**NAME** of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PURPOSE** of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LEGAL ENTITY NAME** of Business/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MAILING ADDRESS-CITY-STATE-ZIP (P O Box not acceptable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FAX: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ WEBSITE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**POINT OF CONTACT** (Name and Title): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CELLPHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FAX:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NAME & TITLE** of authorized signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LOCATION** of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TIME** OF Event: \_\_\_\_\_\_AM/PM To: \_\_\_\_\_\_ AM/PM Set-up time: \_\_\_\_\_\_AM/PM Take Down time: \_\_\_\_\_\_AM/PM

**ACTIVITIES** Planned, e.g. entertainment, vending, etc: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ANTICIPATED** number of event participants: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ANTICIPATED** number of Parking spaces needed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TENT**? \_\_\_ Y/N If yes, where located? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CLEAN-UP** Arrangements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ADDITIONAL comments and/or requests:**

\*Please provide a site plan indicating where set-up, Porta-Potty and/or cars will be located.

**Submitting Applications:** Applications can be downloaded from [www.itsmarta.com](http://www.itsmarta.com). The application review process begins when the Real Estate Department receives a completed application. Applications for special events must be approved by all impacted functional areas.

**Application Processing Time Frame:** Events should not be publicized until the applicant has received final approval evidenced by a MARTA executed License Agreement or at minimum advance notice of the approved license agreement via phone/email. Approvals for special event parking and/or special events held on MARTA property will be issued on a first-come, first-serve basis. Applications should be submitted no less than 90 days prior to neighbor or community festivals and 45 days prior for parking only, tents, table(s) set-up, business expo or other.

**Criteria for Approval/Disapproval:**

In authorizing approval of special event parking and/or special events, MARTA considers whether:

1. The event will impact MARTA Patron Parking

2. The event has potential to cause injury to persons or property, create a disturbance, cause disorderly conduct or result in violation of the law.

3. The event will substantially interfere with the safe and orderly movement of pedestrians and vehicular traffic in the area

4. The event has potential impact to MARTA Operations

5. The event would pose a security risk (Police Services)

6. The proposed location is adequate for the size and nature of the event;

7. MARTA equipment and services are available; (i.e. Utilities; electric, water)

8. All permit requirements have been met.

**Alcoholic Beverages:** Alcoholic Beverages are strictly prohibited on MARTA property.

**Sale of Food or wares (if applicable):** A copy of an approved, temporary food service permit from the appropriate jurisdiction must be provided five-days in advance of the event date.

**Indemnification**: All applicants are required to submit a Certificate of Insurance and execute a Revocable License Agreement prepared by MARTA Legal Services.

**Insurance:** Certificate of Insurance is required for all events. Legal Entity Name must be provided for License Agreement and same name must be reflected on Certificate of Insurance.

**MARTA Police Services:** The MARTA Police Department reviews all applications and determines which police services the event requires, and if necessary, the amount of security services for the event. All costs are the responsibility of the event organizers and Police Officers shall be compensated directly by the event organizers. Police Officers shall be considered employees of the event organizers during the period of employment.

The requirement for off-duty MARTA Police rate is $70 per hour (Police Services has a 4 hour minimum requirement). Officer(s) payment is made directly to the assigned officer(s) and must be paid at the beginning of his/her shift which begins at time of event set-up and continues until the end of the event when the parking lot is cleared of all vehicles.

**Clean-up**: Event organizers are responsible for maintenance and clean-up during and following the event.

**Jurisdiction Permit:** Proof of all required jurisdiction permits for festivals and large gatherings must be provided.

**OFFICE USE ONLY**

**Is this event considered a 501c(3) Charitable or Community Event: YES\_\_\_NO\_\_\_ (fee may apply)**

**FTA Approval: YES\_\_\_ NO \_\_\_ N/A\_\_\_**

**Revocable License Agreement attached with completed form: YES\_\_NO\_\_\_**

**Certificate of Insurance attached with completed form: YES\_\_\_NO\_\_**