



City of Lilburn

in Gwinnett County

State of Georgia

Resolution

Number:

2022-10

Date of Reading and Adoption: April 11, 2022

At the meeting of the Lilburn City Council held at 340 Main Street, Lilburn, Georgia.

RESOLUTION TO REPEAL AND REPLACE SECTION 9 OF THE CITY OF LILBURN GENERAL AND ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL.

City of Lilburn Administrative Policies & Procedures Section 9 - Private Events on City Property

Policy Statement

The City of Lilburn does not allow private (for profit or nonprofit) entities to reserve or rent city property for public gatherings or special events that require restricted or exclusive use of any portion of public property. City property including the Lilburn City Park, the bandshell, the Calvin Fitchett Pavilion, the splash pad, and the Camp Creek Greenway are public amenities that are available to the general public at all times. There are a few exceptions to this rule outlined below.

1. Gartrell Nash Pavilion: due to the secluded location of the Gartrell Nash Pavilion, this facility is available for rental.
2. Co-Sponsored Events: each year, the city partners with for profit and/or nonprofit organizations to hold co-sponsored events on city property. Applications for co-sponsored events are due by February 1st each year.
3. 5K Walk/Run Events: the city has a designated, certified 5k route on the greenway trail that may be reserved for 5K Walk/Run events. 5K organizers must submit applications for review and approval by the city.

Renting the Gartrell Nash Pavilion

The Gartrell Nash Pavilion is available for private gatherings and private events that require exclusive use of the pavilion. Rental fees apply and are established annually by the rate resolution. Non-profit organizations demonstrating proof of non-profit status are eligible for a 10% discount off rental fees. A refundable deposit of \$100 is due at the time of reservation. Additional information about the Gartrell Nash Pavilion, including rental regulations, cancellation policies, and the rental application may be found in Section 12, Pavilion Usage

Policy, of the General and Administrative Policy and Procedures Manual. To make a reservation, please call 770.921.2210.

Co-Sponsored Events

The City of Lilburn is committed to supporting quality special events that proudly recognize our city, promote a sense of pride of Lilburn, and reinforce our slogan “Small town. Big Difference.” The city seeks to participate in events that provide a benefit to the larger community, create exposure to the community’s many attributes, and fit within the capabilities of the area(s) being used. Due to the many event requests and limited city resources, the City Manager determines which events the city will co-sponsor each fiscal year. Requests for co-sponsorship must be submitted to the City of Lilburn Event Coordinator in person no later than February 1 of the previous fiscal year for budgetary and planning purposes. The City of Lilburn’s fiscal year begins on July 1 and ends on June 30.

The cost of a co-sponsored event is shared by the city and the applicant. Any revenues from a co-sponsored event are shared by the city and the applicant.

Applications for co-sponsored events will be evaluated based on the following criteria:

- Completeness of application, event layout, and event plan.
- Impact and cost of the event on City support resources.
- Frequency of the same or similar events as well as potential conflicts with previously approved events.
- Impact on the surrounding businesses and residents.
- Ability for the city property (park, pavilion, etc.) to remain open to users.
- Perceived benefit of the event for the city of Lilburn’s citizens and/or businesses.
- Likelihood of participation by City of Lilburn’s citizens and/or businesses.
- Previous history of event organizer in facilitating special events.
- Ability of event organizer to achieve goals set forth for special events.

All complete applications received by February 1st will be reviewed based on the evaluation criteria. Applicants will be notified by March 30th if their proposal has been accepted by the city for co-sponsorship during the next fiscal year. Any appeals of decisions made by the City Manager must be submitted in writing to the Mayor and City Council within 15 days of denial.

Cost Sharing

Types of Fees

Event Attendance	Co-Sponsored Event Permit Fee per day	Insurance Requirement	City Staff Fees	City Employee Staff Hours
5000+	\$2,500.00	\$1,000,000	TBD	200 + hours
2000-4999	\$1,500.00	\$1,000,000	TBD	100-199 hours
1999 or less	\$1,000.00	\$1,000,000	TBD	30-99 hours

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

Co-sponsored events require a \$25.00 application fee and \$250.00 per day refundable deposit payable to the City of Lilburn, regardless of the size of the event. Fees are due upon submittal of the application. The city and the applicant share the cost of any required city staff including Police, Public Works, Event Planning, and/or Park Attendants equally (50/50). The applicant is responsible for providing insurance coverage in the amount of \$1,000,000 not later than 30 days prior to the event date.

Revenue Sharing

Co-sponsored events with entry fees and/or fees to participate must share event revenue 95/5 between the applicant and the city, with the city receiving 5% of said revenue.

5K Walk/Run Events

The City of Lilburn Greenway Trail 5K route is certified with USATF. The route is a down and back beginning in Lilburn City Park at the band shell, crossing over Main Street and circling Velva Court Circle. After circling, participants will exit on the Greenway Trail toward Rockbridge Road, turning around at the underpass and heading back to Lilburn City Park to complete the 5k.

Use of the Park and Greenway Trail is for a 5-hour period, including set-up and break down. A police officer will be scheduled to assist with crossing Main Street during race time. Please note that the officer will need to be paid the day of the event. We will assist in contacting the coordinator for Lilburn Police Department. A Park Attendant will also be available for your event.

Amplified Sound from the band shell is permitted but must comply with the Sound Level Limitations listed in City Code Chapter 42, Article III, Sec. 42-56. The city does not provide use of sound equipment.

All applications must be submitted to Lilburn City Hall, Business Services Department with a \$25 non-refundable application fee for review. Upon approval, the application fee can be

credited to the park use fee. Applications must be submitted no less than 60 days prior to the event. Fees and documents are required upon approval of the event.

Fees charges are intended to cover the cost of wear and tear to the park, electricity services, staff fees and administrative costs. The City reserves the right to require forfeiture of deposit fee as it deems necessary as well as potential denial of future applications. The City’s decision on any loss of deposit shall be final.

5K Run/Walk	Park Use Fee	Park Deposit Fee	Insurance Requirement
\$25 application fee	\$300	\$300 check	\$1,000,000

*Police Officer will need to be paid on the day of the event.

SO RESOLVED this the 11th day of April, 2022.

Tim Dunn, Mayor
City of Lilburn

ATTEST:

Melissa L. Penate, CMC
City Clerk



Co-Sponsored Event Application

Please submit this completed application including detailed event layout, \$25 non-refundable processing fee by February 1st of the previous fiscal year for city budgetary purposes. Incomplete applications or applications without payment will not be considered. Submission of an application does **not** mean your event has been approved. You will be notified within 30 days of your event application date if the event has been approved or denied. A \$250.00 per event day refundable deposit is required upon approval. Contact the Event Coordinator with questions at jminnoia@cityoflilburn.com.

Applications should be delivered to: Attn: Event Coordinator
City of Lilburn
340 Main Street Lilburn, GA 30047



Application Date: _____

Event Name: _____

First Date Choice: _____ Second Date Choice: _____

Type of Event (circle) Festival Concert/Music Performance Other (specify) _____

Areas Requested (circle) Greenway Trail Bandshell Park Gartrell Nash Pavilion Calvin Fitchett Pavilion
Greenway Parking Railroad Ave Parking Main St. Parking

Estimated Number of Spectators: _____ Estimated Number of Vendors: _____

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

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

Event Start Time: _____ a.m. or p.m. Event End Time: _____ a.m. or p.m.

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

Note: Changes to any of the above stated/requested times will require approval from the City of Lilburn Event Coordinator.

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

Organization Name: _____ Phone: _____

Organization Status (circle): Non-profit /501 (3)c Association Trust Licensed Business Other

Contact Person: _____ Contact Phone: _____

Business Address: _____ Email: _____

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

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

Please attach a copy of your State of Georgia Alcohol License.

Will patrons or vendor fees be required? Yes/No If yes, please list fees/amounts that you plan to charge: _____

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

Name: _____ Phone: _____

Address: _____ Alt. Phone: _____

Occupation: _____ Email _____

Will you be onsite contact YES NO onsite contact name: _____

Onsite Contact Phone: _____ Onsite Contact Email: _____

Describe the event, activities, and state the purpose or objective. Attach the event schedule and/or brochure and use additional sheet if needed.

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

Describe all event equipment included on your layout. (Tents, tables, chairs, inflatables, vendor booths, food trucks, water stations, portlets, staging, etc.)

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

Does your event require electricity and/or water? Yes / No
Please specify in detail:

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

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

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

Please detail, including specific dates, times and duties requested. If you plan to hire a private security company to manage your event, you will need to provide the security company's contact information, including their operator license number. The City of Lilburn will need to approve all outside security companies used at events and will have the final decision in all matters related to safety and security.

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

Please note the medical services you plan to have on site for your event, including type of medical personnel and location.

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

Please remember that it is the responsibility of the Event Organizer to apply for all necessary permits related to each event. For assistance with permit questions, please contact the Event Coordinator at 770-638-2223.

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

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

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

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

Signature of Applicant

Date

Printed Name of Applicant

Co-Sponsored Event References

Please list below 4 references. They can include other cities or venues where you have hosted events, event vendors you have worked with, and/or event equipment suppliers.

In addition, you can also attach any letters of recommendation, marketing material, advertisements and/or photos of previous events that you have hosted.

ORGANIZATION: _____

ADDRESS: _____

PHONE: _____ **EMAIL:** _____

PROFESSIONAL RELATIONSHIP: _____

REFERENCE NAME: _____ **TITLE:** _____

ORGANIZATION: _____

ADDRESS: _____

PHONE: _____ **EMAIL:** _____

PROFESSIONAL RELATIONSHIP: _____

REFERENCE NAME: _____ **TITLE:** _____

ORGANIZATION: _____

ADDRESS: _____

PHONE: _____ **EMAIL:** _____

PROFESSIONAL RELATIONSHIP: _____

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