



APPROVED BY THE LCPC: \_\_\_\_\_ DATE: \_\_\_\_\_  
 APPROVED BY THE DIRECTOR OF INSPECTIONS: \_\_\_\_\_ DATE: \_\_\_\_\_  
 APPROVED BY THE FIRE MARSHAL: \_\_\_\_\_ DATE: \_\_\_\_\_  
 APPROVED BY THE CHIEF OF POLICE: \_\_\_\_\_ DATE: \_\_\_\_\_

# OUTDOOR EVENT PERMIT APPLICATION

THIS APPLICATION MUST BE COMPLETED AND SUBMITTED 15 DAYS PRIOR TO THE OUTDOOR EVENT

## APPLICANT INFORMATION

Name: \_\_\_\_\_  
 Business: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Suite/Apt. #: \_\_\_\_\_  
 City, State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Primary Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

Address of **Outdoor Event**: \_\_\_\_\_  
 Name of **Outdoor Event**: \_\_\_\_\_  
 Date/Time of **Outdoor Event**: Beginning Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Event Time: \_\_\_\_\_ AM / PM until \_\_\_\_\_ AM / PM  
 Set-Up Time: \_\_\_\_\_ AM / PM Break-Down Time: \_\_\_\_\_ AM / PM

Anticipated Number of Participants: \_\_\_\_\_  
 Alcohol will be:  Sold  Served Food Will Be:  Sold  Served Onsite Cooking  Yes  No  
 Has a Food Service permit been granted?  Yes  No  By The Department of Public Health  N/A  
 Will Tents be used?  Yes  No How many? \_\_\_\_\_ Will sound amplification equipment be used?  Yes  No  
 Will artificial lighting be used?  Yes  No Will a sign or other type of display be used?  Yes  No

**Detailed Description of Outdoor Event:** *(Include information about activities, structures, vendors, merchandise, etc.)*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

PRINTED NAME AND SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_  
*I acknowledge and affirm that this **Outdoor Event** will occur in accordance with the terms and conditions stipulated therein of the permit.*  
 PRINTED NAME AND SIGNATURE OF PROPERTY OWNER \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**OFFICIAL USE ONLY BELOW THIS LINE**

Permit Type:  Assembly  Temporary Outdoor Sales  Non-Profit **Outdoor Event**  Carnival / Fair  
 Amusement Building  Exhibit / Trade Show  Other \_\_\_\_\_  
 Food safety inspections will be performed by:  By The City of Hinesville  By The Department of Public Health  N/A

**PERMIT FEE COMPUTATIONS**

<input type="checkbox"/> DAILY FEE OF EVENT:.....\$ _____ X _____ DAYS	TOTAL DAILY FEE AMOUNT: \$ _____
<input type="checkbox"/> ADMINISTRATIVE FEE: .....\$ _____	\$ _____
<input type="checkbox"/> TENT INSPECTION FEE:.....\$25.00 (IN EXCESS OF 120 SF)	\$ _____
<input type="checkbox"/> PORTABLE COOKING APPLIANCE INSPECTION FEE:..\$10.00 (PER COOKING SITE)	\$ _____
TOTAL PERMIT FEE: \$ _____	

# TERMS AND CONDITIONS FOR OUTDOOR EVENT PERMITS

1. No person, business or corporation shall engage in any **Outdoor Event** without first obtaining a permit. A permit may be issued upon submittal of a completed application and appropriate fee. At a minimum, the following information shall be provided on the permit application:
  - (a) Name, mailing address and daytime telephone number of the owner/operator of the outdoor event.
  - (b) Street address of the site where the outdoor event will take place.
  - (c) A detailed site plan showing the location of the **Outdoor Event** on the subject property. The site plan shall show the dimensions of the area of the **Outdoor Event**, existing structures and the distances from buildings and property lines, waste container locations, and accessible restroom facilities .
  - (d) Full description of the **Outdoor Event**. Include any proposed road closures.
  - (e) Proposed dates and times that the **Outdoor Event** will be open for business, including set-up and break-down times.
  - (f) The number of vendors expected to participate in the **Outdoor Event**.
2. The proposed **Outdoor Event** area must constitute an accessory use to the principal use of the premises or as provided to a charitable or nonprofit organization.
  - (a) A minimum width of five feet shall be maintained as a pedestrian way in front of any business conducting a **Outdoor Event**.
3. No person licensed under this section shall display any goods or merchandise in such a manner as to interfere with pedestrian or vehicular traffic safety, nor shall any display violate any fire or police regulation, or this Code.
4. The **Outdoor Event** is subject to zoning and ordinance use restrictions.
5. The applicant must indicate the location of tents and/or canopies, as applicable, on the submitted site plan. And;
  - (a) Tents or canopies must comply with Fire Marshal regulations. Applicant must register with the Fire Marshal for tent inspections.
  - (b) An approved fire extinguisher shall be provided and located per local Fire Marshal requirements. Contact the local fire marshal for the type and location of fire extinguishers.
6. The site plan shall include the distance between tents, food trucks, any existing buildings, from sidewalk, property lines, and driveway approaches. Separation distances between tents and designated parking areas shall also be indicated.
  - (a) A food service permit from the City of Hinesville or the Department of Public Health may be required for food that is prepared on site. Food Trucks or other vendors must be licensed, inspected and approved by the Hinesville Fire Marshal.
  - (b) Accessible ADA parking and pathways shall be provided.
7. Events requested to take place on or within 50' of public right-of-way are subject to restrictions on the use, duration and frequency.
8. A new permit and application will be required to be submitted for each **Outdoor Event** (based on #1).
9. The application must be signed by both the applicant and the property owner or authorized representative.
10. The Hinesville Fire Marshal or his designee may from time to time inspect the site of an **Outdoor Event** to determine compliance with the terms and conditions of the permit.
  - (a) **A copy of the Outdoor Event permit, in it's entirety, shall be kept on site of the Outdoor Event and shall be made available to the Fire Marshal, Director of Inspections, Chief of Police or their authorized designees during all hours of operation of the Outdoor Event.**
11. Accessible ADA restroom facilities shall be provided during all hours of operation.
12. Failure to comply with the terms and conditions of the outdoor permit may result in the revocation of the permit, and the inability to obtain future outdoor permits.

BY SIGNING THE OUTDOOR PERMIT APPLICATION ATTACHED HERETO, THE APPLICANT DOES HEREBY AFFIRM THAT:

- 1) ALL INFORMATION PROVIDED ON THE APPLICATION IS TRUE AND CORRECT.
- 2) THE APPLICANT UNDERSTANDS THAT THE ISSUANCE OF AN OUTDOOR PERMIT CREATES NO LEGAL LIABILITY, EXPRESSED OR IMPLIED, ON CITY OF HINESVILLE OR ON ANY OF ITS EMPLOYEES.
- 3) IN THE OPERATION OF THE **OUTDOOR EVENT**, THE APPLICANT WILL BE BOUNDED BY AND SUBMIT TO ALL STATUTES OF THE STATE OF GEORGIA, CONFORMING TO ALL APPLICABLE CODES AND ORDINANCES OF THE CITY OF HINESVILLE, AND ABIDE BY ALL RULES AND REGULATIONS PRESCRIBED BY THE DIRECTOR OF THE DEPARTMENT OF INSPECTIONS , THE FIRE MARSHAL AND THE CHIEF OF POLICE FOR THE CITY OF HINESVILLE.