

NINIGRET PARK FEES

RESERVED PAVILION FOR PICNICS

0 - 50 people	\$25
51 - 100 people	\$50
101 - 250 people	\$100
251 - 500 people	\$200
500 - above = SPECIAL EVENT (<i>see below</i>)	

Aside from the pavilions, other areas of the park are available for rental.

SPECIAL EVENTS

Any event or gathering with an estimated attendance of 500 or more constitutes “a special event” and as such requires special event approval and fees as follows:

10% of gate fees collected

OR

10% of vendor fees collected

OR

flat fee as arranged

A Ninigret Park Reservation Form must be filled out for **all** events and can be picked up in the Charlestown Parks and Recreation Department.

Please contact the Charlestown Parks and Recreation Department at 364-1222 or visit us at The Charlestown Town Hall located at 4540 South County Trail.

www.charlestownri.org

GUIDELINES GOVERNING USE OF NINIGRET PARK

Any individual or groups wishing to establish themselves in Ninigret Park either on a temporary or permanent basis must abide by the following:

CONTRACT

For special events or larger size groups, a formal contract may be deemed necessary. A formal contract approved by the Town Council must be signed by all parties before any events or gatherings are to begin.

INSURANCE

Liability insurance may be required for special events or large size gatherings. The amount of coverage required will be determined by representatives of the Town of Charlestown. All individuals or groups required to provide insurance must submit a current copy of insurance certificates to the Parks & Recreation Department *at least 14 days prior* to the event date. All certificates of insurance must list the *Town of Charlestown* as an additional insured.

LICENSES AND PERMITS

All necessary licenses and permits required must be obtained prior to the event. It is the responsibility of the event organizer to obtain all local, state, and federal licenses as required. Copies of all licenses and permits must be submitted to the Parks & Recreation Department *at least 14 days prior* to the event.

EMERGENCY SERVICES

Any security, police, first aid, or fire department service which is deemed necessary by the Parks & Recreation Department must be arranged by, and at the expense of, the event sponsor or organizer. Any private security, police, first aid, or fire service which is to be used on site must be pre-approved by the Director of Parks & Recreation. All private emergency service personnel must be bonded and licensed and proof of such must be provided at least 14 days prior to the event.

SECURITY DEPOSIT

The Town may require that a deposit or promissory note be posted with the signing of all contracts. Promissory notes shall remain in effect and shall be discharged to the signer excluding any documented expenses within 30 days of the end of the event. A deposit payment, if required, shall be paid at least 30 days prior to the event. The Town reserves the right to determine amount of deposit per event.

DAMAGE

All associated costs to repair any and all damage to the grounds or facilities attributable to the individuals or groups use of the facility will be the sole responsibility of the event sponsor or organizer. The Town will be reimbursed for any expenses they may incur as a result of damage resulting from the use of the facility.

TOWN SERVICES

The Town will be reimbursed for any and all expenses they may incur as a result of town services being used in conjunction with the event. This includes, but is not limited to, traffic control, maintenance, safety, and other reasonable municipal expenses.

RUBBISH REMOVAL

All trash removal will be the responsibility of the event organizer. Proper containers must be provided during the event and at the expense of the organizer. Any trash receptacles currently on site which are used must be emptied at the conclusion of the event and returned to their original location. The town reserves the right to require that dumpsters be on site and available throughout the event as deemed necessary.

BATHROOM FACILITIES

Special events or large groups may be required to provide portable toilets for the duration of the event. The Director of Parks & Recreation shall determine if portable facilities are required and if so shall determine the adequate number of portable units to be provided. Location of all portable facilities or port-a-johns must be pre-approved by the Director of Parks & Recreation. All costs associated with the installation or operation of portable facilities or port-a-johns will be the responsibility of the event sponsor or organizer. All portable facilities and/or port-a-johns must be removed from the property no later than 48 hours after the event. All groups or organizations using on site restroom facilities should make every attempt to monitor facilities for cleaning and maintenance. Any damage or operational problems which occur during the course of an event should be reported immediately to the Parks & Recreation Department or the Charlestown Police Department. The Town of Charlestown reserves the right to hold the event sponsor or organizer responsible for any and all costs associated with damages which are a direct result of participants attending the event.

UTILITIES/WATER

Any group or organization seeking to use on site electricity, lighting, water, or other utilities must seek prior approval from the Parks & Recreation Department. All associated expenses for use of said utilities will be the responsibility of the event sponsor or organizer. No changes, modifications, or upgrades of any kind are to be made to town facilities without prior approval. Any damage incurred as a result of use will be the responsibility of the event sponsor or organizer.

RENTAL/LEASE FEES

User fees for rental or lease of Ninigret Park are as outlined in the **Ninigret Park Fees** document unless otherwise arranged. All fees for use of the facility are due to the Town of Charlestown no later than 14 days after the event.

EVENT USER FEES

Any fees which are to be charged to patrons participating or attending events will be at the discretion of the event organization and may be subject to approval by the Parks & Recreation Department.

CAMPING

No overnight camping is allowed anywhere on park property without prior approval. All organizations seeking to allow overnight camping for event organizers or participants must request permission for approval prior to the event. Camping will be allowed in tents and/or self contained RV's only. No dumping is allowed anywhere on site. No fires of any type will be allowed without prior approval. Authorization and location for camping will be at the discretion of the Parks & Recreation Director. Event sponsors/organizers are responsible for all setup, maintenance, and removal of campers and related equipment. All campers, RV's and equipment must be off the site no later than 24 hours following the event.

ALCOHOL

No person shall possess, drink, sell or offer for sale any intoxicating beverages within the limits of the park without proper approval and licensing from the Town Council. If approval and licensing has been granted for alcohol sales at an event, the event organizer will be responsible for the following:

- All alcohol sales must take place from a fenced or roped off area as mutually agreed upon.
- A Charlestown police officer must be stationed at the area at all times that alcohol is being sold.
- All sales must cease 1 hour prior to the scheduled conclusion of the event or gathering.
- There must be a T.I.P.S or S.T.O.P certified server at the designated serving area at all times alcohol is being served.
- Alcohol may not be served in glass or bottles.
- Alcohol sales must be restricted to 1 beverage per person, per visit.
- All groups or organizations offering alcohol for sale will be required to purchase liquor liability insurance in a minimum amount of \$2 million dollars and provide a certificate of insurance which names the **Town of Charlestown** as additional insured. Proof of insurance must be submitted to the Charlestown Parks & Recreation Department at least 14 days prior to the event.

SOUND/NOISE – policy to be implemented

SPECIAL EVENT ADVERTISING

ENTRANCE TO THE PARK

All approved special events occurring in Ninigret Park will be allowed to post 1 sign or banner at the “entrance” to the park. The “entrance” is defined as the main entrance road into Ninigret Park (located directly across from the Charlestown Ambulance Building). Signs may be no larger than 20 square feet in size with a height of not more than 4 feet and a length of no more than 5 feet. Banners must be no larger than 24 square feet in size with a height of not more than 2 feet and a length of not more than 12 feet. Signs/banners may be double sided. Signs/ banners may not contain, list, picture, or in any way represent any alcohol or alcohol related products. All language, pictures, and other materials must be suitable for public viewing. Signs/banners must not obstruct traffic in any way and shall not interfere with the health, welfare, or safety of the general public. Signs/banners may not be animated, moving, rotating or similar in appearance unless otherwise approved. Signs/banners may not be illuminated in any manner. It is the responsibility of the event sponsor/organizer to erect, maintain in good order, and remove all signs/banners. The event sponsor/organizer assumes all responsibility and risk for the safe installation, posting, and removal of signs/banners. Signs/banners may be posted no sooner than 14 days prior to the scheduled date of the event. Signs/banners must be removed no later than 48 hours following the event. Design and location of all signs/banners must be pre-approved by the Director of Parks & Recreation or a designee prior to being posted.

SPECIAL EVENT ADVERTISING cont.

WITHIN PARK PROPERTY

No advertising of special events will be permitted within the park without prior authorization from the Director of Parks & Recreation. This includes, but is not limited to, signs, banners, posters, flyers, pamphlets, and other related advertising materials. FAILURE TO COMPLY WITH ANY RULES OR REGULATIONS FOR SPECIAL EVENT ADVERTISING SHALL RESULT IN THE REMOVAL OF THE SIGN, BANNER, OR ADVERTISING MATERIAL AT THE EXPENSE OF THE EVENT SPONSOR/ORGANIZER AND MAY RESULT IN REVOKATION OF THE SPECIAL EVENT LICENSE.

PARK RULES

All persons involved with events occurring within Ninigret Park are subject to all park rules, regulations, and ordinances as outlined and as further defined in Chapter 158, Article II of the Code of Ordinances for the Town of Charlestown. Furthermore, all event sponsors and organizers are responsible for the conduct of event participants and shall be responsible for informing participants of rules, regulations, and ordinances.

ANY VIOLATION OF PARK RULES, REGULATIONS, OR ORDINANCES AS DEFINED MAY RESULT IN EVENT CANCELATION AT THE DISCRETION OF THE DIRECTOR OF PARKS & RECREATION AND/OR THE TOWN ADMINISTRATOR OF THE TOWN OF CHARLESTOWN. FURTHERMORE, ANY VIOLATION OR ABUSE OF POLICIES MAY RESULT IN DENIAL OF FUTURE APPLICATIONS.