

CITY COUNCIL
JEFF REESE, MAYOR
GIL MCDUGAL, MAYOR PRO-TEM
DANNY CARTER
SHIRLEY MARCHMAN
LESLIE MCPHERSON
MATTHEW MOMTAHAN

City of Villa Rica



CITY MANAGER: TOM BARBER
CITY CLERK: ALISA DOYAL
CITY ATTORNEY: C. DAVID
MECKLIN

571 W BANKHEAD HWY
VILLA RICA, GA. 30180
770.459.7000 | VILLARICA.ORG

SPECIAL CALLED CITY COUNCIL MEETING AGENDA

Holt-Bishop Justice Center, Municipal Courtroom, 101 Main Street
August 19, 2019 | 6:00 PM

Meeting Call to Order (Mayor Jeff Reese)

Public Comment (We ask that you sign in for Public Comment before the meeting begins. Please state your Name and Address for the record and limit your comments to three minutes)

Adoption of the Agenda (Mayor Jeff Reese)

A. Economic Development (Janet Chumley, Main Street Manager)

1. Consideration of Special Event Permit Application for Glanton-Hindsman Elementary School

B. Public Hearing for Millage Rate

C. Presentation of the 2020 Budget

D. Adjournment



CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

Agenda Item: _____

SUBJECT: Consideration of Special Event Permit Application for Glanton-Hindsman Elementary School

AGENDA DATE: Monday, 8/19/2019, Special Called Meeting

DATE PREPARED: 8/16/2019

PREPARED BY: Janet Chumley

AMOUNT: N/A

GL ACCOUNT #: N/A

FUNDING SOURCE: Glanton-Hindsman School

BUDGETED ITEM? N/A

PURPOSE: To approve a fundraiser for the Glanton-Hindsman PTO at the Mill Amphitheater.

BACKGROUND: Glanton-Hindsman Elementary School has applied for a special event permit to conduct a one-mile “Color” Fun Run at and around The MILL Amphitheater on Saturday, August 31, 2019. The run would begin at 9 am at The MILL Amphitheater and last approximately one hour. The requested route would require temporary barricades and road closures of Temple Street, North Carroll Road, W. Candler Street, W. Gordon Street, and Stone Street.

Rental fees, security personnel costs, and maintenance personnel costs will be paid by the renter as normal. The complete clean-up of the “Color” used during race will also be the responsibility of the renter.

STAFF RECOMMENDATION: Staff recommends the approval of a special event permit for Glanton-Hindsman Elementary PTO to use The MILL Amphitheater and surrounding streets for the purpose of a “Color” one-mile fun run on the morning of Saturday, August 31, 2019.

MOTION: I make a motion that we approve a special event permit for Glanton-Hindsman Elementary School to conduct a one-mile fun run at the MILL Amphitheater and surrounding streets on Saturday, August 31, 2019.

Special Event Permit Application

City of Villa Rica

RECEIVED
8/15/11
78



Special Event Title: GHE Color Fun Run
Company: Glanton Hindsman Elem. PTU
Company Address: 118 Glanton Street - Villa Rica, GA 30180
Phone: 770-459-4491 Fax: _____
Location/Site Master: The Mill
Cell: _____ Email: _____
Location/Site Master: _____
Cell: _____ Email: _____

Type of Project:

☐ Fair	☐ Tour
☐ Grand Opening Celebration	☒ Race
☐ Parade	☐ March
☐ Rally	☐ Assembly
☐ Festival	☐ Concert
☐ Holiday Celebration	☐ Bicycle/Run
☐ Block Party	☐ Other: _____

Description of Project: Color Fun Run is a
1 mile route.

Location(s) of Project: Temple St, Main St, N. Carroll,
W. Candler, W Gordon, Stone St. start end @ Mill

☒ Commercial Location ☒ Residential Location ☐ City Park ☐ Other
Streets cross intersect both commercial and residential businesses

Please Note: If your Special Event occurs at a residential location and contains any of the two listed items below, a meeting with the City Manager is required a minimum of one week in advance before your application can be accepted and processed.

- 1) Full and/or Partial Lane and Street Closures
- 2) Requested Variances to any City of Villa Rica Ordinance

Contact Name to schedule the meeting: Emily Sparling
Phone Number: 678 3083265
Email: emilyblore@yahoo.com

SPECIAL EVENT:

Dates: From: 8/31 To: 8/31
Hours: From: 7 am/pm To: 11 am/pm
Dates: From: _____ To: _____
Hours: From: _____ am/pm To: _____ am/pm
Dates: From: _____ To: _____
Hours: From: _____ am/pm To: _____ am/pm

Describe Special Event Activity:

1 mile fun run having color thrown
at runners for the Glanton Hindsman
PTO fundraiser.

CLEAN-UP/CLOSE OUT:

Dates: From: 8/31 To: 8/31
Hours: From: 10 am/pm To: 11 am/pm
Dates: From: _____ To: _____
Hours: From: _____ am/pm To: _____ am/pm
Dates: From: _____ To: _____
Hours: From: _____ am/pm To: _____ am/pm

Describe clean-up/close out activity: Making sure all color
on road ways is cleaned up.

****Please Note:** The following three items must be provided when applicable:

- 1) Site Plan – Showing Special Event Location
- 2) Proof of Permission from Property Owner for use of the Special Event Location
- 3) Notification of Neighbors and Businesses affected by Special Event Location

Uses: (Please check applicable)

☒ Street Closure ☐ Lane Closure ☐ Other: _____

If any of the above are checked, please give a detailed description, including dates and times:

road closure from 8-10am Stone St,
main st N. Carroll, N Candler, W Gordon
back to Stone St

Services Required: (Please check applicable)

☒ City Police ☐ City Parks ☐ Fire Department
☐ Sanitation ☐ Transportation ☐ Other: _____

**City of Villa Rica shall be utilized if available

If any of the above are checked, please give a detailed description:

road closures, already spoke to
VRPD.

Elements and Special Effects or Stunts: (Please check applicable)

☒ Generator(s) ☐ Special Lighting/Lighting Cranes
☐ Music Playback ☐ Smoke/Fire/Pyro
☐ Vehicles ☐ Animals
☒ Other: color spray

If any of the above are checked, please give a detailed description:

We will have Kona Ice there with a
generator, the color spray will go
on the children as they run

Please list any Special Requests not already covered: _____

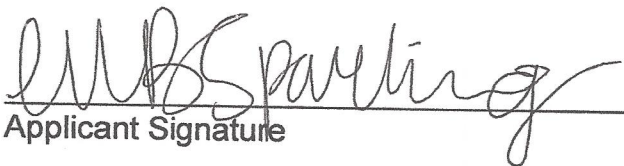
Please Note:

*The City reserves the right to deny any Special Event that is not within the best interests of the City and its Residents.

**No Event Permit shall be issued more than once per quarter at any one residential location and shall be of no more than 14 consecutive days in duration, unless otherwise previously requested and approved by the City Manager.

Hold Harmless Agreement

The applicant agrees to indemnify the City of Villa Rica and to be solely and absolutely liable upon any and all claims, suites and judgements against the City and/or the applicant for personal injuries and property damages arising out of or occurring during the activities of the applicant, his/her (its) employees or otherwise. The applicant further agrees to comply with all pertinent provisions of Georgia laws, rules and regulations. This permit may be revoked at any time.


Applicant Signature

8, 15, 19
Date

Permit Fee: \$100.00 per day
\$500.00 Sanitation Bond required if event occurs in a City Owned Park or Facility
For additional information, contact the Community Development Department at 770-459-7000.

Names of Attendees to attend the meeting:

Emily Sparling, Kari
Munoz, Hunter Ethredge, Janet Chumbley,
Sgt. Brown

List any Alteration of Vegetation or Building Modifications that could remain permanent after completion of the project:

none

Number of Tents: 0 Square Footage of Each Tent:

List Tent Locations:

Will Portable Restrooms (Porta Potties) be utilized? Yes ☒ No

If yes, please list placement and locations:

SPECIAL EVENT PREP:

Dates: From: 8/31 To: 8/31

Hours: From: 7 am/pm To: 11 am/pm

Dates: From: To:

Hours: From: am/pm To: am/pm

Dates: From: To:

Hours: From: am/pm To: am/pm

Describe preparation activity: road closure N. Carroll,

N. Candler St, W. Gordon St

angieshermill1515@gmail.com

City of Villa Rica

Lease Agreement for use of THE MILL Amphitheater

This lease agreement made and entered into on Aug. 9, 2019, by and between the
DATE OF AGREEMENT
City of Villa Rica Main St. office herein referred to as "Lessor" and
Angie Sherrill Representing GHE SPTD, for the purpose
PERSON COMPANY/GROUP
of Color Fun Run, herein referred to as "Lessee", agrees to the following
EVENT/SCHEDULED USE
terms and conditions of this Lease Agreement as stated in this Contract.

Lessee will pay a security deposit of \$200.00 unless otherwise stated, upon signing lease agreement, returnable upon inspection and approval by the Main Street Manager or their designee after the end of the rental. **PRICE DOES NOT INCLUDE SETUP OF TENTS, TABLES, CHAIRS, ETC.**

THE MILL amphitheater (CAPACITY 1200)	\$300/4 hours max + \$200 Security	
Deposit		
(security deposit is returned after event if no issues)		
Concession Stand (not stocked)	\$100	
Tents (10 x 10) (38 tents total)	\$25 each	
Chairs	\$1.00 each	
Tables	\$5.00 each	
Tables (8')	\$5 each	<u>5</u>
Tables (6')	\$5 each	
Tables (60" round)	\$5 each	

Additional Rental Costs

\$ 25.00 tables

Due two weeks prior to event date

Personnel Fees:

Maintenance Supervisor

\$35 per hour (4 hr. minimum) (large event requires 2 staff minimum-over 200 people)

Maintenance Technician

\$30 per hour (4 hr. minimum)

Security

\$35 per hour based upon type of event (over 200 people requires security)

Lessee shall pay the Lessor for any required Personnel fees unless otherwise directed by Lessor (City Manager). Lessor reserves the right to require that estimated Personnel fees be paid in advance

Date(s) of Facility Use: Aug. 31, 2019 Time(s) of Use: 7am - 11am
\$200 Security Deposit Paid: 8.9.19 Date Paid: 8.9.19 Method of Payment (no credit card): Check
\$300 Rental Fee Paid: _____ Date Paid: _____ Method of Payment (credit card - call GDP): _____
Rental Fee Due by (date) _____ Paid Rental Receipt #: _____
Lessee Mailing Address: _____
Lessee Phone Numbers: (Hm) _____ (Wrk) _____ (Cell) 678-308-3265 (Fax) _____

By their signature below, USER WILL INDEMNIFY owner of the property, the City of Villa Rica staff, customers and invitees and save them harmless from and against any and all claims, damages, actions, liability and expense in connection with loss of life, personal injury, and/or damage to property arising from or out of occupancy or use of the premises, or any part thereof, or any part of the City of Villa Rica property, or occasional wholly or in part by an act of omission of user, its agents, members or affiliates.

Angie Sherrill
Lessee

8/9/2019
Date

[Signature]
Staff Person

8.15.19
Date

THE MILL Amphitheater RULES AND REGULATIONS

- Prior to the acceptance of a lease for certain facilities, a statement of the activities planned or use intended, including a projected number of participants, adults present, a list or schedule of events must be presented in writing to Main St office.
- Signs and banners promoting the event shall be approved in writing by the Main Street office in advance and must be in accordance with all City of Villa Rica sign ordinances. Signs and banners shall be removed immediately following the event.
- LED signage application must be submitted to the Main Street Office for approval in order to promote event on THE MILL's marquee.
- Keys to facilities are issued once the deposit and rental fee is paid. Control of city-owned keys is the responsibility of the Lessee as signed on pg. 1. Keys shall be returned within two business days of the rental, or deposit will not be returned.
- Before a Lessee may obtain a lease agreement for any portion of the park facility, a **\$200 security deposit** must be received to protect the City of Villa Rica and its facilities against any damages that may occur. Once this deposit is received, **event will be placed on calendar.**
- Prior to any advertising for the event a rental fee (**\$300**) must be paid no later than **two weeks prior** to scheduled event.
- **This \$200 security deposit will be returned to the Lessee after the facility is inspected and deemed clean and acceptable. If the facility does not meet inspection criteria, the Main Street office will retain the full deposit, even if the repair or cleaning of the facility does not require the full amount.**
- Refunds available **ONLY** if cancellation is made **two weeks** before the rental date. Booking of facilities followed by a pattern of cancellations may result in loss of rental privileges for a period determined by the Main Street office.
- The Main Street Office reserves the right to cancel events or activities due to severe weather or when use may cause unnecessary damage to the facility. If the Main Street Office cancels the event due to severe weather or unforeseen emergencies, Lessee will be refunded any fees for that date or additional dates, *if applicable*.
- Parking at THE MILL Amphitheater is limited (130 spaces), and rental of this facility does not necessarily imply that parking will be available adjacent to this venue for all event-goers.
- Lessee/activity sponsors are liable for personal injury to participants and/or spectators. The Lessee must sign the **Hold Harmless Agreement**, and if deemed necessary, may be required to produce a liability insurance policy for participants and spectators, naming the City of Villa Rica as an additional insured.
- In case of an emergency, Lessee should call 911 for assistance.
- **10:00 pm** sound ordinance shall be adhered to, and facility will be closed no later than **11:00 pm**.
- Stage lighting shall be turned off at the conclusion of the event. Failure to do so will result in loss of deposit.
- The City of Villa Rica and the Main Street office as administrators of the facilities under their care are not responsible for the loss or theft of any personal items left by Lessees.
- The use of radios, amplified sound devices, musical instruments, etc. are strictly limited to volumes audible to the immediate area or amenity leased.
- The use of profanity, racial or personal slurs or other socially unacceptable behavior is prohibited.
- In certain instances, Lessor may require the presence of a staff member or an off-duty Villa Rica Police Department Officer at a function presented by Lessee. Salary for such staff person or for a Villa Rica officer will be paid by Lessee in addition to the cost of the lease agreement and security deposit and at an amount to be determined at lease signing.
- The use of pyrotechnics, candles, portable stoves, grills, sterno-type warmers, or other fire producing devices or materials are strictly prohibited on The MILL Amphitheater property without written permission from the Main Street office.
- Lessee is responsible for all permits as required by law or ordinance for business, tents, food vending, etc. All concessions are subject to Department of Health regulations relative to food service.
- Entrance fees (*gate fees*) are subject to approval by the Main Street Office and shall be for the immediate area only. Admission fees shall not be charged to general park users without prior written permission of the Main Street office.
- At Management's discretion, a \$300 damage deposit may be required for social events. If all rules and regulations are followed and there are no damages to the facility, the \$300 will be returned to you by check within 14 days of the event.

APPENDIX A

ALLOWED:

- Food and non-alcoholic beverages
- Small coolers (6-drink capacity)
- Flameless candles
- Lawn chairs (low profile)
- Blankets (please be courteous of space)
- Purses, bags and backpacks: *May be subject to search by security personnel prior to entering The MILL Amphitheater.*

PROHIBITED:

- Smoking is not permitted at The MILL Amphitheater-there is designated smoking areas, look for "Smoking Area" signs. Violation of this policy may result in expulsion from The MILL Amphitheater. Smoking is strictly prohibited in all seating areas including the pit and lawn areas. This includes electronic/vapor cigarettes.
- Illegal drugs/substances
- No alcoholic beverages can be brought in
- No PETS of any kind (only registered working animals are permitted)
- Tents or staking
- Umbrellas
- Glass containers
- *No weapons of any kind except as may be permitted by the general laws of the State of Georgia*
- No skateboards

GUEST CONDUCT:

- Guests are expected to behave respectfully and in accordance with venue policy, state and local laws. Any guest that is acting in a manner that venue management deems unsafe can be subject to eviction. If a guest violates a state or local law they will be subject to any tickets or punishment deemed necessary by local law enforcement.

EVENT LISTINGS:

- A complete list of events can be found on www.downtownvillarica.com
- Villa Rica Main Street and The MILL Amphitheater Facebook pages.

LAWN SEATING:

- The lawn is always first come, first serve. There are no assigned seats on the lawn, unless reserved seating is available.

X. Angie Shonell
Signature of Lessee agrees, by their signature to rules and regulations

8/9/19
Date

Provide copy of driver's license.

Restroom Lock Box Code:

GLANTON HINDSMAN-PTO
118 Glanton St.
Villa Rica, GA 30180

1080

64-137/611

Aug. 9, 2019

Date

CHECK ARMOR
FACE PROTECTION

Pay to the
Order of

Villa Rica Main Street

\$ 200.00

two hundred 00/100

Dollars



Photo
Safe
Deposit™
Details on back



REGIONS

For

Fun Bun deposit

Angie Sherrill

RP

⑆061101375⑆ 0175291533⑆01080

