



City of McDonough

MAIN STREET McDONOUGH PROGRAM
5 GRIFFIN STREET McDONOUGH, GEORGIA 30253 678.782.6230



SQUARE /PARK PERMIT APPLICATION

Date of Application _____ DATE(S) REQUESTED _____

TIME OF EVENT/HOURS: BEGIN/END _____

TYPE OF EVENT/TITLE _____

I/WE THE UNDERSIGNED HEREWITH MAKE APPLICATION TO THE CITY OF McDONOUGH/MAIN STREET McDONOUGH PROGRAM
FOR A PERMIT TO USE : _____ THE SQUARE PROPER FOR THE PURPOSE STATED ABOVE.

NAME OF PERSON MAKING APPLICATION: _____

Applicant's Contact NUMBER: _____

ADDRESS: _____

E-MAIL ADDRESS: _____

ORGANIZATION NAME AND ADDRESS: _____

Estimated # OF ATTENDEES: _____ DESCRIBE THE NATURE OF REQUEST: _____

THE MAIN STREET McDONOUGH PROGRAM RESERVES THE RIGHT TO REJECT ANY APPLICATION IT DETERMINES
IS NOT IN THE BEST INTEREST OF THE MAIN STREET McDONOUGH PROGRAM/THE CITY OF McDONOUGH.

I have read and understand the regulations cited regarding use of the Square and other Facilities.

APPLICANT'S SIGNATURE

PLEASE PRINT (NAME)

DATE

Special notes/ Equipment or other needs: Check below

MAP MUST BE WITH APPLICATION

\$250 STAGE

☐

\$250 TENT

☐

POWERBOX

☐

TRASH CAN

☐

RESTROOMS

☐

OTHER

☐

NONE

☐

FEE(s) for USE: One (1) hour or less \$100.00; Two (2) hours or more \$200.00. If the City's tent or City's stage is requested, an additional cost of \$250.00 for each use applies. (Public Works personnel will set up and tear down the tent and/or stage if rented). A separate check for damage deposit will be required for all events in the amount of \$500.00. The damage deposit will be available for refund within ten (10) business days of the special event, if it is determined no infractions have incurred.

City Use Only Below Line:

Main Street Manager

DATE

Chief of Police

DATE

CC: City Administrator, Chief of Police, Executive Asst. to Chief of Police, Fire Chief, Deputy Fire Chief, Public Works Director,
Asst. to the Public Works Director, Streets Supervisor, Event Coordinator, Main Street Manager, Main Street Staff

Regulations Regarding Use of the Square Proper

The facility is not considered reserved until the completed application and full payment is received.

1. No alcohol, drugs, or illegal substances are allowed on City/County property.
2. No items may be attached, tied onto, or hung from any trees, benches, monuments, lampposts or parking meters.
3. No trucks, trailers or automobiles are allowed on any sidewalk at any time.
Trucks/Cars/Trailers may unload at metered spaces Once unloaded, vehicles must be removed from the square.
Parking is available in the parking deck behind the Judicial Center.
No reserved parking spaces allowed in the metered areas.
4. Event permit applications are to be submitted for processing in person to the Main Street Office.
Permits will be issued on a first come, first-serve basis, with priority being given to events and promotions sponsored by the Main Street McDonough Program, the City of McDonough, and traditional festivals.
5. A site plan is required as part of all permit applications, showing locations of tents, stages, vendor tables, refreshment stands, tables and chairs, etc.

A blank layout of the Square is available. **No application will be processed without this site plan and vendor list (to include contact information on vendors if requested).**
6. No stakes, spikes or poles are to be driven into the ground on the Square. All structures shall employ surface anchors such as sand buckets. In the event there is no practical alternative to the required staking method, installers shall coordinate all staking with the City of McDonough Streets Supervisor prior to setting any stakes.
7. Whenever on-site food preparation uses or produces oils or grease, the cooking appliances and any prep areas used for them shall have protective greaseproof, fireproof mats covering the portions of the Square under them and extending at least 3 feet on all sides of them. No dumping of any liquid is allowed within the Square Park area.
8. Permit Holder is responsible for all trash, trash bags and other items not normally found on the Square. All trash and associated items must be removed in their entirety and Square shall be left in a clean and orderly state. The local Merchants trash/dumpster/receptacles are not permitted for this use.
9. Refunds due to cancellations must be submitted in person by the permit holder.
Refund amounts are based accordingly:
 a. three (3) to six (6) months - full refund b. less than three (3) months - non-refundable
 Cancellation due to inclement weather will be refundable upon request.
10. Hours are set according to permit use only. End time is 10:00pm or earlier. If grills or other cooking devices are included they must be extinguished prior to the end time of 10:00pm. All music or amplified sounds shall end at or before 10:00pm.
11. Security requirements will be determined by the Chief of Police for the City of McDonough. Any fees associated with extra security will be at the expense of the permit holder.
12. The Welcome Center restroom facilities will be available as a courtesy for use as part of the proposed event during normal business hours for the Center. (Monday-Friday 8am to 5pm).
Not available for **after hours** unless special arrangements are made.
13. **FEES FOR USE OF THE PARK AREA** will be waived for 501(c)3 groups **in Henry County** for up to two **(2) events per Year.** All other fees apply.
14. 501(c)3 organizations/churches **in Henry County**, please attach copy of your 501(c)3 form to the application.

A separate Damage deposit of \$500.00 is required for all permits, Including 501(c)3 organizations, when application is submitted. If permit holder, including any of its staff, vendors or other affiliates, violates any of these permit provisions the deposit will be subject to forfeiture.

Applicant acknowledges having read and understands all of the above regulations _____ (initials).

KEY:

- Power
- Supply
- Bench
- Trash
- Island
- Lamp post
- Steps
- Ramp
- Speakers
- Traffic Box



Quad - 4

MACON



Quad - 2

KEYS FERRY STREET



JOHN FRANK WARD BLVD



Quad - 3



ATLANTA

GRIFFIN

CLacey July 2021

Quad - 1

