

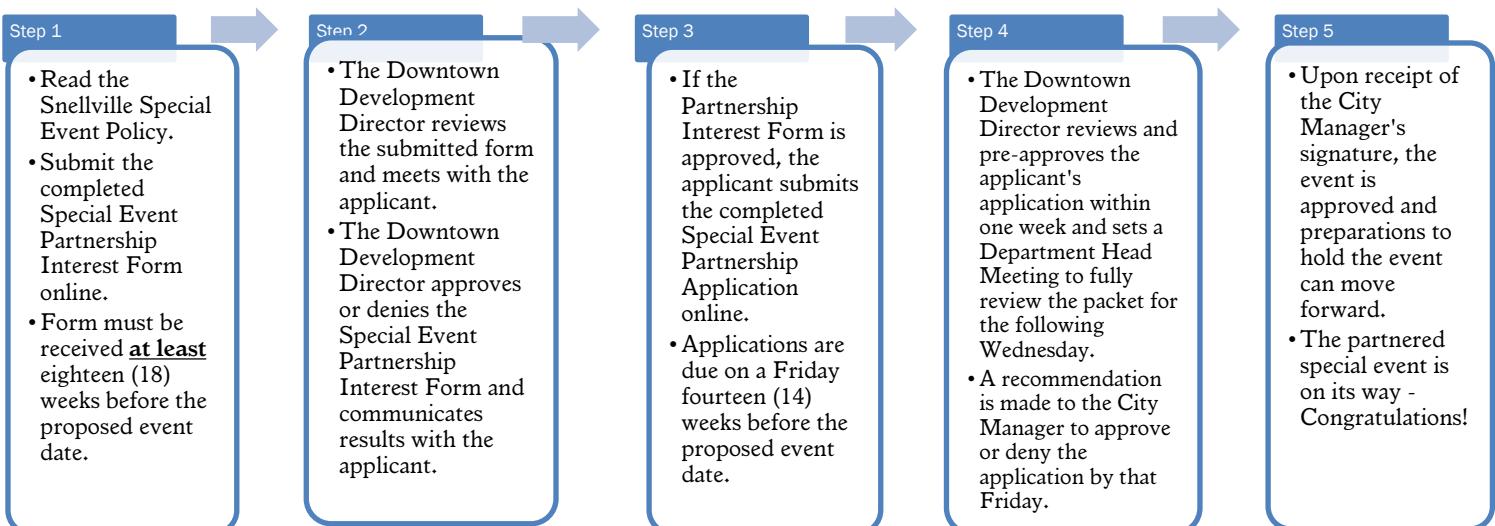


## CITY OF SNELLVILLE USE POLICY AND FEES FOR PARTNERED SPECIAL EVENTS

**Availability:** SPECIAL EVENTS MAY ONLY BE HELD ON CITY-OWNED PROPERTIES IF THESE EVENTS ARE PARTNERED WITH THE CITY OF SNELLVILLE

- A fully completed and approved City of Snellville Special Event Partnership Application is required for all events where the general public is invited to an event held on public (i.e., city owned) property.
- The City of Snellville has the right to refuse the request by a partnering organization to use city-owned property for a special event if the proposed event
  1. conflicts with other scheduled events;
  2. is perceived to be physically detrimental to the property;
  3. is anticipated to cause a negative impact on the City of Snellville; the public; and/or adjacent businesses or residences;
  4. is incompatible with city goals for the operation of the public space.
- All partnered special events must be approved in writing by the city designee.
- Exceptions to the City of Snellville Use Policy and Fees for Partnered Special Events may be permitted with prior approval of the city.

## STEPS & MINIMUM TIMELINE FOR A PARTNERED SPECIAL EVENT IN SNELLVILLE



**The deadlines for submission of a special event permit application are as follows:**

- A. Complete and submit the Special Event Partnership Interest Form at eighteen (18) weeks before the date of your proposed event. The preliminary approval of your Interest Form allows you to complete the Partnered Special Events Application. **\*\*Your proposed event is not allowed to proceed until after the Partnered Special Event Packet has been approved by the City of Snellville and signed by the City Manager. \*\***
- B. The City of Snellville Partnered Special Events Application must be submitted to the Downtown Development Director no later than fourteen (14) weeks before the first day of the proposed event.
- C. Partnering organizations for special events of the same type that will occur multiple times within a 6 (six)-month period may apply to receive one (1) authorization for the 6-month period for that special event. A 6-month partnership authorization may be approved and issued at the discretion of the reviewers. Recurring special events may not exceed a 6-month time period. For example, a request to partner on a series of concerts to be held on the Third Thursday of the month from May through October could be submitted and approved with one application packet.
- D. The requirements of the ordinance do not apply to use of a city sidewalk, public park or right-of-way organized solely to express the participants' rights protected by the First Amendment, which does not unreasonably block pedestrian or vehicular traffic, or interfere with the reasonable use of public open space.

**City of Snellville Special Event Categories:**

Special events are categorized according to total event attendance:

CLASS	TOTAL ATTENDANCE ANTICIPATED
1	149 or fewer attendees
2	150 to 249 attendees
3	250 to 499 attendees
4	500 to 999 attendees
5	1,000 to 1,999 attendees
6	2,000 to 2,999 attendees
7	3,000 to 3,999 attendees
8	4,000 to 4,999 attendees
9	5,000 and above attendees

## **Partnered Special Event Costs:**

- Special event costs are the responsibility of the partnering organization.
- This includes, but is not limited to, the following City of Snellville-associated costs
  - staff time including overtime during the event;
  - the use of city-owned equipment;
  - Snellville Police Department coverage for the event; and/or
  - the payment of security/damage deposits or post-event fees to the city.
- The partnering organization is responsible for any potential additional costs which include, but are not limited to
  - the costs of hiring entertainment and/or leasing other items necessary for planned activities.
  - rental costs of additional lighting or sound systems
- Additional services which are not normally provided by the city such as special sound and lighting equipment, additional stage facilities, extra electrical and utility services, etc., must be furnished solely by the partnering organization who must also acquire all necessary electrical, health, sound, and other permits as may be required and to comply with all codes and laws of the City of Snellville, as well as all county, state and federal codes and laws. The use of additional services or equipment is subject to pre-approval by city staff.

## **City Services Fee Schedule:**

### **Security/Damage deposits:**

- Security/damage deposits are based on the location selected for the partnered special event:

The Grove at Towne Center	\$500
The Towne Green	\$400
T.W. Briscoe Park	\$300

- Security/damage deposits are due when the City of Snellville Special Event Partnership Application is submitted.
- Security/damage deposits are potentially refundable. Criteria to receive reimbursement include, but are not limited to, leaving the public event space in clean and undamaged condition and returning any city-owned equipment undamaged.
- The partner assumes liability for all damages, including, but not limited to: damaged or unclean equipment, furnishings, and/or grounds and improper

partner/guest conduct, such as physical violence, abusive or threatening language, lewd behavior, apparent intoxication, etc. as determined by the City of Snellville. The City of Snellville will withhold any security/damage fees from the security/damage deposit and bill the partnering organization for any damages in excess of the deposit.

**Extra-duty / off-duty police fees:**

- Staff and equipment charges include fees charged by the Snellville Police Department for required police presence at partnered special events, if necessary. Additional staff charges include overtime costs for Public Works employees to handle such duties as the removal of rolling trash cans and other equipment items belonging to the City of Snellville outside of normal working hours.
- Equipment charges include the costs associated to replace city-owned equipment which has been damaged or lost during the event. Equipment includes, but is not limited to, traffic cones, fencing, and barricades.
- Security/damage deposits are determined by the location of the proposed partnered special event.

**Overtime Fees for City Staff Time:**

On-duty city employees will be paid at a rate of fifty-dollars per hour (\$50/hour) with a two-hour (2-hour) minimum.	
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**Replacement fees for lost / damaged city-owned equipment:**

Traffic cones	\$25.00
Type 3 Barricades	\$300.00
Modular Vehicle Barrier (price is per each individual unit)	\$2,200.00
Pedestrian Barricades	\$200.00
Barrels	\$100.00
Vertical Panel Cone	\$60.00

**Use fees for roll-off dumpster:**

Use fee	\$ TBD
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**Cost of medical service personnel (if required):**

- Depending upon the type of special event, the City of Snellville may require that EMT, RN, LPN, or paramedics be present during the entirety of either Class 1,2,3, 4, and/or 5 events.

- For special events falling under Class 6,7, 8, and/or 9, an RN, LPN, or paramedic is required to be present during the entire event.
- Gwinnett County EMS cannot dedicate staff and resources to cover a special event. The special event organizer must contract with a private EMS company, RN, or LPN to provide the required coverage. The fees for these services are the responsibility of the partnering organization.
- Proof of medical services personnel must be provided to the City of Snellville prior to the event. Failure to do so may result in the cancellation of the special event.

#### **Special Event Promotion:**

- The city will promote the partnered event through its regular channels (website, kiosks located at The Grove, and Facebook).
- The partnering organization will be responsible for all additional forms of marketing and promotional efforts.
- All promotional materials created by the partnering entity must have the City of Snellville logo and/or The Grove logo included and must be approved by city staff prior to distribution.
- Promotions utilizing the kiosks at The Grove must follow the City of Snellville Kiosk Guide for content and presentation.

#### **Insurance Requirements:**

##### **Special Event Liability Insurance:**

- Special event liability insurance is a short-term policy that provides coverage for financial losses due to accidents or property damage that occur during a specific event.
- The partnering organization must obtain a comprehensive liability insurance policy with a minimum one million dollars (\$1,000,000.00) combined single-limit coverage per occurrence for bodily injury and property damage with an endorsement naming the City of Snellville, specifically as an additional insured under the policy is required for ALL events. Do not include specific departments or persons.
- Proof of the Certificate of Insurance from the event organization is required when the Snellville Special Event Application is submitted. Failure to do so may result in the cancelation of the event by the City of Snellville.

##### **Additional Insurance Policies (if required):**

- Additional insurance policies, if required, are also the financial responsibility of the partnering organization. Any additional insurance policies must also have the City of Snellville listed as additionally insured. Copies of these policies must be submitted to the city prior no later than thirty (30) business days before the event.
- All other vendor Certificates of Insurance are due no less than thirty (30) days prior to the scheduled event.

## Compliance:

- **Compliance with Laws:** Members of the partnering organization shall comply with all laws – federal, state and local – including all ordinances of the City of Snellville and all rules, regulations, and requirements of the City of Snellville Police Department, the Gwinnett County Fire Department, the GNR (Gwinnett, Newton, and Rockdale) Public Health Department, and the Gwinnett County Board of Health.
- **Obstructing the Rights of Others:** Event partners shall not do, nor permit to be done, anything that will obstruct or interfere with the rights of others to use any portion of a city-owned property.
- **Sub-Leasing:** At no time shall the partnering organization sub-lease or assign its use agreement to another individual, group, or organization.
- **Tables, Chairs, Stages, Tents, etc.:** Tables, chairs, stages, tents and other types of set-up equipment are permitted on special event properties with prior approval.
- **Performance Stages:** The City of Snellville does NOT provide a stage for any partnered special event. It will be the event organizer's responsibility to acquire a stage and coordinate set-up and break down. Stage requirements and specifications (including weight, dimensions and electrical requirements) should be submitted to the Downtown Development Director for review and approval prior to the event. The city reserves the right to have any unauthorized stages removed from the premises due to potential infrastructure damage of outdoor facilities.
- **Tables and Chairs:** Tables and chairs are NOT provided by the City of Snellville other than those that are already installed at The Grove. Existing furniture may not be moved.
- **Decorations:** All decorations must remain within the footprint of the city-owned site and must be completely removed at the conclusion of the special event.
- **Parking:** All vehicles shall be parked in the parking lots or areas as designated and not elsewhere unless approved by city staff.
- **Vendor and Trailer Parking:** Special event vendors and vehicles with trailers are not allowed to park in the Public Parking Deck at The Grove.
- **Stakes:** Stakes are NOT permitted for any tent or inflatable at any time.
- **Tents and Tent Weights:** All tents must be secured with weights for wind restriction. Small pop-ups (10' x 10') must have 40 pounds of weights for each leg (increase to 75 pounds-125 pounds in windy conditions). Tents that are 10' x 20' require leg weights of 60 pounds-80 pounds/leg (increase to 150 pounds-250 pounds weights in windy conditions). Large 20' x 20' tents require a minimum of 75 pounds-100 pounds per leg. All tents without these weights must be taken down. A weather forecast of wind gusts at or above 30 MPH require that all tents be taken down until the weather event has passed.
- **Large Tents and Fire Extinguishers:** The International Fire Code (IFC) requires

that any tent that is 400 square feet or larger in size to have one (1) fire extinguisher (2A:10B:C rating or higher). The fire extinguisher is to be placed near the main entrance or exit in a clearly visible and unobstructed location. The fire extinguisher must be located no more than seventy-five (75) feet from any point in the tent.

- **Bounce Houses and Inflatables Safety Requirements:** Bounce houses and inflatables are considered amusement rides in Georgia and are subject to the rules and regulations of the Georgia Department of Labor's Safety Engineering Section, which promotes the safe assembly, use, operation, and inspection of all amusement rides. The inflatable must be set up on a flat surface, clear of obstacles and overhead power lines, and within 50 feet of an adequate power source. Inflatables should not be operated if winds exceed 20 mph, or in rain or lightning conditions. The U.S. Consumer Product Safety Commission (CPSC) guidelines, referenced in the Georgia's safety bulletins, note that on-ground anchor weights for various inflatables range from 75 pounds (for bounce-type rides) to 500 pounds (for slide-type rides) for each recommended anchor position, depending on the ride and the manufacturer's specifications. The operator should adhere to the manufacturer's weight requirements if they are greater.
- **Bounce Houses and Inflatables:** Bounce houses and inflatables must be approved by city designee. Generators (not provided by the city) must be used for all bounce houses/amusements.
- **Property Damage:** Damage due to high traffic or improper preparation or set-up may result in additional fees to replace damaged areas of turf or other city-owned infrastructure.
- **Pets:** Pets must be kept on leashes at all times and may be prohibited, except for service animals.

#### **Additional Requirements:**

- **Required Meetings:** Representatives of the partnering organization are required to meet with city staff prior to the signing of the use agreement City of Snellville Special Event Partnership Application and any additional times city staff feel are necessary.
- **Map of the Event Layout:** A map showing the layout of the event including the locations of all tents, tables, and any other items must be submitted to city staff no later than fourteen (14) weeks before the date of the event. The city retains the right to require the partnering entity to change the event layout if it is deemed necessary.
- **Required Submission Date for a Completed Special Events Partnership Application:** The Special Events Partnership Application must be submitted with all required attachments to the Downtown Development Director on the Friday closest to and no later than fourteen (14) weeks prior to the date of the event.
- **Payment:** Payment of all required permit fees and security/damage deposits must be submitted along with the completed special events partnership application packet.

### **Prohibited Activities and Items:**

- Sidewalk chalk, paint, confetti, water balloons, glitter, rice, helium balloon or lantern releases, and piñatas are prohibited.
- Partnering organizations shall not be permitted to nail, tack, screw, or otherwise physically attach materials to any part of the city-owned site. Masking tape, painter's tape or scotch tape are allowed, if necessary. No items may be hung from the ceiling of any permanent structure located on city-owned properties. All decorative materials must be treated with flame proofing and meet the requirements of the Gwinnett County Fire Codes.
- Solicitations and non-permitted vendor transactions are prohibited.
- Firearms are prohibited except as authorized by law.
- No vehicle shall be driven over or across the curbs, sidewalks, grass or lawn of city-owned properties without prior approval by city staff. All vehicles shall be parked in the parking lots or areas as designated and not elsewhere unless approved by city staff.
- **Vendor and Trainer Parking:** Special event vendors and vehicles with trailers are not allowed to park in the Public Parking Deck at The Grove.
- Campfires and open burning (i.e., fire pits) are not allowed on city-owned properties. Personal barbecue grills not allowed.

### **Set Up Requirements:**

- **On-Site Staff Requirement for Special Events Partners:** It shall be the responsibility of the partnering organization's representative signing the use agreement to be on-site for the entire duration of the event and to comply with and enforce all city policies, rules, and regulations pertaining to the use of city-owned properties.
- **Set-Up Responsibilities:** Partnering organizations are responsible for event set-up.
- **Water Access:** Water access is limited to the restroom sinks and water fountains for public use during the event.

### **Vendors:**

#### **Food / Beverage Vendors\*:**

\* Outside food vendors or food trucks are not permitted to operate at The Grove at Towne Center.

#### **General Requirements for Food and/or Beverage Vendors:**

- **Requirement to Submit a Vendor List:** The special event partner is required to submit a list of food and beverage vendors including their name, address, contact information, and list of products sold/provided is required AT LEAST thirty (30) days prior to the start of the event. A [City of Snellville Special Event Food and](#)

[Beverage Vendor List form](#) is available for applicants' use.

- **Required Compliance with Health Department Regulations:** All vendors and the partnering organization shall comply with the Gwinnett, Newton, and Rockdale County Health Departments (GNR Health)'s rules and regulations.
- **Required Permits and Certificates:** All food and beverage vendors shall have the appropriate permits and certificates required by the Gwinnett, Newton, and Rockdale County Health Departments (GNR Health) in their possession during the event.
- **Current Business License Requirement:** All food and beverage vendors shall have a current business license/occupation tax license for their food truck business in their possession during the event.
- **Removal of Trash and Debris:** The partnering organization shall promptly clean up trash and remove debris from the festival area and especially stormwater system inlets. Failure to do so will result in the city providing clean-up and sending an invoice for services.

#### **Arts and Craft Vendors:**

##### **Requirement to Submit a Vendor List:**

The special event partner is required to submit a list of arts and crafts vendors including their name, address, contact information, and list of products sold/provided is required AT LEAST thirty (30) days prior to the start of the event. A [City of Snellville Special Event Arts and Crafts Vendor List](#) form is available for applicants' use.

#### **Vendor Standards and Event Oversight:**

Special Events held in partnership with the City of Snellville must reflect the city's high standards. Partner organizations are responsible for recruiting, vetting, and approving only vendors offering unique, high-quality, and well-crafted products consistent with the city's brand and event mission. The City of Snellville reserves the right to refuse vendor presence.

#### **Before the Event: Arts and Crafts Vendor Application and Selection:**

Partner organizations must implement a transparent selection process to ensure vendor quality and event alignment.

- **Define the event and market:** Clearly outline the event theme (e.g., handmade crafts, artisan goods, local foods) and desired vendor types.
- **Use a comprehensive application:** Require a business description, product and booth photos, online presence links, and references from prior events.
- **Establish a review process:** Utilize a committee or juried scoring system to assess quality, originality, and fit.
- **Exclude ineligible vendors:** disallow business types that include, but are not limited to, network or referral marketing, direct sales organizations, person-to-person marketing, distributor-based business models, commission-based sales

networks, multi-level marketing, tiered sales organizations, franchises, lead generators, and sellers of mass-produced items.

#### After Acceptance: Agreements and Conduct:

**Written Agreement Requirement:** All selected vendors must enter into a written agreement defining responsibilities and conduct expectations.

- Vendor contracts shall outline approved products, liability, and compliance requirements.
- Codes of conduct must promote professionalism and prohibit harassment or unethical sales practices.
- Non-compliance may result in immediate removal (without refund), forfeiture of deposits, or exclusion from future events.

#### During the Event: Compliance and Enforcement:

Partner organizations shall ensure ongoing adherence to vendor and conduct standards.

- Train staff on event rules and enforcement procedures.
- Conduct spot checks to confirm compliance with approved products.
- Maintain a process to address issues promptly and fairly.

#### Utilities, Portable Toilets and Hand-Washing Stations:

- **Determining the Number of Restrooms Needed for an Event:** To determine the number of restrooms for a special event, start with a base of one restroom for every fifty to seventy-five (50-75) attendees for events up to four (4) hours long, and then adjust based on factors like the duration of the event, the presence of food and drink, and the presence of alcohol. Refer to the chart below when determining the number of toilets you will need for your special event.



- **Permanent Restroom Facilities at The Grove:** The Grove at Towne Center has 5 permanent restrooms available for public use. Event coordinators may include these when determining the total number of portable restrooms for an event.

- **ADA Compliance Required:** In compliance with the Americans with Disabilities Act, at least one (1) 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 related to portable toilet rentals.
- **Handwashing Station Requirements:** When portable toilets are utilized, a minimum of one (1) handwashing station for every four (4) portable toilets for events without food service. If food and/or beverages are served, one (1) handwashing station per two to three (2-3) portable toilets is required. Stations must be soap, water, and paper towels or hand sanitizer compliant.
- **Restroom Placement Requirements:** An applicant may NOT place a portable toilet within twenty-five feet (25') of an entryway to an adjacent business or residence unless the adjacent property owner or tenant approves a distance less than twenty-five feet (25') in writing.
- **Required Oversight for Portable Restroom Placement:** The event organizer or representative must be present for the delivery of equipment to ensure proper placement.

#### **Clean-Up, Trash Collection, and Recycling:**

- **Post-Event Trash and Equipment Removal:** It is the responsibility of the event organizer to remove all items from an event at the conclusion of the event as quickly as possible. This includes all tents, rentals, trash and any item brought to the property for the event. Any rentals or equipment not removed on the same day of the event must be removed by noon on the first day following the event. This includes all tents, sound equipment, portable restrooms, trash containers/trailers, POD's, generators, carts, utility vehicles, etc.
- **Roll-Off Dumpster:** A roll-off dumpster can be provided by the City of Snellville for use at a partnered special event for a fee.
- **Required Oversight for Rolling Trash Receptacle Placement:** The event organizer or a representative must be present for the delivery of rolling trash cans to ensure proper placement.
- **Rolling Trash Receptacles at The Grove:** For special events held in The Grove, rolling trash cans will be delivered to the area just inside the bollards on Thomas Snell Way. After the event, these rolling trash cans must be emptied and returned to the same location behind the bollards on Thomas Snell Way for collection the next day. Special events occurring outside the normal working hours of the Snellville Public Works Department, will be charged a fee to cover staff overtime for collecting these rolling trash cans from The Grove.
- **Requirement to Remove Bagged Trash from Permanent Trash Receptacles:** Partners must remove all accumulated trash from the permanent trash receptacles along with any additional receptacles brought in for the event. Fresh trash bags must be placed in the permanent receptacles after emptying.
- **Removal of Bagged Trash:** All bagged trash must be taken to the dumpster provided for the event, if necessary. For events at The Grove, the roll-off dumpster will be located on the access road connecting the city hall parking lot

with Clower Street behind the Snellville Police Department.

- **Any Additional Cleaning of Event Site Will Require Reimbursement by the Event Partner:** The city will be reimbursed by the partnering organization for any costs incurred due to damages or the need for additional cleaning, and any additional charges may be deducted from the security/damage deposit.

### **Security Requirements:**

- **Determining the Number of Officers Which May Be Required for an Event:** The City of Snellville Chief of Police or designee shall determine the number of peace officers and/or security agents required for a special event. Payment associated with this requirement is the responsibility of the partnering organization. Should the partnering organization refuse to assume the cost of such police security, then the partnered special event shall be subject to cancellation.
- **Criteria for Requiring Police Presence:** The following criteria result in the required presence of extra-duty / off-duty police officers at partnered special events:
  1. Presence of Alcoholic Beverages:
    - a. Any partnered event where alcohol is sold on city property require at least one (1) officer on site.
    - b. Larger events with alcohol (see attendance thresholds below) must have multiple officers assigned.
  2. Attendance Thresholds:
    - a. Events with more than one hundred and fifty (150) attendees require at least one (1) officer.
    - b. Events with five hundred (500) attendees require two (2) officers; one thousand (1,000) attendees require three (3) officers. An additional officer is required for every one thousand (1,000) added to attendance.
    - c. The final number of officers may be adjusted based on event layout, traffic impact, and type of activity.
  3. Type of Event / Risk Factors:
    - a. An officer must be present at any event that: (a) uses amplified music, (b) operates after specific time, (e.g., 10:00 p.m.), or (c) is expected to draw a large crowd of attendees unfamiliar to the host organization.
    - b. All events meeting any of the following criteria require a formal officer staffing evaluation, regardless of attendance size:
      - i. Primarily youth or teen audience.
      - ii. Involvement of substantial merchandise sales or

cash transactions.

- iii. Presentation of controversial or sensitive subject matter.

4. Location and Traffic Impact:

- a. Events that significantly impact traffic flow, parking, or access to nearby businesses require traffic control by officers.
- **Chaperones at Youth Events:** One chaperone (at least twenty-one {21} years old) shall be required for every twenty-five (25) minors (up to eighteen {18} years of age). Chaperones shall be present when the special event begins, be present throughout the event, and shall not leave the area until all youth have vacated the immediate area.
- **Requirement to State Maximum Anticipated Attendance on Application Form:** All applications must state the maximum expected attendance. A public special event may be shut down immediately by city staff or Snellville Police Department on the following conditions:
  - 1. If expected attendance exceeds maximum number stated by greater than twenty-five percent (25%)
  - 2. If attendees at the event engage in disorderly conduct as defined in §16-11-39 of the Georgia Code and §38-43 of the Snellville City Code.
  - 3. If the programming fails to align with the City of Snellville's goals for operation in a public space.

**Gwinnett County Fire Marshall and Special Events:**

- Should the organizers of a proposed partnered special event request to utilize potentially combustible materials such as, but not limited to, fireworks or pyrotechnics, the City of Snellville reserves the right to require the approval of the Gwinnett County Fire Marshal before such materials may be utilized.

**Emergency Action Plan (EAP):**

- An EAP is primarily an internal document that focuses on how event organizers, staff, volunteers, and participants will respond to specific emergencies that threaten life or safety (e.g., fire, weather, medical, evacuation, etc.).
- An emergency action plan (EAP) is advised for all events and required for all large events with an anticipated attendance of one hundred and fifty (150) or more persons.
- An emergency action plan predetermines the actions taken before and during a special event in response to an emergency or otherwise hazardous condition by organizers, management, personnel, and attendees. Flexibility must be exercised when implementing EAPs because of the wide variety of potential hazards that potentially exist for special events. These hazards include, but are not limited to, fire, medical emergencies, severe weather, or situations where law enforcement is required.

- An [Emergency Action Plan](#) template is available for use by partnering organizations.

### **Public Safety Plan (PSP):**

- A PSP is designed to ensure safe conditions for the public during an event. It coordinates with public agencies (police, fire, EMS, traffic, and emergency management) and addresses how safety risks are prevented and managed.
- A PSP is primarily an external document for use by city officials, the Fire Marshal, Police Department, and permitting authorities.
- Where the city determines that an indoor or outdoor gathering of persons has an adverse impact on public safety through diminished access to buildings, structures, fire hydrants and fire apparatus access roads or where such gatherings adversely affect public safety services of any kind, the city shall have the authority to order the development of or prescribe a **Public Safety Plan** that provides an approved level of public safety and addresses the following items:
  1. Emergency vehicle ingress & egress
  2. Fire protection
  3. Emergency egress or escape routes
  4. Emergency medical services
  5. Public assembly areas
  6. The directing of both attendees and vehicles, including the parking of vehicles
  7. Vendor and food concession distribution
  8. The need for the presence of law enforcement
  9. The need for fire and emergency medical services personnel.
  10. The need for a weather monitoring person
- A [Public Safety Plan](#) template is available for use by partnering organizations.

### **Shelter in Place:**

- Event organizers need to know the approximate number of patrons that can fit under a covered area of the event location. If there are too many patrons to safely shelter-in-place, then they should be instructed to return to their vehicles until the danger has passed.

### **Cancelling an Event Due to Hazardous Conditions:**

- Should adverse weather or other unavoidable occurrence result in the closure and cancellation of a special event after it has officially begun, the event is considered to have been held and it will not be rescheduled.
- In the event that inclement weather is forecast during a scheduled event, it is the responsibility of the event coordinator to meet with city officials, either by phone or in person, at least two times prior to the start of the event to discuss possible event cancellation.
- An event may be cancelled when conditions make it unsafe for attendees, staff, and performers to be present. Examples of hazardous conditions include, but are not

limited to, extreme weather (i.e., severe storms, heavy rain, high winds, or ice accumulations), infrastructure issues (i.e., power outages or water leaks), or issues requiring the involvement of emergency services or law enforcement. To handle a cancellation, event organizers should immediately notify everyone involved, manage ticket refunds or exchanges, and update all event channels to communicate the decision clearly. For partnered special events in the City of Snellville, the decision-making team is comprised of the authorized event coordinator and the City Manager or designee.

- Event coordinators should begin to monitor the weather conditions at least one week prior to the event date. Depending upon the severity of any projected adverse weather, meetings should be held between the special event partners, event coordinators, and city staff regarding possibly cancelling the special event. Meetings between these persons should be held one week before, three days before and then the day before the event. The city maintains the authority to determine whether or not a special event held on public property must be cancelled for whatever cause.
- Depending upon future date availability, should a partner's special event need to be rescheduled before the event has officially started due to weather or scheduling conflicts, a representative of the organization must contact the city on the next business day following their use date to discuss rescheduling options.
- The City of Snellville reserves the right to cancel an event at any time.

#### **Event Communication and Promotion:**

- All marketing materials to advertise the partnered special event must first be approved by the city's Public Information Officer before being distributed. Marketing materials must be submitted to the Downtown Development Director thirty (30) days prior to the event.

#### **Disclaimer:**

- The city reserves the right to cancel a special event at any time. Any special event found to be in violation of the stated rules will be subject to loss of its security/damage deposit and shall be grounds for prohibiting future use of city facilities.
- The partnering organization agrees to indemnify and hold harmless the City of Snellville, its agents, and employees from and against any claims for damages to persons or property arising out of any use of the facility and its premises by the partnering organization. The partnering organization does hereby assume all liability and responsibility for bodily injuries, claims, or suits for damages to persons or property of whatsoever kind or character, whether real or asserted, occurring in connection with the use of the facility or its premises by the partnering organization, his or its agents, servants, employees, contractors or subcontractors. The city assumes no responsibility for any privately-owned property placed in or about the event site.

**Revocation of Special Event Partnership Agreement:**

- The City of Snellville shall have the authority to revoke any special event partnership agreement upon the violation of the conditions set forth in this Use Policy and Fees for Partnered Special Events and the Special Events Partnership Application 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 designee shall have the authority to close any event immediately upon violation of conditions set forth herein or to preserve safety of persons or property.
- Any event with outstanding fees from a prior year will not be permitted to hold their event until all fees are paid.  
Failure to comply with any or all of the policies set forth in this document could result in fines to be determined by the city.

**Modification of Policies:**

- The City of Snellville reserves the right to waive, modify, and/or amend these policies, in whole or part, at any time solely at the city's discretion. This may occur by formal written action of the City Manager.