

**Guidelines for Conducting Programs, Fishing Tournaments, and other Events**  
**on lands and waters governed by the U.S. Army Corps of Engineers**

A special event or special activity is defined as the organized use of project resources for a specific purpose and limited duration beyond that normally engaged in by individuals or groups. These events and activities usually impact the project resources beyond what is expected of ordinary use.

The primary objective of this program is to coordinate these unique events and activities among various user groups to prevent conflicts and reduce congestion in any given recreation area. Letters of Permission serve to regulate unique activities and promote safety for the public, for activity participants, and for the environment. They may also serve to restrict nonparticipants from a recreation area or provide access to closed areas for event participants. Activities are generally classified by the size of the event:

- Special Activity Permit
  - Conducted by small groups of individuals, teams, family groups, etc.
  - Does not involve vendor sales
  - Does not require additional USACE support
  - Has little to no impact of resources available to the visiting public
  - Examples include but are not limited to, fishing tournaments with 20 or more but 49 or fewer boats, weddings, memorials, or other family gatherings involving 49 or fewer participants, small music concerts, or team activities, such as conditioning or training activities by small teams
  - Note, when these activities take place in areas leased by the USACE, notification to USACE is only required when said activity takes place on the waters of Thurmond Lake. In this case, notification is required regardless of the size of the event.
  - Letter of permission required for larger events, but smaller events only require a permit application submitted a minimum 30 days prior to the event or activity.
  - No fees are required.
- Special Event Permit
  - Conducted by large groups of individuals, teams, family groups, etc.
  - May involve vendor sales
  - May require additional USACE support
  - May have impact of resources that require restrictions to the visiting public
  - Examples include but are not limited to competition sporting activities such as foot or bicycle races, national or local fishing tournaments involving 50 or more boats, weddings, memorials, or other family gatherings involving 50 or more participants, or any activity that might generate large crowds of spectators or media interest, such as fireworks or other dramatic presentations.
  - Letter of permission required for all large events and activities
  - A \$75 processing fee is required to be paid to the USACE by credit card only.
  - Certain events may have additional requirements. See reverse for more detail.

**Additional Requirements That May Be Required,  
Depending on the Type of Event**

**SPORTING EVENTS REQUIRED SUBMITTALS**

- (1) Course maps
- (2) Liability insurance (\$1 million policy with US Army Corps of Engineers listed as additional insured)
- (3) Safety plan (EMS on site, aid stations, safety boats, etc.)
- (4) State Department of Natural Resources Marine Event Permit (if applicable)
- (5) State and/or County permits for road events/road closures (if applicable)
- (6) Approval from affected lease site(s) to conduct the event
- (7) Resource protection plan
  - For trail events, a trail remediation plan will be required. Pre and post-race conditions check and report for entire trail used during event will be submitted to the Corps. Trail conditions check should be completed 30 days prior to the event with spot checks closer to event date and, in case of significant weather, a plan to correct any damage caused during the event to return trail to pre-event condition.
- (8) Weather plan
  - For trail events, an alternative date or location if weather conditions prohibit responsible use of the resource. Weather may include significant precipitation on or before event, or severe weather, including high winds, which may create hazards on the trail such as downed trees.
- (9) Post-event clean-up plan
  - When will site be restored to pre-event conditions? Who will be responsible for clean-up?
- (10) If the activity is determined to be a special event, a non-refundable administrative fee of \$75.00 will be charged for each event for applications received at least 30 days in advance. This increases to \$150.00 if the application is received 8 to 29 days in advance and to \$300.00 if the application is received within 7 days in advance. This fee is intended to recover the basic administrative costs the USACE incurs for issuing the permit. This fee must be paid by credit card only. Contact the Special Events Coordinator to arrange payment (see below).
- (11) In addition to the \$75 fee, Applicant agrees to provide goods and services equal to 2% of gross profits from the event as consideration for the right to make a profit on government property; however, the Park Operations Manager may waive this fee if the hosting organization is a nonprofit entity and all such proceeds will be used in accordance with its organizational purposes. At the discretion of the Park Operations Manager, the Hosting Organization may be required to submit an accounting of the proceeds and expenses, and the disbursement thereof, within a specified time of the activity/event. This requirement is authorized under Engineer Circular 1130-2-550 dated 30 Nov 2015, section E-2, paragraph b.
- (12) Additional permit requirements may be required for unique or unusual events.

**FIREWORKS REQUIRED SUBMITTALS**

- (1) Liability insurance (\$1 million policy with US Army Corps of Engineers listed as additional insured)
- (2) Safety Plan (EMS on site, aid stations, safety boats, etc.)
- (3) Map of event site and secure area (buffer zone between staging area and spectators – boat & land)
- (4) Copy of pyrotechnic certification/license
- (5) Letter of approval from probate court
- (6) Approval from affected lease site(s) to conduct the event
- (7) Post-event clean-up plan
  - When will site be restored to pre-event conditions? Who will be responsible for clean-up?
- (8) Special Events processing fee of \$75, check payable to F&A Officer, USACE, Savannah District