

# City of Dalton, Georgia

## Instructions for Special Event/Festival Permit

- Complete page (2) of the Special Event Permit/Festival Application in its entirety.
- Review the “Check-off List” on page (3) and initial each block. Please Sign Page (4).
- Once application is completed, it must be submitted to the GA Department of Revenue’s centralized portal system at <https://gtc.dor.ga.gov/> .
- For more information, please visit <https://www.daltonga.gov/clerk/page/beer-license> and follow the “How To Register” PDF attachment.
- Once uploaded, the City Clerk’s Office will review for completion and contact the applicant for method of payment. The cost of the permit is \$300.00 per event.
- Upon receipt of the application for a Special Event Permit, the City Clerk’s Office will contact the appropriate City departments for inspection and compliance of the area of the “Special Event”.
- After completion of all inspections, the City Clerk’s Office will then issue the Special Event Permit along with uploading it to the GA DOR centralized portal.

***Festival.*** A special event sponsored by a nonprofit civic organization as defined in Sec. 6-111, where the majority of the net proceeds of the special event benefit a charitable cause or the promotion of the city.

***Festival area.*** The area within which beer and/or wine may be dispensed and consumed during a festival.

**(A) *Primary festival area.*** The boundaries of the primary festival area are as follows: Beginning at the point where the sidewalk on the eastern right-of-way of Selvidge Street abuts the northern right-of-way of Crawford Street, then extending north along the sidewalk on the eastern right-of-way of Selvidge Street to its intersection with the sidewalk on the southern right-of-way of King Street, then east along the sidewalk on the southern right-of-way of King Street to the eastern right-of-way of Pentz Street, then north along the eastern right-of-way of Pentz Street to the sidewalk on the northern right-of-way of King Street, then east along the northern right-of-way of King Street to its intersection with the sidewalk on the eastern right-of-way of Selvidge Street, then north along the sidewalk on the eastern right-of-way of Selvidge Street to the entrance to the BB&T parking lot, then west across Selvidge Street to the sidewalk on the western right-of-way of Selvidge Street, then south along the sidewalk on the western right-of-way of Selvidge Street to the northern right-of-way of Crawford Street, the east across Selvidge Street to the point of beginning.

**(B) *Alternative festival area.*** Any area within the C-3 commercial district that is approved by the City Administrator, the Chief of Police and the Director of Public Works.

***Special outdoor area.*** The area, within a special event, that is not a festival where beer and/or wine may be dispensed and consumed.

**CITY OF DALTON, GEORGIA  
SPECIAL EVENT PERMIT  
FOR ALCOHOL BEVERAGE**

Date Application Filed \_\_\_\_\_

***NAME OF EVENT*** \_\_\_\_\_

***LOCATION OF EVENT*** \_\_\_\_\_

***Date of Event*** \_\_\_\_\_

***Beginning Time of Event*** \_\_\_\_\_

***Ending Time of Event*** \_\_\_\_\_

***NAME OF PRODUCER OF EVENT*** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY, STATE & ZIP** \_\_\_\_\_

**TELEPHONE** \_\_\_\_\_

**FAX** \_\_\_\_\_

**NAME OF ALCOHOL BEVERAGE LICENSEE** \_\_\_\_\_

**CITY OF DALTON ALCOHOL BEVERAGE LICENSEE NUMBER(S)** \_\_\_\_\_

**NAME OF SECURITY PERSONNEL** \_\_\_\_\_

**TELEPHONE OF SECURITY PERSONNEL** \_\_\_\_\_

**MAP ATTACHED IDENTIFYING THE OUTERMOST BOUNDARIES OF THE EVENT**

**CITY OF DALTON, GEORGIA  
SPECIAL EVENT PERMIT  
FOR ALCOHOL BEVERAGE**

**PLEASE REVIEW THE FOLLOWING AND INITIAL EACH OF THE FOLLOWING:**

**Check Off List**

- Producer To Apply For One Special Outdoor Permit
- Shall Be Securely Enclosed On All Sides By A Fence, Barricade Or Other Similar Such Structure Approved By The Chief Of Police
- Special Outdoor Area Shall Not Exceed An Area Greater Than 6500 Square Feet
- Special Outdoor Area Shall Be Approved By The City Administrator Or His Designee
- Special Outdoor Area Shall Be Restricted To The Holder Of A Valid Alcoholic Beverage License To Sell Retail Beer And Or Wine
- Producer Is Required To Coordinate With The Dalton Police Department To Arrange For Officers (2 Minimum) To Provide Security For Special Events. In Addition The Producer Is Required To Compensate The Officers At The DPD Approved Rate.
- Signs Indicated Beer And Or Wine Is Consumed Shall Be Conspicuously Posted At All Times At Each Point Of Entrance/Exit Stating "The Possession Of Alcoholic Beverages Beyond This Point Is Prohibited" The Letters Of Such Signs Shall Be Not Less Than Three Inches In Height And One-Half Inch Of Width And Shall Be In Black Letters On A Contrasting Light Background.
- Patrons Shall Not Be Permitted To Bring Into Or Take Outside The Designated Area Any Alcoholic Beverage Or To Furnish Any Alcoholic Beverage To Any Person Outside The Designed Area Where Beer And Or Wine Is Permitted.

**Check Off List (Conditions Applicable to Festivals Only)**

- The Producer Shall Supply Wristbands For Purchase By Attendees That Wish To Consume Beer And/Or Wine Within The Festival Area. The Wristbands Shall Be Of A Type That Cannot Be Removed Without Tearing. The Wristbands Must Be Attached At The Point Of Purchase.
- No Wristband Shall Be Sold Or Given Away To An Attendee Without First Determining That The Attendee Is At Least 21 Years Of Age.
- No Beer Or Wine Shall Be Dispensed To An Attendee Who Is Not Wearing The Proper Wristband For The Event.

**CITY OF DALTON, GEORGIA  
SPECIAL EVENT PERMIT  
FOR ALCOHOL BEVERAGE**

**SIGNATURE PAGE**

NAME OF EVENT \_\_\_\_\_

DATE OF EVENT \_\_\_\_\_

I, \_\_\_\_\_, Do Swear or Affirm That I Have Read the Foregoing Information Regarding the City of Dalton Revised Code of Ordinance.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date of Application

**FOR OFFICE USE ONLY:**

Approved by Dalton Police Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Approved by Dalton Fire Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Approved by City Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature