



DEPARTMENT OF NATURAL RESOURCES
COASTAL RESOURCES DIVISION
ONE CONSERVATION WAY • BRUNSWICK, GA 31520 • 912.264.7218
COASTALGADNR.ORG

MARK WILLIAMS
COMMISSIONER

DOUG HAYMANS
DIRECTOR

FEB 11 2019

Jennifer Orr
Tybee Festival Association, Inc.
P.O. Box 1970
Tybee Island, Georgia 31328

Re: Letter of Permission, Mardi Gras 2019, Temporary Activities within the State's Shore Protection Act Jurisdiction, 16th Street Turnaround and Parking Lot, City of Tybee Island, Chatham County, Georgia.

Dear Ms. Orr:

This Letter of Permission (LOP) is in response to your request on behalf of Tybee Festival Association, Inc. for Mardi Gras 2019. The one (1) day event scheduled for Saturday, March 2, 2019 will take place in the roundabout at the eastern terminus of 16th Street on Tybee Island, Chatham County, Georgia. The temporary project will begin no sooner than Friday, March 1 and be removed no later than Sunday, March 3, 2019.

As proposed, your request includes the temporary placement of five (5) 10ft. x 10ft. vendor tents, as well as one (1) 16ft. x 30ft. covered entertainment stage and associated equipment including one (1) 50KW generator, all of which will be located on the paved parking area as depicted in the attached plans. All power cables will be identified and secured appropriately. The tents and stage will be set up no sooner than Friday, March 1 and be removed no later than Sunday, March 3, 2019. All activities proposed in association with Mardi Gras 2019 will occur within the confines of the paved parking area, landward of the sand dunes. 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.

All zip ties associated with the installation of the festival zone must be placed in appropriate trash receptacles and removed from the public area during breakdown. Any incidental impacts associated with this project must be rectified by fully restoring areas to their pre-construction topographic and vegetative states.

The Department authorizes the temporary installation of the proposed amenities as depicted in the attached site plan provided all Best Management Practices (BMPs) will be used to prevent any additional impacts at the site and to protect jurisdictional shore areas. All activities proposed in association with the Mardi Gras 2019 will occur within the confines of the paved parking area and sidewalks landward of the sand dunes.

This LOP is valid for the above referenced project. Any change in the use, location, dimensions, or configuration of the approved project, without prior notification and approval from this office could result on the revocation of this permission and in the required removal of the materials and

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Mardi Gras 2019 SPA LOP
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related structures. This LOP is not meant to exempt the above referenced activity from future environmental laws. **No unauthorized equipment, materials or debris may be disposed of, or stored in jurisdictional areas.**

If you have any further questions or concerns in regard to this or any other project, please feel free to contact Deb Barreiro at 912.266.3695.

Sincerely,



Jill Andrews
Chief, Coastal Management Section

Enclosures: Project Description & Vicinity Map

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

File: LOP20190014



CITY OF TYBEE ISLAND

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 attributing 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: _____ 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 MARDI GRAS
2. Date and time of event: MARCH 2, 2019 12PM (PARADE @ 2PM)
3. Location(s): TYBRISA ST AT ROUND-A-BOUT ON STRAND
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. INC.
6. Event Representative / Organizer: JENNY ORR
7. Please provide contact information for others associated with the Event Organization whom have at least a five-percent (5%) stake in the event:
8. Phone number and / or website for public event information: mardigrastybee.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: TO PROMOTE TOURISM AND INCREASE VISITATION DURING OFF SEASON
- 3) Have you ever done this event before? If yes, list dates and locations: 2009-2018 SAME LOCATION
- 4) Estimated number of people to attend and what this is based on: 3000
- 5) Is there an admission fee for attendees? No Yes - Fee will be: _____
 ♦ A preliminary budget is due with application. (refer to Section 7: Financial)
- 6) Describe parking arrangements during event in detail: VISITOR WILL USE PUBLIC SPACES AND LOTS.
 ♦ 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.) EXISTING TRASH & RECYCLE BINS LOCATED ON TYBEEA STRAND
- 8) Please list any entertainment, bands, emcees or onsite promoters attending this event. TBA
- 9) Describe sound equipment: PROFESSIONAL
- 10) List event sponsors and marketing plan: PRIMARY SPONSOR - TYBEE FESTIVAL ASSOC. CITY OF TYBEE, 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. EVENT IN PLACE SINCE 2009. ALSO HOST OF TYBEE PIRATEFEST.
2. Please list two (2) references excluding City Officials and Staff:
 - a. Name: TODD MORRISON
 - Address: TYBEE PIETR
 - Phone: 912 398 0038
 - b. Name: CHRISTY ALAN
 - Address: P BOX 39, 31328
 - Phone: 912 508 1830

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. _____

SECTION 4: OTHER REQUESTS (CONT.)

(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: FULL DAY PASSES FOR CREW + ENTERTAINERS (20)
 - 5. Commercial truck parking
 - a. Please describe: _____
 - 6. Police Detail (*Current labor / equipment fees may apply.*)
 - a. Please describe: FOR STANDARD PARADE USE
(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: _____
(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: _____
 - 12. Petting Zoo
 - a. Please describe: _____
 - 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: SEE ATTACHMENT
- (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: USE OF CITY BOXES ON SITE
 - 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 6: STANDARD EVENT APPLICATION POLICIES AND PROCEDURES (CON'T.)

5. 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.
6. 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.

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.

Other

1. 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.

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

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.

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.

Organizer / Applicant's Signature: _____

Date: 1-6-19

Section 4: 3. Street Closures –

- Tybee Festival Association, Inc requests closure of Tybrisa & the round-about from 7am-8pm Sat Mar 2, 2019. Roundabout should stay closed thru Mar 3, 1pm or unless stage can be removed Saturday night.
- Parking Spaces on Tybrisa should be closed 2am-8pm Sat Mar 2, 2019..
- First 5 Spaces (nearest roundabout) on each side of 16th street parking lot should be closed 2am-8pm Sat Mar 2.
- Tybee Festival Association, Inc requests the closure of the parade route from 1:45pm until the end of parade at approximately 3:30pm.

Section 4: 13. Parade Route March 2, 2019

Staging area: Memorial Park/4th St

- 4th St right on Butler Ave
- Butler Ave to Tybrisa St
- Left onto Tybrisa St (end parade)
- Right onto Strand Ave

Section 4: 15. Temporary Structure

- (1) 16ft x 30ft platform stage w. top
- (5) 10ft x 10ft tents

Supplemental Fees Waive:

Tybee Festival Association, Inc requests to be released from the following fees (also including those recommended waived by city manager) :

Building & Zoning permit fees

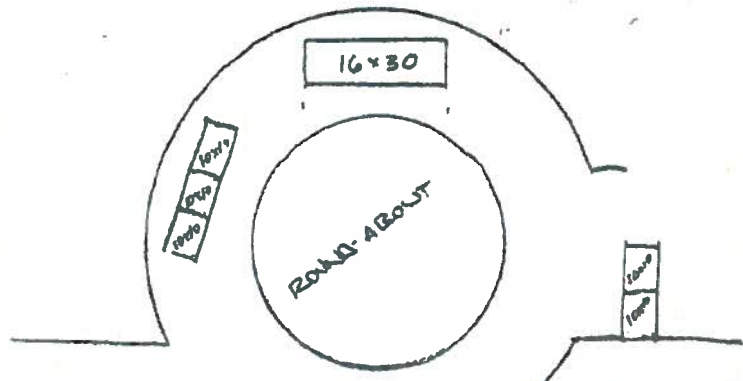
Parking fees and Parking usage fees as listed in Section 4:4-A

DPW

TIPD for standard parade uses

TYBEE MARDI GRAS 2019

PIER



STRAND

TYBRISA