



"Preserving Our Heritage, Shaping  
Our Future"

THE CITY OF

# Flemington

GEORGIA

CITY HALL  
156 Old Sunbury Road  
Flemington, GA 31313



Paul Hawkins, Mayor

## INSTRUCTIONS FOR REQUESTING AN ASSEMBLY/AN EVENT 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 Liberty County Sheriff.

- Applicant must complete Assembly/Event Permit form in its entirety.
- Applicant returns form to the LCPC office for review and recommendation to Flemington Mayor and Council.
- Permit request must be turned in at least one week prior to Mayor and Council meeting.
- 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 the Environmental Health Department when 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 Sheriff's Department or the Hinesville Police Department may provide these services for a fee. Contact the appropriate agency for additional information.

**\*Note: If there is a cost to attend this event, and additional permit may be required.**

If you have additional questions, please contact the Liberty Consolidated Planning Commission (LCPC) at (912)408-2030.



## CITY OF FLEMINGTON EVENT/ASSEMBLY PERMIT REQUEST

Check One:  Parade  Assembly  5K  Other

(Must be submitted to the Sheriff's Department at least 230 days prior to the event)

Date Received: \_\_\_\_\_

Name and type of event (purpose) \_\_\_\_\_

### Section A. INDIVIDUAL APPLICANT INFORMATION

Name \_\_\_\_\_ Sex \_\_\_\_\_ Date of Birth \_\_\_\_\_

Daytime Phone # \_\_\_\_\_ Mobile Phone # \_\_\_\_\_

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 pages if needed)

1. Anticipated number of Participants \_\_\_\_\_

2. Event date(s): \_\_\_\_\_

3. Event hours: \_\_\_\_\_

4. Will this event involve food being served/sold? Yes: \_\_\_\_\_ No: \_\_\_\_\_



## CITY OF FLEMINGTON EVENT/ASSEMBLY PERMIT REQUEST

### Section C. Continued

5. Will there be a cost to attend: Yes: \_\_\_\_\_ No: \_\_\_\_\_

6. Will this event involve alcohol being served/sold? Yes: \_\_\_\_\_ No: \_\_\_\_\_

7. Event location: \_\_\_\_\_

Event route (attach map): \_\_\_\_\_

8. Will sound amplification be used? Yes: \_\_\_\_\_ No: \_\_\_\_\_

9. Will artificial lighting be used: Yes: \_\_\_\_\_ No: \_\_\_\_\_

10. Will structures be constructed or employed: Yes: \_\_\_\_\_ No: \_\_\_\_\_

11. Will vehicles be employed: Yes: \_\_\_\_\_ No: \_\_\_\_\_  
If yes, include a detailed description.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

13. 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:

\_\_\_\_\_  
\_\_\_\_\_

14. Will your event require changes to the normal/customary use of public spaces or facilities? Y \_\_\_\_\_ N \_\_\_\_\_

a. Will your event require changes to the routes to and from your event? Y \_\_\_\_\_ N \_\_\_\_\_

b. Will your event limit the use of and access to the event location by other private or public users? Y \_\_\_\_\_ N \_\_\_\_\_

Please give a detailed description of any "yes" responses:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will a sign be handheld or fixed? Handheld: \_\_\_\_\_ Fixed: \_\_\_\_\_



**Section D.**

**APPLICANT/ORGANIZATION DISCLOSURES**

**(Attach additional pages as 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).

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

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**This event permit will be heard by Flemington Mayor and Council**

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<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
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**LCPC Recommendation:** \_\_\_\_\_

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**Mayor and City Council final action:**

**APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_ APPROVED W/COND.**

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**City Clerk** \_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**