

Special Event Permit Application Event Description



City of Dunwoody
41 Perimeter Center East
Dunwoody, GA 30346
Phone: (678) 382-6800
Fax: (770) 396-4828

Type	Name of Event:	Run Dunwoody - Rotary Race to Serve			
	Type of Event:	<input checked="" type="checkbox"/> Run / Walk	<input type="checkbox"/> Cycling Event	<input type="checkbox"/> Street Festival	<input type="checkbox"/> Parade
Event Details	<input type="checkbox"/> Triathlon / Biathlon	<input type="checkbox"/> Grand Opening	<input type="checkbox"/> Other -		
	Purpose of Event:	5K/1 Mile Run/Walk/Tot Trot to benefit City's First Responders			
	Location of the Event (street address):	Parking area at 120 Perimeter Center Place			
	Date/Duration of Event, From:	October 24, 2010	To:		
	Actual Event Hours:	7 a.m. / p.m.	Until:	10:30 a.m. / p.m.	
	Setup / Assembly Date:	October 24, 2010	Start Time:	5:30 a.m. / p.m.	
	Dismantle Date:	October 24, 2010	Completion Time:	11:00 a.m. / p.m.	
Required Attachments	Projected Event Attendance:	400 - 600			
	Required Overall Site Plan - attached?	(yes / no)			
	Required Schedule of Proposed Activities - attached?	(yes/no)			
	Required First Aid / Medical Support Plan - attached?	(yes / no)			
	Required Waste Disposal Facilities and Control Plan - attached?	(yes / no)			
	Required Restroom Facilities Plan - attached?	(yes / no)			
	Required Traffic and Crowd Control Plan - attached?	(yes / no)			
If Applicable, Additional Requirements	Required Parking Plan - attached?	(yes / no)			
	Required Proof of Notification of Neighboring Residences and Businesses - attached?	(yes / no)			
	Will temporary structures, such as tents, a stage, or stationary vehicles, be part of the event?	(yes / no)			
	If yes, please attach a scaled Site Plan showing all permanent and proposed temporary structures on the property at which the event is proposed to be held. The Site Plan should include property boundary lines, setbacks, and buffers. For any temporary structures please attach scale drawings showing size and exits.				
	Will the event include temporary signs or banners?	(yes / no) Unknown presently			
	If yes, please fill out and attach the Temporary Sign Permit Application.				
	Will the event occur on private property?	(yes/no)			
	If yes, please attach proof of permission from the property owner(s).				
	Will the event require closing of any City streets or parking lots?	(yes / no) Will require partial closing			
	If yes, please attach a list any street(s) and parking lot(s) to be closed as a result of the event. Include the street name(s), date, and proposed time of closing and time of reopening as well as traffic and parking plans.				
Will the event include recording equipment, sound amplification, or other attention getting devices?	(yes / no)				
If yes, please attach description of any equipment or devices.					
Will the event include the use or sale of fireworks?	(yes / no)				
Fireworks are not permitted without approval from the DeKalb County Fire Department.					
Will the event include the consumption or sale of alcohol?	(yes / no)				
If yes, event sponsors must be in compliance with Chapter 4, Alcoholic Beverage Ordinance.					

Special Event Permit Application Contact Information



City of Dunwoody
41 Perimeter Center East
Dunwoody, GA 30346
Phone: (678) 382-6800
Fax: (770) 396-4828

Producer	Name:	Kelly Hundley
	Company:	Rotary Club of Dunwoody
	Address:	5326 Cedar Chase, Dunwoody, GA 30338
	Phone:	(678) 781-0085 or (678) 778-7105
	Email:	khundleylaw@bellsouth.net
Event Sponsor	Company:	Rotary Club of Dunwoody
	Contact:	Same as above
	Address:	
	Phone:	
	Email:	
	Does Event Sponsor have a business license? (yes / <u>no</u>)	
	If yes, please attach a copy of business license.	
Property Owner	Owner's Name:	GLL Perimeter Place, L.P., c/o The Sembler Company ATTN: Leilani Jones
	Owner's Address:	1450 S. Johnson Ferry Road, Atlanta, GA 30319
	Phone:	(404) 847-1800
	Email:	Leilani.Jones@sembler.com

Note: The Special Event Permit shall be issued only to an individual person, the producer of the event. In this case, producer means the person responsible for planning, producing, and conducting the special event. If a group, organization, association, or other entity is producing the special event, a designated agent of the producer shall be named for purposes of the permit, and that individual shall be solely and fully responsible for compliance with all provisions of the Special Events Permit.

Optional – Interest in City Involvement:

If appropriate and desired by the event, the City may be interested in participating in the event or utilizing space for public education or public relations. Answering this question is optional and is not required of any event nor could it be construed as grounds for denial of an application.

Would your event be interested in donating space for the City participation at your event? (yes / no)

**Special Event Permit
Property Owner Signature
Applicant's Certification,
Affidavit and Signature**



City of Dunwoody
41 Perimeter Center East
Dunwoody, GA 30346
Phone: (678) 382-6800
Fax: (770) 396-4828

Name of Event: RunDunwoody - Rotary Race to Serve
Brief Description of Event: 5K, 1-Mile Fun Run/Walk, and Tot Trot

I hereby agree that as a condition to the issuance of a Special Event Permit, the Producer of the Event shall indemnify and hold the City harmless from claims, demand or cause of action which may arise from activities associated with the event.

I hereby solemnly swear, subject to criminal penalties for false swearing, that the statements and answers made by me to the foregoing questions in this application for a Special Event Permit, are true, and no false or fraudulent statement or answer is made herein to procure the granting of such permit.

I hereby certify that the site plan and description provided will be constructed and/or used in accordance with all applicable zoning ordinances and laws governing the City of Dunwoody, Georgia.

I hereby state and understand that should a complaint be filed against the Producer of the Event for violation of any regulation associated with the application for the City of Dunwoody Special Event Permit, the permit issued for the event will immediately become void and will not reissue for the same location.

Producer's Signature: [Signature]

Sworn and Attested before me on this _____ day of _____, 20_____.

Notary Signature: _____

Staff Use Only	
Application Received: <u>9/30/10</u>	Event Date: <u>10/24/10</u>
Permit #: <u>2010-8987-3224</u>	CD Processed By:
FA Processed By:	PW Processed By:
PD Processed By:	FD Approved Date:
Approved/Denied By:	Approved/Denied Date:
Application Fee:	Fees Paid Date:
Process Completed:	Permit Expiration Date:

ADDENDUM TO SPECIAL EVENT PERMIT APPLICATION FOR
RunDunwoody – Rotary Race to Serve

1. A site plan for the event is attached as is a map of the race course. Outlined on the site plan are the areas dedicated for race registration and post-race festivities. We have identified the areas where tables and other exhibitors will be located as best we can determine at the moment. Attached is an exchange of email authorizing use of the area. As part of the event, St. Joseph's Hospital will be hosting an interactive exhibit provided by the pharmaceutical company AstraZeneca. The exhibit consists of an RV-type vehicle which visitors can pass through.

2. The proposed schedule for activities is as follows:

5:30am – 7:00am: Race course/registration/Family Festival setup

7:00am – 8:00am: Registration/Check-In and pre-race festivities. Pre-race festivities will consist primarily of pre-race food and fluids, DJ encouraging participants and volunteers, and runners/visitors visiting with the various exhibitors present for the Family Festival. There will also be an area dedicated for pre-race stretching and warm-up for participants. The DJ will have a sound system with speakers to play music/make announcements for the race and Family Festival. Amplification will be only to the extent needed for the area designated for registration/Family Festival.

8:00am: 5K run begins.

Approximately 8:30am: 1-mile fun run/walk begins. It will consist of a loop through the Perimeter Place Shopping Center.

Approximately 8:45am: Tot trot begins. This will take place in the Family Festival area.

Approximately 9:15am: Awards ceremony for various categories of 5K run participants.

Approximately 9:45am – 10:45am: Breakdown and clean-up.

Approximately 11:00am: Event should be concluded, parking area/race course cleared.

[illegible]

A Signature Community Event: Win-Win for All

RunDunwoody reflects and responds to the mission of the Rotary Club of Dunwoody (RCD) set forth by our Long-Range Planning Committee:

1. *It offers added funding sources to help RCD accomplish its expanded philanthropic goals.*
2. *It helps increase awareness of RCD's humanitarian and educational efforts - in the local community and around the world.*
3. *It helps us build membership and partnerships in the local community - which in turn enables us to further our efforts to make our local and world communities a better place for all to enjoy life to its fullest.*

The event is supported by city management -- "It's a priority for us" ...
Warren Hutmacher, Dunwoody City Manager

RunDunwoody Race Route:

This certified and Peachtree qualifying 5K route begins and ends in the Perimeter Place shopping Center across from Perimeter Mall - conveniently located near two MARTA stations.

The course is designed for runners—a fast and challenging course spanning the spectacular Perimeter Flyover Bridge and looping around Perimeter Summit. Fast times in a fabulous setting await the runner.

Part of the Run & See Georgia Grand Prix Series

In its 17th year, the Grand Prix includes more than 300 races that attract more than 100,000 runners all over the state of Georgia. The series began as a way to get Georgia's runners to travel and race around the state to see what other areas have to offer, both in racing and tourist attractions. Points are awarded at each of the races to the top 20 finishers in various age groups. All Grand Prix races are promoted at each venue throughout the season ... and at running shoe stores and www.georgiarunner.com

TO HELP, CONTACT

KELLY HUNDLEY
Race Coordinator

404-378-7417

DunwoodyRotary@comcast.net

or visit

www.dunwoodyrotary.com



Rotary Race to Serve ...

Sunday, October 24, 2010

First Annual RunDunwoody

A Peachtree Road Race Qualifier

5K, 1 Mile Fun Run, Tot Trot

Proceeds Dedicated to Enhancing Safety

and Emergency Response in Our Community

Presented by

The Rotary Club of Dunwoody





Our 2010 Focus: Helping Local First Responders

The *RunDunwoody* committee wanted a first year cause that would resonate with those who live, play, work and visit the Dunwoody Perimeter area — and with our prospective sponsors and participants, especially the area's corporate employers.

Proceeds will benefit the Police, Fire and Emergency Services in the Dunwoody community. The *RunDunwoody* committee met with Dunwoody Police Chief Billy Grogan and DeKalb Fire and Rescue Chief Eddie O'Brien to identify specific needs. RCD will present checks to the Dunwoody Chief of Police and DeKalb Fire and Rescue Chief at a breakfast meeting celebrating our sponsors and our work in the community.

Our Year One Goals

- 500+ runners
- \$30,000+ in sponsorships
- A Signature Community Event ... making a difference

The First Responder "Wish List"

- Three high rise packs for Fire and Rescue (one per fire house) to increase response time and protection of life and assets in a high rise fire. The Perimeter area has the highest concentration of tall buildings in the county.
- CERT training and materials for local citizens - preparing 50-100 citizens to assist in emergency response to natural or man-made disasters. This national certification is designed to improve response time and effectiveness.
- Two T3 Motion vehicles to increase the speed and agility of response time in crime prevention, detection, resolution and event crowd control. These vehicles will bear the Rotary logo, and help leverage the time and talent of the local police.

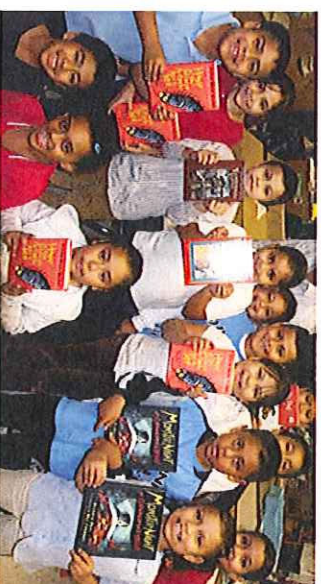


Collaboration to Make a Difference

- Dunwoody Chamber of Commerce Music Festival Committee - we will co-promote the *RunDunwoody* and the Festival that takes place the same October weekend. The organizations will not share proceeds, but hope to increase participation in both and benefit the community.
- PCID
- Dunwoody Convention & Visitors Bureau
- Run and See Georgia - Grand Prix Race Series
- City of Dunwoody Police Department
- DeKalb County Fire/Rescue

Our Vision for the Future of the RunDunwoody

We plan to continue to focus the *RunDunwoody* Race on support for local community needs - inside and outside the City of Dunwoody.



In future years, we anticipate establishing a program for soliciting and funding local grant requests - as well as augmenting resources for the community projects already sponsored by the Rotary Club of Dunwoody, such as:

- Literacy and education efforts at several local schools
- Support for the Atlanta Women & Children's Day Shelter
- Dunwoody Nature Center
- Teaching about economics through Junior Achievement
- Support for teens involved in community service
- Scholarships
- Support for active duty troops through the USO

Rotary Club of Dunwoody ...

Serving the Community since 1984





October 24, 2010

Presented by the Rotary Club of Dunwoody

5K/1 Mile Fun Run/Tot Trot

Runners, walkers, friends and tots travel through scenic Dunwoody streets to support of the City of Dunwoody's first responders - firefighters, police and emergency rescue teams - men and women who keep our community and our friends and neighbors safe...

All You Need to Know

What: 5K (will be certified Peachtree Road Race qualifier) - 1 Mile Family Fun Run - Tot Trot (ages 2-5)

When: 5K - 8:00 AM 1 Mile Fun Run - 8:45 AM Tot Trot - 9:00 AM

Where: Perimeter Place Center, Perimeter Center West, Atlanta, GA 30346

Cost: 5K and 1 M preregistration received by 10/21/10 - \$20.00 - \$25.00 thereafter. Tot Trot free.

Registration: Register online at www.georgiarunner.com. By mail: see below. In-store: Big Peach Stores

Race day registration and packet pickup begins at 7:00 AM.

Phantom Runner: Want to support RunDunwoody but can't make it on race day? Register as a Phantom Runner and we'll send you a race shirt one week following the event. Phantom fees are \$25 and must be received by October 24, 2010.

Awards and More... Music...Door Prizes...Tastes of Dunwoody...Health Screenings...Fire and Police Exhibits...Fun for All! Registered 5K and 1M participants will receive a techno T-shirt. Family Race Party and Awards Ceremony will be held at the Finish Line. 5K awards for M/F Overall, Masters, Grandmasters and top 3 place awards in 14 age groups from 10 yrs & under to 70 yrs and over. Award ribbons will be presented to all Tot Trot and 1M Fun Run participants.

Further Information: Contact Kelly Hundley at (404) 378-7417 or DunwoodyRotary@comcast.net or see the website www.dunwoodyrotary.com.



Make check payable to: Dunwoody Rotary Charitable Fund

Mail entry form to: RunDunwoody, C/O Pacesetter P.R., P.O. Box 81777, Atlanta, GA 30366

Name _____ Age _____ (race date) Sex: ☐ M ☐ F

Address _____ City _____ State _____ Zip _____

Telephone _____ e-mail _____

T-shirt size (check one) ☐ Youth M ☐ Adult ☐ S ☐ M ☐ L ☐ XL ☐ XXL (\$2.00 extra)

(Only phantom runner t-shirts will be mailed.)

Waiver: With this entry I waive any and all claims for myself or any representative and release all sponsors, organizers, promoters, directors or persons connected with this race, including the City of Dunwoody and those whose space and facilities are used, from any illness, injury or harm of any kind that may result from my participation. I state that I am in proper physical condition to participate in this event. I also give permission for my name and likeness to be used in any public account of the event.

Signature _____

Date _____

Parent/Guardian (under 18)

Event	Amount
<input type="checkbox"/> 1 Mile <input type="checkbox"/> 5 K	_____
<input type="checkbox"/> Phantom Runner	_____
<input type="checkbox"/> Additional Donation	_____
<input type="checkbox"/> Tot Trot (No Shirt)	N/C
TOTAL	_____
Check Only	_____

