



TEMPORARY EVENT

PROCESS

- The sponsor of a temporary event must submit a completed application via online to the Planning & Community Development Department. **Completed applications** will not be accepted less than **forty-five (45)** calendar days in advance of the event, or more than one year prior to, the date of the event.
- Review by review and consideration by the Barrow County Sheriff, Barrow County Fire Marshal, the Barrow County Public Works Department, and the Director of Planning and Community Development will take approximately 2 weeks (depending on the size and nature of the event).
- Once all fees are paid and the Liability Insurance (see below for insurance requirements) is submitted, a Temporary Event Permit will be issued.
- Applications are processed in order of receipt of completed applications. Use of a particular area is allocated in the order in which fully executed applications are received.

APPLICATION REQUIREMENTS

- A non-refundable application fee of \$25.00 and a non-refundable processing fee of \$50.00 will be charged upon application submittal. Other charges may be required for additional government services, and will be determined during review of the application by the government.

- A **completed application** includes all supporting data (maps, detailed plans, Barrow County Sherriff Event Registration, etc.) being completed and attached. Applicant must submit proposed maps to identify the boundary of the site, parking, and location of associated activities, buildings, and/or structures. In addition, a written description of the nature of the event shall be included.
- **It is required that the map submitted and approved be followed during the event. You will not be allowed to change the location of activities once your application is approved and your permit is issued.**
- Applicant must submit Liability Insurance and Waiver of Liability form prior to issuance of permit. To allow adequate time for notification to government departments that you have met all requirements to obtain a temporary event permit, we request that these items be submitted immediately following our notification to you of approval of your application.
 1. A written public liability insurance policy naming the County as an additional insured with limits of not less than \$300,000.00 for personal injury, per occurrence, and \$100,000.00, property damage per occurrence against all claims arising from the temporary event. If the temporary event poses higher risks than covered by such insurance, the applicant shall be responsible for assessing the risks of the temporary event and obtaining additional insurance coverage naming the County as an additional insured at the direction of the County;
 2. Insurance carrier must be at least an A minus 6 Best Rated Company (this can be verified through the Insurance Commissioner's Office @ 1-800-656-2298).
 3. Certificate of Liability Insurance Policy must identify the event, not your organization, is covered.
- **Food Service Permits – Contact the Barrow County Environmental Health @ 770- 307-3502**
- **Fireworks Permit – Contact the Barrow County Fire Marshall @ 770-307-2987 **Fireworks associated with a temporary event shall be****

prohibited, except for New Year's Eve, July 4th, and Memorial Day, provided all applicable County and State regulations for fireworks are satisfied. Except for New Year's Eve, fireworks shall be prohibited after 10:00 PM.