

## **REGULATIONS, POLICIES, PROCEDURES AND FEES FOR SPECIAL EVENTS AND PUBLIC GATHERINGS IN THE CITY'S SCENIC PARKS AND SQUARES**

It is expressly declared that the purpose of these regulations, policies, and procedures is to provide a guideline for those users who choose to outdoor areas of City facilities for a "special event" or "public gathering" as defined below, and to establish a fee structure for such use to partially defray the costs of administering this service and the additional costs and expenses to maintain the parks.

### **Applicability**

This Policy is applicable to all Squares, Emmett and Morrell Parks and the portion of Forsyth Park north of the centerline of Hall Street, including the Fragrance Garden, inside the National Historic District; all Ardsley Park scenic parks, and Nathaniel Greene, Myers and Dixon Parks outside the National Historic District. Appendix I lists all parks covered by this policy and their locations.

A "special event" permit is required for events of any size for which the user intends to exclude the public (subject to the limitations under the heading Streets/Vehicular Traffic herein) from a park or public space, e.g. wedding, receptions, or events for which a ticket or invitation is required for admittance. Such permits will only be granted for wedding, catered receptions, banquets, and performing arts events.

A "public gathering" is a gathering for which a permit is required as provided by the Public Gathering Ordinance, Savannah Code 3-6001 to 3-6008, regardless of whether it is also a "special event."

Application for a special event and/or public gathering permit may be made on a single form, available through the Office of Special Events, Film, and Tourism described below. Applications for those events which are both "public gatherings" and "special events" must satisfy the requirements for both a "public gathering " and a "special event" permit, as described in the Public Gathering Ordinance and these Regulations.

## **PERMITS**

A user is responsible for adhering to and complying with all rules and regulations pertaining to the use of City parks, with all permit directions and conditions and with all applicable laws and ordinances. Any violation may result in the forfeiture of deposits. Please read all information provided before returning the user permit.

Permits for a given space are granted on a first come, first served basis. The maintenance deposit and special event or public gathering permit application are required to confirm a reservation. The date(s) requested cannot be guaranteed until the payment is received. The maintenance deposit is refundable. However, it will be held until the permit is denied, or the agreement pursuant to any granted permit is fulfilled.

Applications for park use for public gatherings must be submitted in writing at least five days prior to event date with activities and events outlined in detail. Applications for special events must be made no later than 20 days in advance. In either case, details are to include all components of event such as type of event, activities included, expected attendance, staging, tent usage, entertainment, electricity, etc. Applications for a Special event permit an on-site meeting to review the event at least two weeks prior to the date of the event. Contact the Office of Special Events, Film, and Tourism at (912) 351-3837 to schedule the on site meeting.

Public gathering/special event permit applications are available from the Office of Special Events, Film, and Tourism, P. O. Box 1027, Savannah, Georgia 31402 or by calling (912) 351-3837. The OSEFT Office is located in Daffin Park and is the agency responsible for park reservation.

**INSURANCE REQUIREMENTS FOR SPECIAL EVENTS**

Insurance for all special events with an expected attendance of 150 or more, for which will require placement of a tent.,

- 1. General Liability:           Limits  
   \$100,000 per person  
   \$200,000 per occurrence ( *Single Day Events*)  
   \$1,000,000 per occurrence ( *Multi-Day Events*)

- If Applicable-

- 2. Worker’s Compensation: Limits  
   Georgia Statutory Limits

- 3. Automobile Liability:       Limits  
   \$100,000 per person  
   \$200,000 per occurrence

Proof of such coverage should be in the form of a Certificate of Insurance presented to the Office of Special Events, Film, and Tourism at [(912) 351-3837] at least five (5) days prior to commencement of the event. The insurer shall endeavor to give notice to the City in the event that such coverage is canceled for any reason.

In the event the user has any questions regarding the above Insurance Requirements they should contact the City’s Risk Manager at (912) 651-6400.

**SECURITY PAYMENT**

Security should be provided for all events held in City parks at the expense of the user. Security costs are a minimum of \$104 per event. Events over four hours are charged at a rate of \$26.00 per hour. If event is held on a Sunday the rate will be \$32.00 per hour and on a Holiday, the rate is \$36.00 per hour. If more than four (4) officers are required, then a supervisor will need to be hired at a rate of \$34.00 per hour. Security should be arranged at the most 2 (two) weeks prior to event date.

Security should be arranged by the user by calling the Savannah Police Department Coordinator, Captain Lenny Gunther at (912) 667-6586 (lgunther@savannahga.gov) or Sergeant Roger Mydell at (912) 665-0307 (rmydell@savannahga.gov). Unless security is arranged, the permit is invalid. Security is responsible for ensuring that all City policies are adhered to by the user, which includes monitoring sound levels, managing crowd control, preventing vehicular traffic from entering all City parks and squares.

In the event of adverse weather, you must contact the Savannah Police Department Coordinator for the City of Savannah two hours prior to the start of your permitted time. If the call is not made two hours prior, the fee for the security personnel must be paid that day.

**PERMIT FEES:**

**ALL SQUARES AND PARKS:**

Any user wishing a permit for a special event or public gathering will be charged the minimum per event for up to three hours use, see chart below for appropriate fees. If plans call for additional time, the fee will be based on \$50 per hour with a maximum of \$1,000 per day. The time will begin when the set-up for the event begins and stop when the clean-up for the event ends. (City Revenue Ordinance Article R Section 3 C Number 1)

All events will be scheduled on the hour. No half hour schedules. Only two events per day may be scheduled for a park or square.

	In Season	Off Season
Resident	\$325 for Three hours	\$325 for Three hours
Non - Resident	\$625 for Three hours	\$475 for Three hours

In Season: March, April May, September, October, November

Off Season: January, February, June, July, August, December

**SOUTHERN FORSYTH PARK-BAND SHELL:**

If a user wishes to reserve Forsyth Park-Band Shell for a special event or public gathering, the fee will be a charge of \$600 minimum per event. The time will begin when the set-up for the event begins and stop when the clean-up for the event ends. (City Revenue Ordinance Article R Section 3 C Number 2)

## **SETUP AND CLEANUP**

Set-up for events cannot begin before 7:00 a.m. Events in residential parks must end by 9:00 PM. Breakdown and cleanup in residential parks (see Appendix I) must end by 11:00 p.m. Breakdown and cleanup in commercial parks (see Appendix I) must end by 12:00 a.m. (midnight)

Clean-up must be done during events as needed, receptacles emptied and litter picked up. All trash accumulated during the event must be removed from the site. If dumpsters are needed for an event, the user is responsible for the cost of the dumpster and service. Contact the Sanitation Department, (912) 651-6581. If litter pickup continues the day following the event, efforts should begin early enough in order to return the park to its original condition by 9:00 a.m.

Non-profit organizations, when planning a public gathering, will be exempt from permit fees; however, they are responsible for security, insurance, clean-up, maintenance deposits, tent and turf deposits, and if not a City-sponsored organization or event, banner installation and removal fees.

## **MAINTENANCE DEPOSIT**

Any user desiring to obtain a permit to conduct a special event or public gathering in a city park or square shall pay a refundable maintenance deposit along with the permit application. The deposit will be set aside to cover the cost of any damages to and the unusual cleaning of a city park or square resulting from such an event, as shown below: (City Revenue Ordinance Article R Section 3 C Number 6)

1 - 50 people	\$ 50.00
51 - 100 people	\$125.00
101 - 150 people	\$200.00
151 and over	\$ 1.50 per person, up to a maximum of \$1,000

Any costs for damages and any unusual cleaning costs which exceed the deposit amount shall be assessed in writing to the user, and paid by the user in addition to the deposit amount. This should be sent to the Office of Special Events, Film, and Tourism, P.O. Box 1027 Savannah, Georgia 31402.

By applying for a special event or public gathering permit, user agrees to be responsible for all damages caused to City property by the user's agents, including any damages resulting from such persons' negligence.

The City will provide general law enforcement and vehicular traffic control for public gatherings, and special events or public gatherings users may request use of electricity and public restrooms from the City as provided herein. However the user shall be responsible for providing barricades or other crowd control, portable restroom facilities, if necessary, disposal of garbage and trash or other personnel services, or facilities it seeks to provide for the benefit of the attendees, Additional security and crowd control may be hired through the Savannah Police Department at (912) 652-6650

At the conclusion of the event, the area will be inspected by a representative of the City. If the user has not cleaned up the park and restored it to its original condition, the City will clean up the park and retain the deposit or portion thereof, and charge the user additionally as required to recover City expenses for site cleanup and repair.

## **VENDING AND CONCESSIONS PERMIT**

Vending and concessions permit(s) will be approved subject to the following:

- To offset the cost of the event.
- To enhance the enjoyment of the event for the participants.
- Vending other than food and beverage must be directly related to the event.
- Sales shall be made only to participants in the event (audience, performers, support staff and crew).

The Event Coordinator and the organization planning the event are responsible for all permits and actions of the vendors. The Event Coordinator must provide a list of vendors to OSEFT two weeks prior to the event. The list should include name, address, and phone number of each vendor.

Vendors must have a City of Savannah business license or sales permit from the City Revenue Department, 132 East Broughton Street, 651-6451. No cooking or grilling of food is allowed in facilities covered by this policy, with the exception of the south end of Forsyth Park. Permits may be issued to the sponsors of special events held in the south end of Forsyth Park for cooking under special conditions. Serving any food requires a permit from the Chatham County Health Department, phone number 651-2160.

Event sponsors may be allowed a maximum of eight (8) concession booths for each event. Permits will be approved for no more than four (4) food or three (3) beverage booths. Items sold, other than food and beverage must be directly related to the event, i.e. t-shirts, posters, and programs.

Fabricated booths must be approved by OSEFT two weeks prior to the event.

## ALCOHOLIC BEVERAGE PERMIT FOR TEMPORARY EVENT

Guidelines for obtaining a permit for dispensing Alcoholic Beverages for sale in City Parks and Squares:

- Submit Application to the Office of Special Events, Film, & Tourism to host special event.
- Receive Permit from the Office of Special Events, Film, and Tourism.
- Go to Revenue Department to obtain an Alcoholic Beverage Permit.

Rules pertaining to dispensing Alcoholic Beverages in City Parks and Squares for public events.

- Alcoholic Beverages must be served in a designated festival cup.
- Sales of alcoholic beverages will be made only to those persons that have a pre-issued wristband. Wrist bands must be sold at a separate location from where alcohol is being dispensed. Security must be at each site where wristbands are sold. Personal identification with photograph is required to purchase a wristband.
- Security must be at each location where alcoholic beverages are dispensed.
- A maximum of 1 beverage will be sold to each customer per visit.
- The sale of alcoholic beverages must end 1 hour before the scheduled end of the event.
- The City of Savannah Police Department will have the authority to cease the sales of alcoholic beverages for the entire event at any time deemed necessary.
- Beer and Wine are the only alcoholic beverages allowed to be sold in a park or square. **The selling of liquor is prohibited.**

## **SIGN PERMIT**

All signs, including banners, which pertain to a special event or public gathering must comply with the following provision of the City Code (Section 6-1254).

*It shall be unlawful for any person to tie on, tack on, or nail any banners, placards or signs of any kind on any tree or pole within the corporate limits of the City; except that temporary banners may be tied to trees and poles within parks and squares announcing performing arts events, charitable drives, or festivals to be held on the site when sponsored by a nonprofit organization or governmental agency or department. No temporary announcement banners shall be erected which display commercial promotions or advertisements, or which have not been approved as to number, size, duration, and manner of attachment by the Leisure Services Director.*

## **SOUND/LOUDSPEAKERS PERMIT**

If a public address system will be used, a sound amplification permit must be obtained from the Office of Special Events, Film, and Tourism. The phone number (912) 351-3837. Sound permits must be obtained five days prior to the event.



## **ELECTRICAL PERMIT**

All arrangements for the use of electricity must be coordinated with the Traffic Engineering Department at least two weeks prior to the event. The phone number is (912) 651-6600.

Traffic Engineering will advise if an Electrical Inspections Permit is necessary. If an Inspections Permit is necessary, it must be obtained by a licensed electrical contractor. Hook-ups for electricity will be inspected during business hours (7:15 a.m. - 4:00 p.m. Monday through Friday) unless otherwise approved by the Inspections Director. The Electric Inspections office is located at 6 East Bay Street, phone number (912) 651-6530.

When additional hook-ups are needed or if a problem should arise during an event, Traffic Engineering would have to send an electrician. An on-call electrician can be reached after 5:00 p.m. weekdays and holidays by calling (912) 351-3434. Should an electrician be called after normal business hours, the user will be billed \$51.00/hour with a two hour minimum for their services.

## **RESTROOMS/PORTABLE TOILETS**

If the restrooms in Forsyth Park are to be used, arrangements must be coordinated through the Office of Special Events, Film, and Tourism, (912) 351-3837, at least one week in advance.

The placement of portable toilets in City squares is prohibited.

In Forsyth Park, the placement of portable toilets will be permitted in areas adjacent to the Park Avenue parking lot and the Drayton Street parking lot. Portable toilet companies are prohibited from driving on the sidewalks or on the grassy areas of Forsyth Park without prior approval of Office of Special Events, Film, & Tourism. It is the responsibility of the event coordinator to ensure this policy is followed. Any deviations will result in the forfeiture of deposit and billing for the cost of repairs.

## **STREETS/VEHICULAR TRAFFIC**

Absolutely no vehicular traffic is permitted on the lawn or sidewalks of Forsyth Park or any other park or square. This includes the unloading and reloading of materials. It is the responsibility of the event organizer and the security officers to ensure this policy is followed through. Any deviations will result in the forfeiture of deposit and cost of repairs, if necessary.

Vehicles that are unloading or reloading cannot block any entry way or sidewalk.

If an event requires closing of public streets, lanes, or sidewalks outside the park, a permit to do so must be obtained from the Traffic Engineer, (912) 651-6600. Permitting an event does not authorize closing public ways.

During the use of any public square, there must be at least one east-to west sidewalk and one north-to-south sidewalk open for public thoroughfare.

If guests are to be transported to a permitted park or square, a transportation plan must be submitted to the Office of Special Events, Film, and Tourism for approval. This plan must be in accordance of City Code Section 6-1501 (The Tour Service Ordinance of 1978).

# APPENDIX I

Historic District Parks and Squares

Neighborhood Parks

## HISTORIC DISTRICT PARKS AND SQUARES

Park or Square	Location	Festivals/ Amplified Sound	Capacity	Special Events
Franklin Square • North • South	Montgomery Street Between Congress & Bryan	➤	(N) 50 (S) 50	No Restrictions
Ellis Square	Barnard Street Between Congress & Bryan	➤	750	No Restrictions
Johnson Square • South • East • West	Bull Street Between Congress & Bryan	➤	(S) 250 (E) 350 (W) 250	
Reynolds Square	Abercorn Street Between Congress & Bryan	➤	100	
Warren Square*	Habersham Street Between Congress & Bryan		50	One weekend on, one off No events during June
Washington Square*	Houston Street Between Congress & Bryan		50	One weekend on, one off No events during August
Liberty Square	Robbie Robinson Garage	N/A	N/A	N/A
Telfair Square	Barnard Street Between York & State	➤	100	One weekend on, one off No events during June Telfair Ball
Wright Square • North • South	Bull Street Between York & State	➤	(N) 25 (S) 25	One weekend on, one off No events during August

### \*Residential Squares

Park or Square	Location	Festivals/ Amplified Sound	Capacity	Special Events
Oglethorpe Square*	Abercorn Street Between York & State		50	One weekend on, one off No events during July
Columbia Square*	Habersham Street Between York & State		50	One weekend on, one off No events during September
Greene Square*	Houston Street Between York & State		50	One weekend on, one off No events during June
Elbert Square	Civic Center	N/A	N/A	N/A
Orleans Square*	Barnard Street Between Perry & Hull		50	One weekend on, one off No events during September
Chippewa Square* • North • South	Bull Street Between Perry & Hull		(N) 50 (S) 50	One weekend on, one off No events during July
Crawford Square	Houston Street Between Perry & Hull		50	One weekend on, one off
Pulaski Square*	Barnard Street Between Charlton & Harris		50	One weekend on, one off No events during July
Madison Square* • North • South	Bull Street Between Charlton & Harris		(N) 50 (S) 50	One weekend on, one off No events during August Jasper Green Ceremony
Lafayette Square*	Abercorn Street Between Charlton & Harris		50	One weekend on, one off No events during June St. Patrick's Day Broadcast
Troup Square*	Habersham Street Between Charlton & Harris		50	One weekend on, one off No events during September Blessing of the Pets

\*Residential Squares

Park or Square	Location	Festivals/ Amplified Sound	Capacity	Special Events
<b>Chatham Square*</b>	Barnard Street Between Taylor & Gordon		50	One weekend on, one off No events during August
<b>Monterey Square*</b>	Bull Street Between Taylor & Gordon		50	One weekend on, one off No events during June
<b>Calhoun Square*</b>	Abercorn Street Between Taylor & Gordon		50	One weekend on, one off No events during September
<b>Whitefield Square*</b>	Habersham Street Between Taylor & Gordon		50	One weekend on, one off No events during July
Fragrant Garden	Forsyth Park	➤	25	One weekend on, one off No events during August
Forsyth Park • North • South	Bull Street Between Park & Gaston	➤	(N) 250 Unlimited	Concerts No events in turf areas during October
Morrell Park	East River Street	➤	400	Concerts No events during October
Emmett Park	East Bay Street	➤	800	Tara Feis No events during April or November

\* Residential Squares

## NEIGHBORHOOD PARKS

<b>PARK</b>	<b>Location</b>	<b>Festivals/ Amplified Music</b>	<b>Capacity</b>	<b>Special Events</b>
Adams Park*	Abercorn; 53 <sup>rd</sup> - 54 <sup>th</sup>		150	
Baldwin Park*	Atlantic Avenue; Maupas to 41 <sup>st</sup>		100	
Brinkman Park*	NE Corner 49 <sup>th</sup> & Waters		50	
Dixon Park*	Henry & East Broad		150	
Entleman Park*	Abercorn; 45 <sup>th</sup> - 46 <sup>th</sup>		150	
Guckenheimer Park*	Batthey Street - 44 <sup>th</sup>		100	
Kavanaugh Park*	Abercorn; 46 <sup>th</sup> - 47 <sup>th</sup>		150	
Lattimore Park*	Abercorn; 48 <sup>th</sup> - 49 <sup>th</sup>		150	
Lorraine Court Park*	Mason Drive; Daffin Heights		50	
McCauley Park*	Batthey; 49 <sup>th</sup> - 51 <sup>st</sup>		100	
Myers Park*	Florence to Burroughs; 43 <sup>rd</sup> - 44 <sup>th</sup>		100	
Nathanael Greene Park	Bull; 56 <sup>th</sup> - 58 <sup>th</sup>	☐	<400	
Smith Gaudry Park*	Abercorn; 51 <sup>st</sup> - 52 <sup>nd</sup>		150	
Solomon Park*	Harmon; 49 <sup>th</sup> - 50 <sup>th</sup>		100	
Theus Park*	Harmon; 44 <sup>th</sup> - 46 <sup>th</sup>		100	
Tiedeman Park	Atlantic Ave. 46 <sup>th</sup> - 47 <sup>th</sup>	☐	800	
Vetsburg Park*	Abercorn; 50 <sup>th</sup> - 51 <sup>st</sup>		150	
Wessels Park*	Wessels Avenue @ Avondale		150	

\*Residential Parks