

**City of Powder Springs Permit Application**  
 Temporary Recreation Events

Paid \$55.00  
 check # 5674  
 P. Powell  
 city of powder springs

**CONTACT INFORMATION:**

The Book Worm Bookstore  
 Name of Organization  
4451 Marietta Street  
 Address  
thebookwormonline.com  
 Website

Susan Smelser  
 Designated Contact  
770-605-7323  
 Phone  
shopthebookwormpowderspring  
 Email  
@gmail.com

**EVENT INFORMATION**

Farmer's Market  
 Event Name  
May 3rd - Oct 25th 2018 (Every Thursday)  
 Event Date  
(2-30) 4 - 8 (8:30)  
 Event Time (include any set-up/clean-up time)  
30  
 Approx. number of participants

**EVENT TYPE**

Race (Run/Walk): 5k / 10k (circle one)  
 Bicycle \_\_\_\_\_  
 Festival \_\_\_\_\_  
 Other Farmer's Market

Description of Event (include any special requests) Entire parking lot to avoid people walking where cars are at. 2 barricades to use - we can take them up & down each week. Staff may require additional information before issuance of permit.

Requested location of Event: City parking lot @ 4451 Marietta St.  
 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.

THIS PORTION TO BE COMPLETED BY STAFF

**APPROVAL SIGNATURES**

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

MA 3-15-18  
 Public Works Director

TC 4-4-18  
 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: [cobbanddoughlaspublichealth.com](http://cobbanddoughlaspublichealth.com) for more information.

## Certified Race Routes

Lucille Trail (5k)

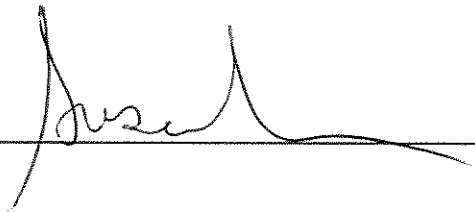
Wildhorse Trail (5k)

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 \_\_\_\_\_

3/13/18

## Porche Powell

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**From:** Trudy Crunkleton  
**Sent:** Wednesday, April 04, 2018 8:37 AM  
**To:** Porche Powell  
**Subject:** RE: Farmer's Market- Temp Event App

It hasn't been presented. I didn't want to process without the clarification.

Thanks!

Trudy Crunkleton  
Parks, Recreation & Cultural Affairs  
City of Powder Springs  
770.943.1666 ext 305

Nature provides a free lunch, but only if we control our appetites. ~William Ruckelshaus, *Business Week*, 18 June 1990

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**From:** Porche Powell  
**Sent:** Wednesday, April 04, 2018 6:23 AM  
**To:** Trudy Crunkleton  
**Cc:** Tina Garver  
**Subject:** RE: Farmer's Market- Temp Event App

I have clarified the dates with her and will update her application. It will be Thursdays 4pm – 8pm starting May 3<sup>rd</sup> 2018 through October 25<sup>th</sup> 2018.

Has this one been approved by council?

Thanks Trudy ☺

*Porche' Powell*

Administrative Assistant/  
Permits Coordinator  
City of Powder Springs  
Community Development  
4488 Pineview Drive  
Powder Springs, GA 30127  
770-943-8001, Ext 352  
Fax: 770-222-6935  
[PPowell@CityofPowderSprings.org](mailto:PPowell@CityofPowderSprings.org)

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**From:** Trudy Crunkleton  
**Sent:** Thursday, March 15, 2018 11:32 AM  
**To:** Porche Powell; Michael Anderson; Tina Garver; Tony Bailey  
**Cc:** Pam Conner; Kelly Axt  
**Subject:** RE: Farmer's Market- Temp Event App

Hi Porche,

I spoke with Ms. Smelser about this and do not have any issues. However, it needs to be clarified this event is weekly on Thursday evening. As written, it could be any day. Also, her first date and last date are Fridays. Is this a typo? If she wants to start on May 3<sup>rd</sup>, that is Coffee with Staff and National Day of Prayer which are both in the evenings.

Thanks!

Trudy Crunkleton  
Parks, Recreation & Cultural Affairs  
City of Powder Springs  
770.943.1666 ext 305

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**From:** Porche Powell  
**Sent:** Wednesday, March 14, 2018 3:28 PM  
**To:** Michael Anderson; Tina Garver; Tony Bailey; Trudy Crunkleton  
**Cc:** Pam Conner; Kelly Axt  
**Subject:** Farmer's Market- Temp Event App

Good Afternoon,  
Attached is the temporary event application for the Farmer's Market.

Please respond with your comments and/or approvals.  
Thank you,

*Porche' Powell*

Administrative Assistant/  
Permits Coordinator  
City of Powder Springs  
Community Development  
4488 Pineview Drive  
Powder Springs, GA 30127  
770-943-8001, Ext 352  
Fax: 770-222-6935  
[PPowell@CityofPowderSprings.org](mailto:PPowell@CityofPowderSprings.org)

## Porche Powell

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**From:** Susan Smelser <shopthebookwormpowdersprings@gmail.com>  
**Sent:** Friday, March 23, 2018 10:16 AM  
**To:** Porche Powell  
**Subject:** Re: Farmers Market

It is Thursdays 4-8 , sorry for error. Starts May 3rd ends October 25.

On Fri, Mar 23, 2018 at 9:54 AM Porche Powell <[PPowell@cityofpowdersprings.org](mailto:PPowell@cityofpowdersprings.org)> wrote:

Good Morning Susan,

Could you please verify the dates for the farmers market? It looks as though your first date and last date will be on a Friday. We need to clarify that this is a weekly event that will occur on Thursday's (which I will note on the application). If you do want to begin on May 3<sup>rd</sup>, that is Coffee with the Staff and National Day of Prayer which are both in the evening as well.

Thank you,

*Porche' Powell*

Administrative Assistant/

Permits Coordinator

City of Powder Springs

Community Development

4488 Pineview Drive

Powder Springs, GA 30127

770-943-8001, Ext 352

Fax: 770-222-6935

[PPowell@CityofPowderSprings.org](mailto:PPowell@CityofPowderSprings.org)

Susan Smelser

owner of

The Book Worm Bookstore

4451 Marietta Street

Powder Springs, GA 30127

770-439-2029 store [www.thebookwormonline.com](http://www.thebookwormonline.com)

Friend us on Facebook: [www.facebook.com/thebookwormpowdersprings](http://www.facebook.com/thebookwormpowdersprings)

Follow us on Twitter @ shopthebookworm

Find out how my husband and I lost 280lbs in 9 months at our facebook page;o)  
health coach with [www.facebook.com/shrinkingsmelters](http://www.facebook.com/shrinkingsmelters)