Special Event Permit Application (No Alcohol Service)

Updated **OCT 2026**

OFFICE USE ONLY

Permit Number: _____ Date Received: _____ Received by: _____

Fee Paid: $ _____ ☐ Approved ☐ Denied City Manager Signature: _____

Stipulations: _____

NOTICE TO APPLICANT

Applications must be submitted at least **30 days before the event**. Advertising, collecting fees, or placing orders—including online or social media—is prohibited until the application is approved and a permit is issued.

- ☐ Submit application **with all supporting documents, flyers, maps/routes, and sanitation plans**.
- ☐ Include the non-refundable fee: $300 per event or $500 per day for amusement parks, carnivals, or circuses.
- ☐ Submit applications in person to Business Registration or by email to finance@pooler-ga.gov. Permits may be issued for up to 30 days.
- ☐ Request fee waivers on the application and include a valid IRS 501(c)(3) determination letter.
- ☐ Obtain any additional permits required for signs, fireworks, tents, canopies, or other regulated activities.
- ☐ Indicate whether food vendors will be present. Vendors not disclosed may not operate at the event.
- ☐ Alcohol service: Submit the appropriate Temporary or Licensed Alcohol Service form. This application does not apply.

Step 1: Provide the completed application and all required supporting documents.

Step 2: Business Registration will email an invoice for applicable special event fees. Pay online at www.poolerpay.com or in person at Business Registration.

Step 3: Applicable departments will review the application and recommend any approval conditions.

Step 4: Business Registration will notify you of recommendations and required conditions. If police or emergency management services are needed, contact information will be provided for coordination. The applicant is responsible for scheduling and paying for these services.

Step 5: Receive. If approved, the permit will be emailed and mailed within five (5) business days of approval. To appeal a denial, contact finance@pooler-ga.gov.

Event Information

Event Name	Event Date(s)	Event Start/End Time
Event Address/Location		Event Entry Fee
Number of Participants	Number of Vendor Spaces	Number of Staff/Volunteers

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

Event type: ☐ Open (Public) ☐ Closed (Invitation Only) Publish on city's website event calendar? ☐ No ☐ Yes

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: _____

Use of City water source (hydrant, temp water service)? ☐ No ☐ Yes If yes, additional fees/permitting may apply.

Applicant Information

Applicant Name | Applicant Email

Applicant Home Address | Applicant Phone

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.

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: _____

_____

_____

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: _____

_____

_____

PARKS & RECREATION USE ONLY (IF APPLICABLE)

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: _____

_____

_____

PLANNING & DEVELOPMENT USE ONLY (IF APPLICABLE)

Planning 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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FINANCE USE ONLY (IF APPLICABLE)

Finance 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: _____

_____

_____