Processed By:

#### Mayor's Office of Special Events Outdoor Festival Status Form

Event Name:				
Event Organizer:	Phone:			
Email:				
Event Date:/ / th	nru / /			
Location:				
90 day deadline// Date R	Received: Date Co	ompleted:		
Review Meeting Date//	Time			
90 day deadline//	75 day deadline	_//		
65 day deadline// 60 day deadline///				
55 day deadline///	45 day deadline	///		
Class: Total Attendance Figures:	New Event	: YES/NO		
NPU: Council District: A	Application Fee: P	ermit Fee:		
Date Items Needed Sent to Organizer:	Date Sent to T	eam:		
Date Items Are Due from Organizer:	Approvals Du	e:		
Date to Update Folder: D	Date Folder Updated:			
Comments:				
	•			
Private Property Permission Letter $\Box$				
Sound check, Performance Schedule/Tim	eline 🗆			

EVENT ELEMENTS	YES	NO	N/A	DATE	COMMENTS
			Site Plar	า	
Received					
Elements (Tents/H2O &					
Alcohol stations) visible					
			Sanitation I	Plan	
Received					
Approval Received					

			Security P	lan	
Received					
Approval Received					
EVENT ELEMENTS	YES	NO	N/A	DATE	COMMENTS
		S	treet/Lane (	Closure	·
Received					
Approval Received					
			Assembly R	loute	·
Received					
Approval Received					
			EMS Pla	n	
Received					
Approval Received					
			Restroom	Plan	
Received					
Approval Received					
			Water Pl	an	
Received					
Approval Received					
		AFR Fire I	Rescue Tent	s and Banner	S
AFR Application					
Received					
Banners – At time of					
setup					
Approval Received					
Tent Sub-permit					
Permit Fee Received					
Approval Received					
Cooking Sub-permit					
\$66.00 Permit Fee					
Received					
Approval Received					
		Те	mporary Str		
Sub-permit Received					
Permit Fee Received					
Approval Received			<b></b>		
			Electrici	ty	
Sub-permit Received				l	
Dessive			Alcoho	)	
Received				 	
Council District			mpact Mitig	jation	District
Council District					District:
Notification Received					NPU:
NPU Notification					
Received					
NPU Notice to Appear Received					
NPU Review Form					
Received					
Neighbor/Business					
Notification					
	l	l J			

## Correspondence Log

Date	Method	Result
Date	Method	Result



SPECIAL EVENTS

55 Trinity Ave. Suite 1600 Atlanta, GA 30303 404-330-6741 specialevents@atlantaga.gov www.atlantaga.gov

#### **OFFICE USE ONLY**

New Event:	N/A	Return Event:	N/A
Received:			
On Time:	N/A	Late:	N/A
Туре:	OF	AS	LG
Class:		] C _ D _	
APD		AFRD-EMS	
APD Closure		AFRD-RR	
Parks		AFRD-FS	
SAN		OTR	
Council		NPU	
App Fee		Permit Fee	

## **MOSE Outdoor Event Application**

02/27/2024

#### <u>Fill out completely and type or print legibly. Do not print front and back. Failure to do so could result in</u> <u>permit denial.</u>

#### Host/Producer Event Organizer (Permit Holder)

First Name	Morgan	Last Name	Green
Mailing Address	3650 Habersham Road NW, Atlanta, GA 30305	Email Address	Moran Guerrakul, COM
Office Phone	6785367694	Mobile Phone	

#### **Host Organization Information**

\* Non-commercial events are REQUIRED to attach a copy of your IRS 501(c)(3) or (c) (4) federal exemption letter and/or current tax filings. Click <u>here for details</u>

Organization Name	ATL Committee		
Contact First Name	Morgan, Remi, Renaldo	Contact Last Name	Green,Haddocks, Woods
Mailing Address	3650 Habersham Road NW		
City	Atlanta	State	
Zip Code	30305	Organization Type	Commercial
Federal Exempt Status	None	Website	

## Public Contact for MOSE calendar and City of Atlanta website

(Check here if public contact is the same as event organizer or host organization):

Name		
Email	Phone	
Address	City	
State	Zip	
Website		

#### **Application & Permit Fees**

# \* Please click <u>here</u> to determine your outdoor event fees. Please include a copy of your cashier's check or money order (front/back)

Applica	ation Fee Amount	Permit Fee Amount		
•	I have reviewed the fees assoc	ciated with this permit application on the City's website.		
<b>I</b>	I certify that I have paid my application fee in-person or via US mail by cashier's check or money order, payable to the City of Atlanta			
	I understand my outdoor event application will not be processed until my application fee is received.			

## **Event Information**

Event Name	Juneteenth		
Start Date	06/19/2024	End Date	06/19/2024
Start Time	13:00	End Time	8:00 pm
Setup Date	06/19/2024	Setup Time	10:00 am
Breakdown Date	06/19/2024	Breakdown Time	8:00 pm
Is this an annual event?	Yes	If annual, list any major changes from the previous	
List your previous event dates		<u>+ L</u>	·

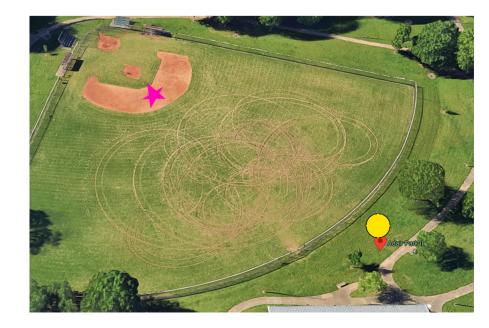
Total Anticipated Attendance (for assemblies, please include spectators)	500	Peak Attendance:	500	
Previous Event Attendance	N/A	Rain Date?	Date:	
Event Location (* with the exception of City property, you must include a letter from the property owner giving permission to host your event)	Addir F	ark 11		
Event Address				<u></u>

#### **WHOLE AREA**





LEGENDS
Uendors 10x10 Tents
Games





## Site Plan/ Route Submission (required)

1

All applications must include a detailed, legible site plan. Assembly applications must include an outline of the route and a turn-by-turn. *Applications will not be reviewed until site plan/route is received.* 

	l have attached a detailed site plan, with includes the total area measurements of my permitted area(s).
	I certify that I will implement measures to encourage and promote social distancing per CDC guidelines.
<ul> <li>✓</li> </ul>	I have a attached my route/turn by turn guide for the assembly portion of my event.

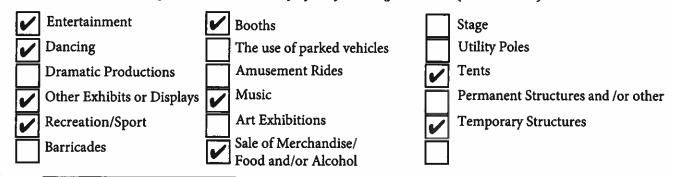
#### **Overall Event Description -** Briefly explain event purpose and details:

Salvatory Field Day to commemorate Juneteenth and also create opportunities for professionals to network and build a stronger, more diverse Atlanta.

#### **Outdoor Event Type** – Please check the event type that applies to you:

Outdoor Festival – Applications for Outdoor Festivals submitted after the 90-day deadline may be denied.

An Outdoor festival contains the following elements: 1) anticipated attendance of at least 250 people on public property or 500 people on private property; 2) inclusion of entertainment, amusement rides, dancing, music, dramatic productions, art exhibitions, other exhibits or displays, the sale of merchandise, the sale of food and/or alcohol, or any combination of the foregoing; and 3) erection of stages, barricades, utility poles, booths, tents, or other temporary structures, or the use of parked vehicles or of permanent structures, or any combination of the event elements below. Does your event include any of the following elements? (Please check)



\* If an Assembly is associated with the outdoor festival, you must submit an Assembly application fee along with the Outdoor Festival application fee. More information and the fee chart for Outdoor Festivals can be found on the City's website: <u>http://www.atlantaga.gov/index.aspx?page=146</u>

Assembly - Applications for Assemblies submitted after the 30-day deadline may be denied,

**An Assembly** is an outdoor event that moves from one location to another and requires the temporary closure of a city street, lane, sidewalk, other city right-of-way or a portion of a city park. An assembly meets at least two of the following three criteria: (A) Has greater than seventy-four people; (B) Travels for greater than two blocks if on a city street or sidewalk or is in a city park; and (C) Moving portion of the outdoor event lasts for greater than one hour.

Parade	#Miles	
March	#Miles	
Marathon	#Miles	
Walk	] #Miles	

\* More information on Assemblies can be found on the City's website: <u>http://www.atlantaga.gov/index.aspx?page=738</u>

	<b>Large Gathering</b> – Applications for Large Gatherings submitted after the 30-day deadline may be denied.
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A Large Gathering is an outdoor event that lasts for more than one hour, has more than 75 attendees, and does not meet the definition of outdoor festival or assembly. Most private property large gatherings do not require an event permit. A Large Gathering permit does not include the privilege to vend.

Permits to sell/serve alcohol at a Large Gathering must be processed through the License Review Board. If an assembly is associated with a Large Gathering, per the outdoor event ordinance, chapter 142-81(1) you must submit an Assembly application fee along with a Large Gathering application. If your Large Gathering is located inside a city park, please contact Parks and Recreation.

Information on Large Gatherings can be found on the City's website: http://www.atlantaga.gov/index.aspx?page=144

Pi	rivate Property	Other	
Pa	arking Lot		
V:	acant Lot		
St	treet		

#### **Event Details**

Will any portion of your event be hosted on private property? If yes, provide details.	No
private property? If yes, provide details.	
Will your event include on-site vending of any kind? If yes, provide details.	No
Does your event involve the sale or consumption of alcoholic	No
Does the alcohol provider currently hold a city license for on premise consumption? <i>If yes, please include a copy in your submission.</i>	No
If yes, have you ATTACHED an alcohol sub- permit application?	No
If yes, will this activity occur on (or spill into) the street?	No
*The State of Georgia requires an additional p City permit has been issued. For additional inf	ermit for alcohol usage/sales. This must be obtained AFTER the formation, visit the <u>State of Georgia website</u>
Will this event be marketed, advertised or promoted in any way?	No
If yes, please describe:	
Will this event include media coverage?	No
If yes, please describe:	
Will you encourage patrons to take public transportation?	No
If yes, what communication methods will you use?	
If your event will have amplified sound, please briefly explain (i.e. live music, DJ, local band, international act, etc.), include your dates and times for sound check.	

#### **Sanitation Plan**

<b>/</b>

If you are an event with fewer than 2,000 people and are planning to use volunteers to meet the City's Sanitation Plan requirement, check here. *(The City reserves the right to require additional sanitation services.)* 

Will you contract sanitation services with an outside agency? If yes, a contract needs to be submitted within five (5) business days of submitting this application	Yes
Will you contract recycling services with an outside agency? If yes, a contract needs to be submitted within five (5) business days of submitting this application	Yes
Will you comply with the public space and facilities standards as outlined by the CDC? This includes ensuring adequate disinfectant supplies and materials effective against COVID-19 are maintained, and available the duration of the event.	Yes
My event sanitation plan includes regularly sanitizing high touch areas such as (but not limited to) trash receptacles, recycling bins, rails, entry handles, barricades, food preparation areas, beverage stations, and restrooms (toilets, sinks, soap dispensers, etc.).	Yes

Please provide your detailed sanitation and recycling plan: (If you are using volunteers, please list the number of volunteers, scope of responsibilities, method of obtaining trash and recycling containers including a rental contract if applicable, and disposal plan/location):

Have a set clean up crew for 2hrs for the event to pickup trash and bring the area to ready state. All vendors are responsible are responsible for cleaning up the area before leaving the park. All vendors are inspected before able to leave.

\* If your event includes any of the following, please show the location(s) on your site plan: trash receptacles, recycling bins, water stations, restrooms, first aid stations, tents, stages, generators and another similar event equipment. First-time event organizers may be required to submit \$100 Sanitation bond. Post (60 days) event assessment, the Sanitation Bond is eligible for a refund.

#### **Security Plan**

Number of POST-certified off-duty law	w enforcement personnel hired:			
Government agency represented by o	ff-duty officers:			
Lead <b>Security Coordinator</b> name and mobile contact number:	Lt. James Hudge S	470-245 8084		
Are you hiring additional security fro	m a private security company?	No		
If yes, please list the name and contac number for the company:	:t			
If your event requires a street closure, p	lease indicate your proposed route/closur	e:		
One Lane	Two Lanes Hall			
Street/Lane Closure for Non- Moving Events (Large Gatherings or Outdoor Festivals that require a closure)				
Name(s) of streets to be closed	Between	And		

Purpose of street closures?			
Time and Date of Street Closures	Start	End	
Detour Route/Traffic Plan What is/are the detour routes for the street closures:			

\* If you are blocking parking meters or parking spaces on the street that have a device to pay for parking, please contact the Office of Transportation for permit fees.

\* Please attach security plan (it must include crowd control, internal security measures, and the number of police and positioning/placement)

\* Street/ Lane Closure Plan (if applicable)

\* Street/Lane Closure for Events that Move (Assemblies) - Attach a detailed site map with a turn by turn route description (include the start/end points, direction of travel with street names

\* Security Coordinator must be a POST-Certified Officer. For additional details click here.

\* Site Plan: all outdoor event applications must include a detailed site plan as an attachment. The site plan may be handdrawn and MUST include total sq. ft of permitted area.

#### **Emergency Medical Services Plan** Health Coordinator Information

\* Your health coordinator is not required to have a medical background. This can be staff or a volunteer who is responsible for implementing your Internal Health Plan. Provide contact information for use during your event.

Contact First	Morgan	Contact Last	Orcen
Email Address	Morgan Green @ hw com	Phone Number	678-5310-71094

	If you are an event with fewer than 2,000 people and your EMS Plan is that you will contact 911 if needed, ( <i>The City reserves the right to require additional EMS services.</i> )		
	If you are an event with over 2,000 people or more, you are required to secure an outside EMS provider. Please ATTACH the EMS contract/agreement letter on the vendor's letterhead.		
	Complete the RESTROOM plan below and please ATTACH a copy of your contract/agreement with your portable and/or fixed restroom provider. ( <i>The City reserves the right to require additional information.</i> )		
Total nun	nber of fixed, permanent		
restroom	S:		
Total nun	nber of fixed, permanent		
ADA restr	ooms:		
Total nun	Total number of portable restrooms:		
Total nun	iber of portable ADA		
restroom	5:		
	Total number of handwashing stations (sinks) on-site		

\* Click <u>here</u> to view the City's restroom requirements. The City reserves the right to require additional restrooms and handwashing/hand sanitizing stations on-site.

## Internal Health Plan

	I will comply with the City of Atlanta COVID-19 health requirements. (The City reserves the right to require additional requirements.)
	Face masks/coverings (as per CDC guidelines) are required to be worn the duration of the event, by event patrons, staff, vendors, and/or volunteers.
	Hand sanitizer (as per CDC guidelines) will be visibly accessible at each entrance and exit, and available in all high traffic areas, on-site, available to all event patrons, staff, vendors, and/or volunteers during the duration of the event.
~	I will ensure hand washing stations are available and accessible to all patrons, inside or in close proximity to the portable restrooms and/or fixed restrooms.
	I will ensure each portable restroom has hand sanitizer (as per CDC guidelines) inside each stall.

## Water Plan - (Click here for the City's Water sub-permit requirements. You are required to provide)

	If you are an event with fewer than 2,000 people and will require your attendees please check here and proceed to the Fire Safety Plan section. All others see below (The City reserves the right to require additional water facilities)	s to bring their own water, w.
Number o	of water stations:	
Capacity ( station:	(i.e. # of ounces, gallons) per	

\*Free drinking water should be made available and accessible for both the general public attending as well as participants of the special event. This supply of free potable water should be conveniently located with identifying signage that says "Water Station" with the exception of along the route. For quantity calculations assume at a minimum ½ gallon of water per person per day. For more information please contact AFRD Sp. Events: 404. 546.7042.

### **Fire Safety Plan**

Do you intend to erect a fence around the event? If yes, you will be required to get an occupancy limit from Atlanta Fire Rescue Department. If your event is inside a city park, STOP you must apply for a gated park event with the Department of Parks.	No
Will there be any fireworks/pyrotechnics displayed in conjunction with this event?	No

Will there be any on-site cooking?	No	If yes, fuel source? (i.e. LP-Gas, charcoal, flammable or	
Will you have food trucks be associated with your event?	No	If yes, are they licensed by the County or State?	No
If you will have food trucks at your event, please provide the name, contact, and license information for each food truck to be on-site?			

Will there be any storage of LP-Gas, charcoal, flammable or combustible liquids used at the event?	
--	--

If yes, give the type, intended use and how much will be stored on the site:			
Will there be any candles or fire pits used at your event?	No		
Will your event include the use of any signs, banners, decorations or special lighting (strobe, laser, etc.)?	No	- 64	
Are you using an electrical or any other kind of generator?	Yes/No	Total Amount or #:	Description (Wattage/Size)
	No		
If an electrical generator is used, are you installing a grounding rod?	No		
Will additional wiring or temporary power poles need to be installed?	No		
Are you using any platforms?	No		
Are you building any stages?	No		
Are you using tents?	No		

Will scaffolding be utilized?	No
Will there be amusements (bounce house, dunk tank, etc.)?	No

\* Fastening or attaching any rope, sign, banner, flyer or other object to any tree or shrub located on City property is strictly prohibited.

\* for additional information on electrical, tents, cooking or temporary structures sub-permits, click here (link to https://www.atlantaga.gov/government/mayor-s-office/executive-offices/office-of-special-events/outdoor-eventapplications/sub-permit-applications

## **Impact Mitigation**

**City Council Member and NPU Notification (required for all applications):** The City requires event organizers to send written notification of their event to NPU (Neighborhood Planning Unit) and to the any affected Council District. We recommend sending the notification electronically, and copying <u>specialevents@atlantaga.gov</u> To identify your affected NPU, click <u>here</u>

To identify your affected Council District(s), click here

\*For a sample notification letter, click <u>here</u>

Each Outdoor Festival applicant is required to present the details of their event to the affected NPU, please contact the Office of Planning (404) 330-6145 to schedule your appearance.

Which NPU(s) will your event affect?		What Council District(s) will your event affect?	
Have you notified the affected NPU?	No	Have you notified the affected Council District?	No

## **Permit Conditions and Requirements**

## If your permit is approved, the following will be required prior to the permit being issued and issued the following conditions <u>may</u> apply:

- 1. **Permit Fees (Outdoor Festivals ONLY)** -An outdoor festival permit will not be issued until the permit fee has been received by the city. Money Orders or Cashier Check's are the **ONLY** forms of payment acceptable. Make payable to the <u>City of Atlanta</u>.
- 2. **Insurance (Outdoor Festivals ONLY)** Class A, B and C outdoor festivals must obtain general liability insurance for the festival in the amounts set forth below. The City shall be covered as an additional insured under the general

liability insurance policy, and such insurance shall be primary with respect to the additional insured. Prior to issuing

the festival permit, the City must be provided with proof of the insurance coverage, including an additional insured endorsement confirming the commercial general liability coverage. The policy must be procured from a company licensed to do business in Georgia. Insurance limit requirements are as follows: (A) \$1,000,000.00 bodily injury total; (B) \$500,000.00 bodily injury to any one person; and (C) \$100,000.00 property damage.

**Sub permits** – Organizers are responsible for obtaining all required sub-permits prior to the event. These include but are not limited to: tents, cooking, temporary street/lane/sidewalk closures, electrical permits and temporary structure

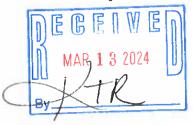
permits.

#### **Certification of Applicant**

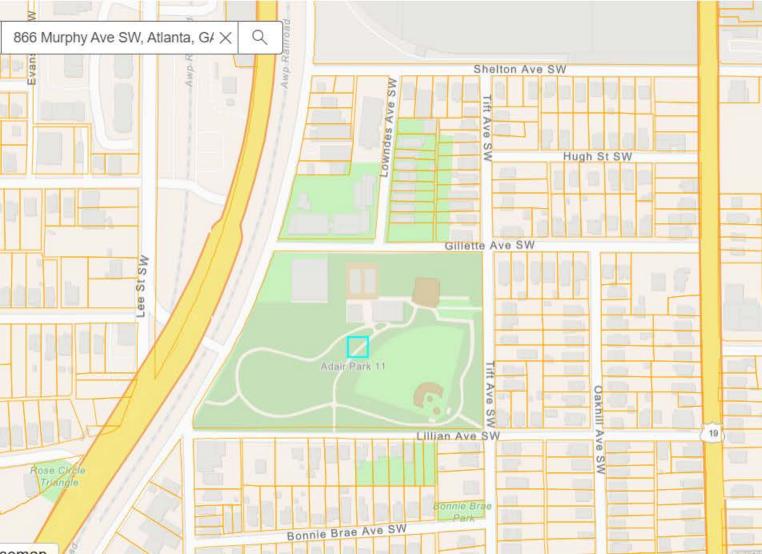
I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the City of Atlanta Code of Ordinance, and I understand that this application is made subject to the rules and regulation established by the City Council and/or the Mayor or the Mayor's designee. Applicant agrees to comply with all other requirements of the City, County, State, Federal Government and any other applicable entity, which may pertain to the use of the Event venue and the conduct of the Event. In the event that a possessory interest subject to property taxation is created by virtue of this use permit, I agree to pay all possessory interest taxes and the City shall not be liable for the payment of such taxes. I further agree to abide by these rules, and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Atlanta.

Host/Producing Organizer Name	ATL Committee				
Title	Networking Group/Organizer				
Applicant Signature	Date				
Professional Event Organizer Name	Morgan Green,Remi Haddocks & Renaldo Woods				
Organization/Agency Name/Title	The Committee				
Applicant Signature	Morgan Grun Date 2/27/2024   1:28 PST				

Please save your application and email to specialevents@atlantaga.gov, along with your required completed attachments. If you plan to submit your application via mail or in-person: the address is 55 Trinity Ave Ste 1600 Atlanta, GA 30303







#### **Property Information**

Parcel ID: 14 01070009001 **CITY OF ATLANTA** Owner: Address: 866 MURPHY AVE SW Sub or Condo Name: Fulton County Tax Assessor **Dekalb County Tax Assessor** Full Address 866 MURPHY AVE SW LandLot & District 14-107 Cadastral PDF More Info City Council District 12 NPU V Neighborhood Adair Park LandUse Planning Zoning:

Zoning Classification R-4A Zoning Description More Info Zoning Overlay: Overlay Classification Beltline Overlay Description Beltline Zoning Overlay: Overlay Classification HC20ISA1 - Adair Park SA 1

Нор

 Overlay Classification
 HC201SA1 - Adair Park SA1

 Overlay Description
 Adair Park SA1

 Zoning Map
 More Info

## **Permit Conditions and Requirements**

## If your permit is approved, the following will be required prior to the permit being issued and issued the following conditions <u>may</u> apply:

 Permit Fees (Outdoor Festivals ONLY) - An outdoor festival permit will not be issued until the permit fee has been received by the city. Money Orders or Cashier Check's are the ONLY forms of payment acceptable. Make r

		Western Union	W	ESTERN UNION FINAN Payable at Wells Farm Re	ICIAL SERVICES I	NC ISS	SUER - Denver Colorado	MONEY	у
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pro	pe		РИВСИА	SER'S ADDRESS	101		PAYMENT FOR/	ACCT. #	
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and ten permits	a.n.	10 5 100	14001 <b>:</b> 4	0196334	111836	, II <sup>#</sup>	MOBILE DEPOSIT P	ROHIBITED	its

#### **Certification of Applicant**

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the City of Atlanta Code of Ordinance, and I understand that this application is made subject to the rules and regulation established by the City Council and/or the Mayor or the Mayor's designee. Applicant agrees to comply with all other requirements of the City, County, State, Federal Government and any other applicable entity, which may pertain to the use of the Event venue and the conduct of the Event. In the event that a possessory interest subject to property taxation is created by virtue of this use permit, I agree to pay all possessory interest taxes and the City shall not be liable for the payment of such taxes. I further agree to abide by these rules, and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Atlanta.

Host/Producing Organizer Name	ATL Committee			
Title	Networking Group/Organizer			
Applicant Signature	Sun	Date		
Professional Event Organizer Name	Morgan Green,Remi H	addocks & Renaldo Woods		
Organization/Agency Name/Title	The Committee			
Applicant Signature	Morgan Green	Date 2/27/2024   1:28 PST		

Please save your application and email to specialevents@atlantaga.gov, along with your required completed attachments. If you plan to submit your application via mail or in-person: the address is 55 Trinity Ave Ste 1600 Atlanta, GA 30303



