

**REGULATIONS, POLICIES, PROCEDURES AND FEES
FOR USE OF THE**

Bradwell Park

It is expressly declared that the purpose of these regulations, policies, and procedures are to provide a guideline for those users who request to utilize the Bradwell Park Amphitheater for a “special event” or “public gathering” as defined below, and to establish a fee structure for such use to partially defray the maintenance and administration costs associated with the event.

APPLICABILITY

This Policy is applicable utilizing Bradwell Park Amphitheater for special events. Bradwell Park itself is a public park and shall remain open to the public during events.

The standard park application and the “Outdoor Event Permit” are required for the use of the Bradwell Park for an event. Applications are available at the Hinesville Downtown Development Authority (HDDA). Permit holders are responsible for participant conduct in accordance with the “Public Conduct Ordinance of Hinesville” Code Section. 14-56—14-83. After the requirements of the Outdoor Event Permit are fulfilled the HDDA office shall notify the permit requestor.

PERMITS

A user is responsible for adhering to and complying with all rules and regulations pertaining to the use of City public places, with all permit directions and conditions and with all applicable laws and ordinances. Violations of the terms and conditions of the permit may result permit revocation and forfeiture of deposits. Please read all information provided before returning Outdoor Event Permit application.

Permits for the amphitheater are granted on a first come, first serve 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 payment is received and the permit is received. The maintenance deposit is refundable. However, it will be held until the permit is denied, revoked or the agreement pursuant to any granted permit is fulfilled.

Applications for park use for public gatherings must be submitted in writing at least 15 days prior to event date with activities and events outlined in detail. Applications for special events and/or assemblies greater than 50 people must be made no later than 30 days in advance.

INSURANCE REQUIREMENTS FOR SPECIAL EVENTS

Insurance for all special events with an expected attendance of 150 or more,

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 Business License Office at least five (10) 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 Business License Office.

SECURITY

The size or nature of the event may require the use of off duty Hinesville Police Department Officers for security. A safety plan may be required to be submitted as a supplement to the Outdoor Event Permit application.

PERMIT FEES:

Amphitheater use with power \$150 per hour

All events will incur an inspection/cleaning fee of \$35

All events will be charged a refundable maintenance deposit of \$250

SETUP AND CLEANUP

Set-up for events cannot begin before 6:00 a.m. Events in the park must end by 11:00 p.m. Breakdown and cleanup must end by 12:00 a.m.

Clean-up must be done during events as needed; Poly carts are available through the City of Hinesville Public Works Department (912) 876-8216.

MAINTENANCE DEPOSIT

The \$250 deposit will be set aside to cover the cost of any damages to and the unusual cleaning of the park resulting from such an event.

Any costs for damages and any unusual cleaning costs which exceed the deposit amount shall be assessed in writing to the permit holder, and permit holder in addition to the deposit amount. This should be sent to the Hinesville Downtown Development Authority.

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

At the conclusion of the event, the area will be inspected by a representative of the City. If the permit holder 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 permit holder additionally as required to recover City expenses for site cleanup and repair.

ALCOHOLIC BEVERAGE PERMIT FOR TEMPORARY EVENT

Sale and/or serving of alcoholic beverages at a one-time special event shall require a Licensed Alcoholic Beverage Caterer or a bona fide nonprofit civic organization to obtain a Class V Alcohol Beverage License for consumption on premise.

All Class V Licenses must be applied for and fees paid no later than thirty (30) days from the first day of the event. Applications will not be accepted if submitted less than thirty (30) days prior to the event. Only Licensed Alcoholic Beverage Caterers, as defined in O.C.G.A 3-11-1(2) or bona fide nonprofit civic organizations, as defined in O.C.G.A. 3-9-5, are authorized to obtain a Class V Alcohol Beverage License.

Class V Licenses to sell and/or serve alcohol must be approved by Mayor & City Council. City Council meetings are conducted the first and third Thursday of every month.

Locations where alcohol is available must be noted on the site plan.

SIGNAGE

All signs, including banners, flags, balloons, or stanchions must comply with Code Sec. 814 (4) (c). Type, location, and size of the sign must be indicated on the Outdoor Event Permit Site Plan.

ELECTRICAL

The use of generators, lighting and other appliances must be clearly indicated on the Outdoor Event Site Plan.

RESTROOMS/PORTABLE TOILETS

The placement of portable toilets within Bradwell Park is prohibited.

Portable Toilets may be placed on Midway Street. Portable toilet companies are prohibited from driving on the sidewalks or within Bradwell Park. 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 within Bradwell Park or on sidewalks. This includes the unloading and reloading of materials. Any deviations will result in the permit revocation and forfeiture of deposit and all cost of repairs, if necessary.

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

If an event requires closing of public streets, lanes, or sidewalks outside the park it must be clearly indicated in the Outdoor Event Permit Application and supplemented with a street closure form.

If guests are to be transported to a permitted park or square, a transportation plan must be submitted with the Outdoor Event Permit Application.

General Prohibitions

No paint, colored powder, confetti, smoke bombs or silk petals may be used during the event.

No rice may be thrown.

No Cooking Grills, waterslides, bounce houses, or domestic animals are allowed within the park unless leashed or in a crate.

No anchored down structures are allowed. All tents, canopies are allowed. All tents must be weighted down in accordance with Fire Marshal regulations, which is a minimum is 25 pounds of weights per leg. Applicants must register with the Fire Marshal for tent inspections for tents larger than 10'x10' and if any cooking will be conducted near or under the tent(s).