



SPECIAL EVENT PERMIT APPLICATION

City of Monroe, 215 North Broad Street, (770) 267-7536

SUBMIT FORM to lpowell@monroega.gov

TYPE _____
FEE _____
INTERNAL USE ONLY

EVENT NAME	
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APPLICANT INFORMATION						
NAME					TYPE (select one)	
ORGANIZATION					REGULAR	
ADDRESS	STREET				NON-PROFIT (501c)	
	CITY	STATE	ZIP			
PHONE					CITY	
EMAIL					OTHER	

EVENT DETAILS			
DATE		START/END TIME	
LOCATION			
NAME			
ADDRESS			

PURPOSE OF EVENT (select one)		
CONCERT/SHOW	FESTIVAL	FUNDRAISER
OUTDOOR MARKET	PARADE/MARCH	WALK/RUN/BIKE
WEDDING/BIRTHDAY	OTHER	

EVENT DESCRIPTION
<i>please include map of event layout or path of walk/run/bike</i>

ATTENDANCE		
SPECTATORS	PARTICIPANTS	TOTAL

SIGNATURE OF APPLICANT	
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Standard Permit Application Fee: \$100 (Due w/ Application).

Emergency Permit Application Fee: \$250 (Due w/ Application).

(LOCAL) Non-Profit Organization (501c) Permit Fee: *May Be Waived* (Paperwork Required w/ Application).

Additional Permit Fees: After Review of the Permit Application based on Services Required/Requested of City.

Additional Expenses Post Event: Additional Expenses to the City may be billed to the Applicant per Ordinance (84-7).

Insurance Liability Requirements: Based on Event Type, Purpose, Attendance, City Services Required/Requested.