



SPECIAL EVENT PERMIT CHECKLIST

THE ATTACHED APPLICATION MUST BE SUBMITTED AT LEAST 30 DAYS PRIOR TO YOUR SCHEDULED EVENT. APPLICATIONS RECEIVED WITH LESS THAN 30 DAYS' NOTICE WILL NOT BE ACCEPTED OR PROCESSED. NO ADVERTISEMENTS OR FEE COLLECTION SHOULD BE DONE BY THE APPLICANT ONLINE OR ON SOCIAL MEDIA UNTIL THIS APPLICATION HAS BEEN REVIEWED AND APPROVED BY THE CITY OF POOLER'S MAYOR AND COUNCIL.

- ✓ Complete Application. The application must be completed in its entirety. To speed up the process, please include event flyers, routes, maps, and any other supporting documents regarding the event.
- ✓ Contact the Business Registration department at (912) 748-7261, ext. 109, to schedule an appointment to submit the application and pay the *non-refundable fee (\$300) (amusement park, carnivals, or circus events are \$500/day)*, or email the form and supporting documents to hvillafana@pooler-ga.gov then call in to make a phone payment with a debit/credit card (Visa or MasterCard only). **This permit will only be issued for a maximum of 30 days.**
- ✓ If seeking a waiver of fees, please indicate this on the application and attach, if applicable, the 501(C)(3) IRS letter. **Please note, that only Mayor and Council can waive fees.**
- ✓ If your event will have food vendors (i.e., food trucks), please make sure to mention this in your application and indicate that food will be sold/provided. **If food vendors are not indicated on the application, they will NOT be allowed at the event.** (*If alcohol will be served, this is not the correct form; please fill out the Temporary Special Event Permit – Dispensing Alcohol application or contact us for more information*).
- ✓ After submitting your application and payment, the Police Chief, Fire Chief, and if needed, the Director of Parks and Recreation will review your application. At that time, each department head will make recommendations for approval or denial and indicate what special stipulations, if any, must be completed prior to the application being presented to Mayor and Council.
- ✓ A representative from the Business Registration department will contact you to inform you of the recommendations and/or stipulations required by each department and provide you with contact information, if needed, to coordinate the use of police officers, emergency management personnel, and/or park reservations.
- ✓ Contact all Department personnel, as mentioned previously, to schedule the use of off-duty officers and emergency staff, and/or to make park reservations as required.
- ✓ A representative from the Business Registration office will contact you to inform you when your Special Event Permit application will be reviewed by the Mayor and Council (during a regularly scheduled council meeting). Please make plans to attend this meeting.
- ✓ If approved, the Special Event Permit will be emailed and mailed to you within 2-3 business days after the council meeting. If it is not approved and you would like to appeal the City's decision, please contact us at (912) 748-7261 ext. 109 or hvillafana@pooler-ga.gov.



SPECIAL EVENT PERMIT APPLICATION

1. APPLICANT'S INFORMATION:

Applicant's Name _____ Email Address _____

Applicant's Home Address _____ Telephone Number _____

Contact Person/Agent Name _____ Email Address _____

Contact Person/Agent Telephone Number _____

2. EVENT INFORMATION:

Date of Event _____ Location of Event _____

Starting Time of Event _____ Ending Time of Event _____ Estimated # of Participants _____

Description of Event – *If requesting the closing or use of city streets, please provide a map clearly marking the streets to be used.*

Will food be sold or given away? Yes No Will Alcohol be served? Yes No (if yes, STOP see checklist)

If yes, please ensure that all vendors adhere to the regulations of the Chatham County Environmental Health Department.

NOTICE: The City of Pooler may impose special stipulations of approval, including but not limited to, the requirement to hire adequate off-duty police personnel to ensure public safety.

Applicant's Signature _____ Date _____

Date Submitted: _____ Permit #: _____ Fee Paid: \$ _____ Council Meeting Date: _____

Approved Denied Special Stipulations: _____

Mayor's Signature: _____



SPECIAL EVENT PERMIT APPLICATION (Staff review page)

STAFF RECOMMENDATIONS – CITY OF POOLER USE ONLY

POLICE DEPARTMENT

The Police Department has reviewed the application and the details of the event. Based on their findings and the requirements of the Code of Ordinances of the City of Pooler, the application is therefore recommended for:

Reviewed by: _____ Date: _____ Approval: Denial:

Comments/Concerns: _____

FIRE DEPARTMENT

The Fire Department has reviewed the application and the details of the event. Based on their findings and the requirements of the Code of Ordinances of the City of Pooler, the application is therefore recommended for:

Reviewed by: _____ Date: _____ Approval: Denial:

Comments/Concerns: _____

PARKS & RECREATION DEPARTMENT (if applicable)

The Parks & Recreation Department has reviewed the application and the details of the event. Based on their review, requirements, and availability if needed, the application is therefore recommended for:

Reviewed by: _____ Date: _____ Approval: Denial:

Comments/Concerns: _____

