**As stated in the Augusta-Richmond County Code, § 3-4-11**

*“No person shall, without first being permitted by the Sheriff after application made according to the requirements set out hereinafter:*

1. *Conduct a public assembly, meeting, march, parade, demonstration, or other like event, either fixed or processional, involving 50 or more attendees or participants in any public place, including but not limited to:*
2. *Any Augusta-Richmond County Park, or*
3. *Utilizing any Augusta-Richmond County building or structure, or*
4. *Utilizing any Augusta-Richmond County baseball/softball field or tennis court, or*
5. *Utilizing any Augusta-Richmond County property in a manner which has the effect, intent, purpose or substantial likelihood of obstructing motor vehicle or pedestrian traffic; or*
6. *Station or erect any building, stand, bandstand, stage, tower, scaffold, sound stage, platform, rostrum or other structure on, over or upon the public properties of Augusta-Richmond County; or*
7. *Create or emit any electronically amplified sound (except from a radio, recorder or other device which is possessed and used by an individual for his/her own enjoyment and is operated in such a manner so as to not interfere with the use and enjoyment by any other person); or*
8. *Conduct any exhibit, fair, or circus over, or upon the public properties of Augusta-Richmond County; or station or use any electrical or electronic device or equipment that would require outdoor auxiliary power.”*

In order to obtain a permit to conduct events on Public Property, the applicant must comply with the following conditions:

• Complete the attached application.

• Provide a plan for review and comment by the Sheriff.

• Provide disclosures.

**APPLICATION FOR EVENTS ON PUBLIC PROPERTY**

*(Public Assemble, Meetings, Marches, Parades, Demonstrations, or other like events)*

|  |  |
| --- | --- |
| Name of Applicant: |  |

|  |  |
| --- | --- |
| Address of Applicant: |  |

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|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Applicant’s Date of Birth |  | SSN: |  | Gender: |  |

|  |  |
| --- | --- |
| Name of Organization: |  |

|  |  |
| --- | --- |
| Type of Entity: *(Corporation, Unincorporated* |  |
| *Association, LLP, etc.)* |  |

|  |  |
| --- | --- |
| Federal Tax ID#: *(If Any)* |  |

|  |  |
| --- | --- |
| Address of Entity: |  |

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*(If Different From Applicant)*

|  |  |
| --- | --- |
| Name of Representative: |  |

|  |  |
| --- | --- |
| Address of Representative: |  |

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|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Representative’s Date of Birth |  | SSN: |  | Gender: |  |

|  |  |
| --- | --- |
| Representative’s |  |
| Relationship To Entity: |  |

Contact phone number:

**WRITTEN PLAN**

As part of the application, a written plan shall also be submitted for review by the Sheriff. The plan shall include:

● the anticipated number of participants;

● date or dates of the event;

● hours of each day the event will be conducted;

● exact location of said event, or, if the event is processional or mobile, the specific route of the event;

● whether sound amplification equipment will be employed and, if so, a description of what equipment will be used;

● whether artificial lighting will be employed and, if so, a description of what equipment will be used;

● whether temporary static structures such as stages, bleachers, canopies, stands, towers, scaffolds, platforms, rostrums, podiums, portable toilets or other temporary static structures will be constructed or employed, whether vehicles will be employed and, if so, a description of same;

a description of the anticipated need for safety, police, medical, sanitation, and other required personnel and equipment, along with a listing of what personnel and equipment will be provided by Applicant;

● a description of provisions necessary to the safety and welfare of the participants in the event and members of the public in the area where the event will be conducted and routes of access thereto and therefrom;

● whether the event will require that the public spaces or facilities to be used or burdened, or the routes and means of access thereto and therefrom, be temporarily diverted from their dedicated or customary uses, or the public or private users thereof be diverted or excluded from, or limited in their use or enjoyment of, or their access to or through, said spaces or facilities, before, during, or after the event;

● whether any sign, display, flag, placard, or banner larger than two feet by three feet (2’x 3’) or using any wooden, metal, or hard plastic material, support or other component will be used; and

● the name, permanent street and mailing addresses, telephone numbers where the persons responsible for each of the following matters may be reached before, during and after the proposed event, and fax number and e-mail address if available: general communication with public safety and other Augusta-Richmond County staff, security, peacekeeping, sanitary and toilet facilities, medical and healthcare, and trash clean-up.

**DISCLOSURE**

In addition to the written plan, the following disclosures must be made:

A disclosure as to whether the Applicant, or any entity for whom the application is being made, is or has been a party to (whether or not then operating under the same or any other name) any legal action, civil, criminal, or administrative, arising out of any event of a nature substantially similar to the one proposed in the application, and, if so, identifying information as called for in the application;

A disclosure as to whether the Applicant or any entity for whom the application is being made has failed to satisfy or is in violation or contempt of or in arrears as to any civil, criminal, or administrative fine, penalty, judgment, order, or award (whether or not then operating under the same name) as a result of participation in any prior events(s) of a substantially similar nature to that which is the subject of the instant application, and if so, a description of said fine, penalty, award, judgment or order and an explanation for non-compliance.

The full and complete application including the written plan and disclosures shall be submitted to Sgt. Michael Lewis within no less than five (5) days prior to the scheduled event. Applications can also be emailed to [Mlewis@augustaga.gov](mailto:Mlewis@augustaga.gov).

|  |  |
| --- | --- |
| Signature of Applicant: |  |

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| --- | --- |
| Date of Application: |  |

|  |  |
| --- | --- |
| Application Received By: |  |

|  |  |
| --- | --- |
| Date Received: |  |

Within five (5) working days of the receipt of a fully completed executed, and filed application, the Sheriff shall review the application in light of all of the contents thereof and the goals, intentions, and presumptions of this Code Section, and render a decision and communicate same to Applicant either permitting the event as planned or denying a permit for same. If the permit is denied, the Sheriff shall provide the Applicant in writing a statement of the reasons why the application is not granted. First class mail to the address provided by Applicant, postmarked no more than five (5) days after receipt of the fully completed, executed, and filed application, shall be sufficient for this purpose, though not the exclusive means of notice.

***Copy of entire Ordinance may be viewed on Augusta-Richmond County website.***

***Disclosure***

|  |  |  |  |
| --- | --- | --- | --- |
| Neither | , | nor | , |
|  | Organization |  | Individual |

Is or has been a party to (whether or not then operating under the same or any other name) any legal action, civil, criminal, or administrative, arising out of any event of a nature substantially similar to the one proposed in the application, and, if so, identifying information as called for in the application;

|  |  |  |  |
| --- | --- | --- | --- |
| Neither | , | nor | , |
|  | Organization |  | Individual |

has failed to satisfy or is in violation or contempt of or in arrears as to any civil, criminal, or administrative fine, penalty, judgment, order, or award (whether or not then operating under the same name) as a result of participation in any prior events(s) of a substantially similar nature to that which is the subject of the instant application, and if so, a description of said fine, penalty, award, judgment or order and an explanation for non-compliance.