

FACILITY USE AND RENTAL POLICY

McGregor Park

City of Clarksville, TN

Administered By: Department of Parks & Recreation
102 Public Square
Clarksville, TN 37040
931-645-7476
Fax: 931-553-2432

The following document outlines how you and/or your organization may rent and utilize facilities within McGregor Park. Before submitting the Facility Application, you should read this entire document. We hope this *Facility Use and Rental Policy* will be a valuable tool in planning your function or event.

The primary purpose of McGregor Park is to be a public use facility, open to the general populace, for the enjoyment of the Park's amenities. The City has no obligation to rent the Park's facilities. However, the City will accommodate functions/events that will enhance the quality of life of the community. Fees derived from park facility uses will be divided, with 50% deposited in the City of Clarksville's general fund and 50% deposited into Parks and Recreation Special Revenue fund.

1. The Basic Steps of Renting

- A. Any person or organization (Lessee) wishing to conduct an event that is open to the public, at McGregor Park must complete and submit the *Facility Application* to the Clarksville Parks and Recreation Department (Parks Department) no less than 30 days prior to the event.
- B. All applications will be reviewed and approved or disapproved by the Parks & Recreation Director.
- C. A signed contract by both parties, and receipt by the Parks Department of the specified deposit will constitute approval for the event.

2. Who can Rent McGregor Park?

- A. Any individual or organization wishing to conduct a private function, with no admission charge or sales of any kind.
- B. Any Montgomery County-based "non-profit (with a 501C-3 designation) organization", or group acting in conjunction with a Montgomery County-based "non-profit organization", wishing to conduct a private or public event for the purpose of raising money for a non-profit organization.
- C. Any other individual or organization not fitting 2A or 2B must have co-sponsorship with a Montgomery County-based non-profit organization for the purpose of raising money for a nonprofit (with a 501C-3 Designation) organization.

3. Lessee General Responsibilities

- A. To use McGregor Park ONLY for the purpose specified in the contract. Any changes to the event must be submitted in writing to, and approved by, the Director.
- B. To comply with any and all applicable city, county, and state laws and regulations, and to obtain all necessary permits.

- C. To be responsible for the supervision of the event, for the conduct of all persons attending the event, and for damages that may result to Park property due to the event.
- D. To comply with all provisions of the *McGregor Park Facility Use and Rental Policy*.
- E. To hold harmless the City of Clarksville from any claims or damages resulting from use of the Park. The Lessee may be required to:
 - 1) Provide certification of insurance.
 - 2) List the City of Clarksville and Parks & Recreation as an additional insured on an existing policy.
 - 3) Obtain insurance for the specific event or activity.

4. Parks and Recreation Department General Responsibilities

- A. The Parks Department will have the Park in acceptable condition prior to the event, including maintenance items, trash removal and general landscape care.
- B. Any Parks Department employee on site during event is not authorized to provide set-up or break – down of event.

5. Rental Hours

- A. McGregor Park Facilities may be rented for either an entire day or a partial day.
- B. The exact date and hours of the event must be submitted with the *Facility Application*. **See Fee Schedule for rates.**
- C. **Partial Day Rental** will be defined as an event lasting *up to six hours*, to be measured from the time that on-site setup begins, until breakdown and clean up is completed.
- D. **Full Day Rental** will be defined as an event lasting *more than 6 hours and up to 12 hours*, to be measured from the time that on-site setup begins, until breakdown and clean up is completed.
- E. **Additional usage hours and partial hours** will be billed according to the type of event, by The Parks Department at the time contract is signed.
- F. **City noise ordinances** must be observed: no noise so as to annoy or disturb any persons in the vicinity between the hours of 11:00 PM and 7:00 am. *Refer to Noise Ordinance Section 10-224.1.b*

6. Facilities Which Can Be Rented

- A. **Cumberland River Center:**
 - 1) *As The River Flows* Exhibit (Museum)
 - 2) Open Air Pavilion
 - 3) Amphitheater and Wharf
 - 4) Wharf (Banquet)
 - 5) Entire Facility
 - 6) Various Picnic Areas (3)

B. RiverBend Stage

- 1) Stage & Seating Area

C. The Plazas

- 1) Packet Boat Plaza
- 2) Boat Ramp Plaza

- D. Entire RiverWalk/McGregor Park Facility --** Lessee **MAY NOT** interfere with any permanent commercial venture which operates from the Park. (playground and walkway will remain open to the public).

7. Applications

Applications for the rental of McGregor Park facilities will be accepted on a first come, first served basis.

8. Deposits (see Fee Schedule for rates)

- A. A deposit will be due **IN FULL** upon submittal of *Facility Application*.
- B. This deposit secures the requested date, and acts as a security deposit in case of damages to the Park or necessary deductions as a result of the event.
- C. The deposit will NOT be applied against the Rental Fee.
- D. Unscheduled overtime hours may be deducted from the deposit.
- E. The deposit or portions thereof will be returned to the Lessee in approximately 15 business days, less damage and overtime deductions, which will be itemized by the Parks Department.
- F. If the function is canceled by the Lessee, deposits will not be returned. If the function is canceled due to inclement weather, 50% of the deposit will be returned.

9. Rental Fees

- A. One-half (50%) of the rental fee is due no less than 30 days before the function. In the event the function is booked with less than 30 days before the function date, the entire rental fee will be due upon execution of the contract.
- B. The remainder of the rental fee is due no less than 30 days prior to the function. In the event the function is booked with less than 30 days before the function date, the entire rental fee will be due upon execution of contract.
- C. Failure to pay outstanding lease fees at specified times may result in cancellation of the event and forfeiture of previous fees and deposits.

10. Weather Cancellation Refunds

- A. Lessee may submit with the *Facility Application*, the request for an alternate event date in case of inclement weather.
- B. Only one rental fee must be paid.

- C. If inclement weather forces cancellation of any single-date event or function, all fees will be returned to the Lessee in approximately 15 business days of the scheduled event. *Inclement weather will mean severe, as tornado, blizzard, or any situation where there may be danger to anyone using the facility.* Rain is not a sufficient cause for cancellation for any event being cancelled under a pavilion. The deposit be will be refunded at 50%, if not cancelled by Parks and Recreation.

11. Prior To Event

- A. At the **time of application**, Lessee must submit to the Parks Department the following:
- 1) Exact time of event (including set up and breakdown times).
 - 2) Anticipated number of people attending the event.
 - 3) Schedule/timetable of the event's activities.
 - 4) Plans for the serving and/or sale of alcohol during the event.
 - 5) Plans for the sale of food during the event.
 - 6) Plans for the use of fireworks during the event.
 - 7) Plans for the use of live animals during the event.
- B. At **no less than 30 days** before the event, the Lessee must submit the following to The Parks Department:
- 1) A park map showing event set up.
 - 2) Quantity of tables/chairs to be provided by Parks and Recreation.
 - 3) An approximate number of caterers/vendors that will be preparing, selling or serving food during event.
 - 4) An approximate number of vendors that will be selling goods and services on Park premises during event.
 - 5) A plan for Park security/safety for before, during and after the event.
 - 6) A plan for first aid and emergency service during the event.
 - 7) A plan for event parking and traffic control for before, during and after the event.
 - 8) A plan for trash disposal and number of receptacles to be used.
 - 9) A plan for Park cleanup during and following the event.
 - 10) A list of power/utility requirement needs for the event.
 - 11) A list of equipment facility deliveries including sound and lighting systems, trash receptacles and portable toilets.
 - 12) Provide copy of required insurance.
- C. At **no less than 15 days** prior to the event, the Lessee must submit the following to the Parks Department:
- 1) Show clearance, if needed, by Corps of Engineers and US Coast Guard.

- 2) Show proof of permits needed from City of Clarksville Beer Board (648-4604).
- 3) Show proof of permits needed by Police Department (648-0656), Clarksville Fire Chief (645-7457), or Tennessee Department of Transportation (Will Oliver - 648-5570).
- 4) A list of undesirable conditions and maintenance items that need to be corrected by the Parks Department before the event.
- 5) A list of signage to be used and desired placement (must be in accordance with City Festival Ordinance). Contact Codes Department at 645-7431 for ordinance.

12. Event Set-Up

- A. The Parks Department is responsible for providing the Park to the Lessee in a clean, well-maintained state of condition.
- B. Lessee is responsible for setup and installation of all equipment, facilities, signage, shelters and furnishings that are not a permanent part of the Park.

13. Signage

- A. All signage and placement thereof must be approved by the Parks Department in advance, and must be in accordance with the City of Clarksville Festival Ordinance.
- B. Signs may not be installed more than 24 hours prior to an event, and must be taken down immediately following an event.

14. Power and Utilities

- A. There are 4 electric boards to hook to stage electric. Each has different amp use. Connections must be direct connect only. (Plug in)
The Museum has 110 electric/ No 220 is available inside the museum.
Open Air Pavilion has both 110 and 220 electric.
The Amphitheater stage and Wharf has 110 electric available on posts on stage.
- B. Festivals and concerts which require a greater usage of electricity will require fees based on actual power usage as determined by on-site meter readings before and after event.
- C. Cost for installing any additional power sources or connection to the Park power supply will be the responsibility of the Lessee. Any installation/hosting must be performed by a licensed electrician. Electrical plan must be pre-approved by the Parks Department and signed off by Maintenance Supervisor.
- D. Requests for power hookups must be submitted to The Parks Department no less than 30 days preceding the event.
- E. In certain instances, the Parks Department may levy fees for specialized electrical requirements.

15. Publicity and Advertising

Under no circumstance will City departments, personnel or phone numbers for McGregor Park, the City

of Clarksville or the Parks Department be listed as a source of information regarding a scheduled event.

16. Insurance

- A. Lessee must obtain a \$1,000,000 general liability insurance policy or policy rider for any event open to the general public. **The insurance policy must name the City of Clarksville and Parks and Recreation as additional insured.**
- B. Lessee is responsible for showing proof of insurance 30 days prior to the event.
- C. All caterers/vendors bringing food and/or beverage onto the site for sale or general consumption must have liability insurance coverage for at least \$1,000,000. It is the Lessee's responsibility to certify insurance coverage of caterers/vendors.
- D. Alcohol insurance requirements are covered in Item 22.

17. Parking

- A. There are two parking lots at McGregor Park available for event parking.
 - 1) The Cumberland River Center parking lot has a maximum of 46 spaces available to the Lessee; 9 spaces on the lot's north end will remain available for use by the general public except in cases where the entire Park has been leased.
- B. Acquiring permission for use of additional nearby parking facilities, valet parking and/or shuttle service is the responsibility of Lessee.
- C. A submission of parking plans is due to the Parks Department no less than 30 days from the event date.

18. Traffic

- A. Large events may require the use of the Clarksville Police Department to direct traffic (552-1011).
- B. Traffic control should be discussed in advance with Jennifer Byard at the Parks Department and requirements will be determined by the Parks Department on an event-by-event basis.
- C. It is the Lessee's responsibility to make financial arrangement to secure the services of the Police Department.
- D. A submission of a parking plan is due to the Parks Department no less than 30 days before the event.

19. Security

- A. Uniformed security personnel will be required if the following conditions exist:
 - 1) If the event is by paid admission and/or open to the general public.
 - 2) If alcohol is sold or served.

3) If the event attendance exceeds 100 people.

- B. For events of 100 or more in attendance, one uniformed security guard will be required. Also, one uniformed security guard will be required for each additional 200 persons in attendance.
- C. Security guards must be either off-duty police officers or bonded security officers, or other security personnel as approved by the Parks Department.
- D. The Parks Department reserves the right to require uniformed security personnel for any event.
- E. Security plans must be submitted to the Parks Department no less than 30 days before the event.

20. The Sale of Food and Beverage

- A. Six percent (6%) of all proceeds for food and beverage will be paid to the City of Clarksville/Parks and Recreation.
- B. The Parks Department reserves the right to audit sales records of the Lessee.
- C. Payment of appropriate amount must be made to the Parks Department at the end of the event.
- D. No deposits will be returned until accounting and payment meet the approval of the Parks Department.

21. Alcohol

- A. Lessee must inform the Parks Department upon submission of application of plans to serve or sell alcohol.
- B. If alcohol is served (and NOT sold), lessee must obtain licensed bartenders to serve beverages. A copy of the Tennessee license must be presented along with a picture I.D. to the Facility Rental Supervisor. The following types of beverages may be served:
 - 1) Beer (pre-packaged or draft).
 - 2) Pre-packaged coolers that meet standards for grocery store sales.
 - 3) Wines and champagnes.
- C. The sale of alcoholic beverages falls under the City Festival Ordinance. The only alcoholic beverages which can be SOLD on the property of McGregor Park are those that can be permitted by the City of Clarksville Beer Board (552-1700 or 648-4604).
- D. Permits for the sale of alcohol must be obtained from the City of Clarksville Beer Board, and submitted to the Parks Department at least 15 days prior to the event.
- E. The Parks Department reserves the right to deny Lessee the right to sell or serve alcohol at an event.
- F. Accounting for the sale of alcohol is covered under Item 21, and is subject to six percent (6%) of all proceeds being paid to the City of Clarksville/Parks & Recreation Department.
- G. Lessee is responsible for checking identification of all persons purchasing or drinking alcohol.
 - 1) The ID of each consumer must be proven, and an ID system must visually designate that the person is of legal drinking age (wrist band, hand stamp, etc.) The ID must be

displayed for the entire event, or for as long as they wish to purchase alcohol.

- 2) NO consumer will be sold alcohol without proper identification.
- 3) Lessee assumes full responsibility for enforcing all state alcoholic beverage consumption laws, and is responsible for the conduct of all persons consuming alcohol on the premises of McGregor Park.

H. For the sale of alcohol, the Lessee is responsible for obtaining appropriate liquor liability insurance coverage.

22. Vendor Booths Fees (non-Food)

- A. The Parks Department will issue an operating permit to all approved vendors, which carries a fee of \$15 per day. It is the Lessee's responsibility to collect fees and distribute permits and forward all fees to the Parks Department.
- B. The Parks Department will receive 6% of the flat rate booth rental paid by all non-food and non-beverage vendors.

23. Food Preparation

- A. Catered food must be fully prepared off-site of the event.
- B. Vendors who prepare or sell food or open-container beverages within the Park must meet Health Department requirements, and must be properly permitted (648-5747).

24. Docking of Commercial Boats

- A. It is the responsibility of the Lessee to insure that the requested docking area is adequate space and provides for safe mooring of the vessel.
- B. Lessee agrees to keep the docking area clean and litter free.
- C. Lessee agrees not to store or place any items upon the wharf or docking area without approval by the Parks Department.
- D. No maintenance or repair work can be done to the boat while it is docked at McGregor Park facilities without approval by the Parks Department.
- E. Any utilities used by the boat may be subject to appropriate charges.

25. Event Clean-Up and Breakdown

- A. Trash containers must be distributed throughout the entire event area, and emptied regularly to ensure adequate space for trash disposal.
- B. At the conclusion of the event, the Park must be clean before vacating the premises.
- C. The dumping of grease or waste water on the grounds is prohibited.
- D. All signage must be removed immediately following the event.
- E. A final inspection by the Parks Department, in conjunction with Lessee, will determine if cleanliness standards have been achieved.

- F. Refuse or property left on-site following an event will be removed and disposed of by the Parks Department. Charges for this service will be deducted from the deposit.
- G. A detailed plan for trash disposal and site cleanup is due no less than 30 days before the event.

26. Restroom Facilities

- A. The Parks Department will indicate which restroom facilities are available as part of the rental contract. All restroom facilities will be stocked with supplies provided by the Parks and Recreation Department. No other suppliers shall be used.
- B. In some cases, the Parks Department may require the Lessor to provide portable restroom facilities to augment permanent on-site facilities.
- C. Details of number and location of portable restrooms should be conveyed within the rental contract at least 30 days prior to the event.

27. Weapons in City Clarksville Park – Policy

No weapons are allowed. Misdemeanor: State Law Prescribes a maximum penalty of Eleven (11) months and twenty-nine (29) days and a fine not to exceed two thousand five hundred dollars (\$2,500.00), for carrying weapons on, or in public recreational property.

FACILITY APPLICATION
McGregor Park
City of Clarksville

1. Lessee *(Please Print: Use Blue or Black Ink)*
- A. Name: _____
- B. Address: _____

- C. Designated Representative: _____
- D. Phone: Day #: _____ Evening #: _____
Cell#: _____
- E. Fax: _____
- F. Federal ID Number (if applicable): _____
2. Facility requested (please check appropriate box):
- A. Cumberland RiverCenter As the River Flows Exhibit (Museum)
 Open Air Pavilion
 Amphitheatre & Wharf
 Wharf
 Entire Facility
- B. RiverBend Stage Stage Only
 Stage and Hillside Seating Area
- C. Plaza Rental Packet Boat Plaza
 Boat Ramp Plaza
- D. Picnic Area Picnic Area #1 (between Playground & Wendy's-"bowl area")
 Picnic Area #2 (near playground below sidewalk area)
 Picnic Area #3 (behind comfort station)
3. Type of Event: _____
4. Dates & Times of Event: Dates: _____

Times: _____

5. Anticipated Attendance: _____

6. Co-Sponsor (if applicable) _____

A. Name: _____

B. Address: _____

C. Designated Representative: _____

D. Phone: _____ Day: _____ Cell: _____

E. Fax: _____

F. Federal ID Number: _____

7. Event Details (please check appropriate box):

A. Fundraising Event Yes No

B. Charging Admission Yes No

C. Food/Beverage Sales Yes No

D. Alcohol Sales Yes No

E. Alcohol Serving (not sold) Yes No

F. Sound and/or Lighting System Yes No

8. Explain Program/Event in Detail:

Add extra page if needed for additional information.

9. Parking Plan

10. Security/Safety Plan:

Security Personnel Required: _____

11. Electrical Requirements (include number of circuits, amps per circuit and total amps):

(See Policy #14) _____

12. Insurance Requirements:

(See Policy #16) \$1,000,000.00 Liability, naming the City of Clarksville as additional insured

13. Restroom Requirements:

All to be open

Port A Potties

14. Equipment to be provided by Parks and Recreation:

A. Tables 10 – if needed (no charge)

B. Chairs 50 – if needed (no charge)

15. Miscellaneous:

NOTE: Any Dumpster(s) must be placed at end of park near Wendy's

16. Beginning and Ending Access Dates/Times to the Park:

FOR OFFICE USE ONLY:

17. Financial Considerations:

A. Base Fee \$ _____ B.

Additional Items: 1) _____ \$ _____

2) _____ \$ _____

3) _____ \$ _____

4) _____ \$ _____

5) _____ \$ _____

TOTAL FEES: \$ _____

DEPOSIT: \$ _____

This is an application, NOT a contract. By signing this application, you are stating this Information is true to the best of your knowledge as of the date of this application.

Director, Clarksville Parks & Recreation

Organization's Representative

Date

Date