ASSEMBLY PERMIT REQUEST FOR PUBLIC EVENTS
(Please Print or Type All Information)

EVENT COORDINATION

Event Name: _____

Date of Event: _____/_____/_____ Start Time: _____ Finish Time: _____

Requesting Organization: _____

Type of Organization: _____

EVENT COORDINATOR'S CONTACT INFORMATION:

Event Coordinator (Applicant): _____

Relationship of Applicant to Organization: _____

Address: _____

_____

Phone: Home - _____

Work - _____

Cell - _____

Email: _____

Indicate a Contact Name & Phone Number for Public Release to Promote the Event:

_____

EVENT SPECIFICS

Pre-Assembly Time: _____ Pre-Assembly Location: _____

Will a Public Address System or Music be used? YES _____ NO _____

If So, Where and at What Times? _____

Will Artificial Lighting be used? YES _____ NO _____

If So, Where and at What Times? _____

SIGNAGE

Are you requesting an Osborne Street Banner? YES _____ NO _____

If requesting to have signage please complete the attached "Temporary Sign Permit."

A Signage Plan shall be presented for any temporary signage that will be used in coordination with the event. If you are requesting an Osborne Street Banner, to be mounted across Osborne Street, at Church Street, the Banner is required to complete an attached Sign Permit, and the Banner shall be no smaller than 4' x 20' in dimension. Banners will be flown for two weeks prior to the event and removed immediately following. **Fees for Osborne Street Banner, for hoisting and removal: $ 325.**

STREETS

(If Public Roads will be blocked, indicate affected streets and/or intersections to be blocked)

_____

_____

_____

Number and Location of Parking Spaces that need to be blocked off:

_____

_____

SUPPORT

Will the Portable Stage be needed? YES _____ NO _____

Whole Stage _____ Half Stage _____

Where? _____

If the stage is being requested, please complete the attached stage rental agreement.

Electricity Needed? YES _____ NO _____

Where? _____

Estimate the Number of:

People: _____ Animals: _____ Vehicles: _____

Temporary Static Structures:

_____

_____

Any Other Information:

_____

_____

_____

CITY FACILITY RESERVATIONS - (Facility rental fees are managed through the City Manager's office)

Applicant requests to reserve the use of the following city property:

Within Waterfront Park: Gazebo _____ Picnic Area _____ Stage _____ Fountain ____ Entire Park _____

Outside Waterfront Park: Marsh Walk _____ Waterfront Pavilion _____ Gateway Property _____ Other ____

If Other, describe: _____

City Sound System: YES _____ NO _____

If YES, Please fill out attached City Sound System Rental Application

APPLICANT RESPONSIBILITIES - *Please initial each are of responsibility to indicate understanding*

_____ **Applicant agrees to provide and install the required number of NO PARKING signs for the event a minimum of three working days (72 hours) prior to the event, but no more than four working days (96 hours) prior to the event, and to remove the signs after the event has concluded. (Signs cannot be posted more than four days prior to any event).**

_____ **Applicant agrees to provide the requisite number of trash receptacles for use during the event.**

_____ **Applicant agrees *to assume responsibility for any damages* to City property resulting from the event.**

_____ **Applicant assumes responsibility to arrange for clean-up after the event.**

_____ **Applicant assumes responsibility for clean up after any animals involved in the event.**

_____ **Applicant agrees *to notify residences & businesses* within festival area to advise them of the event plans. (Dates, times, road closures, etc.)**

_____ **Applicant agrees to pay to the City a fee in *the amount of $15 per vendor that uses electricity* provided by the City. (See attached Event Electricity Usage Fee Form)**

_____ **Applicant agrees to not place vendors in front of any business entrances during the event.**

_____ **Applicant agrees to place vendors in order to eliminate, to the maximum extent possible, any adverse effects on residences and businesses within the festival area.**

_____ **Applicant agrees to advise vendors of all City requirements, including but not limited to: fire extinguisher requirements, hose/electrical cord trip hazard responsibilities, grease control/cleanup, power availability, setup time, break down completion, event permit times, etc.**

_____ **Applicant agrees to provide volunteers to assist visitors in accessing the parking area for the Cumberland Island Ferry for events that block Osborne Street and/or St. Marys Street.**

_____ **Applicant understands that State Laws and City Ordinances will be enforced. *Specifically, music and the use of any public address system will cease before 11:00 PM.***

_____ **Applicant understands that *a non-refundable site fee of $150.00 per tent* will be required by the City for events where tents larger than *12 feet by 12 feet* will be erected in the Waterfront Park.**

_____ **Applicant will provide their own Public Address system or other sound equipment.**

_____ **Applicant will coordinate two weeks in advance of the event with the Chief Ranger at Cumberland Island National Seashore (912-882-4336 ext 258) to allow for park visitor access to the parking area of the ferry parking lot. This includes access for campers with gear boarding the ferry and those visitors with special needs. Vendor and support staff will not use the ferry parking area.**

RECYCLING RESPONSIBILITIES

_____ **Applicant will provide recycling receptacles during their event and remove after the event.**

EVENT DECRIPTION:

Please list below the type of event you are organizing and provide a detailed description of the activities taking place during your event. Please include types of vendors, performers, and various activities that might take place.

MAPS:

In order to properly respond to the needs of individuals or organizations in planning events within St. Marys, the event organizer needs to provide a map of the event set-up to include any parade routes, race routes, attraction locations, street closures, blocked parking, handicap access/parking and other relevant issues, or attractions. **All such maps should be attached to this form when it is submitted to the City for approval.**

STIPULATIONS - TO BE COMPLETED BY CITY STAFF

After review by the City Staff, there may be stipulations that have to be met by the Applicant in order for the event to be approved. If no stipulations are defined by the staff, this section will not apply.

APPLICANT'S AFFIDAVIT

I (the applicant)/ We (the entity) ***HAVE*** ***HAVE NOT*** (circle one), in the past, conducted or participated in an event of a substantially similar nature to that which is the subject of this application. If the applicant circled "HAVE" above, where and when did such prior event(s) take place?

_____

_____

As a result of such event(s) did the applicant or entity become the subject, whether or not then operating under the same name, as plaintiff or defendant, of any legal action, civil, and/or administrative?

YES _____ NO _____

I/We ***HAVE*** ***HAVE NOT*** (circle one) defaulted upon or are in arrears as to any judgement civil, criminal, or administrative rendered against the applicant or entity, or is in violation of any injunction or restraining order entered against the applicant, or entity, whether or not then operating under the same name, as a result of participation in any prior event(s) or a substantially similar nature to that which is the subject of the instant application, and if so, a description of said judgement or order and an explanation for non-compliance is attached to this application. The applicant and, where applicable, its officers, employees, members, and shareholders, hereby agree to indemnify and save harmless the City of St. Marys, Georgia, its agents, officials, and employees, from any claims, demands, injuries, or damages, including reasonable attorney's fees incurred, that may arise or be brought against the City for injuries to persons or damage to property resulting from acts or omissions of the Applicant, its agents, employees, or representatives.

I/We hereby agree to abide by all stipulations noted above from the City of St. Marys in order to receive approval on this assembly permit. I/We fully understand that these stipulations may not be altered in any form without the expressed approval of the City of St. Marys. Any alteration of the noted stipulations once approved may lead to disapproval of this assembly permit.

***Please have this form notarized and returned to the City of St. Marys. Upon receipt of this notarized form, it will be added to your assembly request and forwarded to the committee and City Manager**

_____ _____/_____/_____

Applicant's Signature Date

_____ _____/_____/_____

Notary Public Signature Date

_____/_____/_____

Date My Commission Expires

STAFF REVIEW

Date of Staff Review: _____/_____/_____

Fire Dept : _____

Police Dept: _____

Public Works: _____

National Park Service: _____

Staff Recommendation: Check One

_____ Approved

_____ Approved with Stipulations

_____ Disapproved

If Disapproved, give reason(s):

_____

_____

_____

_____

_____

Upon review of this Assembly Permit Request and considering the recommendations of City Staff, it is the City Manager's decision that this request is (circle one): **APPROVED** **DISAPPROVED**

_____ _____/_____/_____

City Manager's Signature Date

CC: TOURISM, DDA, CITY CLERK

City of St. Marys
418 Osborne Street
St. Marys, Georgia 31558
Telephone: 912-510-4043
Fax: 912-510-4013

Event Electricity Usage Fee

In order to offset the electricity cost to the City of St. Marys as a result of events/festivals, the City shall charge a fee of $15 per booth space that utilizes electricity from the City supplied sources during all events. This fee shall be charged to the Event Sponsor upon completion of the event and will be based on the total number of booths that utilized electricity from City sources (event power panels, median outlets, etc.) for the event. It shall be the responsibility of the Event Sponsor to coordinate with City staff during the event to determine the total number of electricity users.

Fee Calculation

Number of Booths Utilizing Electricity: _____

Fee Per Booth: X $15.00

Total Fee Due to the City: $_____

FEE TO BE PAID AFTER THE EVENT

Event Name: _____ Event Date: _____

Event Sponsor: _____

_____ ____/____/____
Signature Date

City of St. Marys
418 Osborne Street
St. Marys, Georgia 31558
Telephone: 912-510-4043
Fax: 912-510-4013

CITY SOUND SYSTEM RENTAL APPLICATION

Criteria for Rental

1. The sound system shall only be used for events being held on City owned Property for either City sponsored events, or for those who are renting City owned property.

2. The following events are considered City Sponsored Events, with no fee for rental;

    a. Rock Shrimp Festival
    b. Fourth of July Festival
    c. Mardi Gras Festival

    Any other public or private event that is scheduled for City owned property shall request the use of the Sound System via regular application process.

3. The equipment shall only be set-up, operated, and taken down by a designated SMPW staff member. The individual or entity that is renting the equipment shall not attempt to modify or otherwise operate the equipment.

4. No rentals will be approved for events on private property.

5. City reserves the right to decline set up and operation of the sound system during either current inclement weather or pending inclement weather that would arrive during the course of the rental. Inclement weather shall be defined as showers, rain, hurricane, tornado, lake effect winds, flood, extremely high tide that covers

the event location, emergency declaration as issued by either the Mayor, City Manager, Fire Chief or Police Chief.

FEE SCHEDULE

1. Fee for rental of all equipment including up to three hours of City staff time to operate and set up the equipment - $300.00 with $100.00 returned if equipment is not damaged by renter.
2. Fee for rental of two speakers and a CD player plus up to three hours of City staff time to operate and set up the equipment - $200.00 with $50.00 returned if equipment is not damaged by renter.
3. Any time requested over the three hour minimum will be invoiced at $20.00 per hour in full hour increments.
4. Any time less than three hours will be invoiced for the full three hours.
5. If equipment is damaged in excess of the allowance noted above, renter shall pay the difference between the allowance and the actual repair.

THIS FEE SCHEDULE AND CRITERIA FOR RENTAL IS SUBJECT TO CHANGE WITHOUT NOTICE.

SOUND SYSTEM FEE CALCULATION:

Sound System Rental Fee (including Deposit) $ _____

For Events Over Three Hours:

Event Duration (in Hours) _____

Minus Hours included in Set Up Fee _____

Equals Additional Hours Requested: =_____

Additional Hourly Rental Fee **X____$ 20.00___**

Subtotal Additional Fee: + $ _____

Total Rental Fee For Sound System Usage $_____

FEE MUST BE PAID PRIOR TO FINAL APPROVAL OF APPLICATION

Event Name: _____ Event Date: _____/_____/_____

Event Sponsor: _____

_____ _____/_____/_____

Signature Date

CITY OF ST. MARYS

Community Development Department
418 Osborne Street - (912) 510-4032

Temporary Sign Permit Packet

Please take care to insure that the information for each checkbox below is sufficiently provided. The City of St. Marys does not accept incomplete applications. The application will be process within 30 business days of the receipt of a completed application and all required

- ☐ Completed Application
- ☐ Site Plan (must provide accurately drawn to scale setbacks)
- ☐ Illustrations of proposed sign (includes dimensions, materials, color and location)
- ☐ Proof of ownership of property OR legal authorization from owner
- ☐ Letters of approval for any existing Variances, Special Use Permits, or Rezone (text amendment) requests.
- ☐ Other Attachments: _____

If you have any questions or concerns, or would like to schedule a meeting, please contact Community Development at 912-510-4032 or email planneroftheday@stmarysga.gov

PERMIT #

Each Temporary Sign will be permitted for one calendar year and will be given an adhesive sticker indicating a unique identifier number. Signs shall be maintained in good repair.

OWNER'S/BUSINESS NAME WHERE SIGN IS BEING PLACED: _____

ADDRESS: _____

DATE: _____ TAX PARCEL NUMBER: _____

TELEPHONE NUMBER: _____ E-MAIL: _____

SIGN TYPE:	( ) BANNER	NUMBER OF BANNERS:	COST $10 EACH
	( ) FLAG/FEATHER	NUMBER OF FLAGS:	COST $10 EACH
	( ) PENNANT	NUMBER OF PENNANTS	COST $10 EACH
	( ) STREAMERS	NUMBER OF STREAMERS:	COST $10 EACH
	( ) A FRAME	NUMBER OF A FRAME SIGNS:	COST $10 EACH
	( ) MEDIAN	Allowed (1) DOWNTOWN	COST $20 EACH

PHYSICAL DIMENSIONS OF SIGN 1 _____
PHYSICAL DIMENSIONS OF SIGN 2 _____
PHYSICAL DIMENSIONS OF SIGN 3 _____

PARCEL WITH SINGLE BUSINESS - ALLOWED UP TO THREE TEMPORARY SIGNS AT ONE TIME.

MULTIPLE BUSINESS TENANTS - ALLOWED TO HAVE TWO TEMPORARY SIGNS PER TENANT AT ANY ONE TIME AND WHERE NO STREET FRONTAGE SHALL BE ALLOWED TO HAVE MORE THAN ONE TEMPORARY SIGN PER 50 FEET.

MULTI TENANT BUILDING ( ) Yes ( ) No

TEMPORARY SIGNS

SANDWICH BOARD/A FRAME—SHALL NOT EXCEED (8) EIGHT SQUARE FEET PER SIGN FACE AND SHALL BE NO TALLER THAN FOUR FOOT IN HEIGHT. EACH SIGN, WHERE POSSIBLE, SHALL REMAIN TEN FEET OFF THE MAIN ENTRY TO THE ESTABLISHMENT.

PUSH-IN SIGNS—SHALL NOT EXCEED (6)SIX SQUARE FEET IN AREA.

FEATHER SIGNS - (EXCEPT IN THE HISTORIC DISTRICT AND NOT PART OF A SPECIAL EVENT OR MOBILE FOODS OPERATION), **STREAMERS, PENNANTS OR PRE-APPROVED BANNERS** NOT TO EXCEED 32 SQUARE FEET IN AREA.

MEDIAN SIGNS—DOWNTOWN BUSINESSES ARE ALLOWED ONE MEDIAN SIGN ALONG OSBORNE STREET.

AIR OR GAS FILLED BALLOONS OR OTHER INFLATABLES - PERMITTED FOR SPECIAL EVENTS AND SHALL BE NO LARGER THAN 300 CUBIC FEET.

BANNERS—BANNER LOCATIONS IN THE HISTORIC DISTRICT, OF WHICH, AT LEAST ONE SUCH LOCATION SHALL BE GUARANTEED PER BUSINESS OWNER, SHALL BE APPROVED PRIOR TO ADMINISTRATIVE APPROVAL, THROUGH THE CERTIFICATE OF APPROPRIATENESS PROCESS IDENTIFIED IN CHAPTER 62 OF THE ST. MARYS MUNICIPAL CODE.

Applicant Signature: _____ **Date:** _____

APPROVED: _____

COMMUNITY DEVELOPMENT DIRECTOR/ASST.DIRECTOR DATE: _____

AMOUNT DUE: _____ DATE PAID: _____

PAID BY: ( ) CASH ( ) CREDIT CARD ( ) CHECK (LIST CHECK NO._____)

CITY OF ST. MARYS

418 OSBORNE STREET ST. MARYS,
GEORGIA 31558

COMMUNITY DEPARTMENT: 912-510-4032

Community Development Department Fee Schedule

All fees are subject to change by City Council

Sign Permit

Temporary Sign Permit

Banner	$10 each
Flags	$10 each
Pennants	$10 each
Streamers	$10 each
A Frame Signs	$10 each
Media(1 permitted in Downtown only)	$20 each

Proposed Project Narrative

Please list any relevant details about the proposed project for which the application is being submitted.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

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_____

_____

_____

_____

_____

_____

Robert "Bobby" Marr
Public Works Director

TELEPHONE
912/882-4415
FAX: 912/673-6681

DEPARTMENT OF PUBLIC WORKS

418 OSBORNE STREET * ST. MARYS, GEORGIA 31558

INVOICE/AGREEMENT

STAGE DELIVERY & SETUP

ORGANIZATION: _____

EVENT:

_____

DATE OF EVENT:_____

DELIVERY SITE:_____

DATE: _____SETUP _____PICK UP

RENTAL FEE: ☐ **FULL STAGE** *28ft x 20ft* **$ 500.00**

☐ **HALF STAGE** *28ft x 10ft* **$ 250.00**

☐ **FEE WAIVED**_____

(City Manager)

I understand my organization will be responsible for any damages that may occur to the stage while in our possession.

PRINT NAME:_____ SIGNATURE: _____

TELEPHONE NUMBER: _____ TODAY'S DATE: _____

NO PARKING

After 12:00 midnight

Thursday,

May 31st 2012

For: (Your event name Here)

Friday, June 1, 2012

By order of St. Marys

Chief of Police

O.C.G.A 40-6-203(a) 3(B) & SEC 94-2