



**DOWNTOWN COVINGTON (T.C.M.) PERMIT**

Note: Permits can only be issued 10 days in advance of the event

Permits are issued on a first come first served basis

APPLICATIONS ARE TO BE TAKEN TO THE CITY OF COVINGTON POLICE DEPT 1143 Oak St.

I/we the undersigned make an application to the City of Covington/Main Street Covington for a permit within Downtown Covington (T.C.M.) of (check one):

- Courthouse Assembly Permit
- Seasonal/Sidewalk Sale or Display Permit
- Public Square Assembly Permit
- Parade Permit/Run-a-thon
- Events Permit

The applicant requests that Temporary Vending Permits be allowed to be issued (check)

Temporary Vending Permits

The applicant requests a Road Closure in Downtown Covington

Road Closure

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

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

Name of Person Making Application \_\_\_\_\_

Phone Number: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Time/Hours: \_\_\_\_\_

Address: \_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip Code

Organization or Group: \_\_\_\_\_

Purpose of Permit: \_\_\_\_\_

Number of People: \_\_\_\_\_

Location of Proposed Activity:  
\_\_\_\_\_

**Describe and or provide a map for the requested road closure**

Map Attached

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Permit Instructions, Conditions and Limitations**

**Assembly Permits next page**

**(Applicants Initials)**

\_\_\_\_\_ **Court House Assembly:** The site of assembly shall be limited to the sidewalks abutting the front of Newton County Court House

\_\_\_\_\_ **Public Square Assembly:** The side of this assembly shall be limited to the Public Square specifically identified in the Permit Application

\_\_\_\_\_ **Assembly Permit:** The sites of this assembly shall be limited to locations other than the Public Square itself, and identified in the Permit Application.

\_\_\_\_\_ **Parade/ Run Walkathon permit:** This permit is limited to the approved route as outlined on the map  
(ALL PERMITS MUST HAVE AN ATTACHED MAP)

\_\_\_\_\_ **Events Permit:** A full description of all activities involved with this event must accompany this application.

\_\_\_\_\_ **Sidewalk and Seasonal Sales Permits:** Full description of each event is required

**A fee of \$30.00 has been paid in advance for electrical service \_\_\_\_\_ Initial**

NOTE: ANY LIMITATIONS ARE MADE IN ACCORDANCE WITH THE PROVISIONS OF SECTION 20-1601, CODE OF ORDINANCES CITY OF COVINGTON

Please read and check each of the conditions, failure to do so will result in the Permit being denied

**Conditions of the Permit - Each item must be checked**

- No Tents or canopies allowed unless stated on the permit by the Chief of Police or Main Street Director
- No person shall drive stakes, posts or poles or any other device or dig holes for the purpose of securing stakes, posts, poles or any other device for any reason, including to erect a tent stage or other structure unless stated on the permit by the Chief of Police or Main Street Director
- Place or display any sign or advertisement, except that this rule should not apply to any signs or advertisements regarding City/County sponsored or City/County authorized program, festival or other event that occurs in the park. Signs or advertisements regarding City/County authorized programs; festivals or other event may be placed or displayed unless stated on the permit by the Chief of Police or the Main Street Director
- Engage in any outdoor cooking on the Square Park or in the parking spaces adjoining the park
- No moonwalks or equipment that requires power
- All games or activities that could damage lawns are restricted
- No glass containers allowed
- No amplified music or performances allowed unless stated on the permit by the Chief of Police or Main Street Director
- No selling of food, merchandise or other items
- No alcoholic beverages
- Absolutely no drugs or illegal substances
- Place all litter in receptacles, if receptacles are full use dumpsters that are located behind the Lula Building and beside the Village Deli on Washington Street
- This permit doesn't grant exclusive use of the Square Park

**Additional Limitations:**

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**Indemnification**

User shall indemnify and hold harmless the Newton County Board of Commissioners, the City of Covington, their employees and public officials from and against any and all claims, damages, losses and liabilities whatsoever, their nature, cause of origin, and whether or not attributable to the negligence of the user, its agents, contractors, or employees, or to the use of the Square Park by user, its agents, employees and invitees.

Given all information being true and correct the above person/group is hereby granted a permit to conduct the above listed event/assembly at the time, in the location and for the purpose stated above.

**BY APPLICANS SIGNATURE, APPLICANT ACKNOWLEDGES AWARENESS AND ACCEPTANCE OF PERMIT INSTRUCTIONS, CONDITIONS, LIMITATIONS AND INDEMINIFICATION.**

**THIS PERMIT, PERMIT INSTRUCTIONS, CONDITIONS, LIMITATIONS AND INDEMNIFICATION AND ANY FORMS MUST KEPT WITH THE PERSON IN CHARGE AND ON THE SITE WHERE THE EVENT IS HELD**

Main Street Covington  
Planning & Zoning  
2116 Stalling Street N.W.  
Covington GA. 30014  
Phone 770 786 -7605 Fax 770.385.2160

City of Covington Police Department  
1143 Oak Street  
Covington, GA 30014

\_\_\_\_\_  
Main Street Director or Planning & Zoning Administrator

\_\_\_\_\_  
Chief of Police

Date \_\_\_\_\_

Date \_\_\_\_\_

**Permit Applicant**

Please print name \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature \_\_\_\_\_ Date

**Application Denied – Office Use Only**

Reason: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Main Street Director \_\_\_\_\_ Date

\_\_\_\_\_  
Chief of Police \_\_\_\_\_ Date

Revised 5/18/2012