#  Innovation Amphitheater Special Event Requirements

I. Requirements

Thank you for your interest in holding an event at the Innovation Amphitheater in Barrow County, Georgia. Barrow County recognizes the value community-based events bring to our area and the benefits from their efforts. And while we support those interested organizations and event planners, we also feel strongly that these activities should not strain the resources or daily lives of our community. Any such events must pay for themselves financially.

Please keep in mind that it is the applicant’s responsibility to act in accordance with all applicable County, State and Federal laws and regulations as they may apply to your event. Completion of this packet will assist the applicant by providing information on how to successfully operate the event itself, along with your compliance with all Barrow County rules and regulations. Permission to use these facilities does not necessarily entitle any individual organization to exclusive use of the facility.

MAKE SURE TO READ AND COMPLETE THE ENTIRE APPLICATION PACKAGE, AS AN INCOMPLETE APPLCIATION WILL BE RETURNED TO YOU WITHOUT FURTHER REVIEW.

Criteria

 \_\_ Complete application

 \_\_ Specific dates, time and venue(s) requested

\_\_ Certificate of Insurance naming Barrow County and the Barrow County Board of Education as additionally insured for the event

 \_\_ Description of the event itself

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Once the application has been reviewed by the Event Manager, the applicant will be notified to attend a planning meeting to discuss event rules, specific set-up or take-down requests, any special restrictions or stipulations required in connection with the event. This will be a mandatory meeting, though the meeting may be teleconference for event organizers outside Northeast Georgia. All remaining fees will be due at/before the planning meeting. The Event Manager retains the right to modify and/or terminate the event at any time for any reason at his/her sole discretion. Applications should be mailed or delivered to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or completed and submitted online at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

II. Application Process

The Event Manager must receive a completed application package at least sixty (60) days prior to the event date in order to process the event, though applications will not be processed more than 12 months in advance of the event date. No event will be approved without a completed application package. Payment of 50% of the applicable permit fee and 50% of the refundable damage/cleaning deposit is due five (5) business days after approval. Applications will be reviewed for approval or denial within ten (10) business days. All remaining balances must be paid at/before the planning meeting. Any and all other expenses incurred by the applicant in connection with the event or the event application shall be at the sole and complete risk and responsibility of the applicant.

A. Event Class

Class A: An event that is expected to draw no more than 100 attendees and participants

Class B: An event that is expected to draw between 100-500 attendees and participants

Class C: An event that is expected to draw between 500-2,000 attendees and participants

Class D: An event that is expected to draw more than 2,000 attendees or participants

B. Fees

 (Daily) (Staffing) (Damage/cleaning)

Class Permit Fee Non-refundable Fees\* Refundable Fees Insurance Security

A $ 150 TBD $ 500 $1,000,000 N/A

B $ 500 TBD $ 500 $1,000,000 1-2

C $1,000 TBD $ 500 $1,000,000 2-4

D $2,000 TBD $ 1,000 $1,000,000 5+

Class C and D events must provide a reference.

Amphitheater staffing requirements may vary depending on the size, nature and description of the event. Cancellation of an event before the planning meeting will result in forfeiture of the 50% permit fee and return of the damage/cleaning deposit. Cancellation of an event after the planning meeting but more than 10 days before the event will result in forfeiture of the complete permit fee, and refund of the staffing fees\*, damage/cleaning deposit. Cancellation of an event less than 10 days before the event will result in forfeiture of the complete permit and staffing fees, but refund of the damage/cleaning deposit.

Checks should be payable to either Barrow County or the Barrow County Board of Education, as appropriate.

C. Staff

The Event Manager reserves the right to determine any necessary staffing requirements beyond their normal routines as it may pertain to the event. Additional costs beyond the initial permit fee and deposits may be quoted based on the estimated hours of staffing involved, however, the applicant is ultimately responsible for any additional permit fees as a result of actual attendance, total hours of staff required, or additional damages/cleaning expenses incurred.

D. Electricity

Any specific requirements for electricity should be submitted at the planning meeting with the Event Manager

E. Food

Any food sales and distribution must be indicated on the application. All food vendors or caterers must abide by Barrow County Health Department regulations and obtain any necessary permits prior to the event. Any vending equipment must remain in the parking lot or in approved areas within the amphitheater.

F. Alcohol

Alcohol consumption or sale is only permitted in accordance with the regulations of Barrow County. All drinks must be served in plastic cups only. NO GLASS BOTTLES ARE PERMITTED. Attendees must abide by all County ordinances related to alcohol consumption.

G. Sanitation

The cleaning deposit is refundable within 14 days of the event provided the facility is left in satisfactory condition**. It is the applicant’s responsibility to clean the permitted areas of all trash, tents, equipment, signs, banners, or any other items used or generated in conjunction with operation of the event.** Large items may remain until the following day with approval of the Event Manager. Any materials or items left 24 hours or longer after the event may be disposed of at discretion of the Event Manager. If any additional dumpsters or receptacles are necessary, it is the applicant’s responsibility to make such arrangements and to guarantee that all trash is properly disposed of therein. Any dumpster/receptacle location(s) must be approved by the Event Manager at the planning meeting. In the event of attendance in excess of 844 individuals, one 1 Porta-John must be installed for every additional 60 attendees in an area to be determined by the Event Manager.

H. Alterations

Any damage to the Amphitheater structure, walkway, turf, lighting, existing equipment will result in the seizure of the damage deposit and, if necessary, billing of the applicant for any additional costs not covered by the deposit.

I. Noise Ordinance

Any variances for noise requests and requirements must be determined and approved during the application process. Applicants will be required to adhere to the Barrow County Noise Ordinance as appropriate.

 J. Safety

Fire: Whenever determined necessary by the Event Manager, applicants will be required to submit a detailed event plan to the Barrow County Fire Department, including but not limited to a layout of the event area, road closures, parking plans, food locations, police presence, and medical services presence. If the BCFD determines any additional provisions should be made, it is the applicant’s responsibility to correctly implement any such changes at the applicant’s expense and in a timely manner.

Police. Police presence is required with Class B, C & D events. At the discretion of the Event Manager, a combination of professional event security and Barrow County Sheriff presence may be acceptable.

Medical. An EMT or paramedic is required for Class B, C & D events, and may be required for Class A events in the discretion of the Event Manager. Any medical supplies as well as scheduling the EMT/Paramedic is the responsibility of the applicant.

In the event the Event Manager determines that proper verification of any of the above has not been provided in a timely manner, the Event Manager may decline the application or cancel the event.

K. Marketing.

Any signs, banners or advertising using any verbiage or logos of Barrow County or the Barrow County Board of Education must be submitted to the Event Manager prior to publication. Any and all signs and banners must be removed immediately following the event, and failure to do so will result in forfeiture of the refundable deposit. Marketing is otherwise the sole responsibility of the applicant.

L. Discrimination.

No applicant may discriminate or advocate discrimination on the basis of race, religion, color, creed, nationality, gender, age or disability. Any known discrimination will result in denial or cancellation of the event.

M. Indemnification

All applicants must agree to the attached indemnity agreement, including the agreement to indemnify, defend and hold harmless Barrow County and the Barrow County Board of Education and their officers, agents and employees from any and all suits, claims, actions, liabilities of every kind, as well as damages to persons or property on any claims that may arise from the event identified in the application.

N. Insurance

The applicant must agree to the attached insurance agreement, including presentation of a commercial general liability insurance policy with a minimum limit of $1,000,000 from an insurance company licensed to do business in Georgia for all events. The policy must include Barrow County and the Barrow County Board of Education as additional insured, and the policy must protect all employees, officers, agents and contractors of the County or the Board from any and all claims, damages to property and/or bodily injury which may result from or in any way connected to the event. The Certificate of Insurance must name both Barrow County and the Barrow County Board of Education as additional insureds, must identify the event date (including any set-up, take-down or clean-up) and the type/nature of the event, and **a copy of this certificate must be received no less than 30 days prior to the event.**

O. Modifications

The Event Manager reserves the right to modify, waive and/or amend any applicable regulations at any time at the discretion of the Barrow County Schools Superintendent. The Event Manager further reserves the right to revoke any approval upon violation of any of these conditions or requirements set forth above, or if the event is determined by the Event Manager to have an immediate or adverse effect upon the safety or welfare of the community or property.

P. General Rules

1. Applicant (or their representative) agrees to remain present and on the premises through the complete duration of the event and rental period.

2.   No drugs, smoking or use of tobacco products allowed.

3.   All maintenance and/or modification of facilities are the responsibility of the Board of Education.

4.   No activity which violates federal, state, or local laws will be allowed.

5.  All weapons are strictly prohibited to the extent permitted by law, and pyrotechnics are permitted ONLY with approval of the Superintendent of the Barrow County Schools as well as any and all necessary permits and licenses.

6.  Nothing may be permanently attached to the building structure(s), though temporary signs or banners may be hung with approval of the Event Manager.

7. Equipment unloaded and stored prior to event must be stored in the staging area. Applicant assumes all risks associated with such storage and must arrange to do so with the Event Manager.

8. Notwithstanding any additional requirements above, at least one Barrow County or Barrow County School System contractor or employee must be present to open, throughout the event and to close the Facility.

9. If approved, no application to use the Facility may be transferred or reassigned without the express written agreement of the Superintendent or his/her designee.

10. Pets or service animals are permissible but their owners are responsible for cleaning up after their pets/animals.

11. The Site Administrator retains the discretion to deny or modify any application for use of the facility during the school day which may interfere with or disrupt the educational program.