

Special Events Policy:

Special Events are permitted in Bentonville Public Parks, provided the following guidelines are followed:

1. Special Event forms must be completed and submitted to Parks and Recreation. Certain events may require staff and committee approval. Many committees meet on a monthly basis. Because of the number of approvals that may be necessary. It is recommended this event packet be submitted as early as possible to ensure that your event is approved in a timely manner. For more information regarding this process, please call the Recreation Programs Supervisor at 479-464-7275.
2. Events may not be exclusive. Events utilizing public parks must allow any person or resident the ability to participate.
3. Fund-raising Events - No person in a park shall expose or offer for sale any article or thing, nor shall he station or place any stand, cart, or vehicle for the transportation, sale, or display of any such article or thing. Exception here is made as to any regularly licensed concessionaire acting by and under that authority and regulation of the city and nonprofit groups on an annual basis.
4. Events raising money for non-profit organizations must provide a letter from the organization's Executive Director, acknowledging the event and the organization's participation.
5. The size of the event can not exceed the number of parking spaces in the selected park facility. Vehicles can only be parked in designated areas. Overflow parking can only be allowed at special events where Parks and Recreation staff is supervising the event.
6. If there is an exchange of money/registration fee, a facility rental fee will be required for the event sponsor. **Each event, with 200 plus attendees, carries a \$200 cleaning deposit** that must accompany the Event Request Form. This deposit will be returned provided the park and surrounding parking lots are left clean, free of trash, and no damage is done to structures, gardens, or parking areas.
7. No person in a park shall construct or erect any building or structures of whatever kind, whether permanent or temporary in character, or run or string any public service utility into, upon, or across such lands, except on special written permit obtained from the city.
8. If your event requires a key to a lock being checked out from Bentonville Parks and Recreation, a \$100 security deposit must be submitted. Any key checked out from Bentonville Parks and Recreation must be turned in on the next business day. Once a key is turned in, the security deposit is returned. At no point can the renter make a copy of any Bentonville Parks and Recreation key.

9. Any marking on trails or sidewalks is strictly prohibited. Any painting or marking on athletic fields with out specific permission from Parks and Recreation is also prohibited.

10. No inflatables of any kind are permitted, nor are any activities requiring the use of animals such as pony rides, camels rides, etc. without the written permission of the Bentonville Parks and Recreation Department.

Hold Harmless Clause: The City of Bentonville shall not be liable to user's employees, agents, invitees, licensee, visitors, or to any other person for injury to person or damage to property on premises caused by the negligence or misconduct of user, its agents, servant, or employees, or of any other person entering upon the premises under express or implied invitation by user. The event producer agrees to indemnify and hold harmless the City from any loss, attorney's fees, and expenses or claims arising out any such damage or injury. The City reserves the right to evoke this application at any time.

Advertising/Banners in Parks: Tournament and special event organizers are not permitted to hand banners, posters, flyers, or other printed advertising materials prior to the event. Sponsors are permitted to hang banners or posters in areas pre-approved by Parks and Recreation on the day of the event. Any pre-approved banner may not be displayed until the morning the event begins and must be removed at the completion of the event.

As a representative for the group and event requested on this from, I understand the regulations applying to the use Parks and Recreation facilities. I will assume responsibility for the adherence to these regulations and policies if the request is approved.

- The observance of applicable laws and ordinances.
- Any stipulations or restrictions of the permit.
- Any stipulations or rules outlined in the Special Event Request Form Instructions/Rules.
- The Applicant assumes all liabilities that may arise.