



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 HEREWITHE MAKE APPLICATION TO THE CITY OF McDONOUGH/MAIN STREET McDONOUGH PROGRAM
FOR A PERMIT TO USE : _____ THE SQUARE PROPER 5 GRIFFIN STREET McDONOUGH GA 30253

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 been provided a copy and have read and understand the regulations cited
regarding use of the Square and other Facilities and agree to the terms.*

APPLICANT'S SIGNATURE _____

PLEASE PRINT (NAME) _____

DATE _____

Special notes/ Equipment : *Check below*

MAP Layout must be with Permit

No Tables or Chairs provided from the City

\$250 STAGE

\$250 TENT

POWERBOX

TRASH CANS

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 take 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 is refundable after the event, if it is determined no infractions have incurred and the Square is left in clean condition. Contact us for arrangements.

City Use Only Below Line:

Main Street Director

DATE

Chief of Police

DATE

CC: City Administrator, Police Chief, Executive Asst. Police Chief, Fire Chief, Deputy Fire Chief, Mayor, Public Works Director, Asst. 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. Unless Permit filed and approved prior. Contact the McDonough Police Dept. 770.957.1218 for a special Permit.
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 allowed within the Park area.
8. No Inflatables or Food Trucks allowed in scheduled Events held in the Square, unless sponsored/partnered with Main Street or City of McDonough.
9. 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.
10. Refunds: If Event is cancelled due to inclement weather, we will work with you to reschedule if possible. If cancelled for other reasons, Park fee is non refundable. Deposit refundable by request of the permit holder. Full Refund if Event is cancelled 30 days prior to scheduled date of the Event.
11. 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.
12. 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. Attendance of 150 or more requires you to Contact (770) 957.1218 for additional Police.
13. 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.
14. **FEES FOR USE OF THE PARK AREA** Should be paid by Check or Cash. When paying by check 2 separate checks should be provided, one for Park Fee and one for Deposit, made payable to The City of McDonough.

Fees are due 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.

