

MAYOR
Allen Brown

CITY MANAGER
Kenneth K. Howard

CITY CLERK
Sarah Lumpkin

CITY ATTORNEY
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COUNCIL MEMBERS
Diana F. Reid
Jason Floyd
Vicky C. Nelson
Keith Jenkins

INSTRUCTIONS FOR REQUESTING A PARADE/ASSEMBLY PERMIT

Any public assembly, parade, demonstration, march, ceremony, exhibition or other like event, either fixed or processional involving individuals gathering for a common purpose due to either prior planning or spontaneous gathering on public streets or spaces require a permit approved by the Chief of Police.

- Applicant must complete Parade/Assembly form in its entirety.
- Applicant returns form to the Business License Department for review
- Permit request must be turned in 20 days prior to the planned event.
- A map of the event route must be attached to the permit request, if this is a parade like event.
- A site authorization sheet must accompany the permit request, if the event is held in a centralized location.
- A food service permit is required from Environmental Health, if food is sold.
- A written agreement must accompany the permit request, if security is required for the event.
- If the organization/person requesting an assembly permit is required to have security, the local law enforcement agency must be used. The Hinesville Police Department (912-368-8211) may provide these services for a fee. Contact the agency for additional information.

***Note: If there is a cost to attend this event, an additional permit is required. ***

If you have additional questions, please contact the City of Hinesville Business License Department at (912)876-3564.

"Home for a Day or a Lifetime"

115 East M.L. King Jr. Drive, Hinesville, GA 31313 (912) 876-3564
www.cityofhinesville.org

CITY OF HINESVILLE PARADE/ASSEMBLY PERMIT REQUEST

Check One: Parade Assembly 5K Other

(Must be submitted to the Chief of Police 20 days prior to the planned event.)

Date Received: _____

Name and type of event (purpose): _____

Section A. INDIVIDUAL APPLICANT INFORMATION

Name Sex Date of Birth

Daytime Phone Number Mobile Phone Number

Address

Section B. ORGANIZATION APPLICANT INFORMATION

Organization Name

Description of Organization

Organization Address

Name of representative completing application Title

Daytime Phone Number Mobile Phone Number

Section C. EVENT PLAN (Attach additional page(s) if needed.)

1. Anticipated number of participants: _____

2. Event date(s): _____

3. Event hour(s): _____

4. Will there be a cost to attend? Yes _____ No _____

5. Will this event involve food being served/sold? Yes _____ No _____

6. Will this event involve alcohol being served/sold? Yes _____ No _____

7. Event location: _____

Event route (attach map): _____

8. Will sound amplification equipment be used? Yes _____ No _____

9. Will artificial lighting be used? Yes _____ No _____

10. Will structures be constructed or employed? Yes _____ No _____

If yes, include a detailed description.

CITY OF HINESVILLE PARADE/ASSEMBLY PERMIT REQUEST

Section C. Continued

Will vehicles be employed? If yes, include a detailed description.

Yes _____

No _____

11. Describe the safety, police, medical, sanitation and other personnel or equipment required. Include numbers, locations and times such personnel and equipment will be needed.

12. Describe the provisions necessary to the safety and welfare of the event participants and of the general public in both the area where your event will take place and on the routes to and from your event.

13. Will your event require changes to the normal/customary use of the public spaces or facilities?

Yes _____

No _____

Will your event require changes to the routes to and from your event?

Yes _____

No _____

Will your event limit the use of or access to the event location by other private or public users?

Yes _____

No _____

Please give a detailed description of any "yes" response.

14. Will a sign or other type of display be used? If "yes," describe size, material and sign components.

Will the sign be handheld or fixed?

Handheld _____

Fixed _____

Section D.

APPLICANT/ORGANIZATION DISCLOSURES

(Attach additional page(s) if needed.)

1. Have you previously conducted or participated in an event of a substantially similar nature to the present event? If "yes," detail date(s), location(s), and whether or not the applicant or organization came under any legal action (civil, criminal or administrative).

2. Have you or the organization defaulted upon or are in arrears as to any civil, criminal or administrative judgment? Provide an explanation of the non-compliance, judgment or order.