

# City of Powder Springs Permit Application

## Temporary Recreation Events



### CONTACT INFORMATION:

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

\_\_\_\_\_  
Designated Contact

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Website

\_\_\_\_\_  
Email

### EVENT INFORMATION

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

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

\_\_\_\_\_  
Event Time *(include any set-up/clean-up time)*

\_\_\_\_\_  
Approx. number of participants

### EVENT TYPE

Race *(Run/Walk)*: 5k / 10k (circle one)

Bicycle \_\_\_\_\_

Festival \_\_\_\_\_

Other \_\_\_\_\_

\_\_\_\_\_  
Description of Event (include any special requests)

\_\_\_\_\_  
*Staff may require additional information before issuance of permit.*

\_\_\_\_\_  
Requested location of Event:

**Please attach a map showing the area your event would use. Include any Race routes not certified by Powder Springs. See a listing of these on the back of this form.**

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**THIS PORTION TO BE COMPLETED BY STAFF**

### APPROVAL SIGNATURES

\_\_\_\_\_  
Police Chief

\_\_\_\_\_  
Public Works Director

\_\_\_\_\_  
PRCA Director

\_\_\_\_\_  
City Clerk

Resolution # and Date: \_\_\_\_\_

Number of Officers Required: \_\_\_\_\_

SAVE Affidavit Received \_\_\_\_\_

Fees Waiver Approval \_\_\_\_\_

*Please return this completed application to the Parks, Recreation and Cultural Affairs Department at  
4484 Marietta St. Powder Springs, GA 30127*

# Temporary Recreation Events Policy

1. All events applications must be submitted sixty(60) days prior to the event. Applications may be submitted to the Parks, Recreation and Cultural Affairs Department at 4484 Marietta St. Powder Springs, GA 30127.
2. There is a \$55.00 Event Permitting Fee to be payed upon application submittal.
3. There is a \$35.00 per off-duty officer/per hour charge for events(2 hr minimum) requiring road closures or traffic control. The need for and number of Officers will be determined by the Police Chief.
4. All event applications and street closures must be approved by City Council.
5. Upon approval, Applicant must make arrangements for officers and payment with each officer. (Parks Director will assist with confirming officers)
6. The Event Applicant is responsible for:
  - Set up and Clean up of the event including trash pick up in all event areas.
  - Portable toilet rentals.
  - All event organization, supplies, registration, management, timing, and staging
  - Acquiring permits with County Health department for **ANY** food vendors participating in the event. Visit: [cobbanddouglaspublichealth.com](http://cobbanddouglaspublichealth.com) for more information.

## Certified Race Routes

Lucille Trail (5k)

Wildhorse Trail (5k)

Downtown/Silver Comet (5k/10k)

## Release

Organizer agrees to abide by the above policy. City of Powder Springs is not responsible for any damages or loss. Organizer hereby indemnifies and agrees to hold harmless the event officers, committee members, staff and agents, the City of Powder Springs, Cobb County, and the State of Georgia, against all claims, liabilities, damages and expenses (including the expense of litigation and attorney's fees) asserted against or incurred by them arising in whole or in part out of Organizer's activities hereunder. Organizer agrees that City of Powder Springs may rescind this agreement and revoke immediately all of the rights of the Organizer, his/her agents or his/her employees to exhibit space at the event for violation of the policy or any ordinance of the City of Powder Springs or any law of the State of Georgia. Organizer represents that all information provided in the application is true and correct. By signing below, Organizer represents that he/she has read and understood all policies.

Signature\_\_\_\_\_ Date\_\_\_\_\_