

MARK WILLIAMS
COMMISSIONER

DOUG HAYMANS
DIRECTOR

SEP 13 2019

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

Re: Letter of Permission (LOP), Temporary 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 2019 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 15, 2019.

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 a firework display and closure of the dune crossover located at 17th Street Friday, October 11 through Sunday, October 13, 2019. All activities proposed in association with the 2019 Tybee Island Pirate Fest will occur on the Tybee Pier, within the confines of the paved parking area, and sidewalks landward of the sand dunes.

As proposed, your request includes a free access festival zone in the 14th Street parking lot for the Children's Carnival in the area north of the Pier and Pavilion. This zone 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 that consists 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 awnings and 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 existing power infrastructure. Any associated power cables needed for the event will be appropriately identified and protected. No less than eight (8) portable, multi-stall restroom facilities, one (1) 9ft. 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.

SEP 13 2019

Pirate Fest SPA LOP

Page 2 of 2

A fireworks display will be staged on the terminal end of the pier and are scheduled to occur Saturday, October 14th, 2019. Access to the terminal end of the structure will be limited during the event. To prevent and minimize marine debris associated with the display, all debris must be removed immediately after the display is completed; this includes zip ties and spent fireworks that land on the beach or pier at the conclusion of the event. Debris must be disposed of in a fire-safe container and removed from the public beach at the end of the event.

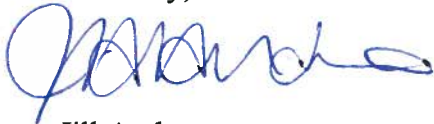
All zip ties associated with the installation of the festival zones must be placed in appropriate trash receptacles and removed from the public area during breakdown. No impacts to the sand sharing system are proposed and access to the beach is available to the public at existing crossovers along the strand.

The Department authorizes the temporary activities associated with the events as depicted in the attached project 2019 Event Site Plan. It is the applicant's responsibility to minimize any additional impacts at the site and to protect the shore 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: Robyn Rosner
City of Tybee Island
P.O. Box 2749
Tybee Island, GA 31328

File: LOP20190133



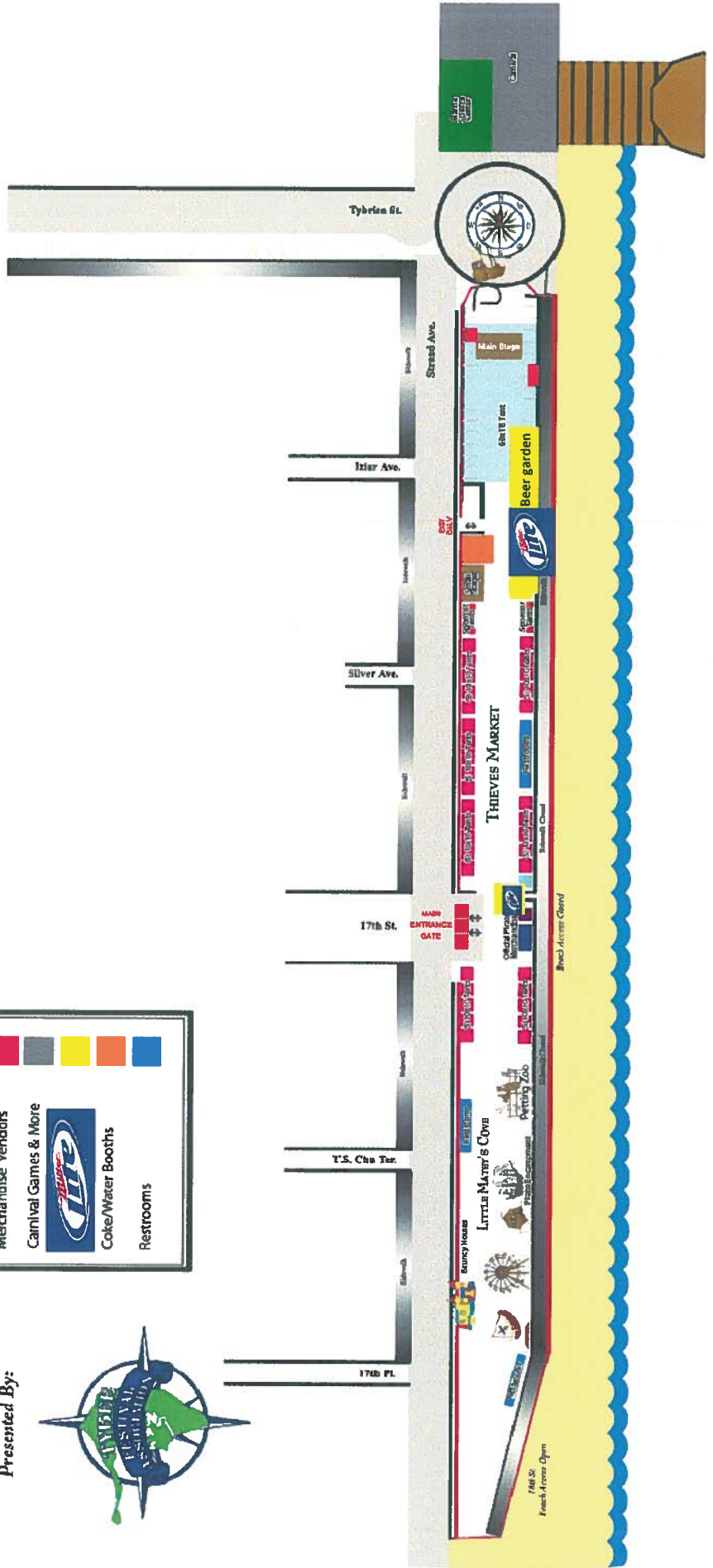
2019 TYBEE ISLAND PIRATE FEST

Presented By:



Map Key

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





CITY OF TYBEE ISLAND

CITY OF TYBEE ISLAND

RECH: 00644247 7/17/2019 2:53 PM
TRAN: 125.0000 Spec Event Fees
OPER: AP TERM: 001
REF#: 1194

TYB FEST ASSOC STRAND 10/11-13
Event Permit/Vdr Fe 50.00CR
TENDERED: 50.00 1 CHECK(S)
APPLIED: 50.00-
CHANGE: 0.00

SPECIAL EVENTS APPLICATION

The City of Tybee Island recognizes that special events play a significant role in the livelihood of the community. Events can enhance the experiences for residents and tourists by providing recreation, cultural and educational opportunities while contributing to the economic health of the community. It is our goal to assist event organizers in planning safe and successful events that have minimal impact in the areas surrounding the event. To keep the public's best interest in mind, a special event application is required for persons / organizations wishing to host an event upon public and / or private property where: 1) municipal services are reasonably anticipated, actually required, or requested, 2) special permitting which includes, but is not limited to, parking, use of location, or vendor permits not for the non-profit organization hosting the event. The special event application shall be completed and submitted for consideration with all requested information at least sixty (60) days prior to the event. No more than one event per day, per area, 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, as applicable, from City Department Heads, City Manager and Development Authority / Main Street Executive Director once the application has been submitted in its entirety. Prior to the application being submitted for City Council consideration, (if applicable), all concerns and details must be addressed and confirmed by the organizer, as well as, 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: 7/17/19

Application Fee Submitted: 7/17/19

* A non-refundable 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 11, 12, 13 2019
a. Setup: Date/Time period MON OCT 7
b. Breakdown: Date/Time period TUE OCT 15
3. Location(s): 16TH ST PARKING LOT AND 14TH ST PARKING LOT FROM 15TH THRU MARINE SCIENCE CENTER
4. Event Organization: TYBEE FESTIVAL ASSOC.
a. Is the Organization
- Commercial? (Commercial organizations shall include information regarding use of event proceeds.)
- Non-profit / Tax Exempt? (Non-profit / tax exempt organizations shall attach non-profit status / GA tax exempt certificate.)
5. Event Representative: JENNY ORR
Address: PO BOX 1970 City: Tybeelnd State: GA Zip: 31328
Contact Phone: 912 604 5927 Email: tybeefestivals@gmail.com
6. 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
7. Phone number and / or website for public event information: TYBEEPIRATEFEST.COM

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 cleanup and recycling? (Disposal of grease, trash, etc.) TFA 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
10. List event sponsors and marketing plan: TYBEE FESTIVAL ASSOC, CITY OF TYBEE, UNITED DISTRIBUTING, LOCAL BUSINESSES AND CONTRIBUTORS
11. List any additional contact person(s) and their phone numbers involved in the planning of this event. CHRISTY ALAN 912 508 1830

SECTION 3: REFERENCES

1. Please list your previous special event and/or hosting organization's experience in producing events. 2013 - PRESENT INCLUDING TYBEE MARDI GRAS
2. Please list two (2) references excluding City Officials and Staff:
 - a. Name: JENNIFER ORR
 Address: PO BOX 39, TYBEE 31328
 Phone: 912 604 5927
 - b. Name: TODD MORRISON
 Address: THE PIER
 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.)

| DPW Item | Amount | Total hours |
|----------------------|--------|-------------|
| Traffic Cones | | |
| Barricades | | |
| Traffic Barrels | | |
| Trash cans | | |
| Recycling containers | | |
| Sweeper | | |
| Fire ant treatment | | |
| Back-hoe | | |

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

SECTION 4: OTHER REQUESTS (CON'T.)

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

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: TECH/EQUIP TRUCKS BEHIND STAGE
6. Police Detail (*Current labor / equipment fees may apply.*)
 - a. Please describe: SWA WILL HIRE OFF DUTY SECURITY POLICE 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. Fireworks (TIFD, Chatham County and U. S. Coast Guard notification / approval required. Applicant to contact USCG for special permitting.)
9. Additional Security
 - a. Please describe: REFER TO #6/SEE ATTACHMENT
10. Petting Zoo
 - a. Please describe: EXOTIC PETTING ZOO
11. 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 organization's and city's safety regulations.
12. Amusement Rides (*Insurance from providing company is required no later than two [2] weeks prior to event.*)
13. 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 Permitting Office inside 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 allowed without an issued placard. Fees apply.
14. Electrical needs (fees may apply)
 - a. Please describe: USING ELECTRIC PUT IN PLACE FOR THIS EVENT.
15. 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.
16. Alcohol license application has been submitted to Administrative Assistant to the City Manager. (*separate approval required*) IN PROCESS.
17. Banner request has been submitted to Facilities Coordinator. (*separate approval required*) IN PROCESS
18. Beach permit application has been submitted to Facilities Coordinator. (*separate approval required*)
19. City facility has been submitted to Facilities Coordinator. (*separate approval 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 event 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.
- 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 consideration.
- 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> | <p>Signed Indemnification Agreement required. Organizer is responsible to obtain necessary insurance as deemed appropriate by property owner.</p> <p>* 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.</p> | <p>Signed Indemnification Agreement required and a \$1 million certificate of insurance, with the City of Tybee Island listed as additional insured and certificate holder.</p> <p>* 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.</p> |

- 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 6: STANDARD EVENT APPLICATION POLICIES AND PROCEDURES
(In accordance with the Special Event Ordinance)

Application Process & Determination of Application

1. In order to ensure a smooth review process for permission of proposed event, the Representative will first meet with the City's Development Authority / Main Street Executive Director, then applicable City Department Personnel and City Manager to review the application so that all concerns and details are addressed and agreed upon. Following these meetings, the application, if applicable, will be submitted for City Council consideration. Proposed events are considered on a first-come, first-serve basis, regardless of the size and scope of the event.
2. After reviewing the comments of all affected Departments of the City, based on the specifics of the proposed event, approval or rejection to proceed with the application process will be determined.
3. Municipal services will be considered at the time of application review to determine the level City staffing and financial resources necessary.
 - a. The city manager shall communicate municipal service fees required to defray the costs of city services for proposed event determined on the basis of actual expected costs with the Organizer. The Organizer shall have the right to accept or reject fees required. Accepted fees shall be paid prior to event activities. Rejected fees may be appealed to the Mayor and City Council in accordance with City Ordinance.

The level of municipal services required shall be reasonably determined based on the following factors:

 - i. The size of the assembly and the anticipated attendance.
 - ii. The location of the event to determine the potential for pedestrian and vehicular congestion.
 - iii. The impact on public health and safety and natural habitats with the timing, goals, and activities of the event.
 - iv. The historical density of visitors to the City during the annual season of the event and the type of activities, safe and unsafe, in which those visitors have historically engaged.
 - v. Whether the assembly is specifically designed and staffed to handle the anticipated needs and effects of the anticipated number of attendees.
4. The City Manager may grant or deny an application in a timely fashion upon processed application fee and review of the application by the Development Authority/Main Street Executive Director. This administrative determination shall be objective and must meet the following criteria: exclusive use of city property, minimal impact on neighboring residents and businesses, small scale activities with some special requirements, temporary use of public parks or public facilities, and no street closures.
5. The City Manager, in consultation with Directors of affected Departments, may also impose any necessary restrictions or conditions to be observed in accordance with public safety, environmental and administrative considerations involved in the application.
6. The City Manager may deny an event application in writing, clearly stating specific reasons based on one or more of the following:
 - a. The permit application is incomplete; a complete application is one that provides all the information or items required by this Article regardless of the sufficiency of the information or item.
 - b. The application fee has not been paid;
 - c. The proposed event location is unsuitable
 - d. The proposed event is unlawful;
 - e. The application contains a material falsehood or misrepresentation;
 - f. It reasonably appears that the proposed event will present a clear and present danger to the public safety or health;
 - g. The proposed event is of such a nature or duration that it cannot be reasonably accommodated in the particular location;
 - h. The applicant portrays malicious intent during the application review meeting(s) or has refused to attend or participate in in review meeting(s).
7. The City Manager may impose reasonable conditions on any granted permit concerning the time, place or manner of holding a special event as is necessary to coordinate municipal services, multiple uses of public property, assure preservation of public property and public places, prevent dangerous, unlawful or impermissible uses, protect the safety of persons and property and to control vehicular and pedestrian traffic in and around the event location.
8. The Representative may appeal a determination of denial to the Mayor and City Council by filing a letter with the City Clerk within three (3) business days of denial or conditional permit.
9. All permit applications shall be deemed granted as applied for if the City Manager does not grant, grant with conditions, or deny the permit in writing within thirty (30) calendar days of confirmed receipt of a thorough application and processed fee.
 - a. Automatic permission is conditional based on receipt of prepaid municipal service fees.
 - b. The automatic granting of permits provided in this section shall not apply upon expressed intent to deny a permit by the City Manager. The Representative has the opportunity to pursue reconsideration as detailed in Article III.

SECTION 6: STANDARD EVENT APPLICATION POLICIES AND PROCEDURES (CONT.)

Community Development Department

1. Building permits – an applicant shall obtain the applicable permits including, but not limited to, electrical, plumbing, mechanical, and structural from the City's Building Official at least thirty (30) days prior to the scheduled event. An applicant may be required to obtain other permits pursuant to state law, city ordinances and the International Building Code and the Georgia Amendments. The Building Official shall make inspections deemed necessary to insure that all building code standards are followed. Non-compliance of any building code standards may be cause to cancel the event.
2. Any person or organization which is granted a special event permit shall comply with all applicable laws, ordinances and building codes pertaining to said event.
3. The person or organization receiving a special event permit shall be responsible for ensuring that its contractors and subcontractors obtain all permits and comply with applicable laws, ordinances and building codes.

Department of Natural Resources

1. A request for a Letter of Permission (LOP) from the Coastal Resources Division of the GA Department of Natural Resources shall be submitted 45 days prior to event (<http://coastalgadnr.org/sendemail>) is required for events requesting materials, equipment, lighting, and / or such on the beach and / or within the Shore Protection Act (SPA) jurisdiction. An LOP is required no later than fifteen (15) business days prior to the event. The event is subject to cancellation without an LOP as noted.

Department of Public Works

1. The site of the event must be left in its original condition or additional charges will apply.
2. If any event requires the use of the electrical service, equipment owned by the City of Tybee, and / or labor fees will be assessed on a per hour rate and determined by the city. If special electrical requirements are needed by vendors in which the city personnel and equipment is needed, an additional charge shall be passed on to the organizer for setup and breakdown. This is only applicable for specific areas and must be requested at the time of application submittal.
3. Temporary structures may not be anchored in the ground. If damage is done to City property, applicable fines and / or fees shall be billed to and paid by the event applicant.
4. Streets may be closed in connection with a special event at the discretion of the City Council and / or City Manager having due regard to public safety and environmental effects of such closings. All reasonable steps are taken to minimize adverse impact upon the community.
5. Vendors must use grounded extension cords and lighting that does not exceed 30 amps per vendor space if permitted. Extension cords, hoses or other trip hazards in pedestrian walkways are not permitted.
6. It is the responsibility of the event organization to provide adequate toilet facilities during a parade and event appropriate for the anticipated attendance. Location(s) of said stations shall be indicated on provided site plan. One chemical toilet for every 200 people is recommended.
7. In the case of requested and approved permission for pole banner and / or flag hangings, the event applicant is financially responsible for costs incurred with the installation and / or dismantling.

Financial

1. A proposed budget for the special event and a detailed explanation of how proceeds from the special event will be allocated shall also be provided at the time of application submittal.
2. The applicant shall be financially responsible for any cleaning, replacement and repair to municipal property or its accompanying articles requiring city clean-up after completion of the special event.
3. The applicant shall be financially responsible for extra personnel hours incurred by the city as a result of the use of municipal personnel.
4. The personnel hours shall include the Police Department, Fire Department, Department of Public Works, Parking Services and Lifeguard Services necessary to monitor, check, observe, control or otherwise regulate any phase of the special event, including without limitation to any planning, on-site management of the special event and support of any activities.
5. In order for your organization to be eligible for any waiver of fees, that organization must have a contract with the City of Tybee Island. If your organization is one that has received funding from the City of Tybee Island for services provided to the City, you are eligible to request waiver of up to \$2,000 worth of fees for the special event, which also includes fees associated with parades. The application fee is not permitted to be a part of any waiver of fees and must accompany the application or it will not be processed. No waived fees for alcoholic beverages, vendor fees and / or facilities will be considered. The City of Tybee Island reserves the right to request financial revenue and expenditure statements for review prior to or as a condition of any waiver of fees.

SECTION 6: STANDARD EVENT APPLICATION POLICIES AND PROCEDURES (CON'T.)

Fire / Emergency Management Department

1. In the interest of public safety, the F/EMD must review and approve aspects of events that may include, but not limited to, fireworks or pyrotechnics, emergency vehicle access, and use of open flame. The Fire Chief will determine whether or not F/EMD personnel are needed and the event applicant shall pay for said services.
2. Event participation by the Fire Department must be requested in Section 4 and be approved by the Fire Chief directly.

Indemnification / Insurance

1. The applicant must sign the Indemnification Agreement at time of submitting event application. Prior to the issuance of the special event permit, the application shall maintain, at its sole expense, public liability insurance covering the City properties and resultant use thereof, naming the City as an additional insured, in the amount of \$1 million.
2. The applicant shall pay the premiums of the public liability insurance before the issuance of the special event permit. The applicant shall furnish and deliver to the Development Authority / Main Street Executive Director a certificate or certificates of insurance, as specified in Section 5, evidencing the existence of public liability insurance in the minimum amounts described above. Each certificate shall provide that the city receive not less than thirty (30) days written notice of cancellation, expiration to termination to public liability insurance. In the event that such insurance is cancelled, expired or terminated, the applicant shall be required to obtain insurance immediately and furnish proof to the Development Authority / Main Street Executive Director. If such valid insurance is not obtained within twenty-four (24) hours after cancellation or termination, the Coordinator shall revoke the special event permit and the special event shall cease. The applicant shall be responsible for submitting all certificates or insurance of its contractors and subcontractors.

Parking Services Division

1. Where public parking is to be used or restricted, the Division Supervisor may require that permits are issued or reimbursement be made based on standard parking fees.
2. Request for use of parking lots or spaces must be detailed within submitted application.
3. Requests for complementary parking shall not be granted between Memorial Day Weekend through Labor Day.

Police Department

1. Any person or organization shall comply with security and safety guidelines set by the Tybee Island Police Department.
2. Release of helium balloons and/or Chinese lanterns is prohibited on Tybee Island. It is very harmful to wildlife and is a violation of the city's littering ordinance.
3. Event participation by the Police Department must be requested in Section 4 and be approved by Chief of Police directly.

Sale of Alcohol

1. Events involving alcohol sales / distribution must complete an Alcohol License application for consideration. The application and information can be obtained at Tybee Island City Hall.
2. Upon TIPD review, alcohol license applications are considered by City Council at the first available Council meeting.

Sale of Food / Merchandise

1. The sale of food at a special event requires a permit from the Chatham County Health Department. Food vendors that involve cooking require an inspection and permit by the Chatham County Fire Marshal.
2. Event organizers are responsible for obtaining Vendor Permits. Vendor permit applications are due with payment in accordance with City Code Sec. 58-179 no later than two (2) weeks prior to the event.
3. A method must be established for the removal of used cooking oils, gray water or any other solvents from the event site. Event organizer will incur costs imposed by the city, county, and state if any solvents are left or discarded at the event site.
4. All debris in Vendor set up area must be contained at all times. The event applicant will be charged an hourly rate and dumping fee determined by the City if any debris is left and disposed of by the Public Works Department.

**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 Tybee Island, Georgia, its officers, agents, employees and contractors from and against any and all loss, damage, claim, demand, liability or 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, 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 City's rights, privileges, and immunities as set forth in Georgia Statutes and/or the Constitution of the State of Georgia.

Representative Signature:  Date: 7/16/19

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

INTERNAL USE BELOW.

Staff signatures, by city departments listed below, indicate the special event application has been reviewed and department needs are 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/Ocean Rescue | | |
| Parking | | |
| Police | | |
| Public Works | | |
| Water & Sewer | | |

COMMENTS: _____

ADMINISTRATIVE APPROVAL (as applicable):

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

| APPLICATION REVIEW VERIFICATION | DATE |
|---|------|
| RECEIVED | |
| REVIEW DATE WITH CITY DEPARTMENTS | |
| FOLLOW UP REVIEW MEETING(S) WITH REPRESENTATIVE | |
| ANTICIPATED DATE FOR CITY COUNCIL CONSIDERATION | |
| CITY COUNCIL DETERMINATION: APPROVE / DENY | |
| ADMINISTRATIVE CONSIDERATION-AS APPLICABLE: APPROVE/DENY | |

*next
page
for
updates*

INTERNAL USE BELOW.

Staff signatures, by city departments listed below, indicate the special event application has been reviewed and department needs are 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/Ocean Rescue | | |
| Parking | | |
| Police | | |
| Public Works | | |
| Water & Sewer | | |

COMMENTS: _____

ADMINISTRATIVE APPROVAL (as applicable):

City Manager: _____ Date: _____
 Community Development Director: _____ Date: _____

REQUIRED PRIOR TO EVENT

9am before
9/24
Dept. Head?
meeting →

| APPLICATION REVIEW VERIFICATION | DATE |
|---|---------|
| APPLICATION & SITE PLAN RECEIVED 7/17/19 | 7/16/19 |
| REVIEW DATE BY CITY OF TYBEE ISLAND REPRESENTATIVE | 7/17/19 |
| SENT OUT FOR INTERNAL REVIEW | 7/18/19 |
| FOLLOW UP REVIEW MEETING(S) WITH EVENT ORGANIZER | |
| MEETING WITH DEPARTMENT HEADS & EVENT ORGANIZER | |
| CITY SERVICES ACCEPTED & CONFIRMED | |
| CERTIFICATE OF INSURANCE RECEIVED | |
| AMUSEMENT RIDE INSURANCE RECEIVED | |
| LETTER OF PERMISSION RECEIVED | |
| RESIDENT/BUSINESS NOTIFICATION LETTER SENT - 7/1/19 | 7/17/19 |
| PROOF OF NON-PROFIT STATUS | 7/17/19 |
| VENDOR PERMIT(S) RECEIVED | |
| ANY ADDITIONAL REQUIREMENTS (LIST BELOW) | |
| CITY MANAGER APPROVAL: APPROVE/DENY | |
| ALL INVOICES FOR CITY SERVICES PAID | |
| ANTICIPATED DATE FOR CITY COUNCIL CONSIDERATION | 8/8/19 |
| CITY COUNCIL DETERMINATION: APPROVE / DENY | |
| FINAL APPROVED COPY SENT TO CITY DEPARTMENT HEADS | |

email 7/17/19

TWO WEEKS PRIOR
TWO WEEKS PRIOR
DNR REQ. 45 DAYS;
RECEIVED 15 DAYS PRIOR

TWO WEEKS PRIOR

by 7/31/19 - Map of proposed control zone

Resolution
for activation
of festival
control zone
area

2019 Tybee Island Pirate Fest

Special Event Application Supplement

A. Additional Information

A-1 Dates and Times

a) Piratefest dates and times

- Friday 10/11/19, Festival hours 5pm-11pm
- Saturday 10/12/19, Festival hours 10am-11pm
- Saturday 10/12/19, Fireworks at end of Pier, 9:45pm
- Sunday 10/13/19, Pirate Church Service 10am
- Sunday 10/13/19, Festival hours 10am-4pm

b) Carnival dates and times

- Set up – Wednesday 10/9/19 - Thursday 10/10/19
- Carnival – Friday 10/11/19 - Sunday 10/13/19
- Tear down – Monday 10/14/19 – Tuesday 10/15/19

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 - 256 spots set-up for the following hours: Saturday 10/12/19 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 and [mobile billboard truck]

61 spots 175 spots

not listed
last year

can only be
parked & stay @
roundabout

A-3 Street Closures

- Tybee Festival Association requests closure of the Tybrisa Round-a-Bout Monday 10/7/19 through Tuesday 10/15/19 (in conjunction with 16th St parking lot closure)
- Tybee Festival Association requests the closure of Tybrisa St to thru traffic beginning 6am Friday 10/11/19 (with allowed access for delivery trucks) thru 6am Sunday 10/13/19 .
- Tybee Festival Association requests the closure of the parade route from 2:45pm-5pm on Saturday 10/12/19 or until the end of the parade

A-4 Special Parking/Parking Pass Request

Last year :
1st Monday (10)
1st Tues. (10)
- Fri
Fri - 2nd Mon (10)
2nd Tues (6)



- Tybee Festival Association requests full day parking passes for crew vehicles for the following dates: (40) Monday, October 7 - Tuesday, October 15
- 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

Ordinance
no earlier
than 3 days
prior to event

1st year
8/31/19

- Reserved Banner Space at Tybee Gateway Sign 8/28/19-10/14/19
- Inclusion on City Hall Electronic Sign ASAP - 10/14/19 *1st year 8/31/19*
- 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

125' x 40'
24' x 20'

- Main stage 32'x40' portable with 4'x8' sound wings
- Miller Lite 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 24'x15' — 125' x 40' 34' x 15'
- 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 (2) 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 10/12/19 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.

↳ last year meeting took place 2 weeks prior to event to confirm all is set

↳ For this year, @ 9AM on 9/24 before reg. scheduled Dept. Head meeting?



2019

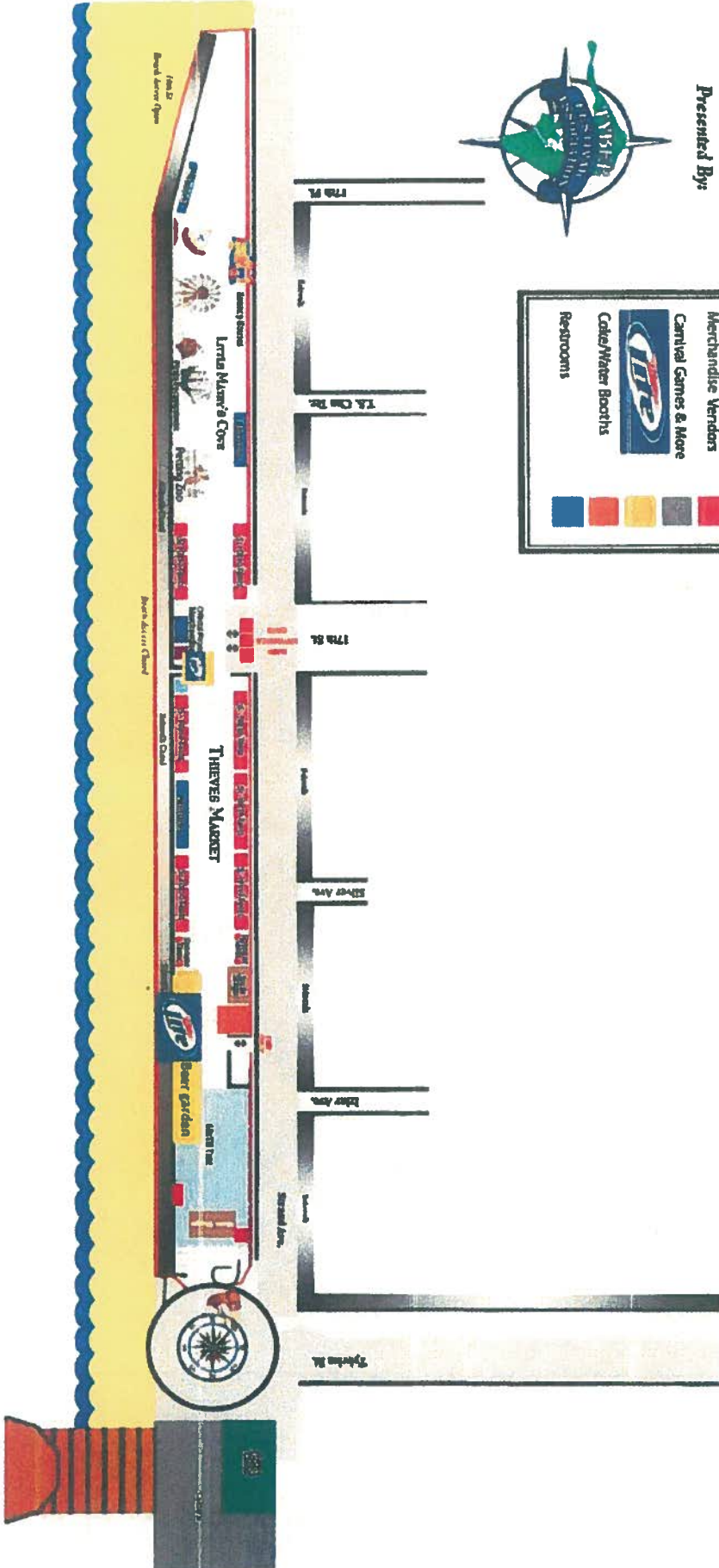
TYBEE ISLAND PIRATE FEST

Presented By:



Map Key

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





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) | 17002005 | Domestic Nonprofit Corporation | 3 Silver Avenue, Suite 5, Tybee Island, GA, 31325, USA | UNITED STATES CORPORATION AGENTS, INC. | Active/Compliance |

Page 1 of 1, records 1 to 2 of 2

[Back](#)

*Tybee Festival Association, Inc.
EIN # 82 - 2334677*

7/17/2019

Gmail - 2019 Tybee Pirate Fest



Fannies On The Beach otb <fanniesotb@gmail.com>

2019 Tybee Pirate Fest

1 message

Tybee Island Pirate Fest <info@tybeepiratefest.com>
Reply-To: info@tybeepiratefest.com
To: fanniesotb@gmail.com

Mon, Jul 1, 2019 at 9:08 AM

Having trouble viewing this email? [Click here](#)



Dear Tybee business owner,

Once again we will be hosting Tybee Pirate Fest, the weekend of October 11-13, 2019.

The same as last year we will have a gated festival area in the 16th Street parking lot beginning Friday 5pm-11pm, Saturday 11am-11pm, and Sunday 11am-4pm.

As in previous years, Tybrisa Street will also be closed during these times.

Parade time is 3pm on Saturday October 12th, the route will begin at North Beach Parking lot and follow Butler Avenue to Tybrisa to the Round-about.

We look forward to bringing this festival alive again in 2019, as each year Tybee Pirate Fest has proven to bring so many visitors to our community during the off-season.

Thank you for your support,
Tybee Festival Association