

Bryant Commons

Facility Use Application for the "Bryant Commons Grounds and Amphitheatre"

438 W. Oglethorpe HWY | Hinesville, GA 31313

Administrative Office: 912.877.4332 HDDA@coastalnow.net

Contact Information:

Organization/Business Name _____

Contact Name _____ Phone: _____

Mailing Address: _____
(Street) (City) (State) (Zip Code)

Daytime Phone _____ Cell Phone _____

Email _____

Event Information:

Type of event: _____ (Check one) Public _____ Private _____
(festival, fundraiser, wedding, concert, production, etc)

Name of event: _____

Attendance expected: _____ Attendance of previous events, if applicable: _____

Event date(s): _____

Event times: Start _____ End _____ (actual event times)

Time of Use: Start _____ End _____ (time facility is requested, to include set-up/clean-up)

Will admission fee be charged? Yes _____ No _____ Amount / Ages: _____

Ticket sale method: Gate _____ Online _____ Presales _____ Other _____

If food will be served, who will provide? Prof. Caterer _____ Self/Group Catered _____ Vendors _____

Will you feature Market Vendors (Merchandise/Crafts) Yes _____ No _____

Vendor attendance expected (food and merchandise) _____ Attendance of previous events, _____

Will alcohol be served? Yes _____ No _____ Alcohol permit approval date: _____

Please attached a copy of your alcohol and assembly permit to the application.

Event Information Continued:

Committee & Contact Information:	
Is a map of the proposed event layout included?	

Explanation: (please provide a detailed explanation for each work plan section below)	
Bathrooms	
Eating Space	
Entertainment	
Intended Use for Amphitheatre	
Production/Sound/Lighting (must provide equipment)	
Gate Location/Ticketing	
Crossing Guards/Security	
Beer/Alcohol Sales	

Food Vendors
Lighting
First Aid/Mom Station
Signage
Tents
Electricity/Water
Parking/Transportation—Event-Goers (no onsite parking provided)
Parking Volunteers/Vendors
Insect Control
Trash/Recycling
Cones/Barricades

Volunteers
Sponsors
Marketing
Insurance

Organizational information (to be completed by Bryant Commons JMB):

Date reviewed by JMB: _____ Approved: _____ Disapproved: _____ Fee: _____

Conditional approval: _____

Items received: Hold Harmless Agreement _____ Insurance Certificate _____ Alcohol permit _____

City of Hinesville Assembly Permit _____ Facilities Usage Agreement _____ Facilities Usage Fee _____

Your request will be reviewed by the Joint Management Board and a decision will be made within 30 days, depending on receipt of the application. The Joint Management Board typically meets the last Wednesday of each month. Although we attempt to render a decision in a timely manner upon receipt of request, it may take up to thirty (30 days) for a return decision.

Submit completed form and attached information to:

Mail: Hinesville Downtown Development Authority | 115 E ML King Jr. Drive | Hinesville, GA 31313
 Email: HDDA@coastalnow.net or discoverdowntown@coastalnow.net | Fax: 912.877.4332

Applications may be delivered in person to the “Old Liberty County Jail” located at 302 South Main Street, Hinesville, GA.
 For more information contact: Vicki Davis @ 912.877.HDDA (4332)