



MARK WILLIAMS
COMMISSIONER

DOUG HAYMANS
DIRECTOR

SEP 11 2018

Christy Alan
Tybee Festival Association
P.O. Box 1970
Tybee Island, GA 31328

Re: Letter of Permission (LOP), Activities within the State's Shore Protection Act (SPA) Jurisdiction, Tybee Island Pirate Fest, South Beach Area, Tybee Island, Chatham County, Georgia

Dear Ms. Alan:

This Letter of Permission (LOP) is in response to your request to host the Tybee Island Pirate Fest in the South Beach parking area. Setup for the 2018 Tybee Island Pirate Fest will commence no sooner than 15 days after the date on this letter and be completed no later than Tuesday October 9, 2018.

Your request includes the placement of temporary crowd control measures in order to create two (2) festival zones in association with Tybee Island Pirate Fest in the parking area north and south of the Tybee Pier and Pavilion. The request also includes closure of the dune crossover located at 17th Street Friday, October 5 through Sunday, October 7, 2018.

As proposed, your request is a free access festival zone in the 14th Street parking lot. The Children's Carnival area north of the Pier and Pavilion will include carnival rides and associated attractions serviced by a 40ft. lighting truss, one (1) 34ft. x 15ft. covered stage and one 40ft. x 60ft. shade zone. The restricted access festival zone in the 16th Street parking lot includes a performance pavilion consisting of one (1) 50ft. x 100ft. main tent, one (1) 24ft. x 20ft. main stage, two (2) 4ft. x 8ft. sound wings, and one (1) 15ft. x 15ft. green room tent. Also associated with the entertainment venue will be one (1) 50ft. x 12ft. beer trailer with one (1) associated portable bar with awnings, two (2) 10ft. x 10ft. beer vendor tents, sixty-three (63) 10ft. x 10ft. ancillary vendor tents, three (3) 15ft. x 15ft. food tents as well as associated tables and chairs for vendors and patrons within the restricted access festival zone. A children's petting zoo will be located near the southern end of the parking lot. The two (2) festival zones will be identified by event banners and flags and will be serviced by a minimum of seven (7) generators including one (1) 200kW, four (4) 50kW, and two (2) 35kW with associated power cables as needed for equipment. No less than 24 portable toilets, one (1) three-stall portable restroom facility, one (1) 9ft. x 12ft. ice wagon, and one (1) 68ft. x 20ft. dumpster will be located on the paved parking lots and sidewalks in this area as depicted in the attached plans. Additionally, the request includes the closure of the 17th Street public crossover to the general public on Friday, October 5, 2018 through Sunday, October 7, 2018 for security purposes. The tents, stages and associated amenities will be set up no sooner than 15 days after the date of this letter and be completed no

SEP 11 2018

Piratefest SPA LOP

Page 2 of 2

later than Tuesday, October 9, 2018. All activities proposed in association with the 2018 Tybee Island Pirate Fest will occur within the confines of the paved parking area and sidewalks landward of the sand dunes. All zip ties associated with the installation of the festival zones must be placed in appropriate trash receptacles and removed from the public area during breakdown. No impacts to the sand sharing system are proposed and access to the beach is available to the public at existing crossovers along the strand.

The Department authorizes the temporary activities associated with the events as depicted in the attached project description and location map. Best Management Practices (BMPs) should be used to prevent any additional impacts at the site and to protect the SPA jurisdictional areas.

This LOP is not meant to exempt the above referenced activities from future environmental laws. **No unauthorized equipment, materials or debris may be placed, disposed of, or stored in jurisdictional areas.** Any incidental impacts associated with this project must be rectified by fully restoring areas to their pre-construction topographic and vegetative states. This LOP is valid for the above referenced projects.

If you have any further questions or concerns in regard to this or any other projects, please feel free to contact Deb Barreiro at (912) 266-3695.

Sincerely,



Jill Andrews
Chief, Coastal Management Section

Enclosure: Tybee Island Pirate Fest permit application, equipment inventory and site plan

cc: Chantel Morton
City of Tybee Island
P.O. Box 2749
Tybee Island, GA 31328

File: LOP20180140



CITY OF TYBEE ISLAND

SPECIAL EVENTS APPLICATION

The City of Tybee Island recognizes that special events play a significant role in the life of the community. Special events enhance the community by providing recreation, cultural and educational opportunities to residents and tourists and they attribute to the economic health of the community. It is our goal to assist event organizers in planning safe and successful events that have a minimal impact in the areas surrounding the event. By keeping the public's best interest in mind, a Special Event application is required for any assembly of persons upon the public beaches, public streets or rights of way, or within the City parks or parking lots, where it is either reasonably anticipated that municipal services will be required or where additional municipal services are actually required. The Special Event application shall be completed with all requested information completed and submitted for consideration at least sixty (60) days prior to event. No more than one event per day will be permitted due to limited infrastructure and city resources. In order to ensure a smooth review process for permission to have a Special Event, the applicant will receive direction from applicable City Departments, City Manager and Development Authority / Main Street Executive Director. Prior to the application being submitted for City Council consideration (if applicable), all concerns and details must be addressed, confirmed by the organizer and accepted by designated City Staff of impacted departments.

Note: Applicant must meet with the Development Authority / Main Street Executive Director or his/her designee at time of submitting application. Additional meetings may be required.

Today's Date: 7/12/18 Application Fee Submitted: _____

* A non-refundable Special Event application fee of \$50 is required at time of application submittal for processing and consideration.

SECTION 1: EVENT INFORMATION

1. Name of Event: TYBEE ISLAND PIRATEFEST
2. Date and time of event: OCTOBER 5, 6, 7 2018
 - ◆ Setup: Date/Time period MON OCT 1, 2018
 - ◆ Breakdown: Date/Time period TUE OCT 9, 2018
3. Location(s): 16TH ST. PARKING LOT AND 14TH ST. PARKING LOT FROM 15TH ST THRU MARINE SCIENCE CENTER
 - ◆ A site plan of the event area drawn to scale and depicting all event structures is required at time of application submittal.
 - ◆ A Letter of Permission (LOP) from Georgia Department of Natural Resources (<http://conservation.dnr.ga.gov/conservation>) is required for events with beach usage and / or within the Shore Protection jurisdiction (i.e. beach side parking lot areas, etc.) fifteen (15) business days prior to the event. The event is subject to cancellation without an LOP as noted.
4. If location and / or activities impact merchants and / or residents, written documentation is required as noted in Section 5.
5. Event Organization: TYBEE FESTIVAL ASSOC.
 - ◆ Is the Organization Commercial? Non-profit / Tax Exempt? (Attach non Profit status / GA tax exempt certificate.)
6. Event Representative / Organizer: JENNY ORR
 Address: PO BOX 1970 City: TYBEE ISLAND State: GA Zip: 31328
 Contact Phone: 912-604-5927 Email: TYBEEFESTIVALS@GMAIL.COM
7. Please provide contact information for others associated with the Event Organization whom have at least a five-percent (5%) stake in the event: N/A
8. Phone number and / or website for public event information: TYBEEPIRATEFEST.COM

Event Representative listed above must be in attendance and readily available for the duration of the event.

SECTION 2: EVENT DETAILS

- 1) Is this event... Open to the public Private Invitation only
- 2) Describe the event and its goals: CONTINUE TO PROMOTE TOURISM AND INCREASE VISITATION DURING SHOULDER SEASON.
- 3) Have you ever done this event before? If yes, list dates and locations: 2013 - PRESENT
- 4) Estimated number of people to attend and what this is based on: 8,000 - 10,000 UP TO 13,000
- 5) Is there an admission fee for attendees? No Yes - Fee will be: \$15
♦ A preliminary budget is due with application. (refer to Section 7: Financial)
- 6) Describe parking arrangements during event in detail: SEE ATTACHMENT
♦ Please attach a drawing of parking plan. Organizer may be required to run a shuttle if a parking lot is closed for the event.
- 7) What plans exist for clean up and recycling? (Disposal of grease, trash, etc.) IFA WILL PROVIDE WITHIN FESTIVAL GROUNDS, INCLUDING DUMPSTER RENTAL.
- 8) Please list any entertainment, bands, emcees or onsite promoters attending this event. TBA
- 9) Describe sound equipment: PROFESSIONAL SERVICES WILL BE RETAINED.
- 10) List event sponsors and marketing plan: TYBEE FESTIVAL ASSOC., CITY OF TYBEE, SOUTHERN BRASS, LOCAL BUSINESSES AND CONTRIBUTORS.
- 11) List any additional contact person(s) and their phone numbers involved in the planning of this event.
CHRISTY ALAN 912 5081830

SECTION 3: REFERENCES

1. Please list your previous special event and/or hosting organization's experience in producing events.

2013 - PRESENT (INCLUDING TYBEE MAZODIGRAS)

2. Please list two (2) references excluding City Officials and Staff:

- a. Name: JENNIFER ORR
Address: PO BOX 39 TYBEE IS, GA 31328
Phone: 912 604 5927
- b. Name: TODD MORRISON
Address: THE PIOR
Phone: 912 398 0038

SECTION 4: OTHER REQUESTS

(Check the boxes below and provide additional information if applicable.)

1. Vendors (Organizer must submit all Vendor Applications with payment no later than two [2] weeks prior to event. Chatham County Health Department must be contacted for approval of food vendors in accordance with their regulations.)

2. Department of Public Works (DPW) Request(s) (Current labor / equipment fees will apply.)

<u>DPW Item</u>	<u>Amount needed</u>	<u>Total hours needed</u>
Traffic Cones		
Barricades		
Traffic Barrels		
Trash cans		
Recycling containers		
Sweeper		
Vac Truck		
Fire ant treatment		
Dump Truck		
Back-hoe		

T.P.D.
SEE ATTACHMENT
SECTION III

List other services that are requested. Costs will be determined. SEE ATTACHMENT

3. Street Closures (Tybee Island Police Department [TIPD] approval required.)
a. List requested streets: SEE ATTACHMENT
4. Special parking / parking pass request(s) (Parking Service Division approval required.)
a. Please describe: SEE ATTACHMENT
5. Commercial truck parking
a. Please describe: TFA REQUESTS TECH EQUIP TRUCKS PARK BEHIND STAGE
6. Police Detail (Current labor / equipment fees may apply.)
a. Please describe: TFA WILL HIRE OFF DUTY SECURITY FOR INSIDE P.F. GATES.
(If off duty police officers are hired, organizer is responsible for contracting directly with the individual[s] and paying fees direct as agreed upon.)
7. Fire Detail/Inspection (Current labor / equipment fees may apply.)
a. Please describe: 2 FOR FIREWORKS
(If off duty fire department staff / volunteers are hired, organizer is responsible for contracting directly with the individual[s] and paying fees direct as agreed upon.)
8. Alcoholic Beverages (License Application should be submitted to the Administrative Assistant to the City Manager. Approval is required by City prior to Organization seeking State approval.)
9. Activation of Control Zone per City Ordinance 21-2015, Section 54-70 (Resolution required.)
a. Please attach a map of the proposed Control Zone and details regarding Organization's management of zone.
10. Fireworks (TIFD, Chatham County and U. S. Coast Guard notification / approval required. Special application from Organizer is due to USCG at least 135 days prior.)
11. Additional Security
a. Please describe: SEE ATTACHMENT
12. Petting Zoo
a. Please describe: EXOTIC PETTING ZOO

SECTION 4: OTHER REQUESTS (CON'T.)
 (Check the boxes below and provide additional information if applicable.)

13. Parade/Procession (Current labor / equipment fees may apply.)
 a. List requested parade staging area and route: SEE ATTACHMENT
- (* Parades are required to start on Saturdays no later than 3:00pm with the exception of the Beach Bum Parade. Participants must adhere to safety guidelines.)
14. Amusement Rides (Insurance from providing company is required no later than two [2] weeks prior to event.)
15. Temporary Structure (i.e. tents, booths, stage, etc.)
 a. Please describe: STRUCTURE TENTS AND STAGE
 (Application for permitting of structures exceeding 10' x 10', stages, booths and the like are required through the Community Development Department. Completed application with required documentation must be submitted no later than thirty [30] days prior to the event. Structures are not permitted without approval. Fees apply.)
16. Electrical needs (fees may apply)
 a. Please describe: ELECTRIC AND FUNDING PROVIDED BY CITY OF TYBEE
17. Filming request (Permit application should be filed with Facilities Coordinator. Approval is required.)
18. Banner request (Permit application should be filed with Facilities Coordinator. Approval is required.)
19. City Facility request (Permit application should be filed with Facilities Coordinator. Approval is required.) The Walter W. Parker Pier and Pavilion is managed by Chatham County Parks & Recreation. Reservations for use of this facility must go through their office.

SECTION 5: ADDITIONAL REQUIREMENTS

A non-refundable Special Events application fee is required at time of application submittal. The application will not be processed without the application fee of \$50.00. Checks should be made payable to the City of Tybee Island. If the applying organization is tax exempt, a GA Tax Exempt Certificate must be submitted with the application.

The Organizer / Applicant is responsible to notify merchants and / or residents impacted by the proposed event location(s) and activities. Organizer / Applicant must provide written documentation confirming notification and acceptance of merchants and / or residents prior to the event application being submitted for City Council approval.

Insurance, as indicated below, is required at least two (2) weeks prior to the Event. Failure to provide insurance will result in the cancellation of event.

	<u>PRIVATE PROPERTY</u>	<u>PUBLIC PROPERTY</u>
<u>PRIVATE INVITATION</u>	Organizer is responsible to obtain necessary insurance as deemed appropriate by the property owner.	Signed Indemnification Agreement required.
<u>OPEN TO THE PUBLIC</u>	Signed Indemnification Agreement required. Organizer is responsible to obtain necessary insurance as deemed appropriate by property owner. * If use of the Walter W. Parker Pier and Pavilion is part of the event, a \$1 million certificate of insurance, with Chatham County Parks & Recreation listed as an additional insured and certificate holder is required.	Signed Indemnification Agreement required and a \$1 million certificate of insurance, with the City of Tybee Island listed as additional insured and certificate holder. * If use of the Walter W. Parker Pier and Pavilion is part of the event, a \$1 million certificate of insurance, with Chatham County Parks & Recreation listed as an additional Insured and certificate holder is required.

The application will go through the review process again if substantial changes are made or additional needs are requested. Additional application fees will result with additional meetings.

SECTION 7: INDEMNIFICATION AGREEMENT AND ACCEPTANCE TO ADHERE TO APPLICATION REQUIREMENTS

I, individually and as the Agent representing the Event Organization, do hereby agree to indemnify and hold harmless the City of Tallapoosa, Georgia, its officers, agents, employees and contractors from and against any and all loss, damage, claim, demand, liability expense by reason of any damage or injury to property or person which may be claimed to have arisen as a result of or in connection with the occupancy or use of listed event premises during the time period of said event.

Such obligation to indemnify and hold harmless shall continue notwithstanding any negligence or comparative negligence on the part of the City relating to such loss or damage, except for loss or damage arising from the sole negligence or willful misconduct or gross negligence of the city, and shall include all costs, expenses and liabilities incurred by the City in connection with any such claim, suit or action or cause of action, including the investigation thereof and the defense of any action or proceeding brought thereon and any other judgment or decree which may be entered in any such action or proceeding or as a result thereof. These provisions shall survive the expiration or earlier termination of the use of premises. Nothing in this Agreement shall be construed to affect in any way the rights, privileges, and immunities as set forth in Georgia Statutes and/or the Constitution of the State of Georgia.

Organizer / Applicant's Signature: _____

Date: 7-12-18

INTERNAL USE BELOW.

Staff signatures for City Departments listed below indicate the Special Event application has been reviewed and department needs accepted as requested. All signatures are required prior to application being submitted for City Council consideration.

DEPARTMENT	SIGNATURE	DATE
City Manager		
Campground		
Community Development		
Finance		
Fire		
Police		
Public Works		
Water & Sewer		

COMMENTS: _____

ADMINISTRATIVE APPROVAL (as applicable):

City Manager: _____
 Development Authority / Main Street Executive Director: _____

Date: _____
 Date: _____

APPLICATION REVIEW VERIFICATION	DATE
RECEIVED	
REVIEW DATE WITH CITY DEPARTMENTS	
FOLLOW UP REVIEW MEETING(S) WITH REPRESENTATIVE	
ANTICIPATED CITY COUNCIL CONSIDERATION	
CITY COUNCIL DETERMINATION: APPROVE / DENY	

2018 Tybee Island Pirate Fest

Special Event Application Supplement

A. Additional Information

A-1 Dates and Times

a) Piratefest dates and times

- Friday 10/5/18, Festival hours 5pm-11pm
- Saturday 10/6/18, Festival hours 10am-11pm
- Saturday 10/6/18, Fireworks at end of Pier, 9:45pm
- Sunday 10/7/18, Pirate Church Service 10am
- Sunday 10/7/18, Festival hours 10am-4pm

b) Carnival dates and times

- Set up – Wednesday 10/3/18 - Thursday 10/4/18
- Carnival – Friday 10/5/18 - Sunday 10/07/18
- Tear down – Monday 10/8/18 – Tuesday 10/9/18

A-2 Parking Arrangements

- Tybee Festival Association requests use of Tybrisa and Strand parking lots
- Tybee Festival Association requests use of North Beach parking lot for parade set-up for the following hours: Saturday 10/6/18 11am-4pm. As in years past.
- Tybee Festival Association will operate a shuttle from areas around the island to the festival site throughout the weekend
- Tybee Festival Association requests digital parking signs be used to direct festival goers to available parking areas
- Request emergency parking area at base of pavilion for staging vehicles
- Parking use in roundabout for loading and unloading and other parking as needed, including Pirate Ship

A-3 Street Closures

- Tybee Festival Association requests closure of the Tybrisa Round-a-Bout Monday 10/1/18 through Tuesday 10/9/18 (in conjunction with 16th St parking lot closure)
- Tybee Festival Association requests the closure of Tybrisa St to thru traffic beginning 6am Friday 10/5/18 (with allowed access for delivery trucks) thru 6am Sunday 10/7/18 .
- Tybee Festival Association requests the closure of the parade route from 2:45pm-5pm on Saturday 10/5/18 or until the end of the parade

A-4 Special Parking/Parking Pass Request

- Tybee Festival Association requests full day parking passes for crew vehicles for the following dates: (10) Monday, October 1, (10) Tuesday, October 2-Friday October 5, (10) Friday, October 5 –Monday, October 8, (6) Tuesday October 9
- Tybee Festival Association requests to pre-purchase 3 days parking passes for festival vendors to be distributed in vendor packages. Estimated 50 needed.

A-5 Fees

- Tybee Festival Association requests to be released from the following fees: Building and zoning, permit fees, parking fees listed in A-4, parking lot usage fees, DPW, Tybee Police including standard parade enforcement and wristband enforcement, and to include additional release from fees as listed in section D.

A-6 City Space Advertising

- Reserved Banner Space at Tybee Gateway Sign 8/31/18-10/7/18
- Inclusion on City Hall Electronic Sign 8/31/18 – 10/7/18
- Inclusion on any Web-site based/Social Media Event advertising and/or services provided by City of Tybee, as City of Tybee is an event sponsor.

A-7 Restrooms

- Tybee Festival Association requests 8 Portable Restrooms in Festival Control Zone, to be provided and paid for by City of Tybee.
- Tybee Festival Association will continue to provide adequate Portable Restrooms inside Gated Festival Zone, as per previous years.

B. Site Plan

*Proposed Pirate Fest Layout Inventory

- Main stage 24'x20' portable with 4'x8' sound wings
- Budweiser trailer 50'x12'
- Portable bar with awning
- 40' Lighting truss at entrance of children's area, as in 2014
- Main stage tent 65'x100'
- Vendor tents (49) 10'x10'
- Gate tents (3) 10'x10'
- Blackbeard's pirate ship 22'x15'
- Permission to park SHRINE float in Strand loading area after Parade (pending agreement of no explosives)
- Health Dept approved Concession Trailers
- Food tents (3) 15'x15'
- Beer tents (2) 10'x10'
- Kid's covered stage 34'x15'
- We may use one 3 stall Royal restroom, 22'x9'
- Portable restrooms (20) 4'x4', (4) ADA approved 4'x6'
- Shade Zone 40'x60'
- Green room tent 15'x15'
- Dressing rooms 10'x10'
- Dumpster 8'x20'
- Ferris Wheel 35'x52'
- Ice Wagon 9'x12'
- Pirate Ship Ride 18'x8'
- Pirate Encampment
- Bouncy House(s)
- Children's Petting Zoo

C. Parade Information

- Pirate Victory Parade
- Saturday 10/6/18 line-up begins at 12:30pm, parade will start at 3:00pm
- Line-up at North Beach lot for vehicles and Memorial Park for walkers
- Route will be the same as previous years
- South on Meddin Drive, left on Van Horne, left onto 1st street onto Butler, left on Tybrisa, right onto Strand Avenue. Ends at 17th Street. Floats will exit route onto 18th Street.

D. Anticipated Permits

***In addition to this application, Tybee Festival Association anticipates needing to pursue permits for:**

- **Main Stage**
- **Structural Tents**
- **Amusement Rides**
- **Children's Stage**
- **Ticket Entry Tent**
- **Green Room Tent**
- **Vendor Tents**
- **Electrical**
- **Fireworks**

E.

As in previous years, it is necessary that Tybee Festival Association and City of Tybee Department heads schedule a meeting to determine the items/needs of DPW, Tybee Police, etc. as set forth in section 4:2 of application, as these items/needs will apply to the Festival Control Zone.



GEORGIA
CORPORATIONS DIVISION

GEORGIA SECRETARY OF STATE
BRIAN P. KEMP

HOME (S)

BUSINESS SEARCH RESULTS

Business Name	Control Number	Business Type	Principal Office Address	Registered Agent Name	Status
Tybee Festival Association (/BusinessSearch/BusinessInformation?businessId=2313656&businessType=Name%20Reservation)		Name Reservation	NONE	NONE	Expired
Tybee Festival Association, Inc. (/BusinessSearch/BusinessInformation?businessId=2375174&businessType=Domestic%20Nonprofit%20Corporation)	17082005	Domestic Nonprofit Corporation	3 Silver Avenue, Suite 5, Tybee Island, GA, 31328, USA	UNITED STATES CORPORATION AGENTS, INC.	Active/Compliance

Back

*Tybee Festival Association, Inc.
EIN # 02 - 2334677*



2018
**TYBEE ISLAND
 PIRATE FEST**

Presented By:



Map Key

	Main Entrance
	Covered Area
	Stages
	Official Festival Merchandise
	Information Booth
	Sponsor Tents
	Merchandise Vendors
	Carnival Games & More
	Bud Zone
	Coke/Water Booths
	Restrooms

