

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 any 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.

Event Management

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 Department will act as a liaison between the Event Organizer and affected departments within the City of Suwanee as 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. Public Assembly forms are issued and managed by the Suwanee Police Department.

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 Department. The City will review for completeness and appropriateness and issue a written approval or denial of the application. Application submission does not guarantee approval. The City Manager or their designee 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.

The Event Department has final approval on date, start and end times, and event location.

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 2,000 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 Department -must receive a completed special events application, event layout, and all event information by the stated deadline for the next year’s planning deadline. Applications are taken online and all information will be posted on the city’s website, suwanee.com. Events that wish to serve alcohol must be approved prior to any licensing. State and local alcohol license applications must be submitted 30 days prior to event date. The Event Department reserves the right to determine if an event can sell alcohol on site. During ALL events, businesses in the designated downtown area are allowed to sell alcohol “to-go” even if an event is approved to sell alcohol.

A. Fees

Processing Fee **\$35 non-refundable** (required by all applicants; to be included with application)

Park Use Deposit **\$500** (required by all applicants, due two weeks prior to event date. If returned, will be applied to staff billing.)

Fees and Deposits are as follows (to be paid at least 30 days prior to event):

	PER EVENT DAY	NON-REFUNDABLE FEES	REFUNDABLE FEES	INSURANCE REQUIREMENTS
<i>Class</i>	<i>Permit Fees *</i>	<i>Staff Charges</i>	<i>Sanitation Charges</i>	<i>Combined single-limit per occurrence</i>
Class A	\$2,400	TBD **	\$1,000	\$1,000,000
Class B	\$800	TBD **	\$1,000	\$1,000,000
Class C	\$500	TBD **	\$500	\$500,000
Class D	\$300	TBD **	\$300	\$500,000

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

The application fee must be submitted online during the application process. All other fees will be due two weeks prior to the event. Park Use deposits will be applied towards staff billing unless not refunded.

The application and Permit Fees are non-refundable. The Park Use Deposit will be returned in full provided that the property is left in appropriate order and no damage is reported. Failure to comply will 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.

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

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).

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 applicants revenue in order to verify amount to be paid to City.

*C. ** 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. If there is no request noted on application, event organizer will be responsible for obtaining necessary staff, as approved by City, to ensure proper event management and abiding by all park policies and guidelines.

D. 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 and D 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.

E. 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.

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.

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, unless arranged in advance with the City. Trash collection (trucks or dumpsters) locations shall be approved or determined by the City at time of Permit issuance.

F. Restroom Facilities

For all Class A - D Permit events of 4 hours duration or more, portable toilets may be required based on estimated attendance, event duration and if alcohol is being sold. 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. Please indicate placement of units on planning map. Delivery vehicles may NOT drive into any city park for set-up or pick-up. Violators are subject to loss of park use deposit. *City will stock necessary supplies in permanent restroom facilities prior to start of event.*

G. Medical

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

H 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.

I. Release and Indemnity

Each applicant must execute the attached release and indemnity agreement. Applicants must demonstrate that they are either personally or organizationally responsible for liability; will guarantee orderly behavior/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.

J. Sound System

Sound system equipment is not provided. The Events Department must be notified on event application -of any intended use of a sound system during the event. All concerts/events must conclude by 10 pm EST. For events that start early in the morning, prior to 8 am, sound levels need to be respectful for residents living in and around Town Center Park.

K. Alcohol

Alcohol sales and consumption is permitted only with consent from the city in accordance with the City's alcoholic beverage ordinance. Please note that this process can be lengthy (may exceed 30 days), so plan accordingly. Contact the city's Events Department 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.

L. Parking

Participants must adhere to all parking regulations. For events in Town Center or Town Center on Main, public parking is available along High Line Street, Town Center Avenue, behind the commercial buildings along Town Center Avenue, Main Street, the public parking deck, Buford Highway and the parking lots at City Hall and the Municipal Court building during non-business hours. 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. Event organizer may not charge for parking in public spaces. All printed publicity must include a diagram indicating available parking.

M. Event Equipment and Layout

Tables, chairs, tents and other set-up equipment are permitted in the park with prior written 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. A final layout must be submitted two weeks prior to the event. All equipment rented or use of city items MUST be removed from the park the day of the event. Rental items must be removed from the park by noon on Monday following the event or park use deposit will be forfeited.

N. Fire Safety Plan

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. Event organizers are responsible for setting up all tent inspections as outlined by the Gwinnett County Fire Department.

O. Food Sales (Town Center Park)

Any intention to sell food must be indicated on the application and map. All vending equipment such as grills, griddles, or heat producing items must remain on the brick 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 or food truck. It is the responsibility of the event organizer to contact the Health Department and obtain any necessary permits if applicable.

P. Alterations to Parks

Alterations to park facilities including the attachment or installation of decorations and displays are prohibited unless permission has been received from the City. Construction and installation of special service facilities must be approved in writing 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. Damage to any park facility will result in loss of park use deposit and any additional amount to repair will be billed back to the event organizer.

Q. City Ordinances and Park Rules

All applicants must adhere to all City Ordinances and posted Park Rules. A copy of the Park Rules and Guidelines will be issued upon event approval.

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 City of Suwanee public parks. Any organizer interested in parades, 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. Event Organizer Training

All accepted applications for the next year will be required to attend the annual training meeting held in January of each year. Failure to attend the meeting may result in event cancelation.

IX. 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 or their designee.