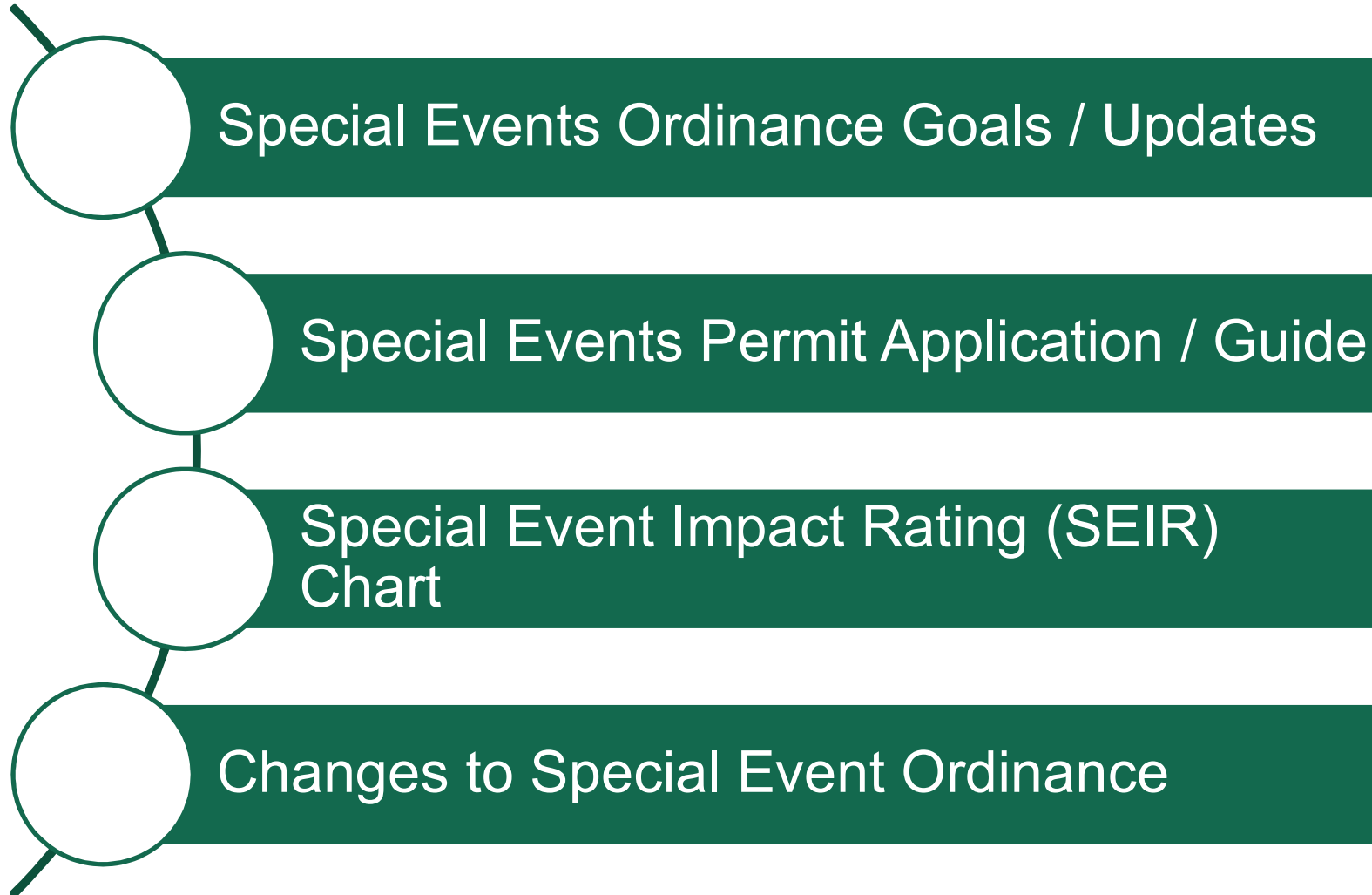


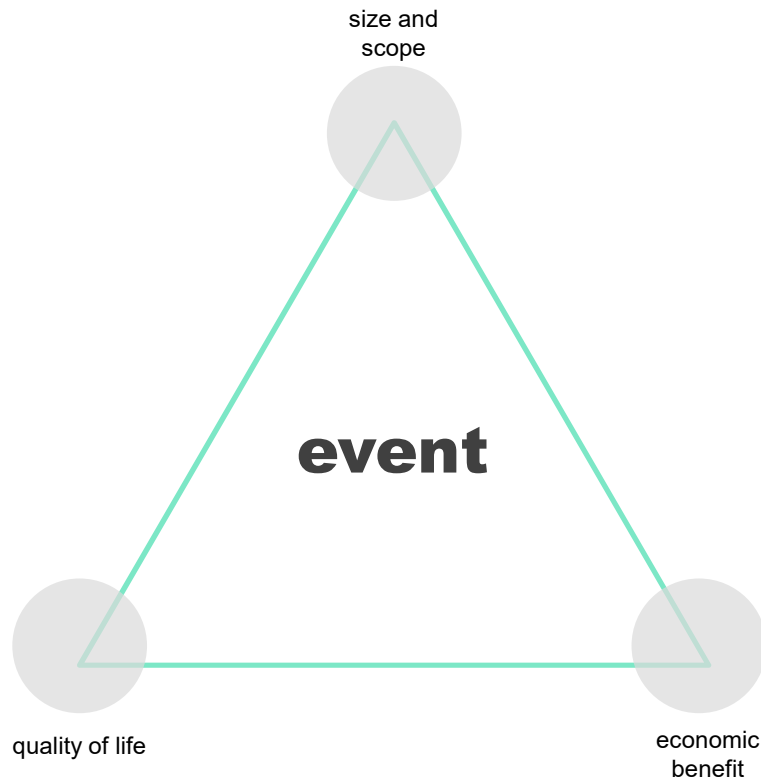
Office of Special Events, Film & Tourism

Special Events Update

TOPICS



Special Events Ordinance



To Regulate

size and scope

To Balance

quality of life

To Recognize

economic benefits

ORDINANCE GOALS

- Establish fee structure for events (Via annual revenue ordinance)
- Create SEIR structure (Special Event Impact Rating)
- Moderate event sound, waste, traffic, parking, safety, outreach, and notifications
- Establish application submission time and deadline (Proactive Timeline)
- Establish provisions for event denial

OLD APPLICATION

Permit # 1000

PARADE OR PUBLIC ASSEMBLY PERMIT APPLICATION

Name of Organization: [REDACTED]

Street Address of Organization: [REDACTED]

Name of Representative: [REDACTED]

Street Address of Representative: [REDACTED]

Phone Number: [REDACTED]

Email Address: [REDACTED]

I understand it shall be unlawful to conduct any parade or public assembly, either fixed or processional, over, upon, or burdening the public properties of the City of Savannah, or employing facilities thereon, without first receiving a permit from the City Manager application made and approved according to the requirements set out.

Public assembly means any meeting, demonstration, picket line, rally, or gathering of 100 or more people for a common purpose that interferes with the normal flow or regulation of pedestrian or vehicular traffic, or that requires exclusive use of all or any part of public areas or facilities open to the general public.

If the applicant is an association of persons in fact or in law, the application shall contain a description of the entity; the name of said entity, if named; the registered or recognized address of the entity; the name of the person making the application on behalf of the entity; such person's relationship to said entity; and some demonstration or recitation of the authority of the person making the application to act on behalf of the entity and the names, addresses and phone numbers of the Corporate or Executive Officers of said entity.

Where a parade or public assembly is conducted on, over, or upon, or burdening public properties, or employing the facilities thereon, which is also to substantially involve or take place partly or wholly upon private property with the consent of the owner(s) thereof, such owner(s) or their authorized representatives must join as an applicant for any permit for such event.

The person or persons associated in fact, whether or not legally recognized entity, who wish to conduct such parade or public assembly shall apply to the City Manager for a permit. Together with any supplementary information as may be required this application shall be filed with the City Manager not less than 10 days prior to the parade or public assembly to ensure proper processing. The permit will be issued only after approval by the concerned departments listed below. Such application shall at a minimum include:

Revised January 12, 2011

i. The anticipated number of persons participating on foot, number of units, number and construction of floats: 100

ii. The date or dates: Jan 19 2019

iii. The hours of each day the event will be conducted:

Set-up Time: 8 AM Start Time: 9 AM End Time: 11 AM Area Cleared By: 11 AM

iv. The exact location, or, if the parade or public assembly is processional or mobile, the route, the assembly area and the dispersal area. If the parade or public assembly is to pass thru, use or impact the use of any city park or square a separate application must be submitted in addition:

Location/Route (attach map): Start in Forsyth park on to street and back to Forsyth park

v. Event will consist of the following activities: 5K

vi. Will sound amplification equipment be employed?

No ☒ Yes () If yes, explain _____

Note: applicant must obtain loud speaker permit pursuant to City Code 9-2036, REGULATION OF SOUND EQUIPMENT AND SOUND-AMPLIFYING EQUIPMENT.

vii. Will alcoholic beverages be dispensed or sold? Yes () No ☒

viii. Are sales or vendors being planned? Yes () No ☒

ix. Is the use of tents planned? Yes () No ☒

x. Will portable toilets be used? Yes () No ☒

xi. Will dumpsters be used? Yes () No ☒

xii. Is electricity needed? Yes ☒ No ()

xiii. Will sign or pennants be hung outside? Yes () No ☒

xiv. Will artificial lighting be employed? Yes () No ☒

xv. Will temporary static structures be employed? Yes () No ☒

If yes, provide a complete description (including measurements) of the structure: _____

xvi. Will vehicles be employed? Yes () No ☒

If yes, provide a description of each vehicle that will be used and how it will be used: _____

Revised January 12, 2011

2

OLD APPLICATION

xvii. Provide a description of the anticipated need for safety, police, medical, sanitation, and other required personnel and equipment, with the anticipated needed numbers and posting by location and time of personnel needed:

Officers for route are needed.

xviii. Provide a description of provisions necessary to the safety and welfare of the participants in the parade or public assembly and members of the public in the area where the parade or public assembly will be conducted and routes of access thereto and there from:

Officers will ensure safety around the route.

xix. Provide a description of measures that will be taken to ensure public health and sanitation:

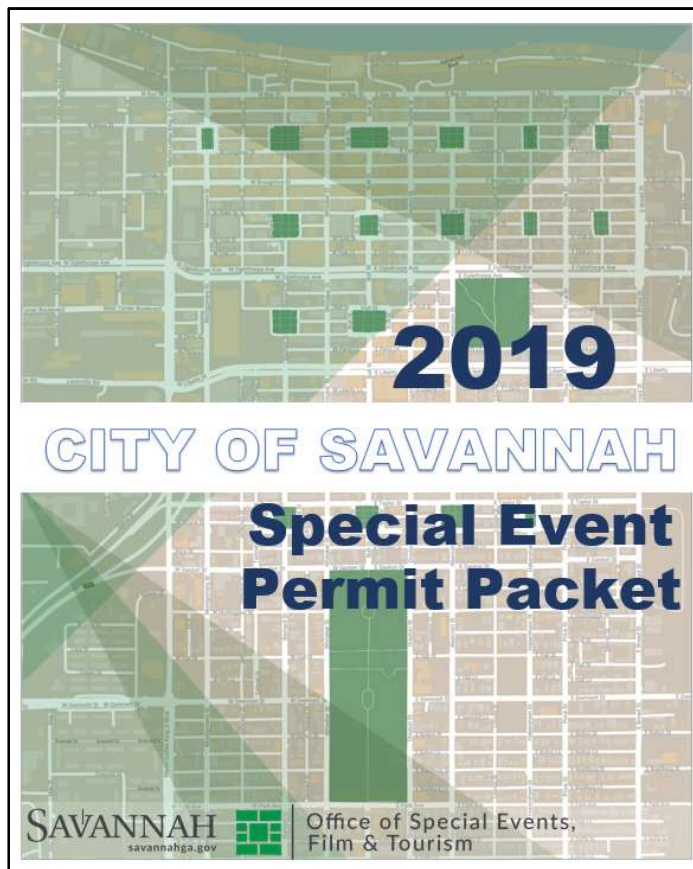
The officers will ensure safety along the route

xx. Will the parade or public assembly require that the public spaces or facilities to be used or burdened, or the routes and means of access thereto and there from, be temporarily diverted from their dedicated or customary uses, or the public or private users thereof by diverted or excluded from, or limited in their use or enjoyment of, or their access to or through, said spaces or facilities, before, during or after the parade or public assembly?

Yes () No (✓)


If yes, please describe.

NEW APPLICATION




2019 APPLICATION CHECKLIST	
Please ensure all applicable steps below are completed prior to submitting this application	
APPLICATIONS ARE ACCEPTED NO EARLIER THAN ONE CALENDAR YEAR FROM THE FIRST SET-UP DAY OF EVENT	
GENERAL APPLICATION	
<input type="checkbox"/> Determined projected SEIR Rating (For planning purposes)	
<input type="checkbox"/> Completed all necessary general event information sections	
<input type="checkbox"/> Completed event vendor contact information	
<input type="checkbox"/> Completed security and safety plan	
<input type="checkbox"/> Completed medical plan	
<input type="checkbox"/> Completed waste management / recycling plan	
<input type="checkbox"/> Completed noise control plan	
<input type="checkbox"/> Completed community outreach plan	
<input type="checkbox"/> Attached event flier / advertisement information	
<input type="checkbox"/> Attach completed site plan / route diagram	
<input type="checkbox"/> Signed special events terms and conditions page	
<input type="checkbox"/> Attached Certificate of Insurance naming "The Mayor and Aldermen of the City of Savannah"	
VENDOR INFORMATION	
<input type="checkbox"/> Completed pop-up vendor section	
<input type="checkbox"/> Completed food truck vendor section	
ADDITIONAL APPLICATIONS (As needed)	
<input type="checkbox"/> Submit the City of Savannah temporary alcohol permit application	
<input type="checkbox"/> Submit the State of Georgia Special Event Permit (Temporary alcohol sales)	
<input type="checkbox"/> Submit the Chatham County Department of Health Application (Food services)	
<input type="checkbox"/> Submit the City of Savannah Business Tax Certificate Application	
Submit your COMPLETED application packet to the Office of Special Events, Film & Tourism via one of the options below:	
SUBMIT BY EMAIL: events@savannahga.gov (QUICKEST)	
OR	
SUBMIT IN PERSON: 1 Waring Drive (Located inside Daffin Park along Waters Ave)	
SUBMIT BY MAIL: Office of Special Events, Film & Tourism P.O. BOX 1027 Savannah, GA 31402	
SUBMIT BY FAX: 912-525-1781	
CITY OF SAVANNAH – OFFICE OF SPECIAL EVENTS, FILM & TOURISM 2019 PERMIT PACKET	
2	

NEW APPLICATION



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Office of Special Events,
Film & Tourism

GENERAL EVENT INFORMATION (Continued)
Please type or print clearly. Incomplete applications will not be processed.

Food, Alcohol, and Merchandise

Will food be served at your event? ☐ Yes ☐ No If yes, how many expected vendors? _____
 Insert any health department text here concerning vendors

Will food trucks be used at your event? ☐ Yes ☐ No If yes, how many expected trucks? _____
 Insert any Food Truck text here concerning vendors

Will alcohol be served at your event? ☐ Yes ☐ No If yes, how many serving locations? _____
 Insert local and state liquor license info here

Will alcohol be sold at your event? ☐ Yes ☐ No If yes, how many expected vendors? _____
 Insert local and state liquor license info here

Will merchandise be sold at your event? ☐ Yes ☐ No If yes, how many expected vendors? _____
 Insert local and state liquor license info here

Road Closure and Traffic Control


Is this an Athletic Event? ☐ Yes ☐ No
 If yes, a course map and written description of your route must be submitted with this application.
 If your course uses or crosses ANY city streets and/or sidewalks, a detailed traffic management plan must
 also be submitted with this application. (For more information consult the COS Permit Resource Guide)

Will you need intermittent traffic control? ☐ Yes ☐ No *Intermittent Traffic Control (i.e. – 3 to 5 min
 holds)
 If yes, please complete the STREET CONTROL AND CLOSURE information portion of this application.


Will you need street closures? ☐ Yes ☐ No
 If yes, please complete the STREET CONTROL AND CLOSURE information portion of this application.

Will your event impact CAT bus service? ☐ Yes ☐ No
 If yes, please list the impacted routes (including DOT service) here: _____
 You must include coordinate with CAT (Chatham Area Transit) for the rerouting of any services impacted
 by your closure. (For more information consult the COS Permit Resource Guide)

CITY OF SAVANNAH – OFFICE OF SPECIAL EVENTS, FILM & TOURISM 2019 PERMIT PACKET
7



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Office of Special Events,
Film & Tourism

COMMUNITY OUTREACH PLAN
Please type or print clearly. Incomplete applications will not be processed.

Describe how this event will be publicized:

Please include copies of promotional fliers, mailings, emails, and / or door hangers with your application. If
 none of these are available, please describe your promotional efforts here:

How and when will residents and businesses directly impacted by street closures, parking restrictions, and traffic
 be notified?

Describe how will your event staff confirm that these notifications have taken place?

How will displaced residents and/or businesses be accommodated? (Example: Shuttle service, parking relocation,
 etc.)

CITY OF SAVANNAH – OFFICE OF SPECIAL EVENTS, FILM & TOURISM 2019 PERMIT PACKET
13

OLD to NEW

i. The anticipated number of persons participating on foot, number of units, number and construction of floats: 100

ii. The date or dates: Jan 19 2019

iii. The hours of each day the event will be conducted:
Set-up Time: 8 AM Start Time: 9 AM End Time: 11 AM Area Cleared By: 11 AM

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5K

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No ☒ Yes () If yes, explain _____
Note: applicant must obtain loud speaker permit pursuant to City Code 9-2036, REGULATION OF SOUND EQUIPMENT AND SOUND-AMPLIFYING EQUIPMENT.

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ix. Is the use of tents planned? Yes () No ☒

x. Will portable toilets be used? Yes () No ☒

xi. Will dumpsters be used? Yes () No ☒

xii. Is electricity needed? Yes ☒ No ()

xiii. Will sign or pennants be hung outside? Yes () No ☒

xiv. Will artificial lighting be employed? Yes () No ☒

xv. Will temporary static structures be employed? Yes () No ☒

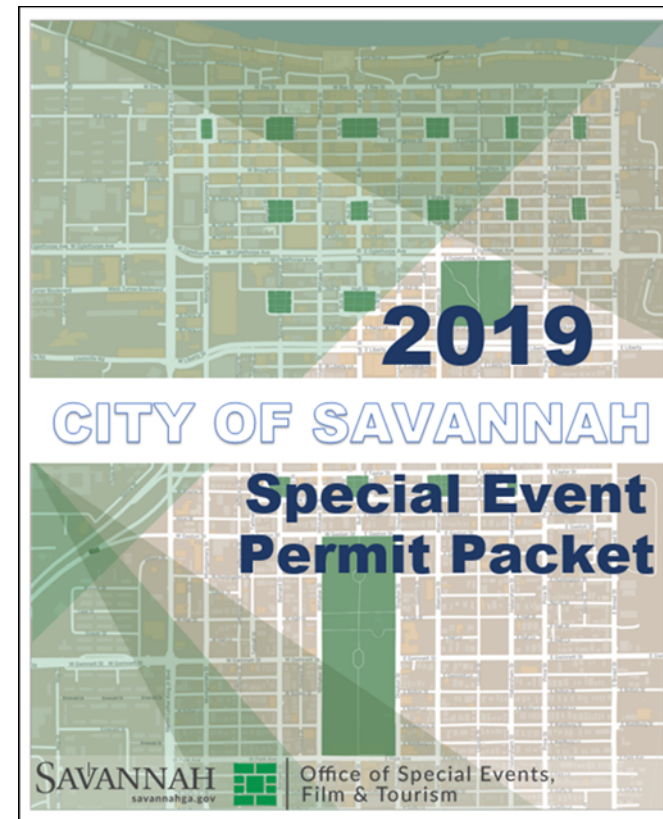
If yes, provide a complete description (including measurements) of the structure: _____

xvi. Will vehicles be employed? Yes () No ☒

If yes, provide a description of each vehicle that will be used and how it will be used: _____

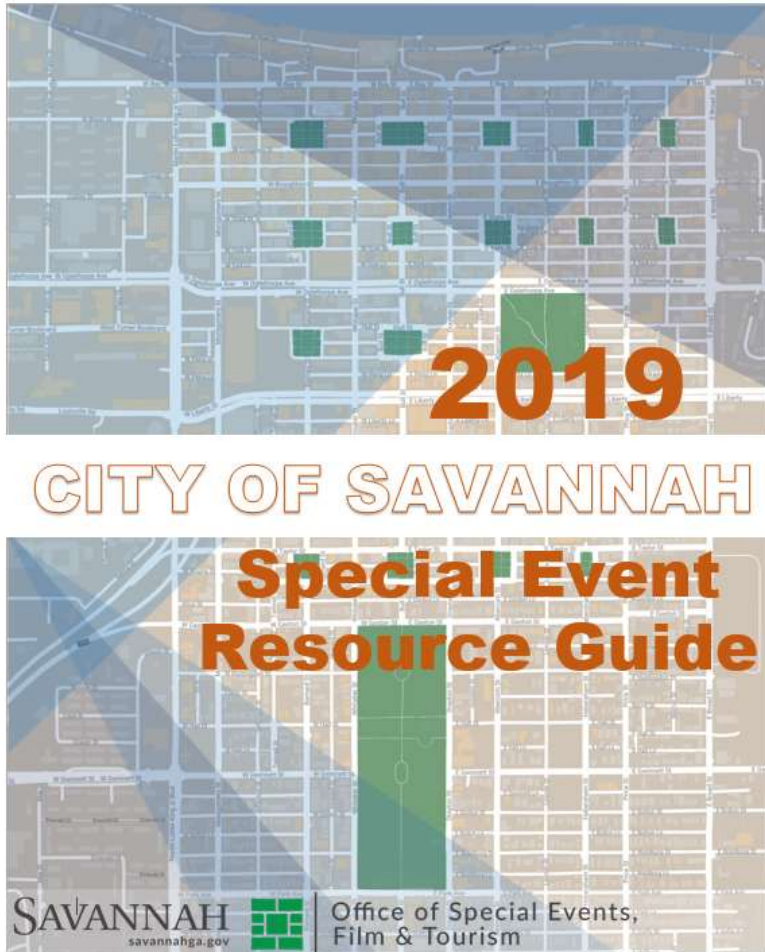
Revised January 12, 2011 2

4 PAGES



18 PAGES

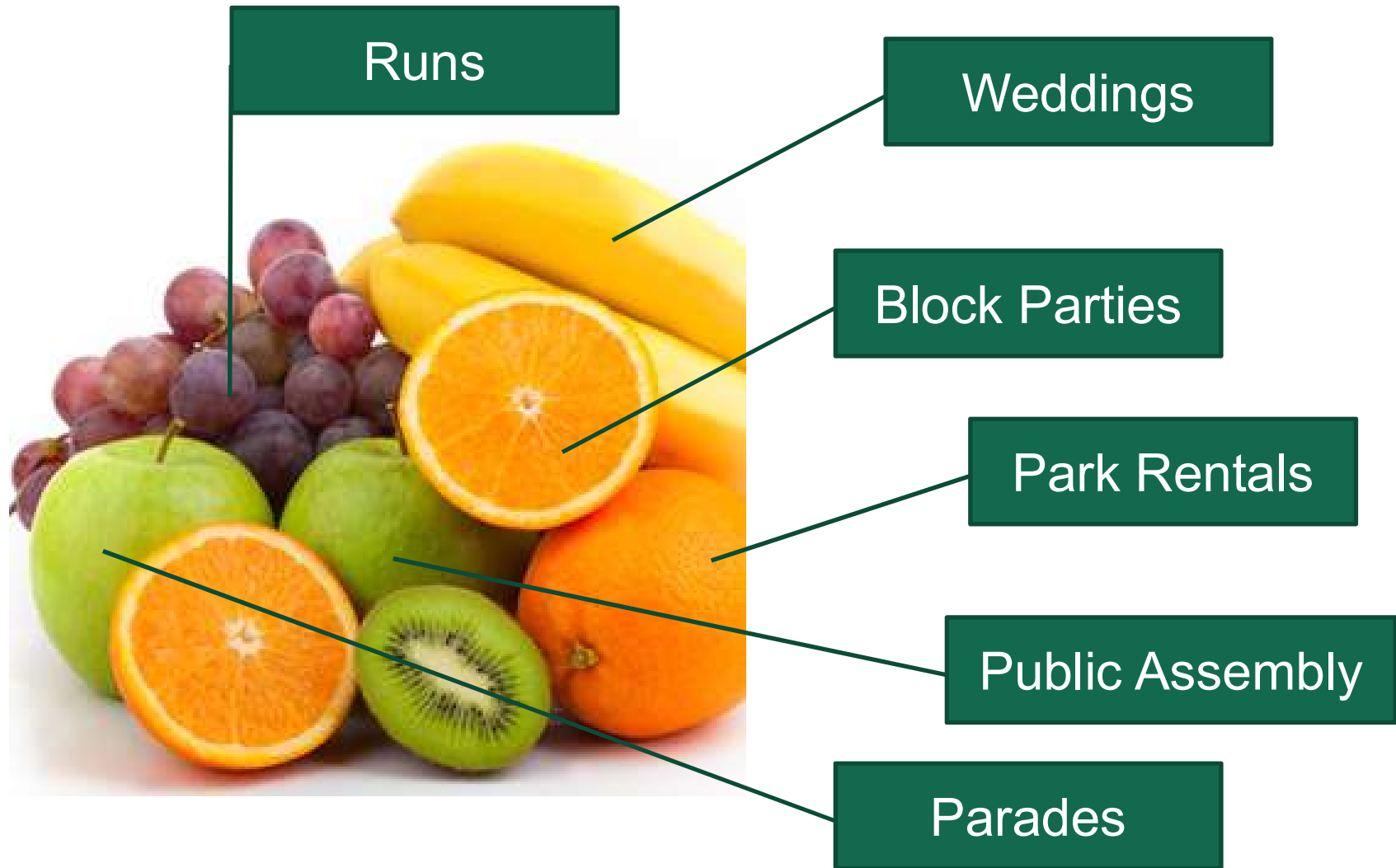
RESOURCE GUIDE



What the guide will have:

- **HOW TO HOST AN EVENT IN SAVANNAH**
- City contact info
- Fees
- Instructions on how to complete the permit
- Policy
- Ordinance
- FAQ
- Permit Review Meeting Dates

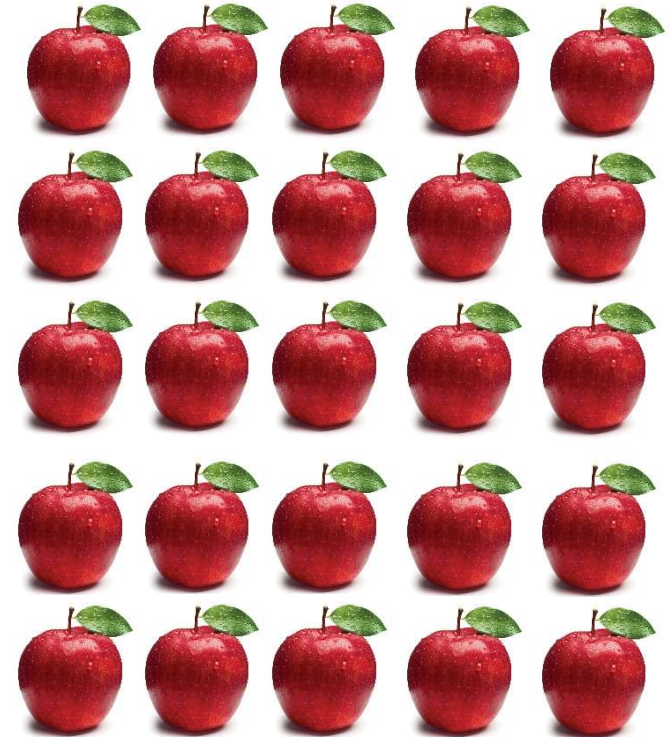
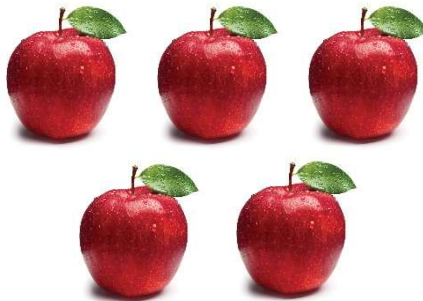
CHANGE OF PRESPECTIVE



CHANGE OF PERSPECTIVE

Define events not by their type but by their size and impact.

A wedding is just as much an event as a run. We must change the mindset of seeing events in separate classifications.



SEIR

- Special Event Impact Rating
- Categorizes event by impact, rather than type
- Allows for organizer to determine HOW MUCH they are willing to put into the process
- Holds organizer accountable to requirements
- Allows for denial if organizer cannot guarantee commitment to requirements
- Clearly defined and logical
- Transparent
- In application, resource guide, and found online

SEIR

IMPACT RATING is determined by the column the applicant touches based on their highest category reached.

SPECIAL EVENT IMPACT RATING					
	SEIR 1	SEIR 2	SEIR 3	SEIR 4	SEIR 5
ATTENDANCE	Less than 100	101-299	300-999	1000-4999	Over 5000
DISTANCE	1 Block Only	5K or 2 - 5 Blocks	10K or 5 - 10 Blocks	Half / Full or 10 -15 Blocks	Full or 15+ Blocks
DATES	Off Peak	Off Peak	Peak	Peak	Peak
LOCATION			Core Impact Area	Core Impact Area	Core Impact Area
STREET CLASS	Local Only	Local Only	Collector	Arterial	Arterial
STREET CLOSURES	1 Block Only Local Road Only	Intermittent Traffic Control	Yes	Yes	Yes
PARKING CLEAR	No	No	Yes	Yes	Yes
AMPLIFIED SOUND	No	9 AM - 11 PM	7 AM * - 11 PM *w/ restrictions	7 AM * - 11 PM *w/ restrictions	Extraordinary Requests
ALCOHOL	No	Yes	Yes	Yes	Yes
PRIMARY PARK / SQUARE CLASS	Residential Squares Only	Commercial or Large Parks	Large Parks Only	Large Parks Only	Large Parks Only
CITY RESOURCE NEED	None	PD Only	Minor	Substantial	Major
	Application	Application	Application	Application	Application
	Signature Sheet (All Temporary Block Closures)	Signature Sheet (Temporary Block Closures)	Signature Sheet (Temporary Block Closures)	Signature Sheet (Temporary Block Closures)	Signature Sheet (Temporary Block Closures)
	Add to City Calendar	Add to City Calendar	Add to City Calendar	Add to City Calendar	Add to City Calendar
		Permit Review Meeting	Permit Review Meeting	Permit Review Meeting	Permit Review Meeting
		Notify Route (Door to Door)	Notify Route (Door to Door)	Notify Route (Door to Door)	Notify Route (Door to Door)
		Clean Up Plan	Clean Up Plan	Clean Up Plan	Clean Up Plan
		Medical Plan	Medical Plan	Medical Plan	Medical Plan
		Site Plan	Site Plan	Site Plan	Site Plan
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			Neighborhood Meetings	Neighborhood Meetings	Neighborhood Meetings
				Council Presentation	Council Presentation

SEIR LEVELS are assigned to events based on the highest single category classification reached.

EVENT REQUIREMENTS are based on the SEIR Level that corresponds to the event.

Example: A 125 runner 5K that crosses a collector roadway automatically increases from SEIR 2 to SEIR 3.

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Office of Special Events,
Film & Tourism

Event Requirements Scale with Event Impact Level

SEIR

SPECIAL EVENT IMPACT RATING					
	SEIR 1	SEIR 2	SEIR 3	SEIR 4	SEIR 5
ATTENDANCE	Less than 100	101-299	300-999	1000-4999	Over 5000
DISTANCE	1 Block Only	5K or 2 - 5 Blocks	10K or 5 - 10 Blocks	Half / Full or 10 -15 Blocks	Full or 15+ Blocks
DATES	Off Peak	Off Peak	Peak	Peak	Peak
LOCATION			Core Impact Area	Core Impact Area	Core Impact Area
STREET CLASS	Local Only	Local Only	Collector	Arterial	Arterial
STREET CLOSURES	1 Block Only Local Road Only	Intermittent Traffic Control	Yes	Yes	Yes
PARKING CLEAR	No	No	Yes	Yes	Yes
AMPLIFIED SOUND	No	9 AM - 11 PM	7 AM * - 11 PM *w/ restrictions	7 AM * - 11 PM *w/ restrictions	Extraordinary Requests
ALCOHOL	No	Yes	Yes	Yes	Yes
PRIMARY PARK / SQUARE CLASS	Residential Squares Only	Commercial or Large Parks	Large Parks Only	Large Parks Only	Large Parks Only
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Example: A 125 runner 5K that crosses a collector roadway automatically increases from SEIR 2 to SEIR 3.

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Office of Special Events,
Film & Tourism

Event Requirements Scale with Event Impact Level

EXAMPLE 1 –

- 35 Person Wedding
- Off Peak
- No Parking Need
- No Sound
- No Alcohol
- Residential Square
- SEIR 1 Rating

SEIR

SPECIAL EVENT IMPACT RATING					
	SEIR 1	SEIR 2	SEIR 3	SEIR 4	SEIR 5
ATTENDANCE	Less than 100	101-299	300-999	1000-4999	Over 5000
DISTANCE	1 Block Only	5K or 2 - 5 Blocks	10K or 5 - 10 Blocks	Half / Full or 10 -15 Blocks	Full or 15+ Blocks
DATES	Off Peak	Off Peak	Peak	Peak	Peak
LOCATION			Core Impact Area	Core Impact Area	Core Impact Area
STREET CLASS	Local Only	Local Only	Collector	Arterial	Arterial
STREET CLOSURES	1 Block Only Local Road Only	Intermittent Traffic Control	Yes	Yes	Yes
PARKING CLEAR	No	No	Yes	Yes	Yes
AMPLIFIED SOUND	No	9 AM - 11 PM	7 AM * - 11 PM *w/ restrictions	7 AM * - 11 PM *w/ restrictions	Extraordinary Requests
ALCOHOL	No	Yes	Yes	Yes	Yes
PRIMARY PARK / SQUARE CLASS	Residential Squares Only	Commercial or Large Parks	Large Parks Only	Large Parks Only	Large Parks Only
CITY RESOURCE NEED	None	PD Only	Minor	Substantial	Major
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SEIR LEVELS are assigned to events based on the highest single category classification reached.

EVENT REQUIREMENTS are based on the SEIR Level that corresponds to the event.

Example: A 125 runner 5K that crosses a collector roadway automatically increases from SEIR 2 to SEIR 3.

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Office of Special Events,
Film & Tourism

Event Requirements Scale with Event Impact Level

EXAMPLE 2 –

- Same 35 Person Wedding
- **Peak Season (Mar-May, Sep-Nov)**
- No Parking Need
- No Sound
- No Alcohol
- Residential Square
- **SEIR 3 Rating**

SEIR

SPECIAL EVENT IMPACT RATING					
	SEIR 1	SEIR 2	SEIR 3	SEIR 4	SEIR 5
ATTENDANCE	Less than 100	101-299	300-999	1000-4999	Over 5000
DISTANCE	1 Block Only	5K or 2 - 5 Blocks	10K or 5 - 10 Blocks	Half / Full or 10 -15 Blocks	Full or 15+ Blocks
DATES	Off Peak	Off Peak	Peak	Peak	Peak
LOCATION			Core Impact Area	Core Impact Area	Core Impact Area
STREET CLASS	Local Only	Local Only	Collector	Arterial	Arterial
STREET CLOSURES	1 Block Only Local Road Only	Intermittent Traffic Control	Yes	Yes	Yes
PARKING CLEAR	No	No	Yes	Yes	Yes
AMPLIFIED SOUND	No	9 AM - 11 PM	7 AM * - 11 PM *w/ restrictions	7 AM * - 11 PM *w/ restrictions	Extraordinary Requests
ALCOHOL	No	Yes	Yes	Yes	Yes
PRIMARY PARK / SQUARE CLASS	Residential Squares Only	Commercial or Large Parks	Large Parks Only	Large Parks Only	Large Parks Only
CITY RESOURCE NEED	None	PD Only	Minor	Substantial	Major
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EVENT REQUIREMENTS are based on the SEIR Level that corresponds to the event.

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Office of Special Events,
Film & Tourism

Event Requirements Scale with Event Impact Level

EXAMPLE 3 –

- 150 Person 5K Run
- Off Peak
- No Parking Need
- Amplified Sound (normal)
- No Alcohol
- ITC Only
- Local Road
- PD Need only from City
- SEIR 2 Rating

SEIR

SPECIAL EVENT IMPACT RATING					
	SEIR 1	SEIR 2	SEIR 3	SEIR 4	SEIR 5
ATTENDANCE	Less than 100	101-299	300-999	1000-4999	Over 5000
DISTANCE	1 Block Only	5K or 2 - 5 Blocks	10K or 5 - 10 Blocks	Half / Full or 10 -15 Blocks	Full or 15+ Blocks
DATES	Off Peak	Off Peak	Peak	Peak	Peak
LOCATION			Core Impact Area	Core Impact Area	Core Impact Area
STREET CLASS	Local Only	Local Only	Collector	Arterial	Arterial
STREET CLOSURES	1 Block Only	Intermittent Traffic Control	Yes	Yes	Yes
PARKING CLEAR	No	No	Yes	Yes	Yes
AMPLIFIED SOUND	No	9 AM - 11 PM	7 AM * - 11 PM *w/ restrictions	7 AM * - 11 PM *w/ restrictions	Extraordinary Requests
ALCOHOL	No	Yes	Yes	Yes	Yes
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Office of Special Events,
Film & Tourism

Event Requirements Scale with Event Impact Level

EXAMPLE 4 –

- SAME 150 Person 5K Run
- **Peak Season**
- No Parking Need
- **Amplified Sound at 7am (announcements only)**
- No Alcohol
- Road Closure
- **Arterial Street**
- PD Need only from City
- **SEIR 4 Rating**

SPECIAL EVENT ORDINANCE

QUICK WIN ORDINANCE CHANGES—

- TITLE CHANGE
 - ‘Special Event Ordinance’
- FEES
 - Noted per the annual revenue ordinance

Daffin Park Pavillion	\$150	\$225	All fees increased to cover expenses to operate.	Article R. Leisure and Recreation Fees. Section 3: Facility Fee
Daffin Park Pavillion - Non Profit	\$60	\$100	All fees increased to cover expenses to operate.	Article R. Leisure and Recreation Fees Section 3: Facility Fees
Special Events Application Fee	0	\$25	Required application fee for all outdoor special events within the City of Savannah	ARTICLE X. MISCELLANEOUS FEES.
Special Event - Food Truck Vendor Fee	\$ -	\$50.00 / vendor per event	Covers part of the administrative costs associated with processing special event permits. Also will fund special event permitting software purchase and licenses. ***Calculated at average of 2 food trucks per event using vendors***	ARTICLE X. MISCELLANEOUS FEES
Special Event - Event Vendor Fee	\$ -	\$25.00 / vendor per event	Covers part of the administrative costs associated with processing special event permits. Also will fund special event permitting software purchase and licenses. ***Calculated at average of 2 food trucks per event using vendors***	ARTICLE X. MISCELLANEOUS FEES
Special Event Permit Fee	-	\$ 150.00	Covers part of the administrative costs associated with processing special event permits.	ARTICLE X. MISCELLANEOUS FEES

SPECIAL EVENT ORDINANCE

QUICK WIN ORDINANCE CHANGES—

- Application Submission and Review
 - 1 Year Out
 - 90 Days to Event
 - 30 days to review by City
 - Provision for 18 months out for NEW EVENTS that do not fall on a projected event date already taken. (Allows time to plan, one time use only)
- Denials
 - Based on not fulfilling obligations listed in application
 - Violated the provisions of a permit within the past 3 years (rolling)
 - Application not submitted on time
 - Incomplete applications
 - Fees not paid accordingly


Implementation

COMMUNICATION IS KEY

- Launch Date: January 2020
- Permit Review Meetings – every two weeks
- Work with Legacy Events
- Use Discretion and Common Sense Approach
- Rolling Implementation

EFFECTIVE IMMEDIATELY:

- Event organizers must submit a permit application in order to hold a date;
- Event organizers can submit a permit application for review one calendar year prior to the event;
- At a minimum, permit applications must be received by this office no later than 90 days from the date of the event; and
- Application submittal DOES NOT indicate approval.

Thursday October 24	Friday October 25	Saturday October 26	Sunday October 27
Concours d'elegance	Concours d'elegance	Concours d'elegance	Concours d'elegance
Ellis Square Evening	Hutchinson Island Daytime	Hutchinson Island Daytime	Hutchinson Island Daytime
	Savannah Pride (Parade)	Savannah Pride (Event)	 <p>The greatest saturation experience will be on Saturday Oct 26th in the downtown areas and along the river.</p>
	River St. to Broughton St Evening	Ellis Square Day / Evening	
		SSU Homecoming (Parade)	
		Broughton St to MLK Jr. Blvd Daytime	
		SCAD Film Festival	
		Broughton St. Evening	
	Unity in the Community	Unity in the Community	Unity in the Community
	Riverfront Plaza Daytime	Riverfront Plaza Daytime	Riverfront Plaza Daytime
		Wag-O-Ween	
		Wright and Calhoun Squares Daytime	
	NOAM Tree Climb	NOAM Tree Climb	NOAM Tree Climb
Forsyth Park Evening	Daffin Park Daytime	Forsyth Park Daytime	
	Frisbee		
	Forsyth Park Daytime		
	Rugby		
	Daffin Park Daytime		



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THANK YOU



City of Savannah / Office of Special Events, Film & Tourism