



## City of Walthourville Business License Division

### SPECIAL EVENT PERMIT

This application must be completed and submitted 21 Days Prior to the Outdoor Event

**Please do not begin advertising your event until your application is approved.**

#### Applicant information

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

Business: \_\_\_\_\_

Business Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Address of Outdoor Event: \_\_\_\_\_

Date/Time of Outdoor Event:

Beginning Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Event Time: \_\_\_\_\_ AM / PM until \_\_\_\_\_ AM / PM

Set-Up Time: \_\_\_\_\_ AM / PM

Break-Down Time: \_\_\_\_\_ AM / PM

Event Type: ☐ Private *\*no more than three (3) days duration in which alcohol is served/sold by a Licensed Alcoholic Beverage Caterer or bona fide nonprofit organization\**

☐ Public *\*no more than three (3) days duration\**

Anticipated Number of Participants: \_\_\_\_\_

Alcohol will be: ☐ Sold ☐ Served Food Will Be: ☐ Sold ☐ Served Onsite Cooking ☐ Yes ☐ No

Has a Food Service permit been granted? ☐ Yes ☐ No ☐ By The Department of Public Health ☐ N/A

Will Tents be used? ☐ Yes ☐ No How many? \_\_\_\_\_ Will sound amplification equipment be used? ☐ Yes ☐ No

Will artificial lighting be used? ☐ Yes ☐ No Will a sign or other type of display be used? ☐ Yes ☐ No

Detailed Description of Outdoor Event: (Include information about activities, structures, vendors, merchandise, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PRINTED NAME AND SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

*I acknowledge and affirm that this Outdoor Event will occur in accordance with the terms and conditions stipulated therein of the permit.*

PRINTED NAME AND SIGNATURE OF PROPERTY OWNER \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Mailing Address: P.O Box K, Walthourville, GA 31333

Office Location: 222 Busbee Road, Walthourville, GA 31333

Phone: (912) 368-7501

Web site address: [www.cityofwalthourville.com](http://www.cityofwalthourville.com)