



Application for Events on Public Property

Applicant Name

Applicant DOB

Appl. Gender

Applicant Address

Applicant City/State/Zip

Name of Organization

Type of Entity

Fed Tax ID No. (if Any)

Entity Address

Entity City/State/Zip

Representative

Is Different From Applicant

Representative Name

Rep DOB

Rep. Gender

Relationship to Entity

Representative Address

Representative City/State/Zip

Contact Phone

Email Address

Event Details

Expected Number of
Participants

Event Location

If the event is processional or mobile, the specific route of the event

Date and Time

Add additional dates and times for multi-day event

Date

Start Time

End Time

Will sound amplification equipment be
employed?

☐ Yes ☐ No

Sound equipment description

Will artificial lighting be employed?

☐ Yes ☐ No

Artificial lighting equipment description

Will temporary static structures
be constructed or employed?

Temporary static structure description

(such as stages, bleachers, canopies, stands, towers, scaffolds, platforms, rostrums, podiums, portable toilets or other temporary static structures)

☒ Yes ☐ No

Will vehicles be employed?	No. of Vehicles	Vehicle Type(s)
Yes No		

What are the anticipated needs for safety and other personnel?

Check all that apply

Police Medical Fire Sanitation Other

Safety Equipment Required

Safety Equipment Supplied by Applicant

What are the anticipated provisions necessary to ensure 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?

Will the event 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?

Yes

No

Will 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 be used?

Yes

No

* Please Attach Any Additional Related Documentation(i.e. Map of Event and/or Race/Walk Route

Contact Personnel

What is the name, permanent street and mailing addresses, and telephone numbers of the persons responsible for each of the following matters who may be reached before, during and after the proposed event?

General communication with public safety and other Augusta-Richmond County staff

Name	Phone	Cell
Permanent Street Address	City	State Zip Code
Mailing Address (if different form above)		
Email Address		Fax Number

Security & Peacekeeping

Name	Phone	Cell	
_____	_____	_____	
Permanent Street Address	City	State	Zip Code
_____	_____	_____	_____
Mailing Address (if different form above)	City	State	Zip Code
_____	_____	_____	_____
Email Address	Fax Number		
_____	_____		

Sanitary and Toilet Facilities

Name *	Phone	Cell	
_____	_____	_____	
Permanent Street Address	City	State	Zip Code
_____	_____	_____	_____
Mailing Address (if different form above)			
_____	_____	_____	_____
Email Address			
_____	_____		

Medical and Healthcare

Name	Phone	Cell	
_____	_____	_____	
Permanent Street Address	City	State	Zip Code
_____	_____	_____	_____
Mailing Address (if different form above)			
_____	_____	_____	_____
Email Address			
_____	_____		

Trash Cleanup

	Phone	Cell	
_____	_____	_____	
Permanent Street Address	City	State	Zip Code
_____	_____	_____	_____
Mailing Address (if different form above)	City	State	Zip Code
_____	_____	_____	_____
Email Address	Fax Number		
_____	_____		

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 the Sheriff within no less than thirty (30) days prior to the scheduled event.

Neither

nor

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

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.

Within thirty (30) 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 **Code Section 3-4-11 of the Richmond County Code**, 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 thirty (30) 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.](#)

Applicant Signature

Application Date