

City of Richmond Hill, Georgia
Special Events Rules and Regulations
J. F. Gregory Park

I. Special Events Guidelines and Procedures

- A. Special Events are activities that require exclusive use of J. F. Gregory Park, for which admission to the park is charged by the event organizer.
- B. Events/activities scheduled at J. F. Gregory Park will be governed by rules, regulations, and ordinances adopted by the City of Richmond Hill, Georgia, and may not violate federal or state laws or regulations. It is the responsibility of the lessee to enforce these guidelines.
- C. Events/activities held on city property must not discriminate on a basis of race, sex, national origin, color or creed.
- D. Events/activities must be scheduled through the City of Richmond Hill, located at **40 Richard R. Davis Drive, Richmond Hill, Georgia 31324**, or by calling (912) 756-3345. Office hours are Monday through Friday, 8:00 a.m.-5:00 p.m.
- E. Lessees are responsible for paying any Municipal or State taxes which may be levied as a result of the event. Lessee must pay these taxes directly to the appropriate agencies.
- F. Lessee is responsible for fees, licenses, or permits required for use or performance of patented, trademarked, franchised or copyrighted materials.
- G. It is the responsibility of the lessee to secure emergency medical services for the event. Confirmation of EMS services must be provided to the City of Richmond Hill at least sixty (60) days prior to the event.
- H. Lessee must meet with the Park & Tree Director at least forty-five (45) days before the event to discuss event plans.
- I. Lessee is responsible to make sure all rules and regulations are followed at all times. The City of Richmond Hill retains the right to exercise any and all authority over any event at anytime. Direction from police officers, park personnel, or city staff must be followed.

II. Insurance and Liability Requirements

- A. Lessee must secure a Liability Insurance Policy with a minimum of \$1 million in coverage for bodily injury, plus a minimum of \$1 million coverage for property damage. This insurance policy must include a comprehensive broad form general liability in which **City of Richmond Hill, Georgia**,

its members, agents, servants, and employees are listed as an additional named insured.

- B. Proof of Insurance must be provided to the City of Richmond Hill at least **sixty (60) days** before the event, to allow time for the coverage to be reviewed for any defect or deficiency. **Failure to do so will result in cancellation of the event.**
- C. Lessee will provide the City of Richmond Hill with a Hold Harmless Agreement.

III. Security

- A. The Chief of Police or his designee is responsible for park security and traffic control during special events. When not present, the Chief of Police will designate an Incident Commander.
- B. The Chief of Police will designate a command post for the special event which will be manned by the Incident Commander and other staff as needed.
- C. The possession of firearms or other devices commonly used as weapons are prohibited in the park except by Richmond Hill Police Department members and other sworn personnel assigned to security detail at the event.
- D. Events with an admission charge must be properly gated and the gates secured with barricades and fencing. An officer assigned to the security detail will be stationed at each admission gate. Entrances and exit areas will be clearly marked.
- E. Barricades will be placed at a minimum of five (5) feet in front of the main stage. Barricades will consist of material not easily moved by patrons.
- F. The lessee must hire an appropriate number of staff to handle event security in the park and adequate staff to control traffic to and from the event. The Chief of Police will make the determination of the appropriate number of staff needed for the event. Security staff will consist of sworn law enforcement personnel as approved by the Chief of Police. Additionally, the Chief of Police will determine the number of staff needed to adequately move vehicular and pedestrian traffic in and out of the park safely. The Chief of Police may utilize resources of the Richmond Hill Police Department, Bryan County Sheriff's Department, Richmond Hill Fire Department, Bryan County Fire Department and other City, County or State agencies to accomplish the security mission. When deemed necessary by the Chief of Police, additional staff may be summoned for crowd control, parking and overall supervision and protection of public property.
- G. The security requirements will be determined and detailed ninety (90) days before the event. The number of staff will be based on the projected attendance, and previous history of similar events. All security expenses will be the responsibility of the lessee.
- H. At the conclusion of the event, the Chief of Police will submit a detailed invoice to the

lessee for costs incurred during the event. Within three (3) business days, lessee will submit to the City of Richmond Hill a check for the incurred costs. The City of Richmond Hill will make the necessary disbursements. The hourly rate for sworn personnel is \$25.00 per hour with a minimum of \$50.00. Non-sworn personnel rate is \$20.00 per hour with a minimum of \$40.00. City of Richmond Hill will cover Workers Compensation for all city personnel.

- I. Security requests and arrangements for events scheduled to take place in J. F. Gregory Park must be made through the Richmond Hill Police Department Chief of Police at (912) 756-2761.

IV. Electricity and Generators

- A. Since the available power supply varies, it is important that the lessee make a complete assessment of power needs and submit them to the Richmond Hill Park & Tree Department at least sixty (60) days before the event. Depending on the size and kind of event scheduled, electricians may be required to be on duty during the event to ensure power is distributed properly. Cost for installing any special electrical needs will be the responsibility of the lessee.
- B. The use of portable noiseless generators is acceptable and must be utilized whenever possible to prevent a power overload. It is the responsibility of the lessee to handle this matter, however, use and locations must be approved by the Park & Tree Department.

V. Setup

- A. Any setup required for an event (e.g. PA System, chairs, tables, extension cords, signs, banners, posters, caution/do not enter tape and/or barricades, duct tape for stage taping, tents, etc.) will be the responsibility of the lessee. In addition, the lessee is responsible for blocking off area(s) used.
- B. Tents must be free standing. DO NOT anchor tents by drilling through the bricks, asphalt or cement. Frame tents may be anchored with buckets filled with cement or sand. Due to underground utilities, prior coordination is required for tents that require anchoring with stakes. **Violation will result in an additional cost, which shall be determined by the extent of the damage.**
- C. Decorations and setup may only be done **one day** prior to the event. Lessee is responsible for setup and takedown. Cost incurred by the City of Richmond Hill to remove decorations will result in an additional fee to be paid by the lessee.

VI Signs and Banners

- A. The City of Richmond Hill must approve any signs, posters, or banners to be placed on the site in use. Do not hang any signs, posters, or banners on lampposts. These items may

be hung in approved areas only on the day your event is scheduled to take place and must be removed immediately following the conclusion of the event. Costs incurred by the City of Richmond Hill to remove signs, banners, or posters will be the responsibility of the lessee. The City of Richmond Hill will not be responsible for stolen items.

VII. Motorized Vehicles

A. Motorized vehicles are prohibited on the service roads and bridges of J. F. Gregory Park for public safety purposes. When deemed necessary by the city, a limited number of vehicles may be used for loading and unloading purposes only. During the hours of an event, golf/utility carts will be the only types of vehicles allowed. The number to be used must be approved by the city. All motorized vehicles must be operated by licensed drivers. Heavy vehicles are prohibited from parking on the grass in J. F. Gregory Park.

VIII. Care of Property and Equipment

- A. All property and equipment belonging to the City of Richmond Hill, including barricades, buildings and landscaping located within and around the event is to be handled by the lessee and its invitees with reasonable and due care.
- B. The lessee shall assume complete and absolute liability for any loss and damage to property and/or equipment belonging to the City of Richmond Hill, as a result of misuse or mistreatment of the property or equipment during the event, even if the lessee did not cause the damage or loss.
- C. No open fires or open burning is allowed in J. F. Gregory Park.

IX Portable Toilets

- A. Lessee must provide sufficient portable toilets (including units for disabled) and sinks to accommodate the projected attendance. Lessee will be responsible for all cost incurred for rental and service of units.
- B.

Suggested Number

Attendance	4 Hours	8 Hours
250	3	5
500	5	8
1000	8	13
2000	13	16
5000	22	36

- C. Lessee must arrange to have all portable toilets serviced daily after eight (8) hours usage.
- D. Park & Tree Department must approve all placement of and the number of units required.

X Litter Control and Sanitation

- A. A cleanup crew will be required for all events. The park will be clean and maintained at all times. Lessee must supply sufficient trash bags for clean-up.
- B. The lessee must require that vendors using grease are responsible for disposal of it in a safe manner. The dumping of grease or wastewater on the grounds, down rain drains or in the lake is prohibited. Grease must be stored in a sealed container and removed from the premises. Disposal of grease or wastewater is the responsibility of the lessee. Violation will result in a \$200.00 charge per incident. Lessee must also require that all vendors using grills, fryers, cookers, etc. will have a tarp or drip pan to catch all grease excretions.

XI Concerts/Musical Entertainment/Stage Productions

- A. Concert/Stage Productions must meet all guidelines. **Concerts must end by 11:00 p.m.** due to the proximity of private businesses and residences.
- B. City of Richmond Hill reserves the right to limit the sound amplification equipment so that it will not unreasonably disturb non-participating parties around the event.
- C. **Performers may not use profanity or encourage unruly behavior.** Alcoholic beverages may not be consumed on stage during performance. If at any time, the concert is deemed objectionable, or if public safety becomes a concern, City of Richmond Hill personnel or a uniformed officer may close down the performance.
- D. The City of Richmond Hill reserves the right to monitor ticket sales. Promoter will limit the number of outlets where tickets are sold, to keep a running tab on the number sold.
- E. The City of Richmond Hill reserves the right to request tickets/armbands for city council members and city officials.
- F. There is limited vehicle access to the stage area at J. F. Gregory Park. Therefore, it is the responsibility of the lessee, promoter or stage manager to work with the City of Richmond Hill to arrange load-in and load-out. Time limits may apply.

XII Mechanical Rides and Amusements

- A. All motorized rides must have current inspection stickers.
- B. Proof of insurance is required on all rides and amusements e.g. moonwalk, pony rides, etc.

- C. All mechanical rides are subject to inspection by the City of Richmond Hill's Inspection Department.
- D. The City of Richmond Hill reserves the right to shut down an unsafe ride.

XIII Secondary Participants and Food Vendors

- A. Once an event has been scheduled and approved to take place, the lessee will be allowed to contract and approve any secondary participants such concessions or merchandise vendors.
- B. All food vendors must comply with guidelines established by the Bryan County Health Department. **Inspectors may visit each event and have the right to close booths operating outside of health regulations.**
- C. For safety purposes, all (cooking) food vendors must be inspected and approved by a Fire Inspector before the opening of the event. It is the responsibility of the lessee to arrange for the inspection, and to turn in a report to the City of Richmond Hill. Expenses for the inspection will be the responsibility of the lessee.
- D. All cookers will be required to have a working fire extinguisher available within the cooking area.
- E. Only a limited number of food vendors will be allowed to setup at the pavilion, which will be determined by space requirements and power needs. The City of Richmond Hill will need to know all power and space requirements sixty (60) days before the event.

XIV. Alcohol

- A. City of Richmond Hill, Georgia Ordinance and State Law regulate the possession, sale and consumption of alcoholic beverages. Applications for special licensing to sell or serve alcoholic beverages (beer and wine only) require approximately **forty-five (45) days** to process and approve. A copy of the completed rental contract signed by a representative of City of Richmond Hill must accompany each request when applying for an alcoholic beverage license. One-day alcoholic beverage licenses will only be issued as follows:

NON-PROFIT CIVIC ORGANIZATIONS

To qualify, a group must meet the following four (4) criteria:

1. Organization must have a charter
2. Organization must have a set of By-laws and one of the provisions must state the organization is a non-profit group for the betterment of the community.
3. Organization must have a Tax-Exempt Letter (Form 501C3)

FOR PROFIT APPLICANT

1. The applicant must possess a valid license for the sale of alcoholic beverages.
2. City Council approval is needed if the sale of alcoholic beverages is to take place as part of the event site. Therefore, the applicant must give notice of their intention to the City of Richmond Hill at least sixty (60) to ninety (90) days prior to the event.

- B. **Lessee must obtain a City and State license to sell alcoholic beverages.** For additional information, approval, and licenses contact the following agencies at least forty-five (45) days prior to the event:

Richmond Hill, GA City Hall, (912) 756-3345,
GA Department of Revenue for State License (Savannah, GA office) (912) 356-2884

- C. A list of food items available for sale must be provided to City of Richmond Hill when alcohol will be sold.
- D. Lessee has the authority to limit the number of one-day alcoholic beverage licenses issued for their event.
- E. Alcoholic beverages may be sold in designated areas only.
- F. Lessee must provide identification wristbands for patrons of legal drinking age during any event where alcoholic beverages are sold.
- G. The sale of alcoholic beverages will not be permitted at special events where the majority of the participants are twenty (20) years of age or younger.
- H. Alcohol sales must cease thirty (30) minutes before event ends. The Richmond Hill Police Department and City of Richmond Hill have the authority to uphold alcohol sales time and all rules and regulations.

XV. Fireworks

- A. No fireworks of any type are allowed in J. F. Gregory Park without the approval of the City of Richmond **Hill**.
- C. All fireworks displays must be approved by the City of Richmond Hill forty-five (45) days in advance and must be conducted by a licensed fireworks company.

XVI Fees for Use of J. F. Gregory Park for Special Events

- A. All Special Events that charge an admission to the public will remit 20% of all net profits to the City of Richmond Hill for use of the park. Net profit means after all obligations are paid.
- B. Richmond Hill City Council may waive this requirement and designate a set dollar amount in lieu of 20%.