
PARK PERMITS POLICY & PROCEDURE GUIDE

FORSTYH COUNTY PARKS & RECREATION

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Parks & Recreation

Park Permit Policy

Effective January 1, 2023, Forsyth County Parks & Recreation will offer the following options for Park Permits.

In accordance with the following ordinances, no individual, business or organization shall advertise, organize, or conduct any event, or take part in unauthorized activities on park property operated by Forsyth County Parks and Recreation Department without an official permit.

Sec. 54-31. - Application and issuance of permits.

- a) Permits for restricted uses or activities in a park or recreation facility shall be obtained according to the rules and procedures of the parks and recreation department.
- b) Permits obtained shall be displayed according to the rules and procedures of the parks and recreation department.
- c) Permits for uses or activities in a park or recreation facility must be obtained prior to announcing, advertising, or marketing an event. Where a permit is required for an event, and not obtained in advance, the parks and recreation director, or his/her designee may deny the permit and require that the event holder cancel the activity.
- d) Any permit may be revoked according to the rules and procedures of the parks and recreation department upon a finding of a violation of any laws, ordinances, policies, procedures, rules or regulations or for other good cause. (Ord. No.102-I, § 2(Exh. A), 10-8-2020)

Sec. 54-32. - Signage, commercial activities restricted.

- a) Unless authorized by permit, permission by an authorized official, or contract, it shall be a violation of this chapter for any person to place or post any signs, banners, posters, or notices of any type in a park or recreation facility.
- b) Unless authorized by permit, permission by an authorized official, or contract, it shall be a violation of this chapter for any person to sell or offer for sale any merchandise or operate or attempt to operate a concession.
- c) Unless otherwise authorized by permit, permission by an authorized official, or contract, it shall be a violation of this chapter for any person to engage in any commercial activity in a park or recreation facility (e.g., personal trainers or fitness classes offered by private vendors, dog training, skills training, tennis instructors, homeschool associations, video or still photographers). (Ord. No.102-I, § 2(Exh. A), 10-8-2020)

Sec. 54-33. - Alcohol permits for special events.

- a) Unless authorized by permit, alcohol consumption is strictly prohibited in parks and recreation facilities as provided in section 54-19 of this chapter. Special event permits involving alcohol may be issued for events at Chattahoochee Pointe, Eagle's Beak Park, and Sawnee Mountain Preserve Visitor Center. (Ord. No.102-I, § 2(Exh. A), 10-8-2020)

Sec. 54-34. - Fireworks and model planes restricted.

- a) Unless authorized by permit, it shall be a violation of this chapter for any person to use, light, shoot off, launch, fly, discharge, detonate or explode explosives or explosive devices or projectiles of any kind, including fireworks, rockets, or other pyrotechnics in any park or recreational facility without prior approval by special permit.
- b) Unless authorized by permit, it shall be a violation of this chapter for any person to fly a model plane in any park or recreational facility without written permission from the director or his/her designee. (Ord. No.102-I, § 2(Exh. A), 10-8-2020)

Sec. 54-35. - Athletic fields and courts restricted.

- a) It shall be a violation of this chapter for organized sports, athletic teams, or instructors to use the athletic fields or courts in a manner described in this section without prior approval by special permit.
- b) Organized sports or athletic teams must obtain prior approval by special permit to use the athletic fields or courts of a park, recreation facility, or recreation center to conduct organized games, to conduct two or more organized practices, and/or to conduct a camp or clinic.
- c) Instructors must obtain prior approval by special permit to use the athletic fields or courts in a park, recreation facility, or recreation center to instruct, coach, teach, conduct private lessons, and/or to conduct a camp or clinic. (Ord. No.102-I, § 2(Exh. A), 10-8-2020)

Sec. 54-36. - Camping restricted

- a) Unless authorized by permit, it shall be a violation of this chapter to camp in parks or recreation facilities, except at sites or areas specifically designated for camping within the park or recreation facility. Camping shall not be permitted unless such person has first purchased or obtained a permit or daily occupancy authorization to camp in the park or recreation facility. (Ord. No.102-I, § 2(Exh. A), 10-8-2020)

Sec. 54-37. - Repelling or rock climbing restricted.

- a) Unless approved by special permit, it shall be a violation of this chapter for any person to repel or rock climb within the Sawnee Mountain Preserve, Windermere Park property, or in any other park. (Ord. No.102-I, § 2(Exh. A), 10-8-2020)

Sec. 54-38. - Geocaching restricted.

- a) Unless approved by special permit, it shall be a violation of this chapter for any person to conduct a geocaching activity or to secrete a "cache" in furtherance of such an activity at a park or recreation facility. (Ord. No.102-I, § 2(Exh. A), 10-8-2020)

Park Permit Procedures

Park Permit requests must be submitted through an online form located on the Parks & Recreation website.

- Customers must select the appropriate permit category for their request and submit all required documentation prior to the review process starting. Incomplete applications will not be accepted.
- Documents too large for the online form or customer questions must be submitted to ParkPermits@forsythco.com
- Parks & Recreation staff may require additional information regarding a request and will contact the applicant within 5 business days of submission.
- Applications will not be considered complete until all required documents have been submitted.
- Incomplete applications will not be processed.
- The customer will be notified by email of the outcome within 2 weeks once all documentation is received.
- All fees must be paid within two business days of approval notification to complete the permit process unless otherwise noted.
- Invoices can be issued by the approving staff member through the AR Center in CivicRec for easy online payment.
- Payment may also be taken in person or over the phone.
- Failure to pay the assigned fees by the predetermined due date will result in removal of the approved permit.

Park Permit Categories

Athletic Tournament Permits

This category will be used for individuals, organizations or businesses who want to host an athletic tournament or event at a Forsyth County Parks & Recreation athletic complex.

- Customers must contact the appropriate Athletic Coordinator for the location they are interested in using to inquire about field space and availability.
- The Department athletic tournament calendar is finalized in the fall for the upcoming calendar year.
- All applications must be submitted by November 1 to be considered for the following year.
- Approval/Denial notifications will be sent no later than December 15
- \$100 deposit is due at the time of application; final payment is due at the conclusion of the tournament.

Event Permits

This category will be used for individuals, organizations or businesses who want to hold a one-time special event outside at a Forsyth County park. These events can be characterized by but not limited to any of the following:

- Event will require an entry fee, or any fee is charged to the public
 - Event will generate revenue
 - Event will be advertised to the public
 - Event will have amplified sound, food, merchandise, inflatables and other forms of entertainment
 - Event will require equipment to be set-up
 - Event activities are outside the general scope for what the facility or park was intended
 - Event may impact the environment
 - Event may restrict use of the property by the general public
- All event applications are required to be submitted a minimum of 3 months prior to the requested event date, but not more than 9 months in advance.
 - Applications submitted less than 3 months in advance but more than 1 month in advance will be charged a non-refundable rush processing fee of \$100 at the time of submission. This fee will not go towards the permit cost if the event is approved.
 - During the review process the following items will be taken into consideration:
 - Impact to parking and traffic flow
 - Impact to the environment
 - Frequency of the same or similar events
 - Impact on regular scheduled activities and public use of the park
 - Success of prior events organized by the applicant
 - Impact and cost of the event to Forsyth County Parks & Recreation
 - Applicants residing in Forsyth County will be given priority over non-county residents if two applications are submitted for the same facility.
 - Prohibited activities - color runs, color festivals, car washes, water slides or any large water activity, sky lanterns, balloon releases and any other activity that is determined to have a negative impact on the park or its facilities.
 - Specific facilities have been designated for Event Permits and are listed in the fee chart.
 - Specific participant maximums have been set for some facilities and are listed in the fee section.
 - Forsyth County Parks & Recreation will have employees assigned to maintain bathrooms, empty park trash receptacles and handle regular park operations. Forsyth County Parks & Recreation employees are not responsible for any event set-up and clean-up. Forsyth County Parks & Recreation may require additional park staff to work on the day of the event depending on the size of the event and additional staff fees will apply. Forsyth County Parks & Recreation will provide the event organizer with Park Ranger contact information that can be notified in case there is an incident or problem on the day of the event.
 - The event organizer is fully responsible for all event set-up and clean-up. Set-up and clean-up must take place during the time frame listed on the permit. Vehicles are limited to parking areas only unless the event organizer receives permission to access non-parking areas.
 - Event organizers are responsible for providing a safe and secure environment. This is accomplished through preplanning and anticipating potential problems. Event organizers are responsible for having EMS onsite for all races and large events; it

may also be required to have EMS and/or Law Enforcement at other events. Law enforcement will be required for any event with alcohol. The size of the event will determine how many officers are required. First aid kit shall be onsite for all events.

- In the event of an emergency, the applicant is responsible for calling 911. Event organizers must complete an Emergency Plan Form provided by Forsyth County Parks & Recreation for all Event Permits and return the form a minimum of 2 weeks prior to the event.
- Applicants must submit a site plan with the application. Site plans must include location of staging areas, race routes, parking areas, activities, tents, stages, amplified sound, inflatables, vendors, portable restrooms, barricades, shuttle stops, electrical supply points, generators and any item which is integral to the production of the event. Forsyth County Parks & Recreation will provide a map of park areas upon request. Forsyth County Parks & Recreation may request an updated site plan 2 weeks prior to the event.
- All venues, related structures, and outdoor sites for events shall be accessible to persons with disabilities. If a portion of the area cannot be made accessible, an alternate area shall be provided with the same activities that are in the inaccessible areas. It cannot, however, be offered only to patrons with disabilities.
- Parking and traffic congestion are major factors of concern with any event. Forsyth County Parks & Recreation will determine whether the proposed facility has ample parking or whether it will require additional parking and/or shuttles. Handicap access must be considered within parking plans. Fire lanes and fire hydrants cannot be obstructed. Event organizers are responsible for directing participants and spectators to park in approved areas and not to obstruct protective features, sidewalks or public thoroughways. Event organizers and their agents are prohibited from charging parking fees at events held on park property operated by Forsyth County Parks & Recreation.
- The applicant is responsible for disposing of event trash in park trash receptacles. Forsyth County Parks & Recreation may require the applicant to provide additional trash receptacles or portable restrooms depending on the estimated attendance. The event organizer is responsible for the maintenance of such additional items.
- Access to electricity and water is limited and must be requested on the application. Any extension cord shall be grounded and properly covered if placed over walking surfaces.
- The applicant must receive permission from Forsyth County Parks & Recreation to have animals at an event. If animals are approved, the event organizer is responsible for the collection and proper disposal of all waste generated from the animals.
- No less than 2 weeks prior to the event date, the applicant is required to provide evidence to Forsyth County Parks & Recreation of a fully paid commercial general liability policy (naming Forsyth County Board of Commissioners as additional insured) for \$1,000,000 per event. Forsyth County Parks & Recreation, at its discretion, may waive or reduce specific insurance requirements for small events, provided that the reduced insurance requirement is sufficient to cover reasonably conceivable liability. Any event that will use inflatables or portable equipment will be

required to have liability insurance. The certificate holder section should read: Forsyth County Board of Commissioners, Attn: Risk Management, 110 East Main Street, Cumming, GA 30040

- Event Permits must be approved before event promotion begins. Events may be promoted within the facility where the event is to occur no earlier than 1 month prior to the event date. All marketing materials to be posted or distributed within the facility must be pre-approved by Forsyth County Parks & Recreation's Administration, Marketing and Community Relations Manager.
- Forsyth County Parks & Recreation reserves the right to revoke or change a permit, if granted, for any reason including but not limited to providing false information, failure to comply with all requirements and restrictions, failure to pay fees, failure to provide a COI or if the safety and health of the participants and public may be endangered.
- Forsyth County Parks & Recreation reserves the right to add additional conditions to event permits at any time.
- Forsyth County Parks & Recreation reserves the right to cancel any Event Permit. If an event is cancelled by Forsyth County Parks & Recreation a full refund will be issued.
- Special event cancellations must be submitted at least 3 months prior to the event date in order to receive a full refund. Requested received no later than 6 weeks prior to the event date will receive a 50% refund. A \$100 non-refundable fee will be deducted from all refunds. No refunds will be granted after the 6 week deadline has passed.

Film/Photography Permits

This category will be used for individuals, organizations or businesses who want to use a park location for video production or still photography.

- All film/photography applications are required to be submitted a minimum of 1 month prior to the requested event date, but not more than 9 months in advance.
- Applications submitted less than 1 month in advance will be charged a non-refundable rush processing fee of \$50 at the time of submission. This fee will not go towards the permit cost if approved.
- During the review process the following items will be taken into consideration:
 - Impact to parking and traffic flow
 - Impact to the environment
 - Frequency of the same or similar events
 - Impact on regular scheduled activities and public use of the park
 - Success of prior events organized by the applicant
 - Impact and cost of the event to Forsyth County Parks & Recreation
 - Applicants residing in Forsyth County will be given priority over non-county residents if two applications are submitted for the same facility.
- Specific facilities have been designated for Film/Photography Permits and are listed in the fee chart.
- The applicant must receive permission from Forsyth County Parks & Recreation to have animals at an event. If animals are approved, the event organizer is responsible for the collection and proper disposal of all waste generated from the animals.

- Applicants must submit a site plan with the application. Site plans must include location of staging areas, race routes, parking areas, activities, tents, stages, amplified sound, inflatables, vendors, portable restrooms, barricades, shuttle stops, electrical supply points, generators and any item which is integral to the production of the event. Forsyth County Parks & Recreation will provide a map of park areas upon request. Forsyth County Parks & Recreation may request an updated site plan 2 weeks prior to the event.
- Parking and traffic congestion are major factors of concern with any event. Forsyth County Parks & Recreation will determine whether the proposed facility has ample parking or whether it will require additional parking and/or shuttles. Handicap access must be considered within parking plans. Fire lanes and fire hydrants cannot be obstructed. Event organizers are responsible for directing participants and spectators to park in approved areas and not to obstruct protective features, sidewalks or public thoroughways. Event organizers and their agents are prohibited from charging parking fees at events held on park property operated by Forsyth County Parks & Recreation.
- No refunds will be issued for Film/Photography Permits.
- In the event of inclement weather, please email parkpermit@forsythco.com

Fishing Tournament Permits

This category will be used for individuals, organizations or businesses who want to host a one-time fishing tournament on Lake Lanier using one of the Forsyth County Parks & Recreation maintained parks as a launch point.

- All Fishing Tournament Permit applications are required to be submitted a minimum of 2 weeks prior to the requested event date, but not more than 9 months in advance.
- Applications submitted less than 2 weeks in advance will be charged a non-refundable rush processing fee of \$25 at the time of submission. This fee will not go towards the permit cost if approved.
- During the review process the following items will be taken into consideration:
 - Impact to parking and traffic flow
 - Impact to the environment
 - Frequency of the same or similar events
 - Impact on regular scheduled activities and public use of the park
 - Success of prior events organized by the applicant
 - Impact and cost of the event to Forsyth County Parks & Recreation
 - Applicants residing in Forsyth County will be given priority over non-county residents if two applications are submitted for the same facility.
- Specific facilities have been designated for Fishing Tournament Permits and are listed in the fee chart.
- The tournament fee does not include any additional boat launch fees required for parking.
- Any tournament with 10 or more boats requires an additional Army Corp of Engineers permit. <http://www.sam.usace.army.mil/Missions/Civil-Works/Recreation/Lake-Sidney-Lanier/Special-Events/>
- Report navigation threats to the Army Corps of Engineers at (770) 945-9531
- The County may close ramps due to low water levels.
- No refunds will be issued for tournament fees or boat launch fees.

Geocaching/Letterboxing Permits

This category will be used for individuals, organizations or businesses who want to place an approved geocache at a Forsyth County park.

- Cache owners wishing to place a cache on park property must complete an Official Geocaching/Letterboxing Placement Permit with original signature and contact phone number. The Department Director or designee is to review the permit and the cache for procedure compliance.
- The cache containers must be clear and display the words "Official Geocache" or "Official Letterbox" clearly on the outside of the container.
- An explanation of the geocaching/letterboxing activity and permit number is to be included in the container. (See the attached form for an example.)
- The cache owner is to monitor the site monthly and maintain family friendly contents. This means the cache is not to contain food, alcohol, firearms, drugs, explosives, dangerous items, adult items or inappropriate items. Park staff will make periodic checks.
- Once the cache is placed, the applicant is to return to the Park office to record the exact location information for completion of the permit. The facility is to keep a park map indicating the exact cache locations in the file with the permits.
- The Department Director or designee has the option of taking a photograph of the cache, asking the cache owner to provide a detailed listing of the cache contents or a photograph(s) of the cache and attaching it to the permit.
- After the permit has been completed the Department Director or designee will approve or deny the permit. For approval, the following items need to be reviewed for procedure compliance:
 - Cache is not located in sensitive archaeological, historical or ecological areas.
 - No damage or disturbance of the ground will result from placement of this cache.
 - The cache is not located in an area scheduled to be burned during the duration of the permit.
 - The cache is not in an area that might cause potential danger to park visitors, i.e., climbing on cliffs/bluffs under water or in potential flood areas, etc.
 - Cache container will be of clear material.
 - Text for the cache has been reviewed, and it is accurate and complies with this Geocaching/Letterboxing Procedure. Non-compliance of procedure requirements will result in denial of the permit.
- The original copy of the completed permit is to remain on file at the facility. A copy of the permit, approved or denied, is to be given to the cache owner. If the permit is denied, the justification is to be recorded on the permit.
- Caches are not to be placed in sensitive archaeological, historical, or ecological areas such as historical buildings, caves, or locations that contain rare plant species.
- Cache placement in recognized wild and natural areas needs to be kept to a minimum.
- Prescribed burn units are to be monitored for consideration of placement. If the desired location is in an area that is scheduled to be burned within twelve months of the date of request, the unit is to be considered off limits for the placement of the cache.
- The Department Director or designee is required to inform the applicant of any areas that have been recognized as off limits for placing caches.
- No digging or disruption of the ground is permitted when placing the cache.

- Caches are not to be placed in areas that could potentially cause danger to visitors trying to locate the cache, i.e. climbing on cliffs/bluffs, underwater or in potential flood areas, in trees, etc.
- Multi-caches are limited to a total of three (3) per site yet treated as one cache and require only one permit.
- If any park staff determines that the location of a cache poses a risk to park visitors, the owner is to be contacted and asked that the cache be moved to a safer location. All information regarding the risk is to be recorded on the original permit. If the owner relocates the cache, a new permit is to be generated.
- If at any time the terms of a permit are violated, the Department Director or designee has the authority to void the permit, remove the cache from its location, and attempt to notify the owner or indicate on the appropriate web site that the cache has been removed. Justification for these actions is to be recorded on the permit.
- If a non-permitted cache is discovered, park staff is to remove the cache, retain it at the park office for 30 days and, if possible, attempt to notify the owner of their actions. If contact is not made, the cache is to be considered abandoned property and disposed of.
- A cache owner is limited to 2 cache permits at a time.
- Caches are limited to one per 20 acres. This does not include the areas designated as off limits. Facilities are encouraged to place their own caches for interpretative and educational purposes. Park caches should also have a permit included in the file.
- Permits are valid for 12 months from the approved date.
- Forsyth County Parks and Recreation Department is not responsible for lost, stolen or damaged Geocache/letterbox, their contents or use.

Program Permits

This category will be used for individuals, organizations or businesses who want to hold outdoor training activities or group programs at a Forsyth County park.

- All Program Permit applications are required to be submitted a minimum of 1 month prior to the requested program start date, but not more than 6 months in advance.
- Applications submitted less than 1 month in advance will be charged a non-refundable rush processing fee of \$50 at the time of submission. This fee will not go towards the permit cost if approved.
- During the review process the following items will be taken into consideration:
 - Impact to parking and traffic flow
 - Impact to the environment
 - Frequency of the same or similar events
 - Impact on regular scheduled activities and public use of the park
 - Success of prior events organized by the applicant
 - Impact and cost of the event to Forsyth County Parks & Recreation
 - Applicants residing in Forsyth County will be given priority over non-county residents if two applications are submitted for the same facility.
- Specific facilities have been designated for Program Permits and are listed in the fee chart.
- Program Permits are valid for 12 weeks.
- An approved permit allows for outdoor personal fitness training activities, dog training, group programs, classes, or regularly scheduled activities.
- The applicant is required to provide evidence to Forsyth County Parks & Recreation of a fully paid commercial general liability policy (naming Forsyth County Board of Commissioners as

additional insured) for \$1,000,000. The certificate holder section should read: Forsyth County Board of Commissioners, Attn: Risk Management, 110 East Main Street, Cumming, GA 30040

- The applicant is required to provide proof of a Forsyth County and State of Georgia business license. Out of county businesses will be charged an additional fee for use.
- Applicants are required to provide proof of a personal training certification when applicable.
- Applicants are required to provide proof of First Aid and CPR certification when applicable.
- Dog training will take place at the following parks only: Eagles Beak, Fowler Park, Caney Creek Preserve, Chattahoochee Pointe and Windermere Park.
 - All dogs must remain on leash during training per county ordinance.
 - Dog training is not allowed inside fenced dog park areas.
 - Dogs are not allowed on the athletic fields or in spectator areas around athletic fields or on other sport specific court areas such as tennis courts or basketball courts.
- Forsyth County Parks & Recreation programs and facility reservations have priority use of park property and the permit does not guarantee outdoor space will be available unless approved by Forsyth County Parks & Recreation and stated on the official permit.
- Activities shall not be conducted on synthetic turf fields or any area dedicated for a specific activity such as a playground, basketball court, picnic pavilion/table or tennis courts unless approved by Forsyth County Parks & Recreation and stated on the official permit. Natural grass fields or areas are permitted.
- Permittees shall not conduct activities that will block public walkways, trails, driving areas, parking areas or ADA access areas.
- Permittees shall not use a County park's address as a primary business address.
- Permittees shall not conduct auxiliary business operations at a County park. Examples: selling food, water, and other products to the public.
- Permittees shall not play or operate any sound amplification devices, including but not limited to radios or stereos, in such a manner as to unreasonably annoy, disturb or to otherwise destroy the comfort, peace or safety of other persons in a park.
- Permittees shall not bring equipment to parks that could damage the park or pose a hazard to the general public. These items include but are not limited to: heavy equipment (i.e. tractor tires) or equipment that alters the facility (i.e. equipment that creates holes in the surface, leaves a mark or damages the facility or natural area)
- Permittees are responsible for providing a safe environment.
- Permittees must have the issued permit available for immediate inspection by County staff upon request.
- Advertising or signage including but not limited to cards, flyers, brochures, signs or banners, in any park or parking lot is prohibited.
- Forsyth County Parks & Recreation reserves the right to revoke or change a permit, if granted, for any reason including but not limited to providing false information, failure to comply with all requirements and restrictions, failure to pay fees, failure to provide a COI or if the safety and health of the participants and public may be endangered.
- Forsyth County Parks & Recreation reserves the right to add additional conditions to permits at any time.
- Permittees and participants are required to abide by all Forsyth County ordinances.www.municode.com/library/ga/forsyth_county/codes/code_of_ordinances
- Program Permits do not guarantee outdoor space will be available.
- Forsyth County Parks & Recreation reserves the right to require an Event Permit at any time.
- No refunds will be issued for Program Permits.

Race Event Permits

This category will be used for organizations or businesses who want to hold a one-time race at Chattahoochee Pointe, Eagle's Beak Park, or the Big Creek Greenway. Races over 3.1 miles will be required to submit a request for the Big Creek Greenway.

- All Race Event Permit applications are required to be submitted a minimum of 6 months prior to the requested event date, but not more than 12 months in advance.
- Applications submitted less than 6 months in advance, but a minimum of 3 months will be charged a non-refundable rush processing fee of \$100 at the time of submission. This fee will not go towards the permit cost if the event is approved.
- All requests will be considered first come, first served.
- During the review process the following items will be taken into consideration:
 - Impact to parking and traffic flow
 - Impact to the environment
 - Frequency of the same or similar events
 - Impact on regular scheduled activities and public use of the park
 - Success of prior events organized by the applicant
 - Impact and cost of the event to Forsyth County Parks & Recreation
 - Applicants residing in Forsyth County will be given priority over non-county residents if two applications are submitted for the same facility.
- Specific facilities have been designated for Race Event Permits and are listed in the fee chart.
- A maximum of 2 Race Event Permits per month will be approved for each location.
- Walks or runs with a distance longer than 10k are eligible to be held on the following holidays only: New Year's Day, Memorial Day, Independence Day, Labor Day and Thanksgiving Day for an additional fee.
- Events permitted for the Big Creek Greenway must take place between the hours of 6 - 10 am (this includes set-up and clean-up) with the exception of 10k, half marathon, and marathon events which may be held between the hours of 6 am - Noon (this includes set-up and clean-up).
- Events that start or finish at Fowler Park are required to use the the track as the staging area.
- Other prohibited activities - color runs, any large water activity, balloon releases and any other activity that is determined to have a negative impact on the park or its facilities.
- Specific facilities have been designated for Race Event Permits and are listed in the fee chart.
- Specific participant maximums have been set for some facilities and are listed in the fee section.
- Forsyth County Parks & Recreation will have employees assigned to maintain bathrooms, empty park trash receptacles and handle regular park operations. Forsyth County Parks & Recreation employees are not responsible for any event set-up and clean-up. Forsyth County Parks & Recreation may require additional park staff to work on the day of the event depending on the size of the event and additional staff fees will apply. Forsyth County Parks & Recreation will provide the event organizer with Park Ranger contact information that can notified in case there is an incident or problem on the day of the event.

- The event organizer is fully responsible for all event set-up and clean-up. Set-up and clean-up must take place during the time frame listed on the permit. Vehicles are limited to parking areas only unless the event organizer receives permission to access non-parking areas.
- Event organizers are responsible for providing a safe and secure environment. This is accomplished through preplanning and anticipating potential problems. Event organizers are responsible for having EMS onsite for all races and large events; it may also be required to have EMS and/or Law Enforcement at other events. Law enforcement will be required for any event with alcohol. The size of the event will determine how many officers are required. First aid kit shall be onsite for all events.
- In the event of an emergency, the applicant is responsible for calling 911. Event organizers must complete an Emergency Plan Form provided by Forsyth County Parks & Recreation for all Event Permits and return the form a minimum of 2 weeks prior to the event.
- Applicants must submit a site plan with the application. Site plans must include location of staging areas, race routes, parking areas, activities, tents, stages, amplified sound, inflatables, vendors, portable restrooms, barricades, shuttle stops, electrical supply points, generators and any item which is integral to the production of the event. Forsyth County Parks & Recreation will provide a map of park areas upon request. Forsyth County Parks & Recreation may request an updated site plan 2 weeks prior to the event.
- All venues, related structures, and outdoor sites for events shall be accessible to persons with disabilities. If a portion of the area cannot be made accessible, an alternate area shall be provided with the same activities that are in the inaccessible areas. It cannot, however, be offered only to patrons with disabilities.
- Parking and traffic congestion are major factors of concern with any event. Forsyth County Parks & Recreation will determine whether the proposed facility has ample parking or whether it will require additional parking and/or shuttles. Handicap access must be considered within parking plans. Fire lanes and fire hydrants cannot be obstructed. Event organizers are responsible for directing participants and spectators to park in approved areas and not to obstruct protective features, sidewalks or public thoroughways. Event organizers and their agents are prohibited from charging parking fees at events held on park property operated by Forsyth County Parks & Recreation.
- The applicant is responsible for disposing of event trash in park trash receptacles. Forsyth County Parks & Recreation may require the applicant to provide additional trash receptacles or portable restrooms depending on the estimated attendance. The event organizer is responsible for the maintenance of such additional items.
- Access to electricity and water is limited and must be requested on the application. Any extension cord shall be grounded and properly covered if placed over walking surfaces.
- The applicant must receive permission from Forsyth County Parks & Recreation to have animals at an event. If animals are approved, the event organizer is responsible for the collection and proper disposal of all waste generated from the animals.

- No less than 2 weeks prior to the event date, the applicant is required to provide evidence to Forsyth County Parks & Recreation of a fully paid commercial general liability policy (naming Forsyth County Board of Commissioners as additional insured) for \$1,000,000 per event. Forsyth County Parks & Recreation, at its discretion, may waive or reduce specific insurance requirements for small events, provided that the reduced insurance requirement is sufficient to cover reasonably conceivable liability. Any event that will use inflatables or portable equipment will be required to have liability insurance. The certificate holder section should read: Forsyth County Board of Commissioners, Attn: Risk Management, 110 East Main Street, Cumming, GA 30040
- Race Event Permits must be approved before race promotion begins. Events may be promoted within the facility where the event is to occur no earlier than 1 month prior to the event date. All marketing materials to be posted or distributed within the facility must be pre-approved by Forsyth County Parks & Recreation's Administration, Marketing and Community Relations Manager.
- Forsyth County Parks & Recreation reserves the right to revoke or change a permit, if granted, for any reason including but not limited to providing false information, failure to comply with all requirements and restrictions, failure to pay fees, failure to provide a COI or if the safety and health of the participants and public may be endangered.
- Forsyth County Parks & Recreation reserves the right to add additional conditions to event permits at any time.
- Forsyth County Parks & Recreation reserves the right to cancel any Race Event Permit. If an event is cancelled by Forsyth County Parks & Recreation a full refund will be issued.
- Race Event Permit cancellations must be submitted at least 3 months prior to the event date in order to receive a full refund. Requests received no later than 6 weeks prior to the event date will receive a 50% refund. A \$100 non-refundable fee will be deducted from all refunds. No refunds will be granted after the 6 week deadline has passed.

Alcohol Permit – Event Add On Only

- All Event Permits approved to have alcohol will pay an additional fee to Forsyth County Parks & Recreation in the amount of \$250 for event with 500 or less people, and \$500 for events with 501 or more people.
- A \$500 refundable alcohol deposit will also be required.
- Alcohol is strictly prohibited at any Forsyth County park, except a special event permit may be issued for events at Chattahoochee Pointe, Eagle's Beak Park and Sawnee Mountain Preserve where alcohol may be served upon fulfillment of the following requirements: (1) the event organizer shall complete an Event Permit application as required under this policy; (2) while that application is pending approval, the event organizer shall cause an application for an alcohol special event permit to be filed with the Forsyth County Business License Department for the proposed event. The special event permit for alcohol is separate from the Forsyth County Parks & Recreation Event Permit and all ordinances, policies, and rules shall receive compliance. Irrespective of the event organizer, the applicant for the alcohol

special event permit must either be a nationally recognized nonprofit organization or a profit business that possesses a valid local government-issued alcohol license to sell alcohol for consumption, (3) the event organizer shall also cause an application to be made with State Department of Revenue by the alcohol permit holder for a state alcohol special event permit for the proposed event, and (4) the event organizer shall coordinate with the Forsyth County Department of Risk Management to purchase a Tenant Users Liability policy of insurance covering the special event.

- Upon securing an alcohol special event permit, the Department of Revenue permit, and the Tenant Users Liability policy, the event organizer must submit the above items to Forsyth County Parks & Recreation along with the requisite Event Permit fee identified in this policy. Submission of these items, along with the requisite permit fee, will authorize the continued processing of the Event Permit.
- If the items identified above are not obtained and returned to Forsyth County Parks & Recreation within 30 days of submitting the Event Permit application, the application shall be deemed abandoned and the park reservation forfeit.
- A special event at a County park involving alcohol may involve multiple alcohol vendors so long as all applicable rules set forth in this policy receive adherence by each vendor.
- Issuance of an alcohol event permit, from the Business License Department, shall not relieve the permit holder from compliance with all pertinent local, State, and federal laws, rules, and regulations.

Park Permit Fees

Event and Race Permit Fees

Parks and Facilities	Events Allowed	Participants and Hours	Facility Use Fee
Big Creek Greenway Fowler Park	Running, walking 6.2 miles or less (10k or less)	Max participants: 1000 Hours permitted: 6-10am	\$ 1000.00
Big Creek Greenway Fowler Park	Running, walking 6.3 miles - 13.1 miles (Over 10k to Half Marathon)	Max participants: 1500 Hours permitted: 6am-12pm	\$ 1500.00
Fowler Park Large Pavilion and 2 acres green space	Festivals or large group events	Max participants: TBD per event Hours permitted: 8am-10pm	\$ 450.00
Fowler Park 5 acres green space with 2 small pavilions	Festivals or large group events	Max participants: TBD per event Hour: 8am-10pm	\$ 150.00/hour 3 hour minimum
Eagle's Beak Park	Running, walking 3.1 miles or less (5k), festivals or large group events	Max participants: TBD per event Hours permitted: Daylight hours only	\$150.00/hour 3 hour minimum

Chattahoochee Pointe	Running, walking 3.1 miles or less (5k), festivals or large group events	Max participants - 200 Daylight hours only	\$ 150.00/hour 3 hour minimum
Sawnee Mountain Preserve Trails	Running, walking 3.1 miles or less (5k)	Max participants: 350 Hours permitted: Daylight hours only	\$ 150.00/hour 3 hour minimum
Sawnee Mountain Preserve Visitor Center	Special events	Max Participants: 125 Hours permitted: Daylight hours only	\$ 50/hour 2 hour minimum
Disc Golf Course – Central Park or Chattahoochee Pointe	Sanctioned Disc Golf Tournaments	Max participants: TBD per event Hours permitted: Daylight hours only	\$350.00/day
Disc Golf Course – Central Park or Chattahoochee Pointe	Non-Sanctioned Disc Golf Events	Max participants: TBD per event Hours permitted: Daylight hours only	TBD per event

Photography Permit Fees

Parks and Facilities	Events Allowed	Participants and Hours	Facility Use Fee
Caney Creek Preserve Charleston Park Chattahoochee Pointe Eagle's Beak Park Poole's Mill Park Sawnee Mountain Preserve Windermere Park Young Deer Creek Park	Still Photography	Max participants: TBD per event Hours permitted: 7am-10pm	\$ 75.00/day
TBD per event	Videography	Max participants: TBD per event Hours permitted: 7am-10pm	TBD per location

Fishing Tournament Permit Fees

Parks and Facilities	Facility Use Fee
Charleston Park Six Mile Creek Park Young Deer Creek Park	\$ 25.00/tournament

Program Permit Fees

Program Type	Parks Permitted	Participants and Hours	Facility Use Fee
Commercial Recreation Programs	TBD per event	Max participants: TBD per event Hours permitted: 7am-7pm	TBD per program