



Chatham County ~ Department of Building Safety & Regulatory Services
Occupational Tax Division ~ P.O. Box 8161, Savannah, GA 31412-8161
Physical Address: 1117 Eisenhower Drive, Suite D, Savannah GA 31406
Office: 912-201-4300 | Fax 912-201-4301 | <https://buildingsafety.chathamcountyga.gov/>

APPLICATION FOR PARADE OR PUBLIC ASSEMBLY PERMIT

Name of Organization: _____

Name of Event: _____

Location of Event: _____ City: _____ ST: _____ Zip: _____

P.I.N # of Location: _____

Representative of Organization: [provide a copy of valid state issued identification [front & back]].

Name: _____ Phone: _____

Address of Organization: _____ City: _____ ST: _____ Zip: _____

I understand it shall be unlawful to conduct any parade or public assembly, either fixed or processional, over, upon, or burdening the public properties of Chatham County, Georgia, or employing facilities thereon, without first receiving a permit from the County Manager after application made and approved according to the requirements set out.

Public assembly means any meeting, demonstration, picket line, rally or gathering of persons for a common purpose as a result of prior planning that interferes with the normal flow or regulation of pedestrian or vehicular traffic or occupies any public area in a place open to the general public.

If the applicant is an association of persons in fact or in law, the application shall contain a description of the entity; the name of said entity, if named; the registered or recognized address of the entity; the name of the person making the application on behalf of the entity; such person's relationship to said entity; and some demonstration or recitation of the authority of the person making the application to act on behalf of the entity and the names, addresses and phone numbers of the Corporate or Executive Officers of said entity.

Where a parade or public assembly is conducted on, over, or upon, or burdening public properties, or employing the facilities thereon, which is also to substantially involve or take place partly or wholly upon private property with the consent of the owner(s) thereof, such owner(s) or their authorized representatives must join as an applicant for any permit for such event.

The person or persons associated in fact, whether or not legally recognized entity, who wish to conduct such parade or public assembly shall apply to the County Manager for a permit. Together with any supplementary information as may be required this application shall be filed with the County Manager not less than 10 days prior to the parade or public assembly to ensure proper processing. The permit will be issued only after approval by the concerned departments listed below.

Event Plan:

A plan must be submitted and must include the following information about the parade or public assembly event (attach extra sheet as necessary):

- i. The anticipated number of persons participating on foot, number of units, number, and construction of floats; _____
- ii. The date or dates; _____
- iii. The hours of each day the event will be conducted; _____
- iv. The exact location, or, if the parade or public assembly is processional or mobile, the route, the assembly area, and the dispersal area. If the parade or public assembly is to pass thru, use or impact the use of any city park or square a separate application must be submitted in addition.
- v. **Location of event:** _____

Route map: (Required for approval)

- vi. Whether sound amplification equipment will be employed, the hours it will be employed, and, if so, applicant must obtain permit pursuant to Chatham County Code, Chapter 24, Article III, "Noise Control Ordinance," as applicable; _____
- vii. Whether artificial lighting will be employed; _____
- viii. Whether temporary static structures will be employed, and if so, a complete description (including measurements) of the structure;

- ix. Whether vehicles will be employed, and if so, a description of each vehicle that will be used and how it will be used (attach sheet as necessary);

- x. A description of the anticipated need for safety, police, medical, sanitation, and other required personnel and equipment, with the anticipated needed numbers and posting by location and time of personnel needed;

- xi. A description of provisions necessary to the safety and welfare of the participants in the parade or public assembly and members of the public in the area where the parade or public assembly will be conducted and routes of access thereto and there from;

xii. A description of measures that will be taken to ensure public health and sanitation to;

xiii. Whether the parade or public assembly will require that the public spaces or facilities to be used or burdened, or the routes and means of access thereto and there from, be temporarily diverted from their dedicated or customary uses, or the public or private users thereof by diverted or excluded from, or limited in their use or enjoyment of, or their access to or through, said spaces or facilities, before, during or after the parade or public assembly;

xiv. A disclosure as to whether the applicant or entity for whom the application is being made has in the past conducted or participated in an event of a substantially similar nature to that which is the subject of the application, and, if so, where and when such prior event(s) took place, and whether as a result of such event(s) the applicant or entity became subject, whether or not then operating under the same name, as plaintiff or defendant, of any legal action, civil, criminal or administrative;

xv. A disclosure as to whether applicant or entity for whom the application is made has defaulted upon or is in arrears as to any judgment, civil, criminal, or administrative rendered against applicant or entity, whether or not then operating under the same name, as a result of participation in any prior event(s) of a substantially similar nature to that which is the subject of the instant application, and if so, a description of said judgment or order and an explanation for non-compliance; and

xvi. An indemnification and hold harmless agreement in favor of Chatham County, Georgia, its elected officials, officers, agents, and employees, in a form satisfactory to the County Attorney (**attached**).

Permission is hereby requested to hold the above Parade or Public Assembly in Chatham County, Georgia or on property belonging to Chatham County.

Applicant's Signature

Date

Address: _____ **City:** _____ **ST:** _____ **Zip:** _____

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

The Undersigned hereby indemnifies, defends and holds harmless CHATHAM COUNTY, GEORGIA, its Commissioners, officers, employees, agents, successors and assigns, from and against any and all liabilities, damages, costs, expenses, causes of action, suits, demands, judgments and claims of any nature whatsoever arising from, by reason of, or in connection with illness, injury, death or damage to property which occurred, grew out of, was incident to, or was directly or indirectly caused by the Undersigned's use or occupancy of public property or facilities of Chatham County, Georgia. The Undersigned agrees to reimburse or make good any and all losses, damages or costs that Chatham County may have to pay if litigation arises out of said losses or damages to person or property. The Undersigned further accepts responsibility for any and all damage to any person or property which was damaged as a result of the Undersigned's use or occupancy of public property or facilities of Chatham County, Georgia.

The above indemnification and hold harmless agreement has been read and understood by the Undersigned and its contents are fully understood.

IN WITNESS WHEREOF,

I have hereunto set my hand(s) and seal(s), this _____ day of _____, 20_____.

Legal Signature of Undersigned (**Applicant**)

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

Notary Public

**My Commission Expires:
SEAL**

SPECIAL EVENT FEES:

**PERMIT \$100.00 per day
APPLICATION \$25.00 (NON-REFUNDABLE)**

VENDOR FEE:

VENDOR PERMIT \$10.00 per day

SPECIAL EVENT ALCOHOLIC BEVERAGE FEES:

**APPLICATION \$25.00 (NON-REFUNDABLE)
AD \$15.00 (NON-REFUNDABLE)
GBI BACKGROUND \$45.00 (NON-REFUNDABLE)
POLICE ADMIN. \$ 5.00 (NON-REFUNDABLE)**

**Beer \$100.00 per day
Wine \$100.00 per day
Liquor \$100.00 per day**

Submit Application to:

In Office: 1117 Eisenhower Drive, Suite D
Savannah, Georgia 31406

Checks, credit cards or money orders accepted made payable to Chatham County. Cashier closes at 4pm.

By Mail: Department of Building Safety & Regulatory Services
Attn: Occupational Tax
P.O. Box 8161
Savannah, GA 31412

Application review or request to hold the above event in Chatham County: Yes or No

If No, explain: _____

The Approved Location / Route of The Parade (explain and/or attach map or diagram):

The Event is to Consist of: _____

Will There be any Vendors or Booths? Yes No How Many? _____

Extra Duty Officers Needed: Yes No How Many? _____

Date: _____ Arrival Time: _____ A.M. P.M.

Beginning Time: _____ A.M. P.M. Ending Time: _____ A.M. P.M.

NOTE: CHATHAM COUNTY POLICE DEPARTMENT EXTRA-DUTY OFFICERS WILL BE PAID THE AMOUNT AGREED UPON PRIOR TO THE EVENT, AND ARE NOT RESPONSIBLE FOR ADVISING DIRECTIONS OR PROVIDING ANY DETAILS OF THE EVENTS TO PARTICIPANTS IN RUNS, WALKS, RACES, ETC

THE INFORMATION CONTAINED IN THE PERMIT HAS BEEN SUBMITTED TO AND APPROVED BY CHATHAM COUNTY, GEORGIA. ANY CHANGES IN THE DATE, TIME, COMPOSITION, AND/OR ROUTE OF THE PARADE MUST BE APPROVED IN ADVANCE. THIS PERMIT IS TO BE CARRIED BY THE LEAD UNIT OF THE PARADE AND IS TO BE SHOWN UPON REQUEST.

*******STAFF USE ONLY*******

Police Department Approved Denied _____
Date

Fire Inspector / Director BSRS Approved Denied _____
Date

Public Works Approved Denied _____
Date

Parks & Recreation Approved Denied _____
Date

Engineering Approved Denied _____
Date

County Manager Approved Denied _____
Date

Chief of Navigation, Mgmt. Branch Approved Denied _____
Date

CC: Southside Fire Dept.



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Private Employer Affidavit of Compliance Pursuant To O.C.G.A. § 36-60-6(d)

By executing this affidavit, the undersigned private employer verifies its compliance with O.C.G.A. § 36-60-6, stating affirmatively that the individual, firm, or corporation employs **more than ten (10)** and has registered with and utilizes the federal work authorization program commonly known as E-Verify, or any approved subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-90. Furthermore, the undersigned private employer hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Please check only one:

1. _____ On January 1st of the below-signed year, the individual, firm, or corporation employed ten (10) or fewer employees. **(EXEMPT)**
2. _____ On January 1st of the below-signed year, the individual, firm, or corporation employed more than ten (10) employees.

 Name of Private Employer (*Business Name as Advertise*)

 Date of Authorization

_____ (*E-Verify Number)
 Federal Work Authorization User Identification Number
 *This is NOT your Federal Tax Identification Number

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20____ in _____ (City), _____ (State)

 Signature of Authorized Officer/Agent

 Printed Name of Authorized Officer/Agent

Sworn to and Subscribed before me this
 _____ day of _____, 20_____.

SEAL

My Commission expires:

 Notary Public Signature