



## TEMPORARY/SPECIAL EVENT PERMIT CHECKLIST

THE APPLICATION MUST BE SUBMITTED AT LEAST 30 DAYS PRIOR TO YOUR SCHEDULED EVENT. APPLICATIONS RECEIVED WITH LESS THAN 30 DAYS' NOTICE WILL NOT BE ACCEPTED OR PROCESSED. NO ADVERTISEMENTS OR FEE COLLECTION SHOULD BE DONE BY THE APPLICANT ONLINE OR ON SOCIAL MEDIA UNTIL THIS APPLICATION HAS BEEN REVIEWED AND APPROVED BY THE CITY OF PORT WENTWORTH.

- The application must be completed in its entirety. Please provide event flyers, routes, site plans, and any other supporting documents regarding the event.
- Please provide a copy of your Certificate of Liability
- **Contact the Business Registration Department at (912) 964-4379 option 1, to schedule an appointment** to submit the application and pay the Non-Refundable Filing Fee of \$25.00 and \$50.00 Permit Fee per day up to \$2,000.00. You may also email the form and supporting documents to [business@portwentworthga.gov](mailto:business@portwentworthga.gov). We accept money orders, check, and debit/credit cards (Visa, Mastercard, and Discover (No American Express) - 3.75% fee will apply).
- If your event will have food vendors (i.e., food trucks), please make sure to mention this in your application and indicate that food will be sold/provided. **If food vendors are not indicated on the application, they will NOT be allowed at the event.** (If alcohol will be served, this is not the correct form; please fill out the *Special Event Permit Dispensing Alcohol* application and contact us for more information).
- After submitting your application and payment, the Police Chief, Fire Chief, and if needed the Director of Parks and Recreation will review your application. At the time, each department head will make recommendations for approval or denial and indicate what special stipulations.
- A representative from the Business Registration department will contact you to inform you of the recommendations and/or stipulations required by each department and provide you with contact information, if needed, to coordinate the use of police officers, emergency management personnel, and/or park reservations.
- Contact all Department personnel, as mentioned previously, to schedule the use of off-duty officers and emergency staff, and/or to make park reservations as required.
- If approved, the Special Event Permit will be emailed and mailed to you within 2-3 business days after the approval date. If it is not approved and you would like to appeal the City's decision, please contact us at (912)-964-4379 or [business@portwentworthga.gov](mailto:business@portwentworthga.gov). The City Manager has 15 days from the filing application to determine approval or denial.



## TEMPORARY/SPECIAL EVENT PERMIT APPLICATION

1. **APPLICANT'S INFORMATION:**

Applicant's Name \_\_\_\_\_ Email Address \_\_\_\_\_

Applicant's Home Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

Contact Person/ Agent Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_

2. **EVENT INFORMATION:** Type of Event? (Please circle one) OPEN (public)      CLOSED (INVITATION ONLY)

Date of Event \_\_\_\_\_ Location of Event \_\_\_\_\_ Entry Fee (if any) \_\_\_\_\_

Starting Time of Event \_\_\_\_\_ Ending Time of Event \_\_\_\_\_ Estimated # of Participants \_\_\_\_\_

Description of Event – *if requesting the closing or use of city streets, please provide a map clearly marking the streets to be used.*

Will food be sold or given away?  Yes     No

*If yes, please ensure that all vendors adhere to the regulations of the Chatham County Environmental Health Department.*

**NOTICE:** The City of Port Wentworth may impose special stipulations of approval, including but not limited to, the requirement to hire adequate off-duty police personnel to ensure public safety.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Permit # \_\_\_\_\_ Fee Paid: \$ \_\_\_\_\_ Processed by: \_\_\_\_\_

Approved     Denied    Special Stipulations: \_\_\_\_\_

City Manager: \_\_\_\_\_



## TEMPORARY/SPECIAL EVENT PERMIT APPLICATION (City of Port Wentworth USE ONLY)

### POLICE DEPARTMENT

The Police Department has reviewed your application and the details of the event. Based on their findings and the requirements of the Code of Ordinances of the City of Port Wentworth, the application is therefore recommended for:

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_ Approved:  Denial:

Comments/Concerns: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### FIRE DEPARTMENT

The Fire Department has reviewed your application and the details of the event. Based on their findings and the requirements of the Code of Ordinances of the City of Port Wentworth, the application is therefore recommended for:

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_ Approved:  Denial:

Comments/Concerns: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### PARKS & RECREATION DEPARTMENT (if applicable)

The Parks & Recreation Department has reviewed your application and the details of the event. Based on their findings and the requirements of the Code of Ordinances of the City of Port Wentworth, the application is therefore recommended for:

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_ Approved:  Denial:

Comments/Concerns: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_