

City sponsored

Mayor's Office of Special Events
Outdoor Festival
Status Form

Processed By:

gm

Event Name: Atlanta Jazz Fest

Event Organizer: Hunter Sims

Phone: 404.546.6856

Email: hsims@atlantaga.gov

Sara Brumfield 404.863.1074
sara@premiereeventslive.com

SAB

Event Date: 5/23/2020 thru 5/24/2020

Aug 1&2 2020

Location: Piedmont Park

9/3/21-9/6/2021

6-5-21

2/23/20

amended 1-12-21

90 day deadline

Date Received:

2/11/20

Date Completed:

2/12/2020

Review Meeting Date

6-5-21

90 day deadline

2/23/20

Time

6-20-21

75 day deadline

3/9/20

6-30-21

65 day deadline

3/19/20

7-5-21

60 day deadline

3/24/20

7-10-21

55 day deadline

3/29/20

7-20-21

45 day deadline

4/8/20

Class: A

Total Attendance Figures: 100,000

New Event: Y/N

NPU: E/F

Council District: 6

Application Fee: \$150

Permit Fee: \$9,000

Date Items Needed Sent to Organizer:

Date Sent to Team:

2/12/2020

Date Items Are Due from Organizer:

Approvals Due:

2/19/2020

Date to Update Folder:

Date Folder Updated:

Comments:

Private Property Permission Letter ☐

Sound check, Performance Schedule/Timeline ☐

☐ CAL

AMENDED

Sent: 1-12-21

Due: 1-19-21

☐ N/A

☐ Cancel

☐ N/A Appear

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

OUTDOOR FESTIVAL PERMIT APPLICATION

GENERAL INFORMATION

Today's Date: 2/11/2020

DESCRIPTION

Event Title: Atlanta Jazz Festival

Description:

(To be placed on the MOSE website and calendar.)

The Nation's largest FREE Jazz festival featuring local, national and international Jazz performances, kid zones, food and merchandise vendors, artistic showcasing and much more.

Purpose of Event:

(Please describe the purpose of proposed event)

To expose and entertain a diverse audience of Jazz aficionados, young jazz enthusiasts and aspiring musicians to the rich heritage and variety of Jazz as an authentic form of American musical expression.

Event Type:

(Mark all components Of your event)

<input checked="" type="checkbox"/> Festival/Celebration	<input type="checkbox"/> Outdoor/Farmer's Market	<input type="checkbox"/> Circus
<input type="checkbox"/> Parade/Procession/March	<input type="checkbox"/> Athletic/Recreation	<input type="checkbox"/> Advocacy
<input type="checkbox"/> Museum Special Attraction	<input type="checkbox"/> Private Party	<input type="checkbox"/> Fund Raiser
<input type="checkbox"/> Concert/Performance	<input type="checkbox"/> Carnival	<input type="checkbox"/> Community
<input type="checkbox"/> Race	Other: _____	

Anticipated

Attendance

Total: 100,000 Event Day 1: 50,000 Event Day 2: 50,000

*If your event is more than two days, list the anticipated attendance for each day on a separate piece of paper.

What Class is your event considered? ☒ A ☐ B ☐ C ☐ D ☐ E

If your event is a class A, B or C event, would you like to schedule a meeting with the required festival monitors prior to your event? ☒ Yes ☐ No

Will your guest arrive at once? ☐ Yes ☒ No If no, what is peak attendance? Apx 7:00 p.m to 9:00 p.m

Will your event have spectators that are not also considered participants? ☐ Yes ☒ No
If yes, please describe _____

DATE/TIME

Setup Date & Day of Week: SEE PG. 29 Start Time: _____ End Time _____

Event Day 1 Date & Day of Week: _____ Start Time: _____ End Time _____

Event Day 2 Date & Day of Week: _____ Start Time: _____ End Time _____

Dismantle Date & Day of Week: SEE PG. 29 Start Time: _____ End Time _____

*If any element of your event schedule is longer than the space allotted above, list start and end time for each day on a separate piece of paper.

Rain Date _____ Day of Week: _____ Start Time: _____ End Time _____

☒ Rain or Shine Event

LOCATION

<u>Piedmont Park,</u>	<u>1342 Worschester Drive NE</u>	<u>Atlanta, GA 30306</u>
Location Name	Address	City, State & Zip

If event location is on business property, a letter giving permission to use property is required. Letter must be on letterhead and signed by owner or manager. All businesses must have required business license.

Location Description: ☒ Park ☐ Street ☐ Gated Event ☒ Sidewalk ☐ Other _____

OUTDOOR FESTIVAL PERMIT APPLICATION

Additional Date/ Times

Setup Day 1	Monday, May 18, 2020 7:00 am – 10:00 p.m	Mon, July 27, 2020 7:00am-10:00pm
Setup Day 2	Tuesday, May 19, 2020 7:00 am – 10:00 p.m	Tues, July 28, 2020 7:00am-10:00pm
Setup Day 3	Wednesday, May 20, 2020 7:00 am – 10:00 p.m	Wed, July 29, 2020 7:00am-10:00pm
Setup Day 4	Thursday, May 21, 2020 7:00 am – 10:00 p.m	Thur, July 30, 2020 7:00am-10:00pm
Setup Day 5	Friday, May 22, 2020 7:00 am – 10:00 p.m	Fri, July 31, 2020 7:00am-10:00pm
Event Day 1	Saturday, May 23, 2020 7:00 am – 10:00 p.m	Sat, Aug 1, 2020 7:00am-10:00pm
Event Day 2	Sunday, May 24, 2020 7:00 am – 10:00 p.m	Sun, Aug 2, 2020 7:00am-10:00pm
Dismantle	Sunday, May 24, 2020 7:00 am – 10:00 p.m	Sun, Aug 2, 2020 7:00am-10:00pm
Dismantle	Monday, May 25, 2020 7:00 am – 10:00 p.m	Mon, Aug 3, 2020 7:00am-10:00pm
Dismantle	Tuesday, May 26, 2020 7:00 am – 10:00 p.m	Tue, Aug 4, 2020 7:00am-10:00pm

SAB

Setup Day 1: Sunday, Aug 29, 2021 7:00am-10:00pm
 Setup Day 2: Monday, Aug 30, 2021 7:00am-10:00pm
 Setup Day 3: Tuesday, Aug 31, 2021 7:00am-10:00pm
 Setup Day 4: Wednesday, Sept 1, 2021 7:00am-10:00pm
 Setup Day 5: Thursday, Sept 2, 2021 7:00am-10:00pm
 Event Day 1: Friday, Sept 3, 2021 7:00am-10:00pm
 Event Day 2: Saturday, Sept 4, 2021 7:00am-10:00pm
 Event Day 3: Sunday, Sept 5, 2021 7:00am-10:00pm
 Event Day 4: Monday, Sept 6, 2021 7:00am-10:00pm
 Dismantle: Monday, Sept 6, 2021 7:00am-10:00pm
 Dismantle: Tuesday, Sept 7, 2021 7:00am-10:00pm
 Dismantle: Wednesday, Sept 8, 2021 7:00am-10:00pm

OUTDOOR FESTIVAL PERMIT APPLICATION

GENERAL INFORMATION

Today's Date: 11/25/2019

Name of Host or Producing Organization: City of Atlanta Mayor's Office of Cultural Affairs

Name of Applicant: Mayor's Office of Cultural Affairs

Applicant Address: 233 Peachtree Street NE Suite 1700

City: Atlanta State: GA Zip: 30030

Telephone: 404-546-6856 Fax: 404-979-6063 Email: Fhsims@atlantaga.gov

Public Contact:

(Required) To be placed
within the MOSE website
and calendar

Name F. Hunter Sims
Address 233 Peachtree Street NE Suite 1700, Atlanta, GA 30303
Telephone/Fax
Work: (404-546-5856) Fax: 404-979-6063
Email Fhsims@atlantaga.gov

Non-Public Contact:

(Required for internal use
only)

Name Camille R. Love
Address 233 Peachtree St. Suite 1700
Telephone/Fax (404) 546-6999
Email

***Please supply a number that will be accessible during the proposed event.*

Media Contact:

(If different from Public
Contact) To be placed
within the MOSE website
and calendar.

Name
Address
Telephone/Fax
() ()
Email

Vendor Contact: (If

different from Public
Contact) To be placed
within the MOSE website
and calendar.

Name
Address
Telephone/Fax
() ()
Email

Web Address:

To be placed within the OSE website and calendar.

http://:

YES NO

☒ Is this an annual event? How many years have you been holding this event? 42 Years

☒ Has this event been permitted by the City of Atlanta? Last year permitted? 2019

☒ Do you want this event publicize on the City of Atlanta website?

☒ Is your event an official part of a current citywide, statewide or nationwide event (i.e. Atlanta Pride Celebration, National Black Arts Festival, etc)? If yes, please list Atlanta Jazz Festival

OUTDOOR FESTIVAL PERMIT APPLICATION

PROFESSIONAL EVENT ORGANIZER

Please list any professional event organizer, event service provider, or commercial fund-raiser hired by you that is authorized to work on your behalf to plan, produce and/or manage your event.

Written communication from the Host Organization on letterhead authorizing the applicant and/or professional event organizer to apply for this Outdoor Event Permit on their behalf must be submitted with this permit application.

Premier Events LLC Sara Brumfield & Laura Valente

Applicant/Organizer Name: Franklin H. Sims - Mayor's Office of Cultural Affairs

SAB

Address: Street ~~233 Peachtree Street NE~~ 1825 MacArthur Blvd Suite 1700
City Atlanta, GA State GA Zip code 30303

Telephone: Day (404) 546-6856 Evening (404) 863-1074 (SB) Cellular (770) 241-4566 (LV)

SPONSORS

Please list your sponsors for this event:

TBA

ORGANIZATION STATUS/ EVENT INFORMATION

YES NO



Is the Host Organization a commercial entity?



Is the Host Organization a bona fide tax exempt, nonprofit entity? If yes, you must **ATTACH** a copy of your IRS 501 (c) tax exemption letter providing proof and certifying your current tax exempt, nonprofit status.



Is this event open to the public?



Are patrons' admission, entry or participant fees required?
If yes please provide amounts: _____



Will there be onsite registration the day of the event?



Are vendor, sponsor or other fees required?
If yes please provide amounts and cut-off date (if applicable): _____



Will your organization or sponsors be distributing commercial advertising/literature at the event?

IMPACT MITIGATION

CITY COUNCIL DISTRICT

What Council District(s) is this event being held in? District 6

Who is the Council member(s): Jennifer N. Ide

For clarity on Council Member Districts, please call the City Council Office at 404.330.6030

YES NO



Have you notified the City Council member that represents the venue area of your event?
If yes, please **ATTACH** a copy of the letter/email. Make sure that the notification includes the dates and times of all street/lane closures associated with your event, if applicable. **Please be advised that notification must be sent to the affected Council Member, your permit will not be issued until proof of notification to the Council Member has been sent to MOSE.**

NEIGHBORHOOD PLANNING UNIT

Which NPU(s) will be affected by this event? NPU E, F

For clarity on Neighborhood Planning Units, please contact the NPU Coordinator at 404.330.6145

The City of Atlanta NPU Coordinator will schedule you to meet with the appropriate NPU impacted by your event. You will receive information regarding your attendance date at your special events team review meeting. **Please avoid scheduling meetings independent of the NPU Coordinator.**

You should, however, inform the NPU chair of your event in advance of your scheduled NPU meeting. Make sure that the notification includes the dates and times of all street/lane closures associated with your event as well as the hours of any amplified sound, if applicable. Your correspondence should also inform them of your intent to present at a future NPU meeting as scheduled by the City's NPU Coordinator.

Please **ATTACH** a copy of correspondence sent to the NPU chair. **Be advised that notification must be sent to the affected NPU, your permit will not be issued until proof of notification to the NPU has been sent to MOSE.**

COMMUNITY

YES NO



Have you informed the immediate residents, businesses, places of worship, schools and other entities that may be directly impacted by your event?

Applicants requesting any type of street closure in association with their event application should make sure to contact those residences, business and organizations along the street that you are requesting to be closed in advance. Failure to do so may delay issuance of your event permit.

If **yes**, please attach copies of the letter/email including a list of names/addresses of the people who received notification and the date that notification was distributed. Make sure that the notification includes the dates and times of all street/lane closures associated with your event as well as the hour of any amplified sound, if applicable. It is suggested that you get written acknowledgement of notification for your records.

OUTDOOR FESTIVAL PERMIT APPLICATION

ENTERTAINMENT AND RELATED ACTIVITIES

YES NO



Is there entertainment associated with your event?

If yes, please indicate the types of entertainment (check all that apply): ☒ Live Music ☒ Disc Jockey (DJ)

☒ Children's Activity ☐ Animal Acts ☐ Theatrical Performance Other: Visual Artist Showcase

Please **ATTACH** a sound check and performance schedule/timeline if applicable.

Number of Stages/Platforms Two Stages

Number of Performers/Bands Min- Twenty Acts

Local or National Acts or Both? Both



Will sound checks be conducted prior to the event?

If yes, State time 10:00 a.m Finish time 11:00 p.m



Will sound amplification be used?

If yes, State time 10:00 a.m Finish time 11:00 p.m



Does your event include the use of fireworks, rockets, lasers, or other pyrotechnics?

If yes, please **ATTACH** type of firework, map of set-up and fall-out area, and license of Operator. For more information, contact the AFRD Fire Safety at 404-546-7078. *If fireworks will take place in a City of Atlanta Park, you must obtain permission from the Office of Parks (404-817-6744) in advance. Fireworks are not approved until the permit is physically issued.



Are you sponsoring or allowing outside promoters or agencies to officially sponsor events outside of this event you are currently applying for a permit for?

If yes, please **ATTACH** a list of each event with dates, times and locations.

PARKING

Please list all parking options for patrons and event staff. Please include approximate number of spaces available:

YES NO



Will you encourage patrons to take public transportation? If yes, how will you inform them:
AJF Website, Social Media Platforms, Public Service Announcements, Print Ads

How will you handle traffic that arises from your event?

Traffic will be managed by Atlanta Police Department Officers.

MARKETING AND PUBLIC RELATIONS

YES NO



Will this event be marketed, promoted, or advertised in any manner?

If yes, please indicate the types of advertising (check all that apply): ☒ Local Radio ☒ National Radio
☒ Local TV ☒ National TV ☒ Cable TV ☒ Local Newspaper ☒ National Newspaper ☒ Direct Mail/Flyers
☒ Internet ☒ Email ☒ Billboards

Will there be live media coverage during the event?

If yes, please describe: _____

Please **ATTACH** an explanation of your GENERAL MARKETING PLAN/TIMELINE of all advertisements.

OUTDOOR FESTIVAL PERMIT APPLICATION

MERCHANTS AND NON-FOOD VENDORS

Yes No



Will items or services be sold at your event? If yes, please list general vendor categories.

TBA, Food, Art, Goods

FOOD CONCESSIONS OR PREPARATION

YES NO



Does your event include food concession and/or preparation areas? If yes, please describe how food will be served and/or prepared.

Vendors

yes. Individual food

YES NO



Will food items be sold at your event?

* Note: You must receive approval from Fulton or Dekalb County to sell food at Assemblies. A copy of your application must be submitted to the Mayor's Office of Special Events before your permit is approved.



Do you intend to cook food in the event area?

If yes, please specify method (Check all that apply):

☒ Gas ☐ Electric ☐ Charcoal ☒ Grease Other (specify) _____

Indoors ☒ Tent ☒ Table ☒ Food Truck Other (specify) _____

If there is cooking with grease or charcoal, please specify disposal plan:

If there will be more than one food vendor, please **ATTACH** a list of vendors and method of cooking for each. Make sure to indicate if they will be cooking under a tent or in a vehicle. If you have vendors that are cooking underneath a tent, you will need to **ATTACH** a Cooking Permit application. There is a fee associated with this permit. The application can be found in the appendix section of this application.

YES NO



Will any fuel tanks need to be refueled/ re- stocked at anytime during the event?



Will there be any fuel stored overnight?

*Note: If there will be fuel stored onsite, you may need a fuel tank permit. The application can be found in the appendix section of this application. Please review the event needs checklist from the Fire Department if you are cooking underneath a tent. The checklist can be found under the frequently asked questions section.

OUTDOOR FESTIVAL PERMIT APPLICATION

TRANSPORTATION PLAN

****Please note that the following information must be submitted to the Department of Public Works, Office of Transportation prior to your permit being issued. For additional information contact 404-330-6501.**

Today's Date 2/11/20

Name of Assembly Organizer responsible for managing security plan: Franklin H. Sims Sara Brumfield

404-863-1074

Telephone: 404-546-6856 Email: FHSims@atlantaga.gov Sara@Premiereventslive.com

Event Date: 5/23 - 5/24 Event Name: 43rd Atlanta Jazz Festival

Event Location/Route: 7/18/2020 7/19/2020 - 8/1/2020 8/2/2020 - 9/3/21-9/6/2021

Provide site plans (please note **NO VEHICLES** to ride over, park, and/or stage on the **SIDEWALK!!!**)

Site Plan Provided Yes _____ No _____ Sidewalk clear of vehicles Yes _____ No _____

Traffic control plans for lanes / detour routes for full street closures: (Attach Plans and briefly describe traffic plan)

TBA

Parking meters blocked or used: # of meters _____ # of days _____

Describe reason for use/blockage: _____

Must include notification of businesses and residents (Notification must be done within a three block radius at least (from where blockage may occur in the sidewalk or street, if additional notification is needed the Office of Transportation will let you know)

1. Copy of Notification(s) sent.

2. Addresses and date notified.

SIGNATURE

Franklin H. Sims

SABrumfield

****To be completed by the Office of Transportation****

☐ APPROVED
☐ DISAPPROVED

Traffic Engineer / Manager
Office of Transportation

AFFIDAVIT 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.

(Please print)

Host/Producing Organizer Name: Mayor's Office of Cultural Affairs - Franklin H. SimsTitle: 43rd Atlanta Jazz Festival

Host Organization: _____

Signature: Franklin H. SimsDate: 2/11/20Professional Event Organizer: TBA Sara BrumfieldTitle: TBA Event Project ManagerOrganization/Agency Name: TBA Premier Events LLCSignature: SABrumfieldDate: 4/21/2020

Date received by office:



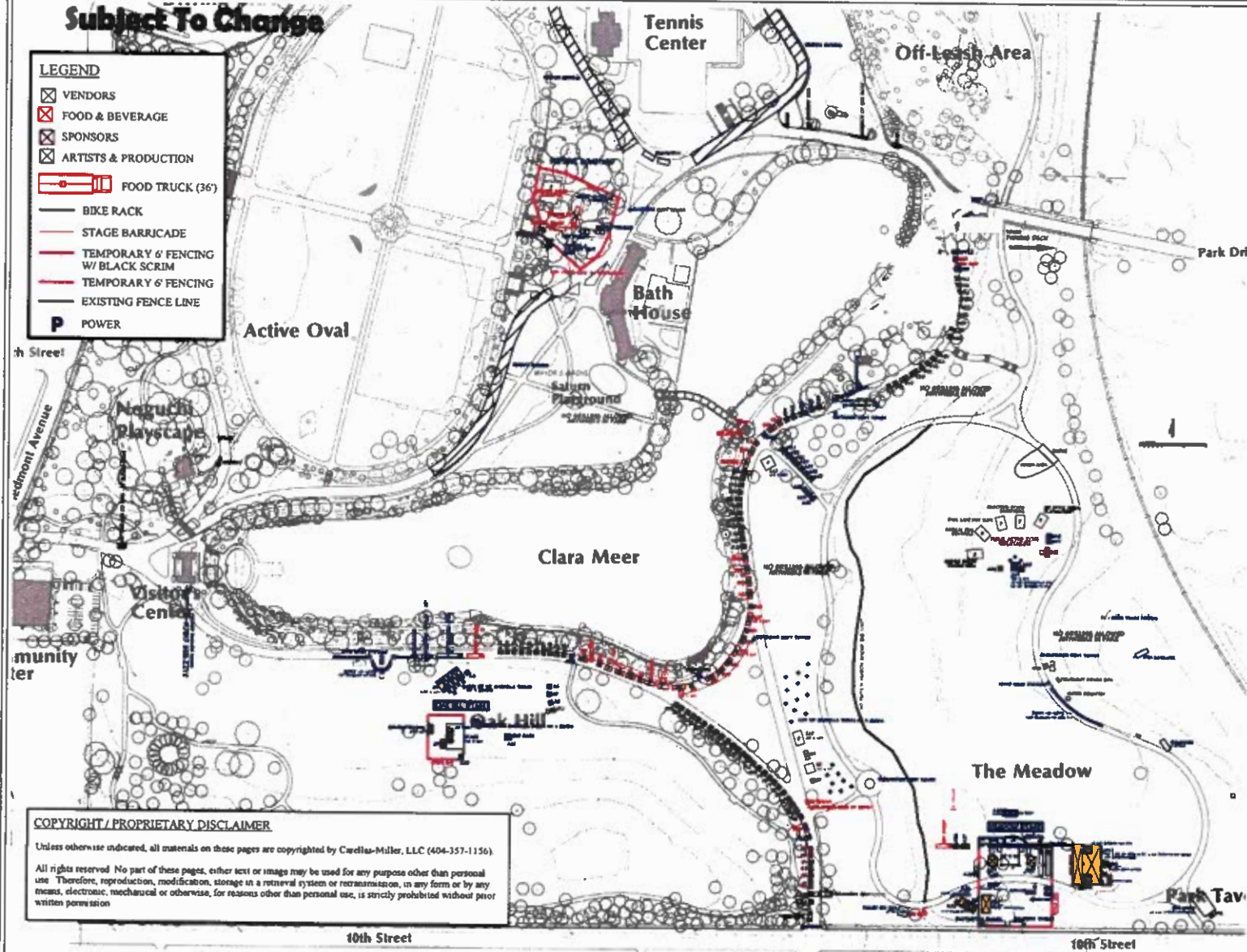
For office use only



NOTE: THE APPENDIX SECTION FOLLOWS PLEASE PRINT
AND SUBMIT THESE PAGES ONLY IF THEY ARE NEEDED.

Subject To Change

- LEGEND**
- VENDORS
 - FOOD & BEVERAGE
 - SPONSORS
 - ARTISTS & PRODUCTION
 - FOOD TRUCK (36)
 - BIKE RACK
 - STAGE BARRICADE
 - TEMPORARY 6' FENCING W/ BLACK SCRIM
 - TEMPORARY 6' FENCING
 - EXISTING FENCE LINE
 - POWER



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OUTDOOR FESTIVAL PERMIT APPLICATION

SANITATION PLAN

YES NO



Will you be contracting sanitation services with an outside agency?



Will you be contracting recycling services with an outside agency?

* Please note: All outdoor events must provide recycling containers at a ration of one per trash container.

Please **ATTACH** an agreement between your organization and the agency providing the *TBA* sanitation/recycling services. This agreement letter must be submitted on the letterhead of the appropriate agency and must include:

- CONTACT INFORMATION: NAME AND NUMBER OF PERSON RESPONSIBLE DURING EVENT FOR SERVICES
- NUMBER OF TRASH AND RECYCLING RECEPTACLES PROVIDED BY THE AGENCY
- DATE TRASH & RECYCLING WILL BE REMOVED FROM EVENT LOCATION
- TYPES OF RECYCLABLES THAT WILL BE COLLECTED (ALUMINUM, #1 OR #2 PLASTIC, CARDBOARD)
- DESCRIPTION OF THE SIGNAGE USED TO IDENTIFY RECYCLING BINS AND PROMOTE RECYCLING
- FOR ALL FESTIVALS WITH FOOD VENDORS. PLEASE ADDRESS YOUR PLAN TO RECYCLE GOODS THEY GENERATE.
- FOR **CLASS A, B, AND C FESTIVALS IN A CITY PARK** WITH PUBLIC RESTROOMS, YOUR AGREEMENT MUST INCLUDE A SPECIFIC PLAN FOR CLEANING AND RE-STOCKING THE RESTROOMS EVERY TWO HOURS.

If no, please explain clean-up & recycling plan: (If you are using volunteers, please list the number of volunteers and scope of responsibilities, procurement of trash & recycling containers to include rental contract if applicable, and disposal plan/location

What types of recycling are you going to collect?

☒ aluminum ☒ #1 plastic ☒ #2 plastic ☒ cardboard other _____

Where do you intend on recycling materials collected?

A. private residence for curbside pick-up

☒ B. public drop-off center

Location: TBD

DESCRIBE THE SIGNAGE USED TO IDENTIFY RECYCLING BINS AND PROMOTE RECYCLING

☐ APPROVED

☐ DISAPPROVED

Please Print- Dept. of Public Works, Solid Waste
Services Designee

Signature/Date-Dept. of Public Works, Solid
Services Designee

OUTDOOR FESTIVAL PERMIT APPLICATION

SECURITY PLAN

****Please note that the Commander of Special Operations of the Atlanta Police Department must approve your plan prior to your permit being issued.**

Today's Date 2/11/20

Zone: Zone 5

Event Date: May 23rd - 24th Event Name: 43rd Atlanta Jazz Festival

SAB Aug 2020 Aug 1&2 2020 9/3/21-9/6/2021

Security Plan Summary: (Attach Plan of Action or briefly describe security plan to include, but not limited to, crowd control, internal security and venue safety) TBA

Number of POST-certified off-duty law enforcement personnel hired: 44

List agencies represented by Off-duty Officers: Atlanta Police Department

List "lead Officer's" name and contact number: SGT W. Clark 404-483-2677

TRAFFIC: Fixed: 10

Mobile: 8

CROWD CONTROL Fixed: 12

Mobile: 14

Number of Barricades required: _____

The Applicant is responsible for providing barricades, cones, no parking, and warning/detour signs.

Are you hiring additional security from a private security company? : ☒ Yes ☐ No

*Note: this is not a substitute for Post-certified off-duty law enforcement personnel

If yes, please list the Name and Contact Number of private security company: FBAC 404-483-677

SAB THIS ABOVE PORTION IS TO BE COMPLETED BY THE ASSEMBLY ORGANIZER OR COORDINATOR ONLY. CITY ORDINANCE PROHIBITS ATLANTA POLICE OFFICERS FROM SIGNING THIS FORM AS SECURITY COORDINATORS.

Name of Assembly Organizer responsible for managing security plan: Franklin H. Sims Sara Brumfield

404-863-1074

Telephone: 404-546-6856 Email FHSims@atlantaga.gov Sara@Premiereventslive.com

SIGNATURE

Franklin H. Sims SABrumfield

To be completed by the ATLANTA POLICE (SOS) DEPARTMENT ONLY

☐ APPROVED
☐ DISAPPROVED

☐ APPROVED
☐ DISAPPROVED

Commander, Special Operations Section
Atlanta Police Department

Deputy Chief, Field Operations
Atlanta Police Department

ASSEMBLY/ TEMPORARY STREET CLOSURES

☒ ☐ Does your event involve any street/ lane closures? Yes No

* If yes, you will need to complete a temporary street/ lane closure sub-permit application, which can be found in the appendix section of this application.

☒ ☐ Does your event involve sidewalk closures or limit pedestrian access to any of the sidewalk?

☐ ☐ Does your event consist of or include a foot race, walkathon, parade, march, or rally?

**** If yes, please complete the following information in order to receive an assembly permit. If you are requesting a street closure that is at a different time than your assembly or is not part of your assembly route, you need to fill out a temporary street/ lane closure sub-permit application in addition to the below information. This application can be found in the appendix section.

Please check the appropriate Box: N/A

- ☐ Rally/ March
- ☐ Bicycle Race
- ☐ Foot Race
- ☐ Caravan

- ☐ Walk-A-Thon
- ☐ Parade
- ☐ Demonstration
- ☐ Other _____

*Please note: You must submit information on your assembly's restroom, sanitation, temporary structures, security, EMS, and water plan separately if they differ from the outdoor festival plan. Please attach route map and applicable plans related to the assembly to this application.

Assembly Contact: N/A Contact Phone: N/A

*Responsible for event coordination and conduct of participants during the assembly

Date of Event: N/A Start Time: N/A End Time: N/A

Location: N/A

What time will participants start gathering for the event? N/A

Assembly Start Time (s): N/A Assembly End Time: N/A

List or attach a written route, beginning with the starting & termination locations including the direction of traffic flow that will be closed to vehicular traffic:

Proposed route will occupy: ☐ One Lane ☐ Two Lanes ☐ Half of Street ☐ Full Street

List Approximate Numbers: Persons: _____ Animals: _____ Vehicles: _____ Other: _____

Assembly Contact Signature: _____ Date: _____

Please note: It is the responsibility of the Applicant to ensure compliance with the provisions that are listed below; along with ALL City, State, and Federal Laws.

- The applicant must notify ALL residents and or Businesses affected by this event.
- The applicant may be required to hire police officers to control traffic and ensure that peace and order is preserved.
- The applicant will assume any and all liabilities that may arise by such event.
- The applicant must provide an adequate supply of barricades, cones and warning signs to indicate that such an event is taking place.
- Emergency vehicles must have access, without delay.
- Please list any additional information that the Chief of Police may find reasonably for a fair determination to issue a permit.
- Per Georgia law, throw- a ways are not permitted from floats or vehicles.



OUTDOOR FESTIVAL PERMIT APPLICATION

ATLANTA POLICE DEPARTMENT Application for Temporary Street or Lane Closing

Name:		Telephone #:	
Address:	Street	Apt.	
	City	State	Zip
Organization Name:		Telephone #:	
Event Information			
Date(s) of street closing:		Time(s) of closing:	
Specific Purpose: _____			
Accurately list the street / lane to be closed: _____			
between _____ and _____			
Alternate street which can be used while event is taking place: _____			
Have all residents and / or businesses on the requested street been notified? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Note: It is the responsibility of the applicant to ensure compliance with the provisions that are listed below, along with all City, state and federal laws. <ul style="list-style-type: none"> [a] The participants will abide by and obey all laws, rules and regulations. [b] The applicant must notify all residents and or businesses affected by this closure. [c] The applicant must hire Peace Officer(s) certified by the Georgia P.O.S.T. Council and who have jurisdiction in the City of Atlanta to control traffic and ensure that peace and order is preserved. [d] The applicant will assume any and all liabilities that may arise by such closures. [e] The applicant must provide an adequate supply of barricades, cones, and warning signs to indicate that such street or lane is temporarily closed. [f] Your application must be received by the Atlanta Police Department at least ten days prior to the date of the request closure. [g] Emergency vehicles must have access, without delay! 			
Applicant's Signature: _____		Date: _____	

THIS SPACE IS FOR OFFICIAL USE

Can the alternate street handle the additional volume of traffic?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Zone(s) the closure takes place in:	Z1 <input type="checkbox"/> Z2 <input type="checkbox"/> Z3 <input type="checkbox"/> Z4 <input type="checkbox"/> Z5 <input type="checkbox"/> Z6 <input type="checkbox"/>		
Application Number _____	to be policed by: <input type="checkbox"/> on duty <input type="checkbox"/> off duty officers		
	Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/>		
Reason: _____			

Approved <input type="checkbox"/> Disapproved <input type="checkbox"/>	
Comments: _____	
SOS Commander's Signature: _____	Date: _____
Form APD 654 8/1/08	

Note: Effective June 23, 2009, Atlanta City Code of Ordinances [Chapter 142-85(a)] requires a \$50.00 application fee on Street Closure or Sidewalk Closure Permits that are not associated with an Outdoor Festival, Large Gathering or Assembly as defined by City code. A certified check or money order payable to the City of Atlanta must be submitted to the Special Operations Precinct, 180 Southside Industrial Parkway, SE, Atlanta, Georgia 30354 before such permit will be issued.

OUTDOOR FESTIVAL PERMIT APPLICATION

EMERGENCY MEDICAL SERVICES PLAN

911 is an appropriate plan for MOST Class E events (1,999 persons<); All Class D and above (2k persons>) are required to have an emergency services plan. **Atlanta Fire-Rescue Dept. must approve your plan and may reduce or require additional services.** Please **ATTACH** an agreement letter, on providers letterhead, between your organization and the agency contracting EMS services. Include contact information (Name/Number), complete listing of contracted services, the manner in which they will be managed/deployed, complete listing of personnel state certification levels (MD, RN, EMT, Paramedic, NPQ), and date(s)/hours of all medical aid areas. **AFRD Sp. Events: 404.546.7042, Fax 404.546.8358**

Name of Festival: 43rd Annual Atlanta Jazz Festival

Date(s): May 23rd - 24th 2020 Aug 1&2, 2020 Time(s): Sat/ Sun: 11:00 AM- 11:00 PM

Name of Organization: City of Atlanta Mayor's Office of Cultural Affairs

Name of Contact: Sara Brumfield Telephone: 404-546-6856 Cell#: 404-863-1074

Event Address: Biedmont Park 1342 Worchester Dr. E-mail Address: Fhsims@atlantaga.gov Sara@Premiereventslive.com

Estimated Daily Attendance: Sat: 50,000 Sun 50,000 Estimated Daily Peak Attendance: 50,000

Race, Parade, March associated with this Festival? Start Time: End Time:

Starting Location: Finish Location:

Estimated Participating # Estimated Viewing #: Route Length(s)

Will Alcohol Be Served? YES NO Times: to

On Site Contact Person (Name, Cell Number) During the Festival/Event:

EMS Provider Info: Name: TBA Phone: TBA

I understand my EMS Provider must have on identifiable uniforms: YES NO

INSERT APPLICABLE NUMBERS (NO X'S or CHECK MARKS)

EMS Vendor and AFRD Monitor must be provided an event radio. Show First Aid, Water, Restrooms, EMS Locations on site plan and route map if applicable.

AMBULANCE SERVICE (# of ALS Units)

Please Print-Medical Director of Provider

Signature/Date-Medical Director

* Required for ALS Units and shall be gotten from EMS Provider prior to submission.

First Aid Stations
Medical Director
Registered Nurse
Licensed Practical Nurse
Emergency Medical Technician
Paramedic
Physicians Asst.

Bike Team(s)
Foot Patrol(s)
Sag Wagon(s)
Firefighter/Medic

**Other (Please list)

(If Using 911)

Must match Water and Restroom Plan Numbers

Portable Restrooms Portable ADA Restrooms

Public Water Sources Fixed Restrooms Fixed ADA Restrooms

PLEASE NOTE: ATLANTA FIRE-RESCUE DEPARTMENT MUST APPROVE YOUR PLAN.

APPROVED

DISAPPROVED

Please Print- EMS Chief of AFRD.

Signature/Date- EMS Chief of AFRD

RESTROOM PLAN

Name of Event/Festival: 43rd Annual Atlanta Jazz Festival **Peak Number of Attendees:** 50,000 per day
 Events are required to provide restroom facilities that are both American Disability Act (ADA) accessible and non-accessible in the immediate area of the event site which will be available to the public. **The Atlanta Fire Rescue Dept. may determine if less or more may be necessary based on time of year, location, event type to ensure proper safety.**

- For each sewerer restroom (fixed, permanent) available onsite, subtract 1 from the portable number.
- If **alcoholic beverages** are sold/available, add 25% from the base number required.
- You need to have a minimum of 1 ADA per portable toilet cluster. Race routes #'s may be adjusted.
- **Your site plan must indicate the location(s) and number of all restroom facilities**
- **Parades** must have restrooms at both marshalling and disband area based on participant #'s.
- For more information please contact AFRD Sp. Events: 404.546.7042.

YES NO

☒ ☐

I acknowledge I must provide portable or sewerer restrooms facilities at your event?

Restroom Details: Total number of portable restrooms 125
 Total number of ADA portable restrooms 20

Total number of fixed sewerer toilets available onsite 0 Fixed ADA 0

Written permission on the facilities letterhead if using fixed toilets shall be provided/included listing number of both standard and ADA compliant stalls. Please detail the location of fixed toilets in relation to event location and how event participants will be informed of fixed restroom locations. Some locations may require signage.

Portable Restroom Vendor: _____

Vendor Contact #: Day () _____ Emergency#/Cell# () _____
 Equipment Setup Date _____ Time: _____ Equipment Pickup Date _____ Time: _____

Please **ATTACH** an agreement between your organization and the vendor providing the portable restrooms.

- Agreement letter (**NO Proposals/Quotes**) must be submitted on the letterhead from vendor and must include the number of portable restrooms/ADA toilets ordered, drop off/pick up information.
- Please note that for events held in parks, portable restrooms must be on a paved, level surface (never placed on turf) and zip-tied or locked for over-night stays.
- All portable restrooms must be removed within 48 hours of event close, unless another agreement with EMS has been established. Failure to remove them by an agreed upon date may result in significant penalties.

Attendance Number	Standard Restrooms	Standard Restrooms Alcohol Sold/Available	ADA Restroom(s)
249 or Less		1	1
250-499	2	3	1
500-999	3	4	1
1,000-1,999	4	5	1
2,000-2,999	5	7	1
3,000-3,999	7	8	1
4,000-4,999	10	13	2
5,000-5,999	12	15	2
6,000-6,999	14	19	2
7,000-7,999	17	21	2
8,000-9,999	20	25	3
10,000-11,999	25	32	3
12,000-14,999	28	35	3
15,000-16,999	30	38	4
17,000-19,999	35	44	4
20,000-24,999	38	48	4
25,000-29,999	42	53	5
30,000-39,999	44	55	5
40,000-49,999	48	60	5
50,000-74,999	50	63	6
75,000-99,999	75	94	8
100,000-Above	100-TBD	125-TBD	11-TBD

OUTDOOR FESTIVAL PERMIT APPLICATION

WATER PLAN

Name of Event/Festival: 43rd Annual Atlanta Jazz Festival Peak Number of Attendees: 50,000

Number of Water Stations: 20 (10 Locations with/ 2 Stations Each) Capacity (i.e. # of ounces, # of gallons) 10 Gallon Coolers 2 water station coolers per location

Drinking Water Supply (DWS): 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.

Source of water (bottles, fountains, no less than multiple 5 gallon coolers): 10 Gallon Coolers, 2/ Water Station

Coolers should be a minimum of 5 gallons each, have a secured lid, and in warmer months include ice. A dedicated staff person should be assigned for servicing each station a minimum of every hour replenishing throughout the event. No less than 5oz cups must be provided and maintained. An adequately sized solid waste receptacle must be provided to receive all spent drinking cups. Fixed fountains count as station if reasonably located within event activity area. Directional signage may be needed.

Location of water sources: See Site Map

Parades/Marches must have water at both marshalling area and disband. Depending upon time of year and participant numbers may be required at review stand as well. Please make sure your **Site Plan** shows all water stations locations to include along the route. Half/Full Marathons must provide locations in writing as well. Location(s) should be accessible to main crowd area(s). First Aid stations must have water and will serve as a required water station. If your event is hiring an ALS Unit, it should be equipped with water.

DRINKING WATER STATION UNIT REQUIREMENTS FESTIVAL AREA

The following matrix determines the minimum number of water stations for this event type.
The Atlanta Fire-Rescue Department may determine that less or more stations may be necessary based upon time of year, location and /or event type to ensure proper safety of the event.

Peak Attendance Numbers Parades/Marches based on Participant #'s	Drinking Water Stations (no less than 10 gallons per station; each cooler/water set up counts as station)
1-2,999	2
3,000-7,999	4
8,000-12,999	6
12,000-16,999	10
17,000-27,999	12
28,000-50,999	20
51,000-99,999	24
100,000+	30+

WATER STATION UNIT REQUIREMENTS RUN/WALK ROUTE

5K thru 10k: Below 5k should have a minimum of 1 station in start/finish area
Minimum Locations of Water Stations: Start, Finish and Half-Way Point

ABOVE 10K THRU FULL MARATHONS: BASED ON MODERATE HEAT INDEX AND HUMIDITY FACTORS
Minimum Locations of Water Stations: Start, Finish and Every two miles unless deemed otherwise

OUTDOOR FESTIVAL PERMIT APPLICATION

ATLANTA FIRE RESCUE-FIRE SAFETY PLAN

Office (404) 546.7000-ask for the Inspections Dept.

Name of Assembly: 43rd Annual Atlanta Jazz Festival

Date & Times of Assembly: Sat 5/23/20 11AM- 11PM, Sun 5/24/20 11AM- 11PM SAB

Sat 8/1/2020 11am-11pm, Sun 8/2/2020 11am-11pm Fri 9/3/2021 11am-11pm, Sat 9/4/2021 11am-11pm
Sun 9/5/2021 11am-11pm Mon 9/6/2021 11am-11pm

1. What is your estimated attendance at this event: 100,000 (50K Sat, 50K Sun)

2. Do you intend to erect a fence around the event? Yes ☐ No ☒

If yes, you will be required to get an occupancy limit from Atlanta Fire Rescue.

3. Will any tents be erected at this event? Yes ☒ No ☐

If yes, how many and what size: _____

4. Will there be any streets/lanes closing for this event? Yes ☒ No ☐

5. Will any alcohol be served at this event? Yes ☒ No ☐

6. Will there be any fireworks/pyrotechnics displayed in conjunction with this event? Yes ☐ No ☒

7. Will there be any cooking at the event? Yes ☒ No ☐

If yes, what will be the fuel source _____

8. Will there be any LP-Gas, charcoal, flammable or combustible liquids used at this event?

Yes ☒ No ☐

If yes, give the name, intended use and how much will be stored on the site:

Propane Gas for cooking food at vendor sites, Approximately 800 lbs

****Be advised that large quantities of fuel stored on site require a fuel tank permit. The application can be found in the sub-permits section of the website.**

9. Will there be any candles or fire pits used at your event? Yes ☐ No ☒

BEFORE A PERMIT CAN BE ISSUED THE SITE PLAN SHALL BE SUBMITTED TO THE FIRE MARSHAL'S OFFICE FOR APPROVAL. *NOTE: ANY DEVIATION OF THE APPROVED SITE PLAN MUST BE RESUBMITTED TO THE FIRE MARSHAL'S OFFICE FOR RE-APPROVAL.

****PURSUANT TO 78-57 CITY OF ATLANTA FIRE PREVENTION CODE, ALL OUTDOOR EVENTS ARE SUBJECT TO REVIEW AND APPROVAL AS REQUIRED BY THE ATLANTA FIRE RESCUE DEPARTMENT - FIRE MARSHAL'S OFFICE.**

**** To be completed by Atlanta Fire Rescue Department Only****

Has applicant obtained all required permits? Yes ☐ No ☐

Event Site Review completed? Yes ☐ No ☐

Number of fire inspectors required for this event? _____

APPROVED

DISAPPROVED

Date: _____

Print, Chief, Atlanta Fire Rescue-Inspections or Designee

Signature, Chief, Atlanta Fire Rescue-Inspections or Designee

OUTDOOR FESTIVAL PERMIT APPLICATION

FIRE RESCUE-FIRE SAFETY PLAN

YES NO

☒ ☐

Will your event include the use of any signs, banners, decorations, or special lighting?

- If yes, please describe size of banners, number of banners, how and where they will be secured and when they will be installed and removed (attach additional sheets if necessary) Signs and banners of various shapes and sizes will be placed around the park. Some signage will be secured with ground stakes. There will be banner located at 2 stages, various bike racks, and vendor tents around the park, and will be secured with zip-ties or tie-line. They will be installed during load-in beginning Wednesday 5/20/20, and removed post event by Tuesday 5/26/20.

SAB

7/27/2020 — 8/31/2021 — 8/4/2020 — 9/8/2021

- If yes, you can receive a banner Sub-Permit either along with the issuance of the Outdoor Event Permit or at the time of set-up of the Outdoor Event. **Note:** Banners must be flame resistant and made of materials that meet the National Fire Protection Association 701 standards.

* **Note:** Fastening or attaching any rope, sign, banner, flyer or other object to any tree or shrub is strictly prohibited.

Please check one:

☒

With Outdoor Event Permit

- Attach Certificate of Flammability from the Banner's fabric manufacturer stating that the material meets the standards.
- Or, Banner material can be attached to application for testing by the Atlanta Fire Rescue Department.
- Applicant can take a sample of the Banner material to the Fire Rescue Department for testing **BEFORE submission of outdoor event permit.** Please attach AFR approval letter to this application.
- AFRD is located at 226 Peachtree Street, SW, Atlanta, GA 30303. For more information, contact 404-546-7169.

☐

At time of set-up of event

Set-up Contact Name: _____ Cell Number: _____

Note: At any Outdoor Event, the Fire Rescue Department shall have the authority to require that a Banner be taken down upon a finding that the Banner does not meet the National Fire Protection Association 701 standards.

YES NO

☐ ☒

Will your event include the use of any decorations or special lighting that could be a fire hazard?

If yes, please describe: _____

YES NO

☐ ☒

Are you hiring off-duty fire safety personnel?

If yes, please list how many are National Fire Protections Association Certified Fire Inspectors 1 and have jurisdictional authority in the City of Atlanta. _____

YES NO

☒ ☐

Will any banners be attached to light poles or any other object in any City Street, sidewalk or right-of-way? (If yes, please contact the Department of Public Works at 404-330-6240.)

OUTDOOR FESTIVAL PERMIT APPLICATION



CITY OF ATLANTA

FIRE DEPARTMENT

226 Peachtree Street
Atlanta, GA 30303
(404) 546-7000

ICHIEFS ID - ATLFDHQ

SAB

APPLICATION FOR PERMIT TO ERECT A TENT FOR PUBLIC USE

EVENT: 43rd Atlanta Jazz Fest. DATE: 5/23 - 5/24 8/1/2020-8/2/2020
EVENT THROUGH LOCATION 9/3/21-9/6/2021

TOTAL NUMBER OF TENTS: TBD NUMBER OF TENT BY SIZE: 10x10 _____
10x20 _____ 15x15 _____ 20x20 _____ 30x30 _____ Other: Size(s) _____ # per Size _____

The tent/or air-supported structure shall be so located from any property line or permanent structure so as to be readily accessible by fire equipment.

An unobstructed passageway or fire road not less than 12 ft. wide and free from guy ropes or other obstructions shall be maintained on all sides of all tents or air-supported structures unless otherwise approved by the Fire Official.

Tents or air-supported structures and their appurtenances shall be adequately roped, braced, and anchored to withstand the elements of weather against collapsing.

Tents or air-supported structures shall be suitably treated to render them flameproof (Certificate required).

No shavings, sawdust or other similar combustibles shall be used on the floor.

THERE SHALL BE NO FLAMMABLE LIQUIDS ON THE PREMISES WITHOUT PRIOR APPROVAL FROM ATLANTA FIRE RESCUE

THE RULE AGAINST SMOKING SHALL BE RIGIDLY ENFORCED.

ALL WIRING SHALL BE DONE BY A LICENSED ELECTRICIAN.

EXIT FACILITIES SHALL COMPLY WITH THE FOLLOWING:

MINIMUM WIDTH EACH EXIT(ft)

CAPACITY	MINIMUM NUMBER OF EXITS	TENT	AIR-SUPPORTED STRUCTURES
UP TO 199	2	6	3
200 TO 499	3	6	6
500 TO 999	4	8	6
1000 TO 1999	5	10	8
2000 TO 2999	6	10	8
OVER 3000	7	10	8

OUTDOOR FESTIVAL PERMIT APPLICATION

PAGE TWO
TENT PERMIT

Exits shall be clearly marked.
Exits Shall Be Illuminated At All Times.
Exit Signs Shall Be Posted Clearly Indicating The Direction Of Travel.

2. One 2-A Type Extinguisher Shall Be Provided In Every Tent or Air- Supported Structure. One additional -A Type Extinguisher Shall Be Provided For Each Additional 3000 sq.ft. Maximum floor area per unit of A shall be 3,000 sq.ft. Maximum travel distance to Extinguisher shall be 75 feet.

3. A clearance of 3 feet shall be maintained around fire hydrants.

N/A

Applicant(s) Name: _____
Address: _____
City: _____
State: _____
Zip Code: _____
Telephone Number: _____

Property Owner(s) Name: _____
Address: _____
City: _____
State: _____
Zip Code: _____
Telephone Number: _____

Tent Rental Co. Atlanta Tent Rental

Address: 3575 Trotter Drive
City: Alpharetta
State: GA
Zip Code: 30004
Telephone Number: 770-667-2555

APPLICATION APPROVED: _____ APPLICATION DISAPPROVED: _____
BY: _____ DATE _____
ATLANTA FIRE RESCUE
FIRE SAFETY DIVISION

PLEASE CALL (404) 546-7169 FOR FINAL INSPECTION WHEN THE TENT IS ERECTED.

INSTALLATION APPROVED _____ DATE _____

BY: _____
NAME _____ SIGNATURE _____
ATLANTA FIRE RESCUE, FIRE SAFETY DIVISION

TENT PERMIT FEE \$ _____ PAID: _____ DATE: _____ RECEIVED BY: _____

Make Check or Money Order Payable to the City of Atlanta

Per location; (Includes site inspection)

200 up to 400 sq. ft =

401 - 1,500 sq. ft =

1,501 - 3,000 sq. ft =

3,001 - 6,000 sq. ft =

6,001 - 9,000 sq. ft =

More than 9,001 sq. ft =

\$50.00

\$100.00

\$150.00

\$200.00

\$250.00

\$300.00

INSPECTION IS BASE ON THE TOTAL AGGREGATE AREAS.

OUTDOOR FESTIVAL PERMIT APPLICATION

AMUSEMENTS

YES NO



Are there amusements (moon walks, dunk tanks, etc) associated with your event?

If yes, what type(s) of amusements will be used?

Inflatable bounce house

Amusement Provider:

TBA

Address:

Street

Suite

City

State

Zip code

* NOTE: The City of Atlanta does not govern the safety of amusements. Organizers assume all risk.

ELECTRICAL NEEDS

YES NO



Will a generator(s) be used? If yes, what type of fuel and what size generators will be used?

TBA



If an electric generator is used, are you installing a grounding rod?

* Grounding rods must be removed from all public property at the end of the permitted event.



Will additional electrical wiring or temporary power poles need to be installed?

Describe specific electrical needs:

Electrical Contractor:

TBA

Sunbelt Rentals Bob Morse

Telephone: Day ()

Evening ()

Cellular 404 368-2151

Please **ATTACH** an agreement from the agency providing the electrical service. This letter must be submitted on the letterhead of the agency and must include the license number of the electrician contracted for service.

Note: Electricity Sub-Permits are required for the use of all generators, gas or electric. Electrical sub-permits must be received directly from the bureau of Buildings Electrical Division. Fees associated with this permit must be submitted in person for payment by the permit applicant to the Department of Finance pay window located on the 1st floor at 55 Trinity AVE SW. Generators 5,000 watts or larger can only be permitted by a licensed electrician. The application can be found at: <http://www.atlantaga.gov/modules/showdocument.aspx?documentid=2531>

TEMPORARY STRUCTURES/BUILDING PERMIT

Are you using any platforms?



If yes, please complete the following:

No

TBA

of platforms

Sizes:

TBA

Are you building any stages?



If yes, please complete the following:

No

2

of stages

Sizes:

TBA

****If you are using bleachers and / or building a stage, platform 10'x20' or larger than 200 square feet then you must receive a temporary structures permit from the Office of Buildings. The application is separate and can be found at:**

<http://www.atlantaga.gov/modules/showdocument.aspx?documentid=2530>

Mobile Stages (provided they have current motor vehicle registration) do not need permits, just submit a contract for the stage or an over-view of the specs for the mobile stage. Permitting needs for platforms, stages, trusses, bleachers, etc will be determined upon review of structural plans which must be signed and sealed by a State of Georgia registered architect or engineer. Structural plans must include stair and handrail details. Fees associated with this permit must be submitted in person for payment by the permit applicant to the Department of Finance pay window located on the 1st floor at 55 Trinity Ave. SW

ALCOHOL PERMIT INFORMATION

Page 10 of 28



City of Atlanta

KEISHA LANCE BOTTOMS
MAYOR

233 Peachtree Street
Harris Tower, Suite 1700
Atlanta, Georgia 30303
(404) 546-6815
www.oaaatlanta.com

CARMEN CHUBB
CHIEF OF STAFF
OFFICE OF THE MAYOR

CAMILLE RUSSELL LOVE
EXECUTIVE DIRECTOR
MAYOR'S OFFICE OF CULTURAL AFFAIRS

February 12, 2020

ATTN: Mayor's Office of Special Events

Greetings,

We are requesting a Special Events Permit Fee waiver for the 43rd Annual Atlanta Jazz Festival and our annual Neighborhood Jazz Series scheduled to be presented in May 2020.

The Neighborhood Jazz Series will take place in five parks around the city of Atlanta throughout the month of May. Washington Park, Grant Park, John A. White Park, Historic 4th Ward Park, and West Manor Park. The Jazz Festival will take place Memorial Day weekend May 23rd – May 24th, 2020 in Piedmont Park.

Your consideration is appreciated. Please feel free to contact me if you have any questions.

Respectfully,

Camille Russell Love

City of Atlanta, Mayor's Office of Cultural Affairs
233 Peachtree Street; Suite 1700 :: Atlanta, Georgia 30303
Phone: 404-546-6856 :: Receptionist: 404-546-6788

Cc: Keith Brooks, Deputy Chief Procurement Officer

