



City of Lilburn

in Gwinnett County

State of Georgia

Resolution

Number:

2022-10

Date of Reading and Adoption: April 11, 2022
At the meeting of the Lilburn City Council held at 340 Main Street, Lilburn, Georgia.

RESOLUTION TO REPEAL AND REPLACE SECTION 9 OF THE CITY OF LILBURN GENERAL AND ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL.

City of Lilburn Administrative Policies & Procedures Section 9 - Private Events on City Property

Policy Statement

The City of Lilburn does not allow private (for profit or nonprofit) entities to reserve or rent city property for public gatherings or special events that require restricted or exclusive use of any portion of public property. City property including the Lilburn City Park, the bandshell, the Calvin Fitchett Pavilion, the splash pad, and the Camp Creek Greenway are public amenities that are available to the general public at all times. There are a few exceptions to this rule outlined below.

1. Gartrell Nash Pavilion: due to the secluded location of the Gartrell Nash Pavilion, this facility is available for rental.
2. Co-Sponsored Events: each year, the city partners with for profit and/or nonprofit organizations to hold co-sponsored events on city property. Applications for co-sponsored events are due by February 1st each year.
3. 5K Walk/Run Events: the city has a designated, certified 5k route on the greenway trail that may be reserved for 5K Walk/Run events. 5K organizers must submit applications for review and approval by the city.

Renting the Gartrell Nash Pavilion

The Gartrell Nash Pavilion is available for private gatherings and private events that require exclusive use of the pavilion. Rental fees apply and are established annually by the rate resolution. Non-profit organizations demonstrating proof of non-profit status are eligible for a 10% discount off rental fees. A refundable deposit of \$100 is due at the time of reservation. Additional information about the Gartrell Nash Pavilion, including rental regulations, cancellation policies, and the rental application may be found in Section 12, Pavilion Usage

Policy, of the General and Administrative Policy and Procedures Manual. To make a reservation, please call 770.921.2210.

Co-Sponsored Events

The City of Lilburn is committed to supporting quality special events that proudly recognize our city, promote a sense of pride of Lilburn, and reinforce our slogan "Small town. Big Difference." The city seeks to participate in events that provide a benefit to the larger community, create exposure to the community's many attributes, and fit within the capabilities of the area(s) being used. Due to the many event requests and limited city resources, the City Manager determines which events the city will co-sponsor each fiscal year. Requests for co-sponsorship must be submitted to the City of Lilburn Event Coordinator in person no later than February 1 of the previous fiscal year for budgetary and planning purposes. The City of Lilburn's fiscal year begins on July 1 and ends on June 30.

The cost of a co-sponsored event is shared by the city and the applicant. Any revenues from a co-sponsored event are shared by the city and the applicant.

Applications for co-sponsored events will be evaluated based on the following criteria:

- Completeness of application, event layout, and event plan.
- Impact and cost of the event on City support resources.
- Frequency of the same or similar events as well as potential conflicts with previously approved events.
- Impact on the surrounding businesses and residents.
- Ability for the city property (park, pavilion, etc.) to remain open to users.
- Perceived benefit of the event for the city of Lilburn's citizens and/or businesses.
- Likelihood of participation by City of Lilburn's citizens and/or businesses.
- Previous history of event organizer in facilitating special events.
- Ability of event organizer to achieve goals set forth for special events.

All complete applications received by February 1st will be reviewed based on the evaluation criteria. Applicants will be notified by March 30th if their proposal has been accepted by the city for co-sponsorship during the next fiscal year. Any appeals of decisions made by the City Manager must be submitted in writing to the Mayor and City Council within 15 days of denial.

Cost Sharing

Types of Fees

Event Attendance	Co-Sponsored Event Permit Fee per day	Insurance Requirement	City Staff Fees	City Employee Staff Hours
5000+	\$2,500.00	\$1,000,000	TBD	200 + hours
2000-4999	\$1,500.00	\$1,000,000	TBD	100-199 hours
1999 or less	\$1,000.00	\$1,000,000	TBD	30-99 hours

**The City reserves the right to be the final authority regarding estimates of attendance or need for extra staff.*

Co-sponsored events require a \$25.00 application fee and \$250.00 per day refundable deposit payable to the City of Lilburn, regardless of the size of the event. Fees are due upon submittal of the application. The city and the applicant share the cost of any required city staff including Police, Public Works, Event Planning, and/or Park Attendants equally (50/50). The applicant is responsible for providing insurance coverage in the amount of \$1,000,000 not later than 30 days prior to the event date.

Revenue Sharing

Co-sponsored events with entry fees and/or fees to participate must share event revenue 95/5 between the applicant and the city, with the city receiving 5% of said revenue.

5K Walk/Run Events

The City of Lilburn Greenway Trail 5K route is certified with USATF. The route is a down and back beginning in Lilburn City Park at the band shell, crossing over Main Street and circling Velva Court Circle. After circling, participants will exit on the Greenway Trail toward Rockbridge Road, turning around at the underpass and heading back to Lilburn City Park to complete the 5k.

Use of the Park and Greenway Trail is for a 5-hour period, including set-up and break down. A police officer will be scheduled to assist with crossing Main Street during race time. Please note that the officer will need to be paid the day of the event. We will assist in contacting the coordinator for Lilburn Police Department. A Park Attendant will also be available for your event.

Amplified Sound from the band shell is permitted but must comply with the Sound Level Limitations listed in City Code Chapter 42, Article III, Sec. 42-56. The city does not provide use of sound equipment.

All applications must be submitted to Lilburn City Hall, Business Services Department with a \$25 non-refundable application fee for review. Upon approval, the application fee can be

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credited to the park use fee. Applications must be submitted no less than 60 days prior to the event. Fees and documents are required upon approval of the event.

Fees charges are intencded to cover the cost of wear and tear to the park, electricity services, staff fees and administrative costs. The City reserves the right to require forfeiture of deposit fee as it deems necessary as well as potential denial of future applications. The City's decision on any loss of deposit shall be final.

5K Run/Walk	Park Use Fee	Park Deposit Fee	Insurance Requirement
\$25 application fee	\$300	\$300 check	\$1,000,000

*Police Officer will need to be paid on the day of the event.

SO RESOLVED this the 11th day of April, 2022.



Tim Dunn, Mayor
City of Lilburn

ATTEST:



Rick Badie
City Clerk