

REGULATIONS, POLICIES, PROCEDURES AND FEES FOR SPECIAL EVENTS IN THE CITY PARK; GENERAL RULES FOR USE OF THE CITY PARK

*It is expressly declared that the purpose of these regulations, policies, and procedures is to provide a general guideline for those users of outdoor city facilities. **Failure to abide by these policies may subject the violator to citation in the Municipal Court of the City of Blackshear for violation of these rules and those set forth under Chapter 54 of the Blackshear City Code.***

Definitions

A "special event" is an event where a group of 50 or more people gathers for an event. A permit shall first be obtained from City Hall before the park may be used for any special event.

Permits

A user is responsible for adhering to and complying with all rules and regulations pertaining to the use of the city park, with all permit directions and conditions and with all applicable laws and ordinances. Any violation may result in the forfeiture of any deposits required and/or denial of future permits.

Generally, permits are only issued to groups consisting of 50 individuals or more. No reservations shall be granted to a group of less than 50 individuals without the consent of the City Council.

Permits for the city park are granted on a first come, first serve basis.

Applications for park use for a special event must be submitted to the City Clerk in writing at least 30 days prior to the event date. Applications for park usage shall be approved by the City Council. The application for park usage will be submitted in the form of a letter which must include all components of the event such as type of event, activities included, expected attendance, staging, tent usage, entertainment, electricity, etc. The City may designate a special form to be used when submitting an application for a special event permit.

Insurance Requirements for Special Events

For all special events, the permitted party shall obtain and have in place the following types and minimum limits of insurance, unless otherwise waived in writing by the City Council. The City of Blackshear, Georgia shall be named as an "insured" under any such policies of insurance. Furthermore, the permitted party shall execute a general release and hold harmless form in favor of the City of Blackshear, in the form prescribed by the City.

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- 1. General Liability: Limits
 - \$100,000 per person
 - \$200,000 per occurrence (single day event)
 - \$1,000,000 per occurrence (multi-day event)

If Applicable -
- 2. Worker's Compensation: Limits
 - Georgia Statutory Limits
- 3. Automobile Liability: Limits
 - \$100,000 per person
 - \$200,000 per occurrence

Security

Proof of such coverage should be in the form of a Certificate of Insurance presented to the City Clerk 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.

Blackshear Police Department security shall be provided for all events held in the city park at the expense of the permitted party. Security costs are a minimum of \$60 per officer/per event. Events over four hours are charged at a rate of \$20 per hour / per officer. The Chief of Police shall determine the number of Police officers necessary for each special permit event based upon the number of expected attendees and type of event.

Security should be arranged by the permitted party by calling the Blackshear Police Department at (912) 449-7011. Unless security is arranged in advance, the permit for special event is invalid unless otherwise specified.

Security is responsible for ensuring that all city policies are adhered to by the permitted party, which includes monitoring sound levels, managing crowd control, and preventing vehicular traffic from entering restricted areas.

If the Chief of Police determines that security is not needed for a particular special event, the security requirement may be waived. Any fees associated with the cost of security for a particular event may be waived by a majority vote of the City Council.

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Permit Fees

Non-Resident fees

Users who are not residents of the City of Blackshear shall pay a non-resident fee of \$150.00 for each day of the special event.

Resident fees

Users who are residents of the City of Blackshear and users who own businesses in the City of Blackshear shall pay a resident fee of \$50.00 for each day of the special event.

Waiver of fee for non-profit groups

The City Council shall have the authority to waive any permit fees for non-profit groups.

General Provisions

Any costs for damages and any unusual cleaning costs will be assessed in writing to the user and paid by the user.

By applying for a special event permit, the permitted party agrees to be responsible for all damages caused to City property by the party's agent/employee/guests, including any damages resulting from such person's negligence.

The City will provide general law enforcement and vehicular traffic control for special events. Permitted parties may also request that the City close streets which border the City park.

The permitted party is responsible for providing a minimum of two (2) portable restroom facilities at his/her own expense. The portable restroom facilities must be placed on South West Central Ave., west of the Chamber of Commerce (Rail Depot).

The permitted party is responsible for removing litter during and at the conclusion of the event.

At the conclusion of the event, the area will be inspected by a representative of the City. If the permitted party has not cleaned up the park and restored it to its original condition, the City will clean up the park and charge the permitted party as required to recover City expenses for site clean-up and repair.

The tennis court shall not be reserved for any event. The tennis court must only be used for its intended purpose. Skateboarding, roller skating, and other such activities on the tennis court are strictly prohibited.

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The playground area of the park shall not be reserved for any reason. The playground must only be used for its intended purposes.

Special events conducted in the park must be concluded by 10:00 PM, unless otherwise authorized by the Mayor or City Council.

The City of Blackshear is not authorized to permit the use of the rail depot (Pierce County Chamber of Commerce). Use of the rail depot/stage area must be obtained through the Chamber of Commerce at (912) 449-7044.

Alcoholic Beverages

Alcoholic beverages are prohibited in the city park during special events and during general operation.

Sounds/Loudspeakers

The use of any type noise amplifying device for a special event may not begin before 8:00 AM and must conclude by 10:00 PM.

Exemptions

All activities hosted by the City of Blackshear are exempt from these provisions.

Park General Rules

1. Parking is only allowed in designated areas.
2. Overnight parking is prohibited.
3. All playground equipment must only be used for its intended purpose.
4. All children must be accompanied by an adult.
5. All dogs must remain on a leash and the owner is responsible for disposing of any waste created by the animal.
6. Fires are restricted to grills unless otherwise posted or approved.
7. All rules and regulations set forth under Chapter 54 of the Blackshear City Code shall be in effect.