

# RIVER HERITAGE PARK EVENT GUIDELINES

## Reservation Policies & Procedures:

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

Submit information to:

Florence Parks & Recreation Department  
2830 Darby Drive  
Florence, Al. 35630

*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.
- ◆ 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.
- ◆ Reservations are first come, first serve and will be made based upon availability.
- ◆ Rental Fee is due at the time of booking.
- ◆ Rental time must include set up and clean up time.
- ◆ 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.
- ◆ No refunds are offered but we can reschedule up to 12 months as long as the date is available. If the event is cancelled and not rescheduled in the calendar year the deposit will be forfeited.

Pavilion Rental Rates		
100 people or less	\$50/hr.	2 hr. minimum
101-150 people	\$75/hr.	4 hr. minimum
Over 150 people	\$100/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.

- ◆ 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 10:00 p.m.**

# RIVER HERITAGE PARK

## FACILITY GUIDELINES

1. Inflatables and water slides are not permitted. 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. Event holders are responsible for taking out what they bring in and for disposing properly of all trash. 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. 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.
13. 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

## **Permit Information**

1. Noise Waivers / permits – Contact the police department at (256) 760-6666.
2. Fire inspection and Codes – Applicable rules and guidelines will be determined on an individual basis. Fire Marshall at (256) 760-6480.
3. 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.

# 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 firearms, fireworks or any type weapon is prohibited.
- The use of personal grills is prohibited.
- Bounce houses or slides are 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
- The possession, sale and/or consumption of alcoholic beverages or controlled substances are prohibited.

Park Police Officers 760-6500 (Dispatch)

## Fountain Hours

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

Operational hours will be:

Monday – Thursday 11:30am – 8:00pm, with music playing all day.

Friday – Sunday 11:30am - 9:30pm, music all day, with the light show/music from 8:30pm – 9:15pm.

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

Approximate show time is forty five (45) minutes.