

CHAPTER 6. - SPECIAL EVENTS

Sec. 3-6001. – Purpose and Definitions.

- (a) It is the purpose of this article to establish a predictable and structured special event application process and to ensure adequate advance notice of permitted special events in order to mitigate potential negative impacts to the community. It is the specific intent of the City to regulate only the time, place and manner of special events, not the content of any speech or expressive conduct.
- (b) Definitions.
 - (1) *City Manager.* The City Manager of the City of Savannah.
 - (2) *City.* The mayor and aldermen of the City of Savannah, Georgia, a municipal corporation: the definition to include all area within the corporate limits of the City of Savannah.
 - (3) *Parade.* Any march, race, presentation, ceremony, pageant, demonstration, procession or motorcade of any persons or conveyances moving upon any public street or sidewalk of the City, which inherently will be unable to or is incapable of complying with the rules of the road as set forth in the Official Code of Georgia and City Code.
 - (4) *Public assembly.* Any meeting, demonstration, picket line, rally or gathering of 100 or more people for a common purpose that will or is likely to interfere with the ordinary flow or regulation of pedestrian or vehicular traffic, or occupies any public area or facilities open to the general public.
 - (5) *Sidewalk.* Any area or pathway set aside or open to the general public for purposes of pedestrian traffic, whether or not it is paved. Sidewalks are generally adjacent and parallel to roadways, although that shall not be the defining characteristic for purposes of this article.
 - (6) *Special Event.* A temporary planned event, whether publicly or privately sponsored, including, without limitation, a block party, organized competitive event, parade, festival, or public assembly occurring on or within one or more city parks, squares, public rights-of-way, or that involves the reservation and use of a public venue, or closure of one or more rights-of-way, for a particular purpose which may involve the use of city services. This definition applies to this chapter only.
 - (7) *Special Event Application.* The document submitted to the City by an applicant which contains all necessary event information for review as specified on the City-generated application form.
 - (8) *Special Event Permit.* A permit issued pursuant to the provisions of this chapter.
 - (9) *Street.* Any place or way set aside or open to the general public for the purposes of vehicular traffic, including any berm or shoulder parkway, right-of-way, or median strip

Sec. 3-6002. – Special event permit required.

It shall be unlawful to promote, stage, conduct, organize or sponsor a special event within City without first applying for and receiving a special event permit.

Sec. 3-6003. - Exemptions.

This chapter shall not apply to the following:

- (a) Funeral processions;

- (b) Students at or below grade 12 going to and from school classes or participating in educational activities, provided that such conduct is under the immediate direction and supervision of the proper school authorities;
- (c) City-sponsored events;
- (d) Casual use of public space generally characterized by, spontaneity, a lack of formal organization or pre-gathering coordination; and,
- (e) A governmental agency acting within the scope of its governmental functions.

Sec. 3-6004. – Special event application.

- (a) A special event application shall be submitted to the City for review.
- (b) Except as described in section 3-6004(c), special event applications shall be submitted:
 - (1) No sooner than 365 days prior to the start of the event
 - (2) No later than 90 days prior to the start of the event
- (c) Applications for an event's initial year may be submitted for review up to eighteen months prior to the start of the event. This provision shall not apply to weddings or wedding receptions.
- (d) Special event applications, where applicable, shall include:
 - (1) The name or title of the special event;
 - (2) The anticipated number of persons participating;
 - (3) The date(s) and times during which the special event will be conducted;
 - (4) The exact location of the special event, and/or the route the special event will utilize;
 - (5) Whether amplified sound will be used and, if so, a sound control plan;
 - (6) Whether artificial lighting will be used;
 - (7) Whether temporary static structures will be used, and if so, a complete description (including measurements) of the structures;
 - (8) Whether vehicles will be used, and if so, a description of the vehicles and how they will be used;
 - (9) The signatures of all residents and/or businesses situated on the street that is to be closed by a proposed block closure denoting approval;
 - (10) A security and safety plan;
 - (11) A medical response plan;
 - (12) A waste management / recycling plan;
 - (13) A community outreach and notification plan;
 - (14) A site plan and / or route diagram;
 - (15) A certificate of insurance specifically naming 'The Mayor and Aldermen of the City of Savannah' as a certificate holder with a waiver of subrogation in favor of the City;
 - (16) A disclosure as to whether the applicant or entity for whom the application is made has previously conducted a special event within the City which has been subject to any civil, criminal or administrative action;

(17) A disclosure as to whether the applicant or entity for whom the application is made has defaulted upon, or is in arrears to, any payments due to the City; and

(18) The signature of the applicant.

(e) Any false statements or information provided in the application constitute grounds for revocation, suspension, and/or imposition of penalties as set forth in Section 1-1013 of the City Code.

Sec. 3-6005. – Application review.

(a) The City shall review and respond to applications within twenty-five (25) business days of receipt.

(b) The applicant may be required to meet with the City to present their event plan, confer on modifications to the plan, to amend the application, or provide clarifying information as may be needed for approval.

(c) Amendments made to an application during the review period, except at the request of the City, shall be deemed a separate and new application.

(d) The City may extend the review period if necessary to allow the applicant sufficient time to make any required modifications or amendments. Such time shall not exceed thirty (30) calendar days prior to the proposed start of the event.

(e) The applicant shall be notified in writing of the City's decision either to permit the event as planned, require modifications, or deny the application.

Sec. 3-6006. – Application denials.

(a) The City may deny an application for the following:

(1) The application does not contain all required information, or that information set out is so incomplete, vague, or ambiguous as to prevent full and meaningful review;

(2) The application contains material omissions, falsehoods, misrepresentations, or lacks authority to represent or bind the entity for which the application is made;

(3) The applicant or entity represented by applicant has, on prior occasion, damaged public property or is in arrears as to any civil, criminal, or administrative judgment or decision rendered against the applicant or entity;

(4) The applicant or entity represented by the applicant has on prior occasion violated the conditions of an approved special event permit within the past 3 years, calculated on a rolling calendar basis;

(5) The event plan as proposed would present an unreasonable risk or danger to health or public safety;
or

(6) The event plan, as proposed, geographically overlaps with another event, already permitted.

Sec. 3-6007. - Appeals.

- (a) Appeals may be made to the City in writing within five (5) business days of receipt of a denial either in whole or in part.
- (b) The City shall schedule an appeal meeting between the applicant, the City Manager and appropriate City staff to occur within five (5) business days of the receipt of an appeal.
- (c) At the appeal meeting all parties shall produce any supporting information relating to the denial of the application.
- (d) The City Manager shall render a final decision in writing which shall affirm, alter or reverse the denial of the application within 7 calendar days of the appeal meeting.

Sec. 3-6008. - Revocation.

The City shall have the authority to revoke a special event permit, at any time, if such conditions arise which present an imminent or undue danger to the public, or if the event becomes non-compliant with the provisions of the issued permit.

Sec. 3-6009. - Severability.

Should any section, provision, or clause of any part of this chapter be declared invalid or unconstitutional, or if the provisions of any part of this chapter as applied to any particular situation or set of circumstances be declared invalid or unconstitutional, such invalidity shall not be construed to affect portions of this chapter not so held to be invalid, or the application of this chapter to other circumstances not so held to be invalid. It is hereby declared as the intent of the city that this chapter would have been adopted had any such invalid portion not been included herein.