

Old Liberty County Jail

OFFICE USE
Staff time _____
Permit # _____

Facility Use Application for the Old Liberty County Jail | 302 S. Main Street | Hinesville, GA 31313

CONTACT INFORMATION:

Organization/Business Name: _____

Contact Name: _____

Mailing Address: _____
(Street) (City) (State) (Zip Code)

Telephone: (Daytime) _____ (Cell) _____

Email: _____

EVENT INFORMATION:

Name of event: _____ (Check one) **Public** _____ **Private** _____

Type of event: _____
(festival, fundraiser, wedding, concert, etc. and the activities that will take place – art show, ghost hunt, speaker, music, etc.)

Attendance expected: _____ Attendance of previous events, if applicable: _____
When you are expecting more than 49 people, an outdoor permit is required.

Event date(s): _____

Event times: Start _____ End _____ Time of use: Start _____ End _____
(actual event times) (time facility is requested, to include set-up/clean-up)

Will this be indoor? _____ or both outdoor and indoor? _____

Do you require electricity? Yes _____ No _____

Will admission fee be charged? Yes _____ No _____ Amount / Ages: _____

Will you have vendors? Yes _____ No _____ Are their services/products for sale? Yes _____ No _____

If food will be served, who will provide? (Circle) Prof. Caterer - Self/Group Catered - Vendors

Will alcohol be present? No _____ Yes _____ Served or Sold (Circle) Alcohol permit approval date if selling:
Please attach a copy of your alcohol and assembly permits to the application, if applicable.

Is your event pet friendly? Yes _____ No _____ *(According to city ordinance, all dogs must be on leashes.)*

Please write a brief description about event:

*****Typical fees that may include, but are not limited to, are security deposit, staffing fee and/or usage fee.**

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

Submit completed form and attached information to:
Hinesville Downtown Development Authority | 115 East ML King Jr. Drive | Hinesville, GA 31313
Email: programassistant@hinesvilledowntown.com | Fax: 912.877.9132 | Telephone: 912.877.4332