



**CITY OF RINCON
SPECIAL EVENTS PERMIT**

Last Name (print): _____ First Name: _____

Physical Mailing Address: _____

Cell Phone Number: _____ Anticipated Attendance: _____

Event Description: _____

Name of Business (print): _____

Business Phone: _____ 2nd Business Phone: _____

Property Owner: _____

Event Start Date: _____ Event End Date: _____

Have you held a previous event in the City of Rincon: ____ Yes ____ No If so when: _____

Will food be prepared or sold: ____ Yes ____ No

Are you a registered non-profit organization? ____ Yes ____ No

Do you have an active City of Rincon business license? ____ Yes ____ No

Application for a Special Event Permit shall be made at least twenty (20) days prior to the Special Event. The City Manager or designee may authorize submittal of an application for a Special Event Permit if the event is planned to have fewer than 500 people attending, does not require closure of a public road/right of way, will not require the diversion of regularly assigned public safety personnel, and does not negatively impact emergency access, parking or traffic in the surrounding area.

A non-profit organization in accordance with the City is an organization that has been recognized as tax exempt by the Internal Revenue Service at least three (3) months prior to the event date and is in good standing with the IRS. If you are a bonafide tax exempt non-profit organization, a copy of the IRS 501(c) tax exemption letter certifying your current tax exempt, non-profit status is required.

A \$100 fee will be required for all events. An additional \$25 per day will be required for any event selling merchandise. Fees will be waived for a non-profit organization once every six (6) months.

I acknowledge that this agreement indemnifies the City of Rincon from any liability, which may arise as a result of this special event. I further acknowledge that I have written permission of the property owner and will provide a copy of a signed acknowledgement to the City of Rincon. This document needs to be witnessed and signed in the presence of a notary public. Notaries are available during business hours at City Hall.

IN THE EVENT THAT ANY NUISANCE IS CAUSED BY INDIVIDUALS ATTENDING THIS EVENT, THE USE OF THE PROPERTY MAY BE TERMINATED BY THE CHIEF OF POLICE, CITY MANAGER OR THEIR DESIGNEES.

Organization Representatives

Chief of Police

Organization Representatives

City Manager

Sworn to and subscribed before me this _____ day of _____, 20_____

Notary Public _____ My Commission expires _____

NOTE: a clear copy of a photo ID and owner's agreement (if applicable) must be included with application

302 Columbia Avenue – Rincon, GA 31326
(912)826-5745 City Hall – (912)826-2083 FAX