



DOWNTOWN COVINGTON (T.C.M. ZONING DISTRICT) PERMIT

Note: Permits can issued 30 days in advance of the event

Permits are issued on a first come first served basis

APPLICATIONS ARE TO BE TAKEN TO THE COVINGTON-NEWTON COUNTY CHAMBER OF COMMERCE 2101 CLARK STREET, COVINGTON.

I/we the undersigned make an application to the City of Covington/Main Street Covington for a permit within Downtown Covington (T.C.M. Zoning District) of (check one):

Court House Assembly: The site of assembly shall be limited to the sidewalks abutting the front of the Historic Court House

Assembly Permit: The sites of this assembly shall be limited to locations other than the Public Square Park itself, and identified in the Permit Application.

Sidewalk and Seasonal Sales Permits: Full description of each event is required

Public Square Assembly: The site of this assembly shall be limit to the Public Square Park specifically identified in the Permit Application.

Event Permit: A full description of all activities involved with this event must accompany this application.

Parade/Run Walkathon Permit: this permit is limited to the approved route as outlined on the map

The applicant requests that Temporary Vending Permits be allowed to be issued

Temporary Vending Permits

The applicant requests a Road Closure in Downtown Covington

Road Closure*

(All Road Closure requests must be submitted a minimum of 21 days prior to the scheduled City Council meeting for approval respectively. Calendar of meetings is located at www.cityofcovington.org)

 Date of Application

 Date of Event

Name of Person Making Application _____

Phone Number: _____

Cell Phone: _____

Email: _____

Time/Hours: _____

Address: _____

Street _____

City _____

Zip Code _____

Organization or Group: _____

Check if Event Sponsored by Main Street Covington: _____

Check if Use of Historic Courthouse Restrooms Sought (Fee Payable to Newton County): _____

Purpose of Permit: _____

Number of People Expected : _____

Location of Proposed Activity: _____

Describe and or provide a map for the requested road closure

Map Attached

Description: _____

Road Closure Fees

_____ Single street road closure with no police	\$100.00
_____ Single street road closure with police	\$200.00
_____ Full square closure with no police	\$300.00
_____ Full square closure with police	\$1,000.00
_____ Parade/Walk/Run-a-thon	\$1,000.00

Permit Instructions, Conditions and Limitations

Assembly Permits Fees: (Initial by permit requested)

_____ Court House Assembly	\$50.00
_____ Assembly Permit	\$50.00
_____ Public Square Assembly	\$100.00
_____ Event Permit	\$150.00

Additional Fees: (If Applicable)

_____ Restroom fee for events hosted outside normal operating hours of restrooms 8am to 8pm daily.	\$45.00
_____ Electrical service fee	\$30.00

The applicant will be responsible for any damage to barricades used by the event at a rate of \$75 per barricade damaged.

The applicant will be responsible for additional cost for Public Safety if the event is longer than 4 hours. The cost for Public Safety will be assessed at a rate of \$35 per hour for each additional hour over the 4 hour minimum.

NOTE: ANY LIMITATIONS ARE MADE IN ACCORDANCE WITH THE PROVISIONS OF SECTION 20-1601, CODE OF ORDINANCES CITY OF COVINGTON

Please read and check each of the conditions, failure to do so will result in the Permit being denied
Conditions of the Permit - Each item must be checked

- No Tents or canopies allowed unless stated on the permit by the Chief of Police or Main Street Director
- No person shall drive stakes, posts or poles or any other device or dig holes for the purpose of securing stakes, posts, poles or any other device for any reason, including to erect a tent stage or other structure unless stated on the permit by the Chief of Police or Main Street Director
- Place or display any sign or advertisement, except that this rule should not apply to any signs or advertisements regarding City/County sponsored or City/County authorized program, festival or other event that occurs in the park. Signs or advertisements regarding City/County authorized programs; festivals or other event may be placed or displayed unless stated on the permit by the Chief of Police or the Main Street Director
- Engage in any outdoor cooking on the Public Square Park or in the parking spaces adjoining the park unless stated on the permit by the Chief of Police or the Main Street Director
- No moonwalks or equipment that requires power unless stated on the permit by the Chief of Police or the Main Street Director
- All games or activities that could damage lawns are restricted
- No glass containers allowed
- No amplified music or performances allowed unless stated on the permit by the Chief of Police or Main Street Director
- No amplified profanity allowed No selling of food, merchandise or other items unless stated on the permit by the Chief of Police or Main Street Director
- No alcoholic beverages
- Absolutely no drugs or illegal substances
- Place all litter in receptacles, if receptacles are full use dumpsters that are located behind the Lula Building on Elm Street and beside the Starr Building on Washington Street
- This permit doesn't grant exclusive use of the Public Square Park
- Events utilizing the interior of the Historic Courthouse, including bathroom facilities, that are not sponsored by the Chamber shall be required to pay the following fees to NewtonCounty: \$80.00 per hour for two uniformed guards (3 hour minimum) and \$40.00 per hour fee for restroom cleaning (3 hour minimum).

Additional Limitations:

Indemnification

User shall indemnify and hold harmless the Newton County Board of Commissioners, the City of Covington, the Covington-Newton County Chamber of Commerce their employees and public officials from and against any and all claims, damages, losses and liabilities whatsoever, their nature, cause of origin, and whether or not attributable to the negligence of the user, its agents, contractors, or employees, or to the use of the Public Square Park by user, its agents, employees and invitees.

Given all information being true and correct the above person/group is hereby granted a permit to conduct the above listed event/assembly at the time, in the location and for the purpose stated above.

BY APPLICANTS SIGNATURE, APPLICANT ACKNOWLEDGES AWARENESS AND ACCEPTANCE OF PERMIT INSTRUCTIONS, CONDITIONS, LIMITATIONS AND INDEMNIFICATION.

Permit Applicant

Please print name _____

Applicant Signature _____ Date

THIS PERMIT, PERMIT INSTRUCTIONS, CONDITIONS, LIMITATIONS AND INDEMNIFICATION AND ANY FORMS MUST KEPT WITH THE PERSON IN CHARGE AND ON THE SITE WHERE THE EVENT IS HELD

Main Street Covington
c/o Covington-Newton County Chamber of Commerce
2101 Clark Street
Covington, GA 30014
Phone 770 786 -2077

City of Covington Police Department
1143 Oak Street
Covington, GA 30014
Phone 770 385-7605 Fax 770.385.2160

Main Street Director _____ Date

Chief of Police _____ Date

*If request of Temporary Vending/Outdoor Cooking/Tent
/Canopy/Moonwalk
City of Covington Fire Department
2101 Pace Street
Covington, GA 30014
Phone 770-385-2100

*If request of Road Closure
City of Covington Transportation Department
2194 Emory Street
Covington, GA 30014
Phone 770-385-2189

Covington Fire Marshal _____ Date

Covington Transportation Manager _____ Date

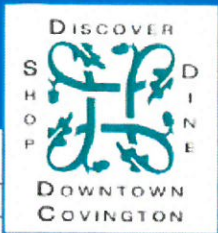
Application Denied - Office Use Only

Reason: _____

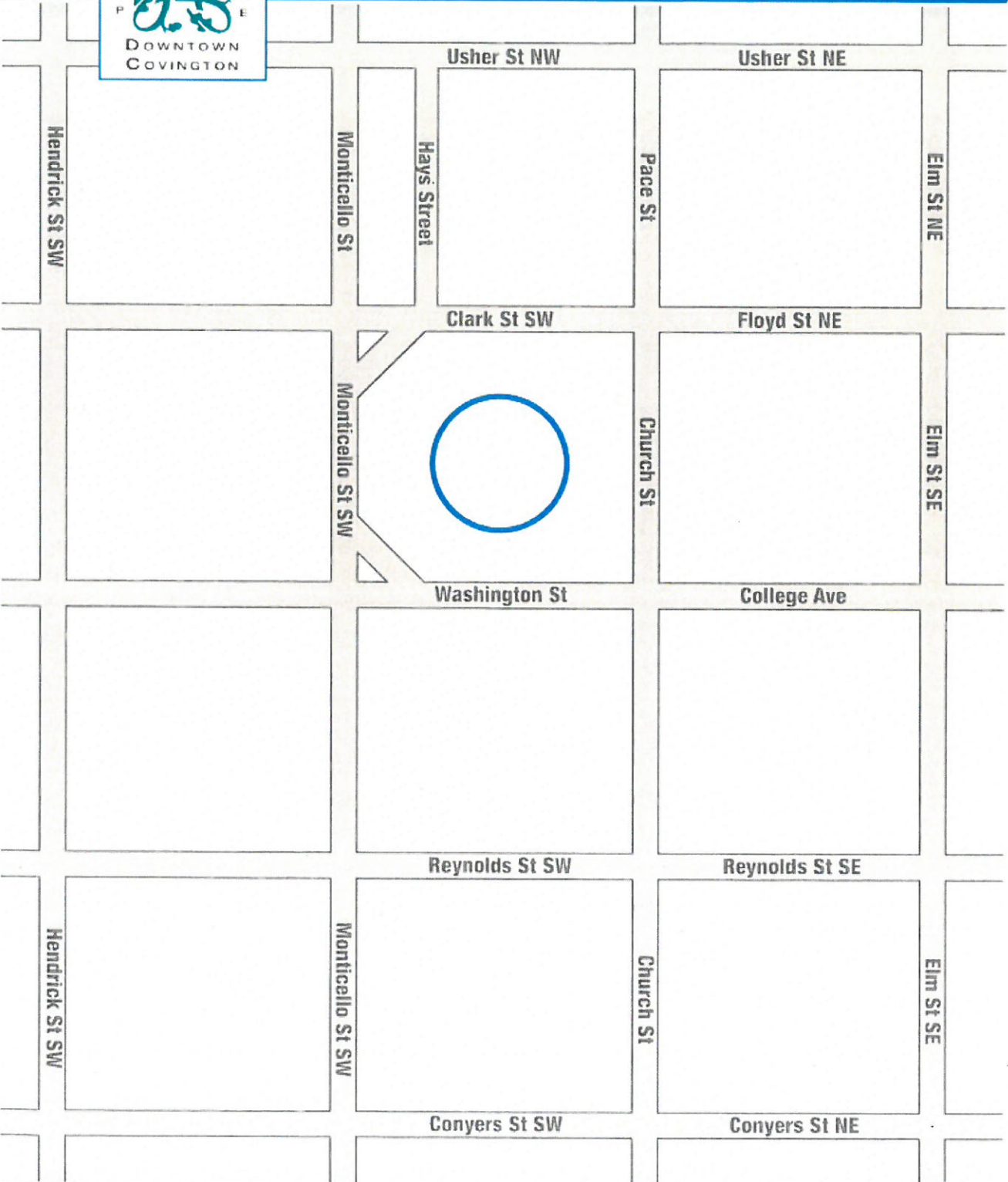
Main Street Director _____ Date

Chief of Police _____ Date

City of Covington Transportation Manager _____ Date



DOWNTOWN COVINGTON





*Stoney Bowles
Fire Chief*

COVINGTON FIRE DEPARTMENT

*2101 Pace Street, Covington, Georgia 30014
770-385-2100 Fax 770-385-2103*



*Ronnie Johnston
Mayor*

Vendor Requirements for Special Events

The City of Covington Fire Prevention and Investigation Division is dedicated to the safety of all citizens and to the efficiency of well-planned and executed events. As a participant of Public functions you are also well aware that safety must remain foremost in your efforts. We look forward to working with you to ensure safety for your patrons, customers and employees. We believe communication is the key to successful relationships, and hope that the following information, which addresses our common goal of public safety through permits and floor plan approvals, is one component of that communication.

For information in the following areas please contact Captain Tony Smith at 678-618-6814 or dtsmith@cityofcovington.org.

Vendor Requirements

- Be present for pre-event inspection on scheduled event day.
- Permit shall be displayed on front of booth/tent at all times during event
- No Smoking Sign provided by Fire Department shall be posted on front of booth/tent at all times during event

Site Requirements

- Tents shall be secured by one of two means.
 1. Sand Bags attached to all four comers post of Tent
 2. Concrete in small container attached by I-Bolt and String to all four comers of tent.
- Each vendor shall supply a 5lb ABC Dry Chemical Extinguisher that has a current inspection tag from a licensed Georgia Company.
- Flammable-Liquid-fueled equipment shall not be used in booth/tent
- Extension cords should be kept clear of all areas where water might accumulate.
- Extension cords shall be covered with mats or other approved methods to prevent trip hazards



COVINGTON FIRE DEPARTMENT



- Generators may not be refueled during the time the public is in attendance at the event.

No Extra Fuel may be stored at booth/tent

- Generators shall be kept no less than 10ft from booth/tent

Special Requirements for Cooking

- Cooking equipment must be outside of the booth/tent area and not under a canopy or tent
- Cooking fuels must be stored and hooked up properly
- Fuel Cylinders may not be changed during the time the public is in attendance at the event
- If a deep-fat fryer is being used, it must have a metal lid to cover the hot oil in the event of a rain.
- Class "K" Fire Extinguisher with current inspection tag from a licensed company.
- Play Sand shall be applied to the area beneath the cooking equipment. The Sand shall be of reasonable depth and spread to a distance of twice the height of the cooking appliance.
- Cooking Equipment shall not be placed in area of foot traffic and secured to prevent tipping.
- No open flame or open flame devices are to be used unless approved by Covington Fire Department.