



City of Brooklet
Special Event Application — Agreement

Applicant Organization:	
Applicant Contact:	
Address:	
Phone:	Email:
Event Location:	

Event Duration

Begin Date: _____ Begin Time: _____
End Date: _____ End Time: _____

City Services Need.

- | | |
|--|---|
| <input type="checkbox"/> Permits/Inspections | <input type="checkbox"/> Fire (Medical/Safety/Etc.) |
| <input type="checkbox"/> Police (Crowd Control/Security) | <input type="checkbox"/> Parking |
| <input type="checkbox"/> Water (Usage) | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Electricity | |

Describe City Services Needed:

Expected Attendance at Event:

Means/Methods of Advertisement: _____

Describe Restroom, Sanitation, and Garbage Arrangements:

Initial in the space provided.

☐ Applicant has received and understands the cost of reimbursement schedule for the city provided services, equipment and facility use as follows.

Advance Deposit	
Other Advance Payment Including Police Services	
Payment Due at completion of event	\$

☐ Applicant has read the application agreement for Extra-Duty Police Officer Employment and has agreed to the rate of pay for police officers. (Brooklet Police Form: BPD1 121-12)

☐ Applicant specifically agrees to hold harmless the City of Brooklet from all liability whatsoever, to provide proof of liability insurance covering this event, and that the City is not a co-sponsor of this event.

☐ A nonrefundable application fee of \$10.00 shall be paid at the time the application for a permit is filed. Such fee shall be payable to the City of Brooklet by cash, money order, or cashier's check

Insurance Coverage By: _____

Signature and Dates.

Applicant: _____

Date. _____

Chief of Police: _____

Date. _____

Mayor: _____

Date. _____



Brooklet Police Department

202 East Lee Street, Brooklet, GA 30415
Phone: (912) 842-9911

Gary M. Roberts, Chief of Police



VENDOR APPLICATION AND AGREEMENT FOR EXTRA-DUTY POLICE OFFICER EMPLOYMENT

Requirement and Requests for Extra Duty Police Officers:

Special events are important to local governments for many reasons, including the public enjoyment, a sense of community, and revenue for local businesses. Effective security and traffic control is a critical feature of these events. The Police Department is responsible for receiving, evaluating, recommending, and providing security and traffic services for all organized events within the city.

Completion of this application is required to employ the extra-duty services of Police Officer(s). The requested number of Police Officers shall provide police duties in addition to those generally provided to the public. It is understood that the Brooklet Police Department will make every effort to coordinate the hiring of extra duty officer(s) pursuant to your application; however, the Brooklet Police Department is not obligated to provide extra duty police service pursuant to your application.

A permit application will not be approved for any person, firm, or organization whose officers, members, business, or operations are questionable or for any event that will discredit the employee or Department. It is understood that, notwithstanding the fact that the permit holder will reimburse the officer for the services rendered, the police personnel hired pursuant to your application remain employees of the Brooklet Police Department. The applicant is restricted to the general assignment of duties for which the extra-duty officer(s) were hired, but has no authority over the police personnel.

Police Officers are also available to provide traffic control on public streets for events that draw additional vehicular, bicycle, parking, and pedestrian traffic. Police officers are limited to performing only law enforcement related functions at your event.

Some specific duties that police officers are prohibited from performing include:

1. Ticket taking or seat ushering;
2. Carding or identifying individuals to determine their status and right to attend the event;
3. Collection of any money;
4. Enforcement of management rules. Officers will only assist in the event that event coordinator requests the removal of a person.

Vendor Application and Agreement (Cont.)

Police Officers rate. Amount to paid as advanced payment with the application at City Hall.

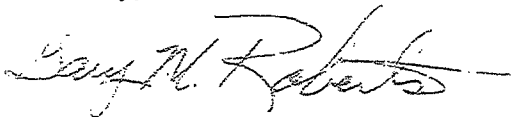
1. Church Security & Traffic Control: \$35 per hour
2. General Security: \$40 per hour
3. Special Events Security & Traffic Control: \$45 per hour; \$55 on holidays (see below) and Sat/Sun preceding Labor Day & Memorial Day
4. Traffic Control: \$50.00 per hour for a minimum of one (1) hour.
5. Holiday Security or Holiday Traffic Control: \$55 per hour (Holidays include Easter, Father's/Mother's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving/Black Friday, Christmas Day/Eve, New Year's Eve/Day)
6. Movie Production: \$50 per hour

The police department will base the number of Police Officers by employing a special events risk factors and staff matrix. For this reason, it is critical for event organizers to disclose all known risk factors to the Brooklet Police during the planning stage of the event. Negligent or intentional omissions, or disclosures of information that negatively impacts safety, will result in re-calculation of increased security and traffic control cost(s) necessary to protect life and property.

Although you can request a Police Officer, in order to ensure the safety of Brooklet Police and your event attendees, the Police Department reserves the right to make the ultimate determination on the number of personnel assigned to your event. For example, a minimum of two officers is generally required for any event needing police services where alcohol is being served. If your event requires four police officers, a supervisor will be assigned to the event.

We are here to make your event as successful and safe as possible. If you have any questions regarding Special Events and Extra Duty employment, please contact us at (912) 842-9911.

Sincerely,



Gary M. Roberts, Chief of Police

Integrity, Professionalism, Teamwork, and Safety

Brooklet Police Department \ 202 E. Lee Street \ PO Box 67 \ Brooklet, Georgia 30415

Procedures for Event Applications

- Permits are required when having a fair, festival, parade, walk/run that includes more than 75 participants
- Applications are available at the Police Department, and that begin the process
- Event Coordinator is responsible for private security and sanitation services (if more than 100 people are expected to attend) that are in effect until one hour after the conclusion of the activity
- The Police Chief will determine the amount of private security needed
- The event may not extend past the time approved on the permit (this includes clean up)
- The producer of the event makes the application at City Hall, on the permit acquired at the Police Department
- The application must be filed at least 30 days prior to date the event is scheduled to occur and the event must be approved at a city council meeting prior to the event. City Council meetings are held the third Thursday of each month. No application shall be accepted earlier than one year prior to the date of the event.
- The producer of the event, who files the application, shall be solely and fully responsible for compliance with all provisions, including financial requirements.
- The producer of the event shall make application for a permit for such event at city hall on a form prescribed by the Chief of Police and obtained from the PD.
- The application fee of \$10 (non refundable) plus a \$100 deposit are required on the day the permit is filed.
- The Police Chief will confer with the City Council member who is head of Event Planning and each Dept Head of any area being affected by the event (water/electrical usage, streets, public works employees needed, safety issues, etc) to determine cost, personnel needed, and safety and any other info needed to assist the Chief of Police in facilitating the event.
- A minimum of ten working days shall be allowed for administrative review of the application and issuance of the permit, following council approval.
- The Chief of Police is authorized to approve and issue a permit after city council approves/disapproves the event, and no later than 30 days following receipt of the completed application.
- If the permit is denied, a written response will be sent from the Police Chief to the Event Coordinator and will include reason for denial.
- Any violation of the ordinance shall be punishable by a fine, not exceeding \$1000 (Brooklet City Ordinances Sec 26-171).

ARTICLE V. - SPECIAL EVENTS

Sec. 26-151. - Definitions.

The following definitions shall apply to the interpretation and enforcement of this article:

Chief of police means the Chief of Police of the City of Brooklet, Georgia, or his or her designee for the administration of this chapter.

Impacts government services on public rights-of-way means where a reasonable person would reasonably expect a need for the provision of municipal services to a degree significantly over and above that which the city routinely provides under ordinary every day circumstances.

Producer or host means any person, group of persons, organization, association, club, or other entity responsible for planning, producing and conducting an event.

Special event or *event* means any organized activity having as its purpose entertainment, recreation and/or education, such as a festival or celebration, foot or vehicle race, parade or march, rally or assembly which takes place on a public street, sidewalk or right-of-way, or occurs on private property and impacts government services on public rights-of-way.

Vendor means any person or persons who engage in the sale to the public of any food or food products, goods, services, or merchandise of whatever nature from any location, either mobile or stationary, on a temporary itinerant basis on any public street, sidewalk, or right-of-way. The definition of vendor, as used in this article, shall not be construed to include or prohibit a permanent business, operating under the provisions of the occupation tax ordinance and other applicable laws, from displaying goods or merchandise on a public sidewalk immediately in front of and adjacent to the permanent business structure so long as such displays do not impede the normal flow of pedestrian traffic and so long as other laws and ordinances pertaining to such business or displays are complied with.

(Ord. of 2-25-2015, § 1)

Sec. 26-152. - Permits.

- (a) *Required.* It shall be unlawful for any person, group, organization, association, club or other entity to conduct or cause to be conducted any special event in the City of Brooklet without having obtained a valid permit for such event.
- (b) *Exemptions.* The following special events are exempt from the provisions of this article:
 - (1) Special events where the attendance that is reasonably expected is less than 75 people;
 - (2) Special events occurring on private property used and occupied as a private residence, which special event is hosted by at least one of the occupants of such private residence, regardless of the number of attendees;
 - (3) Special events occurring upon a city or county-owned sports facility, including without limitation, a

ball field, tennis court or pool, provided that the special event constitutes a use for which the sports facility was intended, and regardless of the number of attendees;

- (4) Special events hosted by a church on property owned by the church, but only if the property is used on a regular basis, at least bi-monthly, to conduct worship services, and regardless of the number of attendees;
 - (5) Events hosted by a school on property owned by the school or a governmental entity, provided that the property is used on a regular basis, at least weekly, to conduct classes;
 - (6) Funeral processions conducted under the supervision and direction of a funeral director in conjunction with any funeral;
 - (7) A governmental agency acting within the scope of its agency.
- (c) *Geographic limitation; responsibility for security and sanitation service.* A special event shall be limited to the specific geographic area(s) within which the event is to take place and the producer of a special event shall be responsible for the provision of private security and sanitation services within the boundaries of the event during the event and for a period of one hour past the conclusion of the event or until the area is cleared of all activities and structures related to such event. The chief of police shall determine the amount of private security reasonably required for the event that is to be provided by the producer, if any.
- (d) *Time limitation.* Except for clearing of the area, no special event shall be allowed to continue beyond the time approved on the permit for the event.
- (e) *Delineation of boundaries; preservation of areas for circulation.* The outermost boundaries of the special event shall be fully and clearly delineated on a map, which shall be no smaller than 8½ x 11 inches in size, and attached to the application for a permit. All public streets and/or sidewalks within and adjacent to such area(s) shall be clearly identified. The chief of police, or designee, shall require, as part of the approval for the event, that areas no less than five feet in width shall be designated and preserved for public circulation and access to adjoining business establishments outside the area(s) delineated for the event.
- (f) *Maps for walks or runs.* The producer of a special event such as a walk or run, as to which the provisions of subsection (d) above would not be practicable, shall submit with the application for a permit a map, which shall be no smaller than 8½ x 11 inches in size, showing the exact route of the course for the walk or run.

(Ord. of 2-25-2015, § 2)

Sec. 26-153. - Application; fee.

- (a) A producer of a special event shall make application for a permit for such event at city hall on a form prescribed by the chief of police. Application forms may be obtained from the police department.
- (b) An application for a special event should be filed at least 30 days prior to the date the event is scheduled to occur. However, no application shall be accepted earlier than one year prior to the date of the event.
- (c) A nonrefundable application fee of \$10.00 shall be paid at the time the application for a permit is filed.

Such fee shall be payable to the City of Brooklet by cash, money order, or cashier's check.

(Ord. of 2-25-2015, § 3)

Sec. 26-154. - Identification of producer.

The producer of an event, if a group or organization, shall be fully identified on the application. However, a special event permit shall be issued only to an individual person, who may be the actual producer or a designated agent of the producer, and such individual person shall be solely and fully responsible for compliance with all provisions, including all financial requirements, of this chapter and other applicable laws.

(Ord. of 2-25-2015, § 4)

Sec. 26-155. - Administrative review.

The chief of police shall cause the application to be circulated to each government department and/or other agency whose services the chief of police determines would be affected by the nature and activities of the proposed event. Each such department or agency shall review the application and note the services which it will be required to perform, the number of personnel to perform such services, the length of time to perform such services, the cost to perform such services, and any other information which would assist the chief of police in facilitating the event and services required.

(Ord. of 2-25-2015, § 5)

Sec. 26-156. - Special conditions on permit.

Each department of the government reviewing an application may recommend in writing certain conditions or restrictions as deemed necessary to facilitate the event, to comply with other laws or regulations, and/or to the safety, health and welfare of the community. In reviewing the recommendations of the departments, the chief of police may impose such conditions or restrictions as a part of the permit and such special conditions so imposed shall be construed to have the full force and effect of law as a provisions of this article. A violation of such conditions or restrictions shall be deemed a violation of this article.

(Ord. of 2-25-2015, § 6)

Sec. 26-157. - Final approval of permit; minimum review.

- (a) The chief of police is authorized to approve and issue a permit for a special event after considering all comments and conditions of the reviewing departments and agencies as well as other information pertaining to the proposed event as described on the application, and after the payment of all applicable fees and costs.
- (b) A minimum of ten working days shall be allowed for the administrative review of an application and the issuance of a permit.
- (c) The chief of police shall either issue or deny the permit no later than 30 working days following the date the completed application is filed. If the permit is denied, the producer shall be notified in writing of the

denial and the reason(s) for the denial.

(Ord. of 2-25-2015, § 7)

Sec. 26-158. - Emergency issuance of permit.

In extraordinary circumstances, the chief of police, shall be authorized to waive or otherwise expedite any or all of the review process and to issue a special event permit upon payment by the producer of all applicable fees and costs for such event.

(Ord. of 2-25-2015, § 8)

Sec. 26-159. - Permit fees.

The fee for a permit to conduct a special event shall be based on all services to be provided by the government for such event and shall be equal to the estimated actual cost to the government to provide such services. The initial permit fee shall be the aggregate of the estimated costs of such services calculated by each government department. If, at the conclusion of the event, the cost of government services is greater than the initial payment, the producer of the event shall be billed for the difference. Failure to pay the outstanding amount within 30 days of the billing date shall be a violation of this article.

(Ord. of 2-25-2015, § 9)

Sec. 26-160. - Liability.

The producer of any special event shall hold harmless the City of Brooklet, its officers, employees and agents from liability of damages arising from any acts or omissions emanating from a special event. Proof of such waiver shall be filed with, and made a part of, the application form. The producer shall be responsible for providing any and all other insurance that may be necessary for any special event. The amount and kind of insurance required shall be determined by the chief of police, or his designee, after considering the nature of the special event, and the potential for harm and the degree of harm to persons and property. The producer shall provide proof to the chief of police, or his designee, that such insurance is in effect prior to the issuance of a permit.

(Ord. of 2-25-2015, § 10)

Sec. 26-161. - Vendors.

- (a) *Sales permitted.* The sale of food, or any merchandise or services of any type by a vendor shall be allowed as a component of a special event provided such vendor is approved and authorized in writing by the producer of the event and shall be conducted in accordance with such conditions and limitations as shall be imposed in writing by the producer and submitted as part of the application for a permit.
- (b) *Authorization of vendors.* The producer of a special event shall have sole responsibility and authority to allow or disallow sidewalk or street vending as a component of an event. Such identification shall be not less than three inches, shall state that the bearer is an official participant in the event, and shall bear the signature of the producer of the event.

- (c) *Identification required.* Any vendor authorized by the event producer shall be required to prominently display on his or her person a badge identifying the vendor as an authorized participant in the event. Such identification badge, which shall be not less than three inches by three inches, shall state that the bearer is an official participant in the event and shall bear the signature of the producer of the event.
- (d) *Permit not required.* Vendors authorized by the producer of an event as a component of the event shall not be required to obtain any separate vendors permit to operate during the period of the event. However, all other vendors, of whatever nature, not authorized as a participant in the special event shall obtain the appropriate licenses and permits as required under other applicable ordinances.
- (e) *Unauthorized vending prohibited.* It shall be unlawful for any vendor not authorized by the producer of a special event as provided under this section to engage in such business within a distance of 25 yards of such event from one hour before until one hour after the event.
- (f) *Food sales.* The vendor of any food, whether hot or cold, as a part of a special event shall be subject to all rules and regulations of the county health department. It shall be the responsibility of the producer of an event to assure compliance with this section by any such vendors.

(Ord. of 2-25-2015, § 11)

Sec. 26-162. - Glass containers prohibited.

The use of glass containers within the area of any special event shall be prohibited.

(Ord. of 2-25-2015, § 12)

Sec. 26-163. - Police services.

Traffic and crowd control shall be provided by the City of Brooklet Police Department and/or the Bulloch County Sheriff's Department, and the number of officers and/or special arrangements shall be determined by the Chief of Police of the City of Brooklet.

(Ord. of 2-25-2015, § 13)

Sec. 26-164. - Toilet facilities.

The producer of a special event shall be required to provide temporary outdoor toilet facilities at any event at which 100 or more persons are expected to be in attendance. The number of toilets and their locations shall be determined by the city building inspector.

(Ord. of 2-25-2015, § 14)

Sec. 26-165. - Tents, stages, etc.

Tents, arbors, stages, grandstands or other temporary facilities constructed or erected as a part of a special event shall be approved by the city building inspector.

(Ord. of 2-25-2015, § 15)

Sec. 26-166. - Street closing.

The complete or partial closure of any street, sidewalk or other public way as a part of a special event shall be approved by the chief of police.

(Ord. of 2-25-2015, § 16)

Sec. 26-167. - Banners, signs, etc.

Temporary, noncommercial banners or signs may be permitted overhead across public streets for the purpose of designating "starting" and "finish" lines for a race. Small banners, pennants, signs or other decorations which do not interfere with vehicular or pedestrian traffic, and which do not damage or deface any tree or public structure, may be allowed as part of a special event. Approval of the chief of police shall be obtained by the event producer for any banners or signs permitted in this section. The producer of the event shall be responsible for the removal of such banners, pennants or decorations within 48 hours after the close of the event.

(Ord. of 2-25-2015, § 17)

Sec. 26-168. - Duration of permit.

No permit issued under this chapter shall be valid prior to or past the date of the special event for which it is issued.

(Ord. of 2-25-2015, § 18)

Sec. 26-169. - Cessation of activities.

The safety, health, welfare and good order of all citizens and the community shall be first and foremost and every special event shall be conducted in such manner. The chief of police may terminate any activity, whether a part of or the entire event, which does not meet this community standard. Upon notification of the event producer in person by the chief of police to cease any activity, it shall be unlawful for such producer and/or any participants to permit such activity to continue.

(Ord. of 2-25-2015, § 19)

Sec. 26-170. - Picketing and demonstrations, etc.

Any person, group or organization engaged in any picketing, demonstrations, assembly, gathering, procession or other activity protected by the U.S. Constitution shall be prohibited from blocking the ingress and egress of any public or private place. Any person, group or organization engaged in such activities is required to make application as set forth in section 26-153(a) and (b) of this article. However, any such person, group or organization shall be exempt from the permit requirement in section 26-152(a) of this article and the fees set forth in section 26-153(c) of this article.

(Ord. of 2-25-2015, § 20)

Sec. 26-171. - Penalties.

Any violation of this article shall be punishable by a fine not exceeding \$1,000.00, and/or imprisonment of not more than six months.

(Ord. of 2-25-2015, § 21)