



City of Kennesaw
2529 J.O. Stephenson Avenue
Kennesaw, GA 30144
770-424-8274
770-429-4559 Fax
www.kennesaw-ga.gov

**SPECIAL EVENT PERMIT
ALCOHOL SERVED – OFF PREMISE**

**EVENT FEE \$50
OFF PREMISE FEE \$500**

Date & Name of Parade/Event: _____

Applicant and/or Organization's Name: _____

Address: _____

Hours of Parade/Event _____

Land Lot: _____ Parcel: _____ Zoning: _____

Phone (h): _____ (c) _____

Property Owners Name & Address (if applicable): _____

Purpose of Parade/Event: _____

City Streets Requested to be Closed: _____

Check type of alcohol to be served: Beer _____ Wine _____ Liquor _____

If tent set up at event, check here _____ Tent Size _____

Applicant's Name (Print)

Applicant Signature and Date

****Please have tent ready for inspection 24 hours before event starts. Tents are only inspected Monday – Friday 8:00 – 3:00 by appointment only. Any questions regarding inspections, please call (770) 429-4554.**

(OFFICE USE ONLY)

Date Received: _____

Received By: _____

City Manager

Police Chief or Designee:

Business License Clerk

Planning & Zoning

Building Services

PERMIT ISSUED: _____

PERMIT EXPIRES (Date & Time): _____

CITY OF KENNESAW
Guidelines for Special Event Permit
ALCOHOL SERVED – OFF PREMISE
Event Fee \$50
Off Premise Fee \$500 (Annually)

1. Completed Permit Application (must be returned to Business License Clerk 21 days prior to request date).
2. Approval from Zoning Department and Police Department (**City Council approval required if street closing is requested**). In deciding whether to issue a permit under the provisions of City Code Sec. 78-59, the Business License Clerk shall consider in addition to all other issues, the following:
 - a. The number of persons to participate
 - b. The anticipated traffic conditions at the time and date proposed for the activity
 - c. The schedule of other similar activities for which permits may have been issued
 - d. The adequacy of adult supervision for any minor scheduled to participate
 - e. The availability of city personnel whose presence on duty may be required by the activity and by the necessity to protect the general public
 - f. The adequacy of public facilities in the location proposed for the activity to accommodate the proposed activity and the normal public use of public facilities in the proposed location
3. Proof of Liability Insurance (\$1,000,000)
4. Notarized permission letter from property owner(s)/agent(s) if special event will occur on private property
5. Proof of Applicant/Organization's Business License (if applicable).
6. List of Sub-Contractors performing work (if applicable).
7. Approval by Building Services if tent set up. Tents need to be ready 24 hours before event for inspections. Tents are only inspected Monday – Friday by appointment only.
8. \$50 Application Fee, \$500 Off Premise Fee (annually).
9. Special Event permits are valid for a certain date (s) as listed on the application and approved by the City of Kennesaw.
10. Provide the city with a copy of a valid liquor license from a county or municipality within the state which authorizes the applicant to sell alcoholic beverages for consumption on the premises or by the package for consumption off the premises.