



Department of Parks, Recreation, and Facilities

## **PRESS EVENT/ PRESS ANNOUNCEMENT APPLICATION**

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

A public gathering which involves the use of 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 and not require street closures.

Permission will not be given to businesses, for profit organizations, or individuals for the purpose of generating revenue.

By granting permission to use Glover Park, it does not entitle the organization to exclusive use of said facility.

### **Application Instructions**

- **Press Event/ Press Announcement Applications are intended for events NOT requiring street closures, < 1 ½ hours in duration, and requiring limited use of Glover Park.**
- There is not a deadline for this application and can be submitted throughout the year.
- \$50.00 Security Deposit must be included for application to be processed. The security deposit will be returned if location in Glover Park utilized for event is left in appropriate order and no damage is reported. Failure to comply will result in loss of deposit and denial of future applications.
- Please complete all sections of the application in its entirety. Indicate N/A on any questions that are not applicable to your event.
- City of Marietta Release and Indemnity Agreement must be signed and submitted with application.
- Mail or deliver completed application:

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

# PRESS EVENT/ PRESS ANNOUNCEMENT APPLICATION

## 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>Name of Applicant:</b> <i>*Person responsible and on-site day of the event</i>	
<b>Address:</b>	
<b>Phone Number:</b> <i>*Event on-site number</i>	
<b>Email Address:</b>	
<b>Name of Event:</b>	
<b>Event Date and Times:</b> <i>Set up and dismantle is included in the 1 ½ hour time limit.</i>	Event Date _____ Start Time (start/end) _____ Set Up Time _____ Dismantle Time _____
<b>Purpose of the Event:</b>	
<b>Location of Event:</b>	
<b>Rain Policy:</b>	
<b>How do you plan to publicize this event?</b>	
<b>Will a banner be hung?</b> <i>ONLY one (1) banner may be hung on the stage handrail.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, wording on the banner:

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<b>Will there be amplified sound?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <small>*Applicants must abide by city noise ordinance unless waived by the City Council.</small>
<b>Electrical Needs:</b> <i>There are 3 electrical outlets on the stage.</i>	List any electrical needs, being as specific as you can, so we can contact our electrician if necessary.
<b>Who is responsible for cleanup and trash removal?</b>	Name: _____ Phone: _____ Address: _____
<b>Is a parade/demonstration planned in connection with this event?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <small>*If yes, a separate permit is required through the Marietta Police Department, 770-794-5338.</small>
<b>Does this event require security?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <small>*If yes, a separate permit is required through the Marietta Police Department, 770-794-5338.</small>
<b>Will any temporary structures be setup?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <small>If yes, describe. List size, purpose, and location.</small>
<b>Tentative schedule or agenda:</b> <i>This can be fine tuned as the date approaches.</i>	

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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### FOR PARKS AND RECREATION USE ONLY

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

SE Review \_\_\_\_\_ DH Review \_\_\_\_\_ Security Deposit: \_\_\_\_\_

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

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

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## **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.

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.

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)