



City of Covington

EVENT PERMIT APPLICATION EVENTS ON CITY OWNED PROPERTY

Date Received: _____

Received By: _____

Permit No.: _____

PLEASE CHECK ONE OF THE FOLLOWING:

- This event is a Special Event defined as temporary community interest event, open to the general public. For example; amusement, recreational, entertainment or community interest activities such as but not limited to carnivals, rodeos, horse shows, shooting events, athletic events, art shows and community fairs.
- This event is a Private Event that is not open to the general public. There is a \$150 non-refundable application fee.

I. APPLICANT INFORMATION:

Applicant: _____

Contact Name: _____ Phone: _____

Applicant Address: _____

Email Address: _____

II. LOCATION OF EVENT:

Address: _____

Has a lease agreement with the City been executed? Yes No.

III. EVENT INFORMATION:

Dates of event: From _____ To _____ Time: _____

Number of people expected to participate in the event: _____

Please describe the event: _____

Which of the following amenities will be necessary to facilitate the event:

Electrical service; Plumbing service; Water or Sewer service; HVAC service; Porta-John

Dumpster service; Other – please describe: _____

- If amplification equipment will be used, please see the attached City Ordinance Section 8.20.030.
 - If alcohol is being served; a caterers and pouring licenses are required. **Please note: alcohol is not permitted on site without obtaining the proper alcohol permits prior to the event.**
- If a tent is erected, an inspection by the Building Inspector and Fire Marshall is required.
- If food is prepared and/or served, a food service permit from the Department of Health is required. Food service permits are not required for private events.

Please attach a copy of all invitations, flyers, tickets, etc. to this application if it is a Special Event.



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IV. CERTIFICATION:

I, _____ the applicant, read and understand the contents of this application. I certify that the information contained herein, including attachments and all other supporting information, is complete and true, to the best of my knowledge. I further agree that to save, indemnify, and keep harmless the City of Covington, its officers, employees, and agents against all liabilities, judgments, costs, and expenses which may accrue against them in consequence of the granting of this permit, inspections, or use of any on-site or off-site improvements placed by virtue hereof, and will in all things strictly comply with all applicable rules and ordinances. Signature constitutes an attestation by the owner or owner's authorized representative(s) that application complies with all covenants, conditions, and restrictions.

Signature of owner/applicant or representative: _____

Date: _____



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V. AFFIDAVIT VERIFYING STATUS FOR CITY PUBLIC BENEFIT APPLICATION

I, _____ am applying to the City of Covington, Georgia for an
(Name)

Event Permit on City of Covington Property.

I hereby state, under oath, with respect to my application for

(Name of business, corporation, partnership, or other private entity)

that:

____ 1) I am a United States citizen or a legal permanent resident

OR

____ 2) I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act, 18 year of age or older, lawfully present in the United States. *

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant

Date

Printed Name

Alien Registration Number for Non-Citizens*

NOTARY SEAL:

Sworn to and subscribed before me on this ____ day of _____, 20____

Notary Public

My Commission Expires:

*Note: O.C.G.A. 50-36-1 (e) (2) requires that aliens under the Federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number, because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration numbers. Qualified aliens that do not have an alien registration number may supply another identifying number below:



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**** FOR OFFICIAL USE ONLY ****

Distribution for review:

- Planning Director
- Fire Marshall
- Building Inspector
- Public Works Department
- Police Department
- Transportation Department
- Utility Department

PLANNING AND ZONING

Approved: Denied: Approved with remarks

If issued, the Applicant must present this Permit, upon request, at all times during the event.

Planning Director's Signature: _____ Date: _____

Covington Police Chief's Signature: _____ Date: _____