

Marietta Parks, Recreation & Facilities

Special Events Guidelines

Policy Statement

Community festivals and special events facilitate opportunities to promote tourism, showcase local talent, draw first time visitors, contribute to the economy of the community and revitalize downtown and surrounding areas.

The City of Marietta recognizes such needs and the benefits and opportunities made available through community festivals and special events. Therefore the City's purpose is to facilitate within the community the accessibility to promote, coordinate and/or participate in community festivals or special events. Permission will not be given to individuals for the purpose of generating revenue.

By granting permission to use Glover Park or any other public park, it does not entitle the organization to exclusive use of said facility.

Definitions

Press Event /Press Announcement

A public gathering which involves the use of a public park within the city limits of Marietta or Glover Park for the purpose of an announcement to the press, including but not limited to a political candidate. The event shall not be over 1 ½ hours in duration.

Community Festivals

A public gathering which involves the use of public parks within the city limits of Marietta or Glover Park which includes entertainment, music, arts & crafts displays and/or sales, sale of merchandise, food or any combination which requires the use of city support services over and beyond what the City of Marietta routinely provides under everyday circumstances.

Special Event

An activity sponsored by an organization other than the City of Marietta requested to be held on public property designed for entertainment, competition, amusement or social, ethnic, religious and/or cultural awareness.

City Support Services

Services provided by the City to ensure that a community festival or special event is conducted in such a way as to protect the safety, health, property and general and security.

Length of Use

A maximum use of three (3) days for each event or display per individual group or person is allowed during any six (6) month period. A permit will not be issued to a subsequent group or individual for the purpose of continuing a previously permitted event or display.

Criteria for Evaluation

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

- The extent to which the event contributes to economic revitalization.
- The impact and cost of the event on the public health, welfare and safety.
- The impact and cost of the event on City support services.
- The impact of the event on the environment.
- The frequency to the same or similar event(s).
- The impact on the surrounding businesses or residences.

Application Process

The Parks, Recreation and Facilities Department must receive a completed special events application with the \$15.00 processing fee on or before the second Friday in December to be eligible to be added to the following year's calendar. Applications can be hand delivered or mailed to:

Marietta Parks and Recreation Department
 Special Events
 P.O. Box 609
 Marietta, GA 30061

Fee Structure

Non-refundable Processing Fee	\$ 15.00
User Fee	\$ 500.00
Security Deposit	\$ 150.00

Additional fees:

Per staff member hourly rate	\$ 25.00
Technician & equipment rental	\$ 100.00

Fees may also be assessed for additional city services including, but not limited to, clean-up, maintenance, streets and traffic.

Check payable to: *City of Marietta*

The processing fee is non-refundable and should be included with the application. If the event is approved the user fee and clean-up deposit will then be due. The clean-up deposit will be returned if the Square is left in appropriate order and no damage is reported. Failure to comply will result in loss of deposit and denial of future applications.

Sanitation

It is the 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 deposit any trash into appropriate trash receptacles following the event to warrant returning the security deposit. If the size of the event warrants additional dumpsters, the parks and recreation department will review each application and contact the organizer. It will be the event organizer's responsibility to make all arrangements and pay any fees applicable for any additional equipment or services.

For activities held in Glover Park, additional trash can liners will be provided by the City to replace the ones emptied. The event coordinator is responsible for complete trash removal after the event. Dumpsters on the square CANNOT be used for special event trash removal. These dumpsters are strictly and solely for the businesses on the Marietta Square.

Restroom Facilities

For any event 4 hours or more in length, portable toilets are required. One toilet per 200 persons is the ratio to determine the number needed. In cooperation with the Americans with Disabilities Act, at least one portable toilet is to be handicap accessible. It is the coordinator's responsibility to make all arrangements (drop-off & pick-up) and pay any fees. Portable toilets may be placed on Root Street, against wooden fence or on Lawrence Street, south side of the street.

Prohibited Practices

- Bicycling, skateboarding, roller, skating and roller blading
- Games of chance, gambling and raffles
- Direct solicitation of funds
- Remote battery or gas models
- Fireworks
- Alcohol - see below
- An activity or practice that would violate or alter the passive nature of Glover Park including, but not limited to, cooking, ball or Frisbee tossing.
- Any activity which violates Federal, State or City law, code or policy

Electricity

Specific requirements for the use of electricity must be submitted with the application. Electricity is unavailable without written permission from the director of the Parks and Recreation Department. *The City withholds the right to require an additional charge for electricity based on electric meter readings taken prior to and following each event.*

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 their 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. It is the responsibility of the applicant to read the application form completely and understand fully his/her responsibilities.

Insurance

A comprehensive liability insurance policy with at least five hundred thousand dollars (\$500,000) combined single-limit coverage per occurrence for bodily injury and property damage with an endorsement naming the **CITY OF MARIETTA**, specifically and separately, as an additional insured under the policy. **Do not include any specific department or person.** A certificate of insurance is to be provided to the Parks and Recreation Department no less than 30 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 Marietta must be notified by *certified mail*. Samples are attached concerning guidelines for obtaining a certificate of insurance and of the actual insurance certificate.

Sound System

The City sound system and equipment are not provided. The Parks and Recreation Department must be notified in writing of any intended use of a sound system during the event. Permitted hours for music and/or entertainment: 7:00 a.m. to 11:00 p.m. The City maintains a noise ordinance, *Marietta City Code Section 10-1004 – Noise; creating unnecessary noise*).

Alcohol

Alcohol consumption is prohibited unless special permission is given by the Mayor and Council. Any request to serve or sell alcohol must be placed on the City Council's agenda. Council meets the 2nd Wednesday of every month and the request must be received by the City Manager's office 3 weeks prior to the council meeting. It is the event sponsor's responsibility to present the request to the City Council. If permission is granted, the Marietta Police Department and the Marietta Parks and Recreation Department must be notified by the event coordinator.

Parking (Glover Park only)

No vehicles are allowed in Glover Park unless prior approval is given. Participants must adhere to all parking regulations. Public parking is available at the Cobb County Parking Deck on Cherokee St. All printed publicity must include a diagram indicating available parking. Diagrams are available from the Parks and Recreation Department.

If a sound system is used, announcements must be made every 30 minutes concerning appropriate parking locations.

Tables and Chairs (Glover Park only)

Tables and chairs are permitted in the park (brick and concrete area only). A layout of the event including the table and chairs locations must be submitted with the application. Approval will be given prior to the event. Tables and chairs will not be provided by the City.

Fire Safety Plan

Applications for Community Festivals and Special Events will be reviewed by the department of Marietta Fire and Emergency Services. When a fire official determines that the gathering of persons will impact the provision of public safety services, a plan for the provision of safety services will be prescribed by Marietta Fire and Emergency Services. Applicants will be required to include any additional information required by Marietta Fire and Emergency Services 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. The plan, developed by fire officials, shall be complied with and is enforceable under provisions of the Marietta City Code, Section 2-6-010. Food Sales (Glover Park only)
Food sales must not compete with restaurants around the Square. Any food sales must be included in the application. All vending equipment must remain on the brick or concrete sidewalk, ***NOT ON THE GRASS***. No cooking permitted in Glover Park or outside the park on the sidewalk. All food vendors are responsible for contacting the Cobb County Environmental Health Department at 514-2323 at least 2 weeks prior to the event to obtain a temporary food service permit for Cobb County.

Alteration to Parks

Alterations to park facilities including attaching of decorations, displays and promotional advertising are prohibited unless written permission has been given from the director of the Marietta Parks and Recreation Department. Construction and installation of special service facilities must be approved in writing prior to the event. No tents are permitted inside Glover Park (exception: City sponsored events). 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 on any City property.*

Parades/Other Permits

This application is for public parks: Glover Park, etc. only. Any organizer interested in parades, road races or any event not in a park must contact the Marietta Police Department, parades and permits division at (770) 794-5338.

Exceptions

These guidelines may be exempted in whole or part at the discretion of the City Council for City of Marietta or Downtown Marietta Development Authority events. Exemptions must be approved by a vote of the City Council.

Phone Numbers

<u>Recreation Supervisor</u>	(770) 794-5609
<u>City Manager's Office</u>	(770) 794-5506
<u>Marietta Police Department</u>	
<i>General Information</i>	(770) 794-5351
<i>Parades & Permits</i>	(770) 794-5338
<u>Cobb County Environmental</u>	
Health Department	(770)514-2323

******* REMINDER *******

- 1. Make sure application is completely filled out.**
- 2. Insurance liability policy is due no less than 30 days prior to event.**
- 3. Processing fee is due at the time of the application. Fees are due after the event is approved or at least 60 days prior to the event. Checks payable to City of Marietta.**
- 4. Mail application to:**

Marietta Parks and Recreation Department
Special Events Supervisor
P. O. Box 609
Marietta, GA 30061;

You may also hand deliver to:

Marietta Parks and Recreation Department
205 Lawrence Street
City Hall 3rd Floor
Marietta, GA 30061

***CITY OF
MARIETTA
GUIDELINES FOR OBTAINING A CERTIFICATE OF
INSURANCE***

Before your permit can be approved, your organization/company must provide the City with a Certificate of Insurance. Please review the following guidelines to help you obtain a certificate in a form acceptable to the City Attorney.

1. A comprehensive liability insurance policy with endorsement with at least five hundred thousand (\$500,000) combined single-limit coverage per occurrence for bodily injury and property damage shall name the City of Marietta, specifically and separately, as an additional insured under the policy. **Please do not include any specific department or person.**

Effective date of policy is listed on the certificate must cover all dates requested on the permit. The certificate must list the name and the address of the company issuing the policy. Also, the name of the first named insured as it appears on the certificate should be the same name listed on the City permit as organization or company applying for said permit. (See attached for example of certificate.)

2. A separate endorsement page shall be included with the certificate. The endorsement legally modifies the policy to insure the City of Marietta. Consequently, the endorsement must include the City under "Name of Person or Organization." (See attached example of an endorsement page.)
3. The insurance company issuing the certificate must have a B rating as listed in A. M. Best's Key Rating Guide for insurance. This book gives an up-to-date rating of all insurance companies.

The issuing company as indicated on the certificate must also be licensed to do business in the State of Georgia. Surplus line carriers are not acceptable. The Best's Key Rating Guide also has a section that lists companies and the states they are licensed to do business in. The City also relies on the office of the State Insurance Commissioner concerning companies licensed to do business and the forms of insurance they are authorized to issue.

4. The company providing the 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. The failure to provide or maintain insurance shall be considered a material breach of any permit for which it was issued.
5. An original copy (FAX copies are not acceptable) of the certificate of insurance and endorsement must be submitted to the Parks and Recreation Department at least 30 days in advance of your first date of proposed usage. This will ensure adequate time for review by the City Attorney.
6. Once approved, you will be notified. The original certificate and endorsement will remain on file with the City as long as the policy is in effect.
7. If you have questions, please contact the Special Events Coordinator at (770) 794-5609 for assistance.

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

**ADDITIONAL INSURED - OWNERS, LESSEES OR
CONTRACTORS (FORM B)**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name of Person or Organization:

CITY OF MARIETTA

(If no entry appears above, information required to complete this endorsement will be shown in the Declaration s as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of "your work" for that insured by or for you.

SAMPLE

**CITY OF MARIETTA
RELEASE AND INDEMNITY AGREEMENT**

In consideration of participation in said special event the undersigned organization/business/group/individual hereby agrees and warrants that they shall release, defend, indemnify and save harmless the City of Marietta, its officers, directors, employees and any other person, firm or corporation charged or chargeable with responsibility or liability, their heirs, administrators, executors, successors and assigns and agents from any and all costs, expenses, restrictions, claims, demands, suits, actions, proceedings, damages, liabilities, deficiencies, judgments, levies, costs or expenses, including, but not limited to, attorney's fees and expenses of any kind and nature, including, but not by way of limitation, any claim for damages to property or injuries to or death of any person or persons relating to or arising from the special event or related activities, regardless of whether arising from the negligence or wrongful acts, errors or omissions of the City of Marietta.

Without limiting the generality of the foregoing, the undersigned organization/business/group/individual agrees that they shall reimburse the City of Marietta for legal fees and other costs incurred in the City of Marietta's defense of such claims of litigation. The City of Marietta shall have the right to participate in the defense of any claims or litigation and shall have the right to approve any settlement.

This release extends and applies to, and also covers and includes, all unknown, unforeseen, unanticipated and unsuspected injuries, damages, loss and liability, and the consequences thereof, as well as those now disclosed and known to exist. The provisions of any state, federal, local or territorial law or statute providing in substance that releases shall not extend to claims, demands, injuries or damages which are unknown or unsuspected to exist at the time, to the person executing such release, are hereby expressly waived.

The undersigned organization/business/group/individual acknowledges that the agreement hereby releases and discharges the City of Marietta, its officers, directors, employees and agents, of any and all claims, relating to any bodily and personal injuries or damages to property and the consequences thereof resulting from their participation in the said special event. I do hereby covenant with the City of Marietta that I, my heirs, executors, assigns and transferees will never at any future time sue the City of Marietta for or on account of any claim for damages arising out of my participation in the said special event whether such claims arise by negligence of the City of Marietta, its employees or agents, or by the negligence of any other participant.

It is further agreed and understood that said participation in the special event is not to be construed as an admission of liability and acceptance of assumption of responsibility by the City of Marietta, its officers and members.

This is the _____ day of _____, 20_____.

NAME OF ORGANIZATION/BUSINESS/GROUP/INDIVIDUAL:

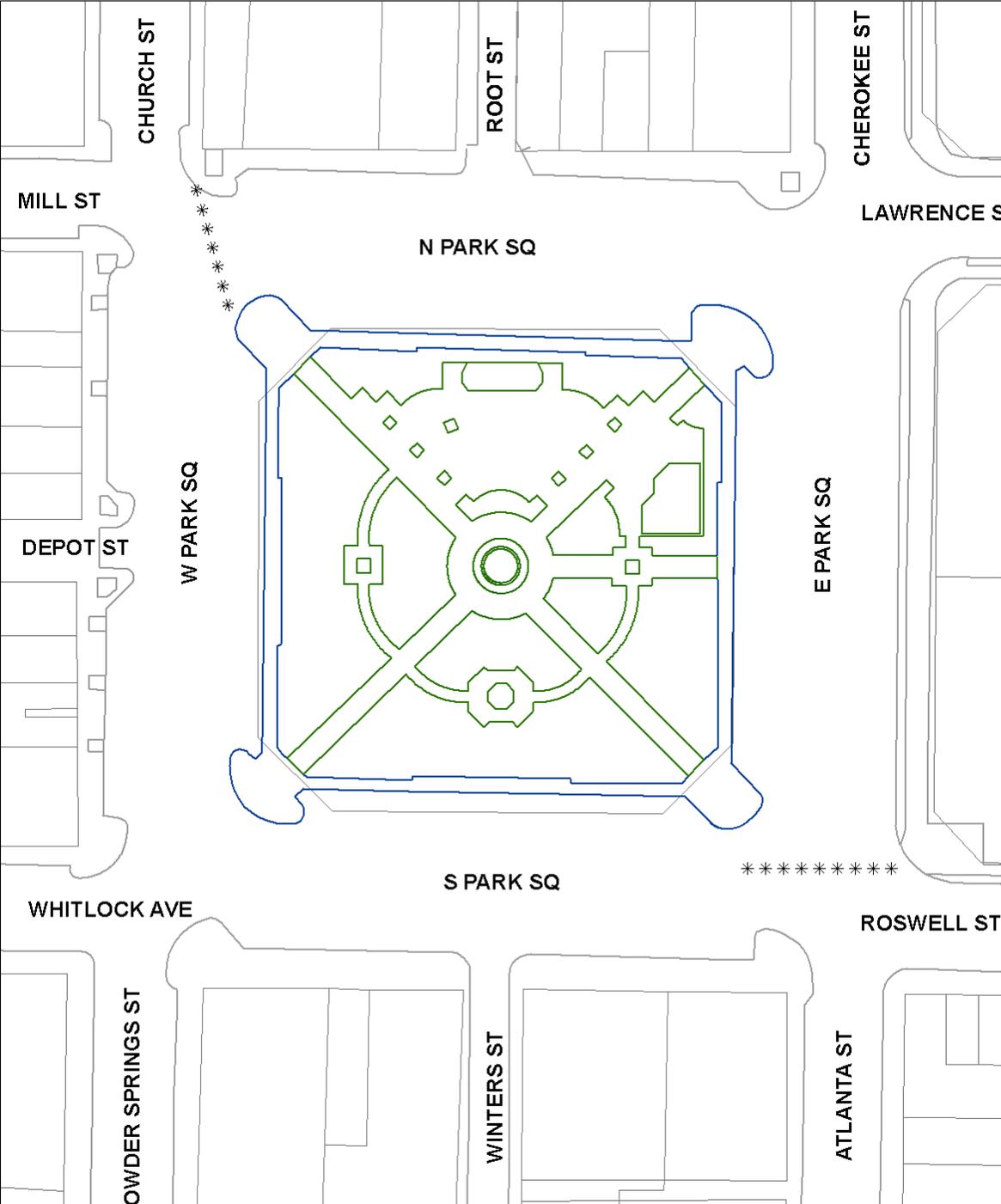
INDIVIDUAL RESPONSIBILITY _____
(Signature)

Wording on the banner:	
Is the event more than 2 hours?	Yes No
If so, portable toilets must be used.	
Porta-john Company	
Phone Number	
How do you plan to publicize this event? Please include copies of promotional materials. If not available now, please supply as soon as possible.	
Radio	TV
Newspaper	Internet calendars
Websites	other
Is another promoter/producer assisting you with your event	
Yes No	
Name of the promoter and company.	
Address	
City, State & Zip	
Phone	
Will there be entertainment or music?	
Yes No	
Describe performances:	
Please include a list of performers. Attach another sheet if necessary.	
Is food to be sold?	
Yes No	
List food items for sale. Attach another sheet if necessary.	
Contact the Cobb County Environmental Health Department for temporary food service permit. 770-514-2323 at least 30 days before your event.	
List other items which will be sold with prices. Attach another sheet if necessary.	
Will you be selling/serving alcohol?	
Yes No	
If yes, who will be named on beverage license?	
Name	Phone
Any request to serve or sell alcohol must be placed on the City Council's agenda. Council generally meets the 2nd Wednesday of every month and the request must be reviewed by the City	

3 weeks prior to the council meeting.	
Who is responsible for clean-up? (Trash must be taken to dumpster(s)/sanitation truck by applicant or hauled from the site)	
Name	
Address	
City, State, Zip	
Phone Number	Day Night
CITY SERVICES & UTILITIES	
List any electrical needs. Will you be using a DJ, sound equipment, stage lighting, Be as specific as you can, so we can contact our electrician if necessary. There are 5 power boxes behind the stage. Each box contains 6, 20 amp circuits for a total of 120 amps per box. There are also power sources around the perimeter of the Square.	
Will you be using City water? Yes No There are 2 water faucets in the Square. Hoses will be needed for access.	
Is a parade/demonstration/walk planned in connection with this event? Yes No	
Separate permit and additional fees apply. For your convenience this permit is provided in the packet. Contact Marietta Police Department for more information. (770)	
Do you require security? Yes No Describe your needs	
Will you be using private security of Marietta Police?	
Will your event include any of the following? Please include on site plan.	
Street closures Yes No	
If yes please indicate on map/site plan. All street closures must go to council.	
What streets are you requesting to close?	
Please indicate what time they will be closed and reopened.	

Tents or canopies Yes No Number			
Tent Company Info			
Tents must be set up so that participants walk on the hardscape. (Glover Park)			
Temporary fencing Yes No			
Where and what type			
Temporary staging Yes No			
Who will set up staging			
Portable toilets Yes No			
Name of Company			
Phone Number			
Inflatables Yes No			
Company			
Phone Number			
Open Flames or cooking Yes N			
No cooking inside of Glover Park or on the sidewalks.			
Will you be using generators? Yes No			
Company		Phone	
Will additional trash receptacles and liners be needed? Yes No			
How many?			
Parks, Recreation & Facilities will help you decide if you need an additional dumpster or sanitation truck. You will be responsible for any additional costs.			
Please attach a map of your event layout as indicated in the guidelines.			
For Parks and Recreation Use Only (initial and date)			
Date received		received by	SE review
DH review			
Approved	date	denied	reason
Insurance rec'd			
Payments received, please date, list PO #			
App.fee		Security deposit	
Park Use Fee		Staff Fee	
Miscellaneous Charges			

Marietta Square





City of Marietta, Georgia

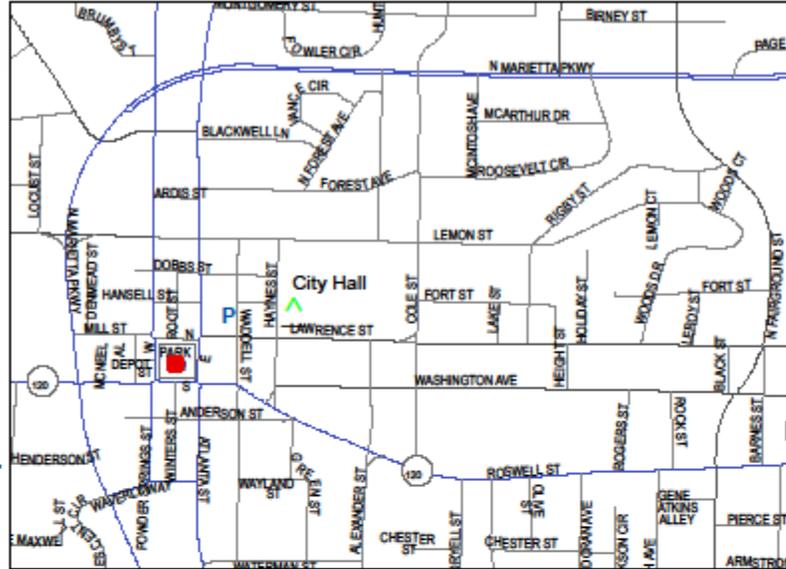
205 Lawrence Street
Marietta, GA 30060

Directions to the Square

Traveling I-75:
Exit N. Marietta Pkwy (exit 285).
Southbound I-75 turns right at the bottom of the exit ramp.
Northbound I-75 turns left at the bottom of the exit ramp.
At fifth light turn left onto Church Street (one way south).
Drive 6 blocks to the Marietta Square.
Further to City Hall:
Turn Left on North Park Square.
At third light City Hall will be on left, parking deck is past the building on the left.

From the "Big Chicken,"

Marietta Pkwy at Roswell St
To City Hall, travel west on Roswell St.
At 3rd right past National Cemetery turn onto Haynes St.
At 2nd right, turn right onto Lawrence St.
City Hall is on the corner with parking deck past building.
Or to the Square,
just continue on Roswell Street.



January 2005

