

EVENT DETAILS

Set up date: 6-19-2020 Time set up starts: 8am
 Cleanup date: 6-23-2020 Time clean-up is complete: 5pm
 Actual event date: 6-19-2020 Time event starts: 8am Time event ends: 5pm
 Description of the Event: Art wall install at Cotton + 2nd monument and Poplar Monument
 Title/Name of the Event: Downtown Artwork
 Purpose of the Event: _____
 Rental Park/Location(s): Triangle at 2nd + Cotton and Park on Poplar
 Location(s) Fees (office use): _____
 Is this a private event (Invitation Only) or public event? Charging Admission? Yes No
 If this is a fundraiser? If so, who is the charity? _____
 Number of people anticipated: 100 Number of staff/volunteers: 10

EVENT INFORMATION

Are the following provided:

- Canopies or tents Yes No How many _____ Size _____ (Fire Dept. permit may be required)
- Will any signs or banners be erected? Yes No Describe: Art wall paintings
- Security Yes No Provided by? _____
- Explain provisions made for crowd, traffic control and sheriff's personnel employed: _____
- Additional lighting Yes No Describe: _____
- Music/Amplified Sound Yes No Describe: _____
- Generator Yes No Location: _____
- First Aid Stations Yes No Location: _____
- Have arrangements been made for restroom facilities? Yes No Location: _____
- Will you have a bounce house? Yes No Location: _____

Vendors: Will this event have vendors/displays/information booths? Yes No How many? _____
 Type (i.e. crafts, food, etc.) _____
 Will food be provided? Yes No Type: _____
 Describe cooking facilities: (Will gas cookers be used?) _____
 Will beverages be provided? Yes No Type: _____

Please Note: If any food or beverages are provided, the applicant must contact the Macon-Bibb County Health Department to inquire about requirements/permits needed.

County Resources Needed: (Reimbursement to the County will be required for these services for any 8 hour's work)

Trash/Roll Carts? Yes No How many? _____

Placement of barricades/cones? Yes No Street and/or park clean up? Yes No

Rain policy for Event: (please explain) Rain or shine

SIGNATURE

I hereby certify the following:

- I have read, understand and agree to comply with the Macon-Bibb Co. Parks & Beautification Dept Special Event Policies.
- I understand that any violation of any part of the Macon-Bibb Co. Parks & Beautification Dept Special Event Policies could lead to the closing/cancelling of the event.
- I understand that any violation of the conditions of approval could lead to the closing/cancelling of the event.
- I will provide Certificate of Insurance and Endorsement Form, Site Plan, and Safety/Security Plan.
- I further certify that the information included herein is accurate.

(Print Name): _____ Title: _____

Applicant Signature: _____ Date: _____

REVIEW

APPROVED or DENIED

Staff Comments: to also be approved by Mayor

Signature: [Signature] Date: 6-19-2020

*\$50 Application Fee Paid: Receipt # exempt Date: 6-19-2020

*Event Space Fees: \$ _____ Receipt # _____ Date: _____

*** Paid fees are non-refundable and forfeited at the time of cancellation**



Macon-Bibb Parks & Beautification Department

(478) 803-0484

327 Lower Poplar Street, Macon, Georgia 31201