



CITY OF LAWRENCEVILLE

Special Event Application FOR THE LAWN, ROAD CLOSURES & PARADE PERMITS

**This packet does NOT serve as an application
to reserve the Gwinnett Historic Courthouse Grounds.
Please call (770) 822- 5450
to reserve the Gwinnett Historic Courthouse Grounds.**

CITY OF LAWRENCEVILLE EVENT CALENDAR

Please be aware of our annual event calendar when applying for events in the City of Lawrenceville. All of the following events are annual events led by the City of Lawrenceville. ALL events are subject to date, time and event location changes.

Event Name	Event Date	Event Location
March Music Madness	Closest Saturday to St. Patrick's Day	Historic Downtown Square
Lawrenceville Live!	April – September *The first Friday of each month	Historic Downtown Square
Comic Book Day	1 st Saturday in May	Historic Downtown Square
Movies on the Lawn	May – August *The 2 nd Friday of each month	Lawrenceville Lawn
Summer Concert Series	May – September *The last Friday of each month	Lawrenceville Lawn
Prelude to the 4th	July 3 rd	Lawrenceville Lawn
ArtsFest Gwinnett	3 rd Saturday in July	Lawrenceville Lawn
Paws in the Park	2 nd Saturday in September	Lawrenceville Lawn
Rock'n Ribville	3 rd Saturday in September	Lawrenceville Lawn
Spooktacular on the Square	The Friday before Halloween	Historic Downtown Square
Hometown Christmas Parade	2 nd Saturday in December	Historic Downtown Square and Lawrenceville Lawn

****Please take these dates into consideration when applying for a special event.
Also, please note that we will not accept events that fall on City Holidays.***

SPECIAL EVENT APPLICATION CHECK LIST

PURPOSE OF APPLICATION (Please check one below)

- ___ Lawrenceville Lawn Use
- ___ Road Closures due to rental of the Gwinnett Historic Courthouse Grounds (Must supply written proof of approved rental of the Courthouse Grounds. Please refer to policy for restrictions to this request.)
- ___ Pre-Approved Parade Routes, 5K or 10K run/walk events (Please refer to policy for restrictions to road closure requests.)

Please note that completion of this application does not guarantee approval. For qualifications and information on the approval process, please see the City's Special Event Policy.

REQUIREMENTS FOR APPLICATION

	Lawrenceville Lawn	Road Closures	Parade, 5Kor10K Run/Walk
Step 1	Submit a completed application and fee to the Event Coordinator.	Submit a completed application and fee to the Event Coordinator.	Submit a completed application and fee to the Event Coordinator.
Step 2	Wait for response from City Event Coordinator (30 Days from Application Receipt)		
Step 3	Prepare and submit presentation for the Event Committee to review. *Additional information may be requested.	Event Committee selects road closure requests for City Council consideration.	Event Committee selects road closure requests for City Council consideration.
Step 4	Wait for notice of approval (60 Days from Application Receipt)		
Step 5	City Council reviews ALL Lawn Use requests received at the next possible work session after application window has closed with official approval in the following Council meeting.	City Council reviews ALL Road Closure requests received at the next possible work session after application window has closed with official approval in the following Council meeting.	City Council reviews ALL Road Closure requests received at the next possible work session after application window has closed with official approval in the following Council meeting.
Step 6	Once notified of approval, submit Certificate of Insurance and payment of fees 10 days from the date of approval. See policy for deadlines for all other necessary paper work that is stated in the event policy. This includes but is not limited to: Permits, General Release forms for all registered vendors, Certificates of Insurance, Parking needs, Private Property usage letter from owner, Road Closure Requests, etc.	Once notified of approval, submit Certificate of Insurance and Payment of Fees 10 days from date of approval.	Once notified of approval, submit Certificate of Insurance and Payment of Fees 10 days from date of approval.

CITY OF LAWRENCEVILLE EVENT PERMIT APPLICATION

Which permit are you requesting? LAWN ROAD CLOSURE PARADE (5K OR 10K)

Application date: _____ Name of Event: _____

Contact information to be posted on the City's website (Phone, e-mail, etc.):

**If no additional information is provided, event name and primary phone number of organizer will be used.*

Type of Event: Run Walk Performance Festival Other (*please specify below*)

Date(s) of Event in Prioritized Order (3): _____ (MM/DD/YYYY)

_____ (MM/DD/YYYY)

_____ (MM/DD/YYYY)

Start time of the Event: _____ A.M or P.M Ending time of the Event: _____ A.M or P.M

Set-up date of the Event: _____ Set-up time of the Event: _____ A.M. or P.M.

**Please be specific and include time needed for deliveries and set-up. If it is the day before the actual event, please state that date. These dates/times are used to estimate City service and should be accurate at application submittal. Changes to these times will require approval from the Event Coordinator.*

Applications will be only be accepted between May 1st and July 31st.

- **Please include a \$25 processing fee with each application.**
- **If requesting use of the Lawn, a \$500 refundable Deposit is required as well.**
- Submit applications, including an event layout, to the Office of Economic Development, (located on the 4th floor at City Hall) 70 South Clayton Street, Lawrenceville GA 30046.
- Questions? Call the City's Event Coordinator at 678.407.6598.

*Additional information:

- Additional lawn requirements will be distributed with event approval.
- Incomplete applications will not be considered.
- Submission of application does NOT constitute acceptance.
- The City will make every effort to notify event organizers of event approval as soon as possible after the close of the application window.

1. Person/Organization Submitting Application:

Name: _____ Primary Phone: _____

Residence Address: _____
Street / City / State

Business Address: _____
Street / City / State

Occupation: _____ E-Mail: _____

Name of Organization: _____ Non Profit: _____ YES _____ NO

Will alcoholic beverages be served? YES _____ NO _____

Who will hold the alcoholic beverage license? _____

Estimated number of Attendees: _____

Will this be a ticketed or admission event? _____

Estimated number for Vendors: _____

Estimated number of Performers: _____

Estimated number of Vehicles requiring parking passes: _____

2. Event Organizer (Must be an individual that is responsible for the event):

Check Here if Same As Above _____ (If checked, this section does not need to be completed.)

Name: _____ Phone: _____

Residence Address: _____
Street / City / State

Business Address: _____
Street / City / State

Occupation: _____ E-Mail: _____

Name of Organization: _____ Non-Profit: _____ Yes _____ No

1. Describe the event and state the purpose or objective of the Proposed Event.

2. What street closures are needed (please include start and end times and dates for closures being requested)? NO STREETS MAY BE CLOSED WITHOUT APPROVAL FROM THE CITY. ANY STATE OR COUNTY ROUTES MAY REQUIRE APPROPRIATE Department of Transportation (DOT) APPROVAL (a drawing or map of the area showing all streets to be closed is required to be attached to this application).

3. Proposed layout of event: (a drawing or map of the area is required to be attached to this application.) Mark off any areas that should be coned off or closed for special needs, parking or vendor loading area.

4. Describe the event equipment included in layout (tents, tables, chairs, stages, inflatables, trailers, kiddie rides, etc.): (Note: The City does not provide equipment.) No cars or trucks will be allowed on the lawn at any time with the exception of golf carts, gators or other similar light weight vehicles.

Is electricity required? _____ Do you plan to use amplified sound? _____
**Please note that electricity is not guaranteed.*

Please detail sound system requirements for noise ordinance compliance check:
**Please note that we do not provide sound.*

Please list any additional comments that you deem necessary for your event:

I have carefully read and will abide by the City of Lawrenceville's Application and Special Event Policies and swear that statements I made herein are true and correct to the best of my knowledge and belief.

(Signature is required)

Applicant Signature: _____ Date: _____

Applicant Printed Name: _____

GENERAL RELEASE

Must be filled out by ALL participating vendors, collected by Event Organizer and returned to City's Event Coordinator no less than 15 business days prior to the Event Date. Any vendors who have not filled out and submitted this form will not be permitted to participate in the event.

This General Release (hereinafter the "Release") made this _____ day of _____, 20____, by and among Lawrenceville, Georgia (hereinafter the "City") and _____,
(Please Print Name and or Company Name)

_____,
(Mailing Address) (City) (State) (Zip)

for rental of _____ on _____
(Facility Name) (Date of Rental)

I, the undersigned, do hereby waive and release, and agree to indemnify, defend and hold harmless the City of Lawrenceville, its Departments, personnel, employees, officials, staff and agents from and against any and all rights, claims, liabilities, damages or lawsuits arising out of or in connection with the above activity.

Name (Print) Date

Signature Phone Number

A tag with APPROVED identification number will be awarded to event organizers of approved events. This tag must be clearly and prominently displayed at the information booth of the event.

VENDOR REQUIREMENTS FORM

***RENTERS:** Distribute this form to all vendors that will be providing a service for you and have them return to you with their General Release, Vendor Requirement Form and Certificate of Insurance. You will be expected to turn in ALL forms AT ONE TIME to the Event Coordinator 15 business days prior to the event.

Event Name/Renter: _____ Date: _____

Rental Start Time: _____ E-Mail: _____

***VENDORS:** Attach your Certificate of Insurance (COI) to this form. Your COI must include the following verbiage in the “additional notes” section of your COI:

Certificate Holder and Additional Insured include:

City of Lawrenceville
70 S. Clayton Street
Lawrenceville, GA 30046

ALL VENDORS must have \$1,000,000 in general liability policy per occurrence and aggregate

*If vendors need insurance, one option for which we are aware is www.eventhelper.com. This is a quick and easy 1 day **insurance policy process that will satisfy the COL requirements**. Additional options may be available.

Day of event - Please park on _____ streets for easy access to the Lawrenceville Lawn. Please park on _____ streets for easy access to the Gwinnett Historic Courthouse Grounds.

Name (Print)

Date

Signature

Phone Number



Lawrenceville Lawn Park Rules

1. Respect others who are using the park.
2. Respect and take care of the equipment and facilities.
3. No ball games or organized ball play.
4. Please do not pick flowers or damage plants.
5. Place all trash in appropriate containers.
6. No motorized vehicles allowed in the Park except by permit.
7. No amplified sound except by permit.
8. All pets must be on a leash at all times.
9. Owners are required to clean up after their pets.
10. No fires or camping in the park.
11. Alcohol is prohibited except by permit for approved events.
12. No skates, skateboards, scooters, or bicycles. Cyclists biking to the Lawn may secure their bikes in the areas provided within the park, but bicycles should not be used within the park.
13. Children under the age of 16 must be supervised by an accompanying adult; never leave children unattended.
14. Smile!

Additional Rules for Fountain, Volleyball Court and Playground

1. No swimming, wading or entry of any kind into the Fountain.
2. No food, gum, or beverages may be brought into or placed in these areas.
3. No pets are allowed in these areas of the lawn.
4. No water balloons, water guns, or other water toys permitted in or around the fountain.
5. Please keep rocks, stones, and other small objects out of specified areas.
6. No jumping from surrounding walls at any of the specified areas.

LAWRENCEVILLE LAWN & THE HISTORIC LAWRENCEVILLE SQUARE SITE MAPS

Please use these maps for the layout of the proposed Special Event



LAWRENCEVILLE LAWN

Plan by
Tunnell-Spangler-Walsh & Associates | Hayes James & Associates
tsa-design.com hayesjames.com



SITE PLAN

