

# CITY OF SUWANEE

## Special Events Policy

### **I. Policy Statement**

Special Events provide opportunities to promote community welfare and quality of life, help build a sense of community, showcase local and regional talent, enrich cultural opportunities, draw first-time visitors to Suwanee, contribute to the economy of the community and establish an active town center.

The City of Suwanee recognizes the benefits and opportunities made available through special events. Therefore, the City seeks to facilitate, promote, coordinate and/or participate in special events that provide a benefit to the larger community and fit within the capacities of representative park facility.

Any public gathering or special event that requires restricted or exclusive use of any portion of public property, including but not limited to roped lawn areas, stages, tables, bleachers, tents, temporary barriers or boundaries, or as otherwise defined herein, must first submit a special event application and obtain approval from the City of Suwanee. Permission to use Town Center Park or any other public park does not necessarily entitle an organization to exclusive use of said facility.

This Policy is intended to work in concert with all other applicable rules, regulations, laws, and ordinances of the City of Suwanee and other applicable governmental entities.

### **II. Definitions**

#### *Special Event*

Any activity sponsored by an organization or individual for profit or non-profit, other than the City of Suwanee, held on public property and designed for entertainment, competition, amusements or social, ethnic, religious and/or cultural awareness that: 1) requires restricted or exclusive use of any portion of public property, including but not limited to roped lawn areas, stages, tables, bleachers, tents, temporary barriers and/or boundaries; and/or 2) impedes the normal flow of traffic; and/or 3) impedes the enjoyment or use of the property by the general public. Such events require a Special Event Permit issued by the City.

#### *City Support Services*

Services provided by the City of Suwanee to ensure that a special event is conducted in such a way as to protect the safety, health, property and general security of the public and integrity of public grounds. Services may include security/police, public works, set-up, clean-up, event consulting etc.

#### *Events Manager*

Staff person, or designee, responsible for overseeing the application process and obtaining acceptance or denial based on input from appropriate City departments. The City Events Manager will act as a liaison between the Event Organizer and affected departments within the City of Suwanee as may be necessary.

#### *Event Organizer*

Person(s) designated as the authorized head of the organization or individual responsible for the proposed event.

#### *Public Assembly*

Any meeting, demonstration, picket line, rally or gathering as defined by the City's Parade and Assembly Ordinance that does not require restricted or exclusive use of any portion of a facility as a Special Event.

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### *Ticketed Event*

Any Special Event in a City facility that requires a fee to be paid by a patron to enter or participate in the event.

## **III. Criteria for Evaluation**

The criteria for evaluating and scheduling community festivals and special events are as follows:

- Completeness of application and event layout.
- Impact and cost of the event on public health, welfare and safety.
- Impact and cost of the event on City support services.
- Impact of the event on the environment.
- Frequency of the same or similar event(s) as well as potential conflicts with previously approved events.
- Impact on the surrounding businesses or residences.
- Ability for the park to remain open to users.
- Perceived benefit of event for City of Suwanee community.
- Likelihood of participation by City of Suwanee citizens.
- Previous history of event organizer in facilitating special events.
- Ability of event organizer to achieve goals set forth for special events.

All applications shall be submitted to the Events Manager. The City will review for completeness and appropriateness and issue a written approval or denial of the application after the application and events calendar has been reviewed by all departments. The City Manager is empowered to approve or deny the application based on the City's evaluation criteria. Approval may include conditions or stipulations intended to address or mitigate any potential issues. Written appeals to decisions made by the City Manager may be presented to City Council, within 15 calendar days of said decision. All written appeals shall be heard by City Council in its normal course of business within 45 days from receipt. The City's failure to comply with the above mentioned timeframes will not allow an applicant to use a facility; these timeframes shall serve as a guideline to keep the process moving.

## **IV. Classes of Special Event Permits**

*(Estimates of required staff hours to be determined by the City of Suwanee based on application.)*

**Class A Permit:** A special event that may require more than 200 extra staff hours by City employees, or is expected to draw an approximate number of spectators and participants that is more than 10,000 persons within a consecutive 24 hour time period.

**Class B Permit:** A special event which may require between 100-200 extra staff hours by City employees, or is expected to draw an approximate number of spectators and participants that is between 5,001 and 10,000 persons within a consecutive 24 hour time period.

**Class C Permit:** A Special Event which may require between 50-99 extra staff hours by City employees, or is expected to draw an approximate number of spectators and participants that is between 2,001 and 5,000 persons within a consecutive 24 hour time period.

**Class D Permit:** A Special Event which may require less than 50 extra staff hours by City employees, or is expected to draw an approximate number of spectators and participants that is 501-2000 persons within consecutive 24 hour time period.

**Class E Permit:** A Special Event which may require less than 30 extra staff hours by City employees, or is expected to draw an approximate number of spectators and participants that is 500 persons or less within a consecutive 24 hour time period.

*The City reserves the right to be the final authority regarding estimates of attendance or need for extra staff hours.*

**V. Application Process**

The City of Suwanee Events Manager must receive a completed special events application, event layout, Processing Fee, and Park Use Deposit by December 6 (annually). Applications should be mailed or delivered to: City of Suwanee, Events Manager, 330 Town Center Ave., Suwanee, Georgia 30024.

A. Fees

**Processing Fee**      **\$25 non-refundable** (required by all applicants; to be included with application.)

**Park Use Deposit**      **\$500 refundable** (required by all applicants; to be included with application and processing fee. Violations of any park rules may result in forfeiture of deposit. Refund will be issued after all invoices have been paid in full and clean up is completed.)

**Once event application is accepted, fees and deposits outlined below are to be paid at least 30 days prior to event:**

	<b>NON-REFUNDABLE FEE</b>	<b>NON-REFUNDABLE FEES</b>	<b>REFUNDABLE FEES</b>	<b>INSURANCE REQUIREMENTS</b>
<i>Class</i>	<i>Permit Fees * per event day</i>	<i>City Staff Charges: deposits for Police and/or Public Works</i>	<i>Sanitation Charges</i>	<i>Combined single-limit per occurrence</i>
Class A	\$2,750	TBD **	\$2,750	\$1,000,000
Class B	\$1500	TBD **	\$1,500	\$1,000,000
Class C	\$750	TBD **	\$750	\$500,000
Class D	\$500	TBD **	\$500	\$500,000
Class E	\$300	TBD **	\$300	\$500,000

*\* Bona fide non-profit organizations, as determined by the Suwanee Events Manager, may be eligible for a discount up to 10% or as may be approved by the City.*

*\*\* City Staff - The City reserves the right to determine necessary staff requirements. Support of City staff (i.e. Police (security and traffic) or Public Works (clean-up and set-up)) beyond their normal daily routines may be obtained by noting a request for assistance on application. Additional costs beyond the permit fee and sanitation deposit will be quoted based on estimated hours of service and availability; however, applicant will be responsible for actual hours of service required .*

**Checks Payable to: City of Suwanee** *(The Processing Fee, Permit Fee, Park Use Deposit, and Sanitation Deposit should be submitted on separate certified checks, cashiers checks, money orders or cash only.)*

The Processing and Permit Fees are non-refundable. The Sanitation Deposit will be returned in full provided that the property is left in appropriate order and no damage is reported and all payments have been made in full. Park Use Deposit is also refundable as long as no park rules have been violated and all payments have been made in full. Failure to comply may result in loss of deposit, liability for repair and/or additional clean up fees as determined by the City, as well as potential denial of future applications.

The Park Use Deposit should be submitted with the application and will be processed upon event approval. The deposit will be refunded after the event if all park rules were followed, and all invoices have been paid. Violation of any park rules during event set-up, the event itself, or event clean-up may forfeit the Park Use Deposit. Event items left in the park after noon on the first business day following the event will also forfeit the deposit.

City charged fees for said facilities are intended to cover wear and tear, initial supplies, water, electricity, etc. City reserves the right to obtain additional fees for other arising or unusual expenses as it deems necessary as well as potential denial of future applications. The City's decision on any loss of deposit shall be final.

#### *B. Ticketed Events*

Any Special Event in a City facility that requires a fee to be paid by a patron to enter or participate in the event will be considered a ticketed event. For all ticketed events, a Ticket Event Fee shall be paid to the City of Suwanee for each ticket sold. Said fees shall be 10% of the gross amount of ticket sales exclusive of any applicable taxes (ex. 500 tickets sold at \$5.00 per ticket equals \$2,500.00 gross sales. The City is due a Ticket Event Fee of \$250.00).

For Ticketed Events, a performance bond, or other surety acceptable to the City, shall be posted with the City a minimum of **30** days prior to the event. Said surety shall cover 10% of the anticipated ticket sales as outlined herein. Within 15 days of the end of the Special Event, the Event Organizer shall pay to the City 10% of ticket price exclusive of taxes and is due the City upon completion of Special Event. The City reserves the right to conduct an audit of applicant's revenue in order to verify amount to be paid to City.

#### *C. Insurance*

A comprehensive liability insurance policy with at least one million dollars (\$1,000,000) for Class A and B and five hundred thousand dollars (\$500,000) for Class C,D, and E combined single-limit coverage per occurrence for bodily injury and property damage with an endorsement naming the City of Suwanee, specifically and separately, as an additional insured under the policy is required. Do not include any specific department or person. A certificate of insurance is to be provided to the Events Coordinator no less than 14 days prior to the scheduled event. If an event is approved, it will be approved pending receipt of the insurance certificate. The insurance agency must be licensed to do business in the state of Georgia and have a Class B or better rating. The company providing insurance must provide at least thirty (30) days written notice of cancellation or termination, if such cancellation or termination of the policy is to occur prior to the indicated expiration date on the face of the certificate. In the event of any changes or cancellation in the policy, the City of Suwanee must be notified by certified mail.

#### *D. Sanitation*

A Sanitation Deposit shall be submitted to the City as outlined herein. Said deposit is refundable within 30 days of the end of an event provided the facility is left in a satisfactory post event condition and all invoices have been paid in full.

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It is organizer's responsibility to make arrangements with the City for additional trash receptacles. Plastic trash can liners will be placed in all existing trash cans prior to the event. It is the event organizer's responsibility to deposit any trash into appropriate trash receptacles following the event in order to ensure return of the sanitation deposit. If the size of the event warrants additional receptacles, the Public Works department will review application and the organizer will be contacted. It will be the event organizer's responsibility to make all arrangements and pay any fees applicable for any additional equipment or services like onsite trash collection, rolling cans, or a dumpster.

All trash receptacles should be dumped upon completion of the event into pre-determined receptacles or dumpsters as approved by the City and prior to the park opening the next day. Dumpster locations shall be approved or determined by the City at time of Permit issuance.

#### *E. Restroom Facilities*

For all events of 4 hours duration or more, portable toilets may be required. Portable restrooms will be required for any event where alcohol is served and for any race, walk or run. One toilet per 200 persons will be the ratio to determine the number needed. In compliance with the Americans with Disabilities Act, at least one portable toilet is to be handicap accessible. It is the event organizer's responsibility to make all arrangements (drop-off and pick-up) and pay any fees. Portable restroom placement must have approval of the events manager and must be on hard surface. Any portable unit brought into the park MUST be removed by noon on the first business day after the event or the Park Use Deposit may be forfeited. *City will stock necessary supplies in permanent restroom facilities prior to start of event and maintain supplies in permanent restrooms during the event.*

#### *F. Medical*

For all events of 4 hours duration or more, medical personnel will be required to be on site. EMT, RN, LPN, or paramedics may serve for Class C, D, or E permits. RN, LPN or paramedics must serve for a Class A or B permit. Medical supplies are the responsibility of the event organizer.

#### *G. Electricity*

Specific requirements for the use of electricity must be submitted with the application. Electricity is not available without permission from the City. For projects that utilize large amounts of electricity, the City withholds the right to require additional payment for electricity used at event based on electric meter readings taken prior to and following each event.

#### *H. Release and Indemnity*

Each applicant must execute the release and indemnity agreement that will be included in the Event Acceptance Packet. Applicants must demonstrate that they are either personally or organizationally responsible for liability, will guarantee orderly behavior, and will underwrite any damage due to use of the premises. Liability is assumed by the applicant in regard to any personal or property damage rising out of activities of the applicant. It is the responsibility of the applicant to read the application form completely and understand fully his/her responsibilities.

#### *I. Sound System*

Sound system equipment is not provided. The Events Manager must be notified in writing of any intended use of a sound system during the event. Sound System requirements should be provided on event application. All amplified sound must conclude by 10 pm EST. This will be STRICTLY ENFORCED.

#### *J. Alcohol*

Alcohol sales and consumption is permitted only with consent from the City of Suwanee in accordance with the City's alcoholic beverage ordinance. Please note that this process can be lengthy (may exceed 60 days), so plan accordingly. Contact the city's Events Manager for the actual date your written request is required. All required licensing and insurance pertaining to the serving of alcohol must be obtained by the event organizer. Beer and wine may not be served in glass bottles. All beverages must be served in plastic cups, aluminum cans, or plastic bottles.

#### *K. Parking*

Participants must adhere to all parking regulations. For Town Center Park, public parking is available along Town Center Avenue, behind the commercial buildings along Town Center Avenue, Main Street and the parking lots at the Suwanee Police Station and Suwanee Municipal Court during non-business hours. No event organizer may limit or regulate parking at the Suwanee Police Station as this is a public facility that is open 24/7. Reserved and restricted parking may be managed from the entrance of Suwanee Municipal Court only. Event organizer must secure additional parking for larger events as well as transportation/shuttle routes for off-site parking, both of which must be approved by the City of Suwanee. Class A and B events will be required to provide off-site parking and shuttle services for their events. Event organizers may not charge for parking in public spaces. All printed publicity should include a diagram indicating available parking.

#### *L. Event Equipment and Layout*

The following items must be adhered to during park use:

- Tables, chairs, stages, tents and other set-up equipment are permitted in the park with prior approval.
- A layout of the event area, including locations of all tables, chairs, tents, stages, vendor set-up, portable restrooms, road closures, parking plans, and other equipment must be submitted with the application. Approval will be given prior to the event.
- Tables and chairs will not be provided by the City of Suwanee.
- At no time during event set-up, during the event, or during event clean-up may vehicles be driven into the park.
- Work vehicles like Gators, carts, children's trains, or golf carts may be used upon approval of the events manager.
- Any unauthorized vehicle seen in the park on a park surface will result in a forfeiture of the Park Use Deposit and a citation from City of Suwanee Police.
- Stakes are not permitted on any tent or inflatable for any event.
- All tents and inflatables must be secured with weights for wind resistance.
- If inflatables, kid's rides, or heavy pedestrian traffic is expected on park turf, every precaution should be considered in taking care of the park turf. Mats should be used at entry and exit points of tents, rides, and inflatables where turf could be damaged. Event organizers should speak to vendors of tents, rides and inflatables and ask them to provide protection (like *Enkamat Plus*) for the turf when contracting with them.
- Damage to the turf after an event due to high traffic or improper preparation of set up will result in fees and fines to replace damaged areas of turf.

- A final layout must be submitted 30 days prior to the event.

#### *M. Fire Safety Plan*

Any tent over 400 square feet (or 200 square feet if sides will be on the tent) will need a fire marshal inspection prior to the event opening to the public. Please contact Gwinnett County Fire for an inspection and instructions for tent inspections. Any costs for supplies and inspections are the responsibility of the event organizer. Applications will be submitted to the Gwinnett County Fire Department when the City deems necessary. When a fire official determines that the gathering of persons will impact the provision of fire safety services, a plan for the provision of safety services will be prescribed by the Gwinnett County Fire Department. Applicants will be required to include any additional information required by the Gwinnett County Fire Department, including but not limited to, a layout of the event area including road closures, parking plans, vendor set-up (particularly food concessions), and, the need for law enforcement, fire and emergency medical services.

#### *N. Food Sales (Town Center Park)*

Any intention to sell food must be indicated in the application. All vending equipment must remain on the brick, asphalt or concrete sidewalk, NOT ON THE GRASS. No vendors will be allowed to use grease in the park unless they are in a self-contained cooking trailer. Any vendor using grease in a self-contained trailer will need approval two weeks prior to the event date. No cooking or food sales are permitted outside the park on the sidewalk. It is the responsibility of the event organizer to contact the Health Department and obtain any necessary permits. Additional vendor requirements will be issued upon event approval. There are many food establishments already located in Town Center Park. Event organizers are asked to limit food vendors for events to a small amount and please do not duplicate the types of vendors already available in the park. Glass bottles are not allowed in Town Center Park at any time. No beverages may be distributed in glass bottles.

#### *O. Alterations to Parks*

Alterations to park facilities including the attachment or installation of decorations and displays are prohibited unless written permission has been received from the City. Construction and installation of special service facilities must be approved prior to the event. Damage to any structure or plant material will be billed to the organization at replacement cost plus labor. The City withholds the right to regulate placement and method of placement of items or structures in any City park. Any tents erected in the park must be secured with a weight system and shall not be secured with stakes or any other means that would require installation into asphalt or grass.

#### *P. Park Clean-up*

It is the responsibility of the event organizer to remove all items from an event at the conclusion of the event as quickly as possible. This includes all tents, rentals, and any item brought to the park for the event. Any rentals or equipment not removed on the same day of the event must be removed by noon on the first business day or the event organizer will forfeit the Park Use Deposit of \$500. This includes all tents, sound equipment, portable restrooms, trash containers, trailers, POD's, generators, dumpsters, carts, utility vehicles, etc.

#### *Q. City Ordinances and Park Rules*

All applicants must adhere to all City Ordinances and posted Park Rules, with exception to any items extended by application approval. A copy of the Park Rules and Guidelines are available on the City of Suwanee Website, with the Special Event Application, and will be included in the event approval information.

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*R. Assignment*

The applicant/user shall be prohibited from assigning any rights under this agreement or use of the premises to any other party.

*S. Discrimination*

The applying organization, association, or entity shall not discriminate or advocate discrimination on account of race, color, religion, creed, national origin, age, gender, or disability.

**VI. Revocation of Permit**

The City shall have the authority to revoke any permit upon violation of the conditions set forth herein and/or where staging of the event would have an immediate and adverse effect on the welfare and safety of persons or property. The Chief of Police or his or her designee shall have the authority to close any event immediately upon violation of conditions set forth herein or to preserve safety of persons or property.

**VII. Parades/Other Permits**

This application is for Special Events in any of the City of Suwanee's public parks. Any organizer interested in parades, road races or any event not solely or completely in a park must contact the Suwanee Police Department. Contact the Suwanee Police Department at 770/945-8995 for more information.

**VIII. Modification of Policies**

The Suwanee City Council reserves the right to waive, modify, and/or amend said Policies, partially or in its entirety, at any time solely at the City's discretion. This may occur by formal written action of the City Manager or City Council.