



Special Event Application

FOR THE LAWN, BICENTENNIAL PLAZA,
ROAD CLOSURES & PARADE PERMITS

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

Updated October 2023

The tentative 2022 Calendar of Events is below. Please take these dates into consideration when applying for a special event, but please be aware that all dates are subject to change. Also, please note that we will not accept or approve events that fall on City Holidays.

Events	Date
Lawrenceville Movie Club Depot District Drive-in	February 29
† F h † h U	March
DTL Happening: Day of Play	April 5
The Lawrenceville Boogie	April 27
Free Comic Book Day	May 4
LIVE in the DTL Concert	May 17
Lawrenceville Movie Club	May 21
LIVE in the DTL Concert	June 14
Lawrenceville Movie Club	June 21
Prelude to the Fourth Fireworks Celebraton	July 3
Lawrenceville Movie Club	July 17
Evening of the Arts	July 27
National Night Out & Lawrenceville Movie Club	August 9
LIVE in the DTL Concert	August 23
LIVE in the DTL Concert & Around the World in the DTL	September 13 & 14
CULTURA: Fiesta Latina	September 27
Cops & Cones Motor Skills Course	October 12
BOO Fest	October 31
Harvest Festival	November 9
Holiday Pop Up Events	Throughout December

****Please make note, this does not include several pop up series such as Beats on the Streets, DTL Happenings, and Holiday events****

SPECIAL EVENT APPLICATION

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 or 5K run/walk events (Please refer to policy for restrictions to road closure requests. View the Parades & Assemblies Ordinance at lville.city/parade-ordinance.)
- Bicentennial Plaza

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

If application is denied at any step in the process, it does not move forward to the next Step.

	Lawrenceville Lawn / Bicentennial Plaza	Road Closures	Parade or 5K Run/Walk
Step 1	Submit a completed application and fee to the Events Staff.	Submit a completed application and fee to the Events Staff.	Submit a completed application and fee to the Events Staff along with selected choice of Parade Route or 5K Route from pre-approved routes attached to this application.
Step 2	Wait for response from City Events Staff (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 Manager consideration.	Event Committee attaches pre-approved parade/5K race routes and associated road closure requests for City Manager consideration.
Step 4	Wait for notice of approval (60 Days from Application Receipt)		
Step 5	City Manager reviews ALL Lawn and Bicentennial Plaza Use requests.	City Manager reviews ALL Road Closure requests.	City Manager reviews ALL pre-approved parade/5K race routes and associated road closure requests.
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 paperwork stated in the event policy. This includes but is not limited to: Permits, General Release forms for all registered vendors, Certificates of Insurance, 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. Payments for police fees are due 30 days prior to the event..	Once notified of approval, submit Certificate of Insurance and Payment of Fees 10 days from date of approval. Payments for police fees are due 30 days prior to the event..

CITY OF LAWRENCEVILLE EVENT PERMIT APPLICATION

Which permit are you requesting? Lawn Road Closure Parade/5K Bicentennial Plaza

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: _____ AM or PM Ending time of the Event: _____ AM or PM

Set-up date of the Event: _____ Set-up time of the Event: _____ AM or PM

**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 Staff.*

Applications must be submitted no less than 90 days (3 months) from the proposed date of your event!

- **Please include a \$50 processing fee with each application.**
- **If requesting use of the Lawrenceville Lawn Stage, a non-refundable Class S Fee is also required. Please see Special Event Policy – Page 3 for additional details.**
- Submit applications, including an event layout, to the Office of Community Development, (located on the 3rd floor of City Hall) PO Box 2200, Lawrenceville GA 30046.
- Questions? Call the City’s Event Staff at 678.407.6653.

*Additional information:

- Additional Lawn requirements will be distributed with event approval.
- Incomplete applications without application fee 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 application has been reviewed. Please note, the application is reviewed by multiple city departments and will take time to be processed.
- **In order to be included on the City of Lawrenceville Annual (printed) Events Calendar, applications must be received by October 15th.**

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? NO _____ YES _____

**Who will hold the alcoholic beverage license? _____

Estimated number of Attendees: _____

Will this be a ticketed or admission event? NO _____ YES _____

Estimated number for Food Vendors***: _____

Estimated number for Business/Retail Vendors: _____

Estimated number of Performers: _____

Will the event require stage access? (Additional fee required): _____

*A valid email address is required for application to be considered.

**If applicant is a licensed alcohol tax-paying business within the City of Lawrenceville, all taxes must be current in order for application to be considered and approved.

***All food vendors must be placed in the parking lot

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: _____

The following inquiries on page 6 & 7 require completion and should not be left unanswered.

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

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

3. What street closures are requested (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). *Please note that pre-approved parade and 5K routes attached to this application must be used for events of that type.*

4. 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 lightweight vehicles (with prior written approval only).

5. Is electricity required? _____ Do you plan to use amplified sound? _____

**Please note that electricity is not guaranteed.*

6. Please detail sound system requirements for noise ordinance compliance check:

**Please note that the City does not provide sound. View the ordinance at lville.city/noise-ordinance.*

7. Please list any additional comments 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 retained for a minimum of two (2) years. 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 _____ (Facility Name) on _____ (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

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 and copies should be retained by the vendor for a minimum period of two years.

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 COI requirements.** Additional options may be available.

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

Name (Print)

Date

Signature

Phone Number



Lawrenceville Lawn Park and Bicentennial Plaza 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. Pet stations are located around the Lawn.
10. Owners are required to clean up after their pets.
11. No fires or camping in the park.
12. Alcohol is strictly prohibited unless for approved events or when acquired from a Downtown Lawrenceville business in compliance with our open container regulations. View the ordinance at ville.city/open-container.
13. 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.
14. Children under the age of 16 must be supervised by an accompanying adult; never leave children unattended.
15. The Lawn Stage is off-limits, except by **Class S** permitted use issued by the City of Lawrenceville.

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.

Please use this map for the layout of your proposed Special Event.



LAWRENCEVILLE LAWN

Plan by: Turmel-Spangler-Walsh & Associates | Hayes James & Associates
for design.com | haysjames.com



SITE PLAN



July 2012 | Scale 1" = 200'



BICENTENNIAL PLAZA

BICENTENNIAL TRAIL & PLAZA
Landscape Plan - Plaza

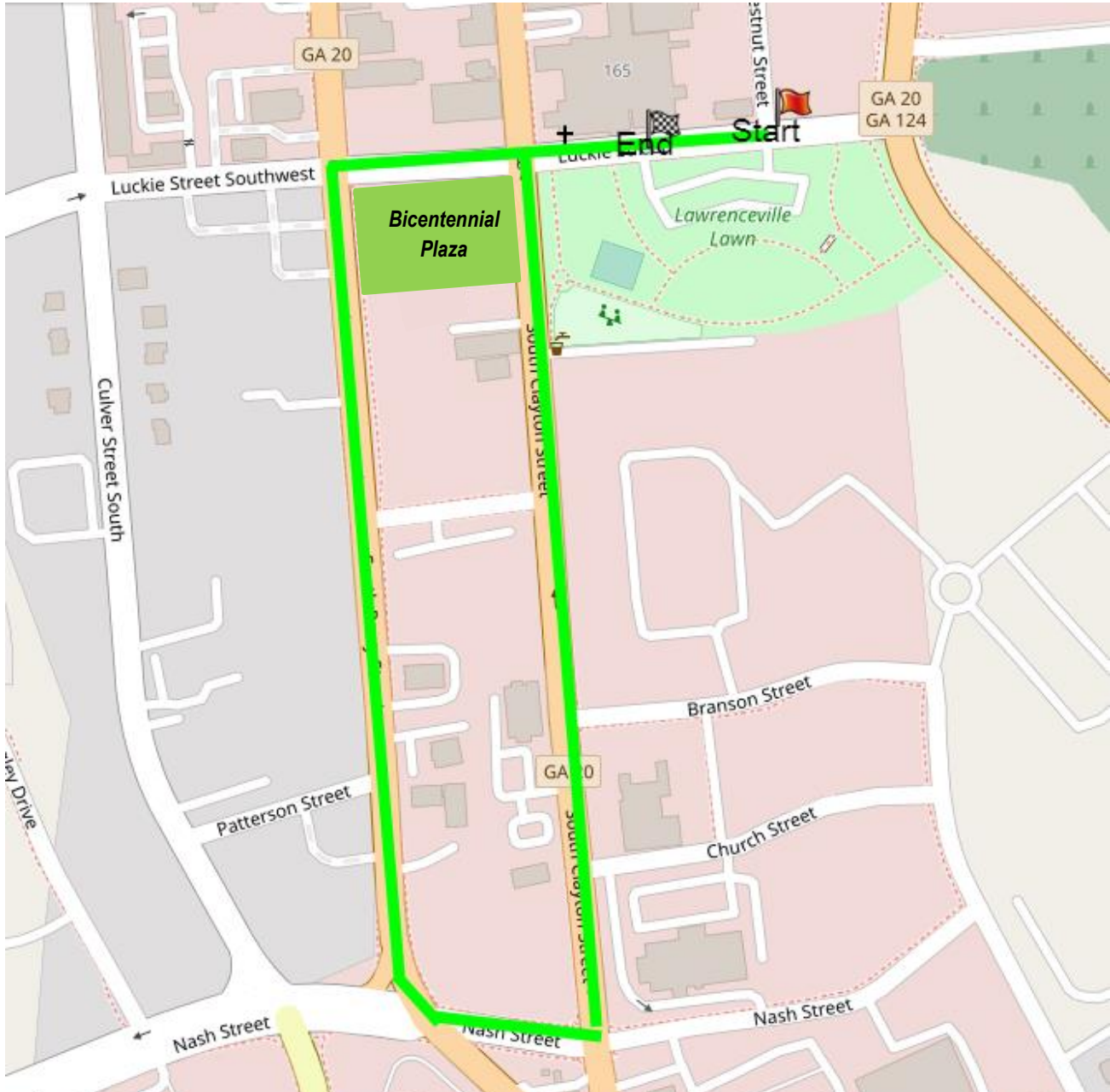
A18-140GSB 11/29/18



LAWRENCEVILLE

GEORGIA

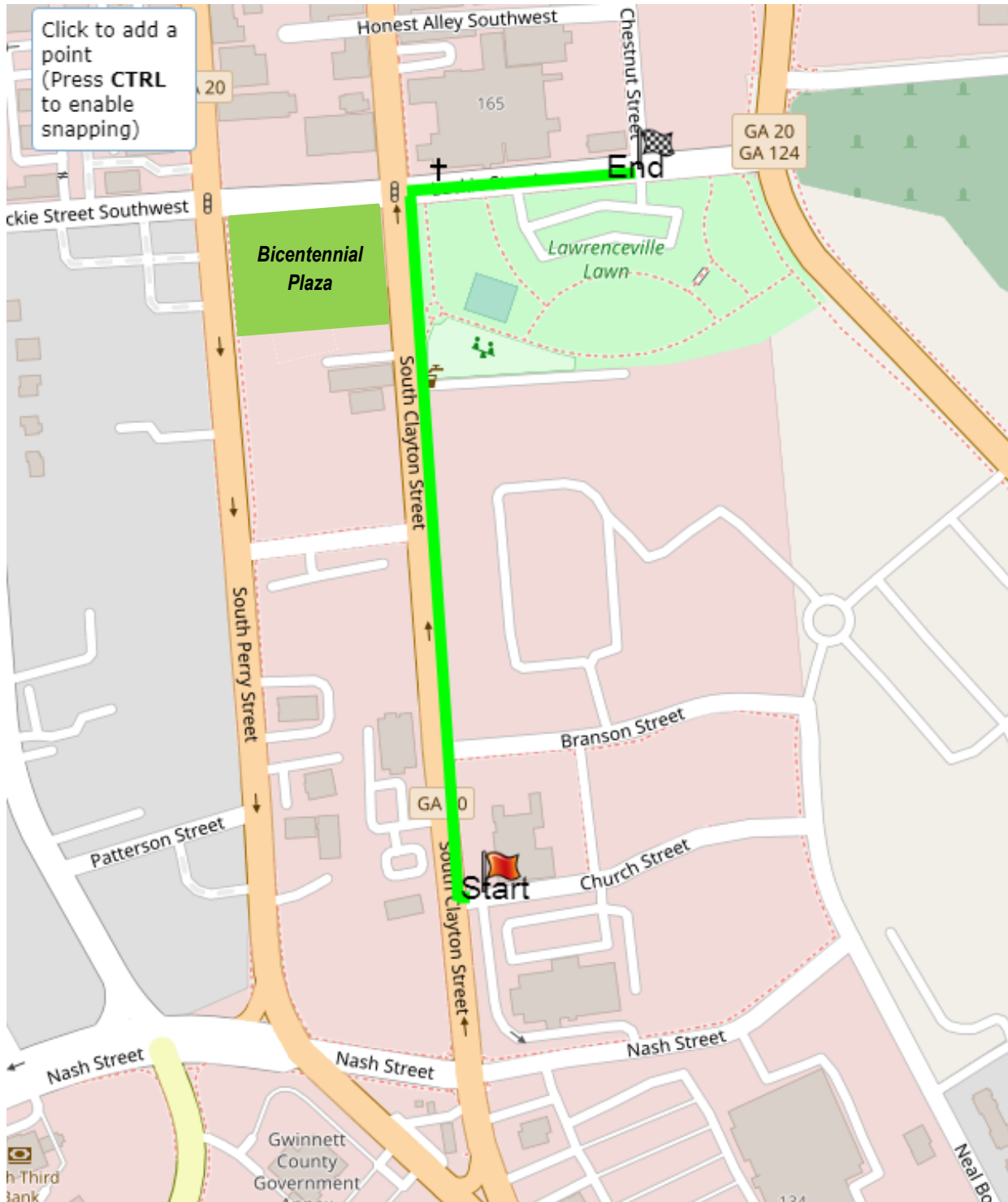
Official Parade Route - Tier 1



This parade route is designed for parades involving 200 + participants and/or spectators.



Official Parade Route – Tier 2



This parade route is designed for parades involving less than 200 participants and/or spectators.

This page is for office use only.

ALL SIGNATURES REQUIRED FOR APPROVAL	Date Approved: _____
_____	<input type="checkbox"/> Approved
EVENTS & PROGRAMS MANAGER	<input type="checkbox"/> Denied
	<input type="checkbox"/> Pending
Approved/Pending/Denial Conditions: _____	

ALL SIGNATURES REQUIRED FOR APPROVAL	Date Approved: _____
_____	<input type="checkbox"/> Approved
LAWRENCEVILLE POLICE	<input type="checkbox"/> Denied
	<input type="checkbox"/> Pending
Approved/Pending/Denial Conditions: _____	

ALL SIGNATURES REQUIRED FOR APPROVAL	Date Approved: _____
_____	<input type="checkbox"/> Approved
LAWRENCEVILLE PUBLIC WORKS	<input type="checkbox"/> Denied
	<input type="checkbox"/> Pending
Approved/Pending/Denial Conditions: _____	

FINAL SIGNOFF – SIGNATURE REQUIRED UPON CITY MANAGER APPROVAL	Date Approved: _____
_____	<input type="checkbox"/> Approved
COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR	<input type="checkbox"/> Denied
	<input type="checkbox"/> Pending
Approved/Pending/Denial Conditions: _____	

