Date Received: _____ Received By: _____

Warner Robins Police Department Application for Permit to Assemble

1. **A non-refundable application processing fee of twenty-five ($25.00) to cover administrative costs of processing the permit application shall be paid to the city by the applicant when the application is filed. Processing of the file will not be completed until payment is made.**

2. **Applications must be made no more than 90 days and no fewer than 7 days from the start of the event. Exceptions to this standard can be made due to the complexity and/or timing of the event and at the discretion of the Chief of Police or his/her designee.**

Agent or Representative of Organization Seeking to Obtain Permit

Agent:

Name: _____ Phone Number: _____

Address: _____

Organization Represented (If Applicable):

Business Name: _____ Phone Number: _____

Headquarters Address: _____

****If the application is filed by any person other than an individual applying on the individual's own behalf, the application shall include written authorization from that other person or from a responsible, legally authorized representative of an organization applicant authorizing to apply for the permit on its behalf.****

Event Information:

Date: _____ Time Start: _____ Time Finished: _____

****The time shall include the time during which the event or activity will be conducted and the time(s) during which preparation, set-up, assembly, clean-up or other actions may occur.****

Location: _____

****The location description also shall identify the content of the public and private areas that will be involved in the activity or event.****

Approximate number of persons anticipated to attend or participate in the activity or event: _____

Description of activity or event, including description of specific activities planned, routes etc.: _____

_____

****Please attach map of area of event if roadways are going to be used. If routes used include state roads, state highways; permission from Georgia DOT may also be needed.****

Description of any recording equipment, sound amplification equipment, banners, signs, or other attention-getting signs or devices to be used in connection with the event: _____

_____

Description of any additional public facilities or equipment to be utilized in connection with the event: _____

_____

****Any person seeking a permit shall file a completed application with the administrator within the time frame required by this article or as stated on the application form, whichever time provides greater opportunity for review of the application by the city. The application shall be signed by the applicant or the applicant's duly authorized representative or agent under oath or affirmation.****

Signature: _____ Date: _____

Date Approved/Denied: _____By: _____