

RIVER HERITAGE PARK EVENT GUIDELINES

Reservation Policies & Procedures:

**To make a reservation contact the Florence Parks and Recreation
Central office at (256) 760-6416.**

A refundable security deposit of one-half (1/2) the total of the rental fee is required for all special events and social events. If additional clean up is necessary or damage is done to the property, the cost of services and repairs will be deducted from the security deposit. In the event the costs exceed the deposit, any amount in excess of the deposit must be paid to the Parks and Recreation Department. If venues are found to be satisfactory after the event, the deposit will be refunded within 30 days.

- ◆ Rentals may be scheduled up to, but no more than one year in advance.
- ◆ Special events – Any event reserved for over one hundred (100) people or any event (regardless of the number) where the public is invited is to be considered a Special Event. Reservations must be made a minimum of three (3) months in advance unless the Parks and Recreation Department can reasonably accommodate for the Special Event on shorter notice and waives the three (3) month requirement.
 - ◇ Refund Policy: Notification of cancellation must be given at least one (1) month in advance for Special Events in order to receive a full refund of the deposit.
- ◆ Social events –Private Birthday parties, family gatherings or other social private functions of one hundred (100) people or less is considered social functions. Reservations must be made a minimum of two (2) weeks in advance unless the Parks and Recreation Department can reasonably accommodate for the Social event on shorter notice and waives the two (2) week requirement.
 - ◇ Refund Policy: Notification of cancellation must be given at least one (1) week in advance for Social events in order to receive a full refund of the deposit.
- ◆ Reservations are first come, first serve and will be made based upon availability.
- ◆ The Parks & Recreation Department reserves the right to block out dates for special events sponsored by the department and/or the City.
- ◆ Rentals will be booked between the hours of 8:00 a.m.-10:00 p.m. Rentals are booked for a two (2) hour or four (4) hour minimum depending on the number of people attending the event.

Pavilion Rental Rates			Park Lawn Rental Rates		
100 people or less	\$40/hr.	2 hr. minimum	100 people or less	\$40/hr.	2 hr. minimum
101-150 people	\$60/hr	4 hr. minimum	101-150 people	\$60/hr	4 hr. minimum
Over 150 people	\$80/hr	4 hr. minimum	Over 150 people	\$80/hr	4 hr. minimum

The Parks and Recreation Department will set up tables and chairs for events up to one hundred (100) people. For events larger than one hundred (100) people, the renter is responsible for providing their own set up and equipment needs.

Note: For rentals of fifty (50) people or less, more than one booking may occur in the Pavilion simultaneously.

- ◆ No individual, company or organization may book more than one event per month without written approval from the Parks and Recreation Department.

**River Heritage Park is a public facility and will not be closed for events.
Park hours are from day break until 11:00 p.m.**

Timeline for submitting information:

1	Special Event Form Completed	3 days following reservations
1	Signed Park Use Permit	3 days following reservations
2	Security Deposit & Fees Due	3 days following reservations
3	Certificate of Insurance	14 days prior to the event
4	Security Plan (Events over 100)	14 days prior to the event
5	Copies of Required Permits	14 days prior to the event
6	Number and Size of Tents Installing	14 days prior to the event

Submit information to:

Florence Parks & Recreation Department
2830 Darby Drive
Florence, AL 35630

The Parks and Recreation Department reserves the right to modify the event site layout in case of wet grounds caused by inclement weather or in the event the lawn is under repair.

During the months of November to May, the grounds are most susceptible to damage. The Bermuda turf is a warm weather grass and is not fully established until mid May.

RIVER HERITAGE PARK

FACILITY GUIDELINES

1. No stakes of any size or length will be used to anchor tents. All tents must be freestanding and anchored with weights.
2. Adjacent parking lots may not be used as an event site without written permission from the Conference Center.
3. Approved banners/signage may be displayed in the park during set up and remain for the duration of the event. All signage must be removed upon the conclusion of the event.
4. No vehicles are permitted off the roadway without prior approval by the Parks and Recreation Department. This includes any and all sidewalks, lawn/turf within the park boundaries.
5. No landscaping alterations will be allowed. The attachment of any rope, wire, etc. to trees, shrubs or fixtures is strictly prohibited.
6. All music must cease no later than 10:00 p.m. The lessee will also be responsible for securing a **Noise Waiver Permit** from the Police Department.
7. Promoter / Lessee must provide reimbursement for custodial staff for large events over four (4) hours.
8. There is an on-site public restroom facility, however, for large events, the lessee is responsible for leasing portable restrooms at its expense.
9. Vendors and/or event holders are responsible for taking out what they bring in and for disposing properly of all trash. Event organizers may bring their own dumpster if desired. Placement of dumpsters must be coordinated through the Parks & Recreation Department. Per Health Department code, gray water must be disposed of in a proper manner and not on the ground.
10. All visitors to the Park must abide by the Park Rules and Regulations, City laws and ordinances, and state and federal laws.
11. The Promoter/Lessee is responsible for providing a contact number or web site link advertising their event to the Parks & Recreation Department at least one (1) week prior to the scheduled event.
12. Concessions are the responsibility of the Promoter/Lessee. All vendors are to pay a twenty five (\$25.00) fee to the Parks & Recreation Department. The Lessee is responsible for collecting and submitting this fee.

13. Food vendors are required to place fire retardant tarps/material on the ground underneath their cooking equipment to prevent spillage on the lawn or the sidewalk/concrete areas. The lessee will be held responsible for any damage that occurs to the property caused by their vendors.
14. Monitoring of inflatable games/rides is the responsibility of the lessee. Equipment supervisors should be properly trained and easily identified. Proof of insurance must be provided naming the city as additionally insured.
15. Any overtime or additional personnel to support the event, will be charged to the event holder in addition to the rent and/or other charges.
16. For events of one hundred (100) people or less, the Parks and Recreation Department will provide and set up tables and chairs. For events over one hundred (100) people, the City does not provide tents, tables, chairs or any other equipment.

Custodial Service Guidelines for Required Staff

For Special Events or events utilizing both the pavilion and the lawn will require two (2) custodial staff persons for the duration of the event plus one hour past.

The Custodial staff is responsible for:

- Full restroom servicing and trash cans surrounding the restrooms and pavilion.
- General trash pick up around the pavilion and restrooms.
- Lawn clean up
- Pulling trash throughout the park during event

The fee for custodial staff is fifteen (\$15.00) per hour per person.

No custodial fee will be charged for social events scheduled for four (4) hours or less.

Permit Information

1. Vendor permits – Vendors must be approved by the Parks and Recreation Department. A list is to be provided fourteen (14) days prior to the event by the lessee. Vendors must have a valid Business License from the City of Florence. To secure a business license, contact the City Clerk's office at (256) 760-6678.
2. Noise Waivers / permits – Contact the police department at (256) 760-6666.
3. Fire inspection and Codes – Applicable rules and guidelines will be determined on an individual basis. Fire Marshall at (256) 760-6480.
4. Event Security – For Special Events, the permittee must provide the Parks and Recreation Department with a security plan. Additional officers and/or Park Police will be charged back to the lessee. Current rate for an officer is thirty five (\$35.00) per hour.

RIVER HERITAGE PARK

Please observe the following rules:

- Park hours are from sunrise to 11:00 p.m.
- Skateboards, bicycles and scooters are prohibited.
- Pets must be kept on a leash and the owner is responsible for pet clean up.
- No littering
- Pets are not allowed in the fountain
- Vending and solicitation are not permitted.
- Vending is only allowed through approved Special Events
- Possession of fireworks is prohibited.
- The use of personal grills is prohibited.
- Glass containers are prohibited in the fountain and playground areas
- Cleats or spikes are not allowed on the lawn.
- Vehicles are not allowed on the sidewalks/lawns without permission from the Parks and Recreation Department.
- All events must be scheduled through the Parks and Recreation Department

Park Police Officers 760-6500 (Dispatch)

Fountain Hours

The fountain will operate from May to Mid October weather permitting.

Operational hours will be 11:30 a.m. – 10:00 p.m. daily.

Entry into the fountain will be off limits during water show programs.

Approximate show time is forty five (45) minutes.