City of West Point Special Event Application

Application Date _____

Name of Event _____

Location _____

City of West Point
Special Event Application

Please submit this completed application, completed event layout, $25 non-refundable processing fee, and $300 refundable deposit no less than 60 days prior to your requested event date. The processing fee and deposit must be paid individually. Incomplete applications or applications without payment will be returned. Submission of an application does **not** mean your event has been approved. You will be notified within 30 days of your event application date if the event has been approved or denied. Contact City Event Coordinator Dennis Dutton at 706-645-3534 or dennis.dutton@cityofwestpoint.com with questions.

Applications should be mailed/delivered to:

City of West Point
Attn: Special Event Application
PO Box 487
West Point, GA 31833

Application Date: _____

Event Name: _____

First Date Choice: _____ Second Date Choice: _____

Type of Event (circle) Festival Walk/Run Performance Other (specify) _____

Areas Requested (circle) Downtown River Park City Street Other

Estimated Number of Attendees: _____ Estimated Number of Vendors: _____

Estimated Number of Performers: _____ Estimated Number of Vehicles: _____

Set-up Day and Date: _____ at _____ a.m. or p.m.

Event Start Time: _____ a.m. or p.m. Event End Time: _____ a.m. or p.m.
(No start before 8:00a.m. and no later than 11:30p.m.)

Is this an annual event? Yes/No If so, how many years and locations? _____

Note: Changes to any of the above stated/requested times will require approval from the City of West Point.

Person/Organization Completing Application (Individual in charge of management and responsible for event):

Organization Name: _____ Phone: _____

Contact Person: _____ Contact Phone: _____

Business Address: _____ Fax: _____

Email Address: _____ Non-Profit? Yes/No (please provide a copy of your IRS 501(C) tax exempt letter)

Will alcohol be served at event? Yes/No Who will hold the alcohol permit? _____

Will patrons or vendor fees be required? Yes/No If yes, please provide amounts: _____

Event Organizer (Representative of organization who has been authorized to plan event):

Name: _____ Phone: _____

Address: _____ Alt. Phone: _____

Occupation: _____ Fax: _____

Will you be onsite contact? Yes/No If no, onsite contact name: _____

Onsite Contact Phone: _____ Onsite Contact Email: _____

Describe the event and state the purpose or objective (attach additional sheet if needed):

_____
_____
_____

Please describe the event layout and attach a completed layout to this application:

_____
_____
_____

Describe all event equipment included in the layout (tents, tables, chairs, inflatables, vendor trucks, water stations, etc.):

_____
_____
_____

Please note that the City of West Point does not provide tables, tents, chairs, etc. No cars/trucks may be driven in the grass. Please be prepared to unload and load equipment from the parking lot.

Does your event require electricity? Yes/No
Please detail:

_____
_____
_____

Do you plan to use amplified sound? Yes/No
Please detail:

_____
_____
_____

The type and size of event you have determines the level of Police, Park Attendants, etc. required. The City of West Point will work with you to address all concerns but reserves the right to make the final decision related to staffing requirements.

Would you like to request Police be present before, during or after the event? Yes/No

Please detail, including specific dates, times and officers requested. If you plan to hire a private security company to manage your event, you will need to provide the security company's contact information, including their operator license number. The City of West Point will need to approve all outside security companies used at events and will have the final decision in all matters related to safety and security. West Point off duty offices used for security will be pay directly by the event.

_____
_____
_____

If this is a ticketed event, please detail how you plan to maintain crowd control before, during and after event:

_____
_____
_____

Please refer to the Special Events Policy concerning medical staff on site at events. Please note the medical services you plan to have on site for your event, including type of medical personnel and location.

_____

_____

_____

The City of West Point has limited parking available. Please detail your parking/shuttle plan to allow for safe and efficient arrival and departure of all event participants, workers, and vendors. Please keep in mind the need for accessible parking.

_____

_____

_____

Please remember that it is the responsibility of the Event Organizer to apply for all necessary permits related to each event. For assistance with permit questions, please contact Dennis Dutton at 706-645-3534.

By signing this document, I verify that I have read the City of West Point Special Events Application and City of West Point Special Events Policy and will abide by all of the rules and information listed on each document. I also verify that the information on this application is correct to the best of my knowledge.

Indemnification. Upon request to use/rent properties and/or facilities of the City of West Point, the undersigned does hereby agree to indemnify and hold harmless the City of West Point for any claims or purported claims arising by virtue of the use by the undersigned. Facilities and/or properties are described as: City-owned properties, to include: City buildings and parking facilities, City Park, City Trail(s) and all natural water features contained within City properties.

Suitability. Renter acknowledges and agrees that Renter is encouraged to examine and inspect City of West Point Rental Facility to assess its condition, suitability and fitness for Renter's permitted use. Accordingly, Renter acknowledges and agrees that CITY OF WEST POINT MAKES NO EXPRESS OR IMPLIED WARRANTIES OF ANY KIND OR NATURE WHATSOEVER, INCLUDING, WITHOUT LIMITATION, ANY EXPRESS OR IMPLIED WARRANTIES OF SUITABILITY OF FITNESS OF CITY OF West Point FOR ANY PARTICULAR USE, PURPOSE, OR FUNCTION. The right to use the Designated Facility granted hereby is expressly granted on an "AS-IS" and "WHERE-IS" basis only. Renter further acknowledges that the relationship between the parties is not that between a "landlord and tenant" as contemplated under Georgia law.

I have read and understand the rules regarding Facility Usage and verify to the best of my knowledge that all information on this contract is correct. As the Renter, I understand that failure to comply with the above stated rules could result in the loss of my deposit. I understand that any City of West Point Staff or the Park Attendant reserves the right to request rental guest(s) to leave or cancel the event at any time it deems to be in the best interest of the City of West Point.

_____ _____

Signature of Applicant Date

_____

Printed Name of Applicant

SPECIAL EVENT APPROVAL SHEET

.....

_____ _____

Ed Moon, City Manager Date

___Approved

___Denied

___Approved with Conditions

Conditions for Approval: _____

.....

_____ _____

Dennis Dutton, Community Development Director Date

*City Event Coordinator

___Approved

___Denied

___Approved with Conditions

Conditions for Approval: _____

.....

_____ _____

Derick Staley, Fire Chief Date

___Approved

___Denied

___Approved with Conditions

Conditions for Approval: _____

.....

_____ _____

Sammy Inman, Utilities Director Date

___Approved

___Denied

___Approved with Conditions

Conditions for Approval: _____

.....

_____ _____

Roderick Palmer, Public Works Director Date

___Approved

___Denied

___Approved with Conditions

Conditions for Approval: _____

_____ _____

Kevin Carter, Police Chief Date

___Approved

___Denied

___Approved with Conditions

Conditions for Approval: _____

_____ _____

Mike Pitts, Parks and Recreation Date

___Approved

___Denied

___Approved with Conditions

Conditions for Approval: _____

City of West Point
Special Event Policy

Policy Statement

The City of West Point recognizes the importance and benefits of special events and the many positive impacts events can have on the community. This document outlines the application steps and fees associated with an event taking place in West Point.

Any person or entity organizing a large public gathering or special event that requires restricted or exclusive use of public property must first submit a completed special event application, pay all applicable fees, and obtain approval from the City of West Point. Permission to use any public property or park area does not necessarily entitle the renter and guests exclusive use of said facility.

No event using any portion of public property within the City may be advertised until the application has been approved, all required documents have been submitted to the City, and all fees and deposits have been paid. When an event is advertised, the City of West Point logo cannot be used unless it's a Sponsored or Co-Sponsored Event or the renter has received written permission from the City of West Point City Manager's Office.

The City makes areas available for private events that have a purpose consistent with the City of West Point's mission and intent. However, priority scheduling of use of facilities will be given to events and programs that are sponsored or co-sponsored by the City of West Point.

All private events shall pay the established permit fees. No requests for fee waivers will be considered by the City.

Unacceptable events are those that would cause undue inconvenience to visitors of West Point or unduly impact neighborhoods and/or local businesses, could be dangerous to event participants or City facilities, or that are too large to be adequately accommodated in the available or adjacent spaces.

Sponsored and Co-Sponsored Events: The City of West Point is committed to supporting quality special events that proudly recognize our City, promote a sense of pride, and represent the City in a positive manner. The City seeks to participate in, sponsor, and/or coordinate events that provide a benefit to the larger community, create exposure to the community's many attributes, and fit within the capabilities of the area(s) being utilized. Due to the many event requests and the limited resources, the City Manager's Office will determine through the budget process and council approve of the budget which events the City will sponsor or co-sponsor each fiscal year. Requests for co-sponsorship must be submitted to the City of West Point no later than July 1 of the previous fiscal year, for budgetary purposes. (See definition of Sponsored and Co-Sponsored Events, Appendix A). The City of West Point fiscal year begins on January 1 and ends on December 31.

School Events: Local schools will be responsible for paying for personnel related to the event (police, clean-up, set-up, etc.) A certificate of liability insurance, naming the City of West Point as an additional insured, will be required. The City shall have the right to limit the number of school uses per year.

This Policy is intended to work in concert with all other applicable rules, regulations, laws, and ordinances of the City of West Point and other applicable governmental entities.

City of West Point
Special Event Policy

Criteria for Special Event Application Evaluation

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

- Completeness of application and 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 or residences.
- Ability for the park to remain open to users.
- Perceived benefit of event for City of West Point community.
- Likelihood of participation by City of West Point citizens.
- Previous history of event organizer in facilitating special events.
- Ability of event organizer to achieve goals set forth for special events.

All applications shall be submitted to West Point City Hall or Community Development Office. The City will review for completeness and appropriateness and issue a written approval or denial of the application within 30 days of receipt of a complete application. The City Manager is empowered to approve or deny the application based on the City's evaluation criteria. Approval may include conditions or stipulations intended to address or mitigate any potential issues. Written appeals to decisions made by the City Manager may be presented to City Council within 15 calendar days of said decision. All written appeals shall be heard by City Council in its normal course of business within 45 days from receipt. The City's failure to comply with the above-mentioned timeframes will not allow an applicant to use a facility; these timeframes shall serve as a guideline to keep the process moving.

Classes of Special Event Permits

(Estimates of required staff hours to be determined by the City of West Point based on application.)

Class A Permit (Large Event): A Special Event which may require 30 or more extra staff hours by City employees or is expected to draw an approximate number of spectators and participants that is more than 500 persons within a consecutive 24-hour time period.

The City reserves the right to be the final authority regarding estimates of attendance or need for extra staff hours.

City of West Point
Special Event Policy

Application Process

The City of West Point must receive a completed special events application, event layout, processing fee, and park or city street/property use deposit no less than 60 days prior to the requested event date (except in the case of co-sponsored events, which must be received by July 1 of the previous fiscal year). Applications should be mailed/delivered to:

City of West Point
Attn: Special Event Application
PO Box 487
West Point, GA 31833

Processing Fee - $25 non-refundable (required by all applicants)

Park or City Street/Property Use Deposit - $300 refundable
Violations of any park rules, City ordinances, and state laws may result in forfeiture of deposit. Refund will be issued after all outstanding event-related charges have been paid in full.

Fee Payment Schedule

Once a special event application is approved, applicants will be notified. Fees are due at least 30 days prior to the event.

Types of Fees

(See Above)	**Use Permit Fee** (per event day)	**City Staff Fees**	**Deposit** (refundable)	**Insurance Requirement** (Combined single-limit per Occurrence)
Class A Permit	$300	TBD	$300	$500,000

City Staff Fees - Includes fees required for Police (nonevent security), Public Works, Utilities, Event Planning and/or Park Attendants. The City of West Point reserves the right to determine necessary staff requirements. Requests for assistance in the areas of security, traffic control, set-up, clean-up, planning, etc. beyond their normal daily routines may be included on your application. Estimated costs will be based on estimated hours of service, but applicant is responsible for payment of actual hours worked. Police (traffic/security) require a 4-hour minimum. Park Attendants require a 2-hour minimum. These fees are non-refundable and will be paid separately.

If there is no request noted on application, 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.

Deposit - Deposits in the amounts stated above are required for each special event with the exception of City co-sponsored events. This deposit is refundable within 30 days following the event, provided the facility is left in satisfactory condition as described in the event contract and policy, and all event related fees have been paid in full.

City of West Point
Special Event Policy

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.

It is the Event Organizer's responsibility to make arrangements with the City for additional trash receptacles. It is the Event Organizer's responsibility to deposit any trash into appropriate trash receptacles following the event in order to ensure return of the deposit. If the size of the special event warrants additional receptacles, the City will review the application and the organizer will be contacted. It will be the Event Organizer's responsibility to make all arrangements and pay any fees applicable for any additional equipment or services. Dumpster locations shall be approved or determined by the City at time of event approval.

Insurance - A comprehensive liability insurance policy with at least five hundred thousand dollars ($500,000) for Class A permits combined single limit coverage per occurrence for bodily injury and property damage with an endorsement naming the City of West Point, 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 Event 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 in or cancellation of the policy, the City of West Point must be notified by certified mail.

Restroom Facilities - For all events of 4 hours duration or more, portable toilets may be required. Portable restrooms may be required for any special event where alcohol is served or for any type of walk or run. One toilet per 200 persons will 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) and pay any fees. All portable restrooms must be picked up no later than 12 p.m., the first business day following the event. Park or City Street/Property Use Deposit will be forfeited if portable restrooms are not picked up by this deadline, unless approved in writing by the City of West Point prior to the event date. The City of West Point will stock the necessary supplies in permanent restroom facilities prior to and during the event.

Medical - For all events of 4 hours duration or more, medical personnel may be required to be on site. EMT, RN, LPN, or paramedics may serve for Class A permits. Medical supplies are the responsibility of the Event Organizer.

Electricity - Specific requirements for the use of electricity must be submitted with the application. 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 the event based on electric meter readings taken prior to and following each event.

City of West Point
Special Event Policy

Garbage – The City will provide 6, 90-gallon cans under the Class A Permit. Any additional garbage collection or request for additional containers will be at the events expense.

Release and Indemnity - Each applicant must execute the release and indemnity agreement, which is included in the City of West Point Special Event Application. Applicants must demonstrate that they are either personally or organizationally responsible for liability and will guarantee orderly behavior and 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. It is the responsibility of the applicant to read the application form completely and understand fully his/her responsibilities.

Alcohol - Alcohol sales and consumption is permitted only with consent from the City of West Point in accordance with the City's alcoholic beverage ordinance. All required licensing and insurance pertaining to the serving of alcohol must be obtained by the Event Organizer.

No beverages may be served in glass containers. All alcoholic beverages must be served in paper or plastic cups, not to exceed 16 fluid ounces in size or aluminum cans or plastic bottles.

Additional Requirements

Parking - Participants must adhere to all parking regulations for the City of West Point. Public parking is available throughout the downtown area. The 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 West Point. The Event Organizer may not charge for parking in public spaces. All printed publicity should include a diagram indicating available parking locations.

Event Equipment and Layout - Tables, chairs, stages, tents, and other set-up equipment is permitted in the park with prior written approval. A complete layout of the event area, including locations of all tables, chairs, tents, stages, vendor set-up, portable restrooms, parking plans, road closure requests, and other equipment must be submitted with the Special Event Application. Layout approval will be given prior to the event. Tables and chairs will not be provided by the City of West Point. A final layout must be submitted 30 days prior to the event. Once approved, changes may not be permitted.

Sound System - Sound system equipment is not provided, with the exception of co-sponsored events. The City must be notified in writing of any intended use of a sound system during the event. Sound System requirements should be provided on the event application and all amplified sound and/or concerts must conclude by 11 p.m. EST.

City of West Point
Special Event Policy

Grounds - Stakes are not allowed on any tents, inflatables, etc. and therefore must be secured with weights or other measures. Damage to the grass, landscape or irrigation system due to high traffic or improper preparation is the responsibility of the Event Organizer. Vehicles may not be driven onto Downtown West Point River Park or City Street/Property grass at any time. Golf carts or Gator vehicles are permitted but should be noted on the Event Application.

Fire Safety Plan - 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 West Point Fire Department. Applicants will be required to include any additional information required by the West Point 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. Any tent more than 400 square feet (or 200 square feet, if sides will be on the tent) will need a Fire Chief inspection prior to the event opening to the public. Please contact West Point Fire Department for instructions concerning tent inspections.

Food Sales - Any intention to sell food must be indicated on the application. All vending equipment should remain on the brick or concrete sidewalk if possible, not on the grass. If Event Organizer intends to have food booths on the grass in Downtown West Point River Park or City Street/Property, this must be noted on the event layout for approval. Vehicles may not be driven onto the grass. No vendors will be allowed to use grease in the park unless they are in a self-contained cooking trailer. Any vendor using grease in a self-contained trailer will need approval two weeks prior to the event date. All grease should be disposed of properly and not disposed of on City property. No cooking or food sales are permitted outside the park on the sidewalk. It is the responsibility of the Event Organizer to contact the Health Department and obtain any necessary permits. Additional vendor requirements will be issued upon event approval. No beverages may be distributed in glass bottles.

Alterations to Park - 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 reserves the right to regulate placement and method of placement of items or structures in Downtown West Point River Park or City Street/Property. Any tents, inflatables, etc. erected in the park must be secured with a weight system and shall not be secured with stakes or any other means that would require installation into asphalt or grass.

It is the responsibility of the Event Organizer to remove all items from the event immediately following the conclusion of the event. This includes tents, trash, trailers, dumpsters, or any other items brought into the event area. Items not removed by 12 p.m. the following business day will result in a forfeiture of the Park or City Street/Property Use Deposit unless Event Organizer has received written permission from the City of West Point for an extension.

City Ordinances and Park Rules - All applicants must adhere to all City Ordinances and posted Park Rules, with the exception to any items that were specifically noted on the Event Application that received written permission. A copy of the Park Rules and Guidelines are available at www.cityofwestpointga.com.

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

City of West Point
Special Event Policy

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.

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 Chief of Police or his or her designee shall have the authority to close any event immediately upon violation of the conditions set forth herein or to preserve safety of persons or property.

Parades/Other Permits - This application is for Special Events in Downtown West Point River Park or City Streets/Property. Any organizer interested in parades affecting city streets must contact the West Point Police Department at 706-645-3525 for a separate permit.

Modification of Policies - The City reserves the right to waive, modify, and/or amend these Policies, partially or in its entirety, at any time solely at the City's discretion.

City of West Point
Special Event Policy

Appendix A - Definitions

Special Event **-** Any activity sponsored by an organization or individual for profit or non-profit, other than the City of West Point, 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, 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.

Sponsored Event **-** Any events sponsored by the City are not charged any fees for the use of areas or for usage of any equipment and staff. The City of West Point Event Coordinator will be involved in the planning of sponsored events and the City of West Point logo will appear on all marketing materials related to the event.

Co-Sponsored Event **-** Requests for co-sponsorship must be submitted to the City Manager's Office no later than July 1 of the previous fiscal year, for budgetary purposes. Events co-sponsored by the City of West Point may be charged based on city staffing needs. Any other applicable permits and policies will apply. The Event Coordinator may be involved in the planning of the event and will act as a liaison for the City. The City of West Point logo will appear on all marketing materials related to the event, and the City of West Point will be listed as a co-sponsor. There will be a mandatory event orientation meeting each year for all approved co-sponsored events. One representative from each organization must attend this information meeting. All co-sponsored events will include a post event meeting held at West Point City Hall within 30 days after the event date. This meeting will include an overview of the event, including all income and expenses.

City Support Services **-** Services provided by the City of West Point 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, Park Attendants, etc.

Event Coordinator **-** City of West Point Community Development Director, or designee, is responsible for overseeing the application process and obtaining acceptance or denial based on input from appropriate City departments. The City Event Coordinator will act as a liaison between the Event Organizer and affected departments within the City of West Point as may be necessary.

Event Organizer **-** Person(s) designated as the authorized head of the organization or individual responsible for the proposed event.

Public Assembly **-** Any meeting, demonstration, picket line, rally, or gathering as defined by the City's Parade and Assembly Ordinance that does not require restricted or exclusive use of any portion of a facility as a Special Event.

Ticketed Event **-** Any Special Event in a City facility that requires a fee to be paid by a patron to enter or participate in the event.

Quasi-governmental Agencies **-** An organization created by local legislation, statute or ordinance where its Board members are appointed by the governing body of a political subdivision of the State or one or more individual members comprising said governing body.