<u>You must have advanced permission to hold your rally/march on the National Center for Civil and Human Rights property.</u>

For rally/march inquiries please contact Director of Events & Partnerships, Toni Friday, at tfriday@civilandhumanrights.org. Please note that we require advance notice, a completed checklist, and a gathering fee.

GEORGIA PACIFIC FOUNTAIN TERRACE:
PRELIMINARY GATHERING INCLUSIONS

- Key information about the March, Rally or Vigil (any outdoor gathering of 75 or more on our private property) (Organization, partner organizations, purpose, etc.)

- Approval/Notification of World Of Coca-Cola and Aquarium

- Anticipated number of rally guests (not to exceed capacity of 700)

- Times (must be outside of our open business hours Mon-Sat 10am-5pm; Sunday 12:00pm-5pm

- Internal space and external space requests (press conference space, indoor area for VIPs, etc. – may require additional costs)

- Required completed and approved City of Atlanta gathering permit - if you plan to be on public streets with more than 75 people, we require evidence that a gathering permit has been approved by City of Atlanta *30 DAYS IN ADVANCE OF YOUR CONFIRMED GATERING DATE.*

- Day Point of Contacts

- Run of Show including times, stage & AV information - may impact costs

- Planned Special Guests / VIP Guests

- Security Plan (peace marshals, etc.)

- First Aid Plan (medical attention for gatherers)

- Bathroom Plan - For rallies, our internal restrooms are only made available to VIP guests that have been pre-approved; Note restroom facilities in The Center are for guests only.

- Communications/Marketing Plan – We request that The Center not be identified as meeting location until official approval of the rally request

- Fee = to be determined based on size/scale. This ensures that The Center can cover all incremental costs required to support the rally including security, cleaning, utilities and any other incidentals that may need to be rented. There may be a pass through charge for any landscaping refreshes that need to be made after the rally