

MACON-BIBB COUNTY **SPECIAL EVENT** **POLICIES**

If you are interested in presenting a special event in a Macon-Bibb County facility, please read this entire policy.

The organizer of a special event must fill out this application and return it to the Parks and Beautification Department not more than 12 months or less than 30 business days prior to the start of the event.

(478) 803-0484

**327 Lower Poplar Street
Macon, Georgia 31201**



Macon-Bibb County Special Events

Individuals, organizations and agencies wishing to conduct special events on Macon-Bibb County owned property, rights-of-ways or public streets are required to obtain a permit in advance. Special Events Permit must be obtained from the Parks and Beautification Department for any event to include (but not limited to) the following:

**Block Party
Concerts
Parades
Protest's/Rally's**

**Carnivals
Park Events
Road Races**

**Street Closings
Performances
Filming**

**Ceremony's
Festivals
Walk/Marches**

No car washes are permitted

FEES AND CHARGES

\$50 – Application Fee (non-refundable)

Macon-Bibb County charges a nominal fee for Special Event Permits. Applicants are required to include the fee(s) along with the application:

Sheriff Deputy:

\$25 per hour/per deputy

Employee/Staff Fees:

\$25 per hour/per employee

(The above fees are for a minimum of 2 hours)

1. Macon-Bibb County Facilities

Plazas & Downtown Parks

(GENERAL USER)

Plazas & Downtown Parks
(Cherry Str. Plaza, Gateway Park, 3rd St. Park
Mulberry St. Park, Rosa Parks Square)

Current Fees

\$90/hr. period w/2hr min or \$600/day

Utility Fee

\$30/hr. w/2hr min

Security and/or traffic control fee

\$25/hr/officer (2hr min)

Damage Deposit (Damage, City Svc, ETC)

\$500 min.

(PROFIT USER)

Plazas & Downtown Parks
(Cherry Str. Plaza, Gateway Park, 3rd St. Park
Mulberry St. Park, Rosa Parks Square)

\$150/hr w/2hr min

Utility Fee

\$ 30/hr w/2hr min

Damage Deposit (Damage, City Svc. ETC)

\$500 min.

2. Macon-Bibb County Rental Parks

The Macon-Bibb County Parks and Beautification Department is pleased to be able to provide a variety of parks and facilities for rent. Each property offers a unique feel and flavor. From large community parks to small intimate neighborhood parks, the county's rental parks aim to offer an array of ambiances.

No rental group may charge a fee when renting one of the following parks.

(General User)

	<u>Current Fees</u>
Heritage Trail Glenn Ridge	\$100/3hr. period w/ \$35 ea. Additional hr.
Heritage Trail Spring Street	
Gateway Park	
High Street Park	
Tower Park	
The Prado	
Washington Park	
Coleman Hill	
Jackson Springs Park	
Camellia Gardens	
Oak haven Park	
G. Bernard Park	
Rosa Parks Square-Civic Square	
Hydrolia Park	
Kennedy Park	
Pursley Street Park	
Little Richard Penniman park	
Rosa Park	
James Park	
Monroe Park	

Picnic Shelters & Open Spaces

(General User)

	<u>Current Fees</u>
Picnic Sheds	\$50/3hr. period + \$20/hr ea. Additional hr
Open Space	\$50/3hr. period + \$20/hr ea. Additional hr

(Profit User)

	<u>Current Fees</u>
Picnic Sheds	\$100/3hr. period + \$40/hr ea. Additional hr
Open Space	\$300/day

**Depending on the size of the event, on-site personnel may be required:
Employee/Security Fees: \$ 25 per hour/per employee**

NOTE: Additional fees may apply when County Services are requested above and beyond the normal work.

3. Bibb County Special Event Policies

These guidelines pertain to all Macon-Bibb County owned parks and county streets. A nominal fee is charged for all Special Events Permits. The fee schedule is attached as a part of this guideline.

The organizer of a special event must fill out the application and return it to the Parks and Recreation Department not more than 12 months or less than 30 business days prior to the start of the event. However, the Parks and Recreation Department will process all permit application requests as soon as possible upon receiving all the required information and full-payment. The requested area is then reserved pending review of the application. Failure to fully complete the application and pay the full-payment results in **NO** reservation.

Events sponsored by Macon-Bibb County have first priority for use of any county property or right-of-way. Applications for Special Event Permits are processed in order of receipt of the fully completed application, and the use of the requested area is then reserved pending review of the application.

In order to insure the public safety and protection of Macon-Bibb County, its businesses and citizens, and to avoid conflict between events by assigning the same time and location to two or more events, Macon-Bibb County reserves the right to refuse or require changes to a permit application, relocate or terminate a permitted event.

Except as provided by law, Macon-Bibb County is under no obligation to issue permits for the use of its streets, sidewalks, plazas, buildings, parks and other facilities for special events. In deciding whether to issue a permit, or in resolving possible conflicts between applicants, the following points will be considered:

- The number of participants
- Beneficial impact upon the County
- The appropriateness of Macon-Bibb County property for the intended use
- The likely impact on Macon-Bibb County property of the Special Event
- Impact on downtown businesses
- Anticipated traffic conditions
- Adequacy of adult supervision for minors
- The availability of Macon-Bibb County personnel whose presence may be required
- The adequacy of public property at the proposed location
- Probable impact upon the ordinary and customary uses of nearby properties
- This listing of factors does not preclude the reasonable evaluation of other factors and equitable considerations

If the permit is approved, the applicant shall be subject to all county, state, and federal laws and regulations as they apply to the event. Failure to do so will result in revocation of the permit. The Permittee must have the permit on site at all times during the event.

PERMITS: A permit is needed to have any type of function in a Macon-Bibb County park, facility, or on a street in Bibb County.

PROCEDURES AND REQUIREMENTS: To present a special event, the event organizer must go to the Macon-Bibb County Parks and Beautification Department's Administrative Offices at 327 Lower Poplar Street Macon, Ga. 31201

If the date is available, the organizer must fill out the Application completely and return it to the appropriate staff member, along with the required Payment.

There will be NO penciling in a date. To reserve a date, the application must be submitted complete and the fee MUST be paid at the time of application.

No reservation will be taken over the telephone. All reservations MUST be completed in person. **Reservations will be documented as first-come, first-serve.** The first party to complete the application and pay the fee will be rented the property.

Rental applicants MUST be at least 21 years of age.

Process:

- (1) Visit the rental space you want to rent.
- (2) Complete the application and immediately pay the necessary payment.
- (3) Failure to complete the application or make the payment immediately cancels the booking.

DEADLINE: The organizer of a special event must fill out the application and return it to the Parks and Beautification Department not more than 12 months or less than 30 business days prior to the start of the event.

NO WAIVING OF FEES: Due to the maintenance costs of Macon-Bibb County rental properties, there will be no waiving or reducing of fees for any reason.

DEPOSIT IS NOT REFUNDABLE UPON CANCELLATION: **The deposit** is required at the time the reservation of the Macon-Bibb County rental facility is made and is non-refundable upon cancellation of the event for whatever reason...including bad weather. **All payments are forfeited if the event is cancelled, regardless of the date of cancellation. The payment cannot be credited to a future date.**

PAYMENTS MADE: All FINAL payments MUST be made at least three (3) weeks prior to the event date. Failure to make the full payment 3 weeks in advance will result in the cancellation of the event and the loss of the deposit and all payments. **The payment cannot be credited to a future date.**

SUPERVISION: Applicants must provide sufficient adult supervision to insure the safety of participants, onlookers and property. Names of each supervisor must be submitted with the application as contact personnel and/or event coordinators.

TIME: It should be noted that all Macon-Bibb County parks are only open from dawn to dusk. While this rule can be suspended for a special event, it should be recognized that events produced into the night should be limited.

“AS-IS”: All Macon-Bibb County rental facilities are rented “as-is”. No concessions or guarantees can be made in reference to any changes, special cleanings, or upgrades to the chosen rental property, or in how it will be prepared for any individual rental group. **It is MANDATORY that ALL rental parties should be aware of the condition of the rental facility** that they are renting, and the department staff members should not be expected to make any changes whatsoever.

PERMITTED AREA: Renting a Macon-Bibb County park pavilion or any other facility permits the rental group to only rent the permitted structure or location requested through this permit. Any area outside the immediate perimeter of the rental area, including the surrounding grounds and playgrounds, are not included in the rental and will continue to be open to the public.

VEHICLES IN THE PARK: **“No vehicles”** of any kind are allowed on the grass or within a parks perimeter...other than for equipment drop-off. Vehicles MUST be parked in designated parking areas. Tickets will be given without warning.

PARKING FOR SPECIAL EVENTS: Depending on the event, Macon-Bibb County has the right to charge a parking fee for vehicles entering into any of its parks.

RV HOOK-UPS: RV's with a paid hook-up rental in Central City Park are exempt from the dawn to dusk restriction. There is a limit of no more than seven (7) consecutive nights allowed for an RV hook-up.

MAXIMUM NUMBER OF PEOPLE: Due to Fire Codes and facility space, the maximum number of people allowed per event varies per rental facility. If necessary, it is important to find out what that number is for the facility that you are renting. Even outdoor rental pavilions have a maximum occupancy. **There are no exceptions.**

TENTS: Applications requesting the use of tents must provide a site plan showing the location of the tent(s) and a copy of the certificate of flame retardancy. The Parks and Recreation Department will consult the Fire Department and the Inspection and Fees Department who must give final approval of tent permits. All tents over 200 sq. ft. must be permitted by the Macon/Bibb Co Fire Department. Tents and other temporary improvements installed for an event must not cause any permanent damage. "Call Before You Dig" (8-1-1) MUST be contacted to designate the tent area as not having underground utilities. The rental group will be responsible for all repairs.

SAFETY: It is the responsibility of the event organizers to insure the public safety and protection of its employees, participants and citizens; and to provide evidence of a safety and emergency plan.

SECURITY AND/OR TRAFFIC CONTROL: The applicant is responsible for security and/or traffic control. The Parks and Beautification Department will determine requirements in consultation with the Macon-Bibb County Sheriff's Office and the applicant will be notified concerning any special security requirements. As a special note: If offered by the renting party, staff and security member(s) shall be allowed to partake of food and non-alcoholic drink during a rental function.

STREET CLOSURES: The Parks and Beautification Department must approve blocking of all or a portion of a county street in consultation with the Macon-Bibb County Sheriff's Office. The blocking of a State Route will be coordinated with the Area Engineer of the Department of Transportation and the Macon-Bibb County Sheriff's Office. The event organizer must submit along with the application a drawing showing the streets to be blocked. A Letter of Notification will be sent by the Event Sponsor to the businesses affected by the street blocking prior to the permitted event. Permittee must maintain a twelve-foot (12) lane on all blocked streets for emergency vehicle access.

ROAD RACES, WALKS AND MARCHES: Applications for road races, walks and marches must include a site map showing the proposed route, anticipated water stops, the date/time of the event and the number of volunteers working the event. A special committee composed of the Parks and Beautification Department, Bibb County Engineering Department, Macon-Bibb County Sheriff's Office, and the Macon/Bibb County Emergency Management Agency will review these applications. NOTE: MACON-BIBB COUNTY RESERVES THE RIGHT TO CANCEL, CHANGE OR RELOCATE TO A DESIGNATED AREA ANY ROAD RACE, WALK OR MARCH THAT DOES NOT MEET THE ENTIRE REQUIRED SPECIAL PROVISIONS OF THE PERMIT.

VENDORS AND FOOD SERVICE: Applicants requesting the permit of non-food vending for an event must comply with the Macon-Bibb County Ordinance regulating such sales. Food service applications must be so noted on the application and will ONLY be permitted in conjunction with the Macon-Bibb County Health Department and/or the Department of Agriculture.

CHAIRS AND TABLES: Macon-Bibb County does not rent-out tables and chairs for outside events. Since rental properties include limited or no chairs and tables, rental groups may bring their own rental chairs and tables to Macon-Bibb County properties.

CLEANUP/ LITTER CONTROL: The event organizer is responsible for all **clean-up inside of and outside of the chosen location (including all perimeters)**. Cleanup must be completed before ending the event. The Permittee is responsible for all costs should the County be required to clean up following the event, as well as face refusal of future permits for the same event organizer and/or rental group.

SET-UP / BREAKDOWN: All renting parties **are responsible for the set-up and breakdown of their own tables, chairs, or any other amenities involved with their event**. Macon-Bibb County does not rent-out tables, chairs, or bleachers.

RESTROOMS: The Permittee is responsible for the staffing of any park restrooms. Most rental groups will be charged for the additional use of toilet paper and hand towels that accompany large events. All park restrooms will be closed immediately following the end of the paid rental. Restrooms will NOT be left open longer than the events rental time.

DECORATIONS: Please refer decorating questions to the Macon-Bibb County Parks and Beautification Staff. **Glitter, confetti and rice are not permitted. No decorations** may be taped or nailed to the interior or exterior walls and ceilings of any rental facility, as it ruins the paint and trim.

EVENT SIGNS: The use of signs and banners must be approved and the application must include the size, number and location. It is the applicant's responsibility to remove immediately after the event.

ALCOHOL/DRUGS: Drugs are not permitted in or around Macon-Bibb County Parks and properties whatsoever. **UNLESS SPECIFICALLY PERMITTED, THERE WILL BE NO ALCOHOLIC BEVERAGES WHATSOEVER ALLOWED ANYWHERE IN MACON-BIBB COUNTY PARKS.** If the applicant is requesting the sale or consumption of alcohol, procedures and logistics for serving must be submitted with the Special Event Permit Application. These should include, but are not limited to: hours of operation, site diagram showing dispensing locations, security procedures (volunteer and uniform staffing, ID checking, and dispensing operations), enclosure requirements, parking location of beer trucks, etc. Consideration will also be given to whether alcohol sales create potentially dangerous situations due to the nature of the event. Permission to serve or consume alcohol may be granted by the Mayor of Macon-Bibb County as part of the Special Event Permit; however, such service must comply with all State of Georgia Alcohol Beverage Permit regulations. Macon-Bibb County reserves the right to revoke the permit or require the applicant to discontinue alcohol sales and service whenever the consumption by participants becomes excessive, or when over a period of time participants regularly demonstrate obnoxious, loud or other inappropriate behavior during or after events. All participants consuming alcohol must wear an identifying armband to indicate that they are of legal drinking age. If permitted, all alcohol sales and distribution **MUST** be in compliance with Part 2, Chapter 3 Alcoholic Beverages, of the Macon-Bibb County Code of Ordinances.

NO ELECTRICITY OR LIGHTS: Unless specifically permitted, Macon-Bibb County park hours are dawn to dusk. Because of this, there is **"No Lighting"** available within Bibb County rental pavilions. In addition, there is "No "Electricity" available at any of the other rental facilities. Rental groups are responsible for bringing their own generator or battery operated devices.

TEMPORARY WIRING AND ELECTRICAL SERVICE: Depending on the event, if an applicant requires additional power beyond battery operated devices, the rental group is responsible for bringing their own power supply to the property. It should be clearly noted on the initial application what power will be utilized and its intended use. While Macon-Bibb County may be able provide a power supply for large events, it is the responsibility of the applicant to have a Macon-Bibb County approved **certified electrician** make all connections into the service panels and pay for the full amount of energy used.

NO GRILLS: Outside grills are not available at rental properties. Rental groups are permitted to bring their own grills to the chosen rental property. Any ashes produced must be removed by the rental party and not dumped on the rental property.

NOISE: Permission **MUST** be obtained to include music or amplified sound, including megaphones, as part of a special event. Macon-Bibb County reserves the right to limit the sound amplification equipment so that it will not disturb non-participating persons around the event. Complaints of loud, disturbing or unnecessary noise can result in the immediate revocation of the permit and immediately end the event.

ANIMALS: Unless specifically permitted, **no animal shows or activities are allowed** to be in or around Macon-Bibb County rental facilities. All rental groups and attendees must comply with the Macon-Bibb County Ordinance. Permission **MUST** be obtained from the Parks and Beautification Department to include any animal activity for a special event.

BOUNCE HOUSES/WATER SLIDES/DUNKING BOOTHS: Unless specifically permitted, **“Water Slides or Dunking Booths are NOT permitted** on Macon-Bibb County property. If a group wants to bring a Bounce House to a rental property, they **MUST pay an additional \$50 fee per bounce house** and **MUST** bring their own generator to inflate the bounce house.

CAR WASH: Do to the cost of water; **no car washes are permitted** in Bibb County Parks.

FIREWORKS: Unless specifically permitted, no rental groups are allowed to utilize fireworks or any other type of explosive in Macon-Bibb County Parks. **Permission for the use of fireworks will be coordinated with the Macon-Bibb County Fire Department.** Applicants must include a site plan showing the proposed location for the fireworks. The use of fireworks will be restricted to licensed personnel.

NO OPEN FIRES: Unless specifically permitted, no rental groups are allowed to build an open fire in Macon-Bibb County Parks.

NO HUNTING: Hunting, trapping or otherwise pursuing or catching any wildlife within a Macon-Bibb County Park is strictly prohibited.

BEVERAGES: No bottles are permitted in Macon-Bibb County parks. Beverages should be served in paper or plastic cups.

GUEST’S BEHAVIOR: All guest’s behavior is to be monitored by the event organizer. It will be the responsibility of the event organizer to control the behavior of all of their guests, especially unmannered children.

DAMAGE AND/OR THEFT: Should there be any damage to any Macon-Bibb County park, street or other Bibb County property or should a theft of Macon-Bibb County property occur, the event organizer will be responsible for the additional costs – **following the event.** **The deposit from the event organizer will be held until the damage is repaired.**

THEFT: Macon-Bibb County, the Macon-Bibb County Parks and Beautification Department, and its entire staff, will be held harmless and shall not be responsible should any item of the event organizer and/or their function be stolen or misplaced.

RENTAL RESTRICTION: To maintain the “Special Event” quality of Macon-Bibb County rental facilities, no group is permitted to rent the facilities more than one time during a **90-day period**...Unless specifically permitted.

GENERAL LIABILITY: The event organizer is completely responsible for all damage, theft, physical harm, and incidences that cause public complaint and/or Macon-Bibb County Sheriff's Office notification. It is the responsibility of the event organizer to control the behavior of their guests.

IMPORTANT NOTICE: It is important to remember that the rental facilities belong to Citizens of Macon-Bibb County. Each facility should be respected. Everyone attending events that take place in our parks and facilities should enjoy the atmosphere and respect the property. **The Macon-Bibb County Parks and Beautification Department reserves the right to reject a rental party for any reason, and any circumstances, whatsoever.**

NO RETURN: Any rental group violating these policies, or engaged in behavior that is inappropriate, or the behavior of the groups guests is inappropriate (i.e. fighting, bad language, use of weapons, the need for Sheriff intervention, etc...), will NOT be permitted to rent a Macon-Bibb County park, street, or facility again.

EQUAL OPPORTUNITY: The event organizer assures that no person shall, on the grounds of race creed, color, national origin, or sex be excluded from participating in any activity for which the Macon-Bibb County parks are used.

LIABILITY INSURANCE: Liability insurance from an "A" rated Insurance Company in the amount of **\$1,000,000** with **no deductible** for each occurrence naming Macon-Bibb County, as an additional insured, is required for events held on property owned or controlled by Macon-Bibb County. Host Liquor Liability coverage for lessees and sponsors will be required with the limits of liability determined by the Macon-Bibb County Finance Officer. Event sponsors and coordinators must have local and State business licenses, if required.

INDEMNIFICATION: Renter shall, during the term of this agreement, fully protect, indemnify and hold Macon-Bibb County harmless from any and all claims, demands, actions, suits, judgments, liabilities, losses, costs and expenses (including reasonable attorneys' fees and expenses) of every kind and character arising, or alleged to arise, out of or in connection with any injury to, or the death of, any person or any damage to or loss of any property in any manner growing out of or connected with, or alleged to grow out of or to be connected with, any act, omission, event, condition or casualty in connection with the business or profession conducted on the premises or the use or occupancy of the premises by Renter, their employees, agents, licensees or invitees, or causes by or resulting from, or alleged to be caused by or to result from, the negligence of other conduct of Renter, their employees, agents, licensees or invitees.

DEVIATIONS: Any deviation from these policies and procedures MUST be approved by the Macon-Bibb County Board of Commissioners.

GENERAL PROVISIONS:

- Captions: The captions or titles to the various sections of this agreement are for convenience and ease of reference only and do not define, limit, augment or describe the scope, content or intent of this agreement or of any parts thereof.
- Joint and Several Obligations: If Renter consists of more than one person or entity, the obligation of all such persons is joint and several.
- Situs: The agreement shall be constructed and interpreted according to the laws of the State of Georgia.
- In witness whereof, the parties have executed this Agreement, as evidence of their agreement to the information set out therein.

5. Special Event Permit Application

This application must be completed and forwarded to the Macon-Bibb County Parks and Beautification Department not more than 12 months before the event or less than 30 business days prior to the first day of the event. Any misrepresentation in this application or deviation from the final agreed upon permit may result in the immediate revocation of the permit. All questions must be fully answered. If a question does not apply, please write, "Does Not Apply" in that space. Please type or print the information clearly. Additional sheets may be attached as necessary.

The information on the Special Events Application Form will determine your eligibility for the permit requested. Incomplete applications will be returned to the applicant.

Date of Event: _____ **2016/2017, Time of Event** _____ **to** _____

Rental Park/location: _____

Name of Event and Sponsor: _____

Type of Event (*Birthday, Wedding, Meeting, etc.*): _____

Contact Person's Name: _____
(Must be accessible at all times during event)

Phone Number: Home: _____

Cell: _____

Any Additional #'s: _____

Email Address _____

Address: _____

Expected number of participants/attendees: _____

Is your organization a non-profit organization? **Yes** **No**

If yes, please provide your 501-c-3 number: _____

Do you anticipate serving or selling alcohol during the event? **Yes** **No**

Will you be using amplified sound? Yes No If so, what will it be used for: _____

Liability insurance is required. Is Macon-Bibb County listed as co-insured? Yes
 No
(Current insurance certificate must be included with application)

EVENT DESCRIPTION:

Describe the type and size of event (location, area requested, stages, entertainment, etc.). Please include all required drawings showing the streets to be blocked, placement of tent(s), parking, alcohol service areas and banner placement.

Time event will begin: _____ Time event will end: _____

Time setup will begin: _____ Time Clean-up/Take-down will end: _____

EVENT SETUP:

Will tents be used for the event? _____ List how many and the location(s):

Please describe the size and type of tents: _____

Will any signs or banners be erected? Yes No

If so, please list size and locations:

Describe any power needs and location of power sources:

Will generators be used? Yes No

Have arrangements been made for restroom facilities? Yes No Locations: _____

Will food items be served or sold? Yes No

Will gas cookers be used? Yes No type: _____
location: _____

Will you have a bounce house? Yes No type: _____
location: _____

Will you need RV hook-ups overnight? Yes No How Many _____

Describe trash containers needed and event clean up:

COUNTY SERVICES:

Do you need Macon-Bibb County to provide the following?

(NOTE-Reimbursement to the County will be required for these services for any after hour's work)

Trash/Roll Carts: Yes No How Many? _____

Locations? _____

Will County personnel be responsible for placing barricades? Yes No

Will County personnel be responsible for street, park clean up? Yes No

SAFETY AND SECURITY:

What type of arrangements has been made for medical assistance if needed?

Explain provisions made for crowd, traffic control and sheriff's personnel employed:

EVENT INFORMATION:

Rain policy for Event: (please explain):

For coordinating purposes, sheriff's officials may contact the renter during the event at:

(Location)

(Phone Number)

I, THE UNDERSIGNED, HAVE READ, UNDERSTAND, AND WILL ABIDE BY EVERYTHING IN THIS SPECIAL EVENT AGREEMENT POLICY.

NOTE: NO VEHICLES ARE ALLOWED IN PARK OR ON GRASS-MUST BE PARKED IN A LEGALLY DESIGNATED PARKING AREA.

Renter Signature _____ **Date** _____

Macon-Bibb County Staff _____
Date _____

* Paid _____
(Amount) (Date) (Receipt #)

*** Paid fee is non-refundable and forfeited at the time of cancellation. Payments cannot be forwarded to another date.**

Submission of this application does not guarantee approval of event.

Application Approved

Application Denied

Director's Signature: _____

Date: _____

Macon-Bibb Parks & Beautification Department
(478) 803-0484

327 Lower Poplar Street, Macon, Georgia 31201



MACON-BIBB COUNTY, GEORGIA
SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS (SAVE) PROGRAM
O.C.G.A. § 50-36-1(e) (2) Affidavit

NOTE: O.C.G.A. § 50-36-1 defines an applicant as “any natural person, 18 years of age or older, who has made application for access to public benefits **on behalf of an individual, business, corporation, partnership, or other private entity.**”

O.C.G.A. § 50-36-1 provides a list of public benefits for which alien verification is required. Included in the list of public benefits at O.C.G.A. § 50-36-1 is “a state or local benefit as defined in 8 U.S.C. Section 1621,” which specifically includes “any grant, **contract**, loan, professional license, or commercial license **provided by an agency of a State or local government** or by appropriated funds of a State or local government.”

By executing this affidavit under oath, as an applicant for a **contract**, as referenced in O.C.G.A. § 50-36-1 and 8 U.S.C. 1621 from Bibb County, Georgia, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

- 1) _____ I am a United States citizen.
- 2) _____ I am a legal permanent resident of the United States.
- 3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided (included) at least one secure and verifiable document (i.e. copy of valid driver's license or passport), as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:

_____.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in _____ (City), _____ (State).

Printed Name of Applicant

Signature of Applicant

SUBSCRIBED AND SWORN BEFORE ME ON

THIS ____ DAY OF _____, 20____.

NOTARY PUBLIC

Commission Expires:

EVENT CHECKLIST:

The following items must be submitted in order for your permit to be processed.

- _____ Completed Permit Application.
- _____ Check made out to Macon-Bibb County Parks & Beautification Department covering all fees.
- _____ Sketch or diagram of the event and/or streets to be blocked.
- _____ Safety and emergency plan along with security measures.

The following item must be submitted before the permit will be issued.

- _____ Liability insurance certificate in the amount of \$1 million dollars listing Bibb County as co-insured as outlined in the guidelines.

SPECIAL EVENTS PERMIT APPLICATION SUMMARY

1. **Application Administration**—Macon-Bibb County Parks and Recreation Department
2. **Alcohol permit**—Include all pertinent information relative to the site location, hours of operation, ID checking and control, and security procedures on application. If permitted, all alcohol sales and distribution MUST be in compliance with Part 2, Chapter 3 Alcoholic Beverages, of the Bibb County Code of Ordinances.
3. **Non-food vending and food vending permits**—Parks and Recreation in conjunction with the Bibb County Health Department
4. **Road races, walks and marches**—Special Committee composed of the Parks and Beautification Department, Bibb County Engineering Department, Macon-Bibb County Sheriff's Office, Macon/Bibb County Emergency Management Agency. Include a site map showing proposed route and water stops, date/time and number of volunteers working the event.
5. **Street closing permit and security requirements**—Parks and Beautification Department in conjunction with the Macon-Bibb County Sheriff's Office
6. **Security and/or traffic control**—Include all pertinent information on application
7. **Sign and Banner permit**—Site plan showing size, number and location
8. **Fireworks**—Parks and Beautification Department in conjunction with the Macon-Bibb County Fire Department
9. **Tent(s)**—Site plan showing the location(s)
10. **Temporary wiring and electrical service**—Parks and Beautification Department in conjunction with Facilities Management.

The after-hours number for any Facility needs (electrical, plumbing, etc) is:

(478) 751-7500