



DEPARTMENT OF
PARKS AND RECREATION

2015
DEPARTMENT OF PARKS AND RECREATION
POLICY RULES
FOR
OUTDOOR EVENTS IN
CITY OF ATLANTA PARKS

PRESENTED BY:

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2015 DPR Policy Rules for Outdoor Events

General Provisions:

- 1) Outdoor Event organizers are not allowed to prevent access to any greenspace by way of gating, fencing, charging or requiring a ticket for admission to the greenspace.
- 2) Outdoor event organizers not allowed to advertise that admission is required for entry.
- 3) Tickets and ticket packages may be advertised and used to sell food and beverages as well as other items. Ticket packages for goods and services may be sold before or during the event but in no case can a charge be required to access public property/greenspace.
- 4) Outdoor Festivals may not prohibit access to specific amenities such as dog parks, playgrounds, athletic fields and courts, splash pads or the skatepark. Specific site amenities must be used in the way that they were intended. Multi-purpose fields may be used for Outdoor Festivals for pedestrian use such as concert viewing, but may not have structural infrastructure set up on the field.
- 5) Outdoor Festivals must request use of other reservable spaces such as pavilions and ballfields no later than 90 days prior to the event. Dates and times of the actual event are to be submitted to the Office of Parks Reservations. All applicable fees apply. Amenities may only be available based on availability. (Open to public 90 days in advance)
- 6) Amplified sound may not occur before 9:00am in City of Atlanta Parks, except for permitted Assemblies and Outdoor Festivals.
- 7) Event organizers may not set-up for single day events prior to 6:00am nor may break down for single day events occur after 11:00pm in a City of Atlanta Park.
- 8) Cycle Track—The bike lane on 10th street near Piedmont Park can only be closed for Class A festivals.
- 9) Overnight events between the hours of 11PM-6AM are only allowed at Woodruff Park and Gordon White Park and must abide by the City Code of Ordinances. Please see Sec. 110-75.
- 10) Outdoor Festivals may request permission from DPR to post banners, fliers and other signage regarding an upcoming event, no sooner than 1 week prior to the event. DPR may request to see a copy of what is proposed to be placed in the park. All signage must conform to the following guidelines:
 - a. Signage must not be staked in the ground in any manner
 - b. Signage must not block line of sight for traffic

- c. Signage may only occur in the park or greenspace in which the Outdoor Festival is to take place
 - d. DPR is not responsible for any damage or loss of signs and the Outdoor Festival organizer must repair any damage caused from signage
 - e. No signs may be tied or hung on trees, shrubs or other vegetation
 - f. No signs or banners will be approved to be hung in Freedom Park, unless associated with approved temporary art (requires permit) or for an amenity located in the park
 - g. No more than 2 banners and 5 real estate/yard posting signs or smaller throughout the park
- 11) DPR will not permit Outdoor Festivals to be scheduled or to take place on the same site infrastructure footprint within a required remediation period. (See remediation schedule attached)
- 12) It is DPR's recommendation that only one Outdoor Festival and/or Gated Ticketed Event (GTE) will be permitted to occur within a park each day. (Chastain Park Amphitheatre events are not considered an event for the purposes of this policy. Organizations wishing to host an Outdoor Festival/GTE at Chastain Park must submit an A & B plan for event dates/times at the time of submittal if during the amphitheatre event season.)
- a. Outdoor events may be required to pay for use of water at Chastain Park since the meter is not under DPR purview **OR** the event organizer may be required to bring in their own potable water for the event.
- 13) DPR may require an Event Monitor/Staff Member to be present during the load in and load out of any Class A, B, C Outdoor Festival, to ensure compliance with park rules and all park assets are protected. Based on site plan, organizers may be responsible for erecting tree save fencing as per DPR requirements and removing the fencing after the event is complete. Costs can be charged to the event organizer/permit holder.
- a. Outdoor Festival organizers may be required to pay/reimburse the Piedmont Park Conservancy for security if the event prevents normal business operations from accessing the park through the Park Drive, Charles Allen Drive, 12th and 14th Street gates.
 - b. Minimum operation and service lane access to amenities operated by third parties such as Greystone and the tennis center must be maintained at all times. Minimum access information is available from the DPR Office of Reservations.

- c. Event organizer may be responsible for compensating the Piedmont Park Conservancy for additional restroom use, attendants or paying for a park attendant at Grant Park or at other facilities.
- 14) **Effective March 1st, 2015, all site plans submitted for Piedmont Park must abide by the following policy:** Set-up of infrastructure is prohibited within the Blues lines (see Appendix A) in Piedmont Park unless the event organizer rents Greystone. Access to Greystone must be allowed to vendors, contractors and the Piedmont Park Conservancy throughout the event. Class A festivals are the only exception to the rule.
- 15) Set-up of infrastructure may not be placed under the drip lines of park trees. The drip line of a tree is defined by the outermost circumference of a tree canopy where water drips from and onto the ground.
- 16) Each Outdoor Festival is responsible for remediating the site to a condition at least as good as before the festival occurred. This may include, at a minimum, aeration and fertilization of impacted turf. This includes all areas impacted by load in/out and areas included in the event footprint.
- a. All Outdoor Festival organizers are responsible for any fines that may be imposed as a result of violations of city code, including but not limited to, fines for tree impact, fines for improper disposal of grey water or fees related to damage to park or city amenities.
 - b. Failure to pay fines and fees to the City of Atlanta may result in the denial of future permits.
- 17) Park Restrooms are available to use as part of the event during normal operating hours. Outside of normal operating hours the event organizer must arrange access to the restrooms with the Reservations office no later than 14 days prior to the event date. Please note that there is no guarantee of functionality of restrooms at the time of your event.
- 18) Outdoor Festivals will not be permitted in parks and greenspaces of less than 2 acres unless the festival is including the park area of less than 2 acres within a larger festival site plan which may include street closures or other property. (Example: Delta Park, Gordon White Park, Hardy Ivy Park)
- a. Outdoor Festivals may not be permitted at specific park and greenspace locations including, but not limited to, the Greensward at Piedmont Park and Freedom Park.
 - b. No additional Class A Outdoor Festivals will be permitted for Piedmont Park except as identified in the existing MOU. It is recommended that no additional Class B Festivals are permitted at this time.
 - c. Outdoor Festivals at Piedmont Park's Oak Hill must adhere to the following:

- Limited to 3 annually
- Total expected attendance cannot exceed over 10,000
- No more than one stage and a sound booth are allowed on Oak Hill
- No vending on the turf of Oak Hill or the base of Oak Hill
- No infrastructure on Oak Hill or the base of Oak Hill
- The City of Atlanta may permit additional events and adjust site plan requirements on Oak Hill if used as a fundraiser for the City or MOU partner.

19) Smoking is not permitted at any City of Atlanta park. Organizers must include “ No Smoking Information” in all external communication to attendees.

20) DPR reserves the right to decline a site permit for an Outdoor Festival at a given park due to, among other considerations: 1) failure of the applicant to submit a complete or accurate application or required plans, or to timely supplement the application or plans upon request; 2) inability or refusal to comply with other applicable parks permitting requirements, such as insurance (Class A, B, C); 3) conflicting prior permits or conflicting prior applications for the same site; 4) conflicting schedules with historically occurring events which are scheduled or anticipated to be scheduled at the same time, date and place; 5) planned or anticipated park work or rest periods in the park; 6) events or conflicting programs of MOU partners or other leased properties by the City of Atlanta; and 7) public safety concerns or exigent circumstances.

2015 DPR Policy Rules for Gated and Ticketed Events (GTE’s)

This Policy shall be applicable to Parks, as defined in this Policy, at which a Gated and Ticketed Event is held. This Policy does not replace, preempt or supersede any other DPR policy, rules and regulations currently in place or which may be adopted in the future, except to the extent expressly stated in this Policy and necessary to implement this Policy and its rules and regulations. This Policy does not modify the City of Atlanta Alcohol Policy which shall be applicable to Gated and Ticketed Events at which alcoholic beverages are sold, served and/or consumed.

- 1) DPR will allow Gated and Ticketed Events in DPR Parks taking into consideration scope of event, logistics, and neighborhood impacts and based on reasonable parameters and permitting guidelines. The park locations listed and defined are identified as permissible sites for Gated and Ticketed Events subject to the specified restrictions and permitting procedures.
- 2) All Gated and Ticketed Events must erect approved fencing at the organizer’s sole expense around the area to be used.
- 3) Gated and Ticketed Events may occur in the following park locations:

(NOTE: Capacities permitted may be less than listed based on safety considerations)

- a. Piedmont Park
 1. Meadow; Maximum Capacity: 43, 193 (only as part of permitted Class A Outdoor Festivals)
- b. Woodruff Park; Maximum Capacity: NTE 6,000 (maximum of 3 GTE's annually)
- c. Brownwood Park ; Maximum Capacity: 4,900 (maximum of 3 GTE's annually)
- d. John A White Park; Maximum Capacity: 4,000 (in coordination with MOU partner; maximum of 3 GTE's annually)
- e. O4WP (as listed below)
 1. Amphitheatre ; Maximum Capacity: 1,000 (maximum of 6 GTE's annually) – Available by contacting Atlanta Beltline, Inc.
 2. Greenspace (North); Maximum Capacity: 4,000; (maximum of 3 GTE's annually) – Some areas may not be currently available or may need joint approval of Atlanta Beltline, Inc. , see map in appendix)
 3. Skatepark Field Only, Maximum Capacity: 4,000; (maximum of 3 GTE's annually)
- f. Candler Park (added 2015 on a trial basis); Maximum Capacity: 10,000 daily (may be less depending on site plan) and may not exceed 19,999 over course of the event (maximum of 3 GTE's annually)
- g. Additional park locations and number of events per site may be requested by contacting DPR no less than three (3) months prior to event date (new park properties may be added at the DPR's Commissioner's discretion).
- h. Gated and Ticketed Event sites are specific locations within the parks where DPR has authorized and reserved the right to designate a specific site within a park listed above for GTE's. The area and location of the GTE will be specified in the issued permit.
- i. No Gated and Ticketed Event shall allow public attendance to exceed any established maximum carrying capacity of the site, per day, where the GTE is to be held. Carrying capacity of each site is pre-determined by Atlanta Fire and Rescue Department. Exact capacities allowed will be determined and specified on the permit issued based on what is being set –up, space requirements and other determining factors regarding the site plan of the event. Atlanta Fire and Rescue marshal must be scheduled through the

Atlanta Fire and Rescue, Inspections. Please contact LaFawn Longino at llongino@atlantaga.gov.

- j. All Gated and Ticketed Events of more than 250 people, or requesting vending, ticket sales or alcohol must present to the respective Neighborhood Planning Unit (s) (NPU) no less than ninety days (90) days prior to the scheduled event.
 - k. DPR may require Event Monitors/Staff Members to be present during the load in and load out of any Gated and Ticketed Event to ensure park rules and park facilities are protected. Based on site plan, organizers may be responsible for erecting tree save fencing as per DPR requirements and removing the fencing after the event is complete. All costs can be charged to the event organizer/permit holder.
 - 1. Outdoor Festival organizers may be required to pay/reimburse the Piedmont Park Conservancy for security if the event prevents normal business operations from accessing the park through Park Drive, Charles Allen Drive, 12th and 14th Street gates.
- 4) No more than one (1) Gated and Ticketed Event will be permitted each month at each location. Set up and breakdown should be limited to no more than 4 days, or 7 days at Piedmont Park Meadow, including set up and tear down time shall be allowed for each Gated and Ticketed Event. (Chastain Park Amphitheatre events are not considered an event for the purposes of this policy. However, organizations wishing to host a GTE at Chastain Park must submit an A & B plan for event dates/times at the time of submittal if during the amphitheater event season.) Outdoor events may be required to pay for use of water at Chastain Park since the meter is not under DPR purview **OR** the event organizer may be required to bring in their own potable water.
- a. All remediation requirements as required for Outdoor Festivals are in effect for GTE's, in addition to other remediation that may be required.
 - b. No more than one (1) Gated and Ticketed/Outdoor Festival event can be held in a given park at one time.
 - c. Gated and Ticketed Events may not prohibit access to specific amenities such as dog parks, playgrounds, athletic courts, and the skatepark or spray pads.
 - d. Gated and Ticketed Events are scheduled on a first come/first serve basis, and are subject to event remediation and other schedules. Gated and Ticketed Events that have occurred for three (3) consecutive years at the same location will be able to secure the same date/reoccurring weekends in the same park until the date(s) is/are not secured by the organizer.
- 5) **All GTE's are required to also permit the event as an Outdoor Festival. A separate request to DPR for a GTE must be included with site plan to DPR at time of MOSE submittal.**

- a. Applications must be received at least ninety (90) calendar days prior to the event date(s).
- b. Applications for GTE's must be received to the Office of Parks no later than thirty (30) calendar days prior to the event date(s) **AND** do not require the event to also be permitted as an Outdoor Festival if:
 1. Expected participation of 249 people or less
 2. No Vending
 3. Invitation only event/presale only
 4. No Tents larger than 10 x 10
 5. No stage. Risers may be permitted but may not be of no more than 100 sq ft and no higher than 8 inches from the ground

These events may offer:

- Properly permitted alcohol (may require 90 days submittal)
 - Amplified sound with same restrictions as DPR Special Use sub-permit
- c. Depending on the scale and logistics of the anticipated event, and impacts on the park and the surrounding neighborhood, DPR may require additional information, maps and/or plans to be submitted, including but not limited to: event layout and site operations, crowd control and fencing, traffic control and parking, emergency services and first aid, community outreach, park protection, power and utility service, alcohol service, signage, trash and sanitation, fire protection, and security services. These plans, maps and other information, once deemed complete by DPR, may be distributed to various City and other governmental authorities for review and comment. Based on comments received and its own review, DPR may impose reasonable conditions on any GTE to mitigate or control potential impacts of the proposed event. DPR cannot waive any fees required by other City of Atlanta Department or agency.
 - d. Amplified Sound: All Gated and Ticketed Events that request amplified sound must secure a permit. Amplified sound permits for GTE's will only be issued for use of amplified sound between 9am -10pm maximum. No sound permits will be issued between 6am-9am except for permitted Assemblies and Outdoor Festivals. GTE events will be limited to as to the distance sound can be heard, as measured at the lesser distance of 100 feet, or the boundary to the park in front of the sound source. Sound is not permitted within 100 feet of residentially zoned property, may not be positioned towards residential locations if possible and additional restrictions may apply unless the

event is also an Outdoor Festival. Amplified Sound must never be audible beyond the perimeter of the park unless an Outdoor Festival permit is also obtained for the event. **(Fee: \$50 large gathering/greenspace fee + \$50 special use fee+\$100 event bond)**

- e. Moonwalks, inflatables, and other amusements are not permitted without prior approval from the Commissioner of DPR.
- f. DPR reserves the right to decline a request for a permit for a GTE at a given park due to, among other considerations,: 1) failure of the applicant to submit a complete or accurate application or required plans, or to timely supplement the application or plans upon request; 2) inability or refusal to comply with other applicable parks permitting requirements, such as insurance (Class A, B,C); 3) conflicting prior permits or conflicting prior applications for the same site; 4) conflicting schedules with historically occurring events which are scheduled or anticipated to be scheduled at the same time, date and place; 5) planned or anticipated park work or rest periods in the park; 6) events or conflicting programs of MOU partners or other leased properties by the City of Atlanta; and 7) public safety concerns and exigent circumstances.
- g. Permits that have been denied for noncompliance with submittal requirements may be resubmitted upon addressing all noncompliance issues as long as they are resubmitted with the 90 or 30 submittal period respectively.
- h. General Restrictions: In order to assure that no one party unduly secures an inordinate share of the park(s) for Gated and Ticketed Events, no one party will be allowed to obtain more than one permit more frequently than once every six (6) months for any Gated and Ticketed Event. This restriction shall apply to GTE's in all parks. "One party" shall mean: 1) any organization or entity or its parent, subsidiary, or affiliated organization or entity; 2) any person employed by an organization and acting on behalf of that organization which held a GTE during the prior six (6) months; 3) any one person, married couple, or single family (mother, father, brothers and sisters); and 4) any person or entity acting as agent or representative of, or applying for a permit for the use of, any of the parties described in 1) through 3) above.
- i. A GTE must comply with the City of Atlanta Alcohol Policy and state and local liquor licensing requirements if alcoholic beverages are permitted to be sold, served and/or consumed on DPR property.
- j. The permit holder for the GTE shall ensure that all DPR rules, regulations and policies and the ordinances of the City of Atlanta, as well as all permit requirements, conditions, and restrictions in the issued permit, are adhered to with respect to the Event. A permit may be revoked for failure to comply. An event pre and post meeting including a pre and post site review and post event review may be required by DPR.

6) **Fees:** DPR has established a fee structure to partially defray the costs of administering GTE's and the additional costs and expenses to maintain the parks. These fees are in addition to any required by MOSE. Fees:

a. Piedmont Park Meadow: (only available to Class A Outdoor Festivals)

\$500 + additional fees may be applicable

b. All other Park Locations: \$500 (made payable to City of Atlanta DPR)

c. Fees for event space may apply if event site is located on a reservable site for DPR.

d. All payments must be made at time of application. The date(s) requested cannot be guaranteed until the payment is received. All fees are non-refundable and made payable to the City of Atlanta DPR.

e. Organizer must pay for off duty Atlanta Police Department security to remain in the park after 11PM through 6AM for any items that are to remain in the park

f. Gated and Ticketed Events may request permission from DPR to post banners, fliers and other signage regarding an upcoming event, no sooner than 1 week prior to the event. DPR may request to see a copy of what is proposed to be placed in the park. All signage must conform to the following guidelines:

1. Signage must not be staked in the ground in any manner

2. Signage must not block line of sight for traffic

3. Signage may only occur in the park or greenspace in which the GTE is to take place

4. DPR is not responsible for any damage or loss of signs and the GTE organizer must repair any damage caused from signage

5. No signs may be tied or hung on trees, shrubs or other vegetation

6. No signs or banners will be approved to be hung in Freedom Park, unless associated with approved temporary art (requires permit).

7. No more than 2 banners and 5 real estate/yard posting signs or smaller throughout the park

2015 Large Gatherings in a Park & Greenspace Permits

a. Amplified Sound is limited to no more than 100' from the noise source, or the boundary to the park. Sound is not permitted within 100' of residentially zoned property. (See attached

- appendix) No sound permits will be issued between 6am-9am (except for permitted Assemblies) or after 10pm Sunday through Thursday or after 10:30pm Friday or Saturday.
- b. A Greenspace permit can be issued for parks no less than than ¼ acre but under 2 acres. Capacity of 125 attendances per acre maximum.
 - c. No event of more than 250 people will be permitted in parks of less than 2 acres unless park area is a part of an Outdoor Festival with a larger site plan.
 - d. A showmobile reservation may still require applicable Large Gathering in Park, Greenspace and/or Special Use Permits.
 - e. Parking lots may be included in site plans for Large Gatherings in a Park and Greenspace Permits (as well as Outdoor Festivals and GTE's) but are not rented by DPR.
 - f. Non-compliance or violation of the permit or city ordinances will result in the immediate withholding of the event bond.
 - g. Risers may be permitted but may not be larger than 100 sq ft and no higher than 8 inches from the ground
 - h. Deep fryers and boilers are **not** allowed in City of Atlanta Parks., except as permitted as an Outdoor Festival, Gated Ticketed Event or Assembly.
 - i. Outdoor events may be required to pay for use of water at Chastain Park since the meter is not under DPR purview **OR** the event organizer may be required to bring in their own potable water.
 - j. Customers who have had an event bond withheld due to violating park rules and regulations are prohibited from reserving a park facility within 24 months of the event date.

Showmobile Information

- a. The showmobile must remain in City of Atlanta city limits.
- b. The showmobile must be reserved with DPR no later than 14 days prior to the event date.
- c. Please note other permits may apply and may require earlier submission.
- d. Certified funds are only forms of payment and an insurance binder in the amount of \$1 million (naming the City of Atlanta as an additional insurer) may be required.

Fee Schedule:

* Tax Exempt Resident Organizations \$350/ 8 hour period

*All Other Resident Organizations \$450/ 8 hour period

* Tax Exempt Non-Resident Organizations \$600/8 hour period

*All Other Non-Resident Organizations \$800/8 hour period

* We will supply the use of the Showmobile and Driver **ONLY**, PA system and Generator are **NOT INCLUDED**

*Showmobile size is 32' wide x 24' deep

2015 Athletic Field Use Policy

The Department of Parks and Recreation (“DPR”) has transitioned from the Random Selection Process to an online reservation system for all ballfield reservations excluding pre-existing MOU partners, pavilion rentals and other reservation functions.

1. Reservations for each ballfield season will be released in 3 month increments. Field reservations will be reserved on a first come, first serve basis, and will be available for rental at 12 noon on the dates listed below.
 - a. Tuesday, January 13th (March, April and May)
 - b. Tuesday, April 14th (June, July and August)
 - c. Tuesday, July 14th (September, October and November)
 - d. Tuesday, October 13th (December, January and February)
2. The DPR’s Office of Reservations will not accept walk-in reservations for ballfields at Harris Tower during the first 24 hour selection period. All fields, dates and times reserved during the first 24 hours (e.g. 12pm/January 13th – 12pm/January 14th) will not be refunded or exchanged for a credit except due to rainout or similar situation rendering the field unusable.
3. In order to complete a reservation, an online account is required. Please refer to the Office of Parks website for further details on how to set-up an account. **For information on how to create an account, please click the HELP link on our reservations portal.**
4. A transaction fee equal to 2.99% of the transaction amount plus \$0.25 will be charged to process all online reservation payments.
5. All participants must submit proof of residency and tax-exempt status no less than 1 week prior to reserving fields to ensure that additional payments/credits are not assessed.
6. All organized leagues must reserve fields.
7. Vending and alcohol are prohibited at City of Atlanta Parks.

8. All fields must be booked in ONE (1) hour periods. The online system will allow a participant to enter times less than one (1) hour, however, a final permit will not be issued until payment for the full hour is made and received.
9. All participants may select the times they wish to use the fields on a first-come, first-serve basis, although some fields may have pre-determined rental blocks for specific hours of the day. No reservations are permitted on Fridays.
10. Currently, only Frankie Allen has pre-determined rental blocks. These hours are as follows: 6:00-7:00am, 7:00am-8:00am, 8:15am-9:15am, 9:30am-10:30am, 10:45am-11:45am, 12:00pm-1:00pm, 1:15pm-2:15pm, 2:30pm-3:30pm, 3:45pm-4:45pm, 5:00pm-6:00pm, 6:15pm-7:15pm, 7:30pm-8:30pm, 8:45pm-9:45pm, and 10:00pm-11:00pm. Teams are not allowed to use intervals in between time slots for games or scheduled activity. The DPR, at its sole discretion, may add rental blocks to other fields.
11. Payment Deadlines: Payment for field reservations must be made in full at the time of reservation submittal. For walk-in reservations, participants may pay via personal check, credit card or money order between 90 and 14 days before the reservation. Ballfield reservations made less than 14 days in advance must be paid by credit card or money order only and may not be completed online.
12. For ballfield reservations made after the first 24-hour reservation period, all cancellations must be made **in writing** to the Reservations Office via parkscustomerservice@atlantaga.gov no less than thirty (30) days prior to the scheduled event in order to receive a refund or credit. No refunds or credits will be issued after the 30 day mark of the event. Please allow 6 to 8 weeks for processing of any refund.
13. All teams must leave the field at the time specified on the reservation permit. Failure to leave a field may result in the revocation of future reservation permits. The Office of Parks will take progressive action regarding the violation of rules and regulations.
14. Fields are all selected and paid for based on current field conditions. Goals, benches, bleachers, bases and other items are not guaranteed by the Department of Parks and Recreation and may be removed at any time. Fields that do not have operable lights will be charged at an “unlighted” rate until lights are repaired.
15. Rain-Outs—To schedule make-ups for rain-outs, customers must notify the Office of Parks via email at parkscustomerservice@atlantaga.gov within one (1) day of the rain out. A credit may be issued if a new date cannot be agreed upon. If notice is not given within one (1) day, no credits or refunds will be issued.
16. Wet-Field Policy--The use of an athletic playing field that has been impacted by wet weather is not permitted. If you arrive at a particular field and find the condition of the field to be substandard (rainy or wet conditions, standing water, bare spots or any combination of these elements) we respectfully ask that you DO NOT use the field. If you need to reschedule your

reservation due to the field conditions or have any questions, please contact the Office of Reservations. Customers using fields in such a condition shall be responsible for the cost of repairing any damage done to the fields. In addition, failure to abide by these policies may result in penalties, including revocation of field reservation permit(s) and future loss of use of the fields for the subsequent rental block.

- 17.** All permits must be brought to the field during every scheduled date. Failure to do so may result in being asked to leave the field.
- 18.** If an organization is found playing during your scheduled time, please ask them to leave the field. If they do not leave the field, please call the Atlanta Police Department to file a report and also contact the Office of Reservations via phone or email to report the occurrence.
- 19.** Fields may be taken off-line during certain times of the year to allow for field rest and remediation. The Field Status Hotline (404.546.7992) provides information on temporarily closed field.
- 20.** The DPR reserves the right to deviate from these established written guidelines at its discretion. Where a change occurs which may affect current permits, the City will, where practicable, seek the consent of the affected participants. The Office of Parks will notify participants in writing regarding any change.
- 21.** All policies and procedures will be reviewed on a quarterly basis.

If you have any additional questions or concerns, please contact The Office of Reservations at 404-546-6757, press option 0 or via email at parkscustomerservice@atlantaga.gov. We look forward to being able to provide this online reservation service.

Assemblies

The definition of an Assembly is an outdoor event that involves an organized group that: moves from one location to another upon any city street, sidewalk, park or other city-owned right-of-way; has a common purpose, design, destination or goal; and consists of persons, animals or vehicles, or a combination thereof. Examples include without limitation a march, parade, promenade, or procession of any kind. Should the moving outdoor event be immediately followed by one hour or less of stationary activity, such as a speaker, the stationary activity shall be deemed part of the moving activity. Where the stationary activity exceeds one hour, it shall be deemed a separate outdoor event that requires separate permitting is applicable.

1. Applications must be submitted to the Mayor's Office of Special Events no later than 30 days prior to the event date and no earlier than 10 months prior to the event date
2. Assemblies with anticipated attendance below 10,000--\$50.00 fee
3. Assemblies with anticipated at attendance greater than 10,000--\$100.00 fee
4. \$100.00 refundable sanitation bond is also required
5. Assembly permits include the right to vend for an hour, and the applicant need not obtain a separate vending permit activity occurring during the time that the assembly permit is in effect.
6. Assembly permits include the right to have amplified sound for an hour. Amplified sound in parks must be approved by the Office of Parks and must comply with the amplified sound policy.
7. Assemblies held in parks must also include a site plan to be approved by the Office of Parks.
8. Event organizers may not set-up for single day events prior to 6AM nor may break down for single day events occur after 11PM in a City of Atlanta Park.
9. Amplified sound may not occur before 9AM in City of Atlanta Parks, except for permitted Assemblies. Permitted assemblies may have amplified sound in a City of Atlanta park prior to 9am at locations designated by the Department of Parks and Recreation.
10. Park Attendants--Event organizers may be required to hire Park Attendants from the Reservations Office for Assemblies requesting sound prior to 9AM and to also have vehicular access or park restroom access into the park. Park attendants are available on a first come, first serve basis and must be booked no later than 14 days prior to the event date. The rate for park attendants is \$10.50/hour for a minimum of 4 hour. To hire a park attendant please email requests to parksreservationist@atlantaga.gov and include your event name and date and the times requested for vehicular access.

Type of Event Definitions

- **Greenspace:** Permits use of greenspace for events of 75 attendees or less
- **Large Gathering in a Park:** Outdoor event that lasts for more than one hour, has more than 75 attendees, and does not meet the definition of an outdoor festival. If 250 or more attendees are anticipated at the event, APD, EMS and AFR may review.
- **Outdoor Festival:** Outdoor event that is a public celebration or gathering that includes entertainment, amusement rides, dancing, music, dramatic productions, art exhibitions, other exhibits or displays, selling of merchandise or services, sale of food and or alcohol or any combination of the mentioned components.
- **Assemblies:** Pre-planned event consisting of people, animals or vehicles, or any combination of the above moving towards a common destination or goal that requires temporarily closing or obstructing all or part of any street, sidewalk, or other public right of way.
- **Special Use Permit:** requires an additional fee and authorizes the use or relates to amplified sound, port-o-toilets and/or generators.

Event Types and Event Classifications

| <u>Permitting Office</u> | | <u>Permitting Office</u> | |
|---|-------------------------------|--|--|
| <u>Mayor's Office of Special Events</u> | | <u>Department of Parks and Recreation Commissioner</u> | |
| <u>Outdoor Festival</u> | <u>Anticipated Attendance</u> | <u>Event Types</u> | <u>Anticipated Attendance</u> |
| <u>Class</u> | | <u>Gated & Ticketed Event</u> | <u>250+</u> |
| <u>A</u> | <u>50,000+</u> | <u>Large Gatherings in a Park</u> | <u>75 or more for more than 1hr</u> |
| <u>B</u> | <u>20,000 – 49,999</u> | <u>Greenspace Permit</u> | <u>75 or more for more than 1hr</u> |
| <u>C</u> | <u>10,000 – 19,999</u> | <u>Pavilion & Ballfield Rentals</u> | www.atlantaga.gov/iparcs |
| <u>D</u> | <u>2,000 – 9,999</u> | <u>Special Use Permit</u> | www.atlantaga.gov/iparcs |
| <u>E</u> | <u>250 – 1,999</u> | <u>Outdoor Wedding Permit</u> | www.atlantaga.gov/iparcs |
| <u>Assemblies</u> | <u>74+</u> | | |

Recommended Event Size Classifications for 2015

| <u>Class A, B, C D, or E Events (50,000+)</u> | <u>Class B, C, D or E Events (20,000-49,999)</u> | <u>Class C, D, or E Events (10,000-19,999)</u> | <u>Class D or E Events (2,000-9,999)</u> | <u>Class E Events (250- 1,999)</u> |
|---|--|--|---|--|
| <ul style="list-style-type: none"> • Piedmont, NE(M) | <ul style="list-style-type: none"> • Central, NE (M) • Maddox, NW (M) • Mozley, NW (M) • Grant, SE (P) • Fairgrounds/ Amphitheatre, SE (P) • Perkinson, SW (P) • Wilson Mill, SW (P) • Historic Fourth Ward, NE (X) • Southside, SE (P) | <ul style="list-style-type: none"> • Washington, NW (M) • Deerwood, SW (S) • Southbend, SE (P) • Candler, NE (M) (P) • Anderson, NW (P) • Robert Woodruff, NE (X) • Oakland City, SW (M) • Grove, NW • Coan, SE | <ul style="list-style-type: none"> • East Lake, SE • Harwell Heights, SW • West Manor, SW • Chastain, NW • Adams, SW • John A. White, SW • Cabbagetown, SE • D.H. Stanton, SE • Adair II, SW • Historic Oakland Cemetery, SE • John Howell, NE • Tanyard Creek, NW • Ptree Hills, NE • Brownwood, SE • Phoenix III, SE • Adair I, SW • West End, SW • Whittier Mill, NW • Rosa Burney, SW • Bessie Branham, SE • Phoenix II, SE • Pittman, SE | <ul style="list-style-type: none"> • English, NW • Lang Carson, SE • Arthur Langford, SW • Isabel Gates Webster, SW • Adamsville Recreation Center, SW • Renaissance, NE (X) • Hurt, NE • Gordon White, SW • Howell, SW • Sidney Marcus, NE • South Atlanta, SE • Dobbs Plaza , NE* • Calhoun, NE* • Delta, NE* • Springvale, NE* • Olmstead Liner Parks, NE <p>*parks may be included in larger class festivals</p> |

(M) Marta accessible

(P) Parking available

***Parks not listed may be added as needed**

2015 Fees for Outdoor Festivals and Gated Ticket Events

| Class | Anticipated Attendance | MOSE Application and Permit Fee (For Profit) | MOSE Application and Permit Fee (Non-Profit) | Gated & Ticketed * fee may be waived by Commissioner of DPRCA |
|-------|-------------------------------|--|--|--|
| A | 50,000+ | \$150 + 15,000 | \$100+ 9,000 | \$500+ additional fees may apply |
| B | 20,000 – 49,999 | \$150+ 8,000 | \$100+ 3,000 | \$500 |
| C | 10,000 – 19,999 | \$100+ 5,000 | \$50+ 1500 | \$500 |
| D | 2,000 – 9,999 | \$100+ 2,500 | \$50+ 750 | \$500 |
| E | 250 – 1,999 or less for GTE's | \$100+ 500 | \$50+ 250 | \$500 |

**The current MOU only allows up to 6 Class A festivals in Piedmont Park*

*** Gated and Ticketed Fees are in addition any amenity fees charged by DPR.*

- The funds collected for use of the park for Gated and Ticketed Event are for administrative and other costs associated with Gated and Ticketed Events. These fees are deposited in DPR Grounds and Site Trust.

Park Rest and Remediation Periods

Events whose infrastructure occurs in the same locations as another submitted or scheduled outdoor event must comply with the following rest periods. Where an outdoor event does not utilize a particular area of a park, that unused area may be eligible for other outdoor events, provided the infrastructure of the proposed events are contained within the previously unused area or entirely on hardscape areas.

1. After a park hosts a Class A Outdoor Festival, GTE, Assembly or Large Gathering with an anticipated attendance of 50,000 + people, the remediation time for that specific area of the park shall be five (5) weeks.
2. After a park hosts a Class B Outdoor Festival, GTE, Assembly or Large Gathering with an anticipated attendance of 20,000-49,999 people, the remediation time for that specific area of the park shall be four (4) weeks.
3. After a park hosts a Class C Outdoor Festival, GTE, Assembly or Large Gathering with an anticipated attendance of 10,000-19,999 people, the remediation time for that specific area of the park shall be three (3) weeks.
4. After a park hosts a Class D Outdoor Festival, GTE, Assembly or Large Gathering with an anticipated attendance of 2,000-9,999 people, the remediation time for that specific area of the park shall be two (2) weeks.
5. After a park hosts a Class E Outdoor Festival, GTE, Assembly or Large Gathering with an anticipated attendance of 251-1,999 people, the remediation time for that specific area of the park shall be one (1) week.
6. After a park hosts a GTE, Large Gathering or Assembly with an anticipated attendance of 75 or more persons the Office of Parks may recommend a remediation time for that specific area of the park of one (1) week.

Movie Permits and Amplified Sound Information

Outdoor Movie Sound: No amplified sound after 10:00pm Sunday through Thursday; no amplified sound after 10:30pm Friday and Saturday (unless approved by the Department of Parks and Recreation)

Commissioner). The movie must end no later than 10:30pm and the park must be emptied (people and equipment) by 11:00pm. NO unrated, NC-17, R rated, or X rated movies may be shown in a city park.

Amplified Sound Permit Rules (These Rules Do Not Apply to Permitted Outdoor Festivals)

- Amplified Sound may last only during the times set forth in the Permit, but in no event shall it last longer than six consecutive hours.
- Only one sound permit will be issued, on a first come, first serve basis, for the same hours in one park
- An Amplified Sound Permit is not required for Pavilion Rentals if the sound is not plainly audible outside of the perimeter of the reserved pavilion.
- Amplified sound must not be heard 100 feet from noise source and must be directed away from residential areas (as possible) and may not be heard beyond perimeter of the park.
- Event bond required for amplified sound permit may be withheld for violations of permit or city ordinances.
- No sound permits will be issued between 6am-9am except for permitted Assemblies.

For events with an anticipated attendance of fewer than 500 people, the Amplified Sound Permit allows sound to reach a volume that is not plainly audible to someone at a distance of 100 feet from the noise source (100 foot radius around the noise source), or to someone outside of the perimeter of the park, whichever distance is shorter. For events with attendance between:

- 500-750 = 150 ft radius around noise source
- > than 750 = 200 ft radius around noise source
- In either case sound may not be heard beyond the perimeter of the park
- If a GTE wishes to have amplified sound that may extend beyond these prescribed distances, it must also be permitted as an Outdoor Festival and pay all associated fees.
- Showmobile rentals must also adhere to the guidelines herein described and may be required to receive a Greenspace, LGP and/or Special Use permit.