



Clayton County Parks and Recreation Special Event Questionnaire

2300, Hwy 138, Jonesboro, Georgia 30236 Phone: 770 477-3766, Fax: 770 477-1696

ORGANIZER INFORMATION

Applicant Name:		Organization Name:		
Address:		City:	State:	Zip:
Email Address:		Web Site Address:		
Phone: ()	Fax: ()	Mobile: ()	Pager: ()	

EVENT INFORMATION

Event Name:		Event Description:		
Event Production Company (if applicable):	Est. Attendance Per: (Day) <input type="checkbox"/> # (Event) <input type="checkbox"/> # (Bldg) <input type="checkbox"/> # (Show) <input type="checkbox"/> #	Ticketed Event: Yes <input type="checkbox"/> No <input type="checkbox"/>	Event Open to the Public : Yes <input type="checkbox"/> No <input type="checkbox"/>	Seating Style:
Ticketing Agent (if applicable):		Cost Per Ticket Adult: \$		
Name of Organizer / Planner:		Event Line Phone Number: ()	Event Website:	
Designated On-Site Event Coordinator:		Coordinator Mobile:	Coordinator Email Address:	
Designated Name on Contract:		Title:		
Sponsor(s):		Beneficiary of Event:		
Location of Last Event Held:		Last Event Contact person:	Facility Phone Number: ()	

REQUESTED LOCATIONS AND PROPOSED SCHEDULE

Facility / Outdoor Site

Event Date(s) _____ to _____	Move In Date(s) _____ to _____
Event Times _____ to _____	Move In Times _____ to _____
	Move Out Date(s) _____ to _____
	Move Out Times _____ to _____

Facility/ Outdoor Site

Event Date(s) _____ to _____	Move In Date(s) _____ to _____
Event Times _____ to _____	Move In Times _____ to _____
	Move Out Date(s) _____ to _____
	Move Out Times _____ to _____



Clayton County Parks and Recreation Special Event Questionnaire

2300, Hwy 138, Jonesboro, Georgia 30236 Phone: 770 477-3766, Fax: 770 477-1696

Please answer YES or NO to the following questions.

(Please attach documentation as needed for additional information)

Have you promoted this type of event, or one similar, before? If Yes, please list the name, date, and location of the event(s). Yes or No

Is your organization registered with the Secretary of State? If Yes, list the official name as registered. Yes or No

Does your organization have Insurance coverage? If Yes, please list the name of the Insurance Company and the amount of Liability Coverage your organization has. (provide copy) Yes or No

Concerning staffing / volunteers: How many staff/volunteers will work the event? Please list responsibilities.

Do you plan on having any vendors during the event? If Yes, please provide the name of each vendor and whether or not they will be selling items or distributing promotional material. Yes or No

Do you have samples of literature which have been or may be used to promote/advertise your event? If Yes, please attach them to the application. Yes or No

Have you ever promoted an event in Clayton County facilities? If Yes, please list name, date and location. Yes or No

Are you requesting support items for your event? (i.e. Chairs, tables, tents, coolers, ice, staging etc) Yes or No

SPECIAL CONDITIONS (i.e. special arrangements for VIP's, use of animals in the venue, special transportation, amplified sound)

Returning this questionnaire form indicates the applicant has applied to produce a special event at one of our Clayton County Parks and Recreation Facilities, has reviewed and understands each application page and the Special Events Guidelines. Additional steps will follow upon review of application. Cost and fees are subject to change due to any additional resources that may occur.

Signature is not required but may be provided if sending this application by fax or mail.

Print Name & Title

Signature

Date