



Special Event Policy

A GUIDELINE FOR PUBLIC SPECIAL EVENTS

Approved by the City of Lawrenceville on October 6, 2014

Updated September 2022

Policy Statement

Special Events provide opportunities to promote community engagement, help build a sense of place, showcase local and regional talent, enrich cultural opportunities, draw visitors to Lawrenceville, generate economic impact, and establish an active Downtown.

The City of Lawrenceville recognizes the benefits and opportunities made available through Special Events. Therefore, the City seeks to facilitate, promote, coordinate and /or participate in Special Events that provide a benefit to the larger community and fit within the capacities of the Lawrenceville Lawn, Bicentennial Plaza, and Downtown Square.

Any public gathering or Special Event that requires restricted or exclusive use of any portion of public property, including but not limited to roped lawn areas, stages, tables, bleachers, tents, streets, temporary barriers or boundaries, or as otherwise defined herein must first submit a Special Event Application and obtain approval from the City of Lawrenceville. Permission to use the Lawrenceville Lawn, Bicentennial Plaza, Parade Routes, or the granting of any road closures does not necessarily entitle an organization to exclusive use of said area.

This Policy is intended to work in concert with all other applicable rules, regulations, laws, and ordinances of the City of Lawrenceville and other applicable governmental entities. Should a conflict between this policy and other City policies arise, City policy will prevail.

Terms & Definitions

City Sanctioned Special Event

Any activity sponsored and produced by the City of Lawrenceville. City-sanctioned events are exempt from the event application process.

Non-Sanctioned Special Event

Any activity sponsored by an organization or individual for profit or non-profit, other than the City of Lawrenceville, held on public property and designed for entertainment, competition, amusement, or social, ethnic, religious, and/or cultural awareness that:

- a. Requires restricted or exclusive use of any portion of public property, including but not limited to roped lawn areas, stages, streets, tables, bleachers, tents, temporary barriers, and/or boundaries.
- b. Impedes the normal flow of traffic.
- c. Impedes the enjoyment or use of the property by the general public. Such events require a Special Event Permit issued by the City through the Special Event Application.

City Support Services

Services provided by the City of Lawrenceville to ensure that a Special Event is conducted in such a way as to protect the safety, health, property, and general welfare of the public and integrity of public grounds. Services may include security/police, public works, set-up, clean-up, event consulting, etc.

City Event Coordinator

Staff person, or designee, responsible for overseeing the application process and obtaining acceptance or denial, based on input from appropriate City departments. The City Event Coordinator will act as a liaison between the Event Organizer and the affected departments within the City of Lawrenceville as may be necessary.

Event Organizer

Person(s) designated as the authorized head of the organization or individual responsible for the proposed event.

Event Selection Committee

An appointed group of individuals chosen to ensure that the submitted Special Event application upholds the Special Event Policy set by the City of Lawrenceville.

Public Assembly

Any meeting, demonstration, picket line, rally, gathering as defined by the City's Parade and Assembly Ordinance that does not require restricted or exclusive use of any portion of a facility as a Special Event.

Ticketed Event / Admission Event

Any Special Event in a City facility that requires a fee to be paid by a patron to enter or participate in the event.

Criteria for Evaluation

The criteria for evaluating and scheduling community festivals and Special Events are as follows:

1. Completeness of application and event layout.
2. Professionalism of Special Event Application, layout, and presentation.
3. Impact and cost of the event on safety, public health, surrounding businesses or residences, environment, welfare, and City support services.
4. Occurrence of the same or similar event(s), as well as potential conflicts with previously approved events.
5. Ability for the Lawrenceville Lawn and/or Bicentennial Plaza to remain open to users and function as a public venue.
6. Previous history of Event Organizer in facilitating Special Events.
7. Ability of Event Organizer to achieve City goals and objectives as identified by Council.
8. **IMPORTANT: Event applications with road closure requests will be carefully considered as road closures impact traffic flow and City businesses.** Road closure requests will be considered and approved based on several factors, including public and participant safety, date, time, and staffing needs.

The Event Organizer shall submit all applications. Additional information may be requested by the Event Selection Committee upon initial review of an application. The City will review all applications to ensure a complete and appropriate process has been followed. Written approval of select applications will be issued after the application and annual event calendar have been reviewed by the Event Selection Committee and related City Department heads. The City of Lawrenceville reserves the right to approve or deny the application based on the City's evaluation criteria. Approval may include conditions or stipulations to address or mitigate any potential issues.

Classes of Special Event Permits

(Estimates of required staff hours to be determined by the City of Lawrenceville based on application)

Class A Permit: A Special Event that requires more than 200+ additional staff hours by City employees or is expected to draw an approximate number of spectators and participants that is more than 10,000 persons within a consecutive 24-hour time period. **Does not include access to stage.**

Class B Permit: A Special Event that requires between 100-200 additional staff hours by City employees or is expected to draw an approximate number of spectators and participants that is between 5,001 and 10,000 persons within a consecutive 24-hour time period. **Does not include access to stage.**

Class C Permit: A Special Event that requires between 50-99 additional staff hours by City employees or is expected to draw an approximate number of spectators and participants that is between 2,001 and 5,000 persons within a consecutive 24-hour time period. **Does not include access to stage.**

Class D Permit: A Special Event that requires less than 50 additional staff hours by City employees or is expected to draw an approximate number of spectators and participants that is between 501 and 2,000 persons within a consecutive 24-hour time period. **Does not include access to stage.**

Class E Permit: A Special Event that requires less than 50 additional staff hours by City employees or is expected to draw an approximate number of spectators and participants that is 500 persons or less within a consecutive 24-hour time period. **Does not include access to stage.**

Class S Permit: An add-on permit giving access to the permanent stage at the Lawrenceville Lawn during an approved and permitted Lawn event. A Class S permit may be added on to a Class Permit for an additional fee. Use of the stage does not provide access to sound or lighting equipment.

NOTE: The City reserves the right to be the final authority regarding attendance estimates or the need for additional staff hours.

NOTE: The stage at the Lawrenceville Lawn will always remain gated and locked. A Class S Permit MUST be secured to gain access and use of the stage for your event. Any attempt to gain unauthorized access to the stage is cause for immediate revocation of permit. See *Revocation of Permit* – page 8.

Application Process and Policies

The City of Lawrenceville Event Coordinator must receive a completed Special Event Application, event layout, and processing fee during the open application window:

- **ALL Events must apply no less than 90 days from the proposed date of the event to be eligible for consideration.** Due to the popularity of City of Lawrenceville facilities and the scope of the City of Lawrenceville events calendar, it is highly recommended that applicants desiring to host larger events allow more than 90 days' notice for a greater chance of securing their desired date.

NOTE: No events other than City-sanctioned events will be permitted in January or February due to the potential of inclement and/or cold weather conditions affecting outdoor facilities. Applications should be MAILED or HAND-DELIVERED to:

City of Lawrenceville
Attn: Events – Community Relations Dept. [4th Floor]
70 South Clayton Street / PO Box 2200
Lawrenceville, GA 30046

After the application has been reviewed and recommended by the Event Coordinator and payment has been received, the Event Selection Committee will review and consider each event. The Event Organizer may be contacted during this step to schedule a more formal presentation, and additional items may be requested. Final approvals will be communicated with a letter of acceptance to the respective event organizer via email. ***A valid email address is a requirement of the event application process.***

Please reference the Step-by-Step checklist in the [Special Event APPLICATION](#) packet separate from this POLICY.

The following are rules, regulations, and details related to the City's event policy.

1. Parade - 5K run/walk and Road Closure procedures

Please refer to the attached pre-approved 5K run/walk and/or parade routes. To be eligible for a parade, 5K run/walk permit, you must use the attached pre-approved designated route that fits your event. Road closures will be determined based on the completeness of an application and City Manager approval. *Please refer to point eight (8) in the "Criteria for Evaluation" section on page 2 for further details.*

2. Fees

- a. **Processing Fee:** \$50 non-refundable – required by all applicants; to be included with application
- b. **City Fees:** See chart below

City Fees: Lawrenceville City fees are non-refundable and must be paid within ten (10) days from the date of approval of application. Failure to pay fees may result in a dismissal of application. Fees are cumulative according to the outline below.

	Non-Refundable Fee	Non-Refundable Fee	Non-Refundable Fee	Non-Refundable Fee	Insurance Requirements
CLASS	Permit Fees (Lawn Only)	Class S Fee Stage Access Add On	City Staff charges: deposits for Police**	Sanitation transfer station tipping fee (<i>see NOTE below</i>)*	Combined single-limit per occurrence
Class A	\$2,000	\$500	\$50/hr/officer	\$550	\$1,000,000
Class B	\$1,000	\$250	\$50/hr/officer	\$350	\$1,000,000
Class C	\$750	\$150	\$50/hr/officer	\$250	\$1,000,000
Class D	\$500	\$150	\$50/hr/officer	\$150	\$1,000,000
Class E	\$250	\$50	\$50/hr/officer	\$100	\$1,000,000

The number of officers per event will be determined by the Lawrenceville Police Department.

*The City will determine necessary staffing requirements for the event; (i.e., Police, security, traffic, and Public Works) and will invoice the event organizer upon approval of the application.

****Fees/payment for police services should be determined and paid directly to the Special Operations Division of the Lawrenceville Police Department at the time logistics are being reviewed for approval.**

***As there are no pavilions or indoor facilities at the Lawrenceville Lawn, the City will not accept applications for “Lawrenceville Lawn Use” that call for private individual events such as birthdays, family reunions, weddings, wedding receptions, etc.

PLEASE MAKE CHECKS PAYABLE TO: (Except payment for police services) City of Lawrenceville, 70 South Clayton Street, PO Box 2200, Lawrenceville GA, 30046

Fees charged by the City for use of facilities are intended to cover maintenance due to wear and tear, initial supplies, water, electricity, etc. The City reserves the right to obtain additional fees for other arising or unusual expenses, as necessary.

3. Ticketed / Admission Events – This is IN ADDITION TO fees noted above.

Any Special Event held in a City facility that requires a fee to be paid by a patron to enter/participate in the event is considered a ticketed / admission event. For all ticketed / admission events, a fee shall be paid to the City of Lawrenceville based on gross ticket or admission fees at the rate of 10%. (ex. 500 tickets sold at \$5.00 per ticket equals \$2500.00 gross sales. The City will receive a Ticket Event Fee of \$250.00). This fee shall be due and payable to the City immediately after the conclusion of the event. It will incur a 10% penalty if not paid within thirty (30) days after the conclusion of the event. The City reserves the right to audit the applicant’s revenue to verify gross ticket / admission fees and to pursue all legal remedies for collecting underreported fees.

4. **Health and Safety Guidelines / COVID-19 Plan:** For a Special Event Application to be considered by the Community Relations Department, the applicant must provide the City of Lawrenceville with a COVID-19 Plan as part of the Special Event Application. The plan should demonstrate how your event will follow existing CDC recommendations for social distancing and support public health for all attendees. A complete outline of requirements is included in the application.
5. **Insurance**

A comprehensive liability insurance policy with a minimum one million dollars (\$1,000,000) combined single-limit coverage per occurrence for bodily injury and property damage with an endorsement naming the City of Lawrenceville, specifically as an additional insured under the policy is required for ALL events and from all food, snack and business vendors at each event. Do not include specific departments or persons. **A Certificate of Insurance from the event organization is required ten (10) days from date of approval.** All other vendor Certificates of Insurance are due no less than 15 business days prior to the scheduled event.
6. **Cancellation**

The City of Lawrenceville must RECEIVE notice of any changes or cancellations by certified mail or hand-delivery no less than 30 days from date of event. 100% of all fees will be required for any cancellations submitted less than 90-days out.
7. **Sanitation**

A transfer station tipping fee for sanitation shall be submitted to the City of Lawrenceville for ALL events. The City provides all trash/sanitation services at the cost of the Event Organizer and/or Organization responsible for the event.
8. **Restroom Facilities**

There are adequate public bathrooms at the Lawrenceville Lawn, and portable restrooms are not needed for an event at this venue in most cases.

For all other venues: For all other events of four (4) hours or more in duration, portable restrooms will be required. Those include Bicentennial Plaza, a race, run, walk, street closure/event, etc. Portable restrooms will be a requirement for any event where alcohol is served and for any race, walk, or run. One restroom per 200 persons will be the ratio. In compliance with the Americans with Disabilities Act, at least one portable restroom must be disability accessible. The Event Organizer's is responsible for making all arrangements (drop-off and pick-up) and paying any fees related to portable restroom rentals. Portable restrooms must be picked up NO LATER than 24 hours after the event. If unable, Event Organizer must give Event Manager prior notice of arrangement.
9. **Medical**

Medical personnel will be required to be on site for all events. EMT, RN, LPN or paramedics may serve for Class C, D, or E events. REN, LPN or paramedics must serve for Class A or B events. Medical staff/ supplies are the responsibility of the Event Organizer. A letter of confirmation signed by the service provider of choice, on the service provider's letterhead, shall be submitted by the Event Organizer to the City's Event Coordinator no less than 15 business days prior to the event.

10. **Electricity**

Specific requirements for the use of electricity must be submitted with the application.

Electricity is NOT available without permission from the City of Lawrenceville. For projects that utilize large amounts of electricity, the City reserves the right to require additional payment for electricity used at the event.

11. **Sound Systems**

Sound system equipment is the responsibility of the organization holding the event (i.e. - Event Organizer). The City Event Coordinator must be notified in writing of any intended use of a sound system during the event. A walkthrough with Event Coordinator and AV must take place prior to the event, to ensure all specifications and safety are being met. All amplified sound must conclude by 10pm EST. in accordance with City Ordinance.

12. **Alcoholic Beverage Sales and Consumption**

Alcoholic beverage sales and consumption are ONLY permitted on the Lawrenceville Lawn and Bicentennial Plaza [in compliance with State law and the City's alcohol ordinance] through the **Special Use Permit (SUP) process and in conjunction with a state-licensed, City-approved vendor, or if bringing a SINGLE beverage purchased from a licensed establishment in Lawrenceville's Downtown District in a clear plastic cup of 16 oz. or less (Open Container Ordinance).**

Attendees to events on the Lawrenceville Lawn and Bicentennial Plaza will **NOT** be permitted to bring their own alcohol onto the premises in a cooler or some other method in which to bring multiple servings. Any illegal consumption of alcohol on the Lawrenceville Lawn, Bicentennial Plaza, or on any City property without a Special Event Permit (SEP) may result in fines and/or action taken by the local authorities. **Please contact the City Clerk's Office at (678.407.6389) for SEP requirements. Additional details about the City of Lawrenceville's Open Container Area can be found at <https://www.lawrencevillega.org/566/Open-Container-Ordinance>.**

The event organizer must also apply for and receive an alcoholic beverage license from the Georgia Department of Revenue before alcoholic beverage deliveries can be made to the event. Please note that this can be a lengthy process so plan accordingly. The event organizer must obtain all required licensing and insurance pertaining to the serving of alcoholic beverages. **NO glass containers are allowed. All beverages must be served in plastic cups, aluminum cans, or plastic bottles through a state and city-approved alcohol vendor. ALL alcohol must remain within the boundaries of the Lawrenceville Lawn.**

13. **Use of Private/Public Parking Spaces**

All parking must be confirmed with the Event Coordinator. It will be the responsibility of the Event Organizer to gain written confirmation for the use of private parking areas for use with the Lawrenceville Lawn. The event organizer must provide written documentation 15 business days prior to the event, signed by the property owner of approval to use private property for any reason as part of the event. Event Organizers may not reserve or charge for parking in public spaces. All publicity material, both printed and electronic, shall include a diagram indicating available parking.

14. **Event Equipment and Layout**

The following is additional information and rules for compliance during Lawrenceville Lawn and/or Bicentennial Plaza use:

- As of January 2021, the Lawrenceville Lawn has a permanent stage. This is the only stage available for use at the Lawrenceville Lawn and requires a fee and permitted use. The City of Lawrenceville does NOT provide a portable or rented stage for any special event. The City reserves the right to have any unauthorized stages removed from the premise due to potential infrastructure damage of outdoor facilities.
- Tables, chairs, stages, bleachers, tents, and other set-up equipment are permitted on the Lawrenceville Lawn and Bicentennial Plaza with prior approval.
- A general layout of the event area, including locations of tables, chairs, tents, stages, vendor set-up, portable restrooms, road closures, parking plans, and other equipment must be submitted with the application. A formal detailed layout must be submitted 30 days prior to the event.
- Tents, tables, and chairs are NOT provided by the City of Lawrenceville.
- At no time may cars or trucks be driven onto the Lawrenceville Lawn.
- Work vehicles like gators, carts, children's trains, or golf carts may be used in specified areas upon approval of the Events Coordinator.
- Stakes are NOT permitted for any tent or inflatable at any time.
- All tents and inflatables must be secured with weights for wind restriction.
- Damage to the Lawrenceville Lawn or Bicentennial Plaza due to high traffic or improper preparation or set-up may result in additional fees to replace damaged areas of turf.
- The City reserves the right to cancel the event should any requirements of the Special Events Policy or the Special Events Application not be met.

15. **Fire Safety Plan**

Any tent over 400 square feet is required to have an inspection and final approval from the Gwinnett County Fire Marshall's Office prior to the event. **Please call The Gwinnett County Fire Marshall's Office at (678) 518-4960 for more information concerning this process.** The event organizer will be required to provide all tent specifications on the Special Events Application. A letter of confirmation signed by the Fire Marshall's office, on Gwinnett County letterhead, shall be submitted by the event organizer to the City's event coordinator no less than 15 business days prior to the event.

16. **Food Sales**

Any intention to sell food must be indicated with the application. All vending equipment must remain on brick, asphalt or concrete areas, NOT ON THE GRASS. It is the responsibility of the event organizer to contact the Health Department and obtain any necessary permits. Glass bottles are not allowed on the Lawrenceville Lawn at any time. A letter of confirmation signed by the Health Dept. (Carolyn.Simonton@gnrhealth.com or 770.339.4283), on Gwinnett County Dept. of Health letterhead, shall be submitted by the event organizer to the City's event coordinator no less than 15 business days prior to the event.

***Please Note: Food Trucks are only permitted to operate within the City of Lawrenceville during City Sanctioned Special Events, or during Non-Sanctioned Special Events approved by the Event Selection Committee.**

17. Bicentennial Plaza and Lawrenceville Lawn Clean-Up

It is the responsibility of the event organizer to remove all items from an event at the conclusion of the event as quickly as possible. This includes all tents, rentals, and any item brought to the Bicentennial Plaza and Lawrenceville Lawn for the event. Any rentals or equipment not removed on the same day of the event must be removed by noon on the first day following the event. This includes all tents, sound equipment, portable restrooms, trash containers/trailers, POD’s, generators, dumpsters, carts, utility vehicles, etc.

18. City Ordinances and Park Rules

Please read the Lawrenceville Lawn Rules and Regulations page attached to the Special Event application.

19. Signage

All marketing materials, placement of signs, etc. to advertise the Special Event must first be approved by the Event Coordinator before being distributed. Marketing materials must be submitted to the Event Coordinator 30 days prior to the event. **NOTE: All signage must comply with the City sign ordinance. Failure to comply with all of these policies and procedures will result in revocation of permit (see next section).**

Revocation of Permit

The City of Lawrenceville shall have the authority to revoke any permit upon the violation of the conditions set forth in this policy and the Special Events Application and/or where staging of the event would have an immediate and adverse effect on the welfare and safety of persons or property. The Chief of Police or his or her designee shall have the authority to close any event immediately upon violation of conditions set forth herein or to preserve the safety of persons or property. Any event with outstanding fees from a prior year will not be permitted to hold their event until all fees are paid. Failure to comply with any or all of the policies set forth in this document could result in fines to be determined by the City.

Modification of Policies

The City of Lawrenceville reserves the right to waive, modify, and/or amend these Policies, in whole or part, at any time solely at the City’s discretion. This may occur by formal written action of the City Management.

By signing below, I agree to the terms and conditions set forth in this policy.

Event Organizer Signature

Date