SANDY SPRINGS
GEORGIA

# CITY COUNCIL AGENDA ITEM

**TO:** Mayor & City Council **DATE:** October 30, 2014

**FROM:** John McDonough, City Manager

**AGENDA ITEM:** Review of the City's Special Event Permits Policy as It Relates to Filming at Residential Properties

**MEETING DATE:** For Submission onto the November 4, 2014, City Council Work Session Agenda

*BACKGROUND INFORMATION: (Attach additional pages if necessary)*

See attached:

Memorandum

*CITY MANAGER APPROVAL:* _____

*PLACED ON AGENDA FOR:* **11/4/2014**

*CITY ATTORNEY APPROVAL REQUIRED:* ( ✓ ) *YES* ( ) *NO*

*CITY ATTORNEY APPROVAL:* _____

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**TO:** Mayor and City Council

**FROM:** John McDonough, City Manager

**DATE:** October 29, 2014 for Submission on the November 4, 2014 City Council Work Session Agenda

**RE:** Review of the City's Special Event Permits Policy as It Relates to Filming at Residential Properties

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## BACKGROUND

Under the Code of the City of Sandy Springs, the City is authorized to regulate Special Events within the City's municipal boundaries. Within calendar year 2014 to date, the City has issued 21 film permits as they relate to residential properties. Of these 21 permits, only two homes were issued permits multiple times (3 each). The most disruptive events to transportation and neighboring citizens appear to be those related to filming.

## DISCUSSION

Staff is looking for guidance on direction for changes to the current policy involving film permit issuance in residential areas. Staff is currently reviewing the policy to modify the process by which permits are issued as well as considering mandatory "pre-event" meetings.

## ATTACHMENTS

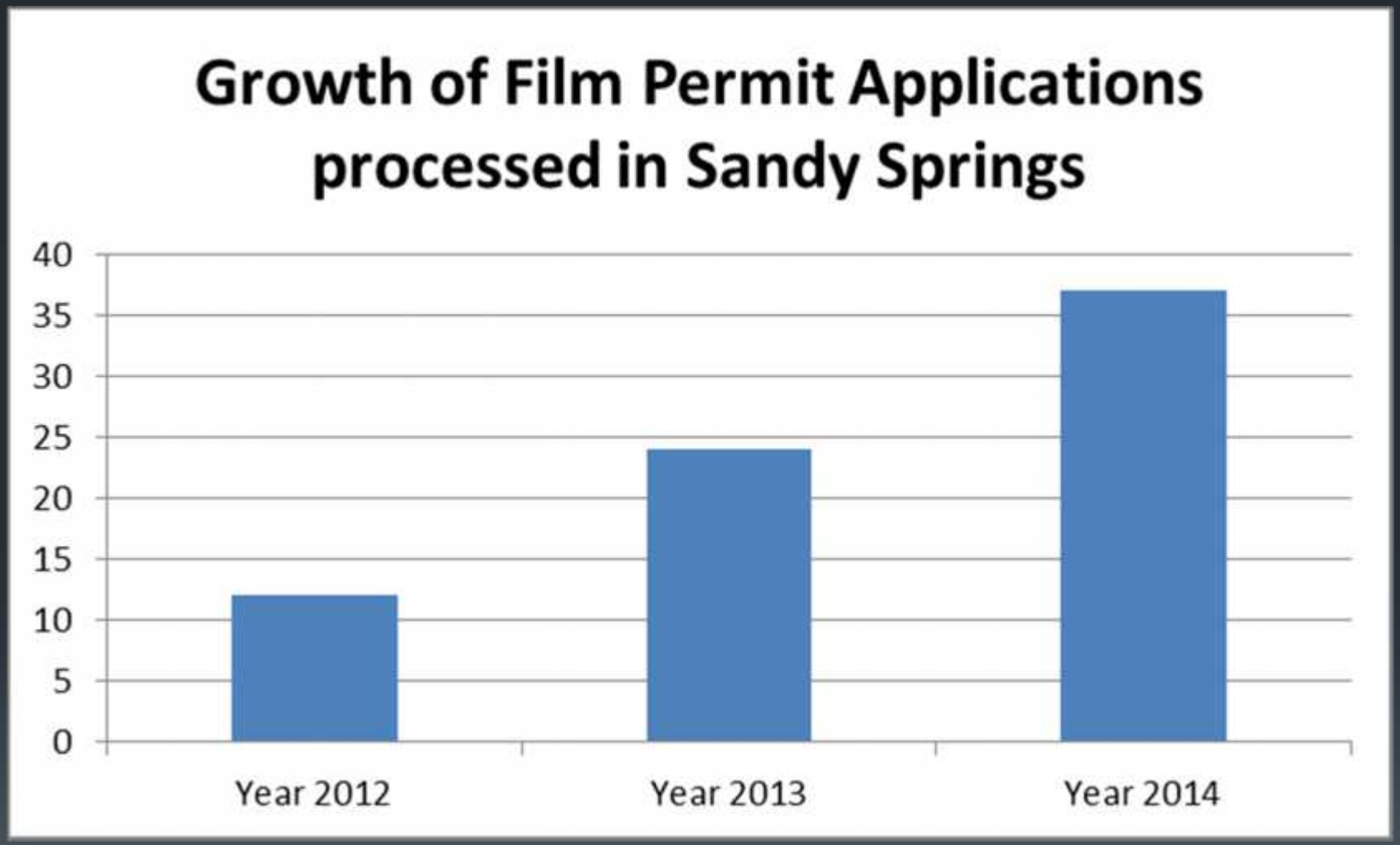
1. Special Event Policy
2. Power Point Presentation

# Film Permit Process Review

## City of Sandy Springs

# Current Special Event Permit Approval Process

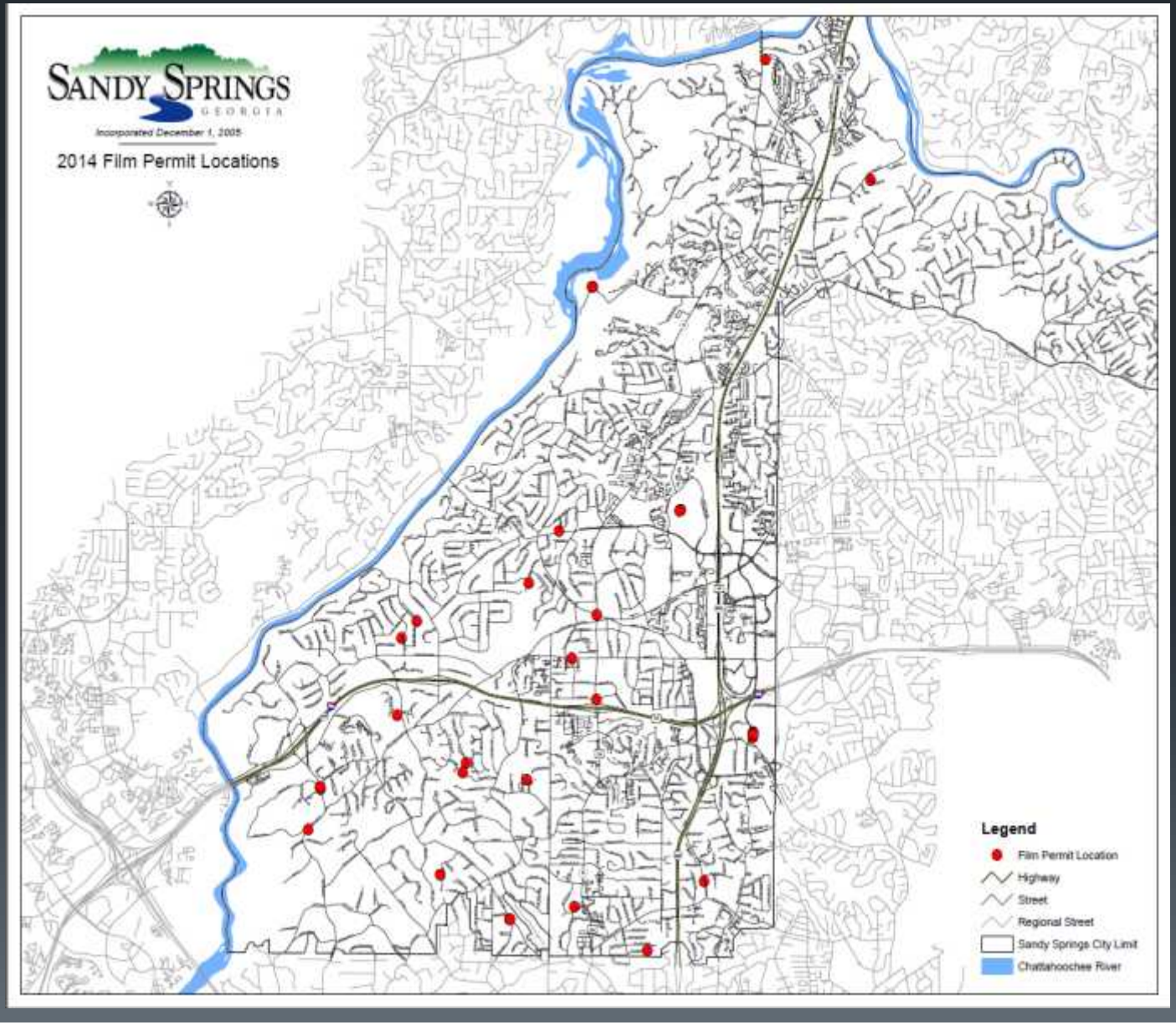
- Applicant submits application to the Revenue Department via email or in person
- Current minimum staff processing time of the application is 48 hours (Except where food is prepared onsite, which can then be up to 3 weeks). However, a majority of permits submitted do not allow Staff sufficient time to review due to their increasing complexity.
- The Revenue Department sends out a routing sheet with the application to all Departments that require approval such as Planning & Zoning, Police, Fire, and Transportation
- After each Department has reviewed and approved the application, it is then sent to the Finance Director and City Management for final approval


Growth of Film Permit Applications processed in Sandy Springs
40
35
30
25
20
15
10
5
0
Year 2012
Year 2013
Year 2014

# 2014 Results Year to Date

- Thus far for 2014 we have processed 37 Film Permits
- 21 of the 37 Film Permits occurred on Private Residential Properties with 17 of these at different houses and/or locations
- Of the 16 that did not occur on Private Residences, 5 Filming Projects occurred at Morgan Falls Park, 4 occurred at St. Joseph's Hospital, 3 occurred at Glenridge Hall, 2 occurred at Restaurants, 1 occurred at Hammond Park, and 1 occurred at Abernathy Greenway Park

# Film Permit Locations 2014



# 2014 Results Year to Date (cont'd)

Of the 21 Private Residential Properties, two properties have had multiple film permits issued during the year

- 4682 Dudley Lane
  - Two Film Projects in June
  - One in July of this year
- 5335 Northside Drive NE
  - One Film Project in September
  - Two in October

# Comparison to Other Cities

| CITY | Application Fee | Permit Fee | Submission Requirements | Comments |
|---|---|---|---|---|
| College Park | $25.00 | $500.00 | 10 & 15 Business Days | 10 Days minimum with regular filming and 15 Days required with Street Closures |
| Dunwoody | $25.00 | $100 per Day | Nondisclosed | City reviews application and then determines how long to process based on needs |
| Decatur | $0.00 | $100 per Day | 4 Business Days | Charge $500 for street closures, $500 per Day for City Park |
| Marietta | $25.00 | $100 to $250.00 | 10 Business Days | $100.00 for Low-impact Activity and $250.00 for High-Impact Activity |
| McDonough | $250.00 | $0.00 | 2 Business Days | Residential projects must notify affected Neighbors 5 days prior to filming |
| Sandy Springs | $0.00 | $100 per Day | 2 Business Days | |
| Smyrna | $0.00 | Varies | 5 Business Days | Permit Fee varies on location and size of filming |
| | | | | |

# Common Complaints

With the growth and increase of Filming in Residential Sandy Springs, the number of complaints and concerns have also grown with the principal ones being:

- Disruption of traffic flow
- Parking issues
- Noise and lighting compliance
- Blocking of driveways
- Overall concern for the neighborhood and surrounding areas before, during and after filming

# Staff Recommendations

**Changes to Special Event Policy:**

- Create a separate application for Film Permits allowing for more detailed information from the filming company, allowing Staff to address potential issues and concerns by either party
- Mandate that applicants schedule a pre-application meeting with Staff to review and discuss film production ***in residential neighborhoods*** as part of the submission of the application
- **For residential and commercial filming**, extending the minimum application processing time from 2 days to 5 days (only for events without onsite food preparation)
- Any film sets constructed inside or outside the property must be temporary only.

# Staff Recommendations (cont.)

**<u>Additional Council Consideration</u>**

For any Residential Film Projects that involve:

- Outdoor filming
- Lane closures
- Variances

applicants must appear before City Council with staff recommendation and completed film application for permit approval by the Council

# Discussion and Direction

# Example of a Potential FIlming issue (film crew/equipment parking)

# Example of a Potential Filming issue (actual film set in Atlanta)

# Special Events

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The City of Sandy Springs welcomes and encourages Special Events. Special Events build a sense of community and create an environment that fosters civic pride. A ***special event*** is any activity that occurs upon public or private property that affects the ordinary use of parks, public streets, rights-of-way or sidewalks. Special events may include but are not limited to such activities as arts festivals, filming, fairs, tours, concerts, holiday celebrations, grand opening celebrations, certain outdoor business promotional events, bicycle races, runs, walks, parades, marches and processions and motorcades.

Individuals or groups wishing to hold events on public property, or on private property but with an impact on public property such as roads, within the City limits, including City parks, must obtain a Special Event Permit from the City of Sandy Springs. ***Event sponsors must submit applications 60 days prior to the proposed event***. Subpart A, Chapter 50, Article IV of the City's Code provides additional guidance regarding Special Events.

# Check List

Before submitting your application, please include (as appropriate):

| | Item |
|---|---|
| | $100 Application Fee (Tier I Events) OR<br>$250 Application Fee (Tier II Events) |
| | $50 Alcohol Fee (if applicable) |
| | Tent Permit Application (if applicable) and $25 Tent Inspection Fee (if applicable) |
| | Approved Food Permit |
| | Insurance Certificate |
| | First Aid Plan |
| | Security Plan |
| | Traffic Plan (if closing roads or impacting traffic) |
| | Race Route (if applicable) |
| | Signed Agreements (MOUs, IGAs, etc.) |
| | Site Plans, including locations for First Aid, Trash/Recycling Collection, Restrooms, Crowd Control, Tents, Banners and Signs |
| | Parking Plan |
| | Communications Plan |
| | Filming Permit Fees:<br>$100 per day<br>$500 Sanitation Bond |

***Incomplete applications will not be accepted for processing and will be returned to the applicant. Please complete all sections legibly.***

## *Helpful Numbers*

Fulton County Health Department
404.332.1808

City of Sandy Springs
(All Departments)
770.730.5600

Georgia Department of Revenue
(Alcohol Permits)
404.417.4900

Fulton County Probate Court
(Fireworks)
404.612.4640

# Introduction

In Sandy Springs, Special Events are classified using a tier system. In general, Tier I events are those that have the least impact on the community. Tier II events include any event where alcohol will be served, may require road closures, or are proposed to have fireworks, amplified music or more than 500 attendees. If an event meets a minimum of one of the categories described, a Special Event Permit application must be submitted. Filming permits are discussed in later sections of this kit.

| Tier I | Tier II |
|---|---|
| Any event that would affect a small area in a parking lot or park. | An event that expects more than 500 attendees. |
| Event in public spaces requires no street closures, offsite parking or alcohol sales. | Events involving street closures or offsite parking. |
| Events on private property but require the use of City staff, no street closures or alcohol. | Events requiring public safety staff support. |
| An event with less than 500 attendees. | Events with amplified music. |
| | Any time alcohol will be served. |
| | Events with fireworks. |

## Submitting the Application and Fee

The review and approval process begins when a completed Special Events Application, associated permits, and the non-refundable application fee of $100 for Tier I and $250 for Tier II events are submitted to the City's Revenue Office. Applications and permits along with the application fee must be received no later than sixty (60) days prior to the actual date of your event and may not be received earlier than one year prior to the event. Keep in mind that submitting an application, permits, and application fee is in no way to be construed as approval or confirmation of your event. In the case of applications being submitted for similar events on the same date, all submissions are reviewed on a first come, first serve basis.

## After the Application is Submitted

Upon receipt of your electronic application, permits, and application fee, a representative from the City will contact you. You are encouraged to submit your application 90 days in advance of the planned event to allow a minimum of sixty (60) days for the review process. During our initial application process you will be allowed time to provide us with all pending documents (e.g. certificate of insurance, food permits, etc. - see Checklist on page 2). We must receive these items before final application approval and issuance of permit. Delays may occur if your event requires a special meeting, a special route, or additional clarification. We will make every effort to complete the initial review in a timely fashion. Please do not begin advertising your event until your application is approved and a permit is issued. **Submission of an application does not equate to permit approval.**

## Following Application Approval

Approval of your application does not automatically reserve City resources or staff. It is the event organizer's responsibility to coordinate the necessary resources to ensure event success. Due to an unforeseen circumstance, your event could be impacted. Please stay in contact with the City throughout your planning process.

## Possible Reasons for Denial of Applications and Permits

The City reserves the right to deny a request for a Special Event Permit for any reason, including, but not limited to:

- The event will disrupt traffic within the city beyond practical solution.
- The event will unreasonably interfere with access of fire fighting equipment and fire hydrants, or other first responder needs.
- The location of the event will cause extreme hardship to adjacent businesses or residents.
- The event will require the diversion of enough City employees that allowing the event would unreasonably deny service to the remainder of residents. This includes City Holidays.
- The event will interfere with another event for which permits have been issued.
- The application, permits and application fee were not properly submitted.
- A reoccurring event that did not leave the site clean, pay for City services, notify surrounding businesses and residences, or in anyway disregard the application and permits requirements.
- Anything the City of Sandy Springs deems unsafe.
- Failure to comply with any federal, state or local law, ordinance(s) or guideline(s).
- If applicable, failure to apply for and receive a fireworks permit 30 days prior to the event date.
- Failure to submit City of Sandy Springs Special Event Application or Permit requests a minimum of 60 days prior to the event date.
- Estimated attendance and event is too large for the requested venue.
- The event may interfere with other City activities or use of the facilities by City residents.
- Failure to coordinate with appropriate City departments.

## Key Points

**Alcohol:** If alcohol is to be served or sold, sponsors must take those measures required for compliance with the Alcoholic Beverage Ordinance, including the hiring of off-duty uniformed and P.O.S.T. certified police officers to prevent alcohol from being removed from the premises. Any serving of alcohol on public property requires the appropriate state permits. For events on private property, if alcohol is sold (as opposed to served free of charge), appropriate state permits are required. Note that the required state permits vary, depending upon the type of alcohol to be served.

**Enforcement:** City of Sandy Springs Police or Sandy Springs Recreation and Parks staff may request that a resident or event participant leave any park or public facility for violation of rules and regulations.

**Event Signs:** Permits are required for temporary signs and are a separate approval process managed by the Community Development Department. No signs may be affixed to trees, buildings or street fixtures or placed in the City's rights of way. Applications including signage must submit sign descriptions on the site plan to include the number of signs/banners, location, size and height of each on the application. If you are requesting permission to place signs on private property, please include a permission letter from each respective property owner. See Article XXXIII of the City's code for additional information.

**Fireworks:** Fireworks are not permitted without prior approval from the City of Sandy Springs Fire Department. Prior to application submission, you must apply for and obtain a Fireworks permit from the Fulton County Probate Court.
**Film, Television and Movies:** Please see page 7 of this kit for more information.

**First Aid and Medical:** Events may require provision of first-aid and medical personnel. Please see page 7 of this kit for more information.

**Food Vendors:** If you plan to have food vendors, permits are required from the Fulton County Health Department. Please consult the City's Revenue Office with any questions on how to obtain said permits. Note that these permits must be maintained on site throughout the special event and presented upon request.

**Hours:** Event activities are prohibited after 11 p.m. in residential areas, after midnight in commercial areas, and before 8 a.m. in any area. Loudspeakers, amplified music, bullhorn or public address systems during event hours are strictly regulated. Start times before 8 a.m. require special approval. Set up and tear down may occur outside of event hours, subject to approval by the City. Desired start times should be included on page 9 of this kit and submitted for approval.

**Insurance (non-filming):** In addition to the nonrefundable application fee, producers of each event are responsible for any additional costs incurred by the City as determined by representatives of each department prior to issuance of the Special Event Permit. You must submit proof of insurance with a minimum of $300,000 personal injury per person, $1,000,000 maximum, and $100,000 property damage against all claims arising from permits issued.

**Lodging:** Event organizers, VIPs and attendees may be eligible for special rates for lodging through Sandy Springs Hospitality & Tourism. Most events are eligible for additional complimentary services and special promotion and publicity through Sandy Springs Hospitality & Tourism.

**Noise:** Applicants must comply with the City's Noise Ordinance. The City's Noise Ordinance can be found at this link. Failure to comply with the City's Noise Ordinance may result in the early termination of your event and revocation of your permit.

**Non-profit Entities:** Under Article IV, Section 50-112 of the City's Code of Ordinances, entities recognized as a 501(c)3 organization and holding a special event to benefit the charitable organization are exempt from the City's special event permit fee requirement. However, this does not exempt the nonprofit from any state-required permit fees such as alcohol permits.

**Permit posting:** Special event permits should be posted at greeting areas or main entrances at events. Event producers should keep in mind they may be asked, by City staff, to show proof of permit during the event.

**Recycling:** Do you have a recycling plan? Recycling services are available at the Morgan Falls Recycling Center. Contact Keep Sandy Springs North Fulton Beautiful at 770-551-7766 or visit www.keepnorthfultonbeautiful.org for further information.

**Restrooms/Trash/Cleanup:** The City may require event sponsors to provide temporary toilet facilities. Trash must be disposed of in approved containers. Daily cleanup is required. The applicant must clean the right-of-way or public property of all rubbish and debris, returning it to its pre-event condition within 24 hours of the conclusion of the event. If the applicant fails to clean up such refuse, cleanup will be arranged by the City and the costs charged to the applicant.

**Road Closures and Race Routes**: Events that require road closures require City resources. Please see page 7 of this kit for additional information.

**Security:** Events may require the hiring of police officers to provide for security and/or traffic control. Please see page 7 of this kit for additional information.

**Smoking:** Smoking is not permitted in/on any public facility.

**Tents:** Tents having an area in excess of 200 sq. ft. or canopies (tents without sides) in excess of 400 sq. ft. require an inspection and permit by the Fire Marshal's Office. All tents must have proper weights suited to the size of the tent for each leg. For example, 10' x 10' tents are secured with a 40 lb. weight on each tent leg. To prevent damage to the roadway, tents may not be secured to the roadway with stakes, no exceptions. If you are planning to install more than one 10' X 10' or 20' X 20' tents, their layout must be included in the site plan and you may incur an additional fee. All tents larger than 100 square feet must also obtain a temporary use permits from and Fire Marshal Permit from Fire Marshal's Office. A site inspection, as well as an additional $25 fee, is required.

Tents require a flame resistant certificate issued by an acceptable testing laboratory, and a site plan indicating a fire lane accessing the tent, a 2A-10BC fire extinguisher on-site, and acknowledgement that no smoking, fireworks, or open flames will be permitted in the tent. Please complete the Application for Tent Permit and submit with your initial application. Fire inspections may be scheduled by calling (770) 730-5600, or by visiting our website at www.sandyspringsga.gov. Please schedule inspections at least one business day in advance of your event.

**Traffic and Parking:** On site event parking is permitted in designated areas only. The Fire Marshal requires that all entries, exits and fire lanes be maintained. A complete traffic plan (with parking and shuttle information), compliant with the Manual on Uniform Traffic Control Devices (MUTCD) must be submitted, please see page 7 of this kit for additional information. Events held on private property should provide parking in private parking areas. A special exception to allow parking within public rights of way may be submitted with the completed application kit for review by the City's Public Works Department. However, approval will be granted only in cases where an extreme hardship exists.

## Film, Television and Movies

The City of Sandy Springs welcomes and encourages film, television and movie productions within the City limits and classifies them as "Special Events." As such, productions must complete the relevant sections of the Special Event Permit application kit. These guidelines should be followed by any individual or company interested in film, television, or movie production on property in the City of Sandy Springs. The guidelines are subject to change and may be enforced as stipulations of a film permit.

1. Request permission to use property for film production or photography at least 96 hours in advance of production. Minimum processing time for film and movie permits is 48 hours; however, depending on the type and intensity of the production processing time may take longer. See item 11 on page 7 for information regarding permits to prepare food on site.
2. Contact affected business and property owners and obtain their permission to use surrounding property. Written notification must be provided to surrounding property owners and written approval from property owners must be obtained and provided with application package when private property is being used. Compensation may be necessary if business and home environments are greatly disrupted.
3. If permission is granted by the City, a written permit will be issued including time, date and location of filming and acceptable activities within the scope of the permit.
4. The City of Sandy Springs logo may not be included in the film without written permission from the City of Sandy Springs.
5. **If streets are to be blocked or traffic disrupted in any manner, off-duty Sandy Springs police officers must be scheduled at a minimum of three hours per day.** This arrangement can be made to the Sandy Springs Police Department at 770-551-6923. Written notification to property owners affected by any blocked public roadway must be provided at least 48 hours prior to the film production.
6. Upon receipt of the permit, the production company must provide a certificate of insurance naming the City of Sandy Springs as an additional insured. **The City requires an insurance policy rider for general liability and worker's compensation for $1,000,000 each occurrence and aggregate with endorsement naming the City of Sandy Springs as additional insured.**
7. The City shall require the production company to have a copy of the permit on site at all times.
8. Upon completion of work, all materials and debris shall be entirely removed and the right-of-way left in a condition satisfactory to the Director of Public Works.

9. Emergency vehicle access shall be maintained at all times. **EMS personnel are required on-site for productions with stunts being performed.** Please contact Sandy Springs Fire Rescue for assistance identifying EMS personnel at 770-730-5600.
10. **The Sandy Springs Fire Marshal shall have full access to any film production to ensure safety for crew members, the public, and surrounding properties**.
11. If food will be prepared on site for the film production, the Fulton County Department of Environmental Health must be contacted for approval. Catered and/or pre-packaged food is not subject to this provision. This approval may take up to three (3) weeks in addition to the City's review/processing time.

## Security

As an event organizer, you are required to provide a safe and secure environment for your event. This is accomplished through pre-planning by anticipating potential problems and concerns related to the event activities and surrounding environment. The size, time of day, and location of your event, as well as the overall activities, are all areas that need to be analyzed in depth and addressed through your security plan. For budgeting purposes, please estimate $50 per hour for each off duty police officer with a minimum of two hours. The number of officers and length of time required is determine based on a number of factors including (but not limited to) road closures, alcohol served at the event, time of day, type of event and estimated attendance. You are strongly encouraged to contact the Sandy Springs Police Department as early as possible during your planning efforts to discuss security requirements, pricing and logistics. See page 14 of this kit for additional information. **(Note: City of Sandy Springs Police Department will have sole discretion on all security companies used for events, as they will have the final decision in all matters involving safety and security at events.)**

## Medical

The City of Sandy Springs has final authority to determine event medical services requirements. Please let us know if you would like to provide your own services and we can review. Please include location of First Aid and Medical Services in your event site map/route plan. Sandy Springs Fire Rescue will provide assistance arranging for off-duty EMS personnel, for which there may be a cost.

## Event Parking/Shuttle Plan

It is important that you plan for the safe arrival and departure of event attendees, participants, and vendors. As an event contact(s), you should develop parking and/or shuttle plans that are suitable for your event site and logistics. You must always include accessible parking and/or access points in your event plans for attendees, while leaving accessible parking for surrounding business and residents at all times. **The City of Sandy Springs may require your event to provide staff on-site or hire an off-duty police officer to ensure compliance with the approved parking plan.**

One week prior to event date, No Parking Signs may be required depending on the location of your event. Details on signs are to include date of event, time and date of closing, re-opening, and event contact information. The event organizer will need to print signs in 11" x 17" with large font. One parking sign is required every 30' to 50' feet on each side of the road, if applicable, depending on event location.

## Road Closure/Event Notification For the Public

The type of event that you are hosting determines the level of Police/Fire/Public Works presence required. We will work with you to address security and safety concerns, but reserve the right to make the final ruling on any security and safety related decision. If your route or event is approved, as the event organizer, you are responsible for notifying all businesses and residences along the route or event area and providing all equipment and labor to accomplish the closing. Below is a list of required road closure processes that must be submitted to the City. An additional list of public notifications steps may be necessary depending on the details of your event. The permittee is required to furnish all traffic control devices meeting MUTCD requirements. City traffic control devices **will not** be provided for the event. **(Note: Public road closure and/or event notification is a very important part of the planning process. Omitting this process may affect approval of future event applications.)**

### Road Races

If you are applying for a road race, six pre-determined routes for 5K and 10K events are listed below. Detailed descriptions and maps are available for download from the City's website at the Special Events Information Page. Note that some variations of the approved routes are available, but must be submitted, reviewed and approved by the City in advance.

1. Downtown Route (Sandy Springs Circle, Lake Forrest Drive - 2.95 km)
2. Perimeter North Route (Peachtree Dunwoody Road, Concourse Parkway - 1.85 km)
3. Central 400 Route (Peachtree Dunwoody Road, Glenridge Drive - 4.95 km)
4. Crestline Parkway Route (Peachtree Dunwoody Road, Barfield Road - 4.00 km)
5. Alternate Central 400 Route (Peachtree Dunwoody Road, Barfield Road, Mt. Vernon Highway - 3.92 km)
6. Sandy Springs North Route (Roswell Road, Pride Place - 5.4 km)

### Required notification process for all events and/or road closures:

- With your completed application, submit a word processing file with event description, road closure description, exact times of closure and a PDF map. Post the same road closure information on your event web site.
- Thirty days prior to event date, e-mail, mail, or hand-deliver road closure text description with map to all businesses and residents along race route and within one mile of the event and/or road closure. Include basic event information with name, date, times, map; along with written text of road closure including contact information. This includes but will not be limited to home owners associations, church newsletters, and property management notifications.

### Additional road closure notification steps that may be required upon review of your application:

- Rent variable message signs (VMS) - After reviewing your site and traffic plans, the City of Sandy Springs will designate required number of VMS signs required for your road closure, if applicable. Scheduling and payment must be made directly with the VMS company. For your convenience, a list of VMS vendors is available from the City's Revenue Office.
- The applicant may be required to submit a detailed Traffic Control Plan showing all materials needed to execute the road closure. If deemed necessary by the City's Public Works Department, a detour plan may be required. A sample Traffic Control Plan can be found on the Internet. Please refer to Figure 6H-19 (page 671) and Figure 6H-20 (page 673) of the 2009 MUTCD.
- Dedicate a phone line with voice mail, for businesses and residents to access for quick event information. On event day, phone line should be checked every fifteen minutes. List this phone number on all public notifications above.

## Submitting Your Permit Application

**To complete your application process, send all of the above required information to specialevents@sandyspringsga.gov. This includes your event description, newspaper ad, road closure description, list of business and/or residents notified, and road closure map. Once ALL these steps are completed, we will list the information on the Community Calendar of the City of Sandy Springs' website to further notify the public.**

# Event Summary

*For City Use Only*

Date of Submission: _____

Tier Assignment: _____

Road Closure: _____

| | |
|---|---|
| Event Title: | |
| Event Description and Purpose: | |
| Event Location: (include site name, address, etc.) | |
| Event Type: (check all that apply) | ☐ Run ☐ Walk ☐ Parade/March ☐ Bike Tour ☐ Street Fair<br>☐ Circus/Carnival ☐ Triathlon ☐ Biathlon ☐ Concert ☐ Film<br>☐ Other _____ |
| Is a road or driveway closure requested? | |
| Are you: | ☐ Serving Alcohol ☐ Using Fireworks ☐ Setting up tents |
| Requested Event Date: | First Choice: _____<br>Second Choice: _____ |
| Times: | Event Start: _____ Set Up Begins: _____<br>Event End: _____ Clean Up Ends: _____ |
| Is this an annual event? If yes, how many years? Where was the event held in prior years? | |
| Estimated Attendees: | |

***Note that completion of this application does not approve your event for this year nor subsequent years.***

# Contact Information

The organization contact must be the person in charge of management and is responsible for the event. The applicant contact must be a representative of the organization who has been authorized to plan the event. The applicant must be available to work closely with the City's Special Events Committee for reserving City resources and staffing. For Film, Television and Move permit applications, the Organization is the production company and the Applicant is the Producer and Production Manager.

## Organization/Company Information

| | |
|---|---|
| Organization Name: | |
| Contact Name(s): | |
| Street Address: | |
| Work Phone: | |
| Cell Phone: | |
| Email Address: | |

## Applicant Information

| | |
|---|---|
| Organization Name: | |
| Applicant Contact Name(s): | |
| Street Address: | |
| Work Phone: | |
| Cell Phone: | |
| Email Address: | |

## Organization/Company Information

| | |
|---|---|
| Is this organization a commercial entity? | |
| Is this organization a non profit entity? | *If yes, attach copy of IRS 501(c) tax exemption letter.* |
| Are admission, entry or participation fees required? | *If yes, provide detailed amounts.* |
| Are vendor or other fees required? | *If yes, provide detailed amounts.* |
| Cell Phone: | |
| Email Address: | |
| Do you have a(n) co-host(s)? | *If yes, provide names and contact information.* |
| If approved, would you like your event posted to the City's Community Calendar on the website? | ☐ Yes ☐ No<br>*If yes, provide a description of the event as you'd like it to appear on the calendar.* |

# Film, Television and Movie Permit

| | |
|---|---|
| Local Address of Production Company: | |
| Location Manager (24 Hour Contact): | |
| Work and Cell Phones: | *Work:*<br>*Cell:* |
| Email Address: | |
| Project type (check one) | ☐ Feature Film ☐ Documentary ☐ TV Movie ☐ Music Video ☐ Commercial<br>☐ Public Service Announcement ☐ Corporate Video ☐ TV Series/Pilot<br>☐ Other _____ |
| Services Required: | ☐ City Police ☐ City Parks ☐ Fire Department ☐ Sanitation/Cleanup<br>☐ Public Works/Transportation ☐ Hospitality (hotel/catering) ☐ Fulton County Environmental Health (on site food service)<br>☐ Other _____ |
| Have you contacted Hospitality and Tourism for assistance? | |

# Event Location

Site Map descriptions should be a detailed narrative including a description of activities in the event, such as event entry and exit, water stations, sags stops, start/finish sites, inflatables, and a time line of your event. Please write this description in the space provided below or attach the description as a Word document.

Routes need to be approved by the City. Surrounding businesses that will be impacted by the event must be notified and proof of notification must be attached to the application no later than 30 days prior to the event. The City of Sandy Springs cannot create site maps/routes or traffic plans, but is willing to review them or refer you to a professional event planner. Please keep in mind that no temporary sanitary facility or trash receptacle may be located within 100 feet of a property line of any residential use and no tent, table or other temporary structure shall be located within 250 feet of a property line of any residential use.

***Note that you must submit two copies of your site plan, including the traffic and parking/shuttle plan (with curb cuts and traffic patterns) with your completed application.***

# Special Planning Items

| | |
|---|---|
| Will the event require the use of fireworks? | ☐ Yes ☐ No<br>*If yes, provide required documentation, including proof of permit submission.* |
| Will alcohol be served? | ☐ Beer ☐ Beer and Wine ☐ Alcohol Sales ☐ Beer, Wine & Spirits<br>☐ Free/Host Alcohol ☐ Host and Sale Alcohol<br>☐ Other _____<br>*If yes, provide required documentation, including proof of permit submission.* |
| Will a tent or tents be installed? | *If yes, what size? _____ft X _____ft*<br>*Total Number of Tents: _____* |
| Will this event require signs/banners? | *If yes, provide location, size, height and number of signs/banners on your site plan.* |
| Will your event require the closing of any streets or parking lots in the City? | ☐ Yes ☐ No<br>*If yes, attach a written description and map of all roads to be closed including closure times and methods.*<br>*Requested road closed: _____ to _____* |
| If yes, list any street(s) and parking lots to be closed. | |
| Will you have food vendors? | *If yes, describe how food will be served and prepared and proof of permit submission. A copy of the Fulton County Health Department's Food Permit can be downloaded from the City's website.* |
| Do you intend to cook food in the event area? | *If yes, specify method.*<br>☐ Charcoal ☐ Gas ☐ Electric<br>☐ Other _____ |

# Security

| | |
|---|---|
| Will your event require overnight security? | |
| Will you require police officers outside of the event time frames listed in this application? | *If yes, please explain.* |
| Please describe your security plan, including crowd control, internal security and venue safety. | *If needed, you may attach a separate Word document to your application.* |
| If applicable, name of licensed professional security company you plan to hire. | *Please contact Sandy Springs Police Department to arrange for off-duty officers.* |
| Address of Company: | |
| Work Phone: | |
| Cell Phone: | |
| Email Address: | |
| Private Patrol Operator License Number: | |

# Medical

| | |
|---|---|
| Have you hired a licensed professional medical service provider to develop and manage your event's medical plan? | ☐ Yes ☐ No |
| Please describe your medical plan, including your communications plan, number, certification levels (MD, RN, Paramedic, EMT) and types of resources that will be at your event and the manner in which they will be managed and deployed. Include set up and tear down times for medical areas. | *If needed, you may attach a separate Word document to your application.* |
| If applicable, name of licensed professional medical service provider you plan to hire. | |
| Address of Company: | |
| Work Phone: | |
| Cell Phone: | |
| Email Address: | |

# Submission

In addition to the nonrefundable application fee, producers of each event are responsible for any additional costs incurred by the City as determined by representatives of each department prior to issuance of the Special Event Permit.

The applicant, and if applicable, the professional event contact, must complete, sign, and date this application and submit along with a copy of a valid Georgia drivers license to:

City of Sandy Springs
Revenue Office
7840 Roswell Road
Building 500
Sandy Springs, Georgia 30350

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understood, and agreed to abide by the rules and regulations governing the proposed special event under the City of Sandy Springs Municipal Code. I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager's designee. I agree to comply with all other requirements of the city, county, state, federal government, and any other applicable entity which may pertain to the use of the event venue and the conduct of the event. In the event that a possessory interest subject to property taxation is created by virtue of this use permit, I agree to pay all possessory interest taxes and the City shall not be liable for the payment of such taxes I further agree that the payment of any such taxes shall not reduce any consideration paid to the City pursuant to this use permit. I agree to abide by these rules, and further certify that I, on behalf of the Organization, am also authorized to commit that Organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the City of Sandy Springs.

As a condition to the issuance of a temporary Special Event Permit, the licensee shall indemnify and hold the City harmless from claims, demand or cause of action which may arise from activities associated with the special event.

I, _____ , Applicant, do solemnly swear subject to criminal penalties for false swearing, that the statement and answers made by me to the foregoing questions in this application for a City of Sandy Springs Special Event Permit, are true, and no false or fraudulent statement or answer is made herein to procure the granting of such license.

_____ _____
Applicant Signature Date

_____ _____
Notary Commission Expires