



Special Event Registration **INVOICE**

DUE 2 WEEKS BEFORE EVENT

Date: January 26, 2024

Organization: _____

Event: _____

Event Date: _____

Deposit and Rental Due Date:

Event Location: Town Center Park
City of Suwanee Tax ID: 58-0950007

(2 weeks prior to event date)

Due Date	Description of Service	Each	ESTIMATED Total
Upon application	Application Fee (online)	\$25	PAID
Two weeks prior to event	Park Use Deposit (may be refunded if no damages or other violations of agreement)	\$500	\$500
	Park Rental Fee (varies)	\$	\$
	Due 2 weeks prior to event		\$

After the event, you will be billed for actual staff hours worked, including:

Police hourly fees	\$50/hr, min 4 hrs
Public Works hourly fees	\$43/hr
Event manager hourly fee	\$50/hr

Final invoice will be e-mailed AFTER your event, and is due within 30 days after event date.

The City strives to issue an invoice to the primary event contact person within 14 days.

Make checks payable to: City of Suwanee and mail or bring to:
City Hall, 330 Town Center Ave, Suwanee, GA 30024

NOTE: You may also pay by credit card over the phone by calling Business Services at 678-546-2145. There will be a 3% fee assessed to the balance due.



Special Event Final Fees: ESTIMATE

DO NOT PAY AT THIS TIME

**This is simply an estimate of staff costs. Final invoices will be emailed within 14 days AFTER your event. This will reflect actual hours worked by staff, determined by the event manager.
Size and duration of event may affect this estimate.**

Date: January 26, 2024

Organization: _____

Event: _____

Event date: _____

YOU WILL BE BILLED; DO NOT PAY AT THIS TIME!			
Due Date	Description of Service	Each	ESTIMATED Total
Billed post-event. Due within 2 weeks	Police hourly fees	\$50/hr, min 4 hrs	\$
	Public Works hourly fees	\$43/hr	\$
	Event manager hourly fee	\$50/hr	\$
	Park Use Deposit (may be refunded if no damages or other violations of agreement)	(\$500)	(\$500)
	FINAL ESTIMATED TOTAL DUE WITHIN 30 DAYS AFTER EVENT DATE		

Final invoice will be e-mailed AFTER your event, and is due within 30 days after event date.

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