

PERMIT APPLICATION FOR AN INDOOR SPECIAL EVENT

Sponsoring Organization:

Contact Person

Address:

Telephone:

Purpose of the Event:

Location of Event:

Date of Event:

Hours (include Set - up and Take -down):

Projected Attendance:

Description of Activities Planned (include information and names of planned performances)

In addition, answer the following questions.

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| 1. Will there be any amplified sound? | Yes | No | If so, what type |
| 2. Is electricity needed? | Yes | No | (Provide information on electrical needs) |
| 3. Will staging be used? | Yes | No | If so, what type |
| 4. Will admission be charged at the event? | Yes | No | |
| 5. Will Center equipment be needed? | Yes | No | If so, what type |
| 6. Will the Center kitchen be used? | Yes | No | If so, for what |
| 7. Will dumpsters be used? | Yes | No | If not, how will trash be removed |

It is the responsibility of the event organizer to obtain all City permits and arrange for the event's security at least one (1) week prior to the event. In addition, the event organizer must adhere to the all health ordinances provided by the Chatham County Health Department if food will be served. Prior to the issue of the permit, the event sponsor should visit the center. Contact the center's personnel to set up a convenient time to visit the facility.

Please date, sign, and return the application to the Program Coordinator at the center or mail it to Program Coordinator, Parks and Recreation Department, P.O. Box 1027, Savannah, GA 31402.

Signature of Organization Contact

Date

NOTE: This is an application, not a contract. By completing this application and signing above, you confirm that you have read and understood the policies governing special events at indoor facilities.