



# Special Event Permit Application (No Alcohol Service)

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Updated **MAY 2026**

## OFFICE USE ONLY

Permit Number: \_\_\_\_\_ Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Fee Paid: \$ \_\_\_\_\_  Approved  Denied Special Stipulations: \_\_\_\_\_

Meeting Date: \_\_\_\_\_ Mayor's Signature: \_\_\_\_\_

## NOTICE TO APPLICANT

Applications must be submitted at least thirty (30) days prior to the event. Applicants may not post advertisements, collect fees, or place orders, including online or via social media, until the application is approved by Mayor and Council.

- The application must be complete and include all required supporting materials, such as flyers, routes, maps, and related documents.
- Submit the completed application with the non-refundable fee of \$300 per event or \$500 per day for amusement parks, carnivals, or circuses. Applications may be submitted in person at Business Registration or by email at [finance@pooler-ga.gov](mailto:finance@pooler-ga.gov). Permits may be issued for up to thirty (30) days.
- Fee waiver requests must be indicated on the application and include a valid 501(c)(3) IRS determination letter, if applicable. All waivers require approval by Mayor and Council.
- Additional permits and fees may apply for signage, fireworks, tents or canopies, and other regulated activities.
- If alcohol will be served, a Special Event Permit Application for Temporary or Licensed Alcohol Service must be submitted instead.

**Step 1:** Submit a complete application with all required supporting documents.

**Step 2:** Business Registration will email an invoice for special event fees only. Payment may be made online at [www.poolerpay.com](http://www.poolerpay.com) or in person at Business Registration.

**Step 3:** The Police Chief, Fire Chief, and Parks and Recreation Director will review the application and provide recommendations, including any required stipulations for approval.

**Step 4:** Business Registration will notify the applicant of recommendations and any stipulations. Contact information will be provided, if needed, to coordinate police or emergency management personnel. The applicant is responsible for scheduling and paying for required services.

**Step 5:** Business Registration will notify you when your application is scheduled for review by Mayor and Council at a regularly scheduled council meeting. Please plan to attend this meeting.

**Step 6:** If approved, the permit will be emailed and mailed within 3 to 4 business days following the meeting. If the application is not approved and you wish to appeal, contact [finance@pooler-ga.gov](mailto:finance@pooler-ga.gov).

## Event Information

Event Name	Event Date	Event Start/End Time

Event Address/Location	Entry Fee (if applicable)



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Number of Participants \_\_\_\_\_ Number of Vendor Spaces \_\_\_\_\_ Number of Staff/Volunteers \_\_\_\_\_

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Event Description (attach additional pages if needed; include site or route map if applicable)

Event type:  Open (Public)  Closed (Invitation Only)

Food sold or given away?  No  Yes (If "No" is selected, vendors will not be permitted.)

Alcohol served?  No  Yes **(If yes, STOP, you have the wrong form.)**

Amplified sound (live band, DJ, PA system)?  No  Yes If yes, describe: \_\_\_\_\_

Vehicles?  No  Yes If yes, describe: \_\_\_\_\_

Signage or artificial lighting?  No  Yes If yes, describe: \_\_\_\_\_

Temporary structures (stages, tents, inflatables)?  No  Yes If yes, describe: \_\_\_\_\_

Fireworks or pyrotechnics?  No  Yes If yes, describe: \_\_\_\_\_

Special effects (drones, fog machines)?  No  Yes If yes, describe: \_\_\_\_\_

## **Applicant Information**

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Applicant Name \_\_\_\_\_ Applicant Email \_\_\_\_\_

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Applicant Home Address \_\_\_\_\_ Applicant Phone \_\_\_\_\_

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Hosting Organization \_\_\_\_\_ Contact Name (if different from above) \_\_\_\_\_ Contact Phone \_\_\_\_\_

Is the organization a non-profit?  No  Yes IRS Status (if applicable): \_\_\_\_\_

Requesting non-profit application fee waiver?  No  Yes If yes, provide copy of 501(c)(3) documentation.

## **Affidavit**

I affirm that the information in this application is true and complete to the best of my knowledge. I understand that false statements or omissions may result in denial or revocation of the permit. I agree to comply with all applicable laws, assume all liability for the event, obtain any required insurance, and promptly notify the local government of any material changes. I further agree to indemnify, defend, and hold harmless the local government and its officers, employees, and agents from and against any and all claims, damages, losses, and expenses arising out of or related to the event.

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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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\_\_\_\_\_



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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: \_\_\_\_\_

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