adequacy of the public roads to handle the access to the business facility or event, or both, for the number of anticipated patrons (and specifically requiring that there be no parking within the right-of-way for public roads);
7. That the applicant shall provide adequate drinking water for the members of the public who patronize his business or event, or both;
8. That the applicant shall designate a resident of the state as agent and lawful attorney in fact upon whom may be served all summons or other lawful processes in any action or proceeding against the business or event, or both, for any action arising as a result of the business or event, or both. The name and address of such resident agent shall be filed with the application and be a part thereof;
9. That the applicant shall secure and provide proof thereof with the application an insurance policy or a bond affording coverage to the business or the event, or both, which insurance policy or bond shall be subject to any personal injury or death or property damages to the following limits:
 - a. An indemnity bond subject to a limit of \$500,000.00; or
 - b. An insurance policy or public liability bond subject to a limit of \$500,000.00 for personal injury or death or property damage sustained by any one person and subject to a limit of \$1,000,000.00 for personal injuries or death or property damages sustained by two or more persons as a result of any one accident or event;

That the applicant shall provide a study indicating the projected attendance, scheduling details such as time, place, and manner of holding the outdoor event, anticipated noise levels, and how the applicant proposes to minimize any adverse consequences of the outdoor event as to surrounding or adjoining homeowners or landowners.