

City of Powder Springs Permit Application

Temporary Recreation Events



CONTACT INFORMATION:

Linked UP Church
Name of Organization
4331 Brownsville Road, Powder Springs, GA
Address
www.linkedupchurch.com
Website

30127

Bernard Williams
Designated Contact
404-907-1375
Phone
bwilliams@linkedupchurch.com
Email

EVENT INFORMATION

Virtual Choir Video Recording
Event Name
Saturday, November 21st
Event Date
3:00 pm
Event Time (include any set-up/clean-up time)
35
Approx. number of participants

EVENT TYPE

Race (Run/Walk): 5k / 10k (circle one)
Bicycle _____
Festival _____
Other _____

Description of Event (include any special requests) we are doing a video recording of a song we are presenting for our virtual Christmas service. If possible, we'd like to see if we can use the projector wall for imagery.

Staff may require additional information before issuance of permit.

Requested location of Event: Amphitheater

Please attach a map showing the area your event would use. Include any Race routes not certified by Powder Springs. See a listing of these on the back of this form.

THIS PORTION TO BE COMPLETED BY STAFF

APPROVAL SIGNATURES

Tony Bailey
Police Chief

Dwayne Eberhart
Public Works Director

Jeff Crowder
PRCA Director

City Clerk

Resolution # and Date: _____

Number of Officers Required: _____

SAVE Affidavit Received _____

Fees Waiver Approval _____

Please return this completed application to the Parks, Recreation and Cultural Affairs Department at 4484 Marietta St. Powder Springs, GA 30127

Temporary Recreation Events Policy

1. All events applications must be submitted sixty(60) days prior to the event. Applications may be submitted to the Parks, Recreation and Cultural Affairs Department at 4484 Marietta St. Powder Springs, GA 30127.
2. There is a \$55.00 Event Permitting Fee to be payed upon application submittal.
3. There is a \$35.00 per off-duty officer/per hour charge(two hour minimum) for events requiring road closures or traffic control. The need for and number of Officers will be determined by the Police Chief.
4. All event applications and street closures must be approved by City Council.
5. Upon approval, Applicant must make arrangements for officers and payment with each officer.
6. The Event Applicant is responsible for:
 - Set up and Clean up of the event including trash pick up in all event areas.
 - Portable toilet rentals.
 - All event organization, supplies, registration, management, timing, and staging
 - Acquiring permits with County Health department for **ANY** food vendors participating in the event. Visit: cobbanddouglaspublichealth.com for more information.

Certified Race Routes

Lucille Trail (5k)

Wildhorse Trail (5k)

Downtown/Silver Comet (5k/10k)

Release

Organizer agrees to abide by the above policy. City of Powder Springs is not responsible for any damages or loss. Organizer hereby indemnifies and agrees to hold harmless the event officers, committee members, staff and agents, the City of Powder Springs, Cobb County, and the State of Georgia, against all claims, liabilities, damages and expenses (including the expense of litigation and attorney's fees) asserted against or incurred by them arising in whole or in part out of Organizer's activities hereunder. Organizer agrees that City of Powder Springs may rescind this agreement and revoke immediately all of the rights of the Organizer, his/her agents or his/her employees to exhibit space at the event for violation of the policy or any ordinance of the City of Powder Springs or any law of the State of Georgia. Organizer represents that all information provided in the application is true and correct. By signing below, Organizer represents that he/she has read and understood all policies.

Signature 

Date 11/11/2020



THURMAN SPRINGS PARK
HOME OF THE
HARDY FAMILY AUTOMOTIVE AMPHITHEATER

2021

Rental Fees and Charges

All rental fees for use of the park/amphitheater are established by the City of Powder Springs City Council and are subject to review/change.

Rental charges refer to the rental of the facility and do not include the cost of any labor or other costs not explicitly stated otherwise. User costs vary depending on the nature of the event.

A \$500 refundable damage deposit is required for all reservations.

Fees are established for events that are not sponsored/partnered by the City of Powder Springs. Additional fees may apply based on the nature of the event.

CIVIC/NON-PROFIT/EDUCATIONAL EVENTS

\$300 per 6-hour block

- A. Events that are promoted or sponsored by a public, civic, public school, religious or charitable organization. Organizations must be physically located within the city limits of Powder Springs, Georgia. Public schools must contain the City of Powder Springs within their district.
- B. A private, non-profit group must be registered with the Georgia Department of State and have a 501 (c) (3) status.
- C. No admission, entry, or any other fees, donation or revenue producing activities may be utilized or charged.
- D. Any additional costs for services provided by and/or required by the City of Powder Springs for the operation of the event must be paid.
- E. Each additional hour of rental time required beyond the six-hour minimum will incur a fee of \$100 per hour.

CIVIC/NON-PROFIT/EDUCATIONAL EVENTS

\$500 per 6-hour block

- A. **Refers to all items listed in the above category in which an entry fee or admission is charged.** All entry fees must be approved by the City of Powder Springs.
- B. The Primary focus of the event is to raise funds for a charitable purpose.

- C. Political action groups, political parties, and political candidates do not meet the qualifications for the non-profit or civic group rate.
- D. Any additional costs for services provided by and/or required by the City of Powder Springs for the operation of the event must be paid.
- E. Each additional hour of rental time required beyond the six-hour minimum will incur a fee of \$100 per hour.

PRIVATE/CLOSED EVENTS

\$2,000 per 6-hour block

- A. Closed to the public with no admission or entry fees charged.
- B. Non-revenue producing event.
- C. Any additional costs for services provided by and/or required by the City of Powder Springs for the operation of the event must be paid.
- D. Each additional hour of rental time required beyond the six-hour minimum will incur a fee of \$400 per hour.
**All City of Powder Springs residents are eligible for a discount of 50% once per calendar year per household. Subject to city approval.*

COMMERCIAL (For Profit) EVENTS

\$5,000 per 6-hour block

- A. Open to the public where the primary objective is making a profit.
- B. Admission or entry fees are charged. All entry fees must be approved by the City of Powder Springs.
- C. Any additional costs for services provided by and/or required by the City of Powder Springs for the operation of the event must be paid.
- D. Commercial / For Profit Events require payment in full at the time of reservation.
- E. Each additional hour of rental time required beyond the six-hour minimum will incur a fee of \$500 per hour.

ADDITIONAL CITY FEES (to be determined by staff based on the nature of the event and paid directly to on site staff the day of the event)

- A. Police (Security, Alcohol Sales, Traffic) \$35 hour (4 hour minimum)
- B. Parks Event Management Staff \$25 hour (4 hour minimum)
- C. Barricades \$5 per 6' section

ADDITIONAL REQUIREMENTS

To best serve its guests and to maintain the integrity of the park/amphitheater facilities, it is the policy of the City of Powder Springs that certain additional services may be required by the applicant at their expense to include but not limited to:

- Concessions • Emergency medical • Janitorial • Building/grounds trash collection • Fire protection • Parking management • Event Monitoring

FOR CITY USE ONLY

Event Type:

- CIVIC/NON-PROFIT/EDUCATIONAL EVENTS PRIVATE/CLOSED EVENTS
 CIVIC/NON-PROFIT/EDUCATIONAL EVENTS COMMERCIAL (For Profit) EVENTS
(admission fee)

Fees:

Deposit	\$500
Rental	
Staff:	
<i>Police</i>	
<i>Parks/Event Staff</i>	
Barricades (\$5/6' section)	
Additional Fees:	
Total Due:	



Rental Application

Event Name: Linked UP Church Virtual Choir Recording

Event Date: Saturday, November 21st, 2020

THURMAN SPRINGS PARK
HOME OF THE
HARDY FAMILY AUTOMOTIVE AMPHITHEATER

Applicant Information

Applicant Name: Bernard Williams, II Organization: Linked UP Church

Address: 4331 Brownsville Rd, City: Powder Springs Zip: 30127

Mobile Phone: 205-666-0125 Office: 404-907-1375

E-mail Address: bwilliams@linkedupchurch.com Website: www.linkedupchurch.com

Emergency Contact: Johnny Walker Phone: 404-334-0336

Renter Classification: Individual Corporate Faith-Based Civic/Non-Profit/Government City Event (for City use only)

Federal Tax ID #: _____ IRS 501(c) (3) Certificate #: _____

Event Details

Attendance:

Estimated Attendance: 35 per day or performance.

Date and Times:

Setup Date: 11/21/2020 Setup Times: 3:00 PM

Event Date: 11/21/2020 Event Times: 4:00 PM

Breakdown Date: 11/21/2020 Breakdown Times: 6:00 PM

Event Description/Proposal: (include details including entertainment, performers, and attractions, etc. & attach extra pages if necessary)

We are doing a video recording of a song we are presenting for our virtual Christmas service. If possible, we'd like to see if we can use the projector wall for imagery.

Type of Event:

- | | | |
|---|---|---|
| <input type="checkbox"/> Festival | <input type="checkbox"/> Art/Craft Show | <input type="checkbox"/> Club/Convention Meeting |
| <input type="checkbox"/> Concert | <input type="checkbox"/> School Exhibit | <input type="checkbox"/> Business/Educational/Lecture |
| <input type="checkbox"/> Theater Performance | <input type="checkbox"/> Trade Show | <input type="checkbox"/> Wedding |
| <input type="checkbox"/> Dance Performance | <input type="checkbox"/> Political Fundraiser/Rally | <input type="checkbox"/> Children's Event |
| <input type="checkbox"/> Charity Benefit | <input type="checkbox"/> Athletic Event | <input type="checkbox"/> Senior Event |
| <input checked="" type="checkbox"/> Faith Based Service | <input type="checkbox"/> Educational | <input type="checkbox"/> Food Festival |
| <input type="checkbox"/> Church Event | <input type="checkbox"/> Reception | <input type="checkbox"/> Beer/Wine/Food Festival |
| | <input type="checkbox"/> Private Party | <input type="checkbox"/> Other _____ |

Activity Details: (check all that apply)

- | | | |
|---|--|---|
| <input type="checkbox"/> Any Overnight Parking? | <input type="checkbox"/> Using Backstage Green Room | |
| <input type="checkbox"/> Animal Use | <input type="checkbox"/> Trailers on Site (not allowed on grass) | |
| <input type="checkbox"/> Inflatables | <input checked="" type="checkbox"/> Amplified Sound/Lighting Equipment Used (Applicant to provide) | |
| <input type="checkbox"/> Merchandise Sales | <input type="checkbox"/> Using Exterior Power Generators | |
| <input type="checkbox"/> Donations | <input checked="" type="checkbox"/> Using Amphitheater Electricity | |
| <input type="checkbox"/> Volunteers | <input type="checkbox"/> Advertising | |
| <input type="checkbox"/> Fundraiser | <input type="checkbox"/> Radio | <input type="checkbox"/> Social Media |
| <input type="checkbox"/> Live Music | <input type="checkbox"/> TV | <input type="checkbox"/> Website |
| <input type="checkbox"/> DJ | <input type="checkbox"/> Newspaper | <input type="checkbox"/> Flyers/Posters |
| <input type="checkbox"/> Decorations | <input type="checkbox"/> Press Releases | <input type="checkbox"/> E-mail Blasts |
| <input checked="" type="checkbox"/> Filming | <input type="checkbox"/> Signs/Banners | |

Entry Requirements: This event will be: (check all that apply)

- Private
- Free
- Ticketed
- Open to the Public
- Open to Members Only
- Gated Event

Ticket or Admission Charge:

Adult: \$ N/A Child: \$ N/A Senior: \$ N/A other: \$ N/A

Advance sales if different: N/A Adult: \$ _____ Child: \$ _____ Senior: \$ _____ other: \$ _____

Other important information regarding this event: _____

Alcohol Service, Sales & Consumption

Yes _____

No

Temporary alcohol license requests require approval of the Mayor and City Council and must be received a minimum of **60 days** prior to the event date.

Responsible Person: _____ Organization: _____

Contact Number: _____ E-mail: _____

Types of alcohol served: _____

Management plan for checking identifications and limiting open containers to event area: _____

Food & Beverage Sales/Service

Yes _____

No

If food or beverage is to be served or sold at the event, approval from Cobb & Douglas Public Health may be required. Contact Cobb & Douglas Public Health at 770-435-7815 to discuss food and beverage regulations before you submit your application.

If yes, describe the type and anticipated number of food service locations (show locations on site plan for event):

Grills/Deep Fryers Used - Please list _____

Traffic Control & Road Closures

Does the event require a public road closure? Yes _____

No

If yes, provide a written request and map showing the exact closures being requested to be approved by the City Council (must be requested a minimum of **60 days** prior to the event date).

Describe plans for parking and traffic control, include any provisions made for off-site parking and/or shuttle service if necessary and required property owner permissions for those sites:

Special Details

Please check all that apply and add details to aid in the approval process.
Any misleading information may result in the cancellation of your Rental Agreement.

Waste Management Plan

Restrooms:

Describe use of permanent restroom facilities and/or portable restroom facilities provided during event (show location of each on site plan for event):

Trash:

Describe trash removal plan during event (show location of dumpsters, if any, on site plan for event):

Will the event organizer require the use of off-duty:

Police Officers: yes____ no____
Firefighters/Emergency Personnel: yes____ no____

If yes, describe proposed need: _____

Will private security be on site during event: yes ____ no ____ Describe: _____

Please note, off-duty personnel may be required given details provided on rental application.

Tents & Other Structures or Stages Yes ____ No ____

Please list the size/square footage for all tents: (All tents must be illustrated and labeled on the site plan)

Open Flames – Please describe type and location

Stage Lighting – Please describe type and location

Laser & Spotlight – Please describe type and location

Pyrotechnic/Haze/Fog Effect – Please list type and location

Closing of Public Areas – List locations, and times for closure

Tape Used on Stage – Describe type of tape and location

Hangings on Stage – Describe anything that will be hung on the stage/facility and how it will be hung

Signs & Banners INSIDE Park/Amphitheater Grounds (List type and location)

Temporary Signage/Banner Request for Signs Located **OUTSIDE** Park/Amphitheater Grounds

A request for the approval for temporary signage may be submitted below, however all requested signs must be located on private properties and letters of permission for the temporary signage must be included as part of this application. No banner can be larger than 24 square feet in size, and no temporary sign can be larger than 32 square feet in size.

Will there be use of temporary signs for this event? Yes _____ No _____

If yes, describe the locations requested, type, size and days requested for the signs:

Sign 1:

Location: _____

Type: _____

Size: _____

Sign 2:

Location: _____

Type: _____

Size: _____

Sign 3:

Location: _____

Type: _____

Size: _____

Sign 4:

Location: _____

Type: _____

Size: _____

If you need to request more than 4 signs, please attach the required information on a separate page.

Other Special Advertising & Promotion – List types

Application Requirements

The proposed event will not be considered until a completed Rental Application is submitted.

Submittal of this Application Must Include:

Event Site Plan	Received: yes no
Proof of 501 (c) (3) status	Received: yes no N/A
Application Review Fee	\$ 55.00
	Received on: _____ ck/cc# _____ by: _____

Notice

Upon acceptance of this completed and signed Rental Application, the Application will then be reviewed by Parks, Recreation, & Cultural Affairs staff. If deemed acceptable by the Parks Department, it will then be submitted to City Council for final approval. They may impose additional conditions for the event. After Council approval, a Rental Agreement will then be drawn up for the Applicant to sign. This will include required supporting documents, insurance requirements, and fees. Once signed, the Agreement will be sent to the Community Development Department.

The rental deposit is due at the signing of the rental agreement. All fees must be paid at least 60 days prior to the date of the event. Other requirements such as insurance certificates, production plans, licenses, etc., must also be submitted to the Recreation Program Coordinator a minimum of 60 days prior to the date of the event. In the event that the Applicant fails to fulfill the requirements set forth in the Rental Agreement or fails to obtain proper authorization to proceed, if conditions have changed, or the expected outcomes, impacts, or conditions are substantially altered, then the Rental Agreement will be terminated immediately by the City of Powder Springs and denial of future events may occur.

Applicant Agreement and Waiver of Liability

By signing this Rental Application, the Applicant certifies that the information herein is complete and accurate. If determined that any information on the Rental Application is false or incomplete, such falsifications or incomplete information may result in the refusal of the Application for the event. The City of Powder Springs reserves the right to refuse any event. I understand that it is my responsibility to read, ensure I understand, and uphold the Thurman Springs Park and Hardy Family Automotive Amphitheater's Policies and Procedures. I also state that I am age 21 years or older.

Hold Harmless Agreement

The User shall indemnify and hold harmless the City, its Mayor, City Council, Officials, employees, and agents, from and against all claims, damages, losses, liabilities, and expenses including attorney's fees arising out of or resulting from Applicant's use of the City's Property and/or anyone directly or indirectly employed by Applicant or anyone for whose acts any of them may be liable.

Furthermore, the Applicant shall also indemnify and hold harmless the City, its Mayor, City Council, Officials, employees, and agents, from and against all claims, damages, losses, liabilities, and expenses including attorney's fees arising out of or resulting from Applicant's use of the City's Property, provided that any such claim, damage, loss, liability and/or expense:

(1) is attributable to bodily injury, sickness disease or death, or to injury or destruction of real or tangible property, including the loss of use resulting therefrom, and

(2) is caused in whole or in part by any negligent act or omission of the Applicant, anyone directly or indirectly employed by them or anyone for whose acts any of them may be liable, regardless of whether or not said claim, damage, loss and/or expense is caused in part by the City and regardless of whether or not any such negligence, including that of the City, is contributory in nature.

The indemnification and hold harmless terms agreed to by Applicant herein forth above shall not apply to those liabilities, claims, damages, injuries, losses or expenses arising out of bodily injury to persons, death, or damage to property caused by or resulting from sole negligence of the City, its officers, agents or employees.

That if any provision of this indemnification and Hold Harmless Agreement, or the application thereof to any person or circumstance, is found to be invalid by a court of competent jurisdiction in Cobb County, Georgia, the remainder of the

provisions of this Agreement, or the application of such provisions to persons or circumstances other than those as to which it is found to be invalid, as the case may be, shall not be affected thereby.

Applicant assumes adherence to federal and state laws and local ordinances. I agree that the person in charge or designated contact will keep a copy of the approved Special Event Application form and Rental Agreement at the site available for inspection throughout the event.

Bernard Williams, Worship & Creative Arts Director
Print Applicant Name, Title


Applicant Signature

Linked UP Church
Organization

11/11/2020
Date

Tiffany Rogers, Recreation Program Coordinator

Jeff Crowder, Parks, Recreation & Cultural Affairs Director

Tony Bailey, Chief of Police

Dwayne Eberhart, Public Works Director

FOR CITY USE ONLY

Event Type:

- | | |
|---|---|
| <input type="checkbox"/> CIVIC/NON-PROFIT/EDUCATIONAL EVENTS | <input type="checkbox"/> PRIVATE/CLOSED EVENTS |
| <input type="checkbox"/> CIVIC/NON-PROFIT/EDUCATIONAL EVENTS
(admission fee) | <input type="checkbox"/> COMMERCIAL (For Profit) EVENTS |

Fees:

Deposit	\$500
Rental	
Staff:	
<i>Police</i>	
<i>Parks/Event Staff</i>	
Barricades (\$5/6' section)	
Additional Fees	
Total Due:	

Approvals:

- | | |
|---|---|
| <input type="checkbox"/> RECREATION PROGRAM COORDINATOR | <input type="checkbox"/> PARKS, RECREATION, & CULTURAL AFFAIRS DIRECTOR |
| <input type="checkbox"/> CHIEF OF POLICE | <input type="checkbox"/> PUBLIC WORKS DIRECTOR |