



City of Bowie

2614 Kenhill Drive
Bowie, Maryland 20715

CITY OF BOWIE SPECIAL EVENT POLICY POLICY 05-01

SUBJECT

Requirements and guidelines for hosting a special event in City parks or parklands.

INTRODUCTION

The City owns or is responsible for maintaining 13 park or parklands and the recreational amenities contained within their property boundaries. This policy establishes specific criteria for organizations wishing to host special events within these parks or parklands.

BACKGROUND

In recent years, the Department of Community Services has received a steady increase for requests to use City parks or parklands for the purpose of hosting special events. These special events include such requests as: Charitable Walk/Runs, Fishing Tournaments, Carnivals, Contests/Tournaments, etc. Community Services has determined that with increasing requests for these types of events, a usage policy became necessary. This policy provides use criteria for these types of events, specifies available dates, and establishes guidelines for permitted users. This policy will also protect the park from damage and improper use while ensuring that permitted events are suitable for a public park setting and are of general interest, with minimal disturbance to general park patrons and surrounding residents.

POLICY

The use of City parks and parklands for the purpose of hosting a "special event" is restricted, in priority order, to (1) City sponsored events; (2) Maryland-National Capital Park and Planning Commission (M-NCPPC) events coordinated with the City; (3) or by organizations which have obtained a Picnic Permit issued from the City's Department of Community Services in accordance with this policy. An organization seeking to host a special event in a City park is required to obtain a permit for an appropriate location(s) as deemed necessary by the Department of Community Services and submit the appropriate usage fee and security deposit (in accordance with the City's current fee structure) upon application with the City. User fees for verifiable Bowie based non-profit organizations may be waived, however a security deposit is required. Deposits shall be forfeited if the City determines that any of the following guidelines for use are not adhered to in conjunction with the approved event.

Event approval is subject to availability of the picnic site(s) that is deemed necessary by the City and will be considered on a case-by-case basis, taking into account the time of day, date, and previously scheduled events or activities.

Fees for use of required sites shall be in accordance with the City's current fee structure.

Guidelines for Special Events:

1. All events other than City-sponsored events or Maryland National Capitol Park and Planning Commission (M-NCPPC) activities require the issuance of a permit. Permits will **NOT** be issued for the same dates that either City of Bowie or M-NCPPC events or rain dates have been scheduled or on dates not deemed to be in the City's best interest based on other scheduled park or parkland activities for that day. City programs always take priority.
2. Applicants are subject to the Department of Community Services permit issuance policies and are required to submit, via e-mail, to mreno@cityofbowie.org a written *Detailed Event Description* for their proposed event. The issuance of a permit will be tentative until such a time staff has fully reviewed the detailed event description and either approved or denied the request. Notification of approval or denial shall be made within 15 days of receipt of application.
3. All requests to host a special event in City parks must be made at least 30 calendar days prior to the requested event date and are subject to availability. Requests will not be approved prior to the City's opening date for picnic reservations in Allen Pond or Whitemarsh Park each season. Resident reservations are accepted beginning at 9:00 a.m. on the first Saturday in February and non-resident reservations are accepted beginning at 8:30 a.m. on the first business day in March. All reservations must be placed in person in room #203 at Bowie City Hall, 2614 Kenhill Drive, Bowie MD 20715.
4. Sufficient picnic sites must be available to accommodate the maximum expected attendance for the event. Events where the attendance total is expected exceed the combined total capacities for all picnic sites at any one park, will be required to obtain a permit for a Full Park Rental and will be subject to availability.
5. The Applicant shall provide to the City certificates of insurance evidencing insurance coverage's of the following types and amounts. On each policy, Applicant will name the City of Bowie as an additional insured.
 - (a) Comprehensive General Liability Insurance.
 - (1) Personal injury and bodily injury insurance with a limit of \$250,000 each occurrence and \$500,000 aggregate, where insurance aggregates apply;
 - (2) Property damage liability insurance with limits of \$250,000 each occurrence and \$500,000 aggregate, where insurance aggregates apply.
 - (b) In the case of mobile concessionaires, Automobile Liability Insurance.

- (1) Property damage liability with a limit of \$50,000 each accident.
 - (2) Bodily injury liability with limits of \$250,000 each person and \$500,000 each accident;
- (c) **Workers' Compensation Insurance.** Vendor shall comply with the requirements and benefits established by the State of Maryland for the provision of Workers' Compensation insurance. If your organization/business has opted out of this requirement, the applicant is required to provide documentation of such.
6. Participants and sponsors of special events must comply with all Park Rules and Regulations as stated in Chapter 17 of the Bowie City Code and included with the permit.
 7. All information (i.e. signs, fliers, advertisements, publications, activities, etc.) regarding the special event are restricted to the approved location only, unless the Department of Community Services has granted an exception and will be stated in writing on the permit.
 8. If the permittee desires to have food/beverage vendors, promotional vendors, entertainment booths, etc. at the event, such vendors shall be identified and described in the detailed event description and included on the permit. The sale of any items requires a Concessionaires Permit. The total number of such vendors is subject to approval by Department of Community Services Staff and will be restricted to the site as described on the permit. The sale of alcoholic beverages by any vendor is prohibited.
 9. If the event provides food for consumption by the public, it is the responsibility of applicant to consult with the Prince George's County Health Department (301-883-7879) to determine if any special permits are required.
 10. If applicable, all tents / canopies must be freestanding. No ground spikes are allowed.
 11. All requests for exceptions to the above policy must be submitted in writing to the Director of Community Services for consideration. The Director of Community Services may refuse to permit use of the facility if in his judgment the program or the attendees may cause damage to the facility or if the nature of the proposed program, without regard to the viewpoint of the content, is not appropriate for a public park venue, by reason of the scope of the event, number of reasonably anticipated attendees, or mitigating factors.