Department of
Parks and Recreation

2016
Department of Parks and Recreation Policy Rules for Outdoor Events in City of Atlanta Parks

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2016 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, swimming pools or skateparks. 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 unless the infrastructure is being shared by consecutive events and is approved by DPR. (See remediation schedule attached)

12) It is DPR's recommendation that only one Outdoor Festival and/or Gated Park Event (GPE) 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. **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.

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) 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.

15) Each Outdoor Festival and GPE 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.

16) 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. Event organizers may be responsible for maintaining existing public restrooms if included in event footprint.

17) 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 in Piedmont Park to maintain festival remediation periods.

    c. Outdoor Festivals at Piedmont Park's Oak Hill must adhere to the following:

        - Limited to 3 annually

- Recommended attendance should be less than 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.

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

19) 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.

2016 DPR Policy Rules for Gated Park Events (GPE's)

This Policy shall be applicable to Parks, as defined in this Policy, at which a Gated Park 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 Park Events at which alcoholic beverages are sold, served and/or consumed.

1) Fees for Gated Park Events can generally range from $10,000-$200,000 per day depending on the scope and size of the event. This fee does not include any sub-permits that may be required by the City of Atlanta.

2) DPR will allow Gated Park 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 permittable sites for Gated Park Events subject to the specified restrictions and permitting procedures.

3) All Gated Park Events must erect approved fencing at the organizer's sole expense around the area to be used.

4) Gated Park 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: TBD (only as subset of permitted Class A Outdoor Festivals)

2. Promenade; Only allowed with the rental of the Promenade from the Piedmont Park Conservancy

b. Woodruff Park; Maximum Capacity: Not To Exceed 6,000 daily (maximum of 3 GPE's annually)

c. Historic 4th Ward Park;

1. Skatepark Field Only, Maximum Capacity: Not to Exceed 5,000 daily; (maximum of 3 GPE's annually)

2. Greenspace (North); Maximum Capacity: Not to Exceed 5,000 daily; (maximum of 3 GPE's annually) – Does not include amphitheater or grass area above amphitheater

d. Candler Park; Not to Exceed 10,000 daily (maximum 3 GPE's annually)

e. Brownwood Park ; Maximum Capacity: Not to Exceed 4,900; (maximum of 3 GPE's annually)

f. John A White Park; Maximum Capacity: Not to Exceed 4,000; (in coordination with MOU partner; maximum of 3 GPE's annually)

5) Additional park locations and number of events per site may be requested by contacting DPR no less than 120 days prior to event date (new park properties may be added at the DPR's Commissioner's discretion).

6) Gated Park 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 GPE's. The area and location of the GPE will be specified in the issued permit.

7) No Gated Park Event shall allow public attendance to exceed any established maximum carrying capacity of the site, per day, where the GPE 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 .

8) All Gated Park 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.

9) DPR may require Event Monitors/Staff Members to be present during the load in and load out of any Gated Park 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.

10) No more than one (1) Gated Park Event will be permitted each month at each location.

11) All remediation requirements as required for GPE's, (aeration and fertilizing) in addition to other remediation that may be required.

12) GPEs may be required to submit a bond in the form of a cashier's check made payable to the City of Atlanta DPR no later 45 days prior to the event date.

13) No more than one (1) Gated Park Event or Outdoor Festival can be held in a given park at one time.

14) Gated Park Events may not prohibit access to specific amenities such as dog parks, skate parks or splash pads. GPEs are not allowed to utilize athletic courts to set-up event infrastructure including but not limited to stages, portable courts, or other infrastructure that may damage the court.

15) Gated Park Events are scheduled on a first come/first serve basis, and maybe subject to event remediation and other schedules.

16) All GPE's are required to submit their application to the Department of Parks and Recreation (DPR) for processing. All fees are to be paid to DPR except applicable sub-permit fees.

a. Applications must be received at least one hundred twenty (120) calendar days prior to the event date(s).

b. Applications for GPE's must be received to the Office of Parks no later than thirty (30) calendar days prior to the event date(s) 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 Amplified 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 GPE 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: Event organizer must present hours of amplified sound, including sound check for approval from the Commissioner of DPR. This amplification notification must include anticipated decibel levels for sound check and performances. The event organizer is responsible for hiring APD or other duly certified company to monitor decibel level throughout sound checks and performances. DPR has discretion of determining decibel levels in accordance with the permit.

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 GPE. Considerations include, but not limited to: 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; 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 120 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 Park Events, no one party will be allowed to obtain more than one permit more frequently than once every six (6) months for any Gated Park Event. This restriction shall apply to GPE'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 GPE 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 GPE 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 GPE 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.

17) **Fees:** DPR's fee structure of administering GPE's and the additional costs and expenses to maintain the parks are as follows:

a. GPE's that include ballfields, pavilions, recreation centers and/or pools within the event footprint must also pay the rental fees associated with the aforementioned facilities in additional to the GPE fee.

b. 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.

c. 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

d. Gated Park 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 GPE is to take place
4. DPR is not responsible for any damage or loss of signs and the GPE 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).

2016 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 Assembles) 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 GPE'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

2016 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 12th (March, April and May)
    b. Tuesday, April 12th (June, July and August)
    c. Tuesday, July 12th (September, October and November)
    d. Tuesday, October 11th (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. A special use fee of $50.00 (non-refundable) is required for amplified sound and/or portables restroom at any ballfield. Amplified sound requests must be submitted no less than 30 days prior to the event date. Portable restroom requests must be submitted no later than 14 days prior to the event date and must include site plan and company contact information. Portable restrooms must site on a hardscape surface, serviced on a weekly basis and removed by the end of the permit.

9. 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.

10. 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.

11. 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.

12. This Policy shall be applicable to the Anderson Park Synthetic Field DPR 2016 Reservations & Special Events Policy for Gated Park Event (GPE) will define usage of the site. 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:

a. Anderson Synthetic Field GPE Policy
b. $100 GPE fee, $50.00 additional for restroom or concession stands use.
c. All field rental fees still apply (minimum of four hours).
d. Park Attendant required (4 hour minimum) for the duration for the event.
e. $100 event bond to assure all areas are cleaned.
f. Security plan must include post certified officer on-site and required number of approved security staff for events over 250 people expected.
g. Sanitation plan for all trash and garbage collected and brought to one area.
h. Keys-picked up and returned within 24 hours of rental.
i. Concession secured left in good order and cleaned, applicant responsible for all Board of Health certificates.
j. Allows for amplified sound, not to exceed the park boundaries.
k. May not charge for parking on park property.
l. Does not include scoreboard or time clock.
m. No alcohol consumption, no alcohol distribution and no vending of alcohol.
n. No vending outside concession or gated field areas.
o. Field may only be used for athletics as intended.

13. 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.

14. 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.

15. 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.

16. 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.

17. 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.

18. 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.

19. 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.

20. 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.

21. 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.

22. 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.

23. 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.

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

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

Recommended Event Size Classifications for 2016

Class A, B, C D, or E Events (50,000+)	Class B, C, D or E Events (20,000-49,999)	Class C, D, or E Events (10,000-19,999)	Class D or E Events (2,000-9,999)	Class E Events (250- 1,999)
• Piedmont, NE(M)	• Central, NE (M) • Maddox, NW (M) • Mozley, NW (M) • Grant, SE (P) • Fairgrounds/ Amphitheatre, SE (P) • Perkerson, SW (P) • Wilson Mill, SW (P) • Historic Fourth Ward, NE (X) • Southside, SE (P)	• 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	• 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 • P'tree 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	• 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 *parks may be included in larger class festivals

(M) Marta accessible

(P) Parking available

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

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 unless infrastructure resources are being shared and approved by DPR.

1. After a park hosts a Class A Outdoor Festival, 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, 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, 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, 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, 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 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

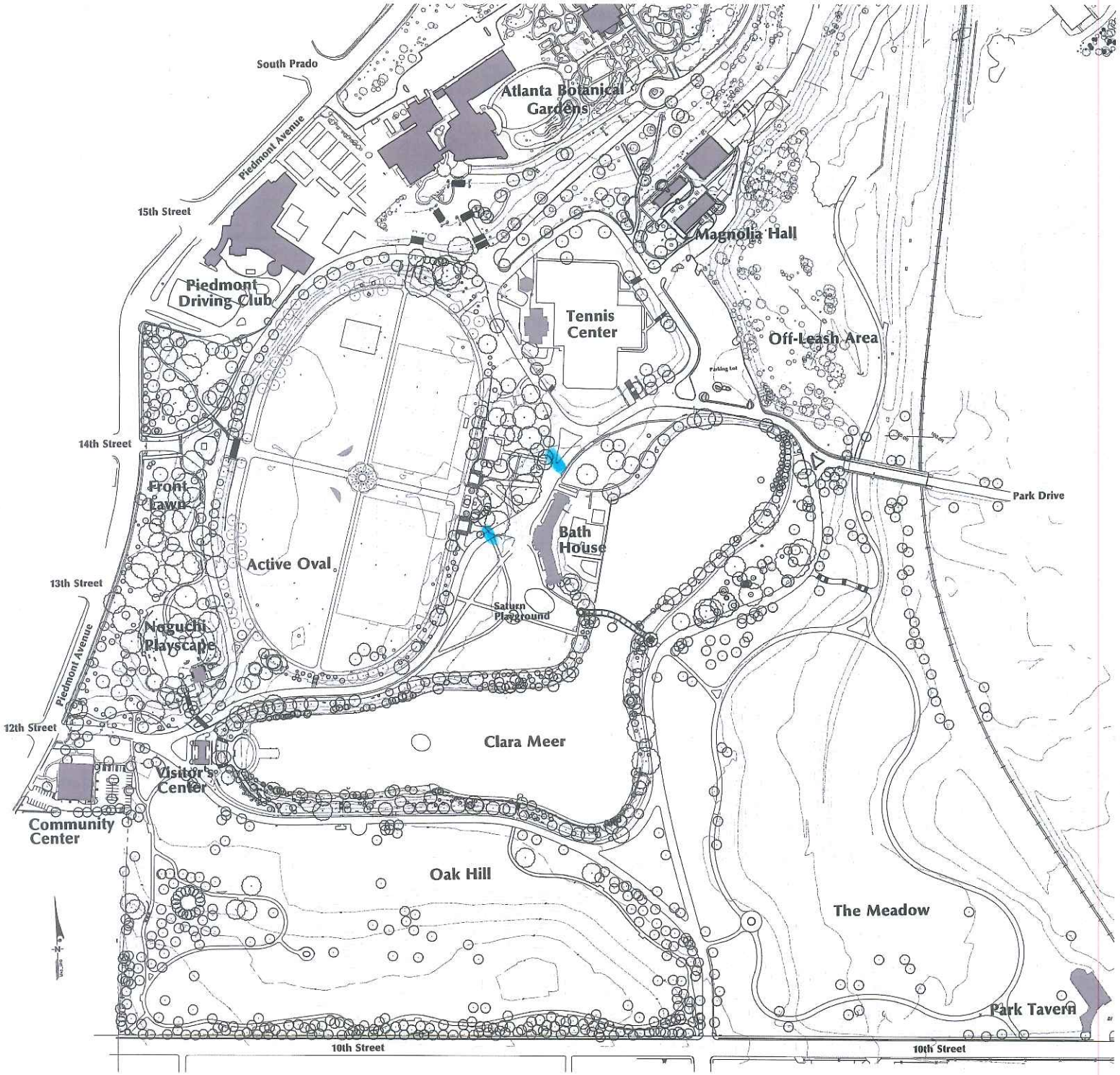
Outdoor Movie Sound: No amplified sound after 10:00pm Sunday through Thursday; no amplified sound after 10:30pm Friday and Saturday (unless approved by the Department of Parks and Recreation Commissioner). The movie must end no later than 10:30pm and the park must be emptied (people and equipment) by 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
- Showmobile rentals must also adhere to the guidelines herein described and may be required to receive a Greenspace, LGP and/or Special Use permit.



TSW

COMMUNITY DESIGN AND ARCHITECTURE

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Scale: 1" = 100'-0"

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project title
PIEDMONT PARK

for
PIEDMONT PARK CONSERVANCY
P.O. BOX 7795
ATLANTA, GEORGIA 30357

drawing information
project number:
contact: Ryan Jenkins
drawn by:
checked by:
scale: 1" = 100'-0"
drawing date
August 7, 2007
sheet title
PIEDMONT PARK

sheet number
L0.0