



# City of Lilburn Special Event Application

Instructions: Please submit this completed application, completed event layout, \$25 non-refundable processing fee, and \$300 refundable park use deposit no less than 90 days prior to your requested event date. The processing fee and park use deposit must be paid individually. Incomplete applications or applications without payment will be returned. Submission of an application does **not** mean your event has been approved. You will be notified within 30 days of your event application date if the event has been approved or denied. Applications should be mailed/delivered to:

City of Lilburn  
Event Coordinator  
76 Main Street  
Lilburn, GA 30047

Application Date: \_\_\_\_\_

Event Name: \_\_\_\_\_

First Date Choice: \_\_\_\_\_ Second Date Choice: \_\_\_\_\_

Type of Event (circle)      Festival      Walk/Run      Performance      Other (specify) \_\_\_\_\_

Areas Requested (circle)      Camp Creek Greenway      Band shell      Park      Pavilion      Overflow Parking

Estimated Number of Attendees: \_\_\_\_\_ Estimated Number of Vendors: \_\_\_\_\_

Estimated Number of Performers: \_\_\_\_\_ Estimated Number of Vehicles: \_\_\_\_\_

Set-up Day and Date: \_\_\_\_\_ at \_\_\_\_\_ a.m. or p.m.

Event Start Time: \_\_\_\_\_ a.m. or p.m.      Event End Time: \_\_\_\_\_ a.m. or p.m.

Is this an annual event?    Yes/No    If so, how many years and locations? \_\_\_\_\_

*Note: Changes to any of the above stated/requested times will require approval from the City of Lilburn Event Coordinator.*

**Person/Organization Completing Application (Individual in charge of management and responsible for event):**

Organization Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_ Non-Profit? Yes/No (please provide a copy of your IRS 501(C) tax exempt letter)

Will alcohol be served at event? Yes/No    Who will hold the alcohol permit? \_\_\_\_\_

Will patrons or vendor fees be required? Yes/No    If yes, please provide amounts: \_\_\_\_\_

**Event Organizer (Representative of organization who has been authorized to plan event):**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_ Fax: \_\_\_\_\_

Will you be onsite contact? Yes/No If no, onsite contact name: \_\_\_\_\_

Onsite Contact Phone: \_\_\_\_\_ Onsite Contact Email: \_\_\_\_\_

Describe the event and state the purpose or objective (attach additional sheet if needed):

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Please describe the event layout and attach a completed layout to this application:

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Describe all event equipment included in the layout (tents, tables, chairs, inflatables, vendor trucks, water stations, etc.):

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Please note that the City of Lilburn does not provide tables, tents, chairs, etc. No cars/trucks may be driven in the grass. Please be prepared to unload and load equipment from the parking lot.

Does your event require electricity? Yes/No  
Please detail:

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Do you plan to use amplified sound? Yes/No  
Please detail:

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The type and size of event you have determines the level of Police, Park Attendants, etc. required. The City of Lilburn will work with you to address all concerns but reserves the right to make the final decision related to staffing requirements.

Would you like to request Police be present before, during or after the event? Yes/No

Please detail, including specific dates, times and duties requested. If you plan to hire a private security company to manage your event, you will need to provide the security company's contact information, including their operator license number. The City of Lilburn will need to approve all outside security companies used at events and will have the final decision in all matters related to safety and security.

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If this is a ticketed event, please detail how you plan to maintain crowd control before, during and after event:

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Please refer to the Special Events Policy concerning medical staff on site at events. Please note the medical services you plan to have on site for your event, including type of medical personnel and location.

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The City of Lilburn has limited parking available near Lilburn City Park. Please detail your parking/shuttle plan to allow for safe and efficient arrival and departure of all event participants, workers, and vendors. Please keep in mind the need for accessible parking.

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Please remember that it is the responsibility of the Event Organizer to apply for all necessary permits related to each event. For assistance with permit questions, please contact Lilburn City Hall at 770-921-2210

By signing this document I verify that I have read the City of Lilburn Special Events Application and City of Lilburn Special Events Policy and will abide by all of the rules and information listed on each document. I also verify that the information on this application is correct to the best of my knowledge.

Indemnification. Renter shall indemnify and hold harmless the City of Lilburn, its agents, 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 Renter, its agents, contracts or employees or to the use or occupancy of the Designated Facility or any other portion of the City of Lilburn by Renter, its agents, employees and invitee.

Suitability. Renter acknowledges and agrees that Renter is encouraged to examine and inspect City of Lilburn Rental Facility to assess its condition, suitability and fitness for Renter's permitted use. Accordingly, Renter acknowledges and agrees that CITY OF LILBURN MAKES NO EXPRESS OR IMPLIED WARRANTIES OF ANY KIND OR NATURE WHATSOEVER, INCLUDING, WITHOUT LIMITATION, ANY EXPRESS OR IMPLIED WARRANTIES OF SUITABILITY OF FITNESS OF CITY OF LILBURN FOR ANY PARTICULAR USE, PURPOSE, OR FUNCTION. The right to use the Designated Facility granted hereby is expressly granted on an "AS-IS" and "WHERE-IS" basis only. Renter further acknowledges that the relationship between the parties is not that between a "landlord and tenant" as contemplated under Georgia law.

**I have read and understand the rules regarding Building Usage and verify to the best of my knowledge that all information on this contract is correct. As the Renter, I understand that failure to comply with the above stated rules could result in the loss of my security and damage deposit. I understand that any City of Lilburn Staff or the Park Attendant reserves the right to request rental guest(s) to leave or cancel the event at any time it deems to be in the best interest of the City of Lilburn.**

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Signature of Applicant

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Date

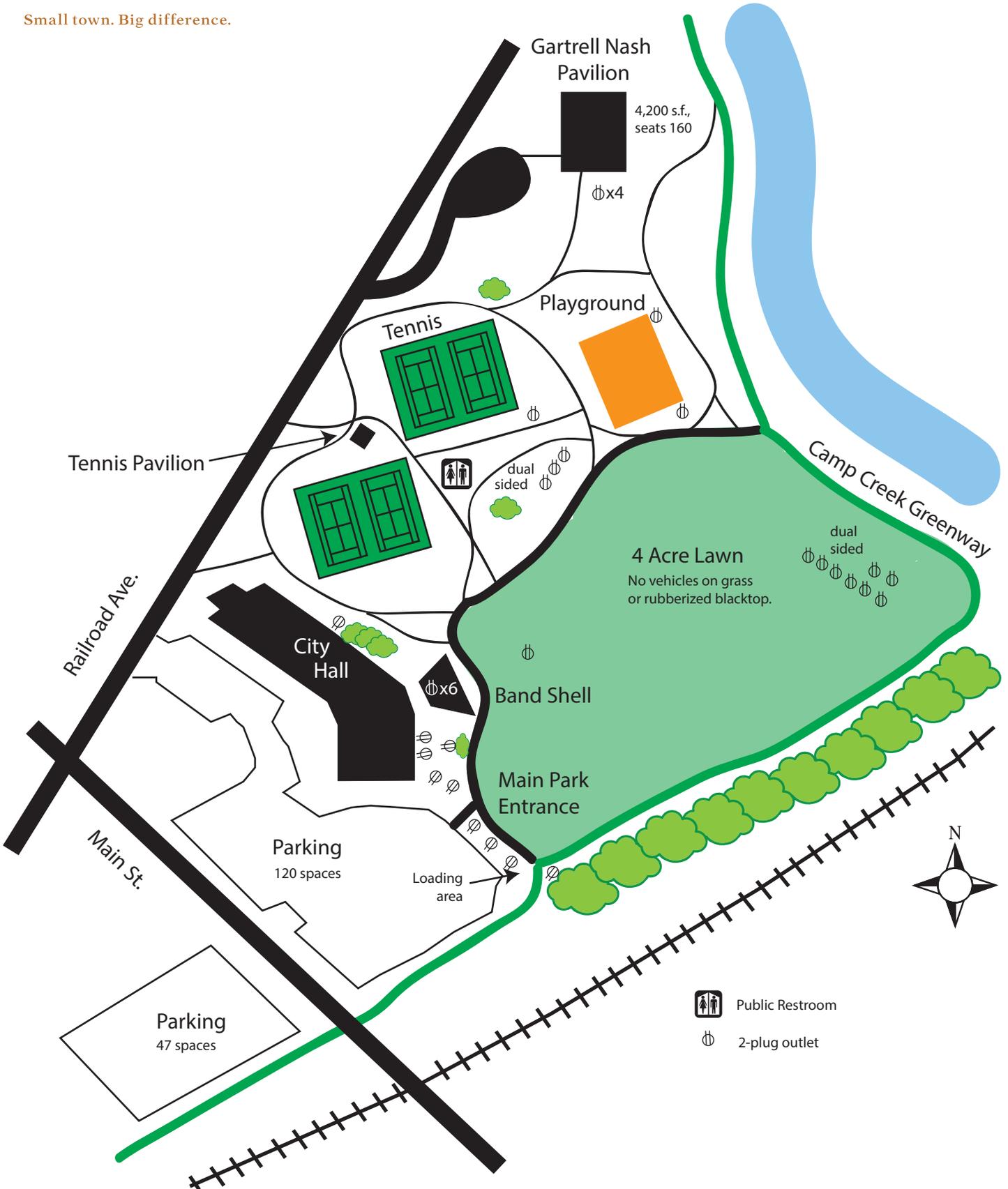
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Printed Name of Applicant



Small town. Big difference.

# Lilburn City Park



**All Signatures are Required for Approval:**



\_\_\_\_\_  
Rozalyn Schmitt, Event Coordinator

\_\_\_\_\_  
Date

- Approved
- Denied
- Approved with Conditions

Conditions for approval:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



\_\_\_\_\_  
Bruce Hedley, Lilburn Chief of Police

\_\_\_\_\_  
Date

- Approved
  - Denied
  - Approved with Conditions
- Estimated Staff Hours Required: \_\_\_\_\_

Conditions for approval:

\_\_\_\_\_

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\_\_\_\_\_  
Richard Johnson, Public Works Supervisor

\_\_\_\_\_  
Date

- Approved
  - Denied
  - Approved with Conditions
- Estimated Staff Hours Required: \_\_\_\_\_

Conditions for approval:

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\_\_\_\_\_  
Bill Johnsa, Lilburn City Manager

\_\_\_\_\_  
Date

- Approved
- Denied
- Approved with Conditions

Conditions for approval:

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