

**A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HOLLY SPRINGS, GEORGIA, TO ADOPT A SPECIAL EVENTS POLICY**

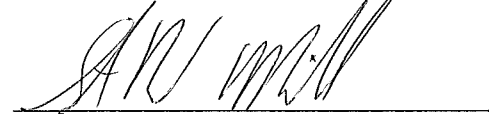
WHEREAS, the City Council has adopted an ordinance which provides for a process for issuing permits for special events within the city limits and which references a special events policy; and

WHEREAS, the City Council desires to establish the policies to govern special events within the city limits;

NOW THEREFORE, the Mayor and City Council of the City of Holly Springs, Georgia hereby resolve that the attached Special Events Policy is hereby adopted.

This Resolution is adopted this 20<sup>th</sup> day of August 2018.

CITY OF HOLLY SPRINGS



Steven W. Miller, Mayor

Attest:



Karen Norred, City Clerk  
(Seal)

# City of Holly Springs Special Events Policy

3237 Holly Springs Pkwy. Holly Springs, Georgia 30115

770-345-5536

A special event is any planned gathering that occurs on private or public property that affects the ordinary use of public places, the delivery of public safety services, or that disrupts the flow of traffic on public streets or sidewalks. If you are unsure if your event is covered by this policy, please contact the City of Holly Springs.

Read through all information contained herein to ensure you are aware of all City requirements and associated costs. Then complete the Special Event Application and the applicable Event Applications. Submit the applications to the City Clerk as follows:

1. Not less than seven (7) days prior to a Free Speech Event (as defined in Section 10-133 of the City Code;
2. Not less than two (2) weeks prior to an event if the anticipated crowd will be less than 100 people;
3. Not less than ninety (90) days prior to an event if the anticipated crowd will be more than 100 people but less than 500 people;
4. Not less than ninety (90) days prior to an event if road closures are required for the event;
5. Not less than six (6) months for any event which is anticipated to have more than 500 people in attendance;

If your event falls under the above category 3, 4, or 5, allow 30 days for the City to process your applications.

All necessary documentation, such as certificate of insurance and any permits not issued by the City, must be submitted as soon as possible but at least two weeks prior to the event to avoid cancellation. The City of Holly Springs reserves the right to cancel any scheduled event.

The standards for granting a permit are as follows:

- A. The event will not substantially interrupt the safe and orderly movement of other pedestrians or vehicular traffic in or contiguous to the route or location of the event.
- B. The event will not require the diversion of so great a number of public safety personnel to properly secure the event area and the areas contiguous thereto as to prevent the current level of public safety services from being furnished to other parts of the City.
- C. The concentration of persons, animals and/or vehicles at the event will not unduly interfere with proper fire and police protection or ambulance service to areas contiguous to the event area and other areas of the City.

- D. Adequate sanitation and other required health facilities will be made available in or adjacent to the event area and the applicant has agreed to clean the right-of-way or public property of rubbish and debris, returning it to its pre-event condition, within 24 hours of the conclusion of the event with the understanding that failure to do so will result in the City conducting the cleanup and charging the applicant with any and all costs associated with the cleanup.
- E. The event will not result in noise at a level inappropriate for the area(s) surrounding the event in accordance with Chapter 34 – Environment; Article III – Noise Regulation of the Official Code of Ordinances.
- F. There are sufficient parking places near the event to accommodate the approximate number of automobiles reasonably expected to be driven to the assembly, such number to be estimated by the chief of police.

Special event applications may be declined for, but not limited to, the following reasons:

- a) Failure to meet the above standards, and public safety and infrastructure concerns, size of the event, lack of required permits, inability to accommodate request for use of City property or personnel, or failure of the event organizer to satisfactorily comply with City requirements at a previous event.
- b) The event will disrupt traffic within the City beyond practical resolution.
- c) The event will interfere with access to fire stations and/or fire hydrants.
- d) The location of the event will block access to adjacent businesses or residents.
- e) The event will require the diversion of so many public employees that allowing the event would unreasonably deny service to the remainder of the City.
- f) The application contains incomplete or false information.
- g) The applicant fails to comply with all terms of this article including failure to remit all fees and deposits or failure to provide proof of insurance/certificate of insurance, proof of authorization from applicable outside entities such as licenses or permits required by federal, state or county officials for alcohol licenses, food service, fireworks, bonds, and a save harmless agreement to the City.
- h) The Town Center District is limited to one non-City sponsored event per month requiring the closing of City streets.

**We recommend not announcing or advertising your event until the applications have been approved by the City.**

Changes and/or modifications to an event permit requires a new permit to be submitted for review and is subject to denial.

We recommend the applicant meet with the City of Holly Springs staff to review the application to support a successful event.

## **Finance**

All events not sponsored by the City or held by a City of Holly Springs board or authority must be paid for by the event organizer. The Special Event Application fee is **\$50** which is non-refundable. The event organizer is also responsible for completing and submitting any required Facility Usage applications and rental agreements, along with applicable rental fees.

The permit fee includes estimated costs of providing City personnel for the event. All City employees, including Police, will be paid off duty hourly wages established by the City that will be reimbursed by the event organizer; there is a two (2) hour minimum for the use of any City employees. The permit fee shall be paid at least two weeks prior to the date of the event. An estimate of costs will be made once the event's final plans have been completed. All invoices for City services beyond that paid for in the permit fee will be sent to the event organizer by the City's Finance Department. Final payment for services provided by the City is due upon receipt of the invoice.

Should the event require Fire/EMS services, you must contact Cherokee County Fire & Emergency Services to arrange coverage.

All events require a minimum refundable security deposit of \$500 that will be used if the area has not been properly cleaned up or any damage has occurred.

\*For events over 1,000 people, event fees and the deposit may be determined on a case-by-case basis.

Any cleanup or damage repair by the City will be paid for from the security deposit and the remaining amount refunded. If the cost of cleanup or damage repair exceeds the security deposit, the event organizer will be billed. If the event area is left clean and in good condition, the entire security deposit will be refunded.

*If the event does not take place due to inclement weather, fire, or other public safety emergency, and the event cannot be rescheduled within three months from the original date, a refund for the permit fee will be given to the applicant. There will be no refund of the permit fee nor deposit if the applicant fails to notify the city of an event cancellation no less than fourteen days prior to the date of the event. The cancellation notice must be in writing to the City Manager. If the event involves a road closure, the same notification method used for the road closure must be used for notification of cancellation of event.*

# Food and Alcohol

All food vendors are required to be permitted by the Cherokee County Environmental Health Department and the City of Holly Springs (Holly Springs Code 50-43, 44). Food vendors not permitted in Cherokee County and/or the City of Holly Springs may apply for a temporary permit at no cost. All inspection reports must be on site and visible to the public.

A *Special Event Alcohol Permit* is required for alcohol to be sold, possessed, or consumed on public property during a special event (Holly Springs Code Section 6-71) and must be applied for by the event organizer when submitting the Special Event Application. The applicant must provide the boundaries of the event and whether or not alcohol will be permitted throughout the event boundaries or limited to an enclosed area. When alcohol is served, there must be signs at exit areas indicating that the possession of alcohol beyond that point is not permitted.

A *Business License* and an *Alcohol License* are required for any vendor to sell alcohol in the City of Holly Springs. These licenses are applied for through the business license clerk and City Clerk respectively; fees for the licenses vary. Business and Alcohol Licenses from other jurisdictions are accepted and must be displayed at all times.

An *Off Premises Permit* is required for any licensed alcoholic beverage caterer who will be serving alcohol at an event not held on its premises. (Holly Springs Code Section 6-72 and 6-73).

An *Alcohol Servers Permit* is required for any person pouring/serving alcohol at a Special Event. The permit is applied for at the Holly Springs Police Department for a fee of \$25.00 and must be displayed on the person at all times.

Every business must have a copy of its business and alcohol licenses and off premises permit, if applicable, available for inspection.

Any event which requires the closing of any street on which an alcohol establishment is located shall permit attendees to purchase alcohol from any alcohol establishment within the event boundary.

# Insurance

The event organizer is required to have commercial general liability insurance in the amount of at least \$1,000,000 listing the City of Holly Springs, Georgia as an additional insured party. A copy of the insurance certificate covering the event from time of set up through cleanup is required at the time the application is submitted.

If alcohol is served, liquor liability coverage must be obtained. A Certificate of Insurance must be submitted to the City which lists the City as an additional insured.

The event organizer must provide written notice to EVERY resident and business along streets that will be closed at least a week ahead of the event. The notice must provide the date(s) and time(s) that the street is expected to be closed. A copy of the notice must be provided to the City with a list of who received letters. The event organizer must advertise in the Cherokee Tribune if the event requires street closures.

**The City of Holly Springs reserves the right, at any time, to suspend the right to use any event site, or roadway or other route, due to weather conditions, deviation from permitted event or any other occurrence that may be potentially dangerous to the participants and/or residents.**

## **Public Safety**

Based on event applications and previous events, public safety needs will be assessed by the Holly Springs Police Department. The Police Chief has final approval on overall public safety needs.

If the actual attendance exceeds the estimated attendance, the City may require the event organizer to make provision for the additional personnel required. If the police chief determines that the actual attendance creates a risk to the safety of the attendees of the event or creates an unreasonable risk to the safety or security of other citizens or property, the police chief may order the event to be closed and the crowd dispersed.

Events where alcohol is permitted or served shall have at least one police officer regardless of the number of people attending.

Events that create a special fire hazard as determined by the Cherokee County Fire Chief may be required to have firefighting personnel at the event.

## **Garbage/Trash**

The event organizer is expected to leave the event area, including streets, clean. If the area is not left in good condition the event organizer will be billed by the City for the resulting cleanup, trash removal, and damage if the costs exceed the \$500 security deposit. All City property must be restored to its original condition prior to occupancy. All decorations must be removed before leaving the premises. No staples, tape or nails are allowed on any City structure. Only 3M Command™ (non-marking) strips with hooks are permitted but must be removed completely after the event.

No trash cans or dumpsters will be provided by the City. The event organizer should make adequate waste disposal preparations.

## **Parades/Races**

The applicant for a special event involving a parade or road race shall submit a proposed route subject to the approval of city staff prior to consideration by City Council.

## **Street Closures**

Any event permit application that includes a request to close any public street in the City must be approved by the City Council, in addition to all other requirements.

## **Miscellaneous Information**

Glass Containers shall not be allowed at special events. All beverages shall be served in plastic cups.

If your event includes fireworks, a permit must be obtained from Cherokee County Magistrate Court and submitted to the City at least 30 days prior to approval of the event. A letter of permission from the owner is required if the event is held on private property.

Signage and advertising for the event should not be put up more than a week before the event and should be removed immediately after the event. Signs can be no larger than 4' X 8' and cannot be placed on the City's right of way. A Temporary Sign Permit must be obtained from the City of Holly Springs.

The event, including restrooms facilities, must be ADA accessible. All state and federal disability access requirements apply and will be enforced by the City.

Any tent or membrane structure having an area in excess of 200 square feet and any canopy in excess of 400 square feet shall not be erected, operated, or maintained for any purpose without first obtaining approval from the City of Holly Springs Building Department and Fire Marshal.

Solicitation activities such as requesting contributions or taking orders for items to be delivered at another time are not allowed in City Parks without prior authorization from the City.

The City's noise ordinances, Sections 33-71 through 79 are available at the City's website. Generally, excessive noise between the hours of 11:00 p.m. and 7:00 a.m. is prohibited.

The event organizer is responsible for providing the staff/volunteers needed for set up, take down, and cleanup.

The City encourages recycling if feasible.

Recommendation: Porta-johns - 1 for every 250 people (minimum of 1 being handicapped accessible).

“City of Holly Springs” and “Holly Springs” may only be used when naming the event location. Use of “City of Holly Springs” and “Holly Springs” in the name of your event is prohibited.

You must request and receive written permission to use City of Holly Springs logotypes. Please refer to City of Holly Springs Brand Usage and Guidelines for specific information.

Provide contact information in all promotional information for your event.

## **Denial/Appeal**

Should the application be denied, the City will notify the applicant by personal delivery or certified mail within seven business days of the denial. A copy of this notification will include the reasons for the denial of the permit.

Any denied applicant has the right to appeal the denial of a permit or revocation of permit to the City Council. The appeal should be submitted by the applicant within five business days after receipt of the notice of denial by filing a written notice of appeal with the City Manager. The City Council will then hear the appeal at the next scheduled City Council meeting.