

## Special Events Permit COVID Guidelines

Special Events permits will be issued in Macon-Bibb County based on the following guidelines and restrictions.

### Definitions:

**Large Events** –An event where fifty-one (51) or more persons (including all event staff and patrons) will be physically present at a single location

**Single Location** - A space where all persons gathered cannot maintain at least six (6) feet of distance between themselves and any other person.

**Small Events** – An event where fifty (50) or less persons (including all event staff and patrons) will be physically present at a single location for the duration of the event

**Social Distance** – “Social Distancing” shall mean keeping space between yourself and other people outside of your home or place of residence. Persons practicing Social Distancing should stay at least six (6) feet from other people, avoid assembling in groups, avoid crowded places, and avoid large crowds. This provision shall not apply to cohabitating persons, family units, or roommates residing together in private homes, whether inside or outside of their homes or place of residence.

**Special Event Permit** – Issued by Macon-Bibb County Business Development Services for events that request the use of a government facilities or public spaces. This also includes the allowance of having alcohol on the premises where monetary transactions (i.e. ticket sales, door cover, cash bar) will be taking place. The allowance of alcohol is inclusive of an event on government property or private property.

- While in a COVID-19 environment any Special Event permits for events occurring indoors will require a floor plan review for adequate social distancing approved by the Macon-Bibb Fire Prevention Chief. Macon-Bibb will be using a rough estimate of 150 square feet per person. For example, an indoor event with 200 people would require an event space of 30,000 square feet.
- If there are no monetary transactions (i.e. ticket sales, door cover, cash bar) on the premises where alcohol is being served and the event is on private property, regardless of the number of persons at the event, no special event permit is needed.
- If there are monetary transactions (i.e. ticket sales, door cover, cash bar) on the premises where alcohol is being served and the event is on private property and the event will have fifty (50) or more persons (including all event staff and patrons) or more that will be physically present for the duration of the event, a special event permit can be issued as long as the event follows the precautions for large events.
- If there are no monetary transactions (i.e. ticket sales, door cover, cash bar) on the premises where alcohol is being served and the event is on public property and the event will have forty nine (49) persons (including all event staff and patrons) or less that will be physically present for the duration of the event, a special event permit can be issued.
- If there are no monetary transactions (i.e. ticket sales, door cover, cash bar) on the premises where alcohol is being served and the event is on public property and the event will have fifty (50) or more persons (including all event staff and patrons) or more that will be physically present for the duration of the event, a special event permit can be issued as long as the event follows the precautions for large events.

### COVID-19 Precautions

Precautions for Small Events that are strongly suggested for the issuance of a Special Event permit:

- Provide six (6) feet of distance, whether standing or be seated, to any other person
- Adequate availability for hand washing or hand sanitizer
- Wherever social distancing cannot be maintained masks should be worn
- The COVID Notification sign (Annex B) should be placed in a prominent location at all of the entrances to the event

Precautions for Large Events that will be required for the issuance of a Special Event permit:

- Provide six (6) feet of distance, whether standing or be seated, to any other person (estimated at 150 square feet per person)
- Ensure that any time persons are closer than six (6) feet it is transitory or incidental in nature
- Wherever social distancing cannot be maintained masks should be worn
- Provide adequate availability for all patrons for hand washing or hand sanitizing
- Provide a written floorplan and operations plan on how social distancing will be maintained for the entirety of the event. This plan will need to be approved by the Macon-Bibb Fire Prevention Chief or their designee prior to the Special Event permit being issued
- The COVID Notification sign (Annex B) will be placed in a prominent location at all of the entrances to the event

### Special Event Scenarios:

Below are a few scenarios on how Special Event permits may or may not be issued.

Scenario 1: Ms. Washington wants to have a 300-person event at an indoor private venue with 47,000 square feet of space. She will be selling tickets to the event and selling alcohol at the event. The Fire Prevention Chief has approved the floor plan for social distancing. Ms. Washington will receive her Special Event permit.

Scenario 2: Mr. Adams wants to have a 40-person event outside at Rosa Parks Square. He will be bringing snacks and non-alcoholic beverages. Mr. Adams will not need a Special Events permit for his event.

Scenario 3: Ms. Jefferson wants to have a 100-person event at an outdoor private venue. The event will be free for her guests and have dinner and an open alcohol bar at the event. There is no Special Event permit needed.

Scenario 4: Mr. Madison wants to have a 75-person event at an indoor private venue with 10,000 square feet of space. He will be selling tickets to the event and selling alcohol at the event. The Fire Prevention Chief has denied the floor plan for social distancing because Mr. Madison will need at least 11,250 of event space.

**COVID-19 SPECIAL EVENT AGREEMENT**

In addition to all other laws, regulations, or requirements imposed on me as a special event permit holder, I hereby agree to the following:

1. That I will strictly follow all of the “large event” requirements stated below at all times when there are more than fifty people, included hosts, guests, patrons, volunteers, staff, performers, or any other person whatsoever, at the event location, including:
  - a. Maintaining six feet of separation between all persons, except on a transient or incidental basis (estimated at 150 square feet per person)
  - b. Requiring all persons to wear facial coverings or masks wherever six feet of separation cannot be maintained
  - c. Providing adequate access to hand washing or hand sanitizing stations for all persons
  - d. Posting the COVID Notification sign (Annex B) in a prominent location at all of the entrances to the event; and
2. THAT I WILL DEFEND, INDEMNIFY, AND HOLD HARMLESS MACON-BIBB COUNTY AND ALL ELECTED OFFICIALS, OFFICERS, AGENTS, AND EMPLOYEES THEREOF AGAINST ANY CLAIMS RELATING TO THE EXPOSURE OR POTENTIAL EXPOSURE OF ANY PERSON TO COVID-19 OR THE SARS-CoV-2 VIRUS AT OR AS A RESULT OF THE EVENT FOR WHICH I AM SEEKING A PERMIT, OR FOR ANY ILLNESS, INJURY, DEATH, LOSS OF INCOME, OR OTHER PHYSICAL, BODILY, OR FINANCIAL LOSS WHATSOEVER ALLEGED AS A RESULT OF THE EXPOSURE OR POTENTIAL EXPOSURE OF ANY PERSON TO COVID-19 OR THE SARS-CoV-2 VIRUS AT OR AS A RESULT OF THE EVENT FOR WHICH I AM SEEKING A PERMIT.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

COVID Notification Sign

# **NOTICE**

**While you are at this event,  
remember to:**

**Maintain 6 feet of social distancing**

**Wear a mask or cloth face covering if social  
distancing cannot be maintained**

**Wash hands or use hand sanitizer**

**No handshakes or person to person contact**

---

**If you exhibit the following  
symptoms**

**DO NOT ENTER THIS LOCATION**

**Fever over 100.4 degrees**

**Shortness of breath or difficulty breathing**

**Fatigue / Muscle or body aches**

**Headache**

**New loss of taste or smell**

**Sore throat**

**Congestion or runny nose**

**Nausea / vomiting or Diarrhea**

**CONTACT YOUR MEDICAL PROVIDER**



**Tax Commissioner's Office  
188 Third Street  
Macon, Georgia 31201**

**MACON-BIBB COUNTY NON-PROFIT\* SPECIAL EVENT ALCOHOLIC BEVERAGE PERMIT APPLICATION**

**\*\*\*NO LIQUOR ON SUNDAY WITHOUT SUNDAY SALES PERMIT\*\*\***

**Products to be sold or served:**      **BEER/MALT BEVERAGE**      **WINE**      **DISTILLED SPIRITS**  
(Circle One)

**FEE: \$25/Day**

\_\_\_\_\_  
Organization Name:

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

\_\_\_\_\_  
STREET NUMBER      STREET NAME      CITY      STATE      ZIP CODE  
Organization's Address (Do not use a post office box)

\_\_\_\_\_  
FIRST NAME      MIDDLE NAME      LAST NAME  
Individual Responsible for Event

\_\_\_\_\_  
MONTH/DAY/YEAR      STARTING TIME      ENDING TIME      ALCOHOL CATERER LICENSE NUMBER  
Date and Time of Catered Event

\_\_\_\_\_  
Name of the Catered Event

\_\_\_\_\_  
STREET NUMBER      STREET NAME      CITY      STATE      ZIP CODE  
Address of Catered Event

**If an organization is not utilizing a licensed alcohol caterer, it must obtain alcohol through a licensed wholesaler.**

\_\_\_\_\_  
NAME OF THE WHOLESALER      TELEPHONE NUMBER

\_\_\_\_\_  
NAME OF PERSON TRANSPORTING ALCOHOL      TELEPHONE NUMBER  
Name of Person transporting and delivering the alcoholic beverages to the location of the scheduled event

I declare under penalty of false swearing, that I examined the above information on this application and to the best of my knowledge and belief is true, correct, and complete. I attest that I am the authorized representative for the non-profit organization.

\_\_\_\_\_  
Signature of Applicant/Sponsor

\_\_\_\_\_  
Date



**Tax Commissioner's Office  
188 Third Street  
Macon, Georgia 31201**

**MACON-BIBB COUNTY NON-PROFIT\* SPECIAL EVENT ALCOHOLIC BEVERAGE PERMIT APPLICATION**

**\*Must attach copy of 501(c) (3) form for sponsoring Non-Profit organization**

