



City of Kennesaw Special Event Application

Applications to hold an event must be submitted to the Kennesaw Events Committee at least 90 days before your event. The application will be reviewed by the Kennesaw Events Committee during their monthly meeting held on the first Thursday of each month at 3:30pm at the Ben Robertson Community Center, located at 2753 Watts Drive, Kennesaw, GA 30144. Direct your applications to Rebecca Graham, Events Committee Chair at rgraham@kennesaw-ga.gov; or mail at 2529 J.O. Stephenson Ave., Kennesaw, GA 30144.

A NON-REFUNDABLE APPLICATION FEE OF \$50 IS DUE UPON RECEIPT OF THIS APPLICATION. CHECK TO BE MADE TO CITY OF KENNESAW.

You will be notified of the exact Kennesaw Events Committee meeting date so you can be present to discuss your event with the committee members. **You are required to attend that meeting.**

Please note that filling out an application does not guarantee approval of requests. Final approval or denial shall be made by the City Manager or his designee. If you have filed this application without adequate time for complete processing, we will ask you to re-file your request at a later date.

Name of Event _____

Type of Event _____

Event Date(s): 1st choice _____ 2nd Choice _____

Event Site being requested: _____

Beginning Time(s) _____ am/pm to Ending Time(s) _____ am/pm

Event Set up Time _____ Event Clean up Time _____

Purpose of Event _____

Details of the Event _____

1. Applicant/Organization _____

Address _____

Phone Number _____ Fax Number _____

E-mail Address/Website _____

2. Name of Organizer/Contact Person _____

Phone Number _____ Email _____

Any Other Organizers Name(s) _____

Phone Number _____ Email _____

3. General Event Information:

Number of person(s) expected _____ Have you previously held this Event? _____

What types of advertising will you use to promote this event? _____

To whom are you marketing _____

4. **Fees.** Based on your request, you will be invoiced for any fees due that are associated with this event. Fees will be charged for facilities, equipment, and personnel. More explanation of fees will be discussed during your scheduled Event Committee Meeting; see Fee Schedule attached.

Are you requesting **City Personnel**? List required assistance: _____

Are you requesting **City Streets** to be closed for your event, if so which ones? _____

Are you requesting **City Facilities** for this event? _____

Are you requesting **City Equipment** for this event? _____

Are you requesting Trash and Recycling? _____

5. Is your event a fundraiser? _____ If yes, for whom or what organization(s)? _____

6. **We will need the Following Supporting Documents along with your Application:**

1. **Property Owner's Affidavit** (if Private Property is to be used in conjunction with your event).

2. **A Certificate of Insurance**, in the amount of \$1,000,000 or as determined to be appropriate to

the size of the event, naming the City of Kennesaw as an Additional Insured. Certificate must be provided at least 30 days in advance of the event.

- 3. Return a signed **Fee Acknowledgement Agreement** within 30 days of event approval.
- 4. Include your **Cleanup/Recycling Plan**.
- 5. Are you a non-profit organization? If so, provide a **Copy of Your 501C-3**.
- 6. Include additional forms stating you are in Compliance with all other agencies requiring Permitting. i.e.: Cobb/Public Health Department, Cobb Fire Marshal Office, Alcohol Permits
- 7. Attached map showing the event site & set-up.

For City of Kennesaw Use Only

DEPARTMENT CHECKS

Date Received _____ Received by _____ Reviewed by Events Committee _____

Suggest Approved _____ Suggest Denial _____

Payments Received: Fees _____ Insurance Received: _____

Departments Notified

City Clerk

Events Committee Chairperson

Events Committee Secretary

Mayor and Council Approval

Mayor and Council Denial

Date _____

Notification _____



City of Kennesaw Events Committee Fee Schedule

Department	Fee Type	Fee	Reference
Events Committee	Event Application Fee	\$50 nonrefundable application fee for all events	To be waived only when a City department or board is a primary or co-applicant
Events Committee	Police Officer (Alcohol Beverage Concession Support)	\$45 per hour, per officer	2 hour minimum
Events Committee	Police Officer (Support for City Sanctioned Events)	\$35 per hour, per officer (based on special event application)	The number of required officers at an event is determined by the type of event
Events Committee	Police Officer (Special Events at City Facilities for external rentals)	\$40 per hour, per officer	2 hour minimum
Events Committee	Public Works Street Closings	\$48 per hour, with 4 hour minimum plus \$10 per sign required (based on special event application)	Based on rate for two person crew
Events Committee	Barricade Replacement	\$120 each	Only charged if barricade is damaged or stolen
Events Committee	Maintenance Department	\$20 per hour, per person with 2-hour minimum for custodial support	Charge for non-City events
Events Committee	Maintenance Department	\$25 per hour, per person, with 2-hour minimum for other maintenance (such as electrical)	Charge for non-City events
Events Committee	Race Fee	\$2,000	In effect January 2013. Fee covers City's costs; does not include \$500 Zulu fees; City contract required
Events Committee	Recreation Staff	\$20 per hour, per employee if requested in Special Event Application	

KENNESAW RESOLUTION NO. 2017-14 Master Fee Schedule