

Augusta Canal National Heritage Area Special Event Rules and Procedures

Introduction

We want everyone to be able to enjoy the Augusta Canal National Heritage Area (ACNHA). It is a gem that has been renewed by the hard work of many people over many years. It is one of only 55 National Heritage Areas in the United States and we are fortunate to have it in our community. So please make an extra effort to take good care of this special place we all enjoy.

At the present time, the Augusta Canal National Heritage Area does not charge a usage permit fee for organized events. However, a donation to the Augusta Canal National Heritage Area, Inc., our 501(c)3 non-profit, is greatly appreciated. You or your organization can also help by becoming a member of the Augusta Canal Keepers Society. Your support shows your commitment to protecting the Augusta Canal National Heritage Area. Donations are used to improve the recreational features such as new docks, signs, trailside picnic shelters and so forth. More info is at www.augustacanal.com/support.php.

Event Approval Contacts

The Augusta Canal National Heritage Area (ACNHA) is popular for organized runs, walks and similar events. In order to avoid conflicts all event organizers must get advanced approval and abide by the procedures and rules.

This application covers use of all ACNHA trails including the Towpath, River Levee Trail, Mill Village Trail, and Canal Walk; the Clearing (grassy area next to river), Lake Olmstead Trailhead(0 Milledge road), and the Canal waterway.

Augusta Canal Authority Contact
Julianna Shurtleff
Development and Outreach Manager
706-823-0440 ext. 8
jshurtleff@augustacanal.com

Certain parts of the Augusta Canal National Heritage Area are under the control of other organizations, so, depending on which areas you are using, you may also need to contact them. Other permission you may need:

If using the Savannah Rapids Park/Headgates/Savannah Rapids Pavilion area you must also contact:
Sandy Boner
706-868-3349
SBONER@columbiacountyga.gov

If using Lake Olmstead Park (lake and picnic areas, barbeque pit, Julian Smith Casino etc.) you must also contact:
Augusta Richmond Parks and Recreation Department
Chrislynn Kuhlke, Rental Facilities Coordinator
706-796-4090
ckuhlke@augustaga.gov

Augusta Canal Authority event planning contact
Julianna Shurtleff, Development and Outreach Manager
1450 Greene Street, Suite 400 Augusta, GA 30901
706-823-0440 Ext 8 or jshurtleff@augustacanal.com

Augusta Canal National Heritage Area Special Event Rules and Procedures

ACNHA Pre-Event Procedures

1. Pick date and time (and alternate) for your event. [For planning purposes, see calendar at www.augustacanal.com/events.php] Also check with us for possible non-posted schedule conflicts. NOTE: Your event is not finalized until all steps are complete and approval is granted by the Augusta Canal Authority.
2. Augusta Canal Authority reviews and approves your event and sends you written approval via email.
3. Distribute copy of rules to all involved in the event: including planners, day of event, and clean up volunteers/staff.
4. If requested and pre-approved: Sign out and pick up temporary vehicle permit up to three days before the event.

Payment Procedure:

Make check payable to:

Augusta Canal National Heritage Area, Inc.

1450 Greene Street, Suite 400 Augusta, GA 30901

or pay by credit card: [] Visa [] MC [] Discover [] AmEx

Card # _____ Exp.Date ___/___ Security Code: _____

Signature _____

The Augusta Canal National Heritage Area assumes no responsibility whatsoever for any liability of any nature in connection with participation in this event. Vendor/Exhibitor agrees to the terms outlined within this agreement.

Signature: _____ Date: _____

Augusta Canal Authority event planning contact
Julianna Shurtleff, Development and Outreach Manager
1450 Greene Street, Suite 400 Augusta, GA 30901
706-823-0440 Ext 8 or jshurtleff@augustacanal.com

Augusta Canal National Heritage Area Special Event Rules and Procedures

Rules

Access can be denied for future events if these rules are not followed. All event volunteers and workers must be made aware of all rules.

NOTE: Improper markings, damage to property, and uncollected trash will be reported as vandalism to the Richmond County Sheriff and/or Richmond County Marshall.

1. Access: Do not block any area at any time, including parking lots, bathrooms, etc. as there are individual users of all ages every day, including bikers, joggers, and walkers. Always be considerate of others using trails and parking area. Be aware that motor vehicles from Augusta Utilities or Augusta Canal Authority may be on the trail for official purposes. If you are using a road crossing, you will have to contact the Sherriff's Dept. for an officer to direct traffic. Their contact is 706-821-1261.
2. Vehicles are not allowed on the towpath without a permit.
 - a) Permits are only issued if absolutely necessary.
 - b) Vehicles are never permitted to drive across the footbridge just below the Headgates.
3. Trash: You are required to bring your own trash bags and liners. **Event trash must be removed OFF the premises at the end of the event.** Be sure to pick up all event trash (water bottles, signs, tape used for marking course etc.) along race course at the end of the event.
4. Event Signs and Directional Markings: Event signs can be placed in the ACNHA the morning of the event but must be taken down immediately after the event. **Painting to mark course is NOT allowed.** If tape is used to mark the course it must be removed immediately after the event. Flour is a good option to mark the course.
5. Alcohol is NOT allowed in the ACHNA at any time.
6. Amplification and Tents: Both of these are discouraged and must have approval.
7. Restrooms and Portable Toilet: There is one port-o-let between the Headgates and the Clearing along the canal, and one just above the Pump Station. There are waterless composting Men's/Women's toilet facilities at the clearing next to the Towpath Trail and along the River Levee Trail. There is a restroom at the Lake Olmstead Bulkhead Entrance. These facilities are for individual users so **please check them after your event and also restock the toilet paper if your participants will be using them.** If your event is larger than 45 people you are required to rent additional port-o-lets.
8. **Event Signs or Banners** are **NOT allowed prior** to the event on the Augusta Canal Trails and/or buildings without prior approval from the Development Coordinator. You are welcome to have DAY-OF Signs/ Banners. This privilege is given to organizations that recognize the ACNHA, Inc. as a benefactor of their event through donations or being a member of the Canal Keeper Society. "You too can support the Augusta Canal!"
9. **Raw Water Pump Station-** If you drive above or park in their lot, you must make them aware you are there.

Procedure for event approval and vehicle access

5. Pick date and time for your event. Check with us for possible calendar conflicts. Your event is not finalized until all steps are complete and approval is granted by the Augusta Canal Authority.
6. Complete Event Information Form and email to the Augusta Canal Authority for approval jshurtleff@augustacanal.com.
7. If approved: Add the Augusta Canal as a secondary entity on your event's insurance policy. Send us a copy of insured certificate. Distribute rules to all involved in the event: including planners, day of event, and clean up volunteers/staff.

Augusta Canal Authority event planning contact
Julianna Shurtleff, Development and Outreach Manager
1450 Greene Street, Suite 400 Augusta, GA 30901
706-823-0440 Ext 8 or jshurtleff@augustacanal.com

Augusta Canal National Heritage Area Special Event Rules and Procedures

Provide the following information in order to obtain approval for your event.

Note: We list approved events on our website's calendar. Information in the shaded boxes will be published to www.augustacanal.com/events.php. If you DO NOT want your event listed, check here (). For planning purposes view this calendar to check dates for other canal events.

Event name	
Event date	
Start time/ End Time	
Where - check in/registration	
Race Starting point	
Turn around point	
Ending point	
Event description (we may edit this for space)	
For more info contact (public contact)	
Purpose of event (fundraiser, competition, family event etc.)	
Expected number of participants?	
Will you have outside vendors? (Only up to 5. Space limited.)	
If so, What vendors? (Must have an up-to-date business license or for food, health inspection)	
Will you need to drive on the tow path for any reason?	
Where will you need to drive?	
Date you will you need to drive?	
Contact person/race director information	
Name	
Email address	
Mobile phone	
Mailing address	
Alternate contact person/race director information	
Name	
Email address	
Mobile phone	
Mailing address	

Augusta Canal Authority event planning contact
 Julianna Shurtleff, Development and Outreach Manager
 1450 Greene Street, Suite 400 Augusta, GA 30901
 706-823-0440 Ext 8 or jshurtleff@augustacanal.com

Augusta Canal National Heritage Area Special Event Rules and Procedures

Remember to email us after your event and tell us how many participants and volunteers you had. Much hard work has ensured The Augusta Canal National Heritage Area remains a Heritage Area. Reporting your event numbers is one simple way you can help. This information is included in our annual National Park Service report and helps justify the need for federal funding for the Augusta Canal National Heritage Area. This funding helps keep the Augusta Canal Authority funded and helps to build the trails, bridges, and facilities you enjoy using. Also, the federal funding helps us receive other grants and funds from other entities that require matching funds. The Augusta Canal National Heritage Area exists today because of the vision and hard work of many dedicated individuals, including the appointed but volunteer Augusta Canal Authority Board of Directors, the Augusta Canal Authority employees and the many caring people that have volunteered so much of their time over many years, including our Adopt -A-Trail volunteers.

We would LOVE your help! If you are interested in helping the Augusta Canal National Heritage Area please join our Canal Keepers Program. This time and money from YOU goes directly back into YOUR park! For more info contact our Development & Volunteer Coordinator jshurtleff@augustacanal.com.

Post Event Procedure

Please check the list below for completion after an event. Return this sheet or send a copy to jshurtleff@augustacanal.com. Thank you for your feedback!

	Checked the bathrooms: stock toilet paper, paper towels, etc.
	Remove all your trash cans and bags from the premises.
	Remove all race signage and markings along the trails.
	Return keys, if used, not later than next business day following your event.
	Report final number of participants and volunteers to us by email or phone.
	Do you see any other problems that need to be addressed?

Augusta Canal Authority event planning contact
Julianna Shurtleff, Development and Outreach Manager
1450 Greene Street, Suite 400 Augusta, GA 30901
706-823-0440 Ext 8 or jshurtleff@augustacanal.com