A special event is any activity scheduled in downtown Decatur or the Oakhurst business district that requires the use of the square, the bandstand or Harmony Park; duration of four or more hours, impacts local businesses, and/or involve crowds of 100 or more. May involve food or alcohol sales; require cleanup services, portolets, barricades and/or fencing. Must be produced by and directly benefit a non-profit in the City of Decatur.

A walk/run involves a walk or run on city streets that requires police support and traffic control, is concluded in a relatively short time frame, and/or involves no alcohol or food sales. Must be produced by and directly benefit a non-profit in the City of Decatur.

$150 walk/run non-refundable application fee must be made at time of application.

$75 non-refundable application fee must be made at time of application.

Applications must be made a minimum of 30 business days in advance of the event date.

The City of Decatur has a full schedule of events throughout the year. Special event permits will not be made the weekend before or the weekend following a city-sponsored event of more than 1,000 in attendance.

No more than one event may be scheduled for the same day, with attendance of more than 250.

Generally, only one walk/run may be scheduled per month.

Two routes for walk/runs are designated by the City of Decatur.

Special events will be permitted to non-profit organizations located within the City of Decatur, or those events that directly benefit a Decatur-based non-profit.

An event held entirely on private property does not require a special event permit.
A sanitation bond is required if the event organizers have not arranged to hire City of Decatur sanitation workers.

**Permit fee per number of attendees:**

<table>
<thead>
<tr>
<th>Number of attendees</th>
<th>Fee</th>
<th>Sanitation Bond</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-1,000</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td>1,000-5,000</td>
<td>$200</td>
<td>$200</td>
</tr>
<tr>
<td>More than 5,000</td>
<td>$500</td>
<td>$500</td>
</tr>
</tbody>
</table>

**Contacts**

*Special Events and Parades*
Jacqueline Moore | 678-553-6574 | jacqueline.moore@decaturga.com

*Film Permits*
filmpermits@decaturga.com

*Block Parties*
Capt. Scott Richards | scott.richards@decaturga.com

*Walk/Runs*
Cheryl Burnette | 678-553-6541 | cheryl.burnette@decaturga.com