

## CPNO Event Process -- DRAFT

Last updated: September 19, 2011

There are four groups that you may interface with as you plan your event in the Candler Park neighborhood (or in a park within the neighborhood). The steps and organizations involved depend on the size and nature of your event. The organizations are:

- 1) City of Atlanta Mayor's Office of Special Events
- 2) City of Atlanta Parks Department
- 3) Neighborhood Planning Unit N (NPU-N)
- 4) Candler Park Neighborhood Organization (CPNO)

For events with attendance of over 250 people, you must make a presentation to CPNO's membership, and we will vote on your application. That vote will be passed on for consideration by both the NPU-N and the City. Events have a significant impact on our neighborhood, and we are grateful for your early engagement to make them successful for both you and our neighbors. Please contact CPNO as early as possible when planning your event.

Please note that all neighborhood parks are owned and managed by the City of Atlanta. Events in the park or community must be approved / permitted by the City of Atlanta. Please consult the City of Atlanta web site for their instructions and permitting documents.

**UNDER 75 ATTENDEES** – ie, children's parties, family reunions or picnics at park pavilions

- Not necessary to notify CPNO or NPU-N.
- To reserve a park pavilion or other areas of Candler Park, contact the City of Atlanta Parks Department (404-546-6788). To rent one of the two pavilions in the park for your small party, either: 1) Take your chances and show up; the pavilions are first-come first-served, so long as nobody else has an official permit to use it. Or, 2) Rent it "officially" by paying \$100 and submitting [this pavilion rental application](#). Reservations cannot be made earlier than three months in advance, or later than fourteen days in advance.

**75 – 249 ATTENDEES** – ie, small road race, small rally, movie night, parade

- Submit appropriate application(s) to the City of Atlanta at least 30 days before the event. There are a variety of permits depending on the kind of event you are organizing. Links to city permits can be found here: [http://www.atlantaga.gov/mayor/off\\_specerevents\\_guideapps\\_120506.aspx](http://www.atlantaga.gov/mayor/off_specerevents_guideapps_120506.aspx). Additional permits are needed to close streets, serve alcohol, vend food, have tents, etc.
- Notify CPNO via an email to [events@candlerpark.org](mailto:events@candlerpark.org) within three days of submitting your application to the City. Depending on the nature of your event, CPNO may ask you to attend a membership meeting to present plans and answer questions.

**250 – 1,999 ATTENDEES** – ie, large road race, large rally, small festivals

- Submit appropriate application(s) to the City of Atlanta at least 30 days before the event for events other than festivals. Applications include assembly permit, large gathering, large gathering in a park, etc. Links to city permits can be found here: [http://www.atlantaga.gov/mayor/off\\_spec\\_events\\_guideapps\\_120506.aspx](http://www.atlantaga.gov/mayor/off_spec_events_guideapps_120506.aspx). Additional permits are needed to close streets, serve alcohol, vend food, have tents, etc.
- For festivals, submit an Outdoor Festival Permit to the City of Atlanta Mayor's Office of Special Events at least 90 days before the event.
- Notify CPNO via an email to [events@candlerpark.org](mailto:events@candlerpark.org) within three days of submitting your application to the City.
- If requested by CPNO, submit an article for The Messenger and [candlerpark.org](http://candlerpark.org).
- Attend a CPNO board meeting and membership meeting. At the membership meeting, a vote will be taken on your application and passed on to the NPU-N for consideration.
- Present plans at a NPU-N meeting.

**2,000+ ATTENDEES** – large festivals ie Midsummer Music Festival, Sweetwater 420 Fest. Large events have a significant impact on our neighborhood. It is important that residents have an opportunity to hear about your plans, and raise any concerns that may need to be mitigated early in the process.

- Submit an Outdoor Festival Permit to the City of Atlanta Mayor's Office of Special Events at least 90 days before the event.
- Additional permits are needed to close streets, serve alcohol, vend food, have tents, etc.
- Notify CPNO via an email to [events@candlerpark.org](mailto:events@candlerpark.org) within three days of submitting your application to the City.
- Attend a CPNO board meeting to discuss your plans.
- Attend a CPNO membership meeting to introduce yourself and your festival.
- Submit an article for publication in The Messenger (Candler Park's print publication) and on [candlerpark.org](http://candlerpark.org)
- Attend a second membership meeting for a vote on your application. This will be taken into consideration at the NPU-N meeting.
- Present plans at a NPU-N meeting.

Meeting Times & Locations:

- CPNO Board Meeting: Second Monday, 7 pm, Epworth Church (1561 McLendon Ave NE, Atlanta, GA 30307)
- CPNO Membership Meeting: Third Monday, 7 pm, First Existentialist Church (470 Candler Park Dr., NE Atlanta, GA 30307)
- NPU-N Meeting: Fourth Thursday, 7 pm, Little Five Points Community Center (1083 Austin Avenue, Atlanta, GA 30307)

CP Messenger Publication Deadline: 23rd of each month