



CITY OF TYBEE ISLAND

SPECIAL EVENTS APPLICATION

The City of Tybee Island recognizes that special events play a significant role in the livelihood of the community. Events can enhance the experiences for residents and tourists by providing recreation, cultural and educational opportunities while attributing to the economic health of the community. It is our goal to assist event organizers in planning safe and successful events that have minimal impact in the areas surrounding the event. To keep the public's best interest in mind, a special event application is required for persons / organizations wishing to host an event upon public and / or private property where: 1) municipal services are reasonably anticipated, actually required, or requested, 2) special permitting which includes, but is not limited to, parking, use of location, or vendor permits not for the non-profit organization hosting the event. The special event application shall be completed and submitted for consideration with all requested information **at least sixty (60) days prior** to the event. No more than one event per day, per area, will be permitted due to limited infrastructure and city resources.

In order to ensure a smooth review process for permission to have a special event, the applicant will receive direction, as applicable, from City Department Heads, City Manager and Development Authority / Main Street Executive Director once the application has been submitted in its entirety. Prior to the application being submitted for City Council consideration (if applicable), all concerns and details must be addressed and confirmed by the organizer, as well as, accepted by designated city staff of impacted departments.

Note: Applicant must meet with the Development Authority / Main Street Executive Director or his/her designee at time of submitting application. Additional meetings may be required.

Today's Date: _____ Application Fee Submitted: _____

* A non-refundable application fee of \$50 is required at time of application submittal for processing and consideration.

SECTION 1: EVENT INFORMATION

1. Name of Event: _____
2. Date and time of event: _____
 - a. Setup: Date/Time period _____
 - b. Breakdown: Date/Time period _____
3. Location(s): _____
 - ❖ A site plan of the event area drawn to scale and depicting all event structures is required at time of application submittal.
 - ❖ A request for a Letter of Permission (LOP) from the Coastal Resources Division of the GA Department of Natural Resources shall be requested 45 days prior to event (<http://coastalgadnr.org/sendemail>) when materials, equipment, and / or such is requested to be placed in beach areas and / or within the Shore Protection Act (SPA) jurisdiction. Applicant must provide City the LOP fifteen (15) business days prior to the event or event will be cancelled.
 - ❖ If location and / or activities impact merchants and / or residents, written documentation, with application submittal is required as noted in Section 5.
4. Event Organization: _____
 - a. Is the Organization
 - Commercial? (Commercial organizations shall include information regarding use of event proceeds.)
 - Non-profit / Tax Exempt? (Non-profit / tax exempt organizations shall attach non-profit status / GA tax exempt certificate.)
5. Event Representative: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Contact Phone: _____ Email: _____
6. Please provide contact information for others associated with the Event Organization whom have at least a five-percent (5%) stake in the event: _____
7. Phone number and / or website for public event information: _____

SECTION 2: EVENT DETAILS

1. Is this event... Open to the public Private Invitation only
2. Describe the event and its goals: _____
3. Have you ever done this event before? If yes, list dates and locations: _____
4. Estimated number of people to attend and what this is based on: _____
5. Is there an admission fee for attendees? No Yes - Fee will be: _____
 ❖ A preliminary budget is due with application. (refer to Section 7: Financial)
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. What plans exist for cleanup and recycling? (Disposal of grease, trash, etc.) _____
8. Please list any entertainment, bands, emcees or onsite promoters attending this event. _____
9. Describe sound equipment: _____
10. List event sponsors and marketing plan: _____
11. List any additional contact person(s) and their phone numbers involved in the planning of this event. _____

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. Department of Public Works (DPW) Request(s) (*Current labor / equipment fees will apply.*)

DPW Item	Amount	Total hours
Traffic Cones		
Barricades		
Traffic Barrels		
Trash cans		
Recycling containers		
Sweeper		
Fire ant treatment		
Back-hoe		

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

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

3. Street Closures (*Tybee Island Police Department [TIPD] approval required.*)
 - a. List requested streets: _____
4. Special parking / parking pass request(s) (*Parking Service Division approval required.*)
 - a. Please describe: _____
5. Commercial truck parking
 - a. Please describe: _____
6. Police Detail (*Current labor / 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 paying fees direct as agreed upon.
7. Fire Detail/Inspection (*Current labor / 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 paying fees direct as agreed upon.
8. Fireworks (TIFD, Chatham County and U. S. Coast Guard notification / approval required. Applicant to contact USCG for special permitting.)
9. Additional Security
 - a. Please describe: _____
10. Petting Zoo
 - a. Please describe: _____
11. Parade/Procession (*Current labor / 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 organization's and city's safety regulations.
12. Amusement Rides (*Insurance from providing company is required no later than two [2] weeks prior to event.*)
13. Temporary Structure (i.e. tents, booths, stage, etc.)
 - a. Please describe: _____
 - ❖ Application for permitting of structures exceeding 10' x 10', stages, booths and the like are required through the Permitting Office inside the Community Development Department. Completed application with required documentation must be submitted no later than thirty [30] days prior to the event. Structures are not allowed without an issued placard. Fees apply.
14. Electrical needs (fees may apply)
 - a. Please describe: _____
15. Activation of Control Zone per City Ordinance 21-2015, Section 54-70 (Resolution required.)
 - a. Please attach a map of the proposed Control Zone and details regarding Organization's management of zone.
16. Alcohol license application has been submitted to Administrative Assistant to the City Manager. (separate approval required)
17. Banner request has been submitted to Facilities Coordinator. (separate approval required)
18. Beach permit application has been submitted to Facilities Coordinator. (separate approval required)
19. City facility has been submitted to Facilities Coordinator. (separate approval required)
 - ❖ 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.

SECTION 5: ADDITIONAL REQUIREMENTS

- A non-refundable special event 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.
- The Organizer / Applicant is responsible to notify merchants and / or residents impacted by the proposed event location(s) and activities. Organizer / Applicant must provide written documentation confirming notification and acceptance of merchants and / or residents prior to the event application being submitted for consideration.
- 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>	<p>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.</p>	<p>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.</p>

- 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: STANDARD EVENT APPLICATION POLICIES AND PROCEDURES
(in accordance with the Special Event Ordinance)

Application Process & Determination of Application

1. In order to ensure a smooth review process for permission of proposed event, the Representative will first meet with the City's Development Authority / Main Street Executive Director, then applicable City Department Personnel and City Manager to review the application so that all concerns and details are addressed and agreed upon. Following these meetings, the application, if applicable, will be submitted for City Council consideration. Proposed events are considered on a first-come, first-serve basis, regardless of the size and scope of the event.
2. After reviewing the comments of all affected Departments of the City, based on the specifics of the proposed event, approval or rejection to proceed with the application process will be determined.
3. Municipal services will be considered at the time of application review to determine the level City staffing and financial resources necessary.
 - a. The city manager shall communicate municipal service fees required to defray the costs of city services for proposed event determined on the basis of actual expected costs with the Organizer. The Organizer shall have the right to accept or reject fees required. Accepted fees shall be paid prior to event activities. Rejected fees may be appealed to the Mayor and City Council in accordance with City Ordinance.

The level of municipal services required shall be reasonably determined based on the following factors:

 - i. The size of the assembly and the anticipated attendance.
 - ii. The location of the event to determine the potential for pedestrian and vehicular congestion.
 - iii. The impact on public health and safety and natural habitats with the timing, goals, and activities of the event.
 - iv. The historical density of visitors to the City during the annual season of the event and the type of activities, safe and unsafe, in which those visitors have historically engaged.
 - v. Whether the assembly is specifically designed and staffed to handle the anticipated needs and effects of the anticipated number of attendees.
4. The City Manager may grant or deny an application in a timely fashion upon processed application fee and review of the application by the Development Authority/Main Street Executive Director. This administrative determination shall be objective and must meet the following criteria: exclusive use of city property, minimal impact on neighboring residents and businesses, small scale activities with some special requirements, temporary use of public parks or public facilities, and no street closures.
5. The City Manager, in consultation with Directors of 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.
6. The City Manager may deny an event application in writing, clearly stating specific reasons based on one or more of the following:
 - a. The permit application is incomplete; a complete application is one that provides all the information or items required by this Article regardless of the sufficiency of the information or item.
 - b. The application fee has not been paid;
 - c. The proposed event location is unsuitable;
 - d. The proposed event is unlawful;
 - e. The application contains a material falsehood or misrepresentation;
 - f. It reasonably appears that the proposed event will present a clear and present danger to the public safety or health;
 - g. The proposed event is of such a nature or duration that it cannot be reasonably accommodated in the particular location;
 - h. The applicant portrays malicious intent during the application review meeting(s) or has refused to attend or participate in in review meeting(s).
7. The City Manager may impose reasonable conditions on any granted permit concerning the time, place or manner of holding a special event as is necessary to coordinate municipal services, multiple uses of public property, assure preservation of public property and public places, prevent dangerous, unlawful or impermissible uses, protect the safety of persons and property and to control vehicular and pedestrian traffic in and around the event location.
8. The Representative may appeal a determination of denial to the Mayor and City Council by filing a letter with the City Clerk within three (3) business days of denial or conditional permit.
9. All permit applications shall be deemed granted as applied for if the City Manager does not grant, grant with conditions, or deny the permit in writing within thirty (30) calendar days of confirmed receipt of a thorough application and processed fee.
 - a. Automatic permission is conditional based on receipt of prepaid municipal service fees.
 - b. The automatic granting of permits provided in this section shall not apply upon expressed intent to deny a permit by the City Manager. The Representative has the opportunity to pursue reconsideration as detailed in Article III.

SECTION 6: 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.

Department of Natural Resources

1. A request for a Letter of Permission (LOP) from the Coastal Resources Division of the GA Department of Natural Resources shall be submitted 45 days prior to event (<http://coastalgadnr.org/sendemail>) is required for events requesting materials, equipment, lighting, and / or such on the beach and / or within the Shore Protection Act (SPA) jurisdiction. An LOP is required no later than fifteen (15) business days prior to the event. The event is subject to cancellation without an LOP as noted.

Department of Public Works

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. 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.
4. 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.
5. 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.
6. 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.
7. 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.

Financial

1. A proposed budget for the special event and a detailed explanation of how proceeds 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, Department of Public Works, 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. 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.

SECTION 6: STANDARD EVENT APPLICATION POLICIES AND PROCEDURES (CON'T.)

Fire / Emergency Management Department

1. In the interest of public safety, the F/EMD 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 F/EMD personnel are needed and the event applicant shall pay for said services.
2. Event participation by the Fire Department must be requested in Section 4 and be approved by the Fire Chief directly.

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 event permit. The applicant shall furnish and deliver to the Development Authority / Main Street Executive Director 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 Development Authority / Main Street Executive Director. 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.

Parking Services Division

1. Where public parking is to be used or restricted, the Division Supervisor 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 detailed within submitted application.
3. Requests for complementary parking shall not be granted between Memorial Day Weekend through Labor Day.

Police Department

1. Any person or organization shall comply with security and safety guidelines set by the Tybee Island Police Department.
2. Release of helium balloons and/or Chinese lanterns is prohibited on Tybee Island. It is very harmful to wildlife and is a violation of the city's littering ordinance.
3. Event participation by the Police Department must be requested in Section 4 and be approved by Chief of Police directly.

Sale of Alcohol

1. Events involving alcohol sales / distribution must complete an Alcohol License application for consideration. The application and information can be obtained at Tybee Island City Hall.
2. Upon TIPD review, alcohol license applications are considered by City Council at the first available Council meeting.

Sale of Food / Merchandise

1. The sale of food at a special event 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.

**SECTION 7: 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.

Representative Signature: _____ Date: _____

Event representative listed above must be in attendance and readily available for the duration of the event.

INTERNAL USE BELOW.

Staff signatures, by city departments listed below, indicate the special event application has been reviewed and department needs are accepted as requested. All signatures are required prior to application being submitted for City Council consideration.

DEPARTMENT	SIGNATURE	DATE
City Manager		
Campground		
Community Development		
Finance		
Fire/Ocean Rescue		
Parking		
Police		
Public Works		
Water & Sewer		

COMMENTS: _____

ADMINISTRATIVE APPROVAL (as applicable):

City Manager: _____ Date: _____
Development Authority / Main Street Executive Director: _____ Date: _____

APPLICATION REVIEW VERIFICATION	DATE
RECEIVED	
REVIEW DATE WITH CITY DEPARTMENTS	
FOLLOW UP REVIEW MEETING(S) WITH REPRESENTATIVE	
ANTICIPATED DATE FOR CITY COUNCIL CONSIDERATION	
CITY COUNCIL DETERMINATION: APPROVE / DENY	
ADMINISTRATIVE CONSIDERATION-AS APPLICABLE: APPROVE/DENY	