

Mayor Jason Buelterman

CITY COUNCIL

Wanda Doyle, Mayor Pro Tem
Charlie Brewer
Barry Brown
Eddie Crone
Dick Smith
Paul Wolff



City Manager
Diane Schleicher

Clerk of Council
Vivian Woods

City Attorney
Edward M. Hughes

CITY OF TYBEE ISLAND

Special Events Application

* Note: Applicant must meet with event coordinator at time of submitting application

Today's Date: _____

SECTION 1

1. Name of Event _____

2. Date and time of event: _____

3. Location(s): _____

4. Sponsoring organization(s)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Cell: _____

5. List contact person and information:

Name: _____

Address: _____

Phone Number(s) _____

Email: _____

6. Describe the event and its goals: _____

7. Estimated number of people to attend and what this is based on: _____

8. Have you ever done this event before? If yes, list dates and locations: _____

9. List event sponsor: _____

10. List media sponsors and/or marketing plan: _____

11. List any additional contact person(s) and their phone numbers involved in the planning of this event.

12. What plans if any exist for clean up and recycling? (Disposal of grease, trash)

13. Please list any streets requesting to be closed, specify dates and times:

14. Please list any bands, emcees or onsite promoters attending this event.

SECTION 2

Please describe your special event experience and the experience of the sponsoring organization in producing events. List events held in the past.

Please list two (2) references:

1) Name: _____

Address: _____

Phone: _____

2) Name: _____

Address: _____

Phone: _____

SECTION 3

Please check the box if it applies to the proposed event.

- Fences/Barricades
- Filming **(additional paperwork required)**
- Admission Charge
- Vendors
- Alcoholic Beverages **(separate approval required)**
- Parade/Procession
- Fireworks
- Amusement Rides
- Portable toilets
- Street Closures **(separate approval required)**
- Special parking **(contact economic development office)**
- Commercial truck Parking
- Banner Permits **(additional paperwork required)**
- Police Detail
- Fire Detail/Inspection
- Additional Security
- Entertainment or music (explain) _____
- Temporary Structure (explain) _____
- Additional Electrical needs (explain) _____

SECTION 4

Additional requirements:

- ❖ A site plan showing the layout of the event. The site plan must include the location of every booth, ride, public facility etc. **(Due with application)**
- ❖ A preliminary budget. **(Due with application)**
- ❖ A \$1 million certificate of insurance, with the City of Tybee Island listed as additional insured and certificate holder. **(Due (14) days before event)**
- ❖ A non-refundable Special Events Permit Fee of \$106.00 in the form of a cashiers check or money order, made payable to the City of Tybee Island. If you are tax exempt the fee is \$100.00 and you will need to provide your GA. Tax Exempt Certificate. **(Due with application)**

Approvals

ED Director: _____ Date: _____

City Manager: _____ Date: _____

City Council: _____ Date: _____