

MAYOR
Jason Buelterman

CITY COUNCIL
Wanda Doyle, Mayor Pro Tem
Barry Brown
Bill Garbett
Tom Groover
Frank Schuman, Sr.
Paul Wolff



CITY MANAGER
Diane Schleicher

CLERK OF COUNCIL
Janet LeViner

CITY ATTORNEY
Edward M. Hughes

CITY OF TYBEE ISLAND

SPECIAL EVENTS APPLICATION

(POLICIES AND PROCEDURES ADOPTED BY CITY COUNCIL ON 7-8-2010 APPLY TO ALL SPECIAL EVENT APPLICATIONS)

The City of Tybee Island recognizes that special events play a significant role in the life of the community. Special events enhance the community by providing recreation, cultural and educational opportunities to residents and tourists and they attribute to the economic health of the community. It is our goal to assist event organizers in planning safe and successful events that have a minimal impact in the areas surrounding the event. By keeping the public's best interest in mind, persons or organizations wishing to host a special event upon public property or private property requiring City Services, special permitting and / or vendors must first be granted approval from the City Council and / or the City Manager. The Special Event application shall be completed with all requested information included and submitted for consideration **at least sixty (60) days prior** to event.

Events with **75** or more people upon public property or private property requiring City Services, special permitting and / or vendor permits that are not for the non-profit organizer of the event require approval from the City of Tybee Island. In order to ensure a smooth review process for permission to have a Special Event, the applicant will receive direction from applicable City Departments, City Manager and Better Hometown Coordinator. Prior to the application being considered by City Council (if necessary), all concerns and details must be handled.

Note: Applicant must meet with the Better Hometown Coordinator or her designee at time of submitting application. Additional meetings may be required.

Today's Date: _____

Application Fee submitted: _____

- *A non-refundable Special Events application fee of \$50 is required at time of application submittal for processing and consideration. Checks or money orders should be made payable to the City of Tybee Island.*

SECTION 1: EVENT INFORMATION

1. Name of Event: _____

2. Date and time of event: _____

❖ Setup: Date/Time period _____

❖ Breakdown: Date/Time period _____

3. Location(s): _____

4. Organization: _____

❖ Commercial? Non-profit / tax exempt?*

*A copy of the organization's Non Profit Status / GA Tax Exempt Certificate must be submitted with the application.

5. Phone number and / website for public event information: _____

6. Organizer / Applicant: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Phone: _____ Email: _____

The Organizer / Applicant listed above must be in attendance for the duration of the event and immediately available to City officials.

P.O. Box 2749 – 403 Butler Avenue, Tybee Island, Georgia 31328-2749
(866) 786-4573, x127 – FAX (866) 786-5737
www.cityoftybee.org

SECTION 2: EVENT DETAILS

1. Is this event... Open to the public Private Invitation only
2. Describe the event and its goals: _____

3. Estimated number of people to attend and what this is based on: _____
4. Is there an admission fee for attendees? No Yes – Describe _____
5. Have you ever done this event before? If yes, list dates and locations: _____

6. Describe parking arrangements during event in detail: _____

 ❖ Please attach a drawing of parking plan. Organizer may be required to run a shuttle if a parking lot is closed for the event.
7. List event sponsors and marketing plan: _____

8. List any additional contact person(s) and their phone numbers involved in the planning of this event.

9. What plans exist for clean up and recycling? (Disposal of grease, trash, etc.) _____

10. Please list any entertainment, bands, emcees or onsite promoters attending this event. _____

 ❖ Describe sound equipment: _____

SECTION 3: REFERENCES

1. Please list your previous special event and/or hosting organization's experience in producing events.

2. Please list two (2) references excluding City Officials and Staff:
 - a. Name: _____
Address: _____
Phone: _____
 - b. Name: _____
Address : _____
Phone: _____

SECTION 4: OTHER REQUESTS
(Check the boxes below and provide additional information if applicable.)

1. Vendors (*Organizer must submit all Vendor Applications with payment no later than two [2] weeks prior to event. Chatham County Health Department must be contacted for approval of food vendors in accordance with their regulations.*)

2. DPW Request (*DPW approval required; staffing / equipment fees may apply*)

<u>DPW Item</u>	<u>Amount needed</u>	<u>Total hours needed</u>
Traffic Cones		
Barricades		
Traffic Barrels		
Trash cans		
Recycling containers		
Port-a-lets		
Sweeper		
Vac Truck		
Fire ant treatment		
Dump Truck		
Back-hoe		
Hanging of pole banners / flags (supplied by organizer)		

List other services that are requested. Costs will be determined. _____

3. Street Closures (*TIPD approval required.*)
 a. List requested streets: _____

4. Special parking request (*Parking Service Division approval required.*)
 a. Please describe: _____

5. Commercial truck parking
 a. Please describe: _____

6. Police Detail (*TIPD approval required; staffing / equipment fees may apply**)
 a. Please describe: _____

(If off duty police officers are hired, organizer is responsible for contracting directly with the individual(s) and pay fees direct as agreed upon.)

7. Alcoholic Beverages (*Application process through TIPD is required for approval.*)

8. Fire Detail/Inspection (*staffing / equipment fees may apply**)
 a. Please describe: _____

(If off duty fire department staff / volunteers are hired, organizer is responsible for contracting directly with the individual(s) and pay fees direct as agreed upon.)

9. Fireworks (*TIFD, Chatham County and U. S. Coast Guard approval required. Special application due to USCG at least 135 days prior.*)

10. Additional Security
 a. Please describe: _____

11. Petting Zoo
 a. Please describe: _____

SECTION 4: OTHER REQUESTS (CON'T.)
(Check the boxes below and provide additional information if applicable.)

12. Parade/Procession (*TIPD approval required; staffing / equipment fees may apply*)
 a. List requested parade staging area and route: _____

(* Parades are required to start on Saturdays no later than 3:00pm with the exception of the Beach Bum Parade. Participants must adhere to safety guidelines.)

13. Amusement Rides (*Insurance from providing company is required no later than two [2] weeks prior to event.*)
14. Temporary Structure* (i.e. tents, booths, stage, etc.)
 a. Please describe: _____

(* Structure specifications must be included with application for review by the Building Official prior to City consideration of event. Tents larger than 10' x 10' require permitting with applicable fees.)

15. Electrical needs (*fees may apply*)
 a. Please describe: _____

16. Filming (*Permit application should be filed with Facilities Coordinator. Approval is required.*)

17. Banner Permits (*Permit application should be filed with Facilities Coordinator. Approval is required.*)

18. City Facility requests require separate forms and approval through the Facilities Coordinator.
 a. The Walter W. Parker Pier and Pavilion is managed by Chatham County Parks & Recreation. Reservations for use of this facility must go through their office.
 b. A Letter of Authorization from Georgia Department of Natural Resources (<http://coastalgadnr.org/sendemail>) may be necessary with beach usage and / or if the "event" impacts the Shore Protection jurisdiction (i.e. beach side parking lot areas, etc.).

SECTION 5: ADDITIONAL REQUIREMENTS

- A non-refundable Special Events application fee is required at time of application submittal. The application will not be processed without the application fee of \$50.00. Checks should be made payable to the City of Tybee Island. If the applying organization is tax exempt, a GA Tax Exempt Certificate must be submitted with the application.
- A site plan showing the layout of the event is due with application. The site plan must include the location of every booth, ride, public facility, etc.
- A preliminary budget is due with application.
- Insurance, as indicated below, is required at least two (2) weeks prior to the Event. Failure to provide insurance will result in the cancellation of event.

	<u>PRIVATE PROPERTY</u>	<u>PUBLIC PROPERTY</u>
<u>PRIVATE INVITATION</u>	Organizer is responsible to obtain necessary insurance as deemed appropriate by the property owner.	Signed Indemnification Agreement required.
<u>OPEN TO THE PUBLIC</u>	Signed Indemnification Agreement required. Organizer is responsible to obtain necessary insurance as deemed appropriate by property owner. * If use of the Walter W. Parker Pier and Pavilion is part of the event, a \$1 million certificate of insurance, with Chatham County Parks & Recreation listed as an additional insured and certificate holder is required.	Signed Indemnification Agreement required and a \$1 million certificate of insurance, with the City of Tybee Island listed as additional insured and certificate holder. * If use of the Walter W. Parker Pier and Pavilion is part of the event, a \$1 million certificate of insurance, with Chatham County Parks & Recreation listed as an additional insured and certificate holder is required.

- The application will go through the review process again if substantial changes are made or additional needs are requested. Additional application fees will result with additional meetings.

**SECTION 6: INDEMNIFICATION AGREEMENT AND ACCEPTANCE
TO ADHERE TO APPLICATION REQUIREMENTS**

I, individually and as the Agent representing the Event Organization, do hereby agree to indemnify and hold harmless the City of Tybee Island, Georgia, its officers, agents, employees and contractors from and against any and all loss, damage, claim, demand, liability or expense by reason of any damage or injury to property or person which may be claimed to have arisen as a result of or in connection with the occupancy or use of listed event premises during the time period of said event.

Such obligation to indemnify and hold harmless shall continue notwithstanding any negligence or comparative negligence on the part of the City relating to such loss or damage, except for loss or damage arising from the sole negligence or willful misconduct or gross negligence of the city, and shall include all costs, expenses and liabilities incurred by the City in connection with any such claim, suit, action or cause of action, including the investigation thereof and the defense of any action or proceeding brought thereon and any other judgment or decree which may be entered in any such action or proceeding or as a result thereof. These provisions shall survive the expiration or earlier termination of the use of premises. Nothing in this Agreement shall be construed to affect in any way the City's rights, privileges, and immunities as set forth in Georgia Statutes and/or the Constitution of the State of Georgia.

Organizer / Applicant's Signature: _____

Date: _____

INTERNAL USE BELOW.

DEPARTMENT HEAD REVIEW AND ACCEPTANCE:

City Manager

Finance Director

Planning & Zoning Manager

Water & Sewer Department Supervisor

Chief of Police

Campground Manager

Chief of Fire Department

Department of Public Works Director

COMMENTS: _____

CITY APPROVALS:

Better Hometown Coordinator: _____

Date: _____

City Manager: _____

Date: _____

City Council: _____

Date: _____

SECTION 7: STANDARD EVENT APPLICATION POLICIES AND PROCEDURES

THE APPLICANT SHALL USE THE MUNICIPAL PROPERTY SOLELY FOR CARRYING OUT THE SPECIAL EVENT AS APPROVED BY THE CITY MANAGER AND / OR THE CITY COUNCIL.

Application Will Be Based On:

1. Whether the applicant for a Special Event Permit is capable or incapable of executing the planned special event.
2. Whether budgetary considerations at the time of application create such a burden upon the City's financial resources that it would not be practical to hold the proposed special event at the time requested.
3. Whether the holding of the special event as planned would create an undue burden upon the public and staff resources of the city.
4. The timing of the proposed special event.
5. Whether the applicant producing the special event is profit making or not for profit purpose only.
6. The historical experience, if any, of the special event in the past years.
7. The effect the proposed special event will have upon the City's resources and public health and safety, and frequency with which such events are held.
8. All City Department Heads affected by said event must review and approve the application prior to the applications being approved by the City Manager or City Council.
 - a. All relevant fire and life safety issues must be adequately addressed.
9. A Special Event permit may be refrained from issuance when the directors of the above mentioned city departments in good faith believe that the proposed special event will endanger the public health, safety, welfare, or other property.
10. A special events permit shall be revoked when the directors in good faith believe that allowing the continuations of the proposed special event may endanger the public health, safety, or welfare of property of others.
11. After reviewing the comments of all affected Departments of the City, based on the specifics of the event, approval or rejection of the application for a Special Event permit will be granted.

Approval of Application:

1. The City Manager may at her / his discretion approve an event for up to 500 people. These events must meet the following criteria: exclusive use of city property; minimal impact on neighboring residents and businesses; small scale events with some special requirements; temporary use of public parks or public facilities, and no street closures. The City Manager may at her / his discretion approve an event exceeding 500 people if the event is on Private Property.
2. Events exceeding 500 people on Public property must be reviewed by City Council for approval. City Council may also review events that significantly impact residents and businesses, request use of city streets, parks, beach or other city facilities, extensive activities, and / or require alcohol permits. Special Event applications are considered by City Council at the second regular monthly meeting.
3. Upon the issuance of a Special Event Permit from the City Council or the City Manager, the applicant shall obtain all other State, County, and City permits no later than thirty (30) days prior to the scheduled special event.
4. The City Manager, in consultation with the Directors of the affected Departments, may also impose any necessary restrictions or conditions to be observed in accordance with public safety, environmental and administrative considerations involved in the application.
5. Nothing in this section shall be construed to prohibit the imposition necessary for the carrying out of the event.

Application Denial and Process of Appeal:

1. Any applicant denied a Special Event permit to conduct a special event shall be notified in writing prior to the proposed date of the special event. Said notification shall state the reason for the denial. The applicant has the right to appeal to the City Manager.
2. Appeals from the determination of the City Manager, as to the denial of a Special Event permit, shall be made to the City Council. These appeals shall have priority and shall be heard at the next regular meeting of the City Council.

SECTION 7: STANDARD EVENT APPLICATION POLICIES AND PROCEDURES (CON'T.)

Community Development Department

1. Building permits – an applicant shall obtain the applicable permits including, but not limited to, electrical, plumbing, mechanical, and structural from the City's Building Official at least thirty **(30)** days prior to the scheduled event. An applicant may be required to obtain other permits pursuant to state law, city ordinances and the International Building Code and the Georgia Amendments. The Building Official shall make inspections deemed necessary to insure that all building code standards are followed. Non-compliance of any building code standards may be cause to cancel the event.
2. Any person or organization which is granted a Special Event permit shall comply with all applicable laws, ordinances and building codes pertaining to said event.
3. The person or organization receiving a Special Event permit shall be responsible for ensuring that its contractors and subcontractors obtain all permits and comply with applicable laws, ordinances and building codes.

Financial

1. A proposed budget for the special event and a detailed explanation of how the gross revenues from the special event will be allocated shall also be provided at the time of application submittal.
2. The applicant shall be financially responsible for any cleaning, replacement and repair to municipal property or its accompanying articles requiring city clean-up after completion of the special event.
3. The applicant shall be financially responsible for extra personnel hours incurred by the city as a result of the use of municipal personnel.
4. The personnel hours shall include the Police Department, Fire Department, Public Work Department, Parking Services and Lifeguard Services necessary to monitor, check, observe, control or otherwise regulate any phase of the special event, including without limitation to any planning, on-site management of the special event and support of any activities.
5. Waiver of fees for parking shall not be granted between Memorial Day Weekend through Labor Day.
6. In order for your organization to be eligible for any waiver of fees, that organization must have a contract with the City of Tybee Island. If your organization is one that has received funding from the City of Tybee Island for services provided to the City, you are eligible to request waiver of up to \$2,000 worth of fees for the special event, which also includes fees associated with parades. The application fee is not permitted to be a part of any waiver of fees and must accompany the application or it will not be processed. No waived fees for alcoholic beverages, vendor fees and / or facilities will be considered. The City of Tybee Island reserves the right to request financial revenue and expenditure statements for review prior to or as a condition of any waiver of fees.

Fire / Emergency Management Department

1. In the interest of public safety, the FEMD must review and approve aspects of events that may include, but not limited to, fireworks or pyrotechnics, emergency vehicle access, and use of open flame. The Fire Chief will determine whether or not FEMD personnel are needed and the event applicant shall pay for said services.

Parking Services Division

1. Where public parking is to be used or restricted, the Finance Director may require that permits are issued or reimbursement be made based on standard parking fees.
2. Request for use of parking lots or spaces must be submitted in detail for approval with the application.

Police Department

1. Any person or organization shall comply with security and safety guidelines set by the Tybee Island Police Department.

SECTION 7: STANDARD EVENT APPLICATION POLICIES AND PROCEDURES (CON'T.)

Public Works Department

1. The site of the event must be left in its original condition or additional charges will apply.
2. If any event requires the use of the electrical service, equipment owned by the City of Tybee, and / or labor fees will be assessed on a per hour rate and determined by the city. If special electrical requirements are needed by vendors in which the city personnel and equipment is needed, an additional charge shall be passed on to the organizer for setup and breakdown. This is only applicable for specific areas and must be requested at the time of application submittal.
3. Streets may be closed in connection with a special event at the discretion of the City Council and / or City Manager having due regard to public safety and environmental effects of such closings. All reasonable steps are taken to minimize adverse impact upon the community.
4. Vendors must use grounded extension cords and lighting that does not exceed 30 amps per vendor space if permitted. Extension cords, hoses or other trip hazards in pedestrian walkways are not permitted.
5. It is the responsibility of the event organization to provide adequate toilet facilities during a parade and event appropriate for the anticipated attendance. Location(s) of said stations shall be indicated on provided site plan. One chemical toilet for every 200 people is recommended.
6. In the case of requested and approved permission for pole banner and / or flag hangings, the event applicant is financially responsible for costs incurred with the installation and / or dismantling.

Sale of Alcohol

1. Events wishing to sell alcohol must complete an Alcohol License application for consideration. The application and information can be obtained at the Tybee Island Police Department.
2. Alcohol permits are considered by City Council as requested by TIPD at the second regular monthly Council meeting.

Sale of Food / Merchandise

1. The sale of food at special events requires a permit from the Chatham County Health Department. Food vendors that involve cooking require an inspection and permit by the Chatham County Fire Marshal.
2. Event organizers are responsible for obtaining Vendor Permits. Vendor permit applications are due with payment in accordance with City Code Sec. 58-179 no later than two (2) weeks prior to the event.
3. A method must be established for the removal of used cooking oils, gray water or any other solvents from the event site. Event organizer will incur costs imposed by the city, county, and state if any solvents are left or discarded at the event site.
4. All debris in Vendor set up area must be contained at all times. The event applicant will be charged an hourly rate and dumping fee determined by the City if any debris is left and disposed of by the Public Works Department.

Other

1. Temporary structures may not be anchored in the ground. If damage is done to City property, applicable fines and / or fees shall be billed to and paid by the event applicant.

Indemnification / Insurance

1. The applicant must sign the Indemnification Agreement at time of submitting event application. Prior to the issuance of the Special Event Permit, the application shall maintain, at its sole expense, public liability insurance covering the City properties and resultant use thereof, naming the City as an additional insured, in the amount of \$1 million.
2. The applicant shall pay the premiums of the public liability insurance before the issuance of the Special Events Permit. The applicant shall furnish and deliver to the Better Hometown Coordinator a certificate or certificates of insurance, as specified in Section 5, evidencing the existence of public liability insurance in the minimum amounts described above. Each certificate shall provide that the city receive not less than thirty (30) days written notice of cancellation, expiration to termination to public liability insurance. In the event that such insurance is cancelled, expired or terminated, the applicant shall be required to obtain insurance immediately and furnish proof to the Better Hometown Coordinator. If such valid insurance is not obtained within twenty-four (24) hours after cancellation or termination, the Coordinator shall revoke the Special Event Permit and the special event shall cease. The applicant shall be responsible for submitting all certificates or insurance of its contractors and subcontractors.