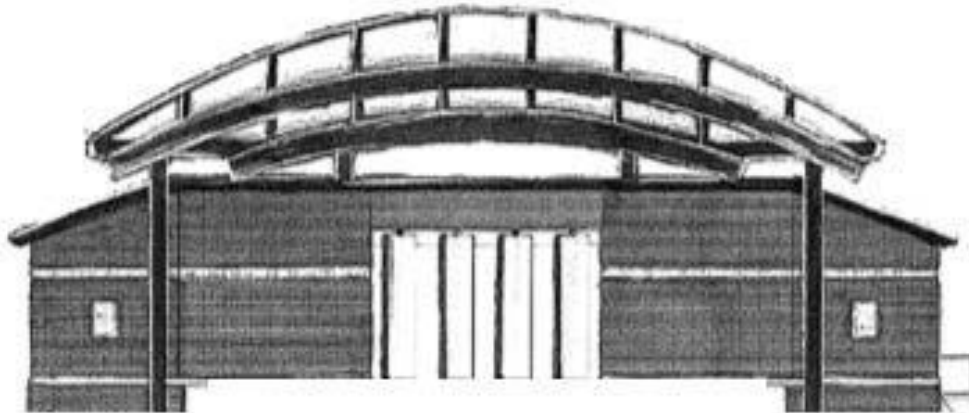


THE RITZ AMPITHEATER AND PARK RENTAL APPLICATION AND GUIDE



131 South Stevens Street | Thomasville, Ga 31792
Telephone: 229.228.7977
www.thomasvillega.com

For more information, to check availability, or to reserve The Ritz Amphitheater, please contact:
events@thomasville.org | 229.228.7977

The Ritz Amphitheater History

The Sandy Bottom District, also known as The Bottom, was developed as an African-American and Jewish business district in the latter part of the 19th century. Always a high-traffic area due to the location of the train depot on West Jackson Street, the development of industry in the vicinity only contributed to the quickened pace of “The Bottom.” By the late 1920s, the area was nearly completely developed with small restaurants, retail shops, groceries, and professional services. The presence of German-Jewish retail shop owners greatly increased after 1932, along with some Greek restaurant and retail store owners and African-American entrepreneurs. The creation of the Gateway shopping district around U.S. 19 in the late 1960s brought a period of decline to both the Bottom and downtown in general, but by the late 1980s a slow-but-steady effort to re-invigorate and restore downtown began, with the re-development of “The Bottom” being a central effort of recent business interests.

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THE RITZ AMPITHEATER | BOOKING POLICY

BOOKING RESERVATIONS

The Ritz Amphitheater is a first-come, first-booked, Equal Access Opportunity Facility, upon payment of appropriate rental fee deposits. Tentative bookings are not firm until a deposit is received.

BEFORE YOUR EVENT

- Fill out, sign and submit the attached Application for the Special Events Manager/Coordinator.
- An event Discovery Meeting will be arranged by the Special Events Manager/Coordinator to walk through the facility and discuss all event needs according to your application.
- If applicable a meeting with TPD (Thomasville Police Department) will be scheduled to discuss public safety (please see page 5) and confirm that the event can take place.
- A cost estimate will be created and sent based on your Discovery & TPD Meeting.
- If you agree to book a firm date, then a lease agreement will be created. The agreement will be signed and accompanied by all applicable deposits.
- Any changes after you have submitted your event information sheet (including, but not limited to, change of event date, start and end time, permits, TPD needs, fencing barricading, or additional event needs or set-up must be approved by the Special Events Manager/Coordinator in writing.

In the event of a second request of a date already tentatively reserved, the promoter having the first hold will be notified and given 48 hours to confirm the commitment or release the reservation. All requested challenges must be in writing. No verbal challenges will be accepted. Promoters should be aware of this policy as it relates to the booking of this Facility.

All Ritz Amphitheater rentals are arranged through the Special Events Manager/Coordinator listed on the front of this packet. Please contact the Special Events Manager/Coordinator to confirm date availability before submitting the rental information sheet, located in the back of this packet. Your reservations are not guaranteed until you are notified in writing that a hold has been placed for your event.

For any tentative booking, unless protected in the date challenge policy enumerated above, the booking hold will expire automatically 90 days prior to reservation/event date unless the presenter provides a non-refundable rental deposit in accordance with the rental rate schedule. At the discretion of the City Manager, established high priority users and blockbuster events may be afforded revision of deposit requirements.

CITY MANAGER DISCRETION

The purpose of the booking policy of the Ritz Amphitheater is to provide the management with general guidelines for the efficient operation of the facility. Nothing contained within those guidelines is intended to limit the City Manager's discretion in the booking or negotiation of contracts that in his or her professional judgment would be in the best interest of The Ritz Amphitheater and the City of Thomasville.

THE RITZ AMPITHEATER AND PARK GUIDELINES | SPECIAL EVENT USE

PROGRAMMABLE HOURS

Monday-Thursday, Daylight-9 pm; Friday-Saturday, Daylight-11 pm. All events are to be completed no later than 9:00 pm Monday through Thursday and no later than 11:00 pm on Friday and Saturday.

LAWN SEATING POTENTIAL

Maximum occupancy 1,300 without added seating/dining provisions. Maximum occupancy 650 with added seating/dining provisions. These numbers are based upon industry square footage recommendation per person with, and without, added seating/dining provisions.

LOAD-IN / LOAD-OUT TIMES

Expected to be completed within the hours listed on application. Additional time must be approved by the amphitheater manager and will be charged at the current rate.

EVENT TICKETING

All event ticketing (including promoting/printing/selling/etc.) is the responsibility of the reservation holder. A ticketing box office is not located at the amphitheater. The area that can be ticketed is defined by the concrete pedestrian path that encircles the amphitheater (see pg. 14). Access to the public restrooms may not be blocked at any time. Maximum number of tickets that can be sold is 1,300 without added seating/dining provisions. Maximum of 650 with added seating/dining provisions.

SOUND | LIGHTING

The Ritz Amphitheater is equipped with an in-house sound and light system. Details are listed on the Venue Sound/Lighting Spec Sheet. A meeting with the Special Events Manager/Coordinator to discuss event needs/requests is required. If your event will require more than a “basic wash” of sound or lighting equipment, it will be your responsibility to contract with a licensed sound/lighting company. All events are to comply with the City of Thomasville Noise Ordinance. A copy of the ordinance is listed on the Amphitheater reservation application.

TENTS | CANOPIES

Permitted only during event reservations. Tents over 10x10 must be approved prior to set-up. It is the reservation holder’s responsibility to communicate all policies to the company providing tent services. Tents/canopies must be placed with weights, or other provisions, which do not require anything to be staked into the ground. Tent/canopy material must be flame retardant. Tents/canopies must be inspected by the Thomasville Fire Marshall following set up of tent and prior to event start. Inspections will be coordinated by the Special Events Manager/Coordinator during Reservation Application Process.

RESTROOMS

A restroom facility is located on-site with separate men’s and ladies’ restrooms with regular and accessible units in each. Access to the public restrooms may not be blocked at any time. For an event where food and beverages will be served, it is recommended there should be 2 restrooms for every 100 people. If your event requires additional portable restrooms to be placed on-site, at least one (1) restroom per portable cluster must be handicap accessible. If only one additional portable is provided, it must be accessible. All additional portable restrooms must be removed following the event.

PARKING

Event visitors/volunteers/workers etc. are permitted to park in the Trinity Anglican Church parking lot Monday - Saturday, **provided there is not an established church service/event taking place. NO Parking in the Trinity Lot is allowed on Sundays.** There is also on-street parking and in the municipal parking lot adjacent to N. Stevens and W. Jackson Streets. Provisions are in place for food trucks to set up along the south sidewalk and along Stevens Street to

the north and south of the amphitheater entrances. Food trucks may not block the Stevens Street pedestrian entrances and must leave pedestrian paths accessible.

FOOD VENDING REGULATIONS

All food related waste must be disposed of properly. **Grease, charcoal, grill drippings and oil MAY NOT be dumped in city garbage cans.** All vendors, food trucks, and caterers are required to remove all large trash items from the premises and must make their own arrangements for disposing of their food waste. Please note insurance requirements required for all vendors. ***Note ALL food trucks must be inspected by the Thomasville Fire Mashall 40 days prior to the event date.

INSURANCE

General Liability Insurance is required from all organizations hosting events at the amphitheater. The insurance limits are \$1,000,000 per occurrence and listing the City of Thomasville as additionally insured for the date(s) of the event. The certificate holder must be listed as City of Thomasville, 111 Victoria Place, Thomasville, GA 31792. Additional insurance is requested for any event involving the consumption of alcohol.

***All vendors/caterers are also required to provide a copy of their current General Liability Insurance Certificate naming the City of Thomasville as an additional insured. Insurance must cover the event from set-up to tear down, if times are specified.

ALCOHOL BEVERAGE PERMIT

A permit is required for events serving or selling alcoholic beverages. This permit must be obtained from the City of Thomasville License and Tax Administrator, who can be reached at (229) 227-4160. Note: Alcohol Beverage One-Day permits are granted for bona fide charitable & non-profit civic organization consumption only. Proof of 501(c)3 is required. This permit should be applied for a minimum of 30 days in advance.

MARKETING

Use of the Amphitheater or City of Thomasville logos are subject to approval by the City of Thomasville Marketing Department. ***The amphitheater should appropriately be named The Ritz Amphitheater in all advertising.*** All permitted and approved events will be placed on an online calendar that will be visible at www.thomasvillega.com.

Marketing/advertising for the event may not take place until contracting and permits are approved and complete.

OTHER MISCELLANEOUS:

- Pony, or large animal, rides are not permitted in the amphitheater. Large animals include, but are not limited to horses, elephants, camels, etc.
- The amphitheater will not furnish tools and/or materials. No nails, tacks staples, brads, etc. may be driven into any portion of the amphitheater; and, no changes, repairs, painting, staining or alterations that will change the finish, appearance or contours of the buildings will be permitted without consent of management. Use of tape on equipment or building structure is prohibited unless prior authorization by management and only gaffer, spike or glow tape may be used. No exhibit may be displayed around the amphitheater or suspended from permanent fixtures or beams without the permission of the management. Failure to comply will result in forfeiture of the security deposit.
- Equipment and/or furniture may not be moved by anyone except facility personnel and may not be used without the consent of management. Anyone found abusing, destroying, or removing City property could be barred from the premises, and may cause forfeiture of security deposit.
- Event is not approved until physical permits have been granted.
- Users of the Amphitheater are responsible for all repairs due to damages incurred as a result of event. Repairs will be coordinated through the Main Street office and completed as soon as possible following the incurred damage. Significant damage found to the structure or grounds may cause the forfeiture of the security deposit.

- In the event of lightning: The COT uses the Perry Weather System to monitor the weather during outdoor events. The COT Event Staff Manager on duty will suspend event for at least 30 minutes and advise event attendees to vacate the Amphitheater to safer location immediately.

FEES AND CANCELLATION POLICY

FACILITY RENTAL

A \$500 security deposit is required to secure requested date(s). Providing no damages to the Amphitheater are incurred during the reservation period, this security deposit will be returned to the reservation holder following the reservation period.

Base Rent: Commercial Rate

A rate applied to an entity whose primary objective is making of a profit.

- **\$1,200 full day rental (12 hours) / after 12 hours additional fees will apply**
- **\$300 per hour (3 hour minimum)**

Base Rent: Civic/Non-Profit Rate

A rate applied to non-profit corporation (501 c3). Proof of organization's non-profit status is required.

- **\$750 full day rental (12 hours) / after 12 hours additional fees will apply**
- **\$150 per hour (3 hour minimum)**

RESTROOM CLEANING

If meals or drinks will be available on property during the event, additional restroom cleanings will apply.

Additional Restroom Cleaning - \$105 per hour

The frequency of these cleanings must be agreed upon between the Amphitheater Coordinator and the Renter.

TRASH RECEPTICALES

A fee of **\$25.00 per receptacle** (96 gallon) is charged for the first container. Each additional container will be charged at **\$12.50 each**, payable prior to the event. Damaged or lost containers will be billed at **\$55.00 each**. City receptacles are not required; however, organizations not leaving the event area clean and free of trash may not be issued a permit for subsequent events.

Events over 500-600 attendees will require 10 additional trash receptacles

600-700 attendees will require 12 additional trash receptacles

700-800 attendees will require 14 additional trash receptacles

800-1,000 attendees will require 16 additional trash receptacles

1,000-1,300 attendees will require 18 additional trash receptacles

Receptacle Fees collected credited to 008.40.0440.00.

POLICE PERSONNEL

Events held within the City limits may require TPD police personnel in attendance to assure crowd control, safety of the participants, and to protect City property, etc. Final determination as to the number of officers required will be at the discretion of the Thomasville Chief of Police or their designee. If it is determined that officers are needed at an event, you will be charged a flat rate of \$40 per hour per officer with a minimum of three (3) hours per officer.

If extra service by TPD off-duty officers, to provide event-specific security, is needed for this event, arrangements must be made through the Police Department by calling Mimi Parrish at (229) 227-7075. **Services to be billed by the**

City of Thomasville for each officer at a flat rate of \$40.00 per hour at a minimum of three (3) hours per officer, per event. *Fees collected credited to 110.29.1700.366.08.*

TEMPORARY ELECTRIC SERVICE | Power Drops for which charges may apply

- **Type I:** Functions and operates for profit activities; Groups without a Federal non-profit tax ID number or activities where an entrance fee is charge yet the event is open only to invited individuals and not the public. Such activities shall arrange with a private electrician to erect a pole with meter can and panel as required. City shall open an account, charge a connection fee as appropriate and meter the usage. An inspection by the Building Department shall be required prior to connections.
- **Type II:** Functions and operates for non-profit activities and fundraisers. This type includes churches, schools, Imagine Thomasville and similar organizations. If an entrance fee is to be charged, the event must be open to anyone desiring to pay the entrance fee. This group may request the City to install one (1) temporary service panel from city reserves on an existing pole that has secondary voltage capacity. The city panels shall not require an inspection. There will be a **connection fee of \$150.00 per panel for events requiring less than 200 amp service.** Events requiring **more than 200 amp service will be charged a connection fee of \$500.00.** Consumption charges will not apply provided that the service is for small, incidental equipment to be determined by the engineering department. The Utilities Superintendent or his designee may charge additional fees for work requested such as tall poles and lengthy overhead service drops. In addition, at the discretion of the Utilities Superintendent, consumption may be metered and charged if the service is used for high demand equipment. *Temporary Electric Fees collected credited to account 001.00.0451.00.*

PRODUCTION INFORMATION

If your event will require more than a “basic wash” of sound or lighting equipment it will be your responsibility to contract with a licensed sound/lighting company.

PAYMENT TERMS

Accepted methods of payment are to be in U.S. Funds and by check or cash. Please make checks payable to City of Thomasville – Amphitheater. Applications anticipating use of the amphitheater should be returned with the \$500 Security Deposit to reserve the date(s) requested.

All pre-determined fees must be paid in full 60 days prior to event. Users of the Amphitheater are responsible for payment of all repairs due to damages incurred as a result of event. Repairs will be coordinated through the Marketing Office and completed as soon as possible following the incurred damage. Significant damage to the facility will result in the forfeiture of the damage deposit.

*Any and all planters located on the Amphitheater grounds cannot be moved by the renter at any time.
Failure to comply with this will result in the forfeiture of the security/damage deposit.*

CANCELLATION POLICY

The City of Thomasville reserves the right to cancel an event due to special circumstances including, but not limited to inclement or unsafe weather conditions, misuse or abuse of facilities, non-compliance with City of Thomasville event guidelines and non-permitted/prohibited events.

In the event of an inclement or unsafe weather cancellation, the reservation holder has the option to reschedule the event reservation date/fees to a future date. The re-schedule date must take place within 3 months of the original date and is based upon Amphitheater availability. If a reschedule date is not agreed upon, fees will be refunded.

In the event of a cancellation by the reservation holder that is not due to inclement or unsafe weather, as noted above, a reschedule date option is not available.

Cancellation of an event by reservation holder more than 30 days before an event will result in loss of Security Deposit fee.

PUBLIC SAFETY INFORMATION

Amphitheater entrances and designated walkways must remain clear at all times for emergency personnel and equipment (this includes, but is not limited to, vehicles, tables, chairs, tents, portable restrooms, etc.): Stevens Street Pedestrian Entrance/Exit, Madison Street Service Entrance Stairway Public Restroom building/area in front

Thomasville Fire Marshall, or designee, is required to inspect the following prior to event start: Temporary Fencing, Tents/Canopies over 10x10 and all additional Fire Extinguishers. Inspections will be coordinated during Reservation Application Process.

Fire Extinguishers: There are two (2) fire extinguishers permanently mounted at the venue site. They are located as follows: one (1) at rear of stage; one (1) at restroom facility. Both locations are noted on site map. Food Vendors and caterers are required to provide at least one operational fire extinguisher at their individual on-site booth/food truck location when they are cooking on-site. It is the event organizer's responsibility to require this of on-site food vendors and caterers.

TEMPORARY FENCING

Private/Special Event Ticketed Area is defined by the concrete pedestrian path that encircles the amphitheater.

Reservation holders utilizing any type of temporary fencing to maintain a designated perimeter area for an event must use freestanding, and weighted, temporary fencing structure. The temporary fencing must provide three (3) designated, and separate, entrance/exit points. Access to the public restrooms may not be blocked at any time.

Two of the designated entrance/exit points must be located on separate sides of the perimeter of the Private/Special Event ticketed area fencing and are required to be at least 72" (six feet) in width and completely unobstructed by tables/chairs/etc. (gates not permitted). One of the designated entrance/exit points will be maintained at the rear of amphitheater lawn leading to the Public Restrooms.

ACCESSIBILITY AND EVENT SITE PLAN

Please return the completed Accessibility Planner section and include a detailed site plan with your application. These will be used in the event of such emergencies including, but not limited to individual health emergencies, public safety, terroristic actions, evacuations, etc.).

Detailed site plan to reflect all activities, equipment, restrooms, trash receptacles, street closures, staging, medical/first aid stations, etc.

SECURITY REQUIREMENTS

Additional security is strongly recommended during show hours for events where near capacity crowds are expected, money is being collected, or alcohol beverages are served. Information regarding the hire of off duty officers is available from the Thomasville Police Department. Contact Major Shane Harris at (229) 227-7076 for scheduling information.

THE RITZ AMPHITHEATER EVENT/ACTIVITY ACCESSIBILITY PLANNER

The purpose of this planner is to assure that persons with disabilities have access to all functions and events open to the public. The Amphitheater is accessible if left as-is, without any barricades or barriers put into place for the event. Please consider vendor placement, portable restrooms, etc. while reviewing this form. Please suggest corrective actions on any items marked "no." Designated Accessible Parking is located, and signed as such, at available on-street and parking lot locations. These spaces are not to be obstructed in any manner.

TECHNICAL INFORMATION

STAGE SPECS

Stage Area: 620 square feet. It is approximately a 30' wide by 20' deep space; however, it is not a true rectangle.

Stage Material: Concrete floors and brick walls. There will be a curtain track system installed along the back walls to allow for back drops to be provided and suspended around the rear perimeter of the stage.

Load-In Area: Ramp from Stevens Street is located at rear of stage. For large acts bringing in additional rigging, and additional stage space, users can utilize pavers at front of stage.

Green Room: Located backstage with private bathroom.

SOUND AND LIGHTING SPECS

Lighting Fixtures:

- 9 ETC D40XT outdoor multi-color LED lights.

Controls

- Wall input at Front of House location to plug in non-city provided lighting console.
- Wall station on stage that provides 10 fixed static lighting presets.

Power

- One 200amp Lighting disconnect for any additional lighting brought in by reservation holder.

Stage Sound

- In-house sound system is minimum to provide basic audio for small events and rentals. The system consists of the following list. Note: Neither cables nor monitor speakers are provided and are reservation holder's responsibility to provide.

Speakers

- Two 15" Weather Resistant Renkus Heinz TRX151/9 speakers.
- Sound System Audio Processor: 1 sound system processor for speaker protection and fixed EQ of system for optimum performance.

Stage Monitors

- 2 channels of monitor amplifier is installed to power stage monitors. These are accessible in the stage floor pockets. They are speakon connections.
- 4 Seismic Audio 15" stage monitors.
- 4 25ft speaker cables with speakon connectors.

Microphones

- 1 Shure ULX-D wireless handheld microphone.
- 1 Shure SM48S handheld wired microphone.

- 2 K&M mic stands with boom.
- 6 AKG D8000M Microphones
- 2 Shure SM57 Microphones
- 6 20ft Microphone cables
- 5 25ft Microphone cables
- 6 Additional Mic stands with boom

Direct Boxes

- 2 Whirlwind Imp passive direct boxes.
- 5 15ft Instrument cables

Audio Controls and Portable mixer:

- 1 basic audio remote to turn system on and control of floor pocket jacks and basic monitor feed volume.
- 1 Midas M32R Rack mounted audio digital mixer in rolling case. The mixer can be rolled out at event space to front of house location and plug into cat6 cable to box. This cable will pass audio from the mixer to the provided stage snake head. This is a portable box that can be put out on stage for up to 32 audio inputs and 16 audio outputs.
- XLR "L/R Main" inputs to system processor for connecting third-party analog console on stage.

CD Player:

- CD/USB/Bluetooth player is provided to give access in the basic controller configuration for background music or basic events.

ORDINANCES APPLICABLE TO YOUR EVENT PLANNING

THOMASVILLE MUNICIPAL CODE – SOUND ORDINANCE

Section 11-11 Creation of loud or unnecessary noise prohibited.

- (a) It shall be unlawful for any person to make, continue, or cause to be made or continued, any loud, unnecessary, or unusual noise or any other noise which either disturbs, injures or endangers the comfort, repose, health, peace, or safety of other persons within the city. This prohibition shall include, but is not limited to, the playing of portable radios or recording playback devices and the playing of radios and recording playback devices in automobiles, trucks, and other motor vehicles, as set out more particularly in subsection (d).
- (b) It shall be unlawful for any person to disturb, tend to disturb or aid in disturbing the peace of others, or endanger the comfort, repose, health, or safety of others by violent, offensive, or obstreperous conduct, and no person shall knowingly permit such conduct upon any premises owned or possessed by any person or under that person's control.
- (c) It shall be unlawful for any person to yell, shout, or sing on the public streets of the city, particularly between the hours of 9:00 p.m. and 7:00 a.m. or at any other time or place so as to disturb the quiet, comfort, repose, health, or peace of persons in any office, or in any dwelling, hotel, or other type of residence or other place of abode, or in any church or other place of worship, or of persons in the vicinity.
- (d) It shall be unlawful for any person to use, operate, or permit to be played, used or operated any radio or television receiving set, musical instrument, phonograph or other recording playback machine or device for the producing or reproducing of sound in such a manner as to disturb the quiet, comfort, repose, health, or peace of the neighboring inhabitants or at any time with louder volume than is necessary for the convenient hearing of the person who is in the room, vehicle or immediate vicinity in which such machine or device is operated and who is a voluntary listener thereto.
- (e) The city council delegates to the city manager the authority to permit outdoor functions and activities which are nontraditional, such as street dances, parking lot dances, and promotions, and similar activities and which might tend to produce high noise levels by way of amplified music or other sources. The intent of this subsection is to allow such activities under controlled conditions and where appropriate steps have been taken to reduce the likelihood of annoying or disturbing the peace and comfort of persons in the immediate vicinity of the proposed activity. This subsection is not intended to address or control traditional outdoor activities such as ballgames, picnics, church related, and civic gatherings. The decision of whether to permit an activity covered by this section shall be that of the city manager under such terms and conditions as he deems necessary to meet the intent of this section.

(Ord. of 7-1-88, § I; Ord. of 8-22-88(2), § I)

THOMASVILLE MUNICIPAL CODE – EVENTS ON DESIGNATED CITY PROPERTY

Section 3-30 City Sponsored Events and Private Nonprofit Special Events on Designated City Property.

- b) A Private Nonprofit Special Event on Designated City Property ("Nonprofit Special Event") as defined in Section 3-1 of this Chapter, may be held on City property, including rights-of-way, in a designated Nonprofit Special Event Area in the City's Downtown Business District and as determined by the City Manager. Participants in such a Nonprofit Special Event shall be authorized to possess and consume alcoholic beverages in the Nonprofit Special Event Area. Such Nonprofit Special Events shall not be open to the general public and shall be attended on the basis of written invitation, pass or ticket only. All such Nonprofit Special Events shall be subject to Section 3-29 (a) of this Chapter and Part B of the Requirements for Special Events Allowing Alcoholic Beverage Consumption on City Property and Rights- of-Way in the City of Thomasville Downtown Business District as established by the City Manager, a copy of which is on file with and may be obtained from the City Manager's office, the City Clerk's office, and the Thomasville Main Street Office. The requirements contemplated herein may be modified from time to time by the City Manager in the sole discretion of the City Manager.
- c) An alcohol beverage licensee located in the Downtown Business District which holds a current City of Thomasville

alcoholic beverage consumption-on-premises license but which is not participating in a City Special Event shall be permitted to sell and serve alcoholic beverages while such an event is taking place, but patrons of any such establishment shall not be allowed to carry or consume alcoholic beverages purchased from any such establishment outside of the establishment.

d) Entities selling and persons consuming alcoholic beverages in the City's Downtown Business District under any provision of this Section 3-30 shall obey all state laws and City ordinances, especially including, but not limited to, laws and ordinances pertaining to the sale of alcoholic beverages to or the consumption of alcoholic beverages by underage persons.

GUIDELINES FOR SPECIAL EVENTS ALLOWING ALCOHOL BEVERAGE CONSUMPTION ON PUBLIC RIGHT-OF-WAY IN THE CITY OF THOMASVILLE DOWNTOWN BUSINESS DISTRICT (PARTB):

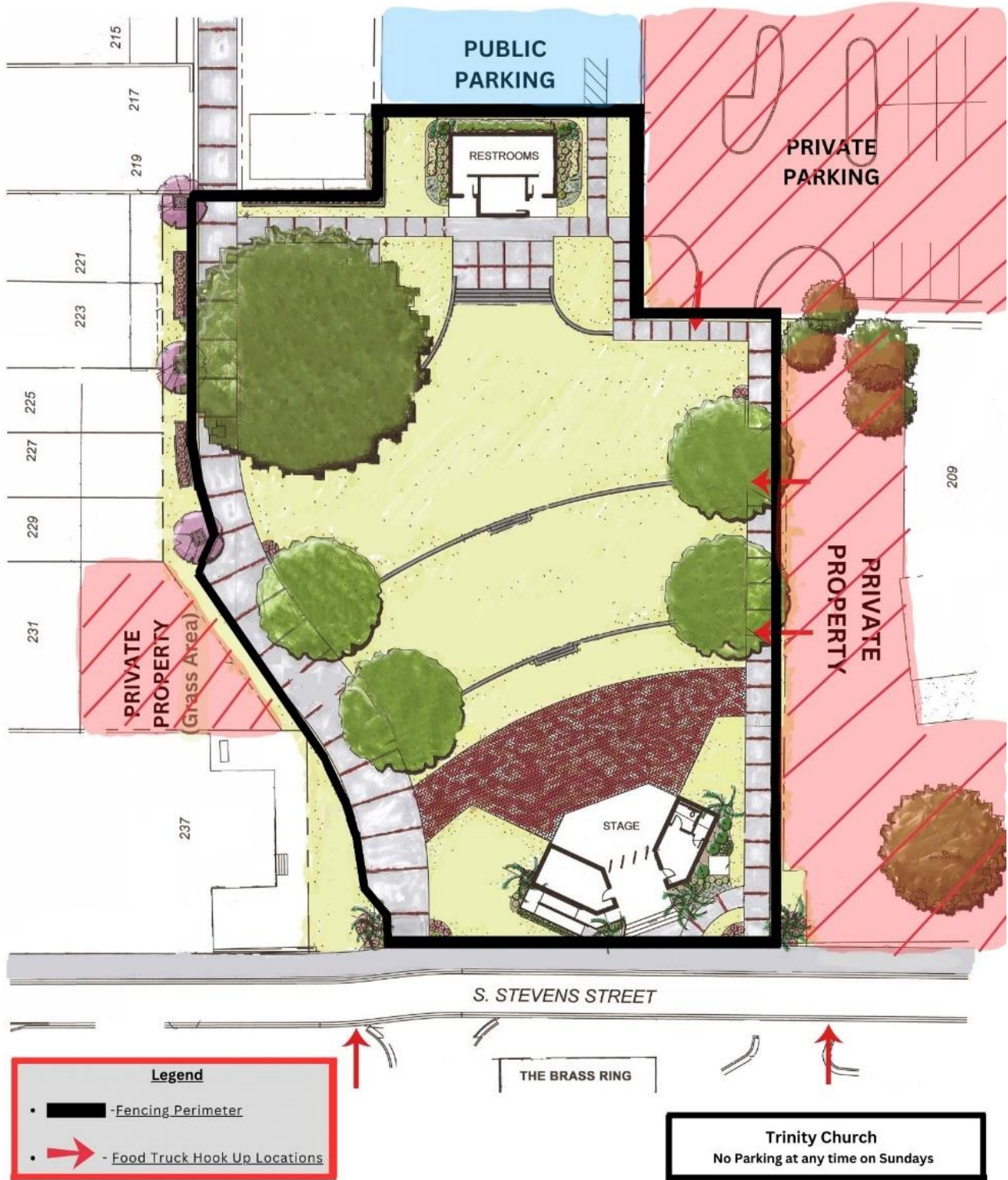
- a) Private Non-Profit Special Events Held in the Downtown Business District:
- b) Authorization to hold a Private Non-Profit Special Event on public right-of-way in the Downtown Business District must be obtained from the City Council no later than four (4) weeks prior to the event.
- c) The permit application must have clearly defined boundaries where alcohol is to be consumed on public right-of-way within the Downtown Business District that must be approved by the City Manager.
- d) Private Special Events organized by Non-Profit Organizations wishing to serve alcohol beverages on public right-of-way in the Downtown Business District must obtain the appropriate state and local permits prior to the event.
- e) Alcoholic beverage consumption and possession of authorized open containers on public right-of-way during Private Non-Profit Special Events will begin no sooner than 6 pm and end no later than 10 pm on the day of the event.
- f) The applicant will be limited to no more than two (2) permits annually.
- g) Alcoholic beverages will be limited to beer and wine.
- h) Participation will require the Alcohol Beverage License Holder to dispense beer or wine in authorized cups.
- i) Wrist Bands (supplied by the Main Street Office) must be worn by anyone consuming alcoholic beverages on the public right-of-way within the designated area.
- j) Security, provided by the Thomasville Police Department, will be required, and will monitor the special event for compliance with this policy and all City ordinances; Final determination as to the number of officers required for an event will be at the discretion of the Thomasville Chief of Police or his designee. Cost for security services will be billed by the City of Thomasville for each officer at a pre-determined rate for each officer.
- k) No alcoholic beverages dispensed/purchased within the designated area at Private Non-Profit Special Events shall be allowed to leave or be consumed outside of the designated area.
- l) No alcoholic beverages purchased from outside of the Private Non-Profit Special Event area shall be allowed within the designated area during the event.
- m) Drinking or attempting to drink any alcoholic beverages from a can, bottle, or glass or to possess in an open can, bottle, or glass on the public right-of-way is prohibited.
- n) Main Street staff will provide and place special event area signage that will clearly identify the approved designated area.

RITZ AMPHITHEATER RESERVATION REQUIREMENTS

- Request date/time availability and reservation information. If date is available, the event will be noted as tentative on the online Amphitheater calendar until all paperwork is finalized.
- Meet with the Special Events Manager/Coordinator to walk through the Reservation Application process.
- Complete additional permit paperwork as necessary, which can be obtained from the City of Thomasville Marketing Department, located at 111 Victoria Place. Other items that may be required include, One-Day Alcohol Beverage Permit (note: Alcohol Beverage One-Day permits are granted for bona fide charitable & non-profit civic organization consumption only. Proof of 501(c)3 is required. This permit should be applied for a minimum of 30 days in advance.
- Upon submission of all completed applications and permit requests, materials will be reviewed for approval or denial by City of Thomasville Departments that are directly affected with the Amphitheater use.
- Upon approval, the Special Events Manager/Coordinator will contact you with a full breakdown of the payment due. Payment should be made to the City of Thomasville and paid no later than 60 days prior to the event.
- A separate damage deposit check in the amount of \$500 will be held and not cashed unless damage to the grounds/buildings is incurred. This is due at the time of booking.
- It is the Renter's responsibility to make sure all permitting is completed (Alcohol Sales) with Melissa Creel at (229) 227-4170, as well as be aware of all applicable ordinances to your event.
- General Liability Insurance is required from all organizations hosting events at the amphitheater. The insurance limits are \$1,000,000 per occurrence and listing the City of Thomasville as additionally insured for the date(s) of the event. The certificate holder must be listed as City of Thomasville, 111 Victoria Place, Thomasville, GA 31792. Additional insurance is requested for any event involving the consumption of alcohol.
- All vendors/caterers are also required to provide a copy of their current General Liability Insurance Certificate naming the City of Thomasville as additional insured. Insurance must cover the event from set-up to tear down if times are specified.
- Staking tents are not permissible ANYWHERE on the property. All tents must be pre-approved by the Special Events Manager/Coordinator.
- The Amphitheater is professionally cleaned between reservations. Additional cleanings will be arranged at the expense of the reservation holder.
- The Special Events Manager/Coordinator may not be on-site during the rental period. However, an onsite Facilities Manager has been retained by the City of Thomasville to oversee and manage rentals in the amphitheater during the rental period to unlock the building and troubleshoot any issues as they arise. Please confirm with Special Events Manager/Coordinator regarding who your contact will be during your event.
- The Amphitheater has basic sound and lighting. If more is required, it is the Renter's responsibility to contract with an outside sound/lighting company.
- Items that are property of the City of Thomasville may not be removed from the property, which includes, but is not limited to, tables, signage, sound equipment, etc. Loss or damage of these items will be considered damage

and will forfeit the damage deposit.

- Event visitors/volunteers/workers etc. are permitted to park in the Trinity Anglican Church parking lot Monday - Saturday, ***provided there is not an established church service/event taking place.***
- Sunday events may only load in after 2:00pm. NO Parking is allowed in the Trinity Anglican Church lot on Sundays.
- Adult supervision for minors is the Renter's responsibility and required at all times.
- Due to the public nature of the Amphitheater, posting of additional signage throughout the grounds is acceptable only with prior approval. Please contact the Special Events Manager/Coordinator for approval.
- All alcohol must be served in cups authorized and provided ONLY by the City of Thomasville. Alcohol is not allowed outside of the event perimeters.
- All food related waste must be disposed of properly. Grease, charcoal, grill drippings and oil MAY NOT be dumped in city garbage cans. Vendors, food trucks, and caterers must make their own arrangements for disposal of trash and food waste.
- Pony, or large animal rides are not permitted in the amphitheater. Large animals include, but are not limited, to horses, elephants, camels, etc.
- Any and all damages to the Amphitheater grounds, stage/building, and restrooms caused by acts of the Renter or its agents, employees, patrons, guests, and/or artists, whether accidental or otherwise, are the Renter's sole responsibility. Renter agrees to leave the facility in the same condition as it existed on the date that the rental commenced. Damage to the facility will result in the forfeiture of the damage deposit.



RENTAL RATES | ADDITIONAL SERVICES

All fees will be guaranteed for 30 days from the date of the signed contract.

Base Rent | Per Single Day

Commercial	\$1,200
Non-Profit Events	\$750

Base Rent | Per Hour (3-hour min.)

Commercial	\$300
Non-Profit Events	\$150

Additional Rates

Half Day Move In or Move Out	\$150 / hour
Outside of Regular Business Hours (<i>8am-5pm M-F, excluding COT Holidays</i>)	

Additional Facility Use | per day

Reception Room Only	\$300 / day
Reception Room w/ Auditorium Rental	\$200 / day
Breezeway	\$250 / day

Alcohol Cups

(All alcohol must be dispensed in authorized cups)

100-299 cups	\$100
300-499 cups	\$160
500-999 cups	\$350
1000-2000 cups	\$650

Damage Deposit Check

Separate deposit check from rental fee	\$500
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APPLICANT & EVENT INFORMATION

Upon completion, please return pages 15-17 from this packet to Special Events Manager/Coordinator, via email at mary.patchunka-smith@thomasville.org and cassidee.brooks@thomasville.org or drop a printed copy office located at: Thomasville Visitors Center | 144 E. Jackson Street | Thomasville, Georgia, 31792
Once the application is processed and approved a License Agreement will be drafted for use of facility.

Applying Organization Name: _____

Event Title: _____

Requested Date(s): _____

Load In Time: _____ Load Out Time: _____

Event Start Time: _____ Event Stop Time: _____

Brief description of event: _____

Contact Name: _____

Contact / Organization Address: _____

Contact Email: _____

Contact Phone Number: _____ Additional Contact #: _____

Non-Profit Status ID# (Must Attach Copy of 501C3): _____

*Is this event open to the public? Yes: No:

Ticket/Admission Cost: _____ Anticipated Attendance: _____

Have you held this event before? Yes: No:

If yes, where and how many years consecutively? _____

Does the sponsoring organization exclude any person from its membership or practice any form of discrimination in its functions based on race, creed, color, gender, or national origin? Yes _____ No _____

Check other items that may apply to your event:

Application for Non-Profit Special Event Alcohol Beverage Consumption (must be submitted to the City of Thomasville Tax Coordinator 60 days prior to event; other requirements may apply)

Tents (any tents larger than 10x10 must be inspected by Fire Marshall)

Banners/Signs (locations must be established on site plan)

Portable Restrooms (locations must be established on site plan; Amphitheater facility houses separate men's and women's restrooms - 3 women, 2/1 men)

None of the Above

VENDING INFORMATION

Anticipated number of food vendors/caterers (copies of current General Liability Insurance Certificate naming the City of Thomasville as additional insured will be requested): _____

Anticipated number of merchant (non-food) vendors: _____

Will alcoholic beverages be served? Yes: No:

All alcohol must be dispensed in authorized cups. Authorized cups may be purchased through the Main Street Office at the following costs (please select the amount needed):

\$100 (100-299 cups)

\$350 (500-999 cups)

\$160 (300-499 cups)

\$650 (1000-2000 cups)

Once you select the number of cups for your event, additional cups will not be supplied if attendance exceeds expectations.

Wrist Bands will be supplied by the Main Street Office at no cost and must be worn by anyone consuming alcoholic beverages on the public right-of-way within the designated area.

All sales tax is to be reported by the vendor and is not the City of Thomasville's responsibility to report sales tax.

Does the event site plan place barricades or barriers anywhere on the Amphitheater grounds? Barriers include (but are not limited to): temporary fencing, tables, chairs, tents, etc). Yes: No:

If yes, please note items on site plan image and provide descriptive plan for corrective measures.

Restroom Accessibility:

There are two restrooms on site which include accessible restrooms in each men's and women's areas.

Will your event site plan include placement of additional portable restrooms? Yes: No:

If yes, note on site plan image locations of portable restrooms. For an event where food and beverages will be served, it is recommended there should be two restrooms for every 100 people. If your event requires additional portable restrooms to be placed on-site, at least one restroom per portable cluster must be accessible. If only one additional portable is provided, it must be accessible. Additional portable restrooms must be removed following the event, as determined in the reservation process.

All events are to be completed no later than 9:00 pm Monday through Thursday, and no later than 11 pm on Friday and Saturday.

All additional equipment/rigging/staging must be removed following the event.

The City of Thomasville will not be responsible for storing items for later pickup.

Items lost during the rental time or left behind after the rental is completed are not the responsibility of the City of Thomasville.

The Ritz Amphitheater | Renter Acknowledgement and Checklist

Please initial that you understand the City of Thomasville "The Ritz Amphitheater" guidelines and procedures. use the below check list as a guide to help make sure you have all items in place for your event. This is for your own records and does not need to be returned to us.

Please Initial:

_____ **1. Rental Application & Guide** | completed, and returned to our office | no later than (60) days out of event (Event Manager or Director of Tourism will send application to Licensee)

_____ **2. Discovery Meeting** | scheduled by the Special Events Manager

_____ **3. Meeting with Thomasville Police Department** | (60) days prior to event | Please bring Fencing plan with entrances and exits.

_____ **4. Drawings of Temporary Fencing w/ Entrances and Exits** | Include any Tenting, Vendors, Food Trucks (60) days prior to event

_____ **5. Sign and Return Contract w/ Rental Fees & Security Deposit** | sign and return with all deposits (40) days out of event (Event Manager or Director of Tourism will send Contract to Licensee)

_____ **6. Submit your event to Thomasville's Events Calendar at:**

[Calendar | Visit Thomasville, Georgia \(thomasvillega.com\)](#)

_____ **7. One Day Alcohol Permit Completed** (if applicable) | (40) days prior to event

_____ **8. Food Trucks inspected** by Fire Mashall Jonathan Conner 229-413-9700 | (40) days prior to event

_____ **9. All payments made for Trash Receptacles and TPD** (if applicable) | (40) days prior to event

_____ **10. Copy of Insurance** (refer to Pg. 4) | within (20) days prior to event

_____ **11. Proof/Mockup of Cups for Drinks** | within (20) days prior to event if not purchasing from COT