CITY OF RINCON
SPECIAL EVENTS PERMIT
302 Columbia Avenue
Phone: (912)826-5745 – Fax: (912)826-2083

Name of Applicant: _____ Phone Number: _____

Applicants Mailing Address: _____

Event Description: _____
All events held on City streets require a map of the route and any road closure request

Name of Organization: _____

Organization Phone Number: _____ 2nd Business Phone: _____

Address of Event: _____

Property Owner: _____Anticipated Attendance: _____

Event Start Date: _____Time:_____ Event End Date: _____Time: _____

Do you have an active City of Rincon Occupational Tax Certificate: _____ Yes _____ No

Application for a Special Event Permit shall be made at least ten (10) 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.

* Are you a registered non-profit organization: _____ Yes _____ No
A non-profit organization 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 bona fide 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. For church-related events, a letter from an authorized church officer can be accepted.

* Will food be prepared and sold: _____ Yes _____ No

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. An additional $50 fee (per day) will be assessed per food vender participating in the event. A Health Department Certificate for the vendor will be required with the completed application.

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.

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

_____   _____
Organization Representatives   City Planner

_____   _____
City Manager   Chief of Police

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