



Department of Parks, Recreation, and Facilities

## COMMUNITY SPECIAL EVENT PERMIT APPLICATION

***\*FOR SPECIAL EVENTS ON CITY-OWNED PROPERTY***

### I. POLICY STATEMENT

Community festivals and special events facilitate opportunities to promote tourism, showcase local talent, draw first time visitors, contribute to the economy, and revitalize downtown and surrounding areas. The City of Marietta recognizes this; therefore, the City's purpose is to facilitate within the community the accessibility to promote, coordinate, and/or participate in community festivals or special events.

**Community Special Events are permitted to non-profit organizations only. Permission will not be given to businesses, for profit organizations, or individuals for the purpose of generating revenue.**

**Glover Park is the only designated public special event location.** By granting permission to use Glover Park, it does not entitle the organization to exclusive use of said facility.

## II. APPLICATION INSTRUCTIONS

A. **Community Special Event Permit Application** is intended **ONLY** for festivals, special events, or race events actively held and requiring the use of Glover Park, with or without street closures, and is greater than **1½ hours** in duration.

*\*Community Special Events that include an assembly (run, walk, parade, march, etc.) must complete a Parade and Road Race Permit Application. The Marietta Police Department approves the Parade and Road Race Permit Application, NOT the Parks, Recreation & Facilities Department. For a copy of the Parade and Road Race Permit Application and questions, please contact the Marietta Police Department, (770) 794-5338.*

B. The Parks, Recreation and Facilities Department **must receive the application with processing fee on or before the 2<sup>nd</sup> Friday in December** for special events requiring street closures to be eligible to be added to the following year's calendar, **others are due sixty (60) days prior to event date.**

C. Please complete all sections of the application in its entirety. Indicate N/A on any questions that are not applicable to your event. Incomplete applications will not be accepted and returned to the applicant.

D. Non-refundable \$45.00 processing fee made payable to City of Marietta is due at time application is submitted. Other fees are due after the event is approved or at least sixty (60) days prior to the event.

E. Insurance liability policy is due no less than thirty (30) days prior to event.

F. Mail or deliver completed application with non-refundable \$45.00 processing fee made payable to City of Marietta:

City of Marietta  
Parks, Recreation, and Facilities Department  
Special Events Coordinator  
205 Lawrence Street  
P.O. Box 609  
Marietta, GA 30061

## III. APPLICATION REQUIREMENTS CHECKLIST

- Application is complete in its entirety
- Non-refundable \$45.00 application processing fee included - checks made payable to City of Marietta (**All other fees are due after the event is approved and 60 days prior to the event.**)
- City of Marietta Release and Indemnity Agreement signed and dated
- Event Site Plan indicating placement of tents, tables, inflatables, temporary staging, temporary fencing, generators, food vendors/cooking, alcohol vendors, DJ/musicians, and street closures
- Event sound check and performance schedule/timeline
- Agreement letter from business providing portable restrooms
- Event promotional material
- Copy of organization's IRS nonprofit determination letter or certificate

## IV. COMMUNITY SPECIAL EVENTS GUIDELINES

### A. DEFINITIONS

#### ***Press Event /Press Announcement***

A public gathering which involves the use of a public park within the city limits of Marietta or Glover Park for the purpose of an announcement to the press, including but not limited to a political candidate. The event shall not be over 1 ½ hours in duration.

#### ***Community Festivals***

A public gathering which involves the use of public parks within the city limits of Marietta or Glover Park which includes entertainment, music, arts & crafts displays and/or sales, sale of merchandise, food or any combination which requires the use of city support services over and beyond what the City of Marietta routinely provides under everyday circumstances.

#### ***Special Event***

An activity sponsored by an organization other than the City of Marietta requested to be held on public property designed for entertainment, competition, amusement or social, ethnic, religious and/or cultural awareness.

#### ***City Support Services***

Services provided by the City to ensure that a community festival or special event is conducted in such a way as to protect the safety, health, property, and general security.

#### ***Length of Use***

A maximum use of three (3) days for each event or display per individual group or person is allowed during any six (6) month period. A permit will not be issued to a subsequent group or individual for the purpose of continuing a previously permitted event or display.

### **B. CRITERIA FOR EVALUATION**

The criteria for evaluating and scheduling community festivals and special events are as follows:

1. The City of Marietta permits special events for non-profit organizations ONLY. Permission will not be given to businesses, for profit organizations, or individuals for the purpose of generating revenue.
2. The extent to which the event contributes to economic revitalization.
3. The impact and cost of the event on the public health, welfare, and safety. The impact and cost of the event on City support services.
4. The impact of the event on the environment.
5. The frequency of the same or similar event(s).
6. The impact on the surrounding businesses or residences.

### **C. FEES STRUCTURE**

|                               |   |
|-------------------------------|---|
| Non-refundable Processing Fee | \$45.00   |
| Security Deposit              | \$300.00  |
| User Fee                      | \$500.00/day  |
| Additional Staff Member       | \$45.00 per person/ per hr. as determined by the city |

#### **Fee Payment and Refunds: Checks made payable to City of Marietta**

The \$45.00 processing fee is non-refundable and should be included with the application. If the event is approved, all other fees will be due **sixty (60) days** prior to the event. The security deposit will be returned if the Square is left in appropriate order and no damage is reported. Failure to comply will result in loss of deposit and denial of future applications.

Cancellations must be received in writing at least **thirty (30) days** prior to event date. Cancellations less than thirty (30) days of event date will result in the loss of the security deposit and staffing fees.

\*Fees may also be assessed for additional city services including, but not limited to, police security, clean-up, maintenance, streets, and traffic. Rates below are for security and equipment rentals:

#### **Glover Park Police Security Levels and Fees:**

The level of security will be chosen by the Chief of Police or their designee.

|   |                    |
|---|--------------------|
| <b>Level One:</b> Consideration for level one may be based on a single street closure or an event that has a very low potential for criminal activity and/or very low concerns for an outside attack. | \$150.00 per hr.   |
| <b>Level Two:</b> Consideration for level two may be based on two street closures and/or this event has a history of low criminal activity and/or a low concern for an outside attack.                | \$350.00 per hr.   |
| <b>Level Three:</b> Consideration for a level three response may be based on three to four street closures and/or this event has a history of criminal activity and/or drawing large crowds.          | \$950.00 per hr.   |
| <b>Level Four:</b> Consideration for a level four response is based upon the number of street closures and high-profile events such as July 4 <sup>th</sup> .   | \$1,270.00 per hr. |

#### **Equipment Rental Fees: (includes loading, delivery, and pick-up)**

|                                       |                       |
|---------------------------------------|-----------------------|
| Type I Barricade (maximum of 12)      | \$20.00 each per day  |
| Type III Barricade (maximum of 15)    | \$25.00 each per day  |
| Vertical Panels (maximum of 20)       | \$15.00 each per day  |
| Signage/Detour (maximum of 12)        | \$35.00 each per day  |
| Variable Message Board (maximum of 2) | \$150.00 each per day |
| Street Sweeper (includes operator)    | \$160.00 each per day |

#### **D. RELEASE AND INDEMNITY**

Each applicant must execute the attached release and indemnity agreement. Applicants must demonstrate that they are either personally or organizationally responsible for liability; will guarantee orderly behavior; and, will underwrite any damage due to their use of the premises. Liability is assumed by the applicant in regard to any personal or property damage arising out of activities of the applicant. It is the responsibility of the applicant to read the application form completely and understand fully his/her responsibilities.

#### **E. INSURANCE**

A comprehensive liability insurance policy with at least one million dollars (\$1,000,000) combined single-limit coverage per occurrence for bodily injury and property damage with an endorsement naming the **CITY OF MARIETTA**, specifically and separately, as an additional insured under the policy.

**Do not include any specific department or person as the certificate holder.** A certificate of insurance is to be provided to the Parks and Recreation Department no less than **thirty (30) days** prior to the scheduled event. If an event is approved, it will be approved pending receipt of the insurance certificate. The insurance agency must be licensed to do business in the state of Georgia and have a Class B or better rating. The company providing insurance must provide at least thirty (30) days written notice of cancellation or termination, if such cancellation or termination of the policy is to occur prior to the indicated expiration date on the face of the certificate. In the event of any changes or cancellation in the policy, the City of Marietta must be notified by certified mail. Samples are attached concerning guidelines for obtaining a certificate of insurance and of the actual insurance certificate.

#### **F. FIRE SAFETY PLAN**

Applications for Community Festivals and Special Events will be reviewed by the Marietta Police Department and Marietta Fire and Emergency Services. When a fire official determines that the gathering of persons will impact the provision of public safety services, a plan for the provision of safety services will be prescribed by Marietta Fire and Emergency Services, working with the Marietta Police Department. Applicants will be required to include any additional information required by these departments, including, but not limited to: a layout of the event area including road closures; parking plans; vendor set-up (particularly food concessions); and, the need for law enforcement, fire and emergency medical services. The plan, developed by fire officials, shall be complied with and is enforceable under provisions of the Marietta City Code, Section 2-6-010.

## **G. FOOD**

Any food sales must be included in the application. No cooking or open flames are permitted in Glover Park or outside the park on the sidewalk. All cooking equipment must remain in the street, not on the grass or brick or concrete sidewalk.

In accordance with Article 14 under O.C.G.A §26-2-391 and City of Marietta Code of Ordinances Chapter 10-12 "Cobb County Board of Health and Georgia Department of Human Resources Rules and Regulations" (Ord. No. 5766, 11/12/97, § 1; Ord. No. 6583, 10/8/2003, § 1), serving or selling food items as part of an event must be approved. **An inspection of each participating food vendor by Cobb & Douglas Public Health is required as part of the event.** The process is as follows (**please initial each item:**

1. A Temporary Food Event Organizer Application (*this document is included in this packet*) must be submitted by the event organizer with this Special Event Application to the City of Marietta.

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Initials

2. The City of Marietta will send your Temporary Food Event Organizer Application to Cobb & Douglas Public Health on your behalf.

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Initials

3. A Nonprofit Sponsored Temporary Food Vendor Information Report (*this document is included in this packet*) **for each food vendor** is due to the City of Marietta **thirty (30) days prior** to the event.

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Initials

4. The City of Marietta will send your Nonprofit Sponsored Temporary Food Vendor Information Reports to Cobb & Douglas Public Health on your behalf. **Only food vendors with a Nonprofit Sponsored Temporary Food Vendor Information Report submitted to the City of Marietta thirty (30) days prior to the event will be inspected by Cobb & Douglas Public Health.** **An inspection of each food vendor by Cobb & Douglas Public Health is required as part of the event.**

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Initials

5. Cobb & Douglas Public Health will require you to submit a **\$60.00 per vendor inspection fee three (3) weeks prior to the event. The payment will be sent directly to Cobb & Douglas Public Health, NOT to the City of Marietta.**

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Initials

6. City Staff will conduct an on-site visit with the event organizer to confirm that all participating food vendors have met all requirements. **The event organizer will ensure that all participating food vendors have completed an inspection by Cobb & Douglas Public Health and the completed inspection form is visibly posted inside of each food vendor booth.**

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Initials

7. An approved Special Event Application and inspection by Cobb & Douglas Public Health will allow for the serving and selling of food items as part of your permitted event.

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Initials

I have read and understand the food vendor guidelines. I understand that only food vendors with a Nonprofit Sponsored Temporary Food Vendor Information Report submitted to the City of Marietta thirty (30) days prior to the event will be inspected by Cobb & Douglas Public Health and that an inspection of each food vendor by Cobb & Douglas Public Health is required as part of the event. I understand that only food vendors that successfully complete an inspection by Cobb & Douglas Public Health will be allowed to participate and as the event organizer, I will ensure that all food vendors comply with these guidelines.

Event Organizer or Designee Signature: \_\_\_\_\_

Event Organizer or Designee Printed Name: \_\_\_\_\_

Event Organizer or Designee Title: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Date: \_\_\_\_\_

#### **H. LENGTH OF USE**

A maximum use of one (1) event or display lasting for no more than three (3) consecutive days per individual group or person is allowed during any six (6) month period. A permit will not be issued to a subsequent group or individual for the purpose of continuing a previously permitted event or display.

#### **I. PROHIBITED PRACTICES**

1. Bicycling, skateboarding, roller skating, and roller blading within festival boundary
2. Games of chance, gambling, and raffles
3. Direct solicitation of funds and paid admission
4. Remote, battery, or gas models
5. Fireworks
6. Alcohol - see "Alcohol"
7. An activity or practice that would violate or alter the passive nature within Glover Park, including, but not limited to, cooking, ball, or Frisbee tossing
8. Any activity which violates Federal, State, or City law, code, or policy

#### **J. ALCOHOL**

Alcohol consumption is prohibited unless special permission is given by the Mayor and Council in accordance with Marietta City Code Section 10-4-070 - Drinking Prohibited. Any request to serve or sell alcohol must be placed on the City Council's agenda, unless waived per the city code. Street closures are required for serving or selling of alcohol. Serving and selling of alcohol is not permitted inside Glover Park or the adjacent, surrounding sidewalks.

Council meets the 2<sup>nd</sup> Wednesday of every month and the request must be received by the City Manager's office **six (6) weeks** prior to the Council meeting. It is the event sponsor's responsibility to present the request to the City Council.

#### **K. ALTERATION TO PARKS**

Alterations to park facilities including the attachment of decorations, displays, and promotional advertising are prohibited unless written permission has been given from the Director of the Marietta Parks, Recreation, and Facilities Department, or their designee. Construction and installation of special service facilities must be approved in writing **sixty (60) days** prior to the event. Tents (10x10 maximum size) are permitted inside Glover Park, on brick sidewalks only, with approval from the Parks, Recreation, and Facilities Department. Damage to any structure or plant material will be billed to the organization at replacement cost plus labor. *The City reserves the right to regulate the location and method of placement of items or structures in any City park.*

#### **L. PARKING**

No vehicles are allowed in Glover Park unless prior approval is given. Request must be made **thirty (30) days** prior to event. Participants must adhere to all parking regulations. Public parking is available at the Cobb County Parking Decks between Cherokee St. and Waddell St. Parking fees may apply. All printed publicity must include a diagram indicating available public parking. Diagrams are available from the Parks and Recreation Department.

## **M. ELECTRICITY**

Specific requirements for the use of electricity must be submitted with the application. Electricity is unavailable without written permission from the Director of the Parks and Recreation Department, or their designee. There are five (5) power boxes behind the stage. Each box contains six (6) 20-amp circuits for a total of 120-amps per box. There are also power sources around the perimeter of the Square.

*\*The City reserves the right to require an additional charge for electricity based on a per outlet basis and/or full hookup surcharge for staged events.*

## **N. SANITATION**

Fixed trash receptacles are available for event use inside Glover Park. The City can provide additional trash receptacles and liners upon request **thirty (30) days** prior to event. **The event organizer is responsible for complete trash removal during and after the event.** Dumpsters on the square CANNOT be used for special event trash removal. Unless otherwise approved, these dumpsters are strictly and solely for the businesses on the Marietta Square.

It is the organizer's responsibility to make arrangements with the City for additional trash receptacles. Plastic trash can liners will be placed in all existing trash cans prior to the event. It is the event organizer's responsibility to deposit any trash into appropriate trash receptacles following the event to warrant returning the security deposit. Additional trash can liners will be provided by the City to replace the ones emptied in Glover Park. The Parks, Recreation, and Facilities Department will review each application and contact the organizer if the size of the event warrants additional dumpsters. It will be the event organizer's responsibility to make all arrangements and pay any fees applicable for any additional equipment or services.

## **O. TABLES AND CHAIRS**

Tables and chairs are permitted in Glover Park (brick and concrete area only). A layout of the event including the table(s) and chair(s) locations must be submitted with the application. Approval will be given prior to the event. Tables and chairs are NOT provided by the City.

## **P. SOUND AMPLIFICATION**

The City does not provide a sound system and equipment. Intent to use a sound system during the event must be included in the application. Permitted hours for music and/or entertainment: 7:00 a.m. to 11:00 p.m. The City maintains a noise ordinance, Marietta City Code Section 10-1004 - Noise; creating unnecessary noise. Applicants must abide by said ordinance unless waived by the City Council.

## **Q. RESTROOM FACILITIES**

The total number of portable toilets for special events must comply with guidelines set by Cobb Douglas Public Health (*see chart on page 9*). For any public event, Americans with Disabilities Act of 1990 (ADA) guidelines stipulate that accessible units must make up at least 5% (1 in 20) of the total number of units\*. It is the coordinator's responsibility to make all arrangements (drop-off and pick-up) and pay any fees. Applications must include an agreement letter from agency providing portable restrooms.

\* <https://www.ada.gov/law-and-regs/design-standards/2010-stds/#213-toilet-facilities-and-bathing-facilities>

## COBB DOUGLAS PUBLIC HEALTH PORTABLE TOILET GUIDELINES

| AVERAGE CROWD SIZE | AVERAGE HOURS AT THE EVENT * |     |     |     |     |     |     |      |      |      |
|--------------------|------------------------------|-----|-----|-----|-----|-----|-----|------|------|------|
|                    | 1                            | 2   | 3   | 4   | 5   | 6   | 7   | 8    | 9    | 10   |
| 500                | 2                            | 4   | 4   | 5   | 6   | 7   | 9   | 9    | 10   | 12   |
| 1,000              | 4                            | 6   | 8   | 8   | 9   | 9   | 11  | 12   | 13   | 13   |
| 2,000              | 5                            | 6   | 9   | 12  | 14  | 16  | 18  | 20   | 23   | 25   |
| 3,000              | 6                            | 9   | 12  | 16  | 20  | 24  | 26  | 30   | 34   | 38   |
| 4,000              | 8                            | 13  | 16  | 22  | 25  | 30  | 35  | 40   | 45   | 50   |
| 5,000              | 12                           | 15  | 20  | 25  | 31  | 38  | 44  | 50   | 56   | 63   |
| 10,000             | 15                           | 25  | 38  | 50  | 63  | 75  | 88  | 100  | 113  | 125  |
| 15,000             | 20                           | 38  | 56  | 75  | 94  | 113 | 131 | 150  | 169  | 188  |
| 20,000             | 25                           | 50  | 75  | 100 | 125 | 150 | 175 | 200  | 225  | 250  |
| 25,000             | 38                           | 69  | 99  | 130 | 160 | 191 | 221 | 252  | 282  | 313  |
| 30,000             | 46                           | 82  | 119 | 156 | 192 | 229 | 266 | 302  | 339  | 376  |
| 35,000             | 53                           | 96  | 139 | 181 | 224 | 267 | 310 | 352  | 395  | 438  |
| 40,000             | 61                           | 109 | 158 | 207 | 256 | 305 | 354 | 403  | 452  | 501  |
| 45,000             | 68                           | 123 | 178 | 233 | 288 | 343 | 398 | 453  | 508  | 563  |
| 50,000             | 76                           | 137 | 198 | 259 | 320 | 381 | 442 | 503  | 564  | 626  |
| 55,000             | 83                           | 150 | 217 | 285 | 352 | 419 | 486 | 554  | 621  | 688  |
| 60,000             | 91                           | 164 | 237 | 311 | 384 | 457 | 531 | 604  | 677  | 751  |
| 65,000             | 98                           | 177 | 257 | 336 | 416 | 495 | 575 | 654  | 734  | 813  |
| 70,000             | 106                          | 191 | 277 | 362 | 448 | 533 | 619 | 704  | 790  | 876  |
| 75,000             | 113                          | 205 | 296 | 388 | 480 | 571 | 663 | 755  | 846  | 938  |
| 80,000             | 121                          | 218 | 316 | 414 | 512 | 609 | 707 | 805  | 903  | 1001 |
| 85,000             | 128                          | 232 | 336 | 440 | 544 | 647 | 751 | 855  | 959  | 1063 |
| 90,000             | 136                          | 246 | 356 | 466 | 576 | 686 | 796 | 906  | 1016 | 1126 |
| 95,000             | 143                          | 259 | 375 | 491 | 607 | 724 | 840 | 956  | 1072 | 1188 |
| 100,000            | 151                          | 273 | 395 | 517 | 639 | 762 | 884 | 1006 | 1128 | 1251 |

Based on "Portable Restroom Requirements at Special Events and Crowd Gatherings"

Center for Business and Industrial Studies, University of Missouri-St. Louis

- Determine the appropriate potable sanitation units needed from the table above.
- For each seweried toilet available onsite, subtract 1 from the previously calculated number.
- If alcoholic beverages are to be served, add 25% to the base number.
- For peak crowd numbers that fall between chart numbers, round up to the next base number.
- Units shall be provided in accordance with the Georgia Accessibility Code following state or local requirements.
- Table based on units being serviced daily

Authority: O.C.G.A. Sections 31-2A-6, 31-12-8, 31-27-9, 12-8-1.

## **R. EXCEPTIONS**

These guidelines may be exempted in whole or part at the discretion of the City Council for City-sanctioned events. A City-sanctioned event is one which is approved by a vote of the mayor and Council or one for which a permit is granted to any department, agency, board or commission of the City of Marietta, the Downtown Marietta Development Authority, the Marietta Welcome Center, the Board of Lights and Water, or the Marietta Housing Authority. Exemptions not already approved by City code, must be approved by a vote of the City Council.

## **S. DEFINITIONS:**

1. **City Support Services** - Services provided by the City to ensure that a community festival or special event is conducted in such a way as to protect the safety, health, property and general and security.
2. **Community Festivals** - A public gathering which involves the use of Glover Park which includes entertainment, music, arts & crafts displays and/or sales, sale of merchandise, food, or any combination which requires the use of city support services over and beyond what the City of Marietta routinely provides under everyday circumstances. Examples of a community festival include Art in the Park, Chalktoberfest, and July 4<sup>th</sup> Parade. These types of events can include additional support, such as street sweepers, sanitation, police security, street closures, and traffic services.

## APPLICANT INFORMATION

|  |   |
|--|---|
| <b>Name of Organization:</b>   |   |
| <b>Address:</b>  |   |
| <b>Phone Number:</b>   |   |
| <b>Fax Number:</b>   |   |
| <b>Email Address and Website:</b>  |   |
| <b>Organization EIN:</b><br><i>*Attach copy of IRS nonprofit determination letter or certificate</i> |   |
| <b>Name of Applicant:</b><br><i>*Person responsible and on-site day of the event</i>                 |   |
| <b>Address:</b>  |   |
| <b>Phone Number:</b><br><i>*Event on-site number</i>   |   |
| <b>Email Address:</b>  |   |
| <b>Professional Event Organizer:</b>   | <i>*List any professional event organizer, promoter, or fund-raiser hired by you that is authorized to work on your behalf to plan, produce and/or manage your event.</i> |
| <b>Address:</b>  |   |
| <b>Phone Number:</b>   |   |

## EVENT INFORMATION

|   |  |
|---|--|
| <b>Name of Event:</b>   |  |
| <b>Event Date and Times:</b><br><i>Hourly staff fees will apply from beginning of set up until dismantle is complete.</i> | Event Date(s) _____ Time (start/end) _____<br>Set Up Date _____ Time (start/end) _____<br>Dismantle Date _____ Time (start/end) _____  |
| <b>Type of Event:</b>   | <p>Check all that apply:</p> <p><input type="checkbox"/> Festival/Arts Show      <input type="checkbox"/> *March/Demonstration/Walk</p> <p><input type="checkbox"/> *Parade      <input type="checkbox"/> Concert/Performance</p> <p><input type="checkbox"/> *Race (walk/run/bike)      <input type="checkbox"/> Other: _____</p> <p><b><i>*Community Special Events that include an assembly (run, walk, parade, march, etc.) must complete a Parade and Road Race Permit Application. The Marietta Police Department approves the Parade and Road Race Permit Application, NOT the Parks, Recreation &amp; Facilities Department. For a copy of the Parade and Road Race Permit Application and questions, please contact the Marietta Police Department, (770) 794-5338.</i></b></p> |
| <b>Description of the Event:</b>  | *Describe the purpose of the proposed event.   |
| <b>Location of Event:</b>   | Glover Park is the ONLY designated public event location.  |
| <b>Is this a first-year event?</b>  | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If no, number of years: _____  |
| <b>Event Attendance:</b>  | Projected attendance: _____<br>Previous year's attendance (if applicable): _____   |
| <b>Event Sponsors:</b>  |  |
| <b>Is this a rain or shine event?</b>   | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If no, list the rain date(s) and start/end time:<br>_____  |

## SPECIAL PLANNING ITEMS

|   |  |
|---|--|
| <p><b>How do you plan to publicize this event?</b><br/> <i>Attach copies of promotional materials. If not available now, supply as soon as available.</i></p>   | <p>Check all that apply:</p> <p><input type="checkbox"/> Radio      <input type="checkbox"/> TV<br/> <input type="checkbox"/> Newspaper      <input type="checkbox"/> Internet Calendars<br/> <input type="checkbox"/> Websites      <input type="checkbox"/> Other: _____</p> |
| <p><b>Will a banner be hung?</b><br/> <i>ONLY one (1) banner may be hung on the stage. The banner must be delivered to the Parks &amp; Rec city hall office two (2) weeks prior to event. Only city staff is allowed to hang banners. Standard banner size is 4' x 10'.</i></p> | <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>If yes, wording on the banner:<br/> _____</p>  |
| <p><b>Will temporary fencing be used?</b></p>   | <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>If yes, what type?<br/> _____</p> <p>Location of the fencing: _____</p>  |
| <p><b>Will temporary staging be used?</b></p>   | <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>If yes, who will construct/dismantle the stage?<br/> _____</p> <p>Location of the stage: _____</p>   |
| <p><b>Will tents or canopies be used?</b><br/> <i>Tents used inside Glover Park must be 10x10 size maximum, set up on the brick walkway only and weighted, not staked to the ground.</i></p>  | <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>If yes, number of tents: _____ Tent Size: _____</p> <p>Location of tents: _____</p> <p>Tent Company Name (if applicable): _____</p>  |
| <p><b>Will generators be used?</b><br/> <i>If generators are used, Marietta Fire Dept. must approve.</i></p>  | <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>If yes, company name and phone number providing generators:<br/> _____</p> <p>Location of generators: _____</p>  |

## ENTERTAINMENT AND RELATED ACTIVITIES

|   |  |
|---|--|
| <p><b>Will there be entertainment or music?</b><br/><i>Applicants must abide by city noise ordinance unless waived by the City Council.</i></p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, describe all types of entertainment (live band, DJ, theatrical, etc.) and ATTACH a sound check and performance schedule/timeline:</p> <hr/> |
| <p><b>Inflatables:</b><br/><i>Inflatables must be placed on hardscape only.</i></p>   | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Name of Company: _____</p> <p>Phone Number: _____</p>   |
| <p><b>Will any non-food items be sold?</b></p>  | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, list items with prices (attach another sheet if necessary):</p> <hr/>   |

## FOOD AND ALCOHOL

|   |  |
|---|--|
| <p><b>Will food items be served or sold?</b></p>    | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>*Please follow the guidelines in this packet to meet the requirements of the inspection processes.</i></p>   |
| <p><b>Will there be open flames or cooking?</b></p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>*No cooking or open flames are allowed inside Glover Park or on surrounding sidewalks.</i></p>   |
| <p><b>Will alcohol be sold/served?</b></p>          | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, person named on the beverage license:</p> <p>Name: _____ Phone Number: _____</p> <p><i>*Any request to serve or sell alcohol must be placed on the City Council's agenda and is the event sponsor's responsibility to present the request. See "Alcohol" section in the guidelines of this application for further information.</i></p> |

## RESTROOM AND SANITATION PLAN

|  |  |
|--|--|
| <p><b>Restrooms:</b><br/> <i>The total number of portable toilets for special events must comply with guidelines set by Cobb Douglas Public Health (see chart on page 9) and the Americans with Disabilities Act of 1990 (ADA) guidelines. ATTACH agreement letter from agency providing portable restrooms.</i></p> | <p>Total Number of portable restrooms: _____</p> <p>Total Number of portable ADA restrooms: _____</p> <p>Portable Restroom Company: _____</p> <p>Phone Number: _____</p>   |
| <p><b>Sanitation:</b></p>  | <p>Who is responsible for clean-up?</p> <p>Name: _____</p> <p>Address: _____</p> <p>Phone Number: _____</p> <p><i>*Parks, Recreation &amp; Facilities will help you decide if you need an additional dumpster or sanitation truck. You will be responsible for any additional costs.</i></p> |
| <p><b>Will additional trash receptacles and liners be needed?</b></p>  | <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>If yes, how many? _____</p>  |

## UTILITIES

|   |   |
|---|---|
| <p><b>Will you be using city water?</b></p>   | <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p><i>*There are 2 water spigots in the Square. Hoses will be needed for access.</i></p> |
| <p><b>Electrical Needs:</b><br/> <i>There are 5 power boxes behind the stage. Each box contains (6) 20-amp circuits for a total of 120 amps per box. There are also power sources around the perimeter of the Square.</i></p> | <p>List any electrical needs, being as specific as you can, so we can contact our electrician if necessary.</p>   |

## SECURITY, SAFETY AND STREET CLOSURE PLAN

|  |  |
|--|--|
| <p><b>Marietta Police require their security at events.</b></p>  | <p>There are 4 levels of security based on size/type of event and street closures. Marietta PD decides the level of security after review of this application.</p> <p>The 4 Levels are:</p> <p>1 - \$150.00/hr.    2 - \$350.00/hr.    3 - \$950.00/hr.    4 - \$1,270.00/hr.</p>  |
| <p><b>Applications will be reviewed by the Marietta PD, Marietta Fire and Emergency Services for a safety plan.</b></p>  | <p>When a fire official determines that the gathering of persons will impact the provision of public safety, a plan for the provisions of safety services will be prescribed by Marietta Fire Department and Emergency Services.</p>   |
| <p><b>Will your event require any street closures?</b><br/><i>If yes, application must be received on or before the 2<sup>nd</sup> Friday in December to be considered for the following calendar year. All street closure requests go to City Council for approval.</i></p> | <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>If yes, what streets are you requesting to close? (Attach another sheet if necessary.)</p> <p>Street _____</p> <p>Close Date &amp; Time _____    Reopen Date &amp; Time _____</p> <p>Street _____</p> <p>Close Date &amp; Time _____    Reopen Date &amp; Time _____</p> |

### FOR PARKS AND RECREATION USE ONLY

Date Received \_\_\_\_\_ Received By \_\_\_\_\_

Site Plan \_\_\_\_\_ Restroom Letter \_\_\_\_\_ Insurance Rec'd \_\_\_\_\_ Schedule \_\_\_\_\_

SE Review \_\_\_\_\_ DH Review \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_ Denied \_\_\_\_\_ Reason: \_\_\_\_\_

### Payments received – date and list PO#

App. Fee \_\_\_\_\_ Security Deposit \_\_\_\_\_ Park Use Fee \_\_\_\_\_

Staff Fee \_\_\_\_\_ Misc. Charges \_\_\_\_\_

**\*APPROVAL OF THIS PERMIT MAY BE WITHDRAWN AT ANY TIME TO COMPLY WITH THE HEALTH DEPARTMENT OR LOCAL CITY REQUIREMENTS RELATED TO COVID-19.**

## CITY OF MARIETTA

### RELEASE AND INDEMNITY AGREEMENT

In consideration of participation in said special event the undersigned organization/business/group/individual hereby agrees and warrants that they shall release, defend, indemnify and save harmless the City of Marietta, its officers, directors, employees and any other person, firm or corporation charged or chargeable with responsibility or liability, their heirs, administrators, executors, successors and assigns and agents from any and all costs, expenses, restrictions, claims, demands, suits, actions, proceedings, damages, liabilities, deficiencies, judgments, levies, costs or expenses, including, but not limited to, attorney's fees and expenses of any kind and nature, including, but not by way of limitation, any claim for damages to property or injuries to or death of any person or persons relating to or arising from the special event or related activities, regardless of whether arising from the negligence or wrongful acts, errors or omissions of the City of Marietta. The undersigned further acknowledges that this special event is being offered through the Parks & Recreation Department of the City of Marietta.

Without limiting the generality of the foregoing, the undersigned organization/business/group/individual agrees that they shall reimburse the City of Marietta for legal fees and other costs incurred in the City of Marietta's defense of such claims of litigation. The City of Marietta shall have the right to participate in the defense of any claims or litigation and shall have the right to approve any settlement.

I am aware that participation includes potential risks to me of exposure directly or indirectly arising out of, contributed to or by, or resulting from an outbreak of any communicable disease, including, but not limited to, the virus "severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2)", which is responsible for Coronavirus Disease (COVID-19), and/or any mutation or variation thereof. The provisions of any state, federal, local or territorial law or statute providing in substance that releases shall not extend to claims, demands, injuries or damages which are unknown or unsuspected to exist at the time, to the person executing such release, are hereby expressly waived.

This release extends and applies to, and also covers and includes, all unknown, unforeseen, unanticipated and unsuspected injuries, damages, loss and liability, and the consequences thereof, as well as those now disclosed and known to exist. The provisions of any state, federal, local or territorial law or statute providing in substance that releases shall not extend to claims, demands, injuries or damages which are unknown or unsuspected to exist at the time, to the person executing such release, are hereby expressly waived.

The undersigned organization/business/group/individual acknowledges that the agreement hereby releases and discharges the City of Marietta, its officers, directors, employees and agents, of any and all claims, relating to any bodily and personal injuries or damages to property and the consequences thereof resulting from their participation in the said special event. I do hereby covenant with the City of Marietta that I, my heirs, executors, assigns and transferees will never at any future time sue the City of Marietta for or on account of any claim for damages arising out of my participation in the said special event whether such claims arise by negligence of the City of Marietta, its employees or agents, or by the negligence of any other participant.

It is further agreed and understood that said participation in the special event is not to be construed as an admission of liability and acceptance of assumption of responsibility by the City of Marietta, its officers and members.

This is the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

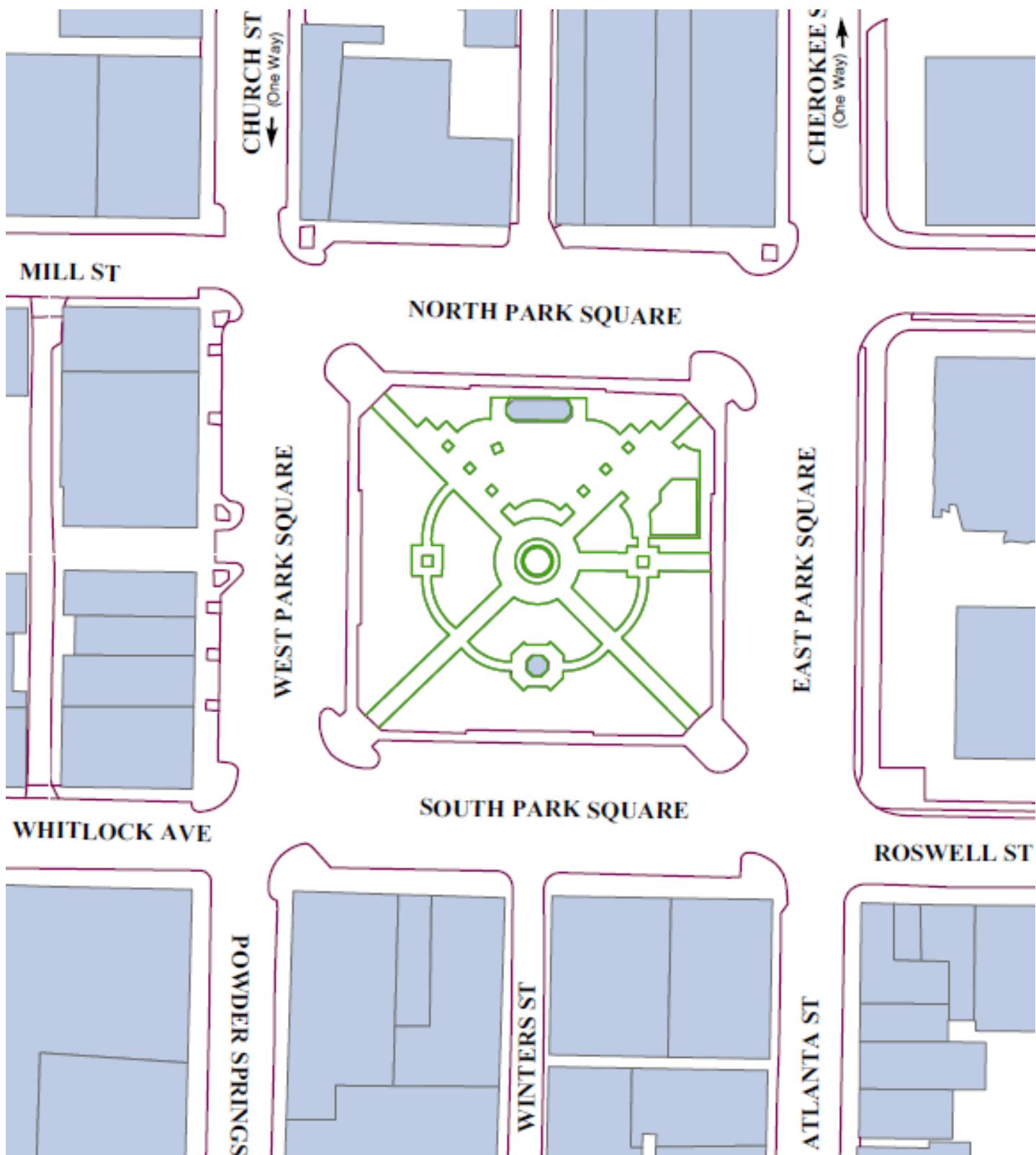
NAME OF ORGANIZATION/BUSINESS/GROUP/INDIVIDUAL:

---

INDIVIDUAL RESPONSIBILITY \_\_\_\_\_ (Signature)

## EVENT SITE PLAN

\*Include placement of tents, tables, inflatables, temporary staging, temporary fencing, generators, food vendors/cooking, alcohol vendors, DJ/musicians, and street closures.



## CITY OF MARIETTA

### GUIDELINES FOR OBTAINING A CERTIFICATE OF INSURANCE

Before your permit can be approved, your organization/company must provide the City with a Certificate of Insurance. Please review the following guidelines to help you obtain a certificate in a form acceptable to the City Attorney.

1. A comprehensive liability insurance policy with endorsement with at least one million (\$1,000,000) combined single-limit coverage per occurrence for bodily injury and property damage shall name the City of Marietta, specifically and separately, as an additional insured under the policy. Please do not include any specific department or person. Effective date of policy is listed on the certificate must cover all dates requested on the permit. The certificate must list the name and the address of the company issuing the policy. Also, the name of the first named insured as it appears on the certificate should be the same name listed on the City permit as organization or company applying for said permit. (See attached for example of certificate.)
2. A separate endorsement page shall be included with the certificate. The endorsement legally modifies the policy to insure the City of Marietta. Consequently, the endorsement must include the City of Marietta under "Name of Person or Organization." (See attached example of an endorsement page.)
3. The insurance company issuing the certificate must have a B rating as listed in A. M. Best's Key Rating Guide for insurance. This book gives an up-to-date rating of all insurance companies. The issuing company as indicated on the certificate must also be licensed to do business in the State of Georgia. Surplus line carriers are not acceptable. The Best's Key Rating Guide also has a section that lists companies and the states they are licensed to do business in. The City also relies on the office of the States Insurance Commissioner concerning companies licensed to do business and the forms of insurance they are authorized to issue.
4. The company providing the insurance must provide at least thirty (30) days written notice of cancellation or termination, if such cancellation or termination of the policy is to occur prior to the indicated expiration date on the face of the certificate. The failure to provide or maintain insurance shall be considered a material breach of any permit for which it was issued.
5. An original copy of the certificate of insurance and endorsement must be submitted to the Parks and Recreation Department at least thirty (30) days in advance of your first date of proposed usage. Hand-delivery, mail, email, and fax is acceptable.
6. Once approved, you will be notified. The original certificate and endorsement will remain on file with the City as long as the policy is in effect.
7. If you have questions, please contact the Special Events Coordinator at (770) 794-5601, [specialevents@mariettaga.gov](mailto:specialevents@mariettaga.gov) for assistance.

## **CERTIFICATE OF INSURANCE SAMPLE**

**POLICY NUMBER:**

**COMMERCIAL GENERAL LIABILITY**

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY**

### **ADDITIONAL INSURED - OWNERS, LESSEES OR CONTRACTORS (FORM B)**

This endorsement modifies insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE PART.**

#### **SCHEDULE**

**Name of Person or Organization:**

**CITY OF MARIETTA**

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

**WHO IS AN INSURED (Section II)** is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of "your work" for that insured by or for you.

**SAMPLE**

## FOOD SALES COMPLIANCE VERIFICATION

### **(To be completed the day of the event.)**

Any food sales must be included in the City of Marietta Community Special Event Permit Application. No cooking or open flames are permitted in Glover Park or outside the park on the sidewalk. All cooking equipment must remain in the street, not on the grass or brick or concrete sidewalk.

In accordance with Article 14 under O.C.G.A §26-2-391 and City of Marietta Code of Ordinances Chapter 10-12 "Cobb County Board of Health and Georgia Department of Human Resources Rules and Regulations" (Ord. No. 5766, 11/12/97, § 1; Ord. No. 6583, 10/8/2003, § 1), serving or selling food items as part of an event must be approved. An inspection of each participating food vendor by Cobb & Douglas Public Health is required as part of the event. The process is as follows:

1. A Temporary Food Event Organizer Application must be submitted by the event organizer with this Special Event Application to the City of Marietta.
2. The City of Marietta will send your Temporary Food Event Organizer Application to Cobb & Douglas Public Health on your behalf.
3. A Nonprofit Sponsored Temporary Food Vendor Information Report for each food vendor is due to the City of Marietta thirty (30) days prior to the event.
4. The City of Marietta will send your Nonprofit Sponsored Temporary Food Vendor Information Reports to Cobb & Douglas Public Health on your behalf. Only food vendors with a Nonprofit Sponsored Temporary Food Vendor Information Report submitted to the City of Marietta thirty (30) days prior to the event will be inspected by Cobb & Douglas Public Health. An inspection of each food vendor by Cobb & Douglas Public Health is required as part of the event.
5. Cobb & Douglas Public Health will require you to submit a \$60.00 per vendor inspection fee three (3) weeks prior to the event. The payment will be sent directly to Cobb & Douglas Public Health, NOT to the City of Marietta.
6. City Staff will conduct an on-site visit with the event organizer to confirm that all participating food vendors have met all requirements. The event organizer will ensure that all participating food vendors have completed an inspection by Cobb & Douglas Public Health and the completed inspection form is visibly posted inside of each food vendor booth.
7. An approved Special Event Application and inspection by Cobb & Douglas Public Health will allow for the serving and selling of food items as part of your permitted event.

**As the event organizer, I have verified and agree that all participating food vendors comply with the food sales guidelines (guidelines are above as included in the City of Marietta Community Special Event Permit Application).**

**Event Organizer or Designee Signature:** \_\_\_\_\_

**Event Organizer or Designee Printed Name:** \_\_\_\_\_

**Event Organizer or Designee Title:** \_\_\_\_\_

**Name of Organization:** \_\_\_\_\_

**Name of Event:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**COBB &**  
**DOUGLAS PUBLIC**  
**HEALTH FORMS**

For informational use only.

# Self-Inspection Checklist for Temporary Food Facilities (Nonprofit Sponsored )

## **PRE-OPENING REQUIREMENTS: COMPLETE BEFORE BEGINNING FOOD PREPARATION / DISTRIBUTION**

### **POTABLE WATER**

- Approved supply of potable water provided
  - Commercially purchased bottled water or municipal water

### **LIQUID WASTE/OIL DISPOSAL**

- Booth operator has identified an approved location for disposal of liquid waste and oil

### **FOOD BOOTH STRUCTURE AND OPERATIONS**

- Soundly constructed with overhead protection and large enough to accommodate all food and equipment (no food preparation is allowed outside of booth)
- Hand wash station is set-up with at least running water and disposable towels  
[Recommend liquid soap]
- Utensil wash station** is set-up and ready-to-use inside booth consisting of 3 containers large enough to hold largest piece of equipment or utensil
  - Soapy water in 1<sup>st</sup> container
  - Clean water in 2<sup>nd</sup> container
  - Sanitizing solution in 3<sup>rd</sup> container  
(i.e. 1 tablespoon of bleach for each gallon of water)

**NOTE:** An exception to utensil wash station being required would be to provide enough utensils to swap out at frequent intervals during operation. (At least every 4 hours)

- All equipment and utensils approved for use
  - Made of safe material and easy-to-clean
  - No galvanized utensils/containers in contact with acidic foods
  - All utensils and cooking equipment are off the floor and inside facility (except grills and deep fat fryers)
- Live animals not allowed in booth or cooking areas
- Sanitizing solution for wiping cloths provided  
(For example, use 1 tablespoon of unscented bleach for each gallon of water for a concentration of 50-100 PPM chlorine)

### **FOOD PREPARATION AND HANDLING**

- Food from an approved source – no foods stored or prepared in a private home
- No open food stored or displayed at service counters

- Neither of the following foods prepared without an approved Hazard Control Plan: Cream-filled pastries, custards, salads containing meat, poultry, eggs or fish
- All open food stored inside facility and off the floor
- Calibrated probe-type metal thermometer provided for monitoring internal temperatures of foods requiring time and temperature controlled for safety f
- Food temperature control:  
Enough equipment provided to hold ALL
  - Cold foods at or below 41°F
  - Hot foods at or above 135°F
- Required minimum cooking temperatures monitored. (pork 145°F, fish 145°F, ground meat 155°F, poultry/stuffed foods/reheat 165°F)
- Utensils or disposable gloves provided to *minimize* hand/food contact

### **EMPLOYEE HABITS**

- Employees keep hands clean and wash hands frequently
- Employees have no open sores or communicable disease(s)
- All food handlers are wearing clean clothing and hair is restrained, if needed
- No smoking allowed in food facility or grill/deep-fat fryer area

### **POSTINGS**

- Self-inspection checklist visibly posted inside booth

### **SIGNATURE OF BOOTH OPERATOR COMPLETING CHECKLIST:**

**DATE:**

*Checklist provided by the Center for Environmental Health, Cobb & Douglas Public Health to assist with food safety compliance*

*CobbandDouglasPublicHealth.org*



## Nonprofit Temporary Food Event Organizer Application

**ORGANIZER'S APPLICATION MUST BE RECEIVED 30 DAYS BEFORE THE EVENT**  
**ALONG WITH A LIST OF ALL FOOD VENDORS WHO WILL BE ALLOWED**  
**BY THE ORGANIZER TO PARTICIPATE IN THE EVENT**

**A copy of I.R.S. Form 501C, or a letter determining tax-exempt status from the Georgia Commissioner of Revenue, must be provided to the County Health Authority as proof of nonprofit status.**

### OFFICE USE ONLY

Date \_\_\_\_\_ Amount Paid \$ \_\_\_\_\_ DHD # FSP-033- \_\_\_\_\_  
Invoice # \_\_\_\_\_ Check # \_\_\_\_\_ Online Portal  Cash  Discover  AmEx  Visa  MC

Organizer's Name: \_\_\_\_\_ Organizer's Phone: \_\_\_\_\_

Organizer's Address:  
Please include suite # \_\_\_\_\_ Street Name and # \_\_\_\_\_ Suite \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Organizer's E-mail Address: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Address:  
Please include suite # \_\_\_\_\_ Street Name and # \_\_\_\_\_ Suite \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Event Begin Date: \_\_\_\_\_ Event End Date: \_\_\_\_\_

Event Begin Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Set Up Date: \_\_\_\_\_ Set Up Time: \_\_\_\_\_

Number of food service vendors expected: \_\_\_\_\_

**It will be the organizer's and / or property owner's responsibility to ensure that only vendors permitted by this department shall participate in the event.**

**Any unauthorized or unpermitted vendor found participating in an event shall be charged with a violation of this rule, and ordered by the organizer or property owner to leave the event premises.**

Onsite Coordinator's Name

Date

Onsite Coordinator's Signature

Onsite Coordinator's Phone #

## **WATER SUPPLY**

1. What will be the source of approved potable water? (Check all that apply)

Vendor is completely responsible for their own water supplies     Bulk commercial supply (bottled)     Onsite water faucet  
 Onsite direct water connection (trailer inlet)     Public water system     Well

2. Source of bottled water (both individual bottle and bulk supply)? \_\_\_\_\_

## **TOILET FACILITIES**

1. What will be used for toilet facilities for the food booth(s)?

Central supplied facilities     Portable toilets

## **WASTE DISPOSAL (Solid and Liquid)**

1. What type container will be used for solid waste disposal in the food facility? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. How will you dispose of liquid waste? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**A copy of I.R.S. Form 501C, or a letter determining tax-exempt status from the Georgia Commissioner of Revenue, must be provided to the County Health Authority as proof of nonprofit status.**

**If event is longer than one (1) day, please provide your operating schedule**

**Return the completed application to the Center for Environmental Health:**

**Cobb County:**

1738 County Services Parkway SW, 2<sup>nd</sup> Floor, Marietta, GA 30008-4012  
Office: (770) 435-7815 | Fax: (770) 431-7410

**Douglas County:**

8700 Hospital Drive, 1<sup>st</sup> Floor, Douglasville, GA 30134-2264  
Office: (770) 920-7311 | Fax: (770) 920-7317

**GENERAL SITE PLAN:** In the space below, or on a separate page, please provide a generalized site plan depicting the locations of the food vendors, toilet facilities, general public handwashing facilities (if provided), solid and liquid waste containers, animal enclosures, walkways, roads through the event, etc. and approximate distances. Please indicate if the pathways / roadways through and around the event are paved or unpaved.

For Informational Use Only.

## **ATTACHMENT A – LIST OF FOOD VENDORS**

**Attach additional pages if needed**

**STATEMENT:** I hereby certify that the above information and any attached forms and documents are correct, and I fully understand that in accordance with DPH Rule 511-61-1.08(2)(a)4(i) through (iii), and DPH Chapter 511-3-6, I am responsible for the following:

- a. At least 30 days prior to the event / celebration, I will provide to the Local Health Authority a list of food vendors who will be allowed in the temporary event / celebration; and
- b. To ensure that only vendors permitted by the Local Health Authority are allowed to participate in the temporary event / celebration; and
- c. To require any unauthorized or unpermitted food vendor found participating in the event to immediately leave the event premises; and
- d. To ensure a sufficient number of portable sanitation units are available onsite (if central toilet units are not available or not sufficient) to prevent a prohibited discharge of sewage or cause a public health nuisance; and
- e. To ensure all portable sanitation units are serviced at least once every seven days, or more frequently, if usage requires.

Additionally, I understand that non-compliance with the requirements listed above are considered to be violations of DPH Chapter 511-6-1 and DPH Chapter 511-3-6, and I may be subject to legal action as deemed necessary by the Local Health Authority.

Organizer's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For Informational Use Only

## Planning

Proper portable sanitation planning is essential to the coordination of a safe and successful special event. Considerations during the planning process should include:

**Type of event** – Events that last throughout the day and into the evening will require more units than events that last for only a couple of hours. Also, if food will be served at an event, hand-washing stations should be considered in order to reduce the risk of disease transmission through hand to mouth contact. Portable sanitation units should be located as far away from food service vendors as practical.

**Number of attendees and duration of the event** – An event for a large mass gathering of people will require more portable units than a small group of people. \*See the included table for estimating the number of portable units required for an event or construction site.

**Food and beverage type and location** – If alcoholic beverages are being served, the number of portable toilets should be increased by 25%.

**Outside temperature** – On hot days, visitors will consume more drinks and make more trips to the lavatories. More units should be considered for such cases.

**Event layout and topography** – Portable toilets should be placed on flat surfaces in a strategic position that allows easy access by the public and large trucks that service the units.

*Current listings for certified portable sanitation contractors and companies can be found at [www.dph.georgia.gov](http://www.dph.georgia.gov)*

## Background

Large gatherings of people in relatively small areas for extended periods of time may elevate the risk of disease outbreak. In many of these situations, there are not enough restroom facilities at the site to accommodate a mass gathering. Proper measures must be employed to ensure enough sanitary facilities are present to meet the needs of the public, and to ensure the safe and timely disposal of sanitary wastes. Portable sanitation units can provide for this need. If portable sanitation units become overcrowded and neglected, especially at events involving food consumption, the risk of a disease outbreak is only increased. It is, therefore, imperative to take the time to develop a plan for the safe and effective placement, storage and disposal of sanitary wastes at special events in such a way as to reduce the risk of disease outbreak and protect public health.

For additional information, please contact your local county health department, or visit our web page: [www.dph.georgia.gov](http://www.dph.georgia.gov)

Cobb: (770) 435-7815, press 0

Douglas: (770) 920-7311



## Portable Sanitation

*Information for Event Organizers and Construction Site Owners*



## DPH Rules and Regulations

The Georgia Department of Public Health regulates temporary portable sanitation units and persons engaged in the business of furnishing, renting, or servicing these units, including portable hand washing facilities, under [Rules of the Department of Public Health Chapter 511-3-6](#).

All portable sanitation units must be furnished and maintained by a certified contractor or company. It is the responsibility of the event organizer or the construction site owner to ensure a sufficient number of portable sanitation units are available on-site to prevent a prohibited discharge of sewage or cause a public health nuisance. Event organizers and property owners are also responsible for ensuring all portable sanitation units are serviced at least once every seven days, or more frequently if usage requires.



## Portable Sanitation Units for Special Events Planning

\* If alcoholic beverages are to be served, add 25% to the base number.

| AVERAGE CROWD SIZE | AVERAGE HOURS AT THE EVENT |     |     |     |     |     |     |      |      |      |
|--------------------|----------------------------|-----|-----|-----|-----|-----|-----|------|------|------|
|                    | 1                          | 2   | 3   | 4   | 5   | 6   | 7   | 8    | 9    | 10   |
| 500                | 2                          | 4   | 4   | 5   | 6   | 7   | 9   | 9    | 10   | 12   |
| 1,000              | 4                          | 6   | 8   | 8   | 9   | 9   | 11  | 12   | 13   | 13   |
| 2,000              | 5                          | 6   | 9   | 12  | 14  | 16  | 18  | 20   | 23   | 25   |
| 3,000              | 6                          | 9   | 12  | 16  | 20  | 24  | 26  | 30   | 34   | 38   |
| 4,000              | 8                          | 13  | 16  | 22  | 25  | 30  | 35  | 40   | 45   | 50   |
| 5,000              | 12                         | 15  | 20  | 25  | 31  | 38  | 44  | 50   | 56   | 63   |
| 10,000             | 15                         | 25  | 38  | 50  | 63  | 75  | 88  | 100  | 113  | 125  |
| 15,000             | 20                         | 38  | 56  | 75  | 94  | 113 | 131 | 150  | 169  | 188  |
| 20,000             | 25                         | 50  | 75  | 100 | 125 | 150 | 175 | 200  | 225  | 250  |
| 25,000             | 38                         | 69  | 99  | 130 | 160 | 191 | 221 | 252  | 282  | 313  |
| 30,000             | 46                         | 82  | 119 | 156 | 192 | 229 | 266 | 302  | 339  | 376  |
| 35,000             | 53                         | 96  | 139 | 181 | 224 | 267 | 310 | 352  | 395  | 438  |
| 40,000             | 61                         | 109 | 158 | 207 | 256 | 305 | 354 | 403  | 452  | 501  |
| 45,000             | 68                         | 123 | 178 | 233 | 288 | 343 | 398 | 453  | 508  | 563  |
| 50,000             | 76                         | 137 | 198 | 259 | 320 | 381 | 442 | 503  | 564  | 626  |
| 55,000             | 83                         | 150 | 217 | 285 | 352 | 419 | 486 | 554  | 621  | 688  |
| 60,000             | 91                         | 164 | 237 | 311 | 384 | 457 | 531 | 604  | 677  | 751  |
| 65,000             | 98                         | 177 | 257 | 336 | 416 | 495 | 575 | 654  | 734  | 813  |
| 70,000             | 106                        | 191 | 277 | 362 | 448 | 533 | 619 | 704  | 790  | 876  |
| 75,000             | 113                        | 205 | 296 | 388 | 480 | 571 | 663 | 755  | 846  | 938  |
| 80,000             | 121                        | 218 | 316 | 414 | 512 | 609 | 707 | 805  | 903  | 1001 |
| 85,000             | 128                        | 232 | 336 | 440 | 544 | 647 | 751 | 855  | 959  | 1063 |
| 90,000             | 136                        | 246 | 356 | 466 | 576 | 686 | 796 | 906  | 1016 | 1126 |
| 95,000             | 143                        | 259 | 375 | 491 | 607 | 724 | 840 | 956  | 1072 | 1188 |
| 100,000            | 151                        | 273 | 395 | 517 | 639 | 762 | 884 | 1006 | 1128 | 1251 |

## Minimum Number of Portable Sanitation Units at Construction Sites

| NUMBER OF WORKERS | MINIMUM NUMBER OF UNITS SERVICED WEEKLY |            |             |
|-------------------|---|------------|-------------|
|                   | 20 or less                              | 21 or more | 200 or more |
| 20 or less        | 1 toilet per 20 workers                 |            |             |
| 21 or more        | 1 additional toilet per 40 workers      |            |             |
| 200 or more       | 1 additional toilet per 50 workers      |            |             |

\*The number of portable sanitation units required shall be determined by the maximum number of workers present on a regular 8 hour shift. Shifts lasting longer than 8 hours (40 hour work week) should double the number of portable sanitation units.



## Nonprofit Sponsored Temporary Food Service Permit Vendor Application

Health department inspections of nonprofit/municipality/county sponsored temporary food events operating 120 hours or less are conducted at the request of the municipality/county government of jurisdiction. Please complete this record to the best of your ability to assist with proper assessment.

### OFFICE USE ONLY

Date \_\_\_\_\_ Amount Paid \$ \_\_\_\_\_ DHD # FSP-033- \_\_\_\_\_

Invoice # \_\_\_\_\_ Check # \_\_\_\_\_ Online Portal  Cash  Discover  AmEx  Visa  MC

Event Name: \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Organizer: \_\_\_\_\_

Organizer Phone #: \_\_\_\_\_

Date(s) of Operation: \_\_\_\_\_

Daily Hours of Operation: \_\_\_\_\_

**Vendor Information**

Booth Name: \_\_\_\_\_

Person in charge of booth: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-mail of person in charge: \_\_\_\_\_

Representative / Agent: \_\_\_\_\_ Phone #: \_\_\_\_\_

Representative / Agent Address: \_\_\_\_\_  
Include suite # \_\_\_\_\_ Street # and Name \_\_\_\_\_ Suite \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

E-mail of Representative / Agent: \_\_\_\_\_

**The undersigned hereby applies for a permit to operate a Nonprofit Temporary Food Service Establishment pursuant to the O.C.G.A. 26-2-390 thru 26-2-393. A copy of I.R.S. Form 501(c) or a letter determining tax-exempt status from the Georgia Commissioner of Revenue must be provided to the County Health Authority as proof of nonprofit status.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Inspection fee: \$60 per food vendor

**Please complete in duplicate and forward the original application along with a copy of I.R.S. Form 501C, or a letter determining tax-exempt status from the Georgia Commissioner of Revenue, as proof of nonprofit status.**

**Return the completed application to the Center for Environmental Health:**

**Cobb County:**  
1738 County Services Parkway SW, 2<sup>nd</sup> Floor, Marietta, GA 30008-4012  
Office: (770) 435-7815 | Fax: (770) 431-7410

**Douglas County:**  
8700 Hospital Drive, 1<sup>st</sup> Floor, Douglasville, GA 30134-2264  
Office: (770) 920-7311 | Fax: (770) 920-7317

| Item # | ** List All Foods / Beverages and Ingredients | Where Purchased | Onsite Prep<br>Yes / No<br>If NO, where? | Thawing | Holding Temps<br>(Cold / Hot) | Cooking Temps | Reheating Temps |
|--------|---|-----------------|--|---------|-------------------------------|---------------|-----------------|
|        |   |                 |  |         |                               |               |                 |
|        |   |                 |  |         |                               |               |                 |
|        |   |                 |  |         |                               |               |                 |
|        |   |                 |  |         |                               |               |                 |
|        |   |                 |  |         |                               |               |                 |
|        |   |                 |  |         |                               |               |                 |
|        |   |                 |  |         |                               |               |                 |

\*\* Due to the increased risk of food borne illness, the preparation of the following is prohibited unless an established hazard control program has been implemented per O.C.G.A. 26-2-392: (1) pastries filled with cream or synthetic cream; (2) custards; (3) salads containing meat, poultry, eggs, or fish; (4) Products similar to products stated in #1 and #2. \*\*Attach Hazard Control Program documentation for review if planning to serve one or more of these items.

1. How will foodhandler's hands be washed? (i.e.) a hand sink or large container with a spigot for holding water with a catch bucket below)

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2. How will food be protected from contamination by hands? \_\_\_\_\_

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3. What type container will be used for solid waste disposal in the food facility? \_\_\_\_\_

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4. How will liquid waste / grease be disposed of? \_\_\_\_\_

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5. How will food be protected from flies and other environmental contamination? (e.g. use of screened tent)

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