



Special Event Permit Application (No Alcohol)

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Updated **MAR 2025**

NOTICE TO APPLICANT

Applications must be submitted at least thirty (30) days prior to the event, no exceptions. Applications received with fewer than thirty (30) days' notice will neither be accepted, nor processed. No advertisements, fee collection, or orders should be made by the applicant (including online and on social media) until this application has been approved by the City's Mayor and Council.

- ☐ The application must be completed in its entirety. To speed up the process, please attach proposed event flyers, routes, maps, and any other supporting documents related to the event.
- ☐ Contact Business Registration at (912) 748-7261, ext. 118, to schedule an appointment to submit the application and pay the non-refundable fee of \$300/event (\$500/event for amusement park, carnival, or circus) or email the form with supporting documents to finance@pooler-ga.gov and make a card payment over the phone. This permit is issued for a maximum of thirty (30) days.
- ☐ If seeking a waiver of fees, please indicate this on the application and attach, if applicable, your 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), state so on the 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 Dispensing Alcohol Permit application.)
- ☐ The Police Chief, Fire Chief, and Parks & Recreation Director will review your completed application. At that time, each will make a recommendation for approval or denial and indicate what special stipulations, if any, must be completed prior to the application being presented to Mayor and Council. Following, Business Registration will contact you to inform you of the recommendation made and/or stipulations required by each department and provide you with contact information, if needed, to coordinate the use of police officers and/or emergency management personnel. You, the applicant, will contact all department personnel to schedule the use of staff as required.
- ☐ Business Registration will inform you when your 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 permit will be emailed and mailed to you within 2-3 business days of the meeting. If your application is not approved and you would like to appeal, contact finance@pooler-ga.gov.

OFFICE USE ONLY

Date Received: _____ Received by: _____ Fee Paid: \$ _____

☐ Approved ☐ Denied Special Stipulations: _____

Meeting Date: _____ Mayor's Signature: _____

Event Information

Event Name	Event Date	Event Start/End Time
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Event Address/Location	Entry Fee (if applicable)
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Description of Event	Estimated Participants
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Will food be sold or given away? ☐ No ☐ Yes

Will alcohol be served? ☐ No ☐ Yes **(If yes, STOP, you have the wrong form.)**

Applicant Information

Applicant Name	Applicant Email
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Applicant Home Address	Applicant Phone
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Contact Name (if different from above)	Contact Phone
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Non-Profit Name (if applicable)	IRS Status (if applicable)	Fee Waiver Requested? ☐ Yes ☐ No
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Affidavit

I solemnly affirm and declare that the information provided in this application is true, complete, and accurate to the best of my knowledge and belief. I understand that any false statements or omissions may result in the denial of this application or the revocation of any permit issued based on this application.

I further acknowledge my responsibility to comply with all applicable local, state, and federal laws, regulations, and ordinances related to the event for which this permit is sought. I agree to assume all liability for any damages, injuries, or losses arising from or related to the event, and I will obtain any necessary insurance coverage as required by the local government. I also agree to promptly notify the local government of any material changes to the information provided in this application.

Applicant Name	Applicant Signature	Date
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POLICE DEPARTMENT USE ONLY

The Police Department has reviewed the application. Based on their findings and the Code of Ordinances, the

event is recommended for: ☐ Approval ☐ Denial Date: _____ Reviewed by: _____

Comments/Concerns: _____



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FIRE-RESCUE SERVICES USE ONLY

Fire-Rescue Services has reviewed the application. Based on their findings and the Code of Ordinances, the

event is recommended for: ☐ Approval ☐ Denial Date: _____ Reviewed by: _____

Comments/Concerns: _____



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PARKS & RECREATION USE ONLY

Parks & Recreation has reviewed the application. Based on their findings and the Code of Ordinances, the

event is recommended for: ☐ Approval ☐ Denial Date: _____ Reviewed by: _____

Comments/Concerns: _____



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ADMINISTRATIVE USE ONLY

A City Manager has reviewed the application. Based on their findings and the Code of Ordinances, the

event is recommended for: ☐ Approval ☐ Denial Date: _____ Reviewed by: _____

Comments/Concerns: _____
