



# Special Event Permit Application Road Race/Cycling Event Attachment

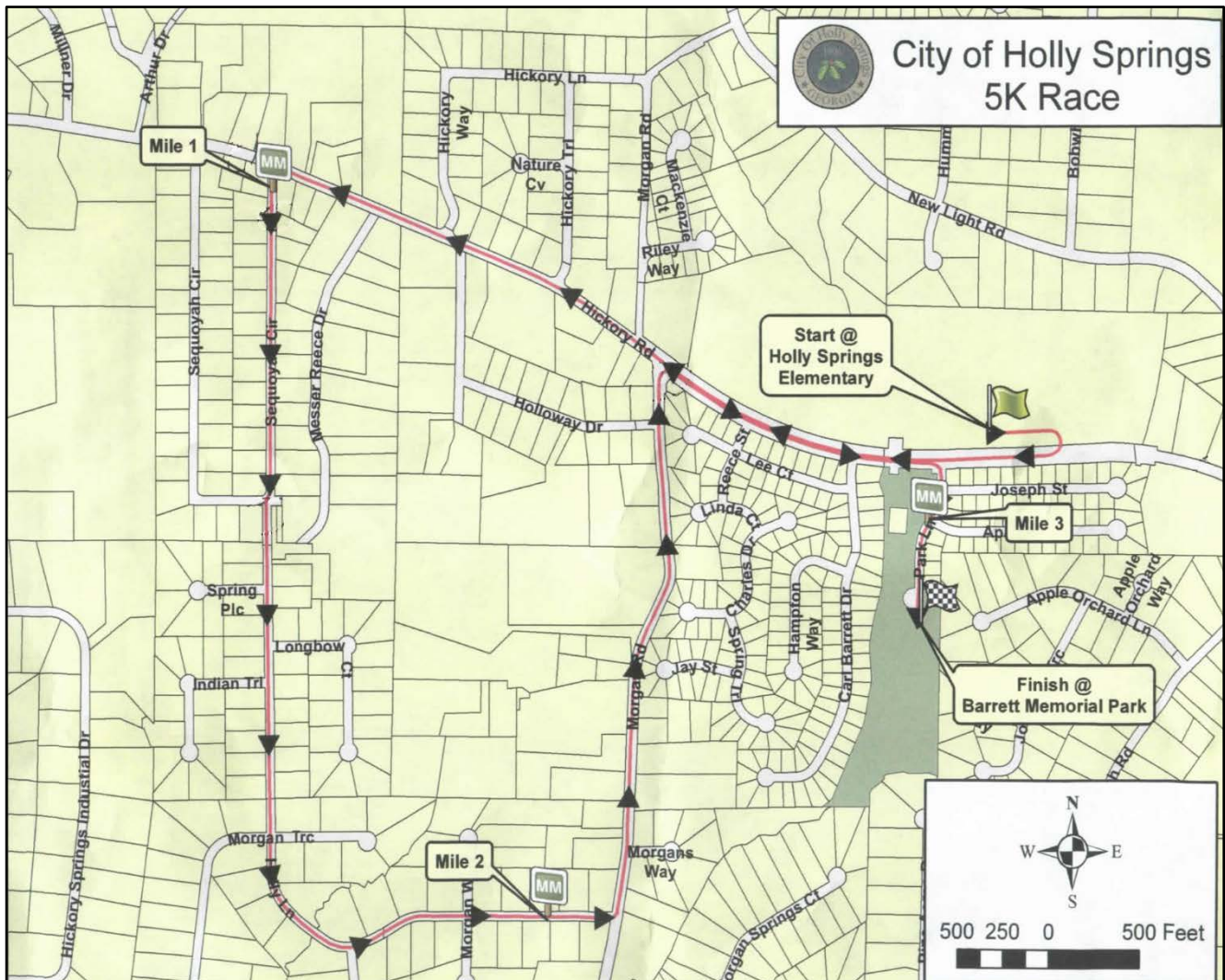
City of Holly Springs  
PO Box 990  
Holly Springs, GA 30142  
770-345-5536

**My event is a:**  road race  cycling event      **Distance:**  5K  10K  Other: \_\_\_\_\_

Once a route has been determined, please provide a map showing registration, start/finish, water stations, first aid station, portable toilets, route monitors, etc.

A note for road race events:

The City has one predetermined route for 5K races. Please review the map below to determine if this route will work well for your event. If you would like to propose an alternate, please provide an overhead with the race route clearly marked. Alternate routes must be approved by the City.



**Please provide a timeline of your race or cycling event:**

Setup begins at: \_\_\_\_\_  
Sign-in/On-site registration begins at: \_\_\_\_\_  
Race/cycling event begins at: \_\_\_\_\_  
Race/cycling event cleanup begins at: \_\_\_\_\_  
Race/cycling event cleanup complete at: \_\_\_\_\_

**Number of participants expected:** \_\_\_\_\_

**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.

