

# SPECIAL EVENTS APPLICATION

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## Paulding County Parks and Recreation Department

### **Submitting the Application and Fee**

The process begins when a completed Paulding County Parks and Recreation Special Events Application and the processing fee is submitted to the Superintendent of Programs for the ninety (90) days prior to the actual date of your event and may not be received earlier than seven (7) months prior to the event. Must be 25 years old or older to reserve facility.

### **After Application is Submitted**

Upon receipt of your application and processing fee, a representative from the Parks and Recreation Department will contact you. In your planning, please allow a minimum of thirty (30) days for the review process. During our initial application process, you will be allowed time to provide the department with all pending documents (e.g. certificate of insurance, food permits, etc.). We must receive these items before final application approval. Delays may occur if your event requires a special meeting or additional clarification. Please do not begin advertising your event until your application is approved.

### **Possible Reasons for Denial of Current and/or Future Applications and Permits include but are not limited to:**

1. The event will disrupt traffic beyond practical solution.
2. The location of the event will cause extreme hardship to adjacent businesses or residents.
3. The event will interfere with another event for which an application and permits have been issued.
4. The application, permits and fees were not properly submitted.
5. A previously held event that did not leave the site clean.
6. Any event deemed unsafe by Paulding County.
7. Failure to submit the Paulding County Special Events Application or permits requested.
8. Estimated attendance and event is too large for the requested venue.
9. The event may interfere with other County activities or use of the facilities by County residents.
10. Decision reached by the Special Events Committee is final approval, or denial, of event.

**Fees**

***Processing Fee: \$100***

If application is approved \$100 will be deducted from facility rental fee.

If application is denied \$100 is non-refundable.

***Amphitheater Facility Deposit \$1,500:***

The facility deposit will be returned if the facility is left in appropriate order and no

Damage is reported.

***Amphitheater Facility Rental per day:***

Resident: \$1,500

Paulding County Churches and Education: \$750

Non-Resident: \$2,000

Non-Profit: \$1,200

Non-Profit/Non-Resident: \$1,500

***Formal Pavilion Facility Deposit \$250:***

The facility deposit will be returned if the facility is left in appropriate order and no

Damage is reported.

***Formal Pavilion Facility Rental per four (4) hours:***

Resident: \$250

Non-Resident: \$350

Non-Profit: \$200

Non-Profit/Non-Resident: \$250

***Additional vendor electricity per day, per pedestal:***

\$100 (six, 20 amp dedicated circuits)

***Security \$35 per officer per hour, minimum four (4) hours:***

0 – 1,000 attendees                      2 Security Officers Required

1,000 – 2,000 attendees                4 Security Officers Required

2,000 – 3,000 attendees                6 Security Officers Required

**Checks Payable to: Paulding County Board of Commissioners**

The processing fee is non-refundable and should be included with the application. If the event is approved, the user fee and facility deposit will then be due. The facility deposit will be returned if the facility is left in appropriate order and no damage is reported. Failure to comply will result in loss of deposit and denial of future applications.

### Insurance

A comprehensive liability insurance policy with at least one million (\$1,000,000) combined single-limit coverage per occurrence for bodily injury and property damage with an endorsement naming the Paulding County Board of Commissioners, specifically and separately, as additional insured under the policy. **Do not include any specific department or person.** A certificate of insurance is to be provided to the Parks and Recreation Department no less than thirty (30) 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 the 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, Paulding County must be notified by certified mail.

### Permits

#### Food Sales

Any and all food sales must be included in the application. All vending and cooking equipment must remain in the asphalt areas of facility in use. No cooking will be permitted on grass. All food vendors are responsible for contacting Paulding County Environmental Health at least thirty (30) days prior to the event to obtain a temporary food service permit for Paulding County. It is the event organizer's responsibility to make sure that all vendors associated with his/her event comply with this section.

#### Alcohol

Alcohol consumption is prohibited unless special permission is given through the Parks and Recreation Department and the County Administrator. Any request to serve, or sell, alcohol must be noted on the application form. All state and local permits, along with the appropriate fees, must be obtained at least thirty (30) days prior to the day of the event. Said permits must be presented to the Parks and Recreation Department at this time for final approval. Veterans Park will be the only park facility where the approval of alcohol related events will be considered.

#### Security

All events using the Veterans Park Amphitheater will require security. Security will be provided by Paulding County and a separate fee will be assessed to the event coordinator to cover this expense. Events held in other areas of the park may require security. The Director of Parks and Recreation will render a decision on the need for security based on the event and the number of attendees.

### **Prohibited Practices**

- Bicycling, skateboarding, roller skating, roller blading
- ATV's
- Fireworks
- Alcohol (without prior approval and appropriate permits)
- Any activity which violates Federal, State or County law, code or policy
- Games of chance, gambling and raffles

### **Alterations to Parks**

Alterations to park facilities, including attaching decorations and display are prohibited unless written permission has been given from the Director of the Paulding County Parks and Recreation Department during the application process. 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 County withholds the right to regulate placement and method of placement of items or structures in any County park facility.

### **Tables and Chairs (Veterans Park amphitheater)**

Tables and chairs are permitted in the park on the grassed surfaces. A layout of the event, including the table and chairs locations, must be submitted with the application. Approval will be given prior to the event. Tables and chairs will not be provided by Paulding County.

### **Sanitation**

It is the event organizer's responsibility to make arrangements 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 trash into appropriate trash receptacles following the event to warrant returning the security deposit. If the size of the event warrants additional dumpsters, the parks and recreation department will review each application and contact the organizer. It will be the event organizer's responsibility to make all arrangements and pay any fees applicable for any additional equipment or services.

### **Restroom Facilities**

Minimal restroom facilities are available at each park. For any event four (4) hours or more in length, portable toilets will be required. One toilet per 200 persons is the ratio to determine the number needed. In cooperation 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.

### **Sound System**

No sound system or related equipment is provided by the County. The Parks and Recreation Department must be notified, in writing, of any intended use of a sound system during the proposed event. Permitted hours for music/entertainment: 8:00 a.m. to 12:00 a.m.

### **Electricity**

Specific requirements for the use of electricity must be submitted with the application. Electricity will be available with written permission from the Director of Parks and Recreation. The County withholds the right to require an additional charge for electricity based on proposed usages.

### **Parking**

Vehicle parking must be in the designated, paved parking spaces. Participants must adhere to all parking regulations.

### **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 their use of the premises. Liability is assumed by the applicant in regard to any personal or property damage arising out of the activities of the applicant. It is the responsibility of the applicant to read the application form completely and understand his/her responsibilities.

With the exception of those caused by or resulting from the sole negligence of the County, or its officers, agents, or employees, I hereby further agree to indemnify and hold harmless County of and from any and all claims, demands, losses, causes of action, damage, lawsuits, judgments, including attorney's fees and costs, arising out of or relating to concerts, activities, special events or other public gatherings held at Veterans Park during the dates listed on the reservation form.



# Special Event Application Paulding County Parks and Recreation Department

DATE RECEIVED:

RECEIVED BY:

## APPLICANT INFORMATION

Name of Organization

Address

City, State, Zip

Phone Number

e-mail address/website

Name of Applicant (person on site the day of event)

Address

City, State, Zip

Phone Number

Fax Number

e-mail address

## EVENT INFORMATION

Name of Event

Event Date

Location of Event

Rain Policy

Sponsor of Event

Event Start Time

Event End time

Set-up Time

Tear Down Time

Is this the first for this event? Yes

No

If no, how many years?

Previous year's attendance

Projected attendance

Will tickets be sold?

Yes No

Will any signs/banners be hung? Banners may be hung on the stage only.

Yes No

Wording on the banner:

How do you plan to publicize this event? Please include copies of promotional materials. If not available now, please supply as soon as possible.

Radio                      TV  
Newspaper              Internet Calendars  
Websites                Other

Is another promoter/producer assisting you with your event?

Yes                      No

Name of the promoter and company

Address

City, State, Zip

Phone

Will there be entertainment or music?

Yes                      No

Describe performances:

Please include a list of performers. Attach another sheet if necessary

Is food to be sold?

Yes                      No

List food items for sale. Attach another sheet if necessary

List other items which will be sold with prices. Attach another sheet if necessary

Will you be selling/serving alcohol?

Yes                      No

If yes, who will be named on the beverage license?

Name

Phone

### SERVICES & UTILITIES

List any electrical needs. Will you be using a DJ, sound equipment, stage lighting? Be as specific as you can, so we can contact our electrician if necessary. There are 5 power boxes on the stage. Each box contains 20 amp circuits. Additional vendor outlets are available along front entrance.

Street Closures	Yes	No	
If yes, please indicate on map/site plan. All street closures must be approved prior to event.			
What streets are you requesting to close?			
Please indicate what time they will be closed and reopened.			
Tents	Yes	No	Number
Allowed and Approved Tents: Ez-Up type tent or Pop-Up 8 inch stake tent			
Tents must be set up so that participants can walk on the hardscape.			
Temporary Staging	Yes	No	
Who will set up staging			
Portable Toilets	Yes	No	
Name of Company			
Phone Number			
Is the event more than 4 hours?	Yes	No	
If so, porta toilets must be used.			
Inflatables	Yes	No	
Company			
Phone Number			
Open flames or cooking?	Yes	No	
No cooking inside of Veterans Park or on the sidewalks. (cooking may be allowed depending on event and at the discretion of Director)			
Will you be using generators?	Yes	No	
Company			
Phone Number			
Parks and Recreation Department staff will help you decide if you need an additional dumpster or sanitation truck. You will be responsible for any additional costs.			
Release and Indemnity			
<p>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 their use of the premises. Liability is assumed by the applicant in regard to any personal or property damage rising out of the activities of the applicant. It is the responsibility of the applicant to read the application form completely and understand his/her responsibilities.</p> <p>With the exception of those caused by or resulting from the sole negligence of the County, or its officers, agents, or employees, I hereby further agree to indemnify and hold harmless County of and from any and all claims, demands, losses, causes of action, damage, lawsuits, judgments, including attorney's fees and cost, arising out of or relating to concerts, activities, special events or other public gatherings held at Veterans Park during the dates listed on the reservation form.</p>			
Applicant Signature:		Date:	



**For Parks and Recreation use only**

**FEES**

- Processing Fee: \$100
- Amphitheater Facility Deposit: \$1,500
- Amphitheater Facility Rental per day - Resident: \$1,500
- Amphitheater Facility Rental per day - Paulding County Churches and Education: \$750
- Amphitheater Facility Rental per day - Non-Resident: \$2,000
- Amphitheater Facility Rental per day - Non-Profit: \$1,200
- Amphitheater Facility Rental per day - Non-Profit/Non-Resident: \$1,500
- Formal Pavilion Facility Deposit: \$250
- Formal Pavilion Facility Rental per four (4) hours - Resident: \$250
- Formal Pavilion Facility Rental per four (4) hours - Non-Resident: \$350
- Formal Pavilion Facility Rental per four (4) hours - Non-Profit: \$200
- Formal Pavilion Facility Rental per four (4) hours - Non-Profit/Non-Resident: \$250
- Additional Vendor Electricity per day, per pedestal: \$100 (six, 20 amp dedicated circuits)

Security \$35 per officer, per hour, minimum four (4) hours:

- 0 - 1,000 attendees = 2 security officers \_\_\_\_ hours X \$35 per hour X 2 officers = \$ \_\_\_\_
- 1,000 - 2,000 attendees = 4 security officers \_\_\_\_ hours X \$35 per hour X 4 officers = \$ \_\_\_\_
- 2,000 - 3,000 attendees = 6 security officers \_\_\_\_ hours X \$35 per hour X 6 officers = \$ \_\_\_\_

**TOTAL Deposit Due \$ \_\_\_\_\_ TOTAL Rental Fee Due \$ \_\_\_\_\_**

**CHECK LIST**

- Application / Processing Fee
- COL Insurance Carrier \_\_\_\_\_
- Permits:
- Food Service
- Alcohol
- Security
- Sanitation
- Restroom Facilities

**Special Event Committee**

	Initial	Approved	Denied	Denied	Date
Parks and Recreation					
Community Development					
Marshals Office					
Environmental Health					
DOT					
Fire Department					
Government Services Director					
County Administrator					

Reason Denied: