



**Jekyll Island Authority  
Event Application**

**Jekyll Island**

Jekyll Island is a barrier island on Georgia's coast – midway between Jacksonville, FL. and Savannah, GA. Accessible by car just minutes from I-95, Jekyll Island offers a variety of amenities, including 10 miles of beach, four golf courses, a 240-acre Historic Landmark District, water park, tennis center, and an array of lodging options including hotels, cottages and a campground. Owned by the State of Georgia and managed by the Jekyll Island State Park Authority, Jekyll Island limits its development to preserve the critical barrier island ecosystem and provide guests with a unique escape from the crowds and complications of other beach resort destinations. Please visit [www.jekyllisland.com](http://www.jekyllisland.com) for more information on accommodations and directions.

**Contact Person:** Nancy Kring Rowan  
Events Operations Manager  
Jekyll Island Authority  
912-506-2099  
[nkringrowan@jekyllisland.com](mailto:nkringrowan@jekyllisland.com)

**Completed Event Application Package**

- Event Application
- Site Plan
  - Start Area
  - Finish Area
  - Route
  - Tents, Platforms, Stages: location and dimensions of each
  - Amusements location
  - Generator locations
  - Portable restrooms locations
  - ADA Access
- Variance, if applicable
- Application Payment (money orders or credit cards only; no personal checks or cash will be accepted)
  - Application Fee \$50

**Procedure:**

- **A Completed Event Application Package** must be received and approved no less than 6 months prior to event start date. **Please submit Completed Event Application Package to Nancy Kring-Rowan via mail or e-mail.**
- **Only Completed Event Application Packages** will be put before the Event Marketing Team for consideration.
- **Please allow** 7-14 business days for application evaluation.
- **Once your application** has been evaluated, you will be notified of Jekyll Island Authority's decision.
- **Each accepted event:**
  - Will be under the guidance of Jekyll Island Authority's Special Events Team
  - Will be assigned an Event Team member as a liaison with JIA
- **Understanding that every event is unique** and different, the following is a list of items JIA will require in a **meeting** initiated by the applicant and set by the JIA between the applicant and the following entities, if applicable, 3 months prior to event or the event will be canceled:
  - JIA Director of Public Safety
  - JIA Superintendent of Facilities
  - JIA Superintendent of Roads & Grounds
  - JIA Events Manager/Coordinator
  - Georgia State Patrol
  - Additional attendees as needed

The following informing must be presented at this meeting:

- **A complete run-of-show** – schedule of the event from setup to break down
- **Load-in and out schedules**
- **A complete list of support equipment** your event will be bringing onto the island such as but not limited to rock walls, bounce houses, first aid stations, and port-o-lets.
- **Emergency Medical Support** – all events must be coordinated through Jekyll Island Fire/EMS.
- **Certificate of Liability and Endorsement(s)**
- **ADA Accessibility Plan**
- **A Sign Permit** through the Jekyll Island Authority Code Enforcement Office is required for all event signage.
- **An Alcohol License** is required, if applicable.
- You may be required to submit a **Security and Safety Plan** upon review of application (includes crowd control, internal security, venue safety).
- **Certification of Crowd Manager** for events of 250 people or more
- **Refundable Security Deposit for Damages in the amount of \$500.00.**

**An accepted application** is only good for one event. If this is an annual event, you must apply each year.

**If your permit is granted, Jekyll Island Authority reserves the right to cancel this agreement at any time.  
No refunds will be issued.**

**Notwithstanding the grant of any permit, law enforcement authorities shall have the authority to terminate an event at any time, or prevent its initiation, should traffic, weather or other conditions develop which present an imminent and undue danger to those participating in the event pursuant to said permit, to the public at large, or should any consideration or combination of considerations enumerated in JIA Code 20-22 as grounds for denial of a permit arise or first become apparent to law enforcement authorities after the grant of a permit. If in preparation for or after the start of an event for which a permit has been issued, participants in said event violate the terms of the permit or deviate in material fashion from the plan submitted in application for the permit, law enforcement authorities shall have the authority to terminate the event.**



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Will signage be required for Event? Yes No How many signs?

Please describe, including proposed location for signs/banners:

**\*\*Sign Permit will be required. Please contact Code Enforcement at 912-635-4109.\*\***

Will outside vendors be part of Event? Yes No How many vendors?

Description of Vendors:

Will you be serving selling alcohol at the Event?

**\*\*Alcohol Permit will be required. Please contact Lease Manager at 912-635-4106.\*\***

Will you be serving selling food at the Event? Please describe.

Will any tents or platforms or stages be erected the Event? Yes No

If yes, how many of each?

**\*\*If yes, Include on site plan: location of each tent, platform, or stage, and dimensions of each.\*\***

**\*\*See attached Tent Requirements.\*\***

Will this event be marketed, promoted, or advertised in any manner? Yes No

If yes, please indicate the types of advertising (check all that apply):

Local Radio	National Radio	
Regional TV	National TV	Cable TV
Local Newspaper	National Newspaper	
Direct Mail/Flyers	Billboards	
Internet Advertising	Social Media	Email

Will there be live media coverage during the Event? Yes No

If yes, please describe:

Will there be amusements (bounce houses, dunk tanks, etc.)? Yes No

If yes, please describe:

Amusement Provider:

Amusement Provider's Address:

**\*\*JIA does not govern the safety of amusements. Host Organization assumes all risk.\*\***

**\*\*Include on site plan: location of amusements.\*\***

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Is there entertainment associated with your event? Yes No

If yes, please indicate the types of entertainment (check all that apply):

Live Music	Disc Jockey (DJ)
Children's Activity	Animal Acts
Theatrical Performance	Other:

Please familiarize yourself with JIA's Noise Ordinance, Sections 10-48 – 10-52
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Please ATTACH a sound check and performance schedule/ timeline if applicable.

Number of Stages/Platforms:

Number of Performers/Bands:

Local or National Acts or Both?

Will sound checks be conducted prior to the event? Yes No

If yes, State time a.m. p.m. Finish time: a.m. p.m.

Will sound amplification be used? Yes No

If yes, State time a.m. p.m. Finish time: a.m. p.m.

Does your event include the use of fireworks, rockets, lasers, or other pyrotechnics? Yes No

**\*\*Fireworks Permit will be required. Please contact the Fire Marshal at 912-635-4167.\*\***

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Please list parking options for participants and event staff/volunteers. Include approximate number of spaces available:

Are you providing portable restrooms? Yes No

If yes, indicate how many: Portable Restrooms Portable ADA Restrooms

**\*\* Include on site plan: location of each portable restroom.\*\***

Will a generator(s) be used at the Event? Yes No

If yes, what type of fuel and what size generators will be used?

If an electrical generator is used, are you installing a grounding rod?      Yes                      No

\*Groundings rods must be removed from all public property at the end of the permitted event.

**\*\* Include on site plan: location of each generator. \*\***

**Please list on site plan ADA accessibility, and describe here, if needed:**

Insurance Requirement
See attached.

Is this a first-time Event?                      Yes                      No

Has the Applicant or Host Organization conducted or participated in an event similar to this Proposed Event, whether or not on Jekyll Island?                      Yes                      No

If yes, please state where and when such prior event took place.

If yes, did the applicant or Host Organization become the subject of any legal action, civil, criminal, or administrative, whether or not then operating under the same name, as plaintiff or defendant?

If so, please explain.

Has the Applicant or Host Organization defaulted upon or become in arrears as to any judgment, civil, criminal, or administrative, rendered against the Applicant or Host Organization, or is in violation of any injunction or restraining order entered against the Applicant or Host Organization, whether or not then operating under the same name, as a result of participation in any prior event of a substantially similar nature to this proposed Event?

Yes                      No

If yes, please describe said judgment or order and provide an explanation for noncompliance.

**AFFIDAVIT OF APPLICANT**

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I have the authority to apply for this Event on behalf of and represent the Host Organization. I have read, understand, and agree to abide by the rules and regulations governing the proposed Event under this Application and the Jekyll Island Code of Ordinance, including specifically Section 20-23, and I understand that this application is made subject to the rules and regulation established by the Jekyll Island Authority. Applicant and Host Organization agree to comply with all other requirements of the Jekyll Island Authority, State, Federal Government, and any other applicable entity, which may pertain to the use of the Event venue and the conduct of the Event. I further agree to abide by these rules, and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to Jekyll Island Authority. I promise and covenant to bear all the costs of cleanup, repairs, and restoration necessitated by the event. I understand Jekyll Island Authority reserves the right to cancel this agreement at any time, for any reason, with no right to refund the Application Fee or any other permit fees.

**INDEMNIFICATION**

Applicant and Host Organization, having filed an application with the Jekyll Island-State Park Authority requesting a permit to conduct an event pursuant to the Code of Ordinances of the Jekyll Island-State Park Authority, hereby agrees, in consideration of said permit being granted, to hold harmless and indemnify the Jekyll Island-State Park Authority, the State of Georgia, its officers, agents, and employees from and against all liability, loss, costs, damages, fees and expenses (including attorney's fees) as a result of any claim, suit, claims settlement, award, penalty, fine, defense or judgment because of loss, damage, harm, or injury to any person, property or right arising out of, related to, or in consequence of the granting of the permit or the event authorized by said permit. This indemnity shall apply whether or not the loss or damage is caused or alleged to be caused in whole or in part by the joint or concurrent act or omission (whether negligent or otherwise) of Applicant, Host Organization,

or the Jekyll Island-State Park Authority, the State of Georgia or their agents, employees, invitees, permittees, or guests. This indemnity shall not extend to acts caused by the sole negligence of any person or party claiming benefit of this agreement.

**COVID-19 WAIVER**

Any person entering the premises waives all civil liability against this premises owner and operator for any injuries caused by the inherent risk associated with contracting COVID-19 at public gatherings, except for gross negligence, willful and wanton misconduct, reckless infliction of harm, or intentional infliction of harm, by the individual or entity of the premises.

**AGREEMENT**

If the Application is approved, all terms and conditions of the Application, including but not limited to the site plan, security and safety plan, and insurance requirements, shall constitute a legally binding contract and are incorporated into and made part the contract. Applicant may withdraw its application at any time prior to final approval, but the Application Fee is non-refundable.

Please charge \$50.00 to my:	Visa	Master Card	Amex Card
Card Number:			
Expiration Date:		CCV:	
Name on Card:			
Billing address:			
City:	State:	Zip:	

**Applicant's Name:**

Title:  
Organization:

Signature:

Date:

Sworn to and subscribed before me this  
day of , 20

Notary Public  
My Commission Expires:

**Professional Event Organizer's Name:**

Title:  
Organization/Agency Name:

Signature:

Date:

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**Approval of Application by Jekyll Island Authority:**

**Event Permit No.:**

Nancy Kring-Rowan, Events Operations Manager

Date

**Declined by Jekyll Island Authority:**

Nancy Kring-Rowan, Events Operations Manager

Date

**TENT AND AIR SUPPORTED REQUIREMENTS**

- The tent/or air-supported structure shall be so located from any property line or permanent structure so as to be readily accessible by fire equipment, which shall be a minimum of 10 feet.
- An unobstructed passageway or fire road not less than 12 ft. wide and free from guy ropes or other obstructions shall be maintained on all sides of all tents or air-supported structures unless otherwise approved by the Fire Official.
- Tents or air-supported structures and their appurtenances shall be adequately roped, braced, and anchored to withstand the elements of weather against collapsing.
- Tents or air-supported structures shall be suitably treated to render them flameproof (**\*\*Certificate required\*\***). No shavings, sawdust or other similar combustibles shall be used on the floor.
- THERE SHALL BE NO FLAMMABLE LIQUIDS ON THE PREMISES WITHOUT PRIOR APPROVAL FROM JEKYLL ISLAND FIRE DEPARTMENT.
- THE RULE AGAINST SMOKING SHALL BE RIGIDLY ENFORCED.
- ALL WIRING SHALL BE DONE BY A LICENSED ELECTRICIAN.
- EXIT FACILITIES SHALL COMPLY WITH THE FOLLOWING:
  - Exits shall be clearly marked.
  - Exits shall be illuminated at all times.
  - Exit Signs shall be posted clearly indicating the direction of travel.

CAPACITY	MINIMUM # OF EXITS	MINIMUM WIDTH OF EACH EXIT	
		TENT	AIR SUPPORTED STRUCTURE
UP TO 199	2	6	3
200 TO 499	3	6	6
500 TO 999	4	8	6
1,000 TO 1,999	5	10	8
2,000 TO 2,999	6	10	8
3,000 +	7	10	8

- One 2-A Type Fire Extinguisher shall be provided in every tent or air-supported structure. One additional 2-A Type Fire Extinguisher shall be provided for each additional 3000 sq.ft. Maximum floor area per unit shall be 3,000 sq.ft. Maximum travel distance to Fire Extinguisher shall be 75 feet.
- A clearance of 3 feet shall be maintained around fire hydrants.



## GENERAL SPECIFICATIONS

**These are general specifications and may not encompass all of your rights and responsibilities, restrictions and obligations.**

- **No stakes can** be used as tie downs on the grounds of Great Dunes Park or the Beach Village Green at any time.
- **Because of space constraints** in our Historic Landmark District, the Jekyll Island Authority strictly prohibits motor homes, large trailers; and large vehicles in that area of the island.
- **No events will be authorized on the beach** without a Letter of Permission (LOP) from the Department of Natural Resources. <http://coastalgadnr.org/msp/ap/LOP>
- **No events will be authorized on the Jekyll Island Airport.**
- **The Host Organizer agrees to leave** Jekyll Island State Park in the clean and pristine condition that they found it or forfeit applicant acceptance for future events
- **No dumping of waste** on the ground is allowed. All waste must be disposed of in the proper receptacles. If caught dumping waste on the ground, you will be fined up to \$500.00 per incident and possibly forfeit applicant acceptance for future events.
- **All food vendors must provide** separate a Certificate of Liability in the minimum amount of \$1,000,000 with the event and Jekyll Island Authority listed as additionally insured. All food vendors must be licensed by the Department of Public Health.
- Great Dunes Park Pavilion Rental:
  - Electricity – there is a 200amp power panel available for live bands and lighting
  - PLEASE NOTE: During Turtle Nesting Season (May – October) there are limited lighting options.
- **All advertising** must give Jekyll Island Authority sponsorship recognition with the Jekyll Island logo.
- **Jekyll Island Parking Fee** – The \$8.00 Daily Jekyll Island State Park Parking Fee does apply and must be paid by all event staff, volunteers, vendors, and event guests.
- **Contacts you may need for your event:**

Department	Name	Phone Number	Email
Events Operations Manager	Nancy Kring-Rowan	912-635-6538	<a href="mailto:nkringrowan@jekyllisland.com">nkringrowan@jekyllisland.com</a>
Fire Marshal	Reid Trawick	912-635-4167	<a href="mailto:rtrawick@jekyllisland.com">rtrawick@jekyllisland.com</a>
Code Enforcement / Sign Permit	Jerome Johnson	912-635-4109	<a href="mailto:jerome@jekyllisland.com">jerome@jekyllisland.com</a>
Public Safety	Dennis Gailey	912-635-4166	<a href="mailto:dgailey@jekyllisland.com">dgailey@jekyllisland.com</a>
Alcohol Permit	Maria Humphrey	912-635-4106	<a href="mailto:mhumprhey@jekyllsiland.com">mhumprhey@jekyllsiland.com</a>
Great Dunes Park Pavilion Rental	Jan Powell	912-635-6404	<a href="mailto:jpowell@jekyllisland.com">jpowell@jekyllisland.com</a>
Summer Waves Water Park	Steve Sharpe	912-635-2074	<a href="mailto:ssharpe@jekyllisland.com">ssharpe@jekyllisland.com</a>
Golf, Mini-Golf, Tennis, Bike Rental	Spencer Brookman	912-635-2368	<a href="mailto:sbrookman@jekyllisland.com">sbrookman@jekyllisland.com</a>
Georgia Sea Turtle Center		912-635-4444	<a href="mailto:gstcreervations@jekyllisland.com">gstcreervations@jekyllisland.com</a>

## **INSURANCE REQUIREMENTS**

1. Organizer shall be required to procure and maintain for the duration of the Contract insurance as provided below against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by Organizer, its agents, representatives, employees or subcontractors.
  - 1.1. *All policies shall contain a provision or endorsement that coverage afforded under the policies shall not be canceled, changed, allowed to lapse, or allowed to expire until thirty (30) calendar days after written notice has been given to the state certificate holder on the certificate of insurance. All such coverage shall remain in full force and effect during the initial term of the Contract.*
  - 1.2. *All policies must be issued by an insurance company licensed to do business in the State of Georgia, with a minimum AM Best rating of A-, and signed by an authorized agent.*
  - 1.3. *The policies shall be written without an insured versus insured exclusion or any exclusion that prevents coverage of a claim by one insured against another.*
  - 1.4. *To the full extent permitted by the Constitution and the laws of the State of Georgia, Organizer and its insurers must waive any right of subrogation against the Indemnities, the State Tort Claims Trust Fund, the State Authority Liability Trust Fund, the State Employee Broad Form Liability Fund, the State Insurance and Hazard Reserve Fund, and other self-insurance funds of the State of Georgia, and insurers participating thereunder, to the full extent of the indemnification.*
  - 1.5. *The insurer must agree that the Attorney General of Georgia represents and defends JIA, and his or her prerogative is not waived by any policy of insurance. Any settlement of litigation on behalf of JIA must be expressly approved by the Attorney General.*

### **2. Certificate of Insurance.**

- 2.1. It is every Organizer's responsibility to provide the JIA current and up-to-date Certificates of Insurance. Failure to do so may be cause for termination of contract.

**The name of the Insured on the COI must exactly match  
the name of Organizer under this Contract.**

3. **Additional Insured.** Organizer shall add the “Jekyll Island-State Park Authority, its officers, employees, and agents” as an additional insured under the **commercial general, automobile, and umbrella** liability policies. JIA calls attention to Organizer that the policy **shall not limit the additional insured to those in privity of contract with JIA**, but shall also provide coverage for JIA’s officers, employees, and agents.

**A Certificate of Insurance alone is insufficient evidence of compliance with this section.**

**You must attach the endorsement that states your policy number on the endorsement.**

4. **Commercial General Liability Policy**

- 4.1. Organizer’s CGL policy must be made on Per Occurrence basis.
- 4.2. Primary and Noncontributory Insurance. Organizer’s CGL policy must stipulate that the policy is primary over other policies on which JIA is an additional insured and will not seek contribution from any other insurance available to the additional insured. This may be accomplished by providing an endorsement, such as CG 20 01 or an updated form.
- 4.3. The CGL Policy must contain a contractual liability stipulation.

5. **Insurance Provisions, Minimum Limits**

<b>Standard</b>	<b>Statutory Limits</b>
Workers Compensation (WC) (if required by law)	
Bodily Injury by Accident – each employee	\$100,000
Bodily Injury by Disease – each employee	\$100,000
Bodily Injury by Disease – policy limit	\$500,000
Commercial General Liability (CGL)	
Each Occurrence Limit	\$1,000,000
Personal & Advertising Injury Limit	\$1,000,000
General Aggregate Limit	\$2,000,000