

City of Augusta, Police Department

**Application For Mass Gathering Permit**

Name/Title of Event: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Time Begin: \_\_\_\_\_ Time End: \_\_\_\_\_

Attendance Expected: \_\_\_\_\_

Location of Event\*: \_\_\_\_\_ Public or Private (circle one)

Sponsor Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(Street or Box) (City/Town) (State) (Zip Code)

Contact Person: \_\_\_\_\_  
(Name) (PH # Day) (PH # Evening)

\*If private property, you must have written permission from the landowner or responsible person.

(NOTE) The cost of the permit shall be \$100. The permit fee will not include the cost of police protection for public safety. The \$100 fee is payable at the time the application is submitted.

Checks to be made payable to: **Treasurer, City of Augusta**

**Additional Requirements:**

1. If location of event includes a City Park, permission must be obtained from the Parks & Cemeteries Bureau Director.
2. If articles (including refreshments) are to be sold or funds solicited, applicable licenses and permits must be obtained from the City Clerk's office.
3. If alcohol will be served, catering permits must be obtained from the appropriate local and State authorities and agencies.

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**Preliminary Approval**

List services agreed upon by sponsor and department or bureau director and any conditions imposed in the appropriate block.

Police Department: (Security, crowd control, traffic control, parking, etc.) _____ _____ Signature of Police Chief: _____ Date: _____
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Public Works Bureau: (personnel time, etc.) _____ _____ Signature of Public Works Director: _____ Date: _____
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Fire Department: (fire lanes, ems) _____ _____ Signature of Fire Chief: _____ Date: _____
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Parks & Cemeteries Bureau: (trash, water, sanitary) _____ _____ Signature of Director: _____ Date: _____
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**Permit**

Based upon the information and approvals contained in this application and attachments hereto, the requested event is approved by the Augusta Chief of Police subject to any conditions noted above or attached. Permit must be present at event.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief of Police

Copy of approval permit to: Police Department, Fire Department, Finance Director, Public Works Bureau, Parks & Cemeteries Bureau, and City Clerk's Office.