



**Jekyll Island Authority
Event Application & Requirements**

Name of Applicant or Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Onsite Person day of Event: _____ Title: _____

Cell #: _____ Email: _____

Name of Event: _____

Type of Application: New Event Application Renewal Application

Description of Event: (use additional paper if needed) _____

Purpose for Event: _____

Requested Location of Event on Jekyll Island: _____

Event date(s): _____ Setup Date & Times: _____

Event Start Time: _____ Event End Time: _____ Wrap-Up Time: _____

How many guests do you expect? _____

Will signage be required for Event? _____ How many signs? _____

Will outside vendors be part of Event? _____ How many vendors? _____

Please attach the following to the application.

1. Event Plan
2. Map of Event
3. Granted Ordinance Variance (if applicable)

Application Fee is due with application.

Application Fee: \$50 (Non-Refundable)

\$ _____

Forms of payment accepted:

- Money Orders
- Credit Card
- **NO PERSONAL CHECKS OR CASH WILL BE ACCEPTED**

Total Amount due \$ _____

Please charge my: _____ Visa _____ Master Card _____ Amex Card

Card Number: _____ Expiration Date: _____

Name on Card: _____

Billing address (if different) _____

City: _____ State: _____ Zip: _____

Phone: _____

Organization's Chief Official:

_____ Printed Name Date

_____ Signature

Approval by Jekyll Island Authority:

_____ Printed Name Date

_____ Signature

Declined by Jekyll Island Authority:

_____ Printed Name Date

_____ Signature

PLEASE READ AND KEEP PAGES THREE AND FOUR then sign below indicating you understand the terms of this Application and Requirements.

Applicant's Signature _____

(Please keep pages 3, 4 & 5)

**Jekyll Island Authority (JIA)
Event Requirements**

Requirements:

- **An Event Application** must be received and approved no less than 6 months prior to event start date.
- **Only completed applications packages** containing application, event plan, map and variance (if applicable) and payment will be put before the Event Marketing Team for consideration.
- **Each accepted event:**
 - Will be under the guidance of Jekyll Island Authority's Special Events Team
 - Will be assigned an Event Coordinator as a liaison with JIA
- **Understanding that every event is unique** and different, the following is a list of items JIA will require:
 - **A meeting** initiated by the applicant and set by the JIA between the applicant and following entities must be held 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 per need of the event
 - 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.
 - **Proof of outside Emergency Medical Support** – all events must have contracted outside EMS on site.
 - **Certificate of Liability** – All events must provide a Certificate of Liability in the minimum amount of \$1,000,000 with Jekyll Island Authority listed as additionally insured.
 - **A Sign Permit** through the Jekyll Island Authority Code Enforcement Office is required for all event signage. Please contact Phil Lyons, plyons@jekyllisland.com, to receive this free document.
- **No stakes are allowed** to be used as tie downs on the grounds of Great Dunes Park or the 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 event 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 the event will be fined \$500.00, per incident and possibly forfeit applicant acceptance for future events.
- **All food vendors must provide** a Certificate of Liability in the minimum amount of \$1,000,000 with the event and Jekyll Island Authority listed as additionally insured.
- **Additional contacts you may need for your event:** *(These vendors are recommended but the event is not limited to their use)*
 - Great Dunes Park Pavilion Rental:
 - Jan Powell: jpowell@jekyllisland.com, (912)635-6404
 - Electricity – there is a 200 amp power panel available for live bands and lighting
 - PLEASE NOTE: Currently, floodlights may be plugged into the outlets, as the park is very dark at night. Until new lighting ordinances are determined, nighttime lighting options are limited. During Turtle Nesting Season (May – October) there are limited lighting options.
 - Summer Waves Water Park:
 - Group Ticket Sales & Park Information: Steve Sharpe: ssharpe@jekyllisland.com 912-269-1992 (cell) 912-635-2074 (office)
 - Golf, Mini Golf, Tennis & Bike Rental
 - Spencer Brookman (912)-635-2368 or sbrookman@jekyllisland.com
 - Georgia Sea Turtle Center:
 - For large group events and off-site environmental tours: Kimberly Andrews kandrews@jekyllisland.com, (803)-270-7880 (cell)
 - For school groups and in-house tours: Tori Akins: takins@jekyllisland.com, (912)635-4076
- **All advertising**, must give Jekyll Island Authority sponsorship recognition with the Jekyll Island logo.
- **Jekyll Island Parking Fee** – The \$6.00 Daily Jekyll Island State Park, Parking Fee does apply and must be paid by all event staff, volunteers, vendors and event guests.
- **Please submit application (pages 1 & 2 only), event plan, map, payment and variance (if applicable) to:**

Nancy Kring Rowan
Jekyll Island Authority
100 James Road
Jekyll Island, Georgia, 31527.
- **Please allow** 7-10 days for application evaluation.
- **Once your application** has been evaluated, you will be notified of Jekyll Island Authority’s decision.

- **An accepted application** is only good for one event. If this is an annual event, you must apply each year.
- **Jekyll Island Authority (JIA)** reserves the right to cancel this agreement at any time. No refunds will be issued.
- **Contact Person:**

Nancy Kring Rowan
Events Manager
Jekyll Island Authority
912-506-2099
nkringrowan@jekyllisland.com

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 for more information on accommodations and directions or call 1-877-4JEKYLL.