



# Special Event Permit Application

## A 30-DAY NOTICE REQUIRED PRIOR TO EVENT

**Special Event Permit Fee: \$250 / Deposit for Parks \$200 (Clean-Up Fee)**

Deposit is refunded when key is returned, and park and bathrooms are inspected.

**ALL SPECIAL EVENTS PERMITS END AT 9:00 PM**

- Reserved Park key will need to be picked up the Friday before the event or the day before if held during the week.
- If you are a Non-Profit organization, you will be required to provide a copy of your 501c3.
- Final approval must be received from all City Departments involved and the City Council before the event is officially considered approved.
- The park areas are maintained by the City of Cairo and trash receptacles are placed in appropriate areas for trash. When leaving the park from your event, please make sure that the park area is clean of any trash, or your deposit will be forfeited.
- **BLOCK PARTIES** - On a separate sheet of paper, attach to the application, a map and other supporting information, signatures of all residents (property owners) on the block stating that they do not object to the block party. ALL Block Parties must end at 9:00 pm. **Please see Block Party Rules.** Authority for the procedure is the City of Cairo Code of Ordinances, Section 15-11.12.13.

Name \_\_\_\_\_

Name of Organization \_\_\_\_\_ Profit \_\_\_\_\_ Non-Profit \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Date of Event \_\_\_\_\_ Hours of Event \_\_\_\_\_ to \_\_\_\_\_

Type of Event \_\_\_\_\_

Number of Participants \_\_\_\_\_ Special Assistance Needed (Charges May Apply) \_\_\_\_\_

Park Requested  Davis  Azalea  Holder  Southern Terrace

Location in Park  Picnic Area  Baseball Field  Pavilion  Other \_\_\_\_\_

*Application for a Special Event Permit does **NOT** guarantee that an event will be approved, and a permit issued.*

I, \_\_\_\_\_ (name of applicant) assume responsibility for the conduct of the person (s) using the facility for any injury or damage to any person (s) or property, including City property, which may result from its use by the person or organization and agree to hold harmless and indemnify the City of Cairo in that regard and shall further be held responsible for the strict adherence to all rules and regulations of the City of Cairo.

*Waiver of Liability: We hereby release the Mayor, City Council and the City of Cairo Employees, in their official capacity as individuals, from any and all liability for injury associated with this event.*

Applicant's Signature

Date



## City of Cairo Park Reservation Procedures

The City of Cairo provides reservation of structures at Cairo city parks for special events, such as weddings, parties, and reunions. Reservations are made at the City Clerk's Office. Contact Elena Hernandez to obtain a reservation application and check on park availability. All reservations for PRIVATE events must be made at least seven (7) days in advance or thirty (30) days in advance for your SPECIAL EVENT PERMIT.

Complete the application and submit your non-refundable permit fee, along with a deposit for park rentals, which will be refunded once the park key is returned, and parks and bathrooms inspected. A copy of your STAMPED PAID application will be provided, and you should retain it at all times during your event. The City of Cairo reserves the right to cancel a reservation at any time a group or individual violates park regulations, or if the City of Cairo deems the park to be unusable or unsafe.

**Fees:** The reservation holder is responsible for any damage to city parks and park structures including the restroom facilities. Please ensure the facilities are locked before leaving the park. A park inspection will be held following a booked reservation. Should property damage be incurred or should excessive clean-up efforts be necessary, the reservation holder will forfeit their deposit.

When reserving a park, you are in fact reserving the restrooms and specific structures where they are located on the park property. Since all city parks are public property, your reservation does not constitute exclusive use of the entire park area.

Park Reservation Contact: City Clerk's Office, Elena Hernandez, 229-377-1722, ext. 109. [ehernandez@cairocity.net](mailto:ehernandez@cairocity.net) or stop by 119 N. Broad St., Cairo, GA 39828, forms are also available online at [www.syrupcity.net](http://www.syrupcity.net).

**\*SEE ATTACHED PARK RULES**



## **PARK RULES AND REGULATIONS**

The City of Cairo Parks are for the enjoyment of all Cairo's citizens and guests. In order to maintain its accessibility and natural beauty, we ask that you cooperate with the following rules and regulations:

- ❖ Hours of Operation: Sunrise to Sunset
- ❖ If an event is advertised on social media that differs from what the council has approved, the permit may be revoked and the city may deny all future request.
- ❖ Park facilities cannot be subleased or have the sale of merchandise or food products. Due to the fact the parks are public property, in NO instance may a fee be charged to enter the facilities.
- ❖ No littering, you will be required to pick up after your event or your deposit will be forfeited.
- ❖ The City of Cairo reserves the right to reject or refuse any reservation request.
- ❖ Absolutely NO alcoholic beverages may be possessed or consumed in the City of Cairo Parks! This applies to either open or unopened containers. There are NO Exceptions and violators will be prosecuted.
- ❖ There will be no use of glass containers in the City of Cairo Parks.
- ❖ Use of microphones, musical devices, or any amplified sound must be in compliance with the City of Cairo's noise ordinance.
- ❖ The use of inflatable structures must be submitted for approval.
- ❖ The use of motorized vehicles or skateboards is prohibited.
- ❖ The City of Cairo reserves the right to require supervision or security at the expense of the person or organization reserving the use of parks for public events. For large gatherings or events open to the public, a special event permit is required.
- ❖ Specific prior permission is required for decorations, alterations to fixtures, walls, etc., or the posting of signs. No permission will be granted for any nails or staples to be used. Stakes may not be driven in the ground. Tape or push pins are acceptable options for affixing decorations.
- ❖ Chairs, tables, or staked tents are not permitted on the grass in the irrigated areas. For placement of tables, chairs or freestanding tents contact the City Clerk's Office.
- ❖ In the event that people outside of your party are occupying the facility you have reserved, the person or organization reserving the park does not have the authority to eject them from the premises. The person or organization reserving the park may request others not with their party to move. Should the other party disagree, the person or organization reserving the park may contact the non-emergency number for the Police Department at 229-378-3096. Be sure you have the stamped paid Park Reservation Form with you to confirm that you have reserved the park. Please note that when reserving a park, you are in fact reserving specific structures (pavilion, picnic area, baseball field, or restrooms). Because all city parks are public property, your reservation does not constitute exclusive use of the entire park area in total. The city cannot be responsible for decorations, special provisions, or coordinating any event including weddings. If you have any problems after hours or on weekends, please call the City of Cairo at 229-377-2489.



## BLOCK PARTY RULES

- Events must be open to all neighbors on the block, no private parties.
  - No Sale of alcoholic beverages.
    - All block parties must end at 9:00 pm in residential areas.
- No parking is permitted on the blocked-off streets. Motorists with disabilities, commercial vehicles that are making deliveries, and emergency vehicles, such as EMS and Fire, still need to enter the blocked-off areas should the need arise.
- A temporary street-closing permit may be revoked at any time without prior notice by the City Manager, their authorized representative, or the Chief of Police.
- Applicants are responsible for leaving the streets in a clean and safe condition. If trash is not properly secured and stored, a violation may be issued to the event applicant.

### **ALL BLOCK PARTIES ARE REQUIRED TO COMPLY WITH THE CITY'S NOISE ORDINANCE.**

#### **City of Cairo Noise Ordinance Sec. 12-6, 12-7. Noise – Prohibitions**

##### Sec. 12-6. Noise – Prohibited Content

##### (c) Prohibited Conduct.

##### (1) **Restrictions of 300 feet from 7:00 a.m. to 9:00 p.m.**

b. *Human-produced sounds.* It is unlawful for any person or persons to yell, shout, hoot, whistle, or sing on the public streets or sidewalks or on private property so as to create, or cause to be created, any noises or sounds which are ***plainly audible at a distance of 300 feet or more*** from the place, building, structure, or in the case of real property, beyond the property limits, in which the person is located, so as to annoy or disturb the quiet zone or peace of any person.