

SPECIAL EVENTS IN THE PARKS

I. PURPOSE:

The following guideline establishes policies and procedures governing the eligibility for groups reserving or leasing City Parks for large special events.

II. PRESPONSIBILITY:

- A. Authority for the promulgation of rules, defining rates, fees, cleanup, organization and the number of supervisory and security personnel rest with the Little Rock Parks and Recreations Department and the Little Rock Police Department.
- B. The Little Rock Police Department and Little Rock Parks and Recreation Department will ensure conformity to the procedures as prescribed in this guideline.

III. PROCEDURE:

Park facilities can be leased or reserved for non-profit community service organizations. The requesting organization will present to the City the following information in writing:

- A. The type of event.
- B. The intent or purpose of the event.
- C. The plan for accomplishing the purpose.
- D. The organization of personnel and duties and responsibilities of each, including a map or plan of the park with security points located.
- E. Type of music (description of the type of band and with or without amplifiers).
- F. Type of beverages.
- G. Utility needs.
- H. Cleanup guarantees and procedures.

IV. PROCEDURES:

- A. After initial contact (three (3) to six (6) months prior to the event) from the requesting organization, the Little Rock Parks and Recreation Department will request the information listed in Section III if the Department Director determines that they may fit the City Policy outlined in Section II. An

outline form prepared by the Little Rock Parks and Recreation Department will be used by the requesting organization.

- B. On receiving the plan and organization of the special event from the requesting organization, the Little Rock Parks and Recreation Department will approve or disapprove.
- C. On approval by the Little Rock Parks and Recreation Department, the plan and organization will be sent to the Little Rock Police Department for final approval.
- D. On final approval from the Little Rock Police Department, the Little Rock Parks and Recreation Department will notify the requesting organization to proceed with the event, after a deposit has been collected and a letter of agreement signed.

V. OPERATIONS:

- A. The Little Rock Parks and Recreation Department will perform normal mowing schedule maintenance unless other arrangements have been made for extra maintenance and supplies which will be paid for by the special event organization.
- B. On determination of utilities needed, the Little Rock Parks and Recreation Department, at no expense to the City, will approve special electricity or water needs of the special events organization.

VI. FEES AND DEPOSITS:

<u>Estimated Attendance</u>	<u>Deposits</u>	<u>Fees</u>
Up to 1,000	\$ 150.00	\$ 100.00
Up to 2,000	\$ 250.00	\$ 350.00
Up to 5,000	\$ 750.00	\$ 750.00
Over 5,000	\$1,500.00	\$1,500.00

In the event that the organization making the reservation does not fulfill its responsibility as set forth in this guideline and those agreed to, the deposit fee will not be returned.

Approved:



Bruce T. Moore
City Manager