

# CITY OF BUFORD 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 Buford, contribute to the economy of the community and establish a vibrant downtown district.

The City of Buford 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 or public area, 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 Buford. Permission to use any public street or park does not necessarily entitle an organization to exclusive use of said facility/area.

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

The Gwinnett Football League, events conducted by Buford City Schools, and events presented by the Buford Community Center, Town Park & Theatre are City sponsored events.

### *City Staff/Support Services*

Services provided by the City of Buford 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 Coordinator*

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 Coordinator will act as a liaison between the Event Organizer and affected departments within the City of Buford as may be necessary.

***Event Organizer***

Persons designated as the authorized head of the organization or individual responsible for the proposed event.

***Special Event Permit***

A permit issued to an organization or individual for profit or non-profit, other than the City of Buford, 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, streets, 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.

***Event Food Vendor Permits***

A permit issued by the City of Buford to each food vendor scheduled to serve at a special event.

**III. CRITERIA FOR EVALUATION**

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

- Presentation of 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, residences, other City events or Buford City School functions.
- Perceived benefit of event for City of Buford community.
- Likelihood of participation by City of Buford citizens.
- Previous history of event organizer in facilitating special events.
- Ability of event organizer to achieve goals set forth for special events.

**IV. CLASSES OF SPECIAL EVENT PERMITS**

*(Estimates of number of participants to be determined by the City of Buford based on application.)*

**Class A Permit:** A Special Event which 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 B Permit:** A Special Event which 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.

**Class C Permit:** Rental of Buford Youth Sports Complex requires approval by the Buford City Commission. See Exhibit "A" for additional requirements, policies and procedures.

**Class D Permit:** Rental of the Buford Community Center Amphitheater.

**Class E Permit:** A Special Event within the parameters of the Buford Community Center Town Park

## V. APPLICATION PROCESS

The City of Buford Events Coordinator must receive a completed special events application, event layout, and all fees no less than **45 days** for the respective classes of permits and no more than 12 months prior to the proposed event. Applications should be mailed or delivered to:

Events Coordinator, City of Buford, 2300 Buford Hwy, Buford, Georgia 30518.

**A. Fees.** **\$25 Event Application Processing Fee; non-refundable;** to be submitted with all applications.\*\* Additional Fees and Deposits below due with event application.

### EVENT FEES/REQUIREMENTS\*\*

	PER EVENT DAY	REFUNDABLE FEES	INSURANCE REQUIREMENTS
Class	Permit Fees *	Property/Sanitation Deposits	Combined single-limit per occurrence
Class A	\$200	\$500	\$500,000
Class B	\$100	\$300	\$500,000
Class C Buford Youth Sports Complex	See Exhibit "A" for additional requirements and fee schedule	\$200.00	N/A
Class D BCC Amphitheater	\$500	\$500	\$1,000,000
Class E BCC Town Park	\$250	\$300	\$1,000,000
Food Vendor	\$25		

*Estimates of number of participants and fees to be determined by the City of Buford based on application.*

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

*\*\*City sponsored events conducted by the local merchants association, churches and schools are exempt from event fees and insurance requirements.*

*\*\*\*Interactive fountain at BCC Town Park is not a rentable facility.*

**Checks Payable to: City of Buford** *(Permit fees and property deposit will be submitted on separate checks. Checks returned for insufficient funds will cancel scheduled event.)*

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. 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 Buford 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).

Ticketed events/gate entry fees at Buford Youth Sports Complex are not subject to the 10% provision.

For Ticketed Events, a performance bond, or other surety acceptable to the City (except events at Buford Youth Sports Complex), 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. City Staff***

The City reserves the right to determine necessary staff requirements. Support of City staff (i.e. Marshall – 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. Any special requests must be approved by the City.** If there is no request noted, 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***

**All events with more than 200 in attendance and/or 4 hours in length require proof of insurance (except events at Buford Youth Sports Complex).**

A comprehensive liability insurance policy with at least five hundred thousand dollars (\$500,000) for Class A, B, and at least one million (\$1,000,000) for Class D and E combined

single-limit coverage per occurrence for bodily injury and property damage with an endorsement naming the City of Buford, 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 Buford must be notified by certified mail.

#### ***E. Sanitation***

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 ensure trash is deposited into appropriate trash receptacles during and following the event. It is the organizer's responsibility to ensure the park is free of debris and presentable at the conclusion of the event.

If the size of the event warrants additional receptacles, the Public Works department will review the request and the organizer will be contacted, if necessary. It will be the event organizer's responsibility to make all arrangements and pay any fees applicable for any additional equipment or services.

**See Buford Youth Sports Complex policies and procedures for garbage requirements.**

**The City may, at the request of the Event Organizer, provide predetermined garbage service on regular intervals.** However, it remains the organizer's responsibility to ensure trash is deposited in the appropriate trash receptacles and the park is free of debris and presentable at the conclusion of the event. Dumpster locations shall be approved or determined by the City.

#### ***F. Restroom Facilities***

One toilet per 200 persons is to 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). The Event Organizer shall use his/her best estimates in making this determination. The City reserves the right to require additional facilities.

**Buford Youth Sports Complex includes restroom facilities and no additional arrangements required.**

#### ***H. Electricity***

Specific requirements for the use of electricity must be submitted to the City with the event description. 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.

***J. Sound System – Buford Youth Sports Complex***

Stadium sound system provided at Buford Youth Sports Complex.

***K. Sound System***

Sound system equipment is not provided. The Events Coordinator must be notified in writing of any intended use of a sound system during the event. Sound System requirements, i.e. electrical requirements, outlets, etc., should be provided on event application. All concerts must conclude by 10 p.m. EST.

***L. Alcohol***

Alcohol sale and consumption is prohibited at events.

***M. Parking***

Participants must adhere to all parking regulations. 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 Buford. Event organizer may not charge for parking in public spaces. All printed publicity must include a diagram indicating available parking.

***N. Event Equipment and Layout-final preparations***

Tables, chairs, stages, 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/presentation. Approval will be given prior to the event. Tables and chairs will not be provided by the City of Buford. A final layout must be submitted 14 days prior to the event.

***O. Security and Fire Safety Plan***

If, in the opinion of the City, event attendance exceeds the means of the City to provide adequate security, the City will require the Event Organizer to provide additional security personnel.

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.

***P. Food Sales***

Any intention to sell food must be indicated in the application/presentation. All food vendors must have an individual *Event Food Vendor permit*. Event Food Vendor permit will be issued by the City of Buford Planning Director or his/her designee. All food service permits must be approved by the City **14 days** prior to the event date. All vending equipment will be organized in a manner that provides for patron safety and clear pedestrian access in compliance with the Americans with Disabilities Act for the duration of the event. No vendors will be allowed to use grease in the park unless they are in a self-contained cooking trailer or container. Any vendor using grease in a self-contained trailer or container will need approval from the City, including any Health Department approvals, **14 days** prior to the event date. It is the responsibility of the event organizer to contact the Health Department and obtain any necessary permits. Additional vendor requirements, if any, will be issued upon event approval.

***Q. Concessions at Buford Youth Sports Complex***

Renter may request concession be provided by the City of Buford. Concession use is granted at the sole discretion of the City. All proceeds shall be retained by the City of Buford.

***R. 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 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 or should be 18” or less in depth and shall not be installed as an obstruction or impediment on asphalt or concrete or anchored in the asphalt or concrete.

***S. City Ordinances and Park Rules***

All applicants must adhere to all City Ordinances and posted Park Rules, with exception to any items extended by written permission only.

***T. Assignment***

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

***U. 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 City Manager 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 Buford public parks, public areas or Buford Youth Sports Complex facilities. Any organizer interested in parades, road races or any event not solely or completely in a park or public area must contact the Events Coordinator.

## **VIII. MODIFICATION OF POLICIES**

The Buford City Commission 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 Commission.