

ATHENS-CLARKE COUNTY SPECIAL EVENT INFORMATION

PROCESS

1. Applications should be submitted to the Central Services Department no less than two months prior to, or more than one year prior to, the date of the event. Applications for events covered by Section 6-5-23 of the Special Events Ordinance should be submitted to the Athens-Clarke County Police Department.
2. Review by the government will take approximately 2 weeks (depending on the size and nature of the event). During government review, requirements and costs for clean-up, restroom facilities, security, street closures, etc., will be determined. Our goal is to notify the applicant within 30 days of submission of the application of the approval/denial of the application, and of any permit fees, requirements, or restrictions.
3. Once all fees are paid and the Certificate of Insurance (see attached insurance requirements) and Waiver of Liability form (attached) are submitted, a Special Event Permit will be issued.
4. 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

NOTE NEW INFORMATION

1. The sponsor of a special event must submit a completed application to the Central Services Department. Applications will not be accepted less than two months prior to, or more than one year prior to, the date of the event. A non-refundable application fee of \$25.00 will be charged to cover the cost of processing. Other charges may be required for additional government services, and will be determined during review of the application by the government.
2. A completed application includes all supporting data (maps, detailed plans, etc.) being completed and attached. Applicant must submit proposed maps to identify street closures, setups, routes of races/parades/walks, etc. as requested on the application. Street closure maps must clearly identify emergency vehicle clearance area (minimum 20'). **In addition to a map, a written narrative is required for all parades, walks, runs, bike rides, etc.** Applications can not be processed without all supporting data.
3. **It is required that the set-up map submitted and approved be followed during the event. The location of activities such as sound, tents, etc. is reviewed by staff to avoid conflict with, and disturbances to, in-door activities. You will not be allowed to change the location of activities once your application is approved and your permit is issued.**
4. If requesting outdoor café areas, applicant must complete the Supplemental Application for Outdoor Café Areas (attached) and submit it with the original application. Procedures and logistics for outdoor café areas must be submitted with the application (i.e. location, hours of operation, site diagram, and enclosure plan).

5. Applicant must submit Certificate of 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 special events permit, we request that these items be submitted immediately following our notification to you of approval of your application.

OTHER PERMITS

1. Tent Permit – Contact the Athens-Clarke County Building Inspections Department @706-613-3520 at least two weeks prior to the date of the event to obtain a tent permit. If an enclosed tent is used, you must contact the Athens-Clarke County Fire Department @706-613-3360 at least two weeks prior to the date of the event to obtain approval.
2. Food Service Permit – Contact the Athens-Clarke County Health Department @706-542-8600 at least two weeks prior to the date of the event to obtain a food service permit. You must provide an ABC Fire Extinguisher in any booth using an open flame for food preparation.
3. Fireworks Permit – Contact the Athens-Clarke County Fire Department @706-613-3360 and the Athens-Clarke County Probate Court @706-613-3320 at least two months prior to the date of the event to obtain a fireworks permit. A copy of the permit from both offices must be submitted to the Central Services Department prior to issuance of your Special Event Permit.

AMPLIFIED SOUND REGISTRATION

Event Registration with the Police Department is required for any event with amplification. Event Registration forms can be found at the end of this file, or are available at Police Headquarters on Lexington Road or at the Mall Precinct.

APPLYING FOR A DEMONSTRATION OR PROTEST

Applications for demonstrations or protests are available at the Office of the Chief of Police at Police Headquarters on Lexington Road. Additional information can be found on the Athens-Clarke County Website at <http://athensclarkecounty.com/908/Demonstration-Protest-Procedures>.

**ATHENS-CLARKE COUNTY
APPLICATION FOR SPECIAL EVENT PERMIT**

(Please Print or Type All Information)

Return completed application & \$25.00 application fee to: Athens-Clarke County, Central Services Department, P.O. Box 1868, Athens Georgia, 30601. For assistance or information, call (706) 613-3530. Applications for events covered by Section 6-5-23 of the Special Events Ordinance should be submitted to the Athens-Clarke County Police Department.

REFER TO SPECIAL EVENTS ORDINANCE FOR SPECIFIC REGULATIONS

Name of Event:		
Date(s) of Event:		
Time of Event (include time for set up prior to, and clean-up following, the event):		
(From):	(To): (If there are street closures, this is the time the streets will re-open)	
Name of Sponsor:	(Contact Name)	
Email:		
Address:		
Telephone: (Work):	(Home):	
Additional Contact Person:		
Telephone: (Work):	(Home):	
Type of Event (check all that apply; must identify on location map and submit with application):		
<input type="checkbox"/> Festival	<input type="checkbox"/> Rally/Demonstration	<input type="checkbox"/> Race/Walkathon
<input type="checkbox"/> Concert/Street Dance	<input type="checkbox"/> Sale/Auction	<input type="checkbox"/> Fireworks Display
<input type="checkbox"/> Parade/March	<input type="checkbox"/> Sidewalk Exhibit	<input type="checkbox"/> Other (specify)
Purpose of Event (must demonstrate benefit to community):		
Location(s) of Event:		
Schedule of Activities Including Set-up and Clean-up (attach additional sheets if necessary):		
Does the Event Cross Over Railroad Tracks?		
Does the Event Go Onto Private Property?		
If Yes to Question Above, Do You Have Property Owner's Permission?		
Peak Crowd Estimate:		

PLEASE MARK ALL THAT APPLY, AND ATTACH THE REQUESTED DETAILED INFORMATION TO THE APPLICATION.

- Beer/Wine Dispensed at Event (Outdoor Cafe areas)?**
If yes, complete the Supplemental Application for Outdoor Café Area.
Must identify on location map and submit with application.

- ACC Electrical Services Required?**
If yes, attach a detailed description of needs identifying location & electrical requirements.

- Tents. Quantity_____ Brand_____ Size_____**
Additional permit may be required from Building Inspection Department (613-3520).
If tents are enclosed, approval is required from the Fire Department (613-3360).
Must identify on location map and submit with application.

- ACC Showmobile. Contact Leisure Services @ 613-3800 to reserve.**
 Stage (not ACC). Size
Must identify on location map and submit with application.

- Arrangements have been made for restroom facilities.**
Location and # available:

- Fireworks.**
Additional permits required from Probate Court (613-3320) and the Fire Department (613-3360). Copy of fireworks permits must be submitted to the Central Services Department.
Must identify on location map and submit with application.

- Street Closure.**
If yes, attach a schedule detailing exact location(s) and exact time(s) of closure.
Must identify on location map and submit with application.

IF YOUR EVENT REQUIRES A STREET CLOSURE, PLEASE CHOOSE ONE OF THE FOLLOWING:

- Annual Event (street closures have been handled by the Police Department in previous years, and there aren't any significant changes in event plans).**
- Annual Event (street closures have been handled by applicant in previous years).**
- New Event (after the review of your application, we will advise you if any additional information is needed).**

**ATHENS-CLARKE COUNTY
SUPPLEMENTAL APPLICATION FOR OUTDOOR CAFÉ AREA**

It is very important that the applicant for a special event where beer/wine will be consumed, be knowledgeable of the provisions of the Special Events Ordinance governing this activity.

This application must be accompanied by a map no larger than 8 ½" x 11" clearly identifying the exact area(s) where beer/wine will be consumed, including all public streets and sidewalks within and adjacent to the area(s), the public circulation areas required by the ordinance, the size of the area(s), and the number of patrons (150 or 300) designated for each area.

Name of Event _____

Date of Event _____

Name of Sponsor of Event _____

List the streets that will be closed for this event _____

Complete the following for each Class C Alcoholic Beverage License holder that will dispense beer/wine at this event:

A. Name of License Holder _____

Business Name _____

License Number _____

Number of Patrons Designated for Area _____

B. Name of License Holder _____

Business Name _____

License Number _____

Number of Patrons Designated for Area _____

C. Name of License Holder _____

Business Name _____

License Number _____

Number of Patrons Designated for Area _____

Fully describe the structures and methods that will be used to secure and separate each area as required in the ordinance:

Signature of Applicant: _____ **Date:** _____

**STATE OF GEORGIA
ATHENS-CLARKE COUNTY**

INDEMNIFICATION AND WAIVER OF LIABILITY

FOR AND IN CONSIDERATION of the acceptance of an Athens-Clarke County Special Event Permit, _____ (print name of Producer/Coordinator), acting for and on behalf of _____ (print name of Organization/Sponsor) hereby agrees to indemnify and hold harmless Athens-Clarke County, Georgia, its agents and employees, from all liability, loss and damage which may be sustained by reason of injury to any person, damage to any property, including theft, through any and all acts or omissions of the Producer and/or Sponsoring Organization(s), his/her/its agents and employees, during and as a part of the Special Event as set forth in the Special Event Application dated _____. This indemnification shall not be applicable to any loss or damage resulting from the sole negligence of Athens-Clarke County, its agents and employees.

This _____ day of _____, 20_____.

(Signature of Producer/Coordinator)

Signed, sealed and delivered
in the presence of:

WITNESS:

NOTARY PUBLIC

INSURANCE REQUIREMENTS

All special events permitted by Athens-Clarke County are required to meet the following insurance requirements:

- Sponsor must provide \$1,000,000 coverage per occurrence with an aggregate of \$2,000,000 (aggregate must apply per location and not nationally in the event of a national, multi-location festival or event). Insurance requirements may be increased due to the size and type of the event as deemed necessary by the Athens-Clarke County Government;
- Sponsor must provide Athens-Clarke County a copy of the certificate of insurance;
- Certificate of Insurance must clearly identify that the event, not your organization, is covered;
- Certificate of Insurance must name Athens-Clarke County as an additional insured;
- Certificate of Insurance must include a statement that Athens-Clarke County will be provided 30 days notice of cancellation;
- 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).

CHAPTER 6-5. - SPECIAL EVENTS

Sec. 6-5-1. - Definitions.

The following definitions shall apply to the interpretation and enforcement of this chapter:

Manager: The manager of the government of Athens-Clarke County, Georgia, or his designee for the administration of this chapter.

Producer: Any person, group of persons, organization, association, club, or other entity responsible for planning, producing and conducting an event.

Special event: The term "special event" or "event" shall mean any organized activity having as its purpose entertainment, recreation and/or education, such as a festival or celebration, foot or vehicle race, parade or march, rally or assembly which takes place on a public street, sidewalk or right-of-way, or occurs on private property and impacts government services on public rights-of-way.

Vendor: Any person or persons who engage in the sale to the public of any food or food products, goods, services, or merchandise of whatever nature from any location, either mobile or stationary, on a temporary itinerant basis on any public street, sidewalk, or right-of-way. The definition of vendor, as used in this chapter, shall not be construed to include or prohibit a permanent business, operating under the provisions of the business license ordinance and other applicable laws, from displaying goods or merchandise on a public sidewalk immediately in front of and adjacent to the permanent business structure so long as such displays do not impede the normal flow of pedestrian traffic and so long as other laws and ordinances pertaining to such business or displays are complied with.

(Ord. of 9-1-92, § 1)

Sec. 6-5-2. - Permits.

- (a) *Required.* It shall be unlawful for any person, group, organization, association, club or other entity to conduct or cause to be conducted any special event in Athens-Clarke County without having obtained a valid permit for such event.
- (b) *Geographic limitation; responsibility for police and sanitation service.* A special event shall be limited to the specific geographic area(s) within which the event is to take place and the producer of a special event shall be responsible for the provision of police and sanitation services within the boundaries of the event for a period of two hours past the conclusion of the event or until the area is cleared of all activities and structures related to such event.
- (c) *Time limitation.* Except for clearing of the area, no special event shall be allowed to continue beyond the time approved on the permit for the event.
- (d) *Delineation of boundaries; preservation of areas for circulation.* The outermost boundaries of the special event shall be fully and clearly delineated on a map, which shall be no smaller than 8½ × 11 inches in size, and attached to the application for a permit. All public streets and/or sidewalks within and adjacent to such area(s) shall be clearly identified. The manager, or designee, shall require, as part of the approval for the event, that areas no less than five feet in width shall be designated and preserved for public circulation and access to adjoining business establishments outside the area(s) delineated for the event.
- (e) *Maps for walks or runs.* The producer of a special event such as a walk or run, as to which the provisions of subsection (d) above would not be practicable, shall submit with the application for a permit a map, which shall be no smaller than 8½ × 11 inches in size, showing the exact route of the course for the walk or run.

(Ord. of 9-1-92, § 1; Ord. of 3-1-94, § 1)

Sec. 6-5-3. - Application; fee.

- (a) A producer of a special event shall make application for a permit for such event at the office of the manager on a form prescribed by the manager. Application forms may be obtained from the office of the manager, the office of the clerk of commission, and the police department.
- (b) An application for a special event should be filed at least 60 days prior to the date the event is scheduled to occur. However, no application shall be accepted earlier than one year prior to the date of the event.
- (c) A nonrefundable application fee of \$25.00 shall be paid at the time the application for a permit is filed. Such fee shall be payable to Athens-Clarke County by cash, money order, or cashier's check.

(Ord. of 9-1-92, § 1)

Sec. 6-5-4. - Identification of producer.

The producer of an event, if a group or organization, shall be fully identified on the application. However, a special event permit shall be issued only to an individual person, who may be the actual producer or a designated agent of the producer, and such individual person shall be solely and fully responsible for compliance with all provisions, including all financial requirements, of this chapter and other applicable laws.

(Ord. of 9-1-92, § 1)

Sec. 6-5-5. - Administrative review.

The manager shall cause the application to be circulated to each government department and/or other agency whose services the manager determines would be affected by the nature and activities of the proposed event. Each such department or agency shall review the application and note the services which it will be required to perform, the number of personnel to perform such services, the length of time to perform such services, the cost to perform such services, and any other information which would assist the manager in facilitating the event and services required.

(Ord. of 9-1-92, § 1)

Sec. 6-5-6. - Special conditions on permit.

Each department of the government reviewing an application may recommend in writing certain conditions or restrictions as deemed necessary to facilitate the event, to comply with other laws or regulations, and/or to ensure the safety, health and welfare of the community. In reviewing the recommendations of the departments, the manager may impose such conditions or restrictions as a part of the permit and such special conditions so imposed shall be construed to have the full force and effect of law as a provision of this chapter. A violation of such conditions or restrictions shall be deemed a violation of this chapter.

(Ord. of 9-1-92, § 1)

Sec. 6-5-7. - Final approval of permit; minimum review period.

- (a) The manager is authorized to approve and issue a permit for a special event after considering all comments and conditions of the reviewing departments and agencies as well as other information pertaining to the proposed event as described on the application, and after the payment of all applicable fees and costs.
- (b) A minimum of 30 working days shall be allowed for the administrative review of an application and the issuance of a permit.
- (c) The government shall approve, tentatively approve or deny the permit no later than 30 working days following the date the completed application is filed. If the permit is denied, the producer shall be notified in writing of the denial and the reason(s) for the denial. The manager may tentatively approve an application for a permit received more than 135 days prior to the proposed special event. A tentative approval reserves the locations, dates and times of a special event and is subject to revision based upon the manager's subsequent review, in accordance with paragraph (a) of this Code section, of information received following issuance of a tentative permit. If a permit is tentatively approved, final approval and issuance of the permit shall occur no later than 90 days prior to the special event.

(Ord. of 9-1-92, § 1; Ord. of 5-7-2013, § 1)

Sec. 6-5-8. - Emergency issuance of permit.

In extraordinary circumstances, the manager or the chief of police, as his designee, shall be authorized to waive or otherwise expedite any or all of the review process and to issue a special event permit upon payment by the producer of all applicable fees and costs for such event.

(Ord. of 9-1-92, § 1)

Sec. 6-5-9. - Permit fees.

- (a) The fee for a permit to conduct a special event shall be based on all services to be provided by the government for such event and shall be equal to the estimated actual cost to the government to provide such services. The initial permit fee shall be the aggregate of the estimated costs of such services calculated by each government department. If, at the conclusion of the event, the cost of government services is greater

than the initial payment, the producer of the event shall be billed for the difference. Failure to pay the outstanding amount within 30 days of the billing date shall be a violation of this chapter.

- (b) The initial permit fee must be paid in full prior to the issuance of a permit and no later than 72 hours prior to the date of the event.
- (c) The fees required in this section shall be in addition to any other fees which may be required by any other ordinances or regulations that might be applicable.
- (d) No producer of any special event, except as otherwise provided for, shall be exempt from the payment of the appropriate fees and charges required under this chapter.

(Ord. of 9-1-92, § 1)

Sec. 6-5-10. - Liability.

The producer of any special event shall hold harmless the Unified Government of Athens-Clarke County, its officers, employees and agents from liability of damages arising from any acts or omissions emanating from a special event. Proof of such waiver shall be filed with, and made a part of, the application form. The producer shall be responsible for providing any and all other insurance that may be necessary for any special event.

(Ord. of 9-1-92, § 1)

Sec. 6-5-11. - Vendors.

- (a) *Sales permitted.* The sale of food, including the sale of beer and/or wine, or any merchandise or services of any type by a vendor shall be allowed as a component of a special event provided such vendor is approved and authorized in writing by the producer of the event and shall be conducted in accordance with such conditions and limitations as shall be imposed in writing by the producer and submitted as part of the application for a permit.
- (b) *Authorization of vendors.* The producer of a special event shall have sole responsibility and authority to allow or disallow sidewalk or street vending as a component of an event and to designate the location and activities of such vendors. It shall be unlawful for any vendor to engage in such business at any location or in any manner not authorized by the producer of the event.
- (c) *Identification required.* Any vendor authorized by the event producer shall be required to prominently display on his or her person a badge identifying the vendor as an authorized participant in the event. Such identification shall be not less than three inches by three inches, shall state that the bearer is an official participant in the event, and shall bear the signature of the producer of the event.
- (d) *Permit not required.* Vendors authorized by the producer of an event as a component of the event shall not be required to obtain any separate vendors permit to operate during the period of the event. However, all other vendors, of whatever nature, not authorized as a participant in the special event shall obtain the appropriate licenses and permits as required under other applicable ordinances.
- (e) *Unauthorized vending prohibited.* It shall be unlawful for any vendor not authorized by the producer of a special event as provided under this section to engage in such business within a distance of 25 yards of such event from one hour before until one hour after the event.
- (f) *Exemption.* Whether or not approved by an event producer, a vendor that has been assigned a fixed location for the purpose of vending within the Athens Downtown Tax District may continue to engage in such business at that assigned location during any special event in accordance with the Vendors Ordinance (6-6-8.n) and other applicable laws.
- (g) *Food sales.* The vendor of any food, whether hot or cold, as a part of a special event shall be subject to all rules and regulations of the county health department. It shall be the responsibility of the producer of an event to assure compliance with this section by any such vendors.

(Ord. of 9-1-92, § 1; Ord. of 3-1-94, §§ 2, 3)

Sec. 6-5-12. - Sale of beer and/or wine.

Special outdoor cafe areas where beer and/or wine may be dispensed and consumed shall be permitted only within the delineated boundaries of a special event subject to the following conditions:

- (1) The dispensing or consumption of beer and/or wine shall not be permitted at any special event which, due to the size of such event, does not require the closing of at least one city block.

- (2) The producer of a special event shall have the discretion to provide special outdoor cafe areas where beer and/or wine may be served within the delineated boundaries of the event.
- (3) Whenever any event will include the dispensing and consumption of beer and/or wine, the producer of such event, at least 45 days prior to the event, shall meet with appropriate staff members of the Athens-Clarke County government as designated by the manager in order to review the plans, conditions and restrictions pertaining to the event. Prior to the issuance of a permit for the event, the producer shall sign a statement of understanding of and agreement to the terms and conditions imposed on the event. Such statement shall become a part of the conditions of the permit for the event.
- (4) A special outdoor cafe area within a special event where beer and/or wine is permitted shall be securely enclosed on all sides by a fence, barricade or other similar such structure approved by the chief of police, or his designee, so as to completely separate that area from the areas in which alcoholic beverages are not permitted. Every special outdoor cafe permitted under this section shall be rectangular in shape with one of the longer sides of such special outdoor cafe area abutting a street curb.
- (5) One special outdoor cafe area, limited to no more than 300 persons and not exceeding an area greater than 4,000 square feet, may be located at any location within the event.
- (6) Additional special outdoor cafe areas shall be limited to no more than 150 persons and shall not exceed an area greater than 2,000 square feet.
- (7) No more than two special outdoor cafe areas designated for up to 150 persons shall be permitted within any one city block and shall be restricted to no more than one such area on either side of the street.
- (8) Within any city block where a special outdoor cafe designated for up to 300 persons is located, no additional special outdoor cafe areas shall be permitted.
- (9) Every special outdoor cafe permitted under this section shall provide seating and food service for every person admitted to such area. Food service shall not be required in a special outdoor cafe that has a separate home-brew special event permit.
- (10) The dispensing of beer and/or wine at any special outdoor cafe area shall be restricted to: (1) a holder of an alcoholic beverage caterer license issued by Athens-Clarke County, (2) a holder of a temporary alcoholic beverage permit issued to a bona-fide non-profit, tax-exempt civic organization by Athens-Clarke County, or (3) a holder of a separate home-brew special event permit issued by Athens-Clarke County. The name of such licensee(s) or permittee(s) and the current assigned number, as such appears on the license or permit, shall be required as a part of the application for a special event permit.
- (11) The producer of the special event shall provide, at his/her own expense, at least one security officer, approved by the chief of police, or his designee, at each special outdoor cafe area approved for the consumption of beer and/or wine.
- (12) Every area where beer and/or wine is consumed shall be conspicuously posted at all times at each point of entrance/exit with signs stating the following: "The possession of alcoholic beverages beyond this point is prohibited." The letters of such signs shall not be less than three inches in height and one-half inch in width and shall be in black letters on a contrasting light background.
- (13) It shall be unlawful for patrons of any area(s) of a special event in which beer and/or wine is permitted to bring into or take outside the designated area(s) any alcoholic beverage or to furnish any alcoholic beverage to any person outside the designated area where beer and/or wine is permitted. Provided, however, that participants in and sponsors of home-brew special events may transport malt beverages to a home-brew special event in a special outdoor cafe in accordance with applicable law.
- (14) The application for a special event at which beer and/or wine is permitted shall include, in addition to the map identifying the outermost boundaries of the event, a map no smaller than 8½ × 11 inches in size, clearly identifying the area(s), including all public streets and sidewalks within and adjacent to the area(s), where the consumption of beer and/or wine is proposed. However, no areas designated for the consumption of beer and/or wine shall encroach within the designated public circulation areas described in section 6-5-2(d).
- (15) The application for a permit for a special event at which beer and/or wine is permitted shall include a description of the area(s), including the size and the number of seats proposed for such area(s). The application also shall contain a description of the method and structures that will be used to secure and separate such area(s) from other public areas as required in subsection (4) above.
- (16) The fee for a permit to dispense and/or consume beer and/or wine at a special event shall be \$300.00 for an area designated for up to 300 persons and \$150.00 for each area designated for up to 150

persons, payable to Athens-Clarke County, and shall be paid in addition to and remitted at the same time as any other fees provided for in section 6-5-9.

- (17) Notwithstanding the provisions of this section, any person dispensing and/or consuming beer and/or wine in accordance with this section shall comply with all other laws and ordinances pertaining to the sale, possession and consumption of alcoholic beverages.

(Ord. of 9-1-92, § 1; Ord. of 3-1-94, § 4; Ord. of 5-7-2013, § 2; [Ord. of 11-4-2014, §§ 1—3](#); [Ord. of 10-6-2015\(3\), § 1](#))

Sec. 6-5-13. - Glass containers prohibited.

The use of glass containers within the area of any special event shall be prohibited.

(Ord. of 9-1-92, § 1)

Sec. 6-5-14. - Police services.

Traffic and crowd control shall be provided by the Athens-Clarke County Police Department and the number of officers and/or special arrangements shall be determined by the chief of police.

(Ord. of 9-1-92, § 1)

Sec. 6-5-15. - Toilet facilities.

The producer of a special event shall be required to provide temporary outdoor toilet facilities at any event at which 200 or more persons are expected to be in attendance. The number of toilets and their locations shall be determined by the director of the building inspection department.

(Ord. of 9-1-92, § 1)

Sec. 6-5-16. - Entertainment.

Musical entertainment shall be provided in a manner consistent with the peace and good order of the community. The producer of the event shall be responsible for full compliance with the noise ordinance.

(Ord. of 9-1-92, § 1)

Sec. 6-5-17. - Fireworks.

Any producer of an event desiring to conduct a public exhibition or display of fireworks shall first obtain a permit from the judge of probate court in accordance with the provisions set forth under state law.

(Ord. of 9-1-92, § 1)

Sec. 6-5-18. - Tents, stages, etc.

Tents, arbors, stages, grandstands or other temporary facilities constructed or erected as a part of a special event shall be approved by the director of the building inspection department.

(Ord. of 9-1-92, § 1)

Sec. 6-5-19. - Street closing.

The complete or partial closure of any street, sidewalk or other public way as a part of a special event shall be approved by the traffic engineer in consultation with the chief of police.

(Ord. of 9-1-92, § 1)

Sec. 6-5-20. - Banners, signs, etc.

Temporary, noncommercial banners or signs may be permitted overhead across public streets for the purpose of designating "starting" and "finish" lines for a race. Small banners, pennants, signs or other decorations which do not interfere with vehicular or pedestrian traffic, and which do not damage or deface any tree or public structure, may be allowed as part of a special event. Approval of the building inspection department shall be obtained by the event producer for any banners or signs permitted in this section. The producer of the event shall

be responsible for the removal of such banners, pennants or decorations within 48 hours after the close of the event.

(Ord. of 9-1-92, § 1)

Sec. 6-5-21. - Duration of permit.

No permit issued under this chapter shall be valid prior to or past the date of the special event for which it is issued.

(Ord. of 9-1-92, § 1)

Sec. 6-5-22. - Cessation of activities.

The safety, health, welfare and good order of all citizens and the community shall be first and foremost and every special event shall be conducted in such manner. The chief of police may terminate any activity, whether a part of or the entire event, which does not meet this community standard. Upon notification of the event producer in person by the chief of police to cease any activity, it shall be unlawful for such producer and/or any participants to permit such activity to continue.

(Ord. of 9-1-92, § 1)

Sec. 6-5-23. - Picketing and demonstrations, etc.

Any person, group or organization engaged in any picketing, demonstrations, assembly, gathering, procession or other activity protected by the U.S. Constitution shall be prohibited from blocking the ingress and egress of any public or private place. Any person, group or organization engaged in such activities is required to make application as set forth in section 6-5-3(a). However, any such person, group or organization shall be exempt from the permit requirement in section 6-5-2 and the fees set forth in section 6-5-3(c) and section 6-5-9.

(Ord. of 9-1-92, § 1)

Sec. 6-5-24. - Funeral processions.

The provisions of this chapter shall not apply to any parade or procession conducted under the supervision and direction of a funeral director in conjunction with any funeral.

(Ord. of 9-1-92, § 1)

Sec. 6-5-25. - Sidewalk cafes; displays.

The provisions of this chapter shall not apply to any sidewalk cafes or displays as regulated by other laws or ordinances.

(Ord. of 9-1-92, § 1)



Athens-Clarke County Police Department

Event Registration

Day / Date of event: _____

Time of event: From _____ hours to _____ hours

Event type: _____

Sponsor(s): _____

Address of event: _____

Contact telephone number: _____

Responsible person(s) on premise during the event:

Name of band, artist or agent: _____

Expected number in attendance: _____

Event is: _____ Open _____ Closed

_____ Indoors _____ Outdoors

Security officer(s) employed: _____ Yes _____ No

If yes, number employed: _____

From: _____ Athens-Clarke County Police* _____ University of Georgia Police

_____ Sheriff's Department _____ Private Security

Comments:

*If Athens-Clarke County Police officers are employed, send invoice / adjustment to:

Name / Title

Mailing Address

City

State

Zip Code

FOR THE REGISTERING GROUP OR INDIVIDUAL:

I have received a copy of the Athens-Clarke County Noise and Disturbance Ordinance (Section 3-5-24) and the Athens-Clarke County Police Department's Recommended Guidelines for Outdoor Social Events. I hereby agree that my organization will read, understand and abide by the ordinance and guidelines governing outdoor events. I understand that my organization will be held responsible for any problems resulting from this event and that the president of the organization will be charged in the event a case is made. In the absence of the president or other officer, the person responsible for this event will be cited.

Furthermore, I understand the Athens-Clarke County Police Department advises and warns me that my event's outdoor amplified sound may be violative of the distance standards established in the Noise Ordinance. Thus, my decision to utilize amplified sound may result in persons responsible for the event being cited for violating the Athens-Clarke County Unified Government's Noise Ordinance (Section [3-5-24](#)).

Signature

Print Name

Print Title

Date

If you would like for us to email your approved application to you, please provide your email address here: _____

FOR THE ATHENS-CLARKE COUNTY POLICE DEPARTMENT:

Accepted By

Date

Authorized Representative

Date

This form must be submitted three (3) business days prior to the event. Failure to properly register will result in a citation being issued for violation of Athens-Clarke County Code Section 3-5-24 (d).

(a) *Purpose.* This section is enacted to protect, preserve and promote the health, safety and welfare of the citizens of Athens-Clarke County through the control of noise. It is the intent of this section to establish standards that will reduce excessive community noises, which are harmful and otherwise detrimental to individuals and to the community in the enjoyment of life and property and in the conduct of business.

(b) *Sound measurement standards for law enforcement personnel.* For the purposes of this section 3-5-24, "plainly audible" shall mean any sound emanating from the specific sound-producing sources set forth below which can be heard from the distances set forth below, using the following sound measurement standards: Measurement shall be by the auditory senses of a person standing at a distance no less than the required minimum distance from the source of the sound. For music and other noise, words and phrases need not be discernable. For music and other noise, bass reverberations are included.

(c) *Prohibited conduct.*

(1) *Restrictions of 300 feet for 7:00 a.m. through 11:00 p.m. Sunday through Thursday and 7:00 a.m. through 12:00 midnight on Friday and Saturday.*

a. *Mechanical sound-making devices.* It is unlawful for any person or persons to play, use, operate, or permit to be played, used, or operated any radio receiving device, television, stereo, musical instrument, phonograph sound amplifier or other machines or devices for the producing, reproducing or amplifying of sound and/or noise at such a volume and in such a manner so as to create, or cause to be created, any noises or sounds which are plainly audible at a distance of 300 feet or more from the building, structure or vehicle, or in the case of real property, beyond the property limits, in which it is located, whichever is farthest, between the hours of 7:00 a.m. and 11:00 p.m. Sunday through Thursday and between the hours of 7:00 a.m. and 12:00 midnight on Friday and Saturday.

b. *Human-produced sounds.* It is unlawful for any person or persons to yell, shout, hoot, whistle, or sing on the public streets or sidewalks or on private property so as to create, or cause to be created, any noises or sounds which are plainly audible at a distance of 300 feet or more from the place, building, structure, or in the case of real property, beyond the property limits, in which the person is located, whichever is farthest, between the hours of 7:00 a.m. and 11:00 p.m. Sunday through Thursday and between the hours of 7:00 a.m. and 12:00 midnight on Friday and Saturday.

c. *Commercial advertising.* It is unlawful for any person or persons to use, operate, or permit to be used or operated any radio receiving device, musical instrument, phonograph, loud speaker, sound amplifier or other machine or device for the production or reproduction of sound which is cast upon the public streets or other public property for the purpose of commercial advertising or which serves to attract the attention of the public to any building, structure or vehicle in such a manner so as to create, or cause to be created, any noises or sounds which are plainly audible at a distance of 300 feet or more from the source of the sound cast upon the public streets or other public property or from the building, structure, or in the case of real property, beyond the property limits, in which it is located, whichever is farthest, between the hours of 7:00 a.m. and 11:00 p.m. Sunday through Thursday and between the hours of 7:00 a.m. and 12 midnight on Friday and Saturday.

d. *Party noise.* It is unlawful for any person or persons in charge of a party or other social event that occurs on any private property to allow that party or social event to produce noise in such a manner that such noise is plainly audible at a distance of 300 feet or more from the building or structure from which the noise is emanating or in the case of real property, beyond the property limits, on which the party or social event is located, whichever is farthest, between the hours of 7:00 a.m. and 11:00 p.m. Sunday through Thursday and between the hours of 7:00 a.m. and 12 midnight on Friday and Saturday. For the purposes of this subsection, a "person in charge of a party or other social event" shall mean any adult person who resides in or on the premises involved in such party or social event and is present at such party or social event. For the purposes of this subsection, "noise" shall mean the same sounds, or any combination thereof, as described in paragraphs a. or b. above.

(2) *Restrictions of 100 feet for 11:00 p.m. through 7 a.m. Sunday through Thursday and 12:00 midnight through 7:00 a.m. on Saturday and Sunday.*

a. *Mechanical sound-making devices.* It is unlawful for any person or persons to play, use, operate, or permit to be played, used, or operated any radio receiving device, television, stereo, musical instrument, phonograph sound amplifier or other machines or devices for the producing, reproducing or amplifying of sound and/or noise at such a volume and in such a manner so as to create, or cause to be created, any noises or sounds which are plainly audible at a distance of 100 feet or more from the building, structure, or motor vehicle or in the case of real property, beyond the property limits, in which it is located, whichever is farthest, between the hours of 11:00 p.m. and 7:00 a.m. Sunday through Thursday and between the hours of 12:00 midnight and 7:00 a.m. on Saturday and Sunday.

b. *Human-produced sound.* It is unlawful for any person or persons to yell, shout, hoot, whistle, or sing on the public streets or sidewalks or on private property so as to create, or cause to be created, any noises or sounds which are plainly audible at a distance of 100 feet or more from the place on public streets and sidewalks, or in the case of private real property, beyond the property limits, on which the person is located, whichever is farthest, between the hours of 11:00 p.m. and 7:00 a.m. Sunday through Thursday and between the hours of 12:00 midnight and 7:00 a.m. on Saturday and Sunday.

c. *Commercial advertising.* It is unlawful for any person or persons to use, operate, or permit to be used or operated any radio receiving device, musical instrument, phonograph, loud speaker, sound amplifier or other machine or device for the production or reproduction of sound which is cast upon the public streets or other public property for the purpose of commercial advertising or which serves to attract the attention of the public to any building, structure or vehicle in such a manner so as to create, or cause to be created, any noises or sounds which are plainly audible at a distance of 100 feet or

more from the source of the sound cast upon the public streets or other public property or from the building, structure, or in the case of real property, beyond the property limits, in which it is located, whichever is farthest, between the hours of 11:00 p.m. and 7:00 a.m. Sunday through Thursday and between the hours of 12:00 midnight and 7:00 a.m. on Saturday and Sunday.

d. *Party noise.* It is unlawful for any person or persons in charge of a party or other social event that occurs on any private property to allow that party or event to produce noise in such a manner so as to such noise is plainly audible at a distance of 100 feet or more from the building or structure from which the party noise is emanating or in the case of real property, beyond the property limits, on which the party or social event is located, whichever is farthest, between the hours of 11:00 p.m. and 7:00 a.m. Sunday through Thursday and between the hours of 12:00 midnight and 7:00 a.m. on Saturday and Sunday. For the purposes of this subsection, a "person in charge of a party or other social event" shall mean any adult person who resides in or on the premises involved in such party or social event and is present at such party or social event. For the purposes of this subsection, "noise" shall mean the same sounds, or any combination thereof, as described in paragraphs a. or b. above.

(3) *Restrictions for areas within apartments, condominiums, townhouses, duplexes, or other such residential dwelling units.* Except for persons within commercial enterprises that have an adjoining property line or boundary with a residential dwelling unit, it is unlawful for any person to make, continue, or cause to be made or continued any noise in such a manner as to be plainly audible to any other person a distance of five feet beyond the adjoining property line wall or boundary of any apartment, condominium, townhouse, duplex, or other such residential dwelling units with adjoining points of contact. For the purposes of this subsection, "noise" shall mean human-produced sounds of yelling, shouting, hooting, whistling, singing, or mechanically-produced sounds made by radio-receiving device, television, stereo, musical instrument, phonograph sound amplifier or other machines or devices for the producing, reproducing, or amplifying of sound, or any combination thereof.

For the purposes of this subsection, "property line or boundary" shall mean an imaginary line drawn through the points of contact of (1) adjoining apartments, condominiums, townhouses, duplexes or other such residential dwelling units with adjoining points owned, rented, or leased by different persons; or (2) adjoining common areas or adjoining exterior walls. Said property line or boundary includes all points of a plane formed by projecting the property line or boundary including the ceiling, the floor, and the walls.

(4) *Exclusions.* The prohibitions of this section shall not apply to the following:

- a. Noises and/or sounds caused to be made by manufacturing, governmental, construction or commercial entities in the normal course of their business;
- b. Noises and/or sounds emanating from any official University of Georgia event on University of Georgia property or any official Clarke County School District event on Clarke County School District property;
- c. Noises and/or sounds that are permitted by a special event permit pursuant to section 6-5-6; provided, however, that the producer or coordinator of the special event must comply with the terms, restrictions and conditions of the special event permit;
- d. Noises or sounds made by domestic animals, which noises or sounds are controlled by section 4-1-4;
- e. Noises or sounds made by wireless telecommunication facilities, the noise levels of which are controlled by section 9-18-6 A.10.;
- f. Noises or sounds caused by industrial uses in the Employment-Industrial (E-I) and Industrial (I) zones established in the Zoning Code, the noise levels of which are controlled by section 9-11-5 A.1.h.;
- g. Sound volumes produced by radio, tape player, or other mechanical sound making device or instrument from within a motor vehicle on a street or highway, which sound is controlled by the O.C.G.A. § 40-6-14; or
- h. Noises or sounds made by law enforcement and other public safety officials performing their public functions.

(5) *Time restrictions on use of landscape maintenance motorized Devices such as leaf blowers, lawn mowers, or chain saws.* It is unlawful for any person to use or operate any noise-generating, motorized landscape maintenance devices, including but not limited to leaf blowers, lawn mowers, or chain saws, within any residential zoning district or in areas within 300 feet of any residential zoning district from 8:00 p.m. to 8:00 a.m. except that within the agricultural-residential zone no person shall use or operate any such devices within 300 feet of any residential dwelling on adjacent property between the hours of 9:00 p.m. and 7:00 a.m.

(d) *Registration of outdoor entertainment events.* Registration is required of all outdoor entertainment events that have commercial entertainment and/or electronic amplification. Registration of the event must be 72 hours prior to the event, and must be by the person or persons responsible for the event. Registration is to be with the Athens-Clarke County Police Department, Monday through Friday, from 9:00 a.m. to 4:00 p.m., on an application specified by the chief of police and shall include the organization sponsoring the event, the location, the date and time of the event, and security provisions. Registration shall not be accepted for events that include the hours between 11:00 p.m. and 7:00 a.m. Sunday through Thursday, and between 12:00 midnight and 7:00 a.m. on Saturday and Sunday mornings. Failure to register may result in a fine, forfeiture of the right of future registrations, or both. Registration does not exempt the person or persons registering the event from ensuring that the event complies with the requirements of this section. Failure to register shall be a violation of this subsection.