

Introduction

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 on public or private property that affects the ordinary use of public streets, rights-of-way or sidewalks. Special Events may include, but are not limited to, activities such as arts festivals, film productions, 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 Special 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. If an event in a City Park does not impact a City street and all parking will be onsite, then only a permit for park use is required. Generally, Event Sponsors must submit applications at least one (1) year in advance of the Special Event, but no later than one hundred – twenty (120) days prior to the Special Event. An application for a Film Production Special Event Permit shall be filed at least five (5) days in prior to the date the filming is scheduled to take place.

Note: Special Events planned in the area of City Springs (especially runs, walks, festivals), could be impacted by road construction in that area. Event Sponsors are encouraged to check in advance to make sure the location is available for use.

Subpart A, Chapter 50, Article IV of the City's Code provides additional guidance regarding Special Events.

Events conducted at City Springs must follow the City Springs Event Policy and contract requirements. Applicants must apply through the Performing Arts Center management.

Definitions

Event Sponsor. Any person responsible for planning, producing and conducting a Special Event.

Film Production. Includes motion picture, television, video, educational film, and photography. No more than one (1) Film Production Special Event Permit shall be issued quarterly for any one (1) residential location and no more than fourteen (14) consecutive days in duration, unless previously requested and approved by the City Manager.

Food Truck (Mobile Food Unit). A food and beverage establishment that is a vehicle mounted unit, either motorized or trailered, and readily movable, without disassembling, for transport to another location.

Special Event. Any organized for-profit or non-profit activity having as its purpose entertainment, recreation and/or education which (i) takes place on public property, or (ii) takes place on private property but requires special public services, and which is permitted by the City under this policy. Gatherings or activities that take place on private property and that make no use of City streets, other than for lawful parking, are not subject to the provisions of this article, but shall comply with all other requirements specified by ordinance as to the use of residential property or commercial property. No Special Event other than film production, as defined above, shall be allowed to exceed six (6) days in any thirty (30) day consecutive period of time. Film Productions are also classified as Special Events.

Events on City parks are managed by the City of Sandy Springs Recreation and Parks Department under "Parks use" Guideless unless the events will require the closure of a public street.

Any event conducted by the City of Sandy Springs shall be exempt from the Special Event Policy.

Special Event Committee. A team of representatives from each City department whose services would be impacted by the Special Event, including but not limited to the ordinary use of parks, public streets, rights-of-way, or sidewalks and to make recommendations and allowances. The Special Event Committee will review the application and recommend in writing any conditions or restrictions deemed necessary. Special conditions or restrictions recommended by the City Manager, or his designee, shall become a condition of the Special Event Permit.

Special Event Permit. Special Event Permit, when used hereafter, shall mean and include film production special event permit unless specifically stated otherwise.

Vendor. Any person or persons or entity who engages in the sale to the public of any food or food products, goods, services, or merchandise of whatever nature from any location, either mobile or stationary, on a temporary itinerant basis on any public street, sidewalk, or right-of-way as an authorized participant of the Special Event.

Special Event Permit Fees

The City of Sandy Springs classifies Special Events using a tier system. If an event meets a minimum of one of the categories described below, a Special Event Permit application must be submitted. Additional fees are required for any Special Event that will require road closures, serve alcohol, or have fireworks. Film Permits and Food Trucks are discussed in later sections of this policy.

Event Permit Level	Permit Fee (nonrefundable)	Alcohol Fee	Inspection Fee	Sanitation Fee (refundable)	Insurance Requirements (combined single limit per occurrence)
Tier 1 -Under 500 participants	\$250.00	\$50.00	\$25.00	\$300.00	\$500,000.00
Tier 2 - 501- 2,000 participants	\$300.00	\$50.00	\$25.00	\$500.00	\$500,000.00
Tier 3 -2,001-5,000 participants	\$350.00	\$50.00	\$25.00	\$750.00	\$500,000.00
Tier 4 -greater than 5,000 participants	\$400.00	\$50.00	\$25.00	\$750.00	\$1,000,000.00

Film Permits	\$250.00 (per day)	n/a	n/a	\$300.00	\$1,000,000.00
*Food Trucks	\$100.00		\$100.00		

* If not a City of Sandy Springs licensed vendor

** Events of any size that include fireworks will include an additional \$250.00

A cash bond may be determined to be appropriate by the City, and in this event the City shall advise the Event Sponsor of the amount, and this bond shall be remitted to the city before the Special Event Permit is issued. Bond shall be in the form of cash, certified check or letter of credit.

The initial Special Event Permit fee shall be paid in full prior to the issuance of the Special Event Permit, and no later than seventy-two (72) hours prior to the date of the Special Event.

No Event Sponsor of any Special Event, except as may otherwise be provided herein, shall be exempt from the payment of the appropriate fees and charges required under this article.

Should an Event Sponsor desire to have use of any equipment owned by the City, such as barriers, traffic cones, and the like, an additional fee shall be paid so as to cover the reasonable cost for use of the equipment, as well as the delivery and return of the items by City employees.

Food Trucks (Mobile Food Units) that are not a part of a Special Event, are regulated according to the City Code Section 1: Chapter 26 Article 9. If a Mobile Food Unit is to be included in a Special Event that shall be identified in the Special Event application.

Notwithstanding any provision to the contrary, the Event Sponsor of any Special Event associated with and benefiting the cause of a charitable organization, recognized as such by the Internal Revenue Service under section 501(c)(3) of the Internal Revenue Code, shall be excused by the City Manager from the Special Event Permit application fee requirement, but may be required to post the bond as described previously. Criterion to be considered in determining the appropriateness of requiring a bond shall include the impact of the Special Event on the cost of services to be provided by the City and on the general public health, welfare, or safety of the city.

Submitting the Special Event Permit Application and Fees

The review and approval process begins when a completed Special Events Permit application, associated permits and fees, and the non-refundable application fee are submitted to the City of Sandy Springs Department of Community Development. These materials must be received no later than one hundred-twenty (120) days prior to the actual date of the Special Event, and may not be received earlier than one (1) year prior to the Special Event. The City highly encourages individuals to submit applications for large, annual Special Events between October 1 through December 31 of each year to provide staff the opportunity to review for calendar conflicts and the availability of City staffing (police, fire, etc.). All submissions are reviewed on a first come, first serve basis. When the City receives applications for similar events requesting the same date, the completed application received first will secure the date. Submitting the application, required permits, and fees is not to be construed as approval or confirmation of your event.

After the Application is Submitted

The City requires ninety (90) days to review the Special Event Permit application. During the review period, the Special Event Committee may contact the Event Sponsor regarding pending documents (e.g. certificate of insurance, food permits, etc., though the City must receive these items before final application approval and issuance of a Special Event Permit. Delays may occur if the Special Event requires a special meeting, a special route, or additional clarification. The City will make every effort to complete the initial review in a timely fashion, but no later than thirty (30) days prior to event schedule if everything is submitted correctly and completely by the Event Sponsor. The Event Sponsor must not begin advertising the Special Event until the application is approved and a Special Event Permit is issued. **Submission of an application does not equate to permit approval.**

Following Application Approval

Approval of the application does not automatically reserve City resources or staff. It is the Event Sponsor's responsibility to coordinate the necessary resources to ensure the Special Event is successful. The Special Event may be impacted by unforeseen circumstances. The Event Sponsor should stay in contact with the City throughout the Special Event planning process.

Permit Conditions

All Special Events Permits are subject to the following conditions:

- It unlawful for a Special Event to occur in the city without having first obtained a permit for such Special Event.
- All Special Event Permits are temporary and shall not vest in the holder any permanent property rights in a permit.
- The location of a Special Event must comply with all existing zoning requirements of the City, and there must be sufficient lawful parking available. A Special Event Permit application shall be subject to review of the director of the Community Development Department to determine compliance with the City's zoning requirements. Administrative exceptions are subject to the approval of the City Manager.
- Parades, marches, and processions shall follow such designated route or routes as may be on file with the City Manager and shall be preceded by a police vehicle.
- Unless specifically provided otherwise, a Special Event is subject to and must comply with any and all other applicable ordinances of the City.

Possible Reasons for Denial or Revocation 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 Special Event will disrupt traffic within the city beyond practical solution.
- The Special Event will unreasonably interfere with access of firefighting equipment and fire hydrants, or other first responder needs.
- The location of the Special Event will cause extreme hardship to adjacent businesses or residents.
- The Special Event will require the diversion of enough City employees that allowing the Special Event would unreasonably deny service to the remainder of residents. This includes City Holidays.
- The Special Event will interfere with another Special Event for which permits have been issued.

- The application, permits and application fee were not properly submitted.
- A reoccurring Special Event that did not leave the site clean, pay for City services, notify surrounding businesses and residences, or in any way disregard the application and permit requirements.
- Anything the City 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 thirty (30) days prior to the Special Event date.
- Failure to submit the Special Event Permit application a minimum of one hundred-twenty (120) days prior to the Special Event date.
- Estimated attendance of the Special Event is too large for the requested venue.
- The Special Event may interfere with other City activities or the use of the facilities by City residents.
- Failure to coordinate with appropriate City departments.
- Failure to coordinate with appropriate County and State agencies.

Should a Special Event Permit application be denied or a Special Event Permit revoked, the Event Sponsor shall be notified in writing of the denial.

Appeals

Any Event Sponsor whose Special Event Permit application has been denied or revoked may request in writing a review of this decision by the city manager. This request must be in writing and received by the Assistant City Manager within five (5) days of the Special Event Permit denial or revocation.

The Assistant City Manager shall review the application and reasons for the denial or revocation of the special Event Permit and shall issue a decision, within five (5) days, whether to uphold or reverse the previous decision and grant or reinstate the Special Event Permit with such additional conditions as the city manager may deem justified by the evidence.

Should the Event Sponsors be dissatisfied with the decision of the Assistant City Manager, an appeal may be filed with the Sandy Springs City Council within five (5) days of the decision of the City Manager. The Council shall set a hearing date within thirty (30) days of receiving an appeal. At the hearing, evidence may be submitted by the Event Sponsor addressing why the Special Event Permit should have been granted or not revoked, and by the Assistant City Manager addressing why the Special Event Permit was denied or revoked. The City Council shall determine whether the denial or revocation of the Special Event Permit is justified, or it may reverse the previous decision and grant or reinstate the Special Event with such additional conditions as deemed justified by the evidence.

Liability

At the discretion of the City, prior to issuance of a Special Event Permit, the Event Sponsor shall provide to the City proof of comprehensive liability insurance naming the City as an additional insured. The insurance requirement is a minimum of \$300,000.00 personal injury per person, \$1,000,000.00 maximum, and \$100,000.00 property damage against all claims arising from permits issued pursuant to this article.

The Event Sponsor of any Special Event shall provide a written agreement in a form satisfactory to the City providing the Event Sponsor shall defend, pay, and save harmless the City, its officers, employees, and agents from liability of all personal or property damages arising from any acts or omissions emanating from the Special Event and from any and all claims, attorney fees or lawsuits for personal injury or property damage arising from or in any way connected to the Special Event. The agreement shall be filed with, and made a part of, the application form.

The City, its officials, employees, or agents shall not incur any liability or responsibility for any injury or damage to any person in any way connected to the use for which the permit has been issued. The City, its officials, employees, or agents shall not be deemed to have assumed any liability or responsibility by reasons of inspections performed, the issuance of any permit, or the approval of any use of the right-of-way or other public property.

Key Points

Alcohol: If alcohol is to be served or sold, the Event Sponsor must take 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. The serving of alcohol on public property requires the appropriate state permits. For Special 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 served. Additionally, the holder of a resident or nonresident license to sell and dispense alcoholic beverages shall obtain an off-premises license and event permit for pouring alcoholic beverages for an authorized function or event as provided in Alcoholic Beverage Ordinance if he/she is authorized to participate by the Event Sponsor.

City Parks: A Facility Event Questionnaire must be submitted to the Sandy Springs Recreation and Parks Department. If the event requires closure of a street, then the Event Sponsor must also submit a Special Event Permit application as described in this policy.

City Springs: Special Event as defined previously does not include those activities which take place on the City Springs property, which shall instead be subject to the City Springs Special Event Policy.

Enforcement: City of Sandy Springs Police, Code Enforcement and/or Recreation and Parks personnel may request that a resident or Special Event participant leave any park or public facility for violation of rules and regulations.

Event Signs and Banners: Permits are required for temporary signs. This requires a separate approval process, which is managed by the Community Development Department. Special Event Permit applications with signage must provide a legible site plan that includes the number, size and height, and placement locations of each sign and/or banner. Applications requesting permission to

place signs and/or banners on private property must include a permission letter from each respective property owner. Applications requesting to place signs and/or banners within public rights-of-way should refer to the approved locations list provided by the City. See Article XXXIII of the City's Zoning Code for additional information. See "Banner Policy" for banner rules.

Fireworks: Fireworks are not permitted without prior approval from the City of Sandy Springs Fire Rescue Department. The Event Sponsor must apply for a county fireworks permit through the Fulton County Probate Court at least thirty (30) days prior to the Special Event. The City of Sandy Springs must have a copy of the county-issued fireworks permit before the Special Event Permit can be approved. Additionally, the person to be performing the firework display shall be pyrotechnics licensed and qualified in the state of Georgia.

Filming on Private Property: See Film Production Special Event Permit (attached).

First Aid and Medical: Special Events may require provisions of first-aid and medical personnel.

Food Vendors: Permits are required from the Fulton County Health Department for food vendors. Please consult with Sandy Springs Hospitality & Tourism 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: Special Event activities are prohibited after 11 p.m. in residential areas, after midnight in commercial areas, and before 8 a.m. in any area. The use of loudspeakers, amplified music, bullhorns or public address systems during Special Event hours are strictly regulated. Start times before 8 a.m. require special approval. Set up and tear down may occur outside of Special Event hours, subject to approval by the City.

Insurance (non-filming): Event Sponsors 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 Sponsors and staff, VIPs and attendees may be eligible for special rates for lodging through Sandy Springs Hospitality & Tourism. Most Special Events are eligible for additional complimentary services and special promotion and publicity through Sandy Springs Hospitality & Tourism.

Noise: Special Events must comply with the City's Noise Ordinance, unless granted an exemption is provided throughout the Special Events Permit process. Failure to comply with the City's Noise Ordinance may result in the early termination of the Special Event and revocation of the Special Event Permit.

Non-profit Entities: Under Article IV, Section 50-112 of the City's Code of Ordinances Chapter 50 – Streets, Sidewalks and other Public Places, entities recognized as a 501(c)3 non-profit organization holding a Special Event to benefit the charitable organization are exempt from the City's Special event permit fee. However, this does not exempt the non-profit from any state-required permit fees such as alcohol permits, City equipment, or public safety employees.

Permit Posting: Special Event Permits should be posted at greeting areas or main entrances at the Special Event. Note that these permits must be maintained on-site throughout the Special Event and presented upon request.

Recycling: Recycling services are available at the Sandy Springs Recycling Center located at 470 Morgan Falls Road. Contact Keep Sandy Springs North Fulton Beautiful at 770-551-7794 or visit www.keepnorthfultonbeautiful.org for additional 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 Event Sponsor must clean the rights-of-way or public property of all rubbish and debris, returning it to its pre-event condition within twelve (12) hours of the conclusion of the Special Event. If the Event Sponsor fails to clean up such refuse, cleanup will be arranged by the City and the costs charged to the Event Sponsor.

Road Closures and Race Routes: Special Events that require road closures require City resources.

Security: Event Sponsors may be required to hire police and/or fire rescue officers to provide for security, safety and/or traffic control.

Smoking: Smoking is not permitted in any City park or in any public facility.

Tents: A tent or multiple tents having an area in excess of 400 sq. ft. or canopies (tents without sides) in excess of 700 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 ft. x 10 ft. 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. Special Events that require more than one (1) 10 ft. X 10 ft. or 20 ft. X 20 ft. tent must provide a detailed layout of the tents on the site plan. Special Events requiring more than one (1) 10 ft. X 10 ft. or 20 ft. X 20 ft. tent may incur additional fees.

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. Events Sponsors must complete an Application for Tent Permit and submit with the Special Event Permit application. Fire inspections may be scheduled by contacting the Fire Marshal's Office at (770) 206-4358 or fireinspections@sandyspringsga.gov. Please schedule inspections at least one (1) business day in advance of the Special Event.

Traffic and Parking: On-site parking for the Special Event 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. Special 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.

Beacon/Spot/Search Lights. These must be identified in the Special Event Application and may only be used in commercial areas at locations such as movie or performance theaters. They may not be permitted in residential areas. With the approval of the City Manager, these may also be used for events, which were formerly reviewed as Special Events, such as The Jewish Film Festival. Submission of an application and payment of a \$50 review fee is required.

Temporary No Parking Signs. At the discretion of the Police and Public Work Departments organizers may be required to erect temporary no-parking signs.

Security

The Event Sponsor is required to provide a safe and secure environment for the Special Event. This is accomplished through pre-planning and anticipating potential problems and concerns related to the Special Event activities and the surrounding environment. The size, time of day, and location of the Special Event, as well as the overall activities, are all areas that need to be analyzed in depth and addressed through the Special Event's security plan. The number of officers and length of time required is determined based on a number of factors including, but not limited to, road closures, alcohol served at the Special Event, time of day, type of event and estimated attendance. The Event Sponsor is strongly encouraged to contact the Sandy Springs Police Department and Fire Rescue Department as early as possible during the planning process to discuss security requirements, pricing and logistics. **Note: All security companies used for Special Events shall be subject to the approval of the City of Sandy Springs Police Department and Fire Rescue Department, not to be unreasonably withheld.**

Barriers

Barriers may be required when, at the sole discretion of the City, it is determined there is an increased risk to the safety and security of persons and property. Barriers must be designed to prevent vehicle ingress into the event space. For additional information, refer to the "Special Event Roadway Barrier Guidelines" and "Compliant Special Event Traffic Control Devices."

Medical

The City of Sandy Springs has final authority to determine Special Event medical services requirements. Event Sponsors must include location of First Aid and Medical Services in the Special Event site map/route plan. Medical services arrangements are subject to the approval of the Sandy Springs Fire Rescue Department. Sandy Springs Fire Rescue are available to provide assistance arranging for off-duty EMS personnel, for which there may additional costs.

Event Parking/Shuttle Plan

It is important that the Event Sponsor plan for the safe arrival and departure of attendees, participants and vendors. The Special Event Permit application must include parking and/or shuttle plans that are suitable for the Special Event site and logistics. The parking and/or shuttle plan must include accessible parking and/or access points for attendees, while leaving accessible parking for surrounding business and residents at all times. **The City may require the Event Sponsor provide on-site staff or hire off-duty police officers to ensure compliance with the approved parking plan.**

Parking and shuttle signs must include the date of event, time and date of closing, re-opening, and event contact information. The event organizer will need to print signs in 11 in. x 17 in. with large font. One parking sign is required every 30 ft. to 50 ft. on each side of the road, if applicable, depending on event location.

Temporary "No Parking" signs may be required by the City depending on the location of your event. Temporary signs must be posted twenty-four (24) hours in advance of the Special Event.

Road Closure and Event Notification for the Public

The type of event determines the level of required Police, Fire, and Public Works staff presence. The City will assist the Event Sponsor to address security and safety concerns. The City reserves the right to make the final ruling on any security and safety related decisions. If the Special Event is approved, as the event organizer, the Event Sponsor is responsible for notifying all businesses and residences along the route or Special Event area. Additionally, the Event Sponsor must provide all equipment and labor to accomplish the closing. Below is a list of required road closure processes that must be submitted to the City. The Event Sponsor is required to furnish all traffic control devices meeting MUTCD requirements. City traffic control devices **will not** be provided for the Special. **(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.)**

Roswell Road, I-285 and GA 400 are State highways. No application for the use of these roads will be considered by the City without the express written permission of the Georgia Department of Transportation. Documentation of such permission must be submitted by the applicant with the Special Events Permit Application. Approval of use of these roads by the Georgia Department of Transportation does not guarantee the City's approval of the Special Events Permit Application.

An additional list of public notification steps may be necessary depending on the details of your event.

Road Races

Six (6) 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.

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

Note: The Special Event maybe subject to being moved or declined if any roadwork is in process.

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

- With your completed application, submit a word processing file with a description of your Special Event, a road closure description, the exact times of closure and a PDF map detailing the closure. Post the same road closure information on your website.
- Thirty (30) days prior to the Special Event date, e-mail, mail, or hand-deliver road closure text description with the accompanying map to all businesses and residents within one (1) mile of the Special Event and/or road closure. This includes, but is not 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 the site and traffic plans, the City will designate the number of VMS signs required for the road closure, if applicable. Scheduling and payment must be made directly with the VMS company. A list of VMS vendors is available from the City of Sandy Springs.
- The Event Sponsor may be required to submit a detailed Traffic Control Plan showing all personnel and 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 (15) minutes. List this phone number on all public notifications above.

Film Production Special Event Permit

Special Event Permits for Film, Television and Movies

Sandy Springs is a production-friendly city. The City welcomes and encourages film, television and movie productions within the city limits, and classifies them as Special Events. As such, production companies must complete the relevant sections of the Film Production Special Event Permit application. The guidelines described below should be followed by any individual or company interested in film, television, or movie production on public or private property in the City of Sandy Springs. Approved applications are provided a Film Production Special Event Permit.

1. Request permission to use property for film production or photography at least five (5) days in advance of the production. The minimum processing time for a Film Production Special Event Permit request is two (2) days; however, processing time may take longer depending on the type and intensity of the Film Production.
2. Contact affected business and property owners, and obtain their permission to use the surrounding property. Written notification must be provided to surrounding property owners, and written approval from property owners must be obtained and provided with the Film Production Special Event Permit application when private property is being used. Additionally, the Event Sponsor is required to obtain at least 85% of signatures from surrounding properties within the two (2) block radius (north, south, east and west) of the production site.
3. If permission is granted by the City, a written Film Production Special Event Permit will be issued, which will include the time, date and location of filming and acceptable activities within the scope of the Film Permit. The Film Production Special Event Permit will need to be on location for the duration of the Special Event.
4. The City of Sandy Springs logo may not be included in the Film Production 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 four (4) hours per day.** Requests for off-duty Sandy Springs police officers can be arranged by contacting the Sandy Springs Police Department at (770) 551-6900.
6. Written notification to property owners affected by any blocked public roadway must be provided at least forty-eight (48) hours prior to the production.
7. Upon receipt of the Film Production Special Event 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 an additional insured.**
8. Upon completion of Film Production, all materials and debris shall be entirely removed and the rights-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.** Contact Sandy Springs Fire Rescue for assistance with identifying EMS personnel at 770-730-5600.
10. **Sandy Springs Fire Marshal, Police Department and Code Enforcement officers 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. This approval may take up to three (3) weeks in addition to the City's review/processing time. Catered and/or pre-packaged food is not subject to this provision.
12. A pyrotechnics/special effects permits application shall be submitted to the Fire Marshal's Office for approval if pyrotechnics are being used.
13. No film permit may be granted for a period of greater than ten (10) consecutive calendar days.
14. For any property or address only one film permit shall be granted per quarter, and the beginning date of one permit shall be no sooner than sixty (60) days after the end date of the previous permit. For purposes of this section, quarters are January – March, April – June, July – September, and October – December.

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, and road closure map, and a list of business and/or residents notified. Once ALL these steps are completed and your event is approved, we will list the information on the Community Calendar of the City of Sandy Springs' website to further notify the public.

Introduction

The City of Sandy Springs welcomes and encourages events at City Springs. A City Springs Event is any activity that occurs on the City Springs property and certain surrounding property, the boundaries of which are described below in the definition of City Springs. All City Springs Events are managed by the Performing Arts Center Management Office, including events at the Performing Arts Center, the Studio Theater, Conference Center, and City Green. All applicants for a City Springs Event must apply through the PAC GM.

Definitions

City Springs. The area of the city encompassed by the following: "beginning at the southeast corner of the intersection of Sandy Springs Circle and Johnson Ferry Road and traveling eastward along the southern right-of-way of Johnson Ferry Road to the intersection with Roswell Road, then traveling southward from the intersection of Johnson Ferry Road with Roswell Road along the western right-of-way of Roswell Road to the intersection with southern right-of-way of Mt. Vernon Road, then traveling westward along the southern right-of-way of Mt. Vernon Road to the intersection with the eastern property line of the city owned parking lot, then south along the eastern property line of the city owned parking lot to the intersection with Hilderbrand Drive, then west along the northern right-of-way of Hilderbrand Drive to the intersection with the western right-of-way of Bluestone Road, then traveling northward along the western right-of-way of Bluestone Road to the intersection with the southern right-of-way of Mt. Vernon Road, then traveling westward along the southern right-of-way of Mt. Vernon Road to the intersection with eastern right-of-way of Sandy Springs Circle, then traveling northward along the eastern right-of-way of Sandy Springs Circle to the point of beginning." City Springs shall not be deemed to include establishment not physically located with the designated City Springs area.

City Green. The park and lawn area at City Springs bounded by Mount Vernon Road, Bluestone Road, and Galambos Way.

Event Promoter. Any person responsible for planning, producing, and conducting a City Springs Event.

City Created Event. An event developed, promoted, and operated by the City of Sandy Springs. Examples are Veterans Day, July 4th Fireworks, Martin Luther King Celebration, Sparkle City Springs.

City Sponsored Event. An event produced by an event promoter, but where the City has a supportive interest. Examples are Movies by Moonlight, the Sandy Springs Festival, etc.

Performing Arts Center Managed Event. An event developed, promoted, and operated by the Performing Arts Center Management Office.

Private Event. An event developed, promoted, and operated by an event promoter, be that an individual, organization, or corporation (either for-profit or non-profit).

Non-profit Organization. A legally established 501(c)3 organization.

Vendor. Any person or persons or entity who engages in the sale to the public of any food or food products, goods, services, or merchandise of whatever nature from any location, either mobile or

stationary, on a temporary itinerant basis on any public street, sidewalk, or right-of-way as an authorized participant of the City Springs Event.

Mobile Food Unit (Food Truck). A food and beverage establishment that is a vehicle mounted unit, either motorized or trailered, and readily movable, without disassembling, for transport to another location.

Planning Events at City Springs

All individuals or organizations interested in hosting a City Springs Event are required to submit an inquiry via the Rental Request Form on the City Springs website. Event Promoters should reference the Booking Policies and Procedures on the City Springs website for full details on securing dates at City Springs for events.

A full schedule of rental fees is available on the City Springs website. Rental fees include access to the space, utilities, support from the PAC Management Office, in-house marketing elements, and all items on our house inventory. Rental fees do not include part-time staffing (ushers, stagehands, security, police, ticket sellers, EMTs, cleaning, electrician), technical equipment, pianos, box office fees, outside marketing platforms, and other variable expenses as agreed upon per the contract. The best way to plan financially for an event is to discuss the event requirements with a SSPAC staff member who can translate those needs into an estimate.

City Springs Event Fees

Fees are changed for all events other than City Created Events. Due to the requirements of the bond issuance used to pay for the Performing Arts Center, fees may not be waived for any use. Anyone conducting an event on City Springs property must arrange for all required services and rental through the PAC Management Office. No event promoter of any City Springs Event, except as may otherwise be provided herein, shall be exempt from the payment of the appropriate fees and charges required under this article.

Insurance and Liability

Upon request of the PAC Management Office, Event Promoters holding events at City Springs may be required to provide a public liability policy with coverage limits no less than \$1,000,000 each occurrence / \$2,000,000 policy aggregate. A Certificate of Insurance noting the coverage limits above, and naming the Licensor, Global Spectrum, City of Sandy Springs, the City of Sandy Springs Public Facilities Authority, and their trustees, directors, officers and employees as additional insured, must be received no later than fourteen (14) days prior to the event. City Springs Events cannot take place without the above policy and certificate.

Regardless of insurance coverage, client shall indemnify and hold harmless the Sandy Springs Performing Arts Center, the City of Sandy Springs, the City of Sandy Springs Public Facilities Authority, and their directors, officers, employees and agents from all losses, liabilities, claims, demands, suits, actions,

payments and judgments arising in any way from the use of the facility or any other facilities by client and its employees, agents, contractors, subcontractors, customers, guests or other persons using the facilities as a result of the contract, including any and all expenses, costs, attorneys fees incurred by the City and other indemnified persons or entities in the defense of any suit or claim. The PAC Management Office is not responsible to client for the loss of any personal property by the guests or employees of client.

The client is responsible for any equipment or building damage that occurs as a direct or indirect result of preparing, producing, or striking the event, including accidental damage by PAC personnel under the direction of the presenter, the artist, or his/her representative.

Contracts and Approvals

It is unlawful for an event to occur at City Springs without having first obtained all necessary approvals for such event, including a fully executed license agreement as issued by the PAC Management Office. All license agreements for City Springs Events are temporary and shall not vest in the licensee any permanent property rights. Unless specifically provided otherwise, a City Springs Event is subject to and must comply with any and all other applicable ordinances of the City.

PAC Management and the City of Sandy Springs reserve the right to deny a request for a City Springs Event, or to revoke a license agreement for any contracted event, 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 firefighting equipment and fire hydrants, or other first responder needs.
- The event will require the diversion of enough City employees that allowing the City Springs Event would unreasonably deny service to the remainder of residents. This includes City Holidays.
- The event will present unreasonable interfere with another previously contracted event at City Springs.
- The application, contracts, deposit, and insurance certificate were not properly submitted.
- A reoccurring event that did not leave the site clean, pay for services, or in any way disregard the application and contract requirements.
- Any event deemed 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 thirty (30) days prior to the event date.
- Failure to execute a license agreement for the event a minimum of sixty (60) days prior to the event date.
- Estimated attendance of the event is too large for the requested venue.
- The event may interfere with other City activities or the use of the facilities by City residents.
- Failure to coordinate with appropriate City departments.
- Failure to coordinate with appropriate County and State agencies.

Key Points for Event Promoters

Alcohol at City Springs: Alcoholic beverages are only permitted in the defined City Springs area pursuant to Chapter 6, Division 6 (Special Provisions and Exceptions within City Springs) of the City Code. No other alcoholic beverages may be purchased, consumed, or brought in the defined City Springs area without the express permission of the City. In its sole discretion, the City may exclude alcoholic beverages otherwise compliant with Chapter 6, Division 6 from any area in City Springs as it may designate and demarcate. In the event of such demarcation, the City may permit alcoholic beverages within such demarcated area as may be purchased within such demarcated area by any duly licensed vendor. The City or its agent, in their sole discretion, may allow the license to sell alcoholic beverages within any such demarcated area to be held by the sponsor of an event within such area, and such sponsor shall be subject to all other applicable laws, policies and regulations governing same. Any alcoholic beverages purchased pursuant to this division may be excluded from any outside area within City Springs as may be designated and demarcated by the City.

First Aid and Medical: City Springs Events may require provisions of first-aid and medical personnel. This must be coordinated through the PAC Management Office. The PAC Management Office, in coordination with the Sandy Springs Fire Rescue Department has final authority to determine medical services requirements for City Springs Events. Medical services arrangements are subject to the approval of the Sandy Springs Fire Rescue Department. Sandy Springs Fire Rescue personnel are available to provide assistance arranging for off-duty EMS personnel, for which there may be additional costs.

Food Vendors: The PAC Management Office employs an in-house Food and Beverage staff with exclusive rights to sell and distribute food and beverage at City Springs. Event promoters with special food requirements are required to coordinate all food and beverage needs through the PAC Management Office.

Smoking: Smoking is not permitted at City Springs or in any public facility.

Traffic and Parking: On-site parking for the City Springs Event is permitted in designated areas only. The Fire Marshal requires that all entries, exits and fire lanes be maintained. For outdoor events at City Springs where event plans may compromise traffic flow around City Springs, a complete traffic plan (with parking and shuttle information), compliant with the Manual on Uniform Traffic Control Devices (MUTCD) must be submitted to the PAC Management Office.

Security: Providing a safe and secure environment for City Springs Events is of the utmost importance. This is accomplished through pre-planning and anticipating potential problems and concerns related to event activities and the surrounding environment. The size, time of day, and location of the event, as well as the overall activities, are all areas that need to be analyzed in depth and addressed through the event security plan. The number of officers and length of time required is determined 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. The PAC Management Office will coordinate with the Event Promoter, Sandy Springs Police Department, and Fire Rescue Department as early as possible during the planning process to discuss security requirements, pricing, and logistics. The City, at its sole discretion, may require a specified number of police officers and security screening personnel to manage security procedures at City Springs Events. The costs for all police and security personnel will constitute reimbursable expenses paid by the Event Promoter in excess of rental fees. Note: All private security vendors engaged by Event

Promoters for City Springs Events shall be subject to the approval of the City of Sandy Springs Police Department and Fire Rescue Department. No private security personnel may carry firearms.

Event Parking/Shuttle Plan: It is important that the Event Promoter plan for the safe arrival and departure of attendees, participants, and vendors. Any City Springs Event which requires off-site parking and/or shuttle services, a suitable plan for those services must be coordinated through the PAC Management Office. The parking and/or shuttle plan must include accessible parking and/or access points for attendees, while leaving accessible parking for surrounding business and residents at all times. The City may require the Event Promoter to provide on-site staff or hire off-duty police officers to ensure compliance with the approved parking plan, the costs of which will constitute reimbursable expenses paid by the Event Promoter in excess of rental fees. Temporary signage for parking and shuttle service should be coordinated through the PAC Management Office.

Special Conditions for Outdoor Events

Zoning: Outdoor events at City Springs Event must comply with all existing zoning requirements of the City, and there must be sufficient lawful parking available. Administrative exceptions are subject to the approval of the City Manager.

Event Signs and Banners: Permits are required for temporary signs in outdoor spaces at City Springs. This requires a separate approval process, which is managed by the PAC Management Office in conjunction with the Sandy Springs Community Development Department. City Springs Event Permit applications with signage must provide a legible site plan that includes the number, size and height, and placement locations of each sign and/or banner. Applications requesting permission to place signs and/or banners on private property must include a permission letter from each respective property owner. Applications requesting to place signs and/or banners within public rights-of-way should refer to the approved locations list provided by the City. See Article XXXIII of the City's Zoning Code for additional information. See "Banner Policy" for banner rules.

Firearms: For ticketed, outdoor City Springs Events where a fenced perimeter is present, no firearms will be permitted inside the fenced perimeter.

Fireworks: Fireworks are not permitted without prior approval from the City of Sandy Springs Fire Rescue Department. The Event Promoter must apply for a county fireworks permit through the Fulton County Probate Court at least thirty (30) days prior to the event. The PAC Management Office must have a copy of the county-issued fireworks permit before the event can be approved. Additionally, the person to be performing the firework display shall be pyrotechnics licensed and qualified in the state of Georgia.

Noise: For all events in outdoor spaces at City Springs, there will be a hard curfew for amplified sound at 10 p.m. Sunday – Thursday and 11 p.m. Friday and Saturday. Failure to comply with the noise requirements may result in the early termination of the event and revocation of the license agreement for use of the venue.

Non-profit Entities: Under Article IV, Section 50-112 of the City's Code of Ordinances Chapter 50 – Streets, Sidewalks and other Public Places, entities recognized as a 501(c)3 non-profit organization holding a City Springs Event to benefit the charitable organization are not exempt from rental fees.

Recycling: Recycling services are available at the Sandy Springs Recycling Center located at 470 Morgan Falls Road. Contact Keep Sandy Springs North Fulton Beautiful at 770-551-7794 or visit www.KeepNorthFultonBeautiful.org for additional information.

Restrooms/Trash/Cleanup: The City may require Event Promoters to provide temporary toilet facilities. Trash must be disposed of in approved containers. Daily cleanup is required. The Event Promoter must arrange for cleaning of the property through the PAC Management Office, the costs for which will constitute a reimbursable expense paid by the event promoter in excess of rental fees. Any vendor engaged by an Event Promoter for the purpose of conducting a City Springs Event must vacate the property and remove all equipment related to the event, returning the venue to its pre-event condition within twelve (12) hours of the conclusion of the City Springs Event unless otherwise agreed upon in writing with the PAC Management Office.

Tents: A tent or multiple tents having an area in excess of 400 sq. ft. or canopies (tents without sides) in excess of 700 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 ft. x 10 ft. 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, without exception. City Springs Events that require more than one (1) 10 ft. X 10 ft. or 20 ft. X 20 ft. tent must provide a detailed layout of the tents on the site plan. City Springs Events requiring more than one (1) 10 ft. X 10 ft. or 20 ft. X 20 ft. tent may incur additional fees.

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. Events Promoters must complete an Application for Tent Permit and submit with the City Springs event application. Fire inspections for tent permits will be coordinated through the PAC Management Office.

Barriers: Barriers may be required when, at the sole discretion of the City, it is determined there is an increased risk to the safety and security of persons and property. Barriers must be designed to prevent vehicle ingress into the event space. For additional information, refer to the "City Springs Event Roadway Barrier Guidelines" and "Compliant City Springs Event Traffic Control Devices."

Temporary Signs & Banners (Special Events and City Springs Events)

Temporary signs and banners for Special Events and for City Springs Events within the City of Sandy Springs. This will also allow permitting of signs and banners for events that were previously reviewed under the Special Events Policy but are no longer reviewed under those guidelines, such as the Jewish Film Festival:

Temporary sign is defined as a sign that is not permanently mounted.

- 1. The signs shall be restricted to a maximum area of 32 square feet per parcel.**
- 2. When at grade level the maximum sign height shall be five feet and when on a building a maximum height of 24 feet and shall not extend above the roof line.**
- 3. Signs shall be allowed with a zero setback requirement and shall not be placed in the right-of-way without Public Works approval.**
- 4. These signs shall not be counted towards any other signs on the site.**
- 5. The maximum allowable number of special events signs shall be limited to six total.**
- 6. The maximum allowable time frame for the Special Event signs is two weeks.**
- 7. The sign shall have a temporary sign sticker affixed to the sign unless the event is City sponsored.**
- 8. Only banners promoting a city sponsored event shall be placed on City property. These locations include, but are not limited to parks, fire stations or City Hall.**
- 9. Signs of Public interest, erected by or on the order of a public officer in the performance of their duty, such as public notices for City sponsored events shall be exempt from these restrictions.**
- 10. Fees are included in the cost of the Special Event Permit, or are \$50 for those events no longer required to obtain a Special Events Permit and approved by the City Manager.**