



Special Event Policy

Effective Date: January 1st, 2021

Purpose: This policy is adopted to set a standard to effectively process requests for special events that are not hosted by the recreation department, while keeping the interests and resources of the county and its citizens a priority.

Scope: This policy applies to individuals, businesses, agencies, clubs, organizations, and similar who wish to host Special Events which are less than seven consecutive days and are nonrecurring in nature, at Madison County Recreation Department's facilities.

Definitions:

Special Event: An organized activity offered by an individual, business, agency, club, organization, or similar. Organized activities may include, but are not limited to, any of the following: an event where the event organizer takes registration, either paid or unpaid; an event where food is provided; an event that requires access to facilities usually unable to be reserved; an event that has the potential for revenue; an event that has a heightened level of risk compared to the recreation department's day-to-day operation. Special Events are nonrecurring events whose duration is less than seven consecutive days.

Special Event Application: The official document, provided by the Department, that Event Organizers must complete in order to begin the special event process. Details in the Special Event Application are used to complete the Special Event Contract. Event Organizers must include details of the Special Event in the Special Event Application in order for them to be considered. Any major changes to the Special Event Application may require abandonment of the current Special Event Application and the process to start over.

Director: The Director of Madison County Recreation Department.

Chairman: The Chairman of Madison County Board of Commissioners.

Event Organizer: The point of contact for the Department. This individual is acting in an official capacity to represent the Organizing Body listed on the Event Application and the Organizing Body's relationship with the Department. Any reference to the Event Organizer's possession in this policy will also refer to the Organizing Body's possession.

Organizing Body: The specific associated agency, non-profit entity, or for-profit entity that is organizing the event and responsible for its implementation and oversight. The Event Organizer is acting in an official capacity as representing the Organizing Body. If insurance is required for the event, then it must come from the Organizing Body named in the Special Event Application. The Organizing Body must be accurately depicted in the Special Event Application in order to properly assess Special Event Fees.

Associated Agencies: Madison County Government Offices/Departments, Sheriff Department, Madison County School District, and city governments located within Madison County.

Non-Profit Entities: 501 C3 agencies, benefit runs, charity walks, church groups, benevolent groups, volunteer fire departments, animal shelters, chambers of commerce, pilot clubs, lions clubs, rotary clubs, any group with the goal of raising funds for a cause and not primarily to generate revenue. If it is not clear that an entity is fundraising, documentation indicating as such may be requested. Generally, the Department should take the word of entities who say they are fundraising.

For-Profit Entities: Any individual, business, organization, or similar whose primary intention is generating revenue from the event.

Participants: In determining the size of an event, the Department will consider participants to be anyone actively or passively attending an event. Participants are not limited to those registered to participate. For example, spectators at an athletic event and patrons at a craft fair will be considered as participants in addition to the registered athletes and craft vendors. The Department will refer to events of similar nature to estimate the number of participants an event may have.

Deposit: Monetary fee related to the cost of reserving the facilities for the duration of the event, including setup and breakdown of the event. Facility rental fees are determined by the current facility reservation policy.

Special Event Fee: Monetary fee related to the cost of administration work the Department incurs for the event.

Additional Fees: Monetary fees related to costs incurred by the Department during the event.

Facility: Any property or building owned, in part or whole, by Madison County and operated, in part or whole, by Madison County Recreation Department.

Special Event Contract: The official agreement between the Department and Organizing Body, which outlines each party's responsibilities. The Special Event Contract must be signed by all parties in order for it to be valid and must be in the possession of the Event Organizer on the day of the event. The Special Event Contract governs allowable activities related to the Special Event. Breach of contract by the Event Organizer, Organizing Body, or its participants will warrant the Department to shut the event down.

Procedure:

1. Event Organizers must complete and submit a Special Event Application and pay a Deposit to the Department, no sooner than six months prior to the event start and no later than forty-five days prior to the event start.
 - A. The Deposit will consist of the total fees to reserve facilities requested for the special event. Facility rental fees are determined by the current facility reservation policy. Deposits include setup and break down of the event.
 - B. Special Event Applications will only be accepted if requested facilities are available for dates and times listed on the Special Event Application.
 - C. Department staff must attach a copy of the receipt of the Deposit to the Special Event Application and block off requested facilities in the Department's facility management system.
2. The Director, or her/his designee, will review applications in the order in which they are received and will either deny or conditionally approve the application.
 - A. The Director or her/his designee, will determine the applicable Special Event Fee plus any other related costs as outlined below. The facility rental fees paid as a deposit at the time of application are not applied towards the Special Event Fees or any additional, related costs. In determining the appropriate Special Event Fee, the Director or her/his designee, should determine the estimated total number of passive and active Participants, as defined above.

Special Event Fee Table, Minimum Amounts:

Event Size:	Small	Medium	Large	Very Large
	Up to 25 participants	26-150 participants	151-250 participants	More than 250 participants
Associated Agencies	\$0	\$50	\$75	\$100
Non-Profit Entities	\$50	\$75	\$100	\$125
For-Profit Entities*	15% of estimated gross revenue	15% of estimated gross revenue	15% of estimated gross revenue	15% of estimated gross revenue

*For-Profit Entities who do not plan on generating any revenue and who will not generate revenue at their Special Event will revert to the Non-Profit Entity Special Event Fee rate structure listed above.

Additional Fees:

- \$15.00/hr per employee to offset cost of Madison County Recreation Department staff
- \$10.00/bag of lining chalk used**
- \$15.00/bag of drying agent used**
- Event Organizers are responsible for providing all equipment for their event. Rental of MCRD equipment may be negotiated for events at the discretion of the Director.

**Special event applications must include a request of at least one maintenance staff member to be present during the event to apply these products. Additional staff may be deemed necessary by the Director depending on the scope of work requested.

B. Within seven business days, the Director, or her/his designee, will notify the Event Organizer whether the event is denied or if it is conditionally approved. An event will be denied if the requested Facilities are not available, if Department staff are not available, if the application deadline is not met, or if the Special Event Application is incomplete. If the event is conditionally approved, the Director will notify the Event Organizer of the associated Special Event Fee and any applicable Additional Fees. Any applicable documentation that is needed from the Event Organizer will be requested with deadlines at this point also. The Director, or her/his designee should provide specific dates to the Event Organizer so that there are clear expectations on when items are due. If deadlines fall on a Saturday/Sunday or on an official holiday observed by Madison County, the Director or her/his designee, upon her/his best judgement, should provide an alternative deadline to the Event Organizer.

3. The Event Organizer has the following deadlines to meet in order to receive a contract from the Department.

A. Documents and fees are due by 5:00pm on the provided deadlines. If electronic documents are sent after 5:00pm, on Saturday or Sunday, or on an official holiday observed by Madison County, the documents will be considered received on the following business day. Deadlines are the last day an item will be accepted. Providing items prior to the deadline is highly encouraged. Failure to provide an item by the deadline will void the application process and the event will be denied.

B. Due at the time of Special Event Application, and at least 45 days prior to event date: Event Permit from the City of Danielsville for events being held at Memorial Park. Event

Organizers must first contact the Department to check availability of Memorial Park before applying for an event permit with the city. Once an event permit is obtained from the city of Danielsville, Event Organizers may submit the Special Event Application to the Department and make the required deposit to reserve the facilities requested for the event.

- C. Due thirty days prior to the event date: Certificate of Liability. During the term of the event, the Event Organizer shall procure and maintain, at its sole cost and expense, a General Liability insurance policy for injuries to persons or damages to property that may arise from or in connection with the use of the Facilities and the activities associated with the use of the Facility by the Event Organizer, its agents, representatives, participants, attendees, employees, and volunteers for limits of not less than \$1,000,000 for personal injury, death, or property damage to the Facilities out of any one occurrence. This insurance must name Madison County, GA as an additional insured under the policy and contain a waiver of subrogation in favor of Madison County, GA. Only insurance carriers licensed and authorized to do business in the state of Georgia will be accepted. The Event Organizer's insurance coverage shall be primary insurance with respect to the County, its officials, agents, employees, and volunteers. Any insurance or self-insurance maintained by County, its officials, agents, employees or volunteers shall be considered secondary and in excess of the Event Organizer's insurance and shall not contribute to it.
- D. Due fifteen days prior to event: Event Safety Plan. The Event Safety Plan should include the following; medical response plan, a map of aid station(s) locations with a list of first aid equipment provided at each location, communication plan, and ingress/egress of participants.
- E. Due fifteen days prior to event: Certificate or License for Food Service, or notice from Madison County Health Department stating none is required. If food is being provided at the event, Event Organizers must contact Evander Baker, Environmental Health Specialist with Madison County Department of Health [Phone (706) 795-2131 ext. 2504 or email evander.baker@dph.ga.gov] to determine whether a food permit is required for the event or not. By this deadline, either a food service permit allowing the Event Organizer to serve food or a notice from Madison County Department of Health stating that a food service permit is not required to provide food during the event must be provided to the Department. If a permit is not required and food is being provided during the event, but Madison County Health Department requires stipulations to be maintained in order to allow food during the event, the statement must outline those stipulations.
- F. Due fifteen days prior to event: Event Map. Maps should be printed satellite views of applicable facilities with the following locations indicated; fields used, course layout for races, informational and vendor booths, registration and check-in, areas for food prep and dining areas including tables and chairs, and any temporary equipment for event (tents, stages, lights).
- G. Due fifteen days prior to the event date: Special Event Fee and any Additional Fees. Event Organizers must submit payment in the form of cash or check made payable to Madison County Recreation Department, in person. A receipt will be provided to the Event Organizer, listing the name of the Event. Madison County Recreation Department staff will make a copy of the receipt and will attach it to the Special Event Application.
- H. Prior to event day: Last minute requests for maintenance staff and materials due to changes in the weather forecast. It will not be guaranteed that staff and materials are available for such requests. If they are and approved by the Director or her/his designee, applicant must pay \$15.00/hr per employee for eight hours or for the duration of the

event, whichever is greater, to offset cost of staff time devoted to the event. The amount covering staff time is due by cash or check to the Department prior to the event start. Event Organizers must post-pay the Department for any quick dry used in these scenarios within seven days upon the completion of the event.

H. Additional documentation or requirements may be requested by the Director or her/his designee depending on the event. Deadlines will be provided to the Event Organizer for additional documents and/or requirements.

4. Pending the receipt of all applicable documentation and fees requested by the deadlines given, the Director, or her/his designee, will draft a contract outlining the details of the event, and will send the contract to the Event Organizer to sign.
5. After the Event Organizer signs the contract, they must return it to the Director. The Director will sign the Event Contract and send it to the Chairman to sign. The Director will send a copy of the event contract to the Event Organizer with all parties' signatures. It is not until all parties have signed the event contract that the application process is complete and the event may occur. The Event Organizer must keep their copy of the event contract, having all signatures present, with them during the event.

Refunds:

1. Refunds will be issued through the county's finance department in the form of a check mailed to the address listed on the event application.
2. If the Department denies the event application, then facility deposits will be refunded in full.
3. If the Department conditionally approves the event application and the Event Organizer does not wish to proceed with the terms provided by the Director, then the facility deposits will be refunded in full only if the Event Organizer gives written notice to the Director within seven days of notice of the event being conditionally approved. Written notices must indicate that Event Organizers wish not to proceed with the event and are requesting a refund of the deposit.
4. Between seven days following notification from the Director that an event is conditionally approved, and no later than fifteen days prior to the event date, 50% of the deposit may be refunded only if the Event Organizer gives written notice to the Director indicating that the Event Organizer wishes to not proceed with the event and is requesting a refund of the deposit.
5. Deposits will not be refunded fourteen days or less prior to event date.
6. Special Event Fees will not be refunded fourteen days or less prior to event date. If Special Event Fees were paid early (prior to the fifteen day deadline) and an Event Organizer cancels the event, then the Director may, at her/his discretion, refund the Special Event Fee on a pro-rated basis based on the level of the Department's efforts related to the event. Event Organizers must request a refund for Special Event Fees in writing.
7. If the Recreation Department determines to cancel an event due to weather-related safety concerns or field conditions on the day of the event, only Deposits related to facility rentals and the Additional Fees may be refunded at the discretion of the Director. Special Event Fees are non-refundable due to day-of weather cancelations. Deposits and any Additional Fees may be issued on a pro-rated basis at the discretion of the Director. Event Organizers must initiate a refund request with the Director within three days of the cancelation.

Unapproved Events:

1. Individuals, businesses, agencies, clubs, organizations, and similar may not operate Special Events, as defined by this policy, without completing the outlined process above. Individuals,

businesses, agencies, clubs, organizations, and similar may not operate events that are denied by the Department. Events that do not abide by this policy will be shut down. Those present will be informed of this policy and asked to leave the premises. If the event does not cease and parties do not vacate within a reasonable time, then Department staff will call Madison County Sheriff Office and a trespass order will be filed.

2. Department staff who witness unapproved events must determine, to the best of their ability, the Organizing Body that is responsible for the unapproved event, whether it is an individual, business, agency, club, organization, or similar. The Director will send a letter to the organizing body notifying them of the Special Event Policy, that the event in question was unapproved, and that the Department reserves the right to file a trespass order if subsequent unapproved events take place.