



Special Event Permit Application

Parade Attachment

City of Holly Springs
PO Box 990
Holly Springs, GA 30142
770-345-5536

The City has one predetermined parade route- Holly Springs Parkway from its intersection with Mountain Brook Drive to its intersection with Hickory Road. If you would like to propose an alternate route, please provide an overhead with the parade route clearly marked. Alternate routes must be approved by the City.

Once a route has been determined, please provide a map showing registration, check-in, start/finish, staging/line-up, etc.

Event organizer must maintain copies of vehicle insurance and drivers' licenses for all motorized entries.

Please provide a timeline of your parade:

Setup begins at: _____
Sign-in/On-site registration begins at: _____
Parade begins at: _____
Parade finishes at: _____
Event cleanup complete at: _____

Number of participants expected: _____

Within one week of your event, please provide a list of all parade participants.

List of Vendors:

REQUIRED: Site Map - Please provide an overhead map detailing the placement of all aspects of your event. Maps should include, but are not limited to:

- perimeter of event
- parking
- tents
- restrooms
- food/alcohol serving areas
- stages
- parking plan
- routes
- water stations
- volunteers
- entrances
- exits
- inflatables

Hand-drawn maps are acceptable. (If you are using the 5K route determined by the City, staff can provide a map for you to work with.)

All lane/street closures, and any event involving alcohol, require police personnel on an extra-duty basis. Traffic control and parking plans, which should include where police officers will be stationed, must be submitted and approved by the Police Chief. Group/Organization will be responsible to cover the cost of police personnel; this cost will be calculated on their special event rate.

PUBLIC NOTICE REQUIREMENTS: Group/Organization must advertise in the Cherokee Tribune if event requires lane/street closures. Group/Organization must also provide a written notice to all affected businesses and residents no less than one week prior to the event and a copy of the notice along with a list of those who received letters must be submitted with this form. All cost will be the responsibility of the Group/Organization. Any event permit application that includes a request to close any public street in the City must be approved by the City Council.

