



Administrative Services Department
3468 North Fulton Avenue
Hapeville, Georgia 30354
Phone: (404) 669-2100
Fax: (404) 669-3302

Event Request Form

All requests for the use of City staff, services, utilities or the placement of a banner on City property must be approved by the Mayor and Council, prior to the use of the same. Please submit this Request to the City Clerk's Office two weeks prior to the meeting of the Mayor and Council; being placed on the agenda does not ensure approval of request. The Mayor and Council may assess fees for the use of City staff, services, utilities, and property. The Mayor and Council meet the first and third Tuesdays of each month.

Date: 4.2.19

CONTACT INFORMATION

Contact Person: Cookie Smoak

Name of Organization: ATL Airport District Convention & Visitors Bureau

Mailing Address: 2077 Convention Center Concourse, Suite 260, College Park, GA 30337

Telephone #: 404.334.7500 Cell #: [REDACTED] Fax #: _____
(City) (State) (Zip)

E-mail address: csmoak@atldistrict.com

EVENT INFORMATION

Name of the Event: Spin the District Date of the Event: May 4, 2019

Start time: 8:00am End time: 7:00pm

Location of the Event: PLAN A: 612 College Street

How many attendees: 1,200 - 2,500

Banner: Yes No If yes, where is the banner to be placed: One - 4'x10' banner on Jess Lucas

Park fence; Two - 4'x25' banners placed (one on each side) of the pedestrian bridge; also would like 18"x24" yard signs for residents and businesses who volunteer to display them

If placing a banner on City property, provide a description of the banner (measurements, color, etc.): _____

4'x25' banners on both sides of the pedestrian bridge - 1 on each side ; 1 banner on Jess Lucas Park Fence; 18"x24" yard signs SEE ATTACHED for color sample; banners will include LaFiesta del Cinco event info

Specify dates the banner will hang in the requested location: Week of April 9th through May 4th

* **Banners placed on the Jess Lucas Park fence facing S. Central Avenue must be placed to the left of the telephone pole of Christ Church.**

* **Attach a sample copy of the banner to this application.**

Will there be alcohol at this event? Yes No Will there be a DJ/Music at this event? Yes No

Additional information about this event: This event will be a criterium bike race and will feature riders
at varying skill levels from amateur to professional. This event will be a part of the USA Crits' Speedweek
race series.

CITY SERVICES: (check all that apply)

Garbage Service Water Electricity Tables/Chairs How many: _____

Staff please specify: Paid officers - number TBD Road Closures

If requesting road closures, please specify which roads: See attached map for locations - Atlanta & College St.;
Atlanta & Doug Davis Dr.; College St. & S. Fulton St.; College St. & Perkins St.; College St. & Union Ave.; Union Ave. & Chestnut St.
Oak St. & Georgia Ave.; S Fulton St. & Chestnut St.; Union Ave. & Oak St.

* An application for temporary road closure will need to be filled out at the Hapeville Police Department located at 700 Doug Davis Drive, Hapeville.

OFFICE USE ONLY

Date Heard By Mayor and Council: _____ Approved Denied Tabled
Notice Sent to Applicant on: _____