



THE BOWL

at Sugar Hill

Instructions and Approval Process

PLEASE CAREFULLY READ AND INITIAL THE ENTIRE DOCUMENT. INCOMPLETE APPLICATIONS WILL BE SENT BACK WITHOUT FURTHER REVIEW OR PROCESSING.

From here on out the renter and organization will be referred to as the applicant.

Once the application has been reviewed, the applicant will be notified to attend a mandatory meeting with events staff to discuss all policies, procedures, and details of the request. Upon application approval, all fees will be due in full to secure dates and execute said application. The City of Sugar Hill retains the right to modify and/or terminate any event at the sole discretion of the City. *We are continually monitoring and re-evaluating our policies and procedures to ensure the safety of our staff, guests, and applicants during COVID-19. All rentals are subject to change pending government mandates and CDC developments regarding the virus.*

Applicant agrees to apply the current safety guidelines and policies regarding the current pandemic related to the scheduled event(s). Please reference the link below to find most recent executive order.

<https://gov.georgia.gov/executive-action/executive-orders>

Initial: _____

Applications should be mailed or delivered to The City of Sugar Hill, Events Department, 5039 West Broad Street, Sugar Hill, GA 30518 or emailed to ccoan@cityofsugarhill.com

Please Note:

Reservations include only the area specifically requested. The activities of your event must be contained within the areareserved. Any areas outside of the approved designated rental space will remain open to the public.

Application Process

Applications must be completed and submitted **no less than thirty (30) days prior** and **no more than six (6) months in advance** of the event date to process the application. Events will not be approved without a complete application. **All fees are due upon approval.** Application submission does not guarantee approval of the event nor does it guarantee availability. All expenses incurred by the applicant shall be at the sole risk and responsibility of the applicant. **Cancellations within 30 days of your scheduled and approved event date will result in forfeiture of all fees paid.**

Initial: _____

Communication Clause

Our staff works hard to respond in a timely manner however, staff spends a limited amount of time at a desk due to the high volume of events in our city. The applicant is allowed **up to two** in person meetings and a reasonable amount of email or phone calls. Excessive communication in an attempt to reach staff, missed meetings without rescheduling, and poor response time by applicant can result in an added fee or cancellation of event.

Policies and Procedures**City Staff**

The city reserves the right to determine the necessary staff requirements beyond their normal daily routines as it pertains to the applicant's event. Additional costs beyond the permit fee and the damages deposit will be quoted based on the estimated hours of labor.

Initial: _____

Electricity

Specific requirements for the use of electricity must be submitted at the mandatory meeting. Standard wall outlets are available but are not to be used for bounce houses, inflatables, kitchen appliances, or large A/V equipment. The aforementioned items require a generator at the applicant's expense. A penalty fee will be incurred at the applicant's expense if a breaker is tripped.

A 200-Amp and a 400-Amp 3 Phase Company Switch with Camlock are available stage side in the Bowl @ Sugar Hill for an additional fee. To ensure the safe use of the equipment, the applicant's production staff must attend the mandatory meeting.

Initial: _____

Food

All food sales and distribution must be indicated on the application. All food vendors or caterers must abide by Gwinnett County Health Department regulations and obtain any necessary permits prior to the event date. All vending equipment must remain on the brick or concrete sidewalk or street. **Food trucks cannot drive onto the plaza area, brick, concrete or the street (Temple Drive). If applicable reference pg. 6 for concession area rental information.**

Initial: _____

Sanitation

It is the applicant's responsibility to clean the permitted areas of all trash during and after the rental within the requested rental period. This includes but is not limited to tents, equipment, signs, banners, or any other items used to operate the event. If the event warrants additional receptacles, said receptacles must be scheduled with city personnel, at an additional fee, prior to the event date. All trash should be disposed of upon completion of the event into the pre-determined receptacles. Dumpster locations will be determined and approved by the City prior to the event date. Applicant may be charged additional fees to dispose or remove unwarranted items.

Initial: _____

Alterations

There is absolutely no puncturing of the turf, including but not limited to yard signs. Any tents placed on the Dawn P. Gober Community Plaza must be secured with weight and NEVER with stakes. The driveway to the Splash Pad is intended only for use by City personnel. Absolutely no vehicles are permitted on the Splash Pad, Promenade, Plaza or Bowl area. Event set up the day before the event date is permitted at the applicant's expense and responsibility. Service animals are permitted in these areas and cleanup will be at the expense of the applicant.

Closing West Broad Street requires road closure message boards to be displayed in Downtown Sugar Hill the week of the event at the applicant's expense.

Initial: _____

Noise Ordinance

All noise requests and requirements will be determined and approved during the application process, with adherences to all applicable ordinances. Reference the back of the document for full ordinance.

Initial: _____

Alcohol Ordinance

Alcohol consumption or sales will be permitted only with the consent from the City of Sugar Hill and will follow the city's alcohol ordinance. Alcohol permitting is done through the City Clerk by means of the event staff. The applicant must submit a sales plan with licenses and insurance from the serving company to begin the process to receive a signed permit from the City of Sugar Hill. All drinks not in aluminum cans must be served in a plastic cup. **NO GLASS BOTTLES.** Attendees must abide by all city ordinances related to alcohol consumption, including the following ordinances related to consumption. Reference the back of the document for full ordinance.

Initial: _____

Safety

- **Fire:** When the city deems necessary, applicants will be required to submit a detailed event plan to the Gwinnett County Fire Department, including but not limited to, a layout of the event area with road closures, parking plans, food locations, police presence, and medical service presence. If the GCFD determines provisions should be made, it is the applicant's responsibility to implement the changes at the applicant's expense, prior to the event date. **Please note the artificial turf is flammable.**
- **Police:** Police presence will be determined by City discretion and is the financial responsibility of the applicant. The Gwinnett County Police Department requires all officers to work in pairs. For large events, a combination of Gwinnett County Police and professional event security may be acceptable when deemed appropriate by the City.
- **Medical:** An EMT or paramedic is required for events over 1,000 people. Medical supplies and applicant of scheduling an EMT or paramedic are the responsibility of the applicant.
To organize bike medics, contact Clent at danny.hughes@gwinnettcountry.com or Joshua at joshua.leblanc@gwinnettcountry.com.
- **Security:** Any additional security beyond the police detail is up to the renter. Overnight security is recommended for multi-day events and may be requested for a fee.

Initial: _____

Marketing

All marketing items are the sole responsibility of the applicant. All signs, banners, and advertising using any verbiage or logos of the City of Sugar Hill must be submitted to the City for approval prior to publication. Applicant can request to co-host an event on Facebook with the City or the Bowl.

Initial: _____

Media Release

The City of Sugar Hill has the rights to any and all media gathered from this rental. Media may be used in future city marketing and publications

Initial: _____

Discrimination

The applicant will not discriminate or advocate discrimination on account of race, religion, color, creed, nationality, gender, age, or disabilities. Known discrimination will result in disapproval of application or cancellation of event.

Initial: _____

Event Cancellations

Cancellations due to weather, sickness, unforeseen circumstances must be done 48 hours before the start of the event to receive a credit from the city. This credit must be used within one calendar year from the cancellation date. Any event that is cancelled within the 48 hour time limit is subject to forfeiture of event credit.

Initial: _____

Modifications

The City of Sugar Hill reserves the right to modify, waive and/or amend any policies, at any time, at the City's discretion. The City reserves the authority to revoke any permit upon violation of the conditions where the event would have an immediate or adverse effect on the safety or welfare of the community or property. Gwinnett County Police reserve the right to close or cancel any event upon violation of any terms in this application.

Initial: _____

Assurances

Downtown Sugar Hill will be undergoing major construction in 2022-2023. Please be aware of setbacks that may occur due to the progress of our downtown. This may include, but is not limited to, construction noise, debris, failure to access or close roads, limited space, and parking.

Initial: _____

The Promenade

- No climbing on the brick wall at anytime
- No trash to be thrown in the fountains
- No playing in the fountains
- Max capacity 200
- Cannot block access to businesses throughout the promenade
- Nothing permanent may be placed throughout the vicinity
- The promenade must be left in the condition it was found
- No vehicle can drive on the promenade at any time
- All previous guidelines apply

Initial: _____

The Bowl

The Bowl rental fee is \$100 an hour during the operating hours of 7am- 11pm. Rentals longer than 8 hours are subject to an additional fee for staffing.

Initial: _____

Refundable Damages Deposit

Damage to any structure, plant material, walkway, turf, animals, lighting, or failure to dispose of any signage from the event will result in seizure of the refundable damages deposit. If the deposit does not cover the cost of the damages, the applicant will be billed for the full cost of replacement and labor. If proper proof of safety is not confirmed prior to the event, the City reserves the right to terminate the application and event at the applicant's expense, not to exceed the full rental amount. Violation of any of the initialed sections above could result in termination of the event and/or seizure of the security deposit plus damages.

Initial: _____

Indemnification

The applicant must agree to the attached indemnity agreement. The applicant must agree to indemnify, defend, and hold harmless the City of Sugar Hill and its officers, agents and employees from any and all suits, claims, actions, liabilities of every kind, and damages to persons or property on claims that arise from the event contemplated herein, unless the suit, claim, action, liability, or damages are caused by the negligence or intentional misconduct of the city, its officers, agents, or employees, or unless the applicant is prohibited by law from executing indemnification agreements.

I, on the behalf of _____ (Applicant Name), agree to indemnify, defend, and hold harmless the City of Sugar Hill and its officers, agents and employees from any and all suits, claims, actions, liabilities of every kind, and damages to persons or property on claims that arise from the event contemplated herein, unless the suit, claim, action, liability, or damages are caused by the negligence or intentional misconduct of the city, its officers, agents, or employees, or unless the applicant is prohibited by law from executing indemnification agreements.

I acknowledge that I have read and understand the foregoing indemnification provision. I further certify that I am authorized to enter into this agreement on behalf of _____ (applicant name).

Signature _____

Insurance

The event applicant must present a Commercial General Liability policy with a minimum limit of \$1,000,000.00. The policy must protect the City of Sugar Hill, its officers, agents, and its contractors, from any and all claims, damages to property, and/or bodily injury which may result from or in connection with any of the operations carried on by the host, and the City of Sugar Hill **must be named** as a Certificate Holder on the certificate of insurance showing the following:

**City of Sugar Hill
5039 West Broad Street
Sugar Hill, GA, 30518**

The City of Sugar Hill must be named as Additional Insured on Certificate of Insurance. It must show event name, event date (which includes any additional dates for set-up and clean- up), and type of function. **A copy of insurance must be provided no later than the 30-day meeting.**

I understand that signing this makes me the responsible party for the information contained within the event policy and application, and that a certificate of insurance naming the City of Sugar Hill as an additionally insured party will be submitted to the City to finalize the approval process.

Signature _____

Print Name _____

Venue	Rates
The Bowl	\$100 per hour
The Plaza	\$75 dollars per hour
The Promenade	\$75 dollars per hour
5k	\$200 per event, additional use of space will be charged
10k	\$250 per event, additional use of space will be charged

Venue Requirements
<ul style="list-style-type: none"> Y Certificate of liability insurance with the city listed as additionally insured: Single limit per occurrence \$1,000,000 Y Police officers Y Security for pedestrian safety Y \$1,000 refundable damage deposit Y Event layout Y Alcohol permit (if applicable) Y Safety plan Y Impact letters sent out to the addresses provided (if applicable)
Race Requirements
<ul style="list-style-type: none"> Y Certificate of liability insurance with the city listed as additionally insured: Single limit per occurrence \$1,000,000 Y Race Route Y Security for road closures Y Road closure signs throughout downtown notifying residents up to one week before the event Y Race coordinator credentials Y Impact letters sent out to the addresses provide Y \$1,000 refundable damages deposit

Additional Fees	Rates
Dumpster	\$100 each
Staff <i>*rentals longer than 8 hours require an addition \$25 per hour for staffing or for specific safety needs additional staff fee may incur to the applicant*</i>	\$25/hour per staff member
Breaker trip	\$20 each
Splash pad off	\$500 per day
Road Closure	Temple: \$150 West Broad, Church Street, Level Creek: \$200 Per day of closure
Base PA System	\$500 per day
Concession Stand	\$700 per day

INFORMATION BELOW IS REQUIRED FOR APPLICANT TO DISCLOSE

Checks should be made payable to the City of Sugar Hill (application fee and security deposit fee must be two separate certified checks, money orders, or cashier's checks.

If using a credit card to pay for the application fee a 3% charge will be added to the total.

I. Contact Information

Date: _____

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail: _____

Event Contact: _____ Event Day Phone: _____

Additional Contact: _____ Phone: _____

II. Event Information

Event Type (circle one): The Bowl The Promenade The Plaza 5k race 10k/Half race Other: _____

Name of Hosting Applicant: _____

Name of Event: _____

Event Date(s) requested: _____

Alternative dates: _____

Event Hours: _____

Set-up Date(s) and Hour(s): _____

Breakdown Date(s) and Hour(s): _____

Non-Profit Tax-ID Number: _____

Event Description: _____

Estimated Attendance (each day if applicable): _____

***BASED ON THE SUGAR HILL EVENTS POLICY, PLEASE INDICATE THE DETAILS OF YOUR EVENT
IN THE SECTIONS BELOW.***

Electricity: _____

Front of House: _____

Food: _____

Alcohol: _____

Sanitation: _____

Alterations: _____

Security/Safety: _____

Other: _____
