

**CITY OF HELEN
SPECIAL EVENT PERMIT**



Applicant Name: _____

Contact Info: _____

Event Description: _____

On-Site Event/Parade Coordinator (Must be available during event):

- **Name:** _____
- **Contact Number:** _____

Date(s) of Event: _____

Location of Event: _____

Will a City and State Alcohol Special Event Permit be applied for? ☐ YES ☐ NO

Applicable Fees:

☐ Application Fee - \$50.00

☐ Parade Fee (City Streets) - \$25.00

☐ Parade Fee (DOT Hwy) - \$75.00

☐ Signage Approval and Permitting Fee - \$25.00

☐ Refundable Deposit for Use of City Owned Property - \$500.00

Planning Design Review Board Meeting Date: _____

PDRB Chairperson: _____

Police Department: _____

Fire Department: _____

Building Department: _____

Review the attached City of Helen Ordinances 43-1 to 43-7 for additional requirements to provide the Building & Planning Director to present at the scheduled PDRB meeting.

This permit is only valid after all fees are paid in full, and all departments have reviewed and approved the event.

Events must be submitted 2 months prior to the proposed event date(s).