



# City of Jasper Use of Public Space Event Application

**Note: There may be separate fees for the use of City parks or facilities, personnel and vehicles.**

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

**Desired Date(s) and Time(s) of Event:** \_\_\_\_\_

Estimated number of attendees: \_\_\_\_\_ Estimated number of event workers: \_\_\_\_\_

Set up time: \_\_\_\_\_ Clean up completion: \_\_\_\_\_

Has this event been held before? \_\_\_\_\_ If so, where and when? \_\_\_\_\_

Name of Individual or Organization Sponsoring Event: \_\_\_\_\_

Address: \_\_\_\_\_

**Contact person authorized to act on behalf of the Organization:** \_\_\_\_\_

Contact person phone: \_\_\_\_\_ (cell) \_\_\_\_\_ (other)

Contact person Email address: \_\_\_\_\_

**\*Please provide a copy of valid driver's license\***

## LOCATION - CHECK ALL THAT APPLY:

- |   |   |
|---|---|
| <input type="checkbox"/> Stegall Alley    | <input type="checkbox"/> Doris Wigington Park         |
| <input type="checkbox"/> Lee Newton Park* | <input type="checkbox"/> Main Street                  |
| <input type="checkbox"/> Peace Park       | <input type="checkbox"/> Other (Please Specify) _____ |

*\*If your event will be at Lee Newton Park, please show on the map (page 3) which areas you will be using.*

## TYPE OF EVENT - CHECK ALL THAT APPLY:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Athletic Event | <input type="checkbox"/> Carnival/Circus | <input type="checkbox"/> Concert/Performance          |
| <input type="checkbox"/> Craft Show     | <input type="checkbox"/> Cycling Event   | <input type="checkbox"/> Festival                     |
| <input type="checkbox"/> Film Shoot     | <input type="checkbox"/> Fireworks       | <input type="checkbox"/> Market                       |
| <input type="checkbox"/> Parade         | <input type="checkbox"/> Rally/Assembly  | <input type="checkbox"/> Road Race                    |
| <input type="checkbox"/> Street Fair    | <input type="checkbox"/> Wedding         | <input type="checkbox"/> Other (Please Specify) _____ |

**\*\*NO LIVESTOCK (Horses, Cattle, etc.) allowed in parades\*\***

## PURPOSE OF EVENT - CHECK ALL THAT APPLY:

- |                                     |   |  |
|-------------------------------------|---|--|
| <input type="checkbox"/> Charity    | <input type="checkbox"/> Education                    | <input type="checkbox"/> Entertainment |
| <input type="checkbox"/> Fundraiser | <input type="checkbox"/> Other (Please Explain) _____ |  |

**Will fees be charged for:** Admission? \_\_\_\_\_ Amount: \_\_\_\_\_  
Vendors? \_\_\_\_\_ Amount: \_\_\_\_\_  
Other? (Please Specify) \_\_\_\_\_ Amount: \_\_\_\_\_

**Do you have event rental needs from the City?** \_\_\_\_\_

Stage ☐ Yes ☐ No  
Electrical ☐ Yes ☐ No

**Do you have need for any cones, barricades, etc. from the City?** \_\_\_\_\_

**Will sound amplification be used?** \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

Will your event need overnight security or at any other time aside from the hours of the event? \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

To Hire an Off-Duty Officer, you may request service OFF DUTY MANAGEMENT by visiting <http://odm.officetrack.com/Jasper-GA-PD> or call 1-877-636-8300

Please provide any other information about your event that you believe would be helpful for planning purposes. You may attach additional documentation, if needed.

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**Liability Insurer** (Please attach copy of policy) \_\_\_\_\_

Policy Number \_\_\_\_\_ Liability Limits \_\_\_\_\_

**Will your event have Food trucks?** As of January 1, 2023, permits for food trucks operating from their county of origin will be recognized in outside counties as long as they have applied for and received authorization to operate from the local health department where their home base or commissary is located. The permitted home base or commissary is the only location where wastewater is able to be discharged/dumped and water tanks refilled. The City of Jasper requires proof of active permit/authorization to operate from their home base a minimum of 48 hours prior to a scheduled event. These may be sent to [kgoldener@jasper-ga.us](mailto:kgoldener@jasper-ga.us).

**Waiver and Release:** I/We agree to indemnify and hold harmless and defend the City of Jasper against any claim for damages, compensation or otherwise on the part of any participant or any other party or person, Jasper citizen and/or spectators, growing out of or resulting from injury including but not limited to emotional distress or violation of any First Amendment rights which might occur as a result of activity at the facilities of the City of Jasper due to the event permitted, and to reimburse, indemnify, hold harmless and make good any loss, damage or costs (including attorneys' fees) that the City of Jasper may have or have to pay if litigation arises from claim of injury to any participant or other party or person, under the federal and state laws due to the permitted event and incurred by the City of Jasper. I/We also agree to reimburse the City for the cost of any clean up or damage repair that exceeds the required security deposit. I/We also agree to prohibit any Applicant approved participant (vendor etc.) in the event engaging in hate speech, by signage or otherwise (Example: Confederate Battle Flag) or using obscene language (Example: common curse words) or obscene displays (Examples: Simulated Sex Acts, Display of genitals, anus and/or female breast). The undersigned does affirm that the information given is true to the best of his/her belief and knowledge.

\_\_\_\_\_  
**Applicant's Signature**

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

Please return completed application to [kgoldener@jasper-ga.us](mailto:kgoldener@jasper-ga.us) a minimum of 14 days prior to your event for our review. Events that require road closures require a minimum of 30 days advance notice. Thank you!



City of Jasper Lee Newton Park – outlined in blue. Please mark on this map the areas you will be using for your event and return as a part of your application package.

**STAFF RECOMMENDATIONS – CITY OF JASPER USE ONLY****POLICE DEPARTMENT**

The Police Department has reviewed the application and the details of the event. Based on their findings and the requirements of the Code of Ordinances of the City of Jasper, the application is therefore recommended for:

Reviewed by: \_\_\_\_\_

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

Approval: ☐Denial: ☐

Comments/Concerns: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FIRE DEPARTMENT**

The Fire Department has reviewed the application and the details of the event. Based on their findings and the requirements of the Code of Ordinances of the City of Jasper, the application is therefore recommended for:

Reviewed by: \_\_\_\_\_

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

Approval: ☐Denial: ☐

Comments/Concerns: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Submitted: \_\_\_\_\_ Permit #: \_\_\_\_\_ Fee Paid: \$ \_\_\_\_\_ Council Meeting Date: \_\_\_\_\_

☐ Approved    ☐ Denied    Special Stipulations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City Manager or/Mayor's Signature: \_\_\_\_\_