

# Bryant Commons

Facility Use Application | 438 W. Oglethorpe Highway | Hinesville, GA 31313

**\*Applications must be submitted at least 2 weeks prior to event with \$20 fee, which will be deducted from the final balanced owed.**

**CONTACT INFORMATION:** *\*All applications should include a site plan, mapping the location of key elements of your event.*

Organization/Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

(Street)

(City, State, Zip Code)

Telephone: (Daytime) \_\_\_\_\_ (Cell) \_\_\_\_\_

**EVENT INFORMATION:      *\*\* GRILLS, WATER SLIDES, AND FARM ANIMALS ARE PROHIBITED \*\****

Name of Event: \_\_\_\_\_ (Check one) \_\_\_ Public \_\_\_ Private

Type of event and description: \_\_\_\_\_

(Festival, fundraiser, wedding, concert, etc., and activities that will take place – dinner, egg hunt, speaker, music...)

Attendance expected: \_\_\_\_\_ Attendance of previous event(s), if applicable: \_\_\_\_\_

***When you are expecting more than 49 people, an outdoor event permit is also required.***

Event date(s): \_\_\_\_\_

Event times: Start: \_\_\_\_\_ am/pm End: \_\_\_\_\_ am/pm

(actual event times)

Time of use: Start \_\_\_\_\_ End: \_\_\_\_\_

(time facility is requested, to include setup/clean up)

**What part(s) of the property would you like to use?**

- Stage & Amphitheater  Vendors' Hill  Field Parking  Cisco's Dog Park  Brambles Playground  
 Awning (next to the metal bldg.)  Camellia House  Walking Track  Veterans Memorial Walk  
 Back Lawn (behind the Telephone Museum)  Other (please specify): \_\_\_\_\_

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<b>Do you require electricity?</b>
<input type="checkbox"/> No	<input type="checkbox"/> Yes, Amount/Ages:	<b>Will admission be charged? If yes how much per age?</b> <b>No Parking Fees during events.</b>
<input type="checkbox"/> No	<input type="checkbox"/> Yes, Amount:	<b>Will you have vendors? If yes how many?</b>
<input type="checkbox"/> No	<input type="checkbox"/> Yes	<b>If you are having vendors, will they have tents bigger than 120 sq. ft?</b>
<input type="checkbox"/> No	<input type="checkbox"/> Yes	<b>Are their services/products for sale?</b>
<input type="checkbox"/> No	<input type="checkbox"/> Yes, Served by:	<b>Will food be served? If yes, who will provide (Vendor/Caterer, Self/Group)?</b> <b>Anyone cooking must have a fire extinguisher. No grills allowed in park.</b>
<input type="checkbox"/> No	<input type="checkbox"/> Yes, Circle: Served/Sold Permit Date:	<b>Will alcohol be present? If yes, please specify if it will be served or sold.</b> <b>Please attach a copy of your alcohol and outdoor permits to the application.</b>
<input type="checkbox"/> No	<input type="checkbox"/> Yes	<b>Is your event pet friendly? (Per City ordinance, all dogs must be on leashes.)</b>
<input type="checkbox"/> No	<input type="checkbox"/> Yes	<b>Is fishing part of your planned activities? (The park policy is Catch &amp; Release.)</b>
<input type="checkbox"/> No	<input type="checkbox"/> Yes	<b>If possible, would you like for the ITPA Telephone Museum be open during your event?</b>
<input type="checkbox"/> No	<input type="checkbox"/> Yes # T: #C:	<b>Do you need tables and chairs? If yes, please specify amount of each.</b>

**COVID Safety Measures (Check all that apply):**

- Wearing Masks will be encouraged  Social Distancing will be encouraged  Hand Sanitizing will be available

**\*Absolutely no firearms, or illegal drugs allowed on premises. Failure to comply will result in prosecution & ban from utilizing facility.**

Submit completed form and attach information to Hinesville Downtown Development Authority

115 East M.L. King Jr. Drive | Hinesville, GA, 31313 | Email: [programassistant@hinesvilledowntown.com](mailto:programassistant@hinesvilledowntown.com) | T: 912.877.4332