

CITY OF HELEN SPECIAL EVENT PERMIT

Times and dates of event _____

Type of event _____

Not-for-profit Organization sponsoring event _____

Principal contact person and telephone number _____

Date of approval by PDRB _____ **by Commission** _____

Fee Payments that may be required

PDRB Application Fee - \$50.00 Date paid _____ (mandatory for all events)

City Commission Approval Fee - \$50.00 Date paid _____ (required only if public R.O.W., security or other public entities involved)

Parade Permit Fee (City Streets) - \$25.00 Date paid _____ (required for parades on City streets)

Parade Permit Fee (DOT Highway) - \$75.00 Date paid _____ (required for parades on DOT roads or streets)

Signage Permit Fee - \$25.00 Date paid _____ (required if **any** signs are to be erected)

All permitting fees have been paid and all necessary approval procedures have been adhered to.

_____ is hereby permitted and approved to hold the above described event for the times and dates specified.

(Seal)

Building/Zoning Administrator

This permit must be displayed and available for inspection during the duration of the event being held.