

MAYOR
Brian West

CITY COUNCIL
Monty Parks Mayor pro tem
Bill Garbett
Spec Hosti
Tony Ploughe
Nick Sears
Kathryn Williams



CITY MANAGER
Bret Bell

ASST CITY MANAGER
Michelle Owens

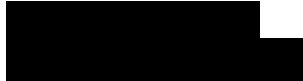
CLERK OF COUNCIL
Jan LeViner

CITY ATTORNEY
Edward M. Hughes
Tracy O'Connell

CITY OF TYBEE ISLAND

January 29, 2025

Mr. Steven Smalls



Dear Mr. Smalls:

The purpose of the Conditional Letter of Approval is to grant the applicant the approval to move forward with the planning and logistics of the event under the conditions stated in the attached documents. The City will issue the Special Event Permit after all conditions set forth in this Conditional Letter of Approval have been addressed to the satisfaction of the City Manager or his/her designee. Given the non-City agencies that may need to work with the applicant on specific conditions, the issuance of the final Special Event Permit may not occur until just prior to the event. If the applicant needs additional clarification for its work with vendors, non-City agencies, etc., please contact the Special Events Staff for assistance. Once the Special Event Permit is issued, the application status will be final as approved and authorized to execute the event.

The conditions included in the attached documents may include but are not limited to: requirements with completion timelines where applicable concerning the time, place or manner of holding a special event as is necessary to coordinate municipal services, multiple uses of public property, assure preservation of public property and public places, prevent dangerous, unlawful, or impermissible uses, protect the safety of persons and property and to control vehicular and pedestrian traffic in and around the event location, and other provisions including but not limited to conditions to regulate the sale and service of food and/or alcohol, vendor provisions, required permits from other government agencies, and overall scope of the event. Specific details regarding each of these conditions can be found in the attached documents.

Additional conditions may arise after the issuing of this letter of approval as the planning of the event progresses, these conditions will be communicated to the applicant and added to the final special event permit.

The applicant must abide by all applicable conditions listed in the attached documents. Failure to comply with all conditions, or any violation of law prior to the event will result in the denial of the Special Event Permit and therefore immediate cancellation of the event and possibly denial of future events, fines, and/or criminal prosecution. If during the planning of the approved event, the scope, intensity, location, type, or size of event deviates significantly from the information

P.O. Box 2749 – 403 Butler Avenue, Tybee Island, Georgia 31328-2749
(866) 786-4573 – FAX (866) 786-5737
www.cityoftybee.org



provided by the applicant this Conditional Letter of Approval will no longer be valid. The City Manager has the right at any time to revoke permission for an event and no rebates or refunds of fees will be made because of such termination. The applicant or the organization they represent must pay all costs associated with a permitted event.

Under Tybee Code 54- 76(f), every denial of a permit and every conditional grant of a permit request may be appealed within 3 business days after your receipt of this communication.

Please feel free to contact me if you have any questions.

Sincerely



Bret Bell
City Manager

Attachments: Outline of Conditional Requirements to this Event
Site Map with Conditions of Approval for this Event Location

P.O. Box 2749 – 403 Butler Avenue, Tybee Island, Georgia 31328-2749
(866) 786-4573 – FAX (866) 786-5737
www.cityoftybee.org



Conditional Requirements for "Orange Crush Festival" Special Event

Date/Time

- One day event to be held on April 19th, 2025, from 9am to 8pm.
- No event activity (to include set-up) will occur prior to dawn on Saturday, April 19th, 2025.
- All event activity will conclude (to include break-down and clean-up) no later than 10pm on Saturday, April 19th, 2025.

Event Activity in Designated Areas Only

- The event organization may use the approved event areas indicated on the attachment, Site Map with Conditions of Approval for this Event Location, on the permitted event date solely for the purposes of the event activity approved on the finalized entertainment schedule. No additional event programming, entertainment, nor activity outside of the entertainment schedule approved by the City is permitted, and the final entertainment schedule must be approved by the City by April 1, 2025.

Beach Location

- The approved event beach area will be north of the Tybee Island Pier & Pavilion located between the City's 15th Street and 15th ½ Street dune crossovers.
- City Public Beach Access Dune Crossovers must remain open and unobstructed at all times.
- The City has confirmed approval of single stage on the beach area north of the Tybee Pier and Pavilion with a Letter of Permission (LOP) from Georgia Department of Natural Resources authorizing the temporary event activity and structure(s). Limited Sponsorship and VIP tents would be included in the City's approval of the single stage north of the Pier, pending site map approval and LOP from the GA DNR. The applicant must begin the LOP request process at least 45 days prior to the start of event activity and have an LOP issued no sooner or later than 14 days prior to the start of the event activity. The City will issue an approved beach permit in conjunction with the conditional special event permit once the LOP has been issued.

Security Plan

- 

Ambulance Service

- The applicant will need to provide details of their ambulance service including, but not limited to, proof of current EMS licensure, at least two staff and their staffing levels to

include one qualified EMT, vehicle capabilities, and communication plans no later than March 19, 2025.

Recycling/Clean Up Plan

- The applicant shall be responsible for providing additional trash and waste receptacles to accommodate for the additional event attendees at all times. They must also be responsible for emptying all trash and waste receptacles in the event area at all times.
- The applicant shall clean the entire event space immediately following the event. A pre and post event evaluation of the entire event space will be performed to determine any necessary clean-up or repair costs. If any charges are incurred a report and invoice will be provided to the applicant by the City within 30 days of the event.
- The applicant understands that he/she or their organization may be billed for cleanup costs incurred by the City if cleanup is not performed adequately, and/or future applications for a Special Event Permit may be denied.

Vendor permits

- The City may approve a designated vendor area on private property. Each vendor must have an approved vendor permit obtained by the event organizer through the approved special event permit process with the city.
- A list of proposed vendors and their vendor information must be provided to the City Special Events Staff no later than 30 days prior to the event date. The city will review the proposed vendors and provide each vendor's approval status, if a vendor is not approved the city will provide a statement with reason of the vendor(s) denial and the event organizer will be able to submit an alternative proposed vendor to replace that vendor space.
- All approved vendors must have completed vendor permit applications and vendor permit fee payment submitted by the event organizer to City Special Events Staff no later than 14 days prior to the event date.
- All vendors must have the vendor permit provided by the city visibly posted while selling during the event.

Private Property

- Letter of consent if event is on or utilizes private property.

Shuttle Service/Alternate Parking Arrangements

- The event organizer is required to communicate if any arrangements are made with a third party regarding a shuttle service or alternate parking arrangements upon initial agreement with said party.

Noise

- The designated area for the stage in the approved event location areas shall be allowed to use amplified sound in the form of music until 8pm. but must comply with all noise level ordinances. However, if the City receives complaints from the public and finds repeated noise ordinance violations after notice, including differing offenders, the ending time of the music may be adjusted during the event series to address these complaints.

Promotions

- All event promotions shall reflect these conditional requirements.

Insurance

- Provide a certificate of insurance demonstrating adequate liability coverage for the event with a policy limit of no less than \$1,000,000.00 naming the City of Tybee Island as an additional insured and certificate holder by March 19th, 2025.

Indemnification Agreement and Acceptance to Adhere to Standard Special Events Application Requirements and the Specific Conditional Requirements Related to this Event

The applicant agrees to the following: I, individually and as the Agent representing the Event Organization, do hereby agree to indemnify and hold harmless the City of Tybee Island, Georgia, its officers, agents, employees and contractors from and against any and all loss, damage, claim, demand, liability or expense by reason of any damage or injury to property or person which may be claimed to have arisen as a result of or in connection with the occupancy or use of listed event premises during the time period of said event.

Such obligation to indemnify and hold harmless shall continue notwithstanding any negligence or comparative negligence on the part of the City relating to such loss or damage, except for loss or damage arising from the sole negligence or willful misconduct or gross negligence of the city, and shall include all costs, expenses and liabilities incurred by the City in connection with any such claim, suit, action or cause of action, including the investigation thereof and the defense of any action or proceeding brought thereon and any other judgment or decree which may be entered in any such action or proceeding or as a result thereof. These provisions shall survive the expiration or earlier termination of the use of premises. Nothing in this Agreement shall be construed to affect in any way the City’s rights, privileges, and immunities as set forth in Georgia Statutes and/or the Constitution of the State of Georgia.

X

Agent/Applicant

Date:

X

City Manager

Date:



ORANGE CRUSH FESTIVAL



SATURDAY, APRIL 19, 2025

9AM - 8PM

SET-UP: NO EARLIER THAN DAWN

BREAK-DOWN AND CLEAN-UP: COMPLETE BY 10PM

SITE MAP

WITH CONDITIONS OF APPROVAL FOR THIS EVENT LOCATION



city of tybee island special events

ORANGE CRUSH EVENT PERMIT CONDITIONAL APPROVAL



PERMIT APPROVAL INCLUDES AN EVENT PROVIDED AMBULANCE STATIONED IN THE PARKING LOT NEAR 15TH STREET



PERMIT APPROVAL INCLUDES 20 PRIVATE EVENT SECURITY OFFICERS FOR THE EVENT AREA



Stage & VIP Area

LIMITED SPONSORSHIP AND VIP TENTS WOULD BE INCLUDED IN THE CITY'S APPROVAL OF THE SINGLE STAGE NORTH OF THE PIER, PENDING SITE MAP APPROVAL AND LOP FROM THE GA DNR



CITY OF TYBEE SOUTH BEACH AREA & SPRING BREAK PROTOCOL OPERATIONS

ROAD CLOSURE	VEHICULAR TRAFFIC ROUTE	CENTER EMERGENCY LANE	APPROVED EVENT AREA	
PORTA POTTIES	PUBLIC BEACH ACCESS DUNE CROSSOVER	PUBLIC SAFETY OPERATIONS	PRIVATE PROPERTY	
BUSINESSES	SHOP, DINE & PLAY! BUY LOCAL!			
EMPLOYEE & RESIDENT DECAL PARKING	NO PARKING WITH PUBLIC SAFETY OPERATIONS BARRICADED WALKWAYS FOR PEDESTRIAN ACCESS			

PROTECTED DUNE AREA

NO ACTIVITY, PEDESTRIANS OR STRUCTURES ARE ALLOWED TO DISTURB THE DUNES, INCLUDING DUNE VEGETATION. IT IS UNLAWFUL FOR ANY PERSON TO PICK, GATHER, REMOVE, WALK IN THE DUNES OR OTHERWISE DISTURB THE VEGETATION PRESENT ON SAND DUNES, INCLUDING SEA OATS.

EMPLOYEE & RESIDENT DECAL VEHICLES ARE ABLE TO ACCESS THE PARKING LOT AT 17TH ST