

## Community Events:

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

1. Community Event forms must be completed and submitted to Bentonville Parks and Recreation. Certain events may require staff and committee approval. Many committees meet monthly. 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. Fundraising Events - No person in a park shall expose or offer for sale any article or thing, nor shall they 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. Events that will be collecting money in any fashion must pay a **\$50 rental fee** for the selected park facility unless stated otherwise in this form.
6. The size of the event cannot 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 community events where Bentonville Parks and Recreation staff is supervising the event.
7. Depending on the size, duration, or type of event, a facility rental fee may be required. Each event carries a **\$200 cleaning /trash deposit**. 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.
8. 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.
9. If your event requires a key to a lock being checked out from Bentonville Parks and Recreation, a \$200 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.
10. Any marking on trails or sidewalks is strictly prohibited. Any painting or marking on athletic fields without specific permission from Bentonville Parks and Recreation is also prohibited.
11. No inflatables of any kind are permitted, nor are any activities requiring the use of animals such as pony rides, camel rides, etc. without the written permission from Bentonville Parks and Recreation.
12. **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.

## Additional Information:

For availability of reservable spaces, please call or visit the Bentonville Parks and Recreation, located at 215 SW "A" Street. Payment for rental of the field/court must be received to confirm the reservation.

## Advertising/Banners in Parks:

Tournament and community event organizers are not permitted to hand out 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.

**Pavilion Use:**

Bentonville Parks and Recreation is happy to offer pavilion reservations at no cost to our participants. Small groups (fewer than 200 people) may reserve pavilions for periods up to four (4) hours in length. Larger groups, 200 plus, are required to complete a Community Event Request Form. Large groups may reserve a pavilion for up to eight (8) hours. Large groups are required to pay a \$200 trash deposit that is reimbursed if the facility is returned in a clean manner. All reservations are accepted on a first come, first serve basis.

**Trash Deposit:**

All facilities come with a \$200 trash deposit that will be returned if the facility is returned without excessive trash scattered throughout the facility. This includes but is not limited to excessive amounts of litter in dugouts, beneath bleachers, and in restrooms.

**Trail Reservation:**

If your reservation is requesting the use of trails, then the event organizer will be responsible for all trail signage notifying the public prior to and during the event, as well as staffing the appropriate section(s) of the trail during the event. In addition, Parks and Recreation staff will make a determination if the size and scope of your event requires the closure of a trail or portion of a trail to the public. If Parks and Recreation staff determines the trail must be closed, then the trail can be closed for a maximum of four hours, and you will be charged an hourly trail fee based on the size and scope of your event. **At no time may any trails be marked on without specific written permission from Bentonville Parks and Recreation. Hourly Trail Fee is \$150.00.**

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