

# Event Application

## Columbia County Community Events

***Application submission does NOT constitute event approval.*** Approved applicants will be notified within two weeks of the completed and submitted application. Each event organizer who has been approved must attend a mandatory meeting with the Community Events staff to review the contract.

Check the appropriate box below:

Evans Towne Center Park

Columbia County Amphitheater

### Conflicting Dates:

**The following dates are unavailable for rental at EITHER venue:**

July 4, 2017 (Boom! in the Park)

July 7, 2017 (Gretchen Wilson Concert: Gurls' Night Out)

August 5, 2017 (Columbia County KidsFest)

August 26, 2017 (Rubber Duck Derby)

September 2, 2017 (Slide the City)

September 13 & 14, 2017 (Fall Country Concert)

September 29 & 30, 2017 (Kiss Family Reunion)

October 7, 2017 (Brew Ha-Ha)

October 26, 2017 (Trick or Treat So Others Can Eat)

December 2, 2017 (Columbia County Tree Lighting)

December 31, 2017 (New Years Eve)

March 31, 2018 (Easter Egg Scramble)

April 1-3, 2018 (Rock Fore! Dough)

July 4, 2018 (Boom! in the Park)

**Event Agreement**  
Evans Towne Center Park  
Columbia County Amphitheater



Application Date: \_\_\_\_\_ First Choice Event Date: \_\_\_\_\_ Second Choice: \_\_\_\_\_

**Event Organizer Information**

Person/Organization Applying: \_\_\_\_\_  
*Please include a copy of your current government issued ID and business license*

Primary Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

**Event Description**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Title of Event: \_\_\_\_\_

Estimated Number of Attendees: \_\_\_\_\_

Anticipated Ticket Types and Prices: \_\_\_\_\_

Are you operating as a Non-Profit? YES NO  
(If YES, please provide a copy of your THIS YEAR'S 501C3 letter of granted status)

Start and End Time of Event: (please include set-up & tear-down times) \_\_\_\_\_

*Rental of the park is a 24 hour period beginning at your appointed set-up time. If additional hours are needed, additional fees may apply.*

Gate Times: \_\_\_\_\_

***These times are used to estimate County services and should be accurate at time of application submittal. Changes to these times will require approval from the Community Events manager.***

Day of Event Point of Contact (if person other than event organizer): \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Title: \_\_\_\_\_

***This individual MUST be on site during set-up, load-in, duration of event, AND load-out.***

**Event Agreement**  
Evans Towne Center Park  
Columbia County Amphitheater



## **Permits & Licensing**

Will alcohol be served OR present? YES NO

Who will hold the permit? \_\_\_\_\_

Please visit <http://dor.georgia.gov/special-event> for instructions regarding alcohol permits

Contact for permit: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## **Vendors**

All vendors, including food & beverage, retail, service, and non-profit, must be in compliance with the Columbia County Vendor Guidelines. The Columbia County Vendor Guideline Sheet is provided on the following page in this packet. ***The event organizer/renter is responsible for overseeing all vendors and for providing proper documentation to the Columbia County Events staff.***



## **Columbia County Vendor Guidelines**

*Please initial each statement for acknowledgement*

\_\_\_\_\_ All vendors must have a current Columbia County occupational tax license (business license). Vendors holding a current occupational tax license outside of Columbia County must contact Licensing and Permits to register their business in Columbia County (this service is free of charge). Vendors applying for an occupational tax license must contact Licensing and Permits to apply (there is a fee associated this application). Columbia County Licensing and Permits can be reached by phone at 706.312.7301 or by email at [ehall@columbiacountyga.gov](mailto:ehall@columbiacountyga.gov)

\_\_\_\_\_ All food vendors must contact the Columbia County Health Department to obtain a food service permit for the event and to ensure compliance with the Georgia Department of Public Health Rules and Regulations for Food Service. Columbia County Health Department can be reached by phone at 706.447.7697 or by email at [andrea.frazier@dph.ga.gov](mailto:andrea.frazier@dph.ga.gov)

\_\_\_\_\_ All alcohol vendors must contact Columbia County Licensing and Permits to obtain a temporary alcoholic beverage permit. Columbia County Licensing and Permits can be reached by phone at 706.312.7266 or by email at [abl@columbiacountyga.gov](mailto:abl@columbiacountyga.gov)

\_\_\_\_\_ Merchandise or set-up cannot block aisles; encroach on other vendor spots, or public walking areas. Any vendor violating this will be asked to relocate their materials.

\_\_\_\_\_ Food vendors using tents must comply with Columbia County Fire Department regulations of having fire retardant and a K Type Fire Extinguisher. If the on site Fire Marshall denies your equipment for non-compliance, you will be asked to remove any item(s) they request. Columbia County Fire Department Marshal can be reached by phone at 706.533.4988 or by email at [bclark@columbiacountyga.gov](mailto:bclark@columbiacountyga.gov)

\_\_\_\_\_ Columbia County is not responsible for stolen, lost, or damaged items.

\_\_\_\_\_ Dumping of any sort is prohibited. Food vendors using grease are responsible for disposing in a safe and environmentally sound manner. The dumping of grease, wastewater or garbage on the premises of the Evans Towne Center Park is strictly prohibited. Each vendor is responsible for maintaining and cleaning their vending location. Vendors may not leave premises after event until all trash, debris and waste is cleaned up and disposed of.

\_\_\_\_\_ No glass bottled drinks may be sold by any vendor.

\_\_\_\_\_ Columbia County Community Events Staff have the authority to uphold and enforce all rules and guidelines listed above and may terminate your contract at anytime.

\_\_\_\_\_ Columbia County is not responsible for providing or maintaining power for any vendors on site.

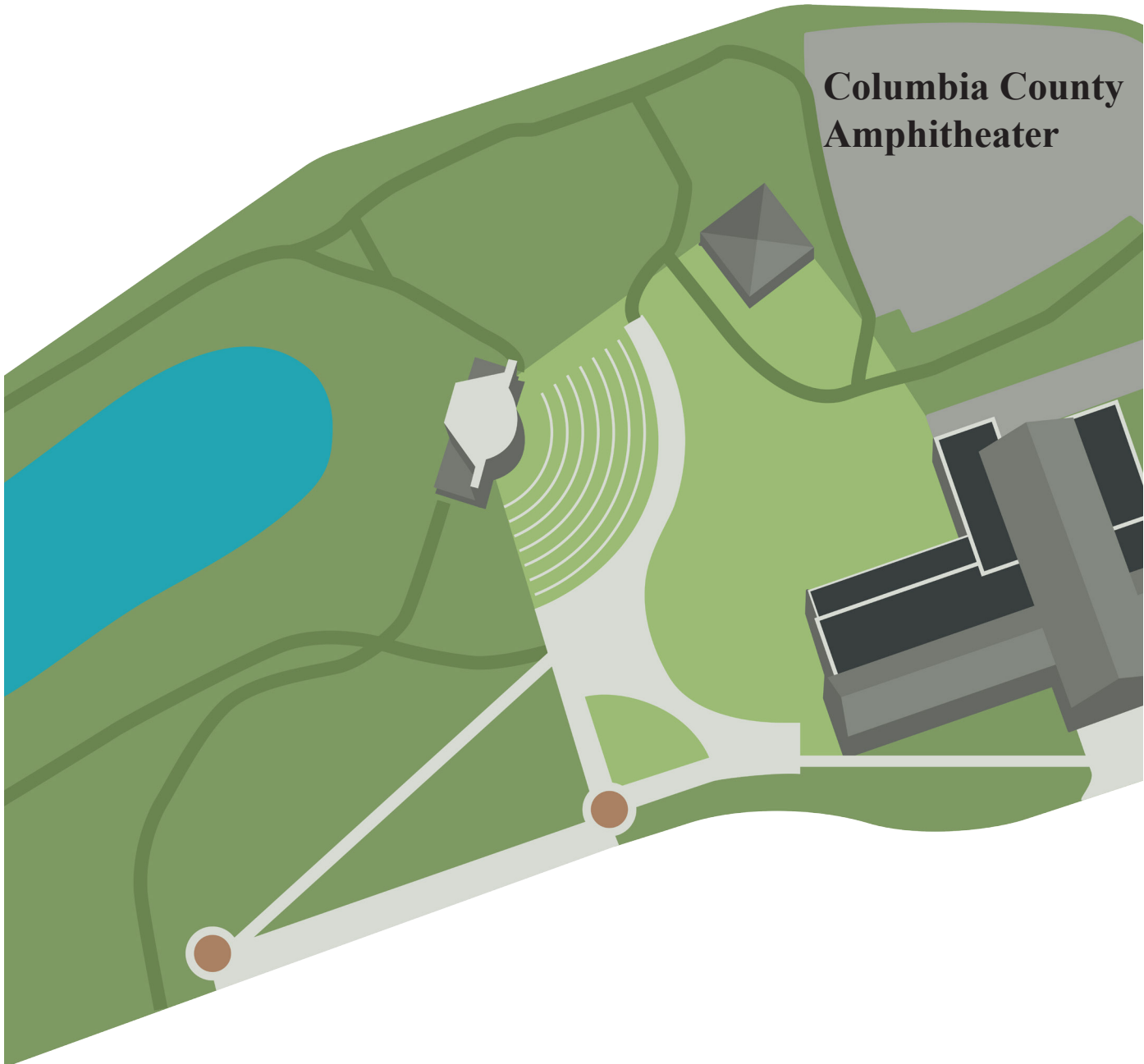
Signature of Vendor: \_\_\_\_\_

Printed Name: \_\_\_\_\_

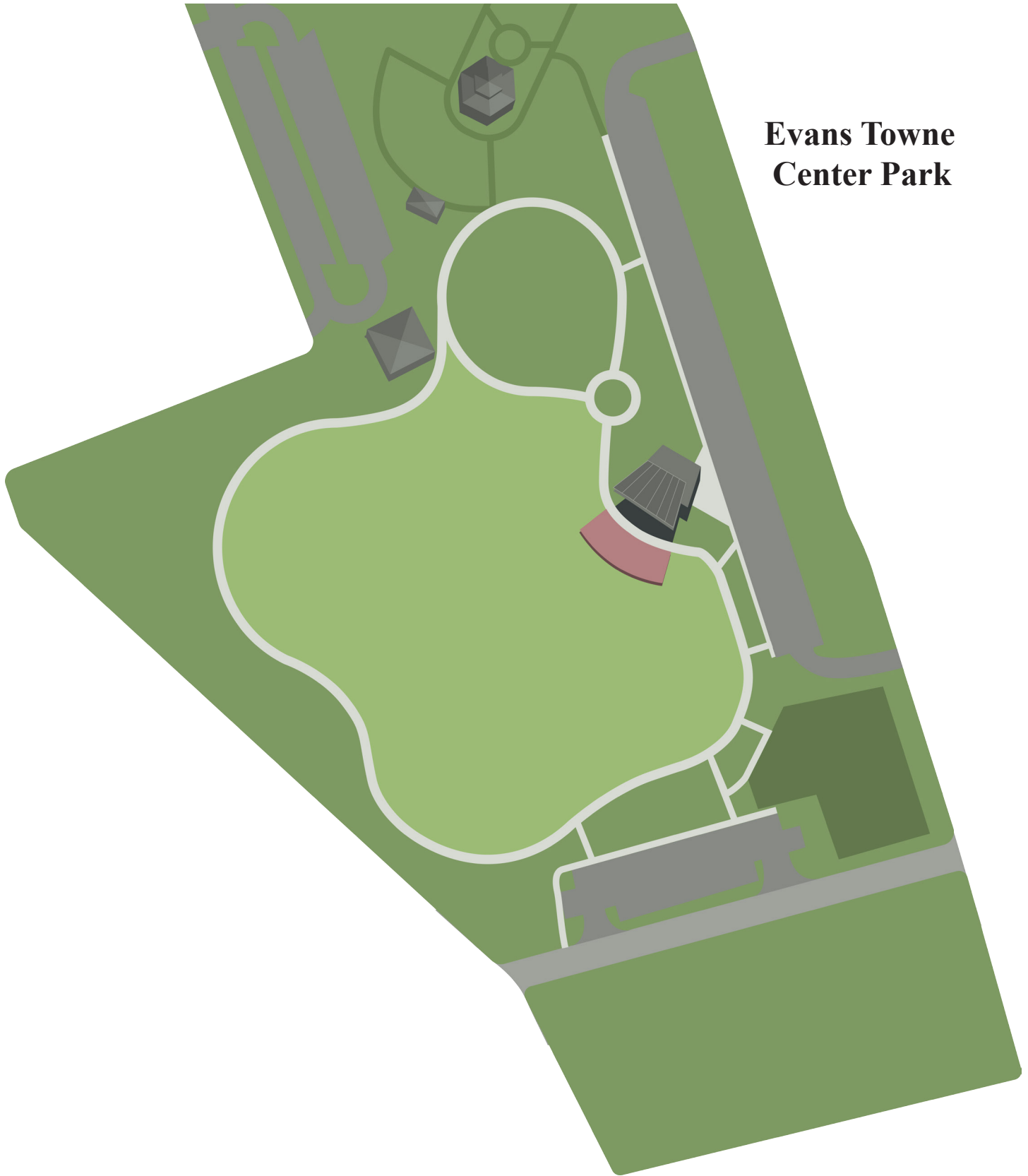
Business Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Layouts

Proposed layout of event: (Please attach a drawing using the layouts included below). Mark off all areas that will be utilized as well as any areas coned off/closed for special needs, parking, or vendor loading areas.



**Evans Towne  
Center Park**





**Guidelines for Advertising Your Event:**

- No advertising can be printed, shared or distributed without a signed contract
- Do you have graphics for your event? Please submit them no later than 60 days in advance and our team will distribute them throughout our internal channels.
- Graphics must be received in JPEG or PNG format.
- Please send all graphics to **Events@ColumbiaCountyGA.gov**
- ***Please note: The Columbia County Events Department telephone number may NOT be used as the advertised contact phone number for your event.***

**Confirmation**

I have carefully read and will abide by the foregoing application and policies and swear that the statements I made therein are true and correct to the best of my knowledge. ***(Signature is required before application is submitted).***

**Name of Person Submitting Application** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

***Upon approval of the above application, you will be eligible to move forward in contractual agreement for your event***

# **Event Contract**

## **Columbia County Community Events**

### **Services Included in Rental**

- All permanent lighting system located within County parks
- Normal park lighting and water as installed on the premises
- Use of fixed restroom facilities
- Use of trash receptacles
- Facility Maintenance Staff

### **Mandatory Services NOT Included in Rental (please see page 18 for rates)**

- Public Safety – to be provided by the Columbia County Sheriff's Department.
- Portable Restroom Services – additional restrooms may be needed, depending upon anticipated attendance.
- Facility Maintenance Staff – additional staff may be needed, depending upon anticipated attendance.
- Light Towers – additional lighting will be required is event extends past dusk.

### **Additional Products Available for Rent:**

- Black Fencing – 3' high x 8' long, 800' available @ \$.50 per foot
- Bathroom Trailer – 12 stalls. Rental includes set-up and breakdown @ \$750
- Bleachers – 250 person capacity, 2 available @ \$500 per bleacher
- 20' x 20' White Tents – 5 available. Rental includes set-up and breakdown @ \$250 per tent

### **Making Reservations**

Events may be scheduled up to one year in advance. All reservations must be received and approved no later than 60 days prior to the event. Appointments are required to sign this contract and pay applicable fees. Reservations are not valid until contract has been fully executed and all fees have been processed.

### **Deposits & Fees**

50% of the total rental fee must be paid at the time that this contract is signed. The remainder of all fees must be paid no later than 30 days prior to the event. If the remainder of the fees are not paid within this timeframe, the initial deposit is forfeited and the park is no longer reserved for the event. Deposits will be refunded for canceled events given that cancellation occurs a minimum of 31 days prior to the event and cancellation is received in writing. There shall be no advertisement, promotion, or ticket sales referencing either Columbia County park until contract has been executed and full deposit has been processed.

### **Rental Hours & Times**

A rental day for either Columbia County park is considered 24 hours. Specific start and end times are noted in the Rental Agreement. If additional time is needed, an additional fee may be charged. All events must officially end no later than 11pm. Teardown may continue past this 11pm curfew.



## Event Agreement

Evans Towne Center Park  
Columbia County Amphitheater



## Ticketing

Ticketing for all rented events is facilitated by the Columbia County Community Events Staff. Tickets are subject to all applicable taxes as well as ticketing fees and a facility fee ranging from \$.50-\$2.00 per ticket. All graphics and event details are due no later than 31 days prior to your event and should be emailed to [Events@ColumbiaCountyGA.gov](mailto:Events@ColumbiaCountyGA.gov). Tickets will be made available at the Columbia County Community Events Office or park Box Office, depending upon the size and nature of the event. In the event that you require additional physical ticket outlets, all tickets must be printed through the Columbia County Community Events Office and will be made available for pickup within 24 hours of request. Any unsold tickets must be returned to the Columbia County Community Events Office within 24 hours of your event or they may be subject to taxes and fees.

**Internal Ticket Requirements:** Renter agrees to provide Columbia County with 25 tickets, 10 of which will be VIP tickets (when a VIP area is designated) to the event and Columbia County also has the option to purchase up to 50 additional tickets at a 25% discount. In addition, Columbia County will provide at their own expense, 25 all-access passes with photo ids of staff or officials for their use. The all-access passes are non-negotiable and are for the protection of the venue and public.

## Cancellation

### **Cancellation by Columbia County:**

An event can be cancelled by Columbia County if any part of the agreement has been breached. Additionally, Columbia County reserves the right to cancel or discontinue any event held at either park that does not adhere to acceptable community standards and/or County ordinances. These standards include but are not limited to obscenity, sexually explicit acts, protest rallies, or statements/use of language that may incite violence. Columbia County also reserves the right to cancel an event upon the advisement of the Columbia County Sheriff's Department or any other law enforcement agency.

### **Cancellation due to Weather:**

Under extreme circumstances, an event can be cancelled due to inclement weather. This could occur if the National Weather Service has issued a severe weather watch or warning for the time of the event or Columbia County determines the event should be cancelled due to severe or unsafe weather conditions. If cancellation occurs prior to the start of the event, Columbia County will make every effort to reschedule the event. If rescheduling is not an option, Columbia County will refund all rental fees and deposits minus any costs incurred. If the event has already begun, a decision regarding rescheduling or refunding monies to the Renter is left up to Columbia County. The Renter is required to pay for services already incurred. Renters are encouraged to secure inclement weather insurance. Columbia County Community Events Staff will exercise the Columbia County Recreation and Events Comprehensive Emergency Plan when necessary to maintain safety for park patrons.

## Smoking Policy

All Columbia County Parks are smoke-free areas. The Renter is expected to insist that guests, spectators, etc. comply. This includes the audience and backstage according to County Ordinance 11-14.

## Grounds

Driving on the grass and staking of tents is prohibited without consent and supervision of the County. Glass containers are not allowed in the park. The Renter is responsible for moving materials or rubbish that cannot be contained in the garbage receptacles provided at their expense.



### **Pet Policy**

No animal, restrained or unrestrained, is permitted inside either park during an organized event or gathering, unless the event permit specifically authorizes the presence of animals. This does not apply to a service dog, which has been trained to accompany a person with a disability while being accompanied by a disabled person or to any dog in the custody or control of a law enforcement officer while the officer is in the performance of official duties.

### **Decorations**

Decorations of any sort (including balloons) cannot be attached to or flown from the cable or upright posts that support the amphitheater canopy. Decoration size and location must not create hazard or damage the park facilities or property. All decorations must be removed from the premises immediately after the event.

### **Damages**

ETCP will be inspected after the event to insure it has been returned to pre-event conditions. If any damages were incurred during the course of the event, Renter will be billed the full amount of damages deemed by the County. The Renter is required to pay balance within ten (10) days of receipt of bill.

### **Insurance Requirements**

Renter shall purchase and maintain insurance with a company acceptable to Columbia County and authorized to do business in the State of Georgia. Such insurance as will protect the Renter and Columbia County from claims for damages to or destruction of tangible property, including loss of use resulting there from any or all of which may arise out of or result from the Renter's operation under the contract documents, whether such operations are by the Renter, any subcontractor or anyone directly or indirectly employed/volunteering by any of them or for whose acts either may be legally liable. This insurance shall be written for not less than the limits of liability specified below, or required by law.

**Automobile** : Automobile Liability will be required if a mobile unit is placed on the County's property as part of the Renter's setup. Bodily injury and property damage liability covering all owned, non-owned, and hired automobiles for limits of not less than \$1,000,000 minimum for bodily injury of each person/each accident and \$1,000,000 property damage, or \$1,000,000 combined single limit - Bodily injury and property damage combined.

**Comprehensive General Liability**: This coverage shall be on an "Occurrence" basis. Coverage shall include Premises and Operations; Products and Completed Operations; and Medical Expense in reference to General Liability. Bodily injury and property damage liability shall protect the Renter and any subcontractor performing work under this contract from claims of bodily injury, Personal & Advertising injury, and property damage which could arise from operations of this contract whether such operations are performed by the Contractor, any subcontractor, volunteer or anyone directly or indirectly employed by either. The amounts of such insurance shall not be less than \$1,000,000 per occurrence / personal & advertising injury; \$2,000,000 general aggregate and Products completed operations aggregate; \$100,000 damages to rented premises, and \$5,000.00 medical expense (any one person) in reference to General Liability.



## **Insurance Requirements (Continued)**

**Liquor Liability:** Liquor Liability will be required if the Renter will be selling alcohol during a Columbia County sponsored event, or an event being held on County premises. The amounts of such insurance shall not be less than \$1,000,000.00 and **Columbia County shall be named as additional insured.**

This insurance shall include coverage for products/completed operations, and personal injury liability assumed under the indemnity provision of this contract

The Renter shall provide Columbia County with a certificate of insurance certifying that the foregoing insurance is in force; and such insurance certificates shall include provisions that the insurance shall not be cancelled, allowed to expire or be materially changed without giving Columbia County thirty (30) days advance notice by registered mail.

Columbia County, its employees, and agents shall be named as additional insured under the Renter's general liability policies, and Columbia County shall be listed as the Certificate Holder.

**Cancellation and Re-issuance of Insurance:** If any insurance required to be provided by the Renter should be canceled or changed by the insurance company or should any such insurance expire during the period of this contract, the Vendor shall be responsible for securing other acceptable insurance to provide continuous coverage during the life of this contract.

Failure of the Renter to provide and maintain continuous coverage as specified herein will result in the event/ individual vendor being shut down until such time acceptable insurance is presented / restored. This would be in addition to any legal recourse open to Columbia County under breach of contract.

All coverages and provisions shall be in place, and documentation of such coverage shall be provided to Columbia County, before any Renter is allowed to participate in the Special Event.

### **Insurance Coverage for all vendors and service providers in attendance at event:**

In addition to insurance coverage by the coordinating agency/individual, all vendors and service providers for an event must also have the same levels of insurance as outlined in this document. This insurance coverage should name both you - the Renter - and Columbia County, its officers, employees, and agents as Additional Insured.

**The Community Events Office must have all original insurance certificates no later than 15 days prior to the proposed start of the event. Failure to provide these certificates on time may result in the cancellation of the event.**

**Special Note:** The Renter may elect to purchase one insurance policy that covers all vendors and service providers in attendance at the event. This would prevent the Renter from the requirement of securing insurance certificates from numerous vendors and service providers - which in some cases, are secured at the last minute - and make it impossible to meet the 15 day timeline. Talk to your insurance provider about this option to see if it is feasible for you.

## **Outdoor Event Requirements**

### **Temporary structures, tents, canopies, and air supported membranes:**

1. Secured by staking or not less than 50 lbs per corner. Additional securing is required as tent size increases.
2. Tents in excess of 200 square feet, tents or canopies used for cooking or for the assembly of people shall include a permanently affixed label with the flame resistant information of the structure.
3. Maintain 20 feet between any temporary cooking structure and all other temporary or permanent structures.
4. Cooking shall not be conducted under or within the same tent utilized for seating or assembly.
5. No hay, straw or easily combustible items shall be used under or within 20 feet of a temporary structure.
6. Open flames (candles, torches, decorative items) are prohibited under or within 20 feet of a temporary structure.

### **Fire Extinguishers**

1. Vendors with cooking or food heat processing equipment shall have a 2A:20B: C or larger extinguisher.
2. Vendors utilizing deep-fat frying shall utilize a type K or 40 BC rated fire extinguisher.
3. Extinguisher must be less than 1 year old (per manufacturer) or serviced by a fire protection company within the last 12 months.
4. Distribute extinguishers throughout any tent used for assembly spaced no further than 75 feet apart.
5. Extinguishers must be located at each mechanical ride or amusement location.
6. Extinguishers shall be readily accessible at all times.

### **Electrical & Generator**

1. All electrical cords, lights, etc. exposed to the weather must be rated for outdoor use.
2. Multi-outlet devices shall include overcurrent protection and protected from the weather.
3. All cables/cords crossing public areas, sidewalks, or drives shall be covered with safety mats.
4. Generators shall not be within 20 feet of structures and isolated from contact by fencing or other enclosures.

### **Compressed Gas Cylinders**

1. Secure to maintain the cylinder in the upright position. Do not secure to tent poles or supports.
2. Cylinders shall not be stored or operated on their side. Protective collars and caps must be in place when not in use.

### **Access Requirements**

1. Maintain an unobstructed fire lane, not less than 20 feet wide, to all areas during the event.
2. Maintain a clear space of 5 feet on either side of fire hydrants and sprinkler or standpipe connections

### **Other**

1. Light Towers will be required for events during night hours. Depending on the attendance, a minimum of two for the park and two for the field across the street.
2. Trailers or vehicles shall be stabilized to prevent accidental movement by chocking or other methods.
3. Fireworks sales are prohibited. Displays require permitting by a state licensed pyrotechnician.
4. All stage or scaffold materials shall be approved by the Building Department prior to the scheduled event.

## **Guidelines for Alcohol at Events**

*The following information is designed to provide important information related to alcoholic beverages at special events.*

A. Columbia County, Georgia Ordinances and Georgia State Law regulate the possession, sale and consumption of alcoholic beverages. Applications for special licensing to sell or serve alcoholic beverages require approximately five (5) days to process and approve. A background check must accompany each request when applying for an alcoholic beverage license. Special Event alcoholic beverage licenses will only be issued as follows:

1. The applicant must possess a valid license for the sale of alcoholic beverages.
2. Administrative approval is needed for issuance of the license. Therefore, the applicant must give notice of their intention to Columbia County Development Services at least fifteen (15) days prior to the event.
3. The applicant must possess a current alcohol beverage catering license from its originating county in order to transport alcohol to the event location.
4. Application must be made on the forms provided by the Columbia County Development Services, 706-868-3420.

B. Renter must obtain a County and State license to sell alcoholic beverages. For additional information, approvals, and licenses, contact the following agencies at least thirty (30) days prior to the event: Columbia County Development Services 706-868-3420, Georgia Department of Revenue for State License 706-737-1870.

## **Food Vendor Guidelines for Events**

*Please be advised of the following rules, regulations, and information provided by Columbia County's Fire Prevention Office. All participants must abide by these guidelines. The items set forth here and within the body of the Codes are intended to ensure life safety for everyone attending an event, the property at the event, and the surrounding property or businesses. Codes and Standards establish the minimum requirements.*

1. All temporary structures shall be adequately secured to withstand the elements of the weather (regardless of weather conditions prior to the event). Rapid changes in weather conditions can severely injure people in the vicinity of unsecured structures. A simple gust of wind can easily overturn most unsecured tents or canopies.
2. Temporary structures used for cooking or the assembly of people shall include a permanently affixed label with the flame resistant information of the structure. Temporary structures that have not been treated with fire retardant chemicals burn very rapidly. Non-treated structures that have been used for assemblies have resulted in hundred of deaths throughout history. Cooking under a canopy requires a flame retardant structure. The manufacturer will sew into the tent fabric a label indicating the fire resistance. Without this, a certified document must be obtained from the manufacturer indicating the fire resistance of the tent and coinciding to a model or serial number on the structure.
3. Absolutely no hay, straw, wood chips or other easily combustible materials shall be located under or within 20 feet of temporary structures or cooking areas.



### **Food Vendor Guidelines for Events (continued)**

4. Maintain a clear space of 5 feet on either side of fire hydrants and connections. Maintaining access to fire hydrants increases the hydrant's visibility for the fire department and reduces the time it may take to access the hydrant. Hydrants may need to be accessed for emergency situations at the event or for surrounding properties.
5. Only outdoor rated drop cords will be used and shall be sized to your electrical load. All cables/cords crossing public areas or drives shall be covered with safety mats.
6. All vendors with cooking heat processing equipment shall have a 10 BC rated fire extinguisher or larger. Vendors utilizing deep fat frying shall have a type "K" extinguisher or a 40 BC rated extinguisher. The extinguisher must be less than 1 year old (as stamped by the manufacturer) or serviced by a licensed fire protection company within the last 12 months.
7. All compressed gas cylinders shall be secured in place with rope or chain to maintain the cylinder in the upright position. No cylinders shall be stored or operated on their side. Protective collars must be in place and caps installed when cylinders are not in use. Compressed gas cylinders can be very dangerous if they are damaged (from a fall, collision, etc.). It is critical to make sure cylinders are secured in place and used in the correct manner. Maintaining protective caps on cylinders while not in use will reduce the likelihood of the unit being damaged as the result of a fall.



**Alcoholic Beverages**

Check all that apply for your event:

- Free/Host Alcohol
- Alcohol Sales
- Alcohol for Hospitality area
- Beer Only
- Beer & Wine
- Beer, Wine & Distilled Spirits

Who will be serving the alcohol? \_\_\_\_\_

Have the alcohol servers received training? Please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will there be guests in attendance at the event who are under 21 years of age? If yes, what measures do you have in place to prevent underage drinking? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Georgia State Law and the Columbia County Code of Ordinances require all event sponsors to obtain a temporary liquor license prior to conducting any event (public or private) that will include the consumption of an alcoholic beverage. This license must be posted at point of distribution during the event.



**Food & Beverage Concessions**

Describe how food will be served and/or prepared: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will food be cooked in the event area? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, please specify method:

- \_\_\_\_\_ Gas
- \_\_\_\_\_ Electric
- \_\_\_\_\_ Charcoal
- \_\_\_\_\_ Other (specify) \_\_\_\_\_

Will there be professional food vendors at this event? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have measures in place for the proper disposal of grease and waste from the food vendors? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FIRE MARSHALL INSPECTIONS REQUIRED**

At the county’s discretion, the Community Events Specialist may notify the Health Department prior to the event in order to have all food distribution areas inspected before the sale of any prepared food. The Health Department will prohibit vendors from setting up their operation the day of the event if they do not meet safety standards. Additionally, all food and beverage vendors must be inspected by Columbia County’s Fire Marshall’s Office- 706-868-3420.



**Event Agreement**  
 Evans Towne Center Park  
 Columbia County Amphitheater



*Note: All fees are subject to change without notification.*

*There are no county sponsorships for ticketed events.*

*Columbia County reserves the right to consider sponsorship for non-ticketed events*

## Evans Towne Center Park Rental Rates

For Profit Rental Fee	\$5,000		Non Profit Rental Fee	\$2,000	
Rental Deposit Due upon signing rental agreement	50%	\$2,500	Rental Deposit Due upon signing rental agreement	50%	\$1,000
Ticketed Events Subject to facility fee as determined by CCCE		\$.50-\$2.00	Ticketed Events Subject to facility fee as determined by CCCE		\$.50-\$2.00

## Columbia County Amphitheater Rental Rates

For Profit Rental Fee	\$2,500		Non Profit Rental Fee	\$1,000	
Rental Deposit Due upon signing rental agreement	50%		Rental Deposit Due upon signing rental agreement	50%	\$500
Ticketed Events Subject to facility fee as determined by CCCE	10%	\$.50-\$2.00	Ticketed Events Subject to facility fee as determined by CCCE	10%	\$.50-\$2.00

### Do you qualify to apply as a Non Profit?

All Non Profit groups/organizers must submit current proof of 501c3 status along with event application.

When applying for discounted rates as a non-profit for a TICKETED event, you will be required to submit the following:

- A minimum of (3) three professional references from previous event(s) OR a minimum of (5) five personal references for first-time events.

- Accounting of all expenses through original receipts/invoices

At the conclusion of the event, Columbia County and event organizer will meet to assess gross sales. Columbia County will then submit payment as follows:

**To Event Organizer: maximum of 49% net profits**

**To Designated Non-Profit: minimum of 51% net profits**

**Event Agreement**  
 Evans Towne Center Park  
 Columbia County Amphitheater



**Additional County Fees**

**Columbia County Maintenance** (up to 4 included) \$10/hour for each additional worker

Recommended number of Maintenance workers: \_\_\_\_\_ Event Manager approval: \_\_\_\_\_

Maintenance Total: \_\_\_\_\_

**Columbia County Deputies:** \$25/each with a 4 hour minimum

Recommended number of Deputies: \_\_\_\_\_ Event Manager approval: \_\_\_\_\_

Deputies Total: \_\_\_\_\_

***Deputies MUST be paid in cash on-site prior to the conclusion of your event.***

*Numbers may change depending on scope and nature of event.*

**Portable Restroom: \$75 each (if event extends beyond 8 hours, on-site servicing will be required)**

**Number of Estimated Attendees for Portable Restrooms**

# of Hours	500	1000	2500	5000	10000	Total
1	0	4	5	10	15	
2	0	4	5	10	20	
3	0	6	8	16	32	
4	0	6	8	16	40	
5	4	6	10	20	50	
6	4	6	10	20	65	
7	4	8	15	30	80	
8	4	8	15	30	95	
9	8	10	18	36	105	
10	8	10	18	36	115	

Recommended number of Restrooms: \_\_\_\_\_ Event Manger Approval: \_\_\_\_\_

Restroom Total: \$ \_\_\_\_\_

**Light Towers: \$175 each (including delivery and fuel charges)**

**Number of Estimated Attendees for Light Towers**

	500	1000	2500	5000	10000	Total
# of Towers	1	2	3	4	6	

Recommended number of Light Towers: \_\_\_\_\_ Event Manger Approval: \_\_\_\_\_

Light Tower Total: \$ \_\_\_\_\_

**Total Estimated Additional Expenses: \$ \_\_\_\_\_**



## **Agreement**

This agreement, made and entered into this day \_\_\_\_\_  
by and between Columbia County and \_\_\_\_\_ herein after  
referred to as the Renter, to use and occupy ETCP for the above stated and no other purpose.

**USE DATE:** The use of ETCP shall begin at \_\_\_\_\_ on \_\_\_\_\_, for the  
above stated purpose and shall end at \_\_\_\_\_ on \_\_\_\_\_.

**VENUE RENTAL:** Renter agrees to pay Columbia County for the use of  
\_\_\_\_\_, the sum of \$ \_\_\_\_\_. This rental fee is due in full by  
\_\_\_\_\_.

**DEPOSIT:** Renter agrees to pay \$ \_\_\_\_\_, as a deposit that will be applied toward  
the rental fee. Renter agrees to make such deposit by check made payable to Columbia  
County on the date this agreement is executed.

**REQUIRED DOCUMENTATION:** Renter agrees to provide the following documentation  
to Columbia County no later than 15 days prior to the event date.

Renter has read and agrees to all policies, rules and regulations of the use of \_\_\_\_\_



## Hold Harmless Agreement & Liability Waiver

Name of Event: \_\_\_\_\_ Event Date \_\_\_\_\_  
Name of Applicant (Individual / Group / Organization): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Street or PO Box City State Zip \_\_\_\_\_

### **HOLD HARMLESS AGREEMENT**

The Renter hereby agrees to indemnify and hold harmless Columbia County, its agents, public officials, officers, employees, and authorized volunteers, from and against any and all legal actions, claims, damages, losses, expenses arising out of the Event or any activity associated with the conduct of the Renter's operation, including but not limited to, claims for personal or bodily injury, disease or death, or injury to or destruction of property, regardless of whether or not the alleged negligent act is caused in part by a party indemnified hereunder. This indemnity obligation does not include liabilities caused by or resulting from the sole negligence of Columbia County or its employees, agents, representatives and officers. Further, the Renter agrees to indemnify Columbia County and any of its agents, public officers, officials or employees and authorized volunteers for any attorneys' fees and court costs incurred or to be incurred in defending any actions brought against them as a result of the Renter's use of public property or operation during the Event.

### **WORKERS COMP & LIABILITY WAIVER**

The Renter agrees for itself and/or its employees, agents, or volunteers associated or to be associated with the event, to waive and relinquish all work related and other liability claims that may result in any manner against Columbia County, its agents, public officers, officials, or employees and authorized volunteers from said Event, except for acts caused by the wanton misconduct by employees of Columbia County acting within the scope of their employment.

### **AUTHORIZED SIGNATURES:**

I hereby attest that I am authorized to bind the Renter and/or its employees, agents, or volunteers associated or to be associated with the Event, to the terms of this agreement. I have read and understand all regulations and requirements outlined herein. I/we do hereby agree to abide by all rules and regulations outlined herein. I/we hereby agree to meet all requirements for documentation, certification, licensing, financial responsibility and all other aspects required by Columbia County, as outlined herein. I/we understand that our lack of meeting all requirements outlined herein may result in the denial to participate in the Event.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_  
Columbia County Representative \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_