



Downtown Park Rental Request Form

Procedures for Renting Outdoor Facility Space:

- To obtain approval for the rental of Circus Square Park, Fountain Square Park or RiverWalk Park (collectively referred to as Downtown Parks), the applicant must complete an application form available from Bowling Green Parks and Recreation or through the City of Bowling Green website at www.bgky.org

Mail-in: Bowling Green Parks and Recreation

Email: Karen.Peerce@bgky.org

Phone: 270.393.3602

Drop-off: Monday thru Friday, 7:30am – 5:00pm

Fax: 270.393.3603

Attn: Administrative Office
225 E. Third Avenue
Bowling Green, KY 42101

- Applications will be considered on a first-come, first serve basis. Incomplete applications will not be considered.
- Bowling Green Parks and Recreation and City sponsored programs take precedence in scheduling.

Facilities Available for Rental (Rates as of July 1, 2020)

CIRCUS SQUARE PARK

Minimum Rental is 4 hours - \$400.00
Full Day Rental (8 hours, plus) - \$800.00
Cleanup/damage deposit - \$250.00
(refundable)
Non-profit discount – 25%

NO PRIVATE EVENTS ALLOWED

- A Cleanup/damage deposit of \$250.00 is required once the rental is approved. Explanation of Cleanup and Damage details is located under *Rules and Regulations, Section 5*. Please be advised that if you submit a check for the deposit, the City will issue a refund check for the deposit, if the facility is not damaged due to your event.
- Rental Payment in full is required once rental is approved.

FOUNTAIN SQUARE PARK

Per hour rental - \$75.00
Full Day Rental (8 hours, plus) - \$600.00
Cleanup/damage deposit - \$250.00
(refundable)
Non-profit discount – 25%

- A Cleanup/damage deposit of \$250.00 is required once the rental is approved. Explanation of Cleanup and Damage details is located under *Rules and Regulations, Section 5*. Please be advised that if you submit a check for the deposit, the City will issue a refund check for the deposit, if the facility is not damaged due to your event.
- Rental payment in full is required once rental is approved.

RIVERWALK PARK

Per hour rental - \$75.00
Full Day Rental (8 hours, plus) - \$600.00
Cleanup/damage deposit - \$250.00
(refundable)
Non-profit discount – 25%

- A Cleanup/damage deposit of \$250.00 is required once the rental is approved. Explanation of Cleanup and Damage details is located under *Rules and Regulations, Section 5*. Please be advised that if you submit a check for the deposit, the City will issue a refund check for the deposit, if the facility is not damaged due to your event.
- Rental payment in full is required once rental is approved.

RULES/REGULATIONS

1. An organization or individual requesting use of Fountain Square Park, Circus Square Park & RiverWalk Park for a private event is required to submit an application 30 days prior to the requested date of use. The Release and Waiver must be signed and a fee is required for each day that the park is to be used.
2. Reservations are contingent on the receipt of the completed application and payment of all applicable fees. Notice of cancelation is required at least two (2) weeks prior to the event for any refunds to be provided. Circumstances beyond the City's control are not a basis for a refund.
3. If tents are to be erected inside of the park, approval of the location of the installation of the tent is required by the Parks and Recreation Department. If the tent size exceeds 400 sq. ft. with sides or exceeds 700 sq. ft. without sides, a tent permit will be required by calling the City's Building and Inspection Office located at 707 Main Avenue or call 270-393-3615.
4. After consideration, the request will be sent for scheduling. The Parks and Recreation Administrative Office will contact the organization/individual when approved. If the request is denied, an explanation will be provided.
5. A cleanup/damage deposit is required once the rental is approved. The organization/individual shall leave Fountain Square Park, Circus Square and/or RiverWalk Park as it was before the event. Any damages, repairs, or costs involved in the replacement of and labor for the replacement of flowers, shrubs, trees or other City property will result in the denial of a portion or the entire deposit depending on the amount of damages. The organization/individual renting the park shall be responsible for any damages exceeding the amount of the deposit. If there is no damage and all clean-up has been provided by the individual or organization requesting use of the facility, the deposit will be submitted back in full to the requesting party.
6. **City Ordinance-9-1.04 Defacing Sidewalks and Public Property Unlawful.**
It shall be unlawful for any person to damage, deface, paint, print or place any sign, inscription, advertisement, drawing, crayon pictures or other writings of any kind upon or across any of the stone, brick, concrete or other sidewalks, crossings, public buildings or other public property of the City.
(Ord. BG2016-42, 12/20/2016; Ord. BG2018-3, 1/16/2018)

ADDITIONAL RULES AND REGULATIONS REGARDING THE USE OF ANY OF THE DOWNTOWN PARKS ARE AS FOLLOWS:

- a. The use of silk flowers, rice or silly string during wedding recessionals or other events is prohibited. Only organic material can be used.
 - b. **Decorations:** Confetti and bird seed are not allowed. The use of glue, nails, tacks, screws, staples, or other fasteners that may scratch or otherwise damage park property is prohibited. The use of tape is permitted, but decorations must be taken down prior to the expiration of the rental period. The use of chalk on any surface is prohibited. Decorating is only allowed during your rental time.
 - c. City Ordinance and state law prohibit the use of alcohol in a park for a private function or event. Organizations may obtain a lease for the park and temporary liquor license for alcohol consumption, which requires approval by the Board of Commissioners.
 - d. Parking around or near Fountain Square Park and Circus Square Park is public parking and is not guaranteed.
 - e. Publicity and signs provided by the organization or an individual must not give the impression that the City of Bowling Green sponsors the program or event unless the City specifically agrees to be a sponsor of the program or event. All signs must be pre-approved by the Parks Director or designee. Any awareness ribbons or signs may be placed in the park only during the time of the rental. Such signs or ribbons may not be placed along the outside perimeter of the park or on any tree or City property in the park. The renter or organization shall determine the location of any utilities and irrigation lines in the park prior to installing any items. Any damage to utilities or irrigation systems shall be the responsibility of the renter or organization.
 - f. The renter or an authorized representative of the organization must be on the premises at all times during the rental hours. Minors under the age of 18 must be in the care of an adult at all times.
 - g. Persons or entities permitted to use these three (3) parks shall not discriminate against individuals based on race, creed, religion, nationality, sex, age or disability.
7. The failure to comply with these rules and the general rules for the use of City parks may result in the denial of future applications for the use of City parks.
 8. Additional details for the rental of each specific Downtown Park are listed below. Contact the Parks Administrative Office for a list of current fees for rental and deposit requirements.

NOTE: If your park rental request is for a community event, a Special Event Permit Application will need to be submitted 45 days prior to the event date. Special Event Applications are to be submitted to the Department of Neighborhoods & Community Services. For more information contact the Citizens Information & Assistance Specialist at 270-393-3641.

Downtown Parks Request Form

BOWLING GREEN PARKS & RECREATION
 225 E. Third Avenue, Bowling Green, KY 42101
 Phone: 270.393.3549 Fax: 270.393.3603
 Email: Karen.Peerce@bgky.org

Please mark all that apply:

Private
 Required Open to Public- *Special Event Permit*
 Required
 Non-Profit - Must supply certificate of non-profit status from IRS

Applications will be considered on a first-come, first serve basis. Your reservation request must be submitted 30 days prior to your event if the event is private. To make a reservation you must complete this form and it will be pending until departmental approval.
COVID-19 Regulations: 1.) Event size is strictly enforced per the State's recommendations at the time of the event. 2.) Event host is responsible to ensure all COVID restrictions are followed. 3.) If restrictions worsen prior to your event, BGPR has the right to cancel up to and including the day of the event, i.e. if 50 people are allowed; but, on that Friday before the event, it goes back to 10, BGPR would revert to 10. 4.) Upon approval, only security deposits will be accepted.

Contact Information:

Company/Organization: _____ Contact Person: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Alternate Phone: _____
 Email: _____

Dates/Times Requested:

Day of Week Requested:	Date or Span of Dates:	Start Time:	End Time:	# Hours:
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Facility Request:

Fountain Square Park: Wedding Concert/Special Event Display Placement of signs
 Circus Square Park: Concert/Special Event Display Placement of signs
 River walk Park: Wedding Concert/Special Event Display Placement of signs
 Anticipated Total Attendance (including spectators): _____

Special Requests:

	Yes	No		Yes	No
I have reviewed and understand the rules/regulations and fee requirements outlined on this application/agreement.			Are you planning to put up a temporary structure? (Pop-up shade, tents, fences, inflatables, etc.) List: _____		
Will this be a fundraising event?			Will amplified sound be used?		
Will a fee be charged for participation?			Will food be served or food vendors used?		
Will items be sold?			Electrical Needs?		
			Water Needs?		

Security Deposit Refund:

Security Deposits are refunded via check and take approximately two weeks to process after your rental concludes. Security Deposits should be made payable to the organization or person that initially paid the security deposit.

Make Check Payable To: _____

Address: _____

City: _____ State: _____ Zip: _____

*****Office Use Only: *****

Refund: YES or NO

If yes,
Amount: _____

Date: _____

Approved By: _____

**Place copy of reservation form in Administration Invoice box for processing.*

Release and Waiver Statement:

City shall not be liable for injury to person or damage to property occurring from the use of the facility being rented by the responsible party/renter, its employees, officers, officials, agents, volunteers and participants. Responsible party/renter agrees to waive, release, absolve and hold harmless and indemnify the City, its officials, officers and employees against any and all claims, suits, actions, damages and/or causes of action arising from the rental of the City facility for any personal injury, loss of life, property damage and other liability arising out of the rental of the City facility, including the City's attorney's fees and costs, whether or not such injury or damage be caused by or due to the ordinary, gross, willful or wanton negligence or acts of omissions of the City or its officials, officers and employees or be caused by or be due to the negligence of the responsible party/renter or its officials, officers, employees, volunteers or agents.

In submitting and signing this form, I certify I have read, understand and will abide by the facility rules and regulations set forth.

COVID-19 Warning:

City of Bowling Green and BGPR has taken enhanced health and safety measures for all participants, spectators, and staff. An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. According to the Centers for Disease Control and Prevention, senior citizens and people with underlying medical conditions are especially vulnerable. By participating at a BGPR facility, you voluntarily assume all risks related to exposure to COVID-19.

Applicant Signature

Date

*******OFFICE USE ONLY*******

Reviewed by _____ Date _____

Rental Fee _____ Date Paid: _____ Received By: _____

Security Deposit _____ Date Paid: _____ Received By: _____

Other Fees _____ Date Paid: _____ Received By: _____