CITY OF VIENNA
APPLICATION FOR PERMIT TO HOLD A SPECIAL ACTIVITY

NOTE: A $50.00 non-refundable application fee must accompany each request for a permit to hold a special activity on city-owned property. This application should be submitted thirty (30) days prior to the date of the event so that City personnel will have adequate time to review the request.

NO VEHICLE TO BE DRIVEN ONTO ANY CITY PARK

Name of Person submitting application: ___________________________________________________________________________________
Name of Organization: _________________________________________________________________________________________________
Is this organization a for-profit entity? _____ Yes _____ No
Mailing Address: ___________________________________________________________ City ______ State _____ Zip_______
Telephone Numbers: _(_____)_____________ (_____)________________________
Exact Location of Event: _______________________________________________________________________________________
Event Route, if applicable (please attach map)
Type of Activity, Program or Event: (provide details) ___________________________________________________________________________________________
Will a fee be charged or donations accepted at this event? _____ Yes _____ No
Date of Activity: ___________________________ Time of Activity: ___________________________
Number of People and Vehicles expected to attend: _____________________________________________
Do you need a street closed? _____ Yes _____ No If so, give hours to be closed: _______________
Give specific location on the street to be closed: _________________________________________________________________________
Will this event affect the neighbors at the location? _____ Yes _____ No
Have the plans for this event been discussed with the adjoining property owners? _____ Yes _____ No
Please check the following services you will need from the City of Vienna:
(You may be billed for additional costs associated with providing these services.)

___ Traffic Control $______.____
___ Security Patrol $______.____
___ Garbage/Trash Pickup $______.____
___ Fire protection on the site $______.____

___ Water Service $______.____
___ Use of Restroom $______.____
___ Electricity $______.____

Signature of Person Responsible: ________________________________________________ Date: _________________________

If considered necessary, are you willing to provide liability insurance with the City of Vienna listed as a named insured? _____ Yes _____ No
(The insurance will be in an amount to be determined by the Mayor and City Council, with the advice of the City Attorney and the City insurance carrier.) You may be asked to sign an Indemnification Agreement for the use of real property owned by the City. This agreement will hold the City harmless of any damages, loss or injury that occurs in relation to this event. If this is required, you will be notified.

PLEASE RETURN APPLICATION TO: CITY OF VIENNA, P. O. Box 436, 203 W Cotton Street, VIENNA, GA 31092 PHONE (229) 268-4744 FAX (229) 268-6172

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