

Conway Parks Department Park Event Application

EVENT NAME: _____

DATE OF EVENT: _____ EVENT START TIME: _____ END TIME: _____

GROUP/ORGANIZATION: _____

CONTACT PERSON: _____

EMAIL: _____

ADDRESS: _____

PHONE: _____ CELL PHONE: _____ FAX: _____

NONPROFIT: YES _____ NO _____

HAVE YOU EVER HELD AN EVENT AT A CITY PARK BEFORE?

YES _____ NO _____

IF YES, LIST EVENT(S) AND DATES:

1. _____

2. _____

WHAT PARK DO YOU PLAN TO USE: _____

CURRENT EVENT DESCRIPTION: (PLEASE PROVIDE AS MUCH DETAIL AS POSSIBLE)

WILL ANY ITEMS BE SOLD AT YOUR EVENT? _____

PLEASE LIST NAME AND A&P PERMIT NUMBER OF VENDORS (NO MORE THAN 2):

LIST IN DETAIL THE SERIES OF EVENTS THAT WILL OCCUR FOR THIS EVENT:

ANTICIPATED NUMBER OF PARTICIPANTS: _____

WILL EVENT BE ADVERTISED? YES _____ NO _____

IF YES, HOW AND WHEN? _____

How does your group plan to handle clean up?

***If garbage receptacles are required, please contact Conway Sanitation at conwaysanitation@conwayarkansas.gov or (501) 450-6155 for scheduling and fees.**

CROWD CONTROL TO BE PROVIDED BY SPONSOR

The City of Conway retains the sole right to issue event permits for the use of the City Parks.

A copy of the contract will be kept at Conway Parks Department for the calendar year.

Conway Parks and Recreation Department Parks and Pavilion Use Contract

This agreement made on this day _____ by and between the City of Conway, herein referred to as "City" and _____ herein referred to as "**Sponsor**", for the purpose of holding a special event at any of the City of Conway Public Parks.

Witnesseth:

Now therefore, for the consideration, purposes and mutual undertaking herein provided, the parties hereto mutually agree as follows:

- **12.08.03 - Operating policy.**

A. Any section or portion of any park may be declared closed to the public at any time and for any interval of time deemed necessary, expedient or proper, either temporarily, permanently or at regular or stated intervals, by the proper authorities of the city. All persons shall be prohibited from using any area so closed pursuant to this section of the chapter.

B. No person, group, association or organization shall use any of the pavilion facilities located in any of the parks of the City of Conway unless said person, group, association or organization shall have obtained a reservation and paid a fee of fifty dollars (\$50.00) for the use thereof through the Parks and Recreation Department.

C. No person shall picnic or lunch at any place in a park other than those designated for that purpose. Attendants shall have the authority to regulate the activities in such areas when necessary to prevent congestion and to secure the maximum use for the comfort and convenience of all. Visitors and persons in any park shall comply with any directions given by attendants to achieve this end.

D. No fire whatsoever shall be set in any park except in areas designated as picnic areas and when the fire is contained within an incinerator, stove, charcoal broiler or other facility which will properly and safely contain said fire and when said fire is used only for outdoor cooking. If a person provides his own container it must be of a type which will not leave any burning substance or ashes in the park and all such containers shall be so placed so as to insure that no trees, shrubs or other property shall be exposed to flames. Provided, the director of Parks and Recreation may designate an area or areas within the parks to be used solely for the purpose of an outdoor fire, commonly referred to as a "wiener roast". No such fire shall be left unattended and the person or persons causing such fire shall fully extinguish said fire prior to leaving the area thereof.

E. Open fires in city parks without a permit are prohibited.

1. No permit shall be issued without a fire permit from the Conway Fire Department and approved by the Parks Director.

F. Quiet hours are between the hours of 10:00 p.m. and 6:00 a.m.

G. No person shall stay after quiet hours within a public park or city owned and operated facility except by special written permission granted by the office of the Mayor or his designee. This includes but is not limited to camping, sleeping or lodging.

1. Special written permission will be limited to no more than two (2) consecutive nights.

2. In addition to any other sanction that may be assessed for the violation of this provision, any person in violation of this rule shall be subject to the immediate removal from the park of their person and belongings.

H. All unauthorized use of fireworks and or explosive devices is prohibited.

(Ord. No. O-81-4, Sec. 1; Ord. No. O-12-62, Secs. 1.A, 1.B, 1, I)

- **12.08.04 - Traffic.**

A. It shall be unlawful for any person to operate a motor vehicle in any area in any part at a speed greater than that clearly designated by signs or other means, but in no event shall any motor vehicle be operated in any part at a speed in excess of twenty (20) miles per hour.

B. No motor vehicle shall be driven or operated, nor shall any bicycle or other means of transportation which is propelled by human power be ridden, nor shall any horse, pony or other animal be ridden or driven in any park except upon the streets, roads or parking lots therein or upon other paths or thoroughfares designated therefore. In no event shall any vehicle, motor vehicle, bicycle or other means of transportation propelled by human power, horse, pony, mule or other such animal, be placed, driven or permitted in any pavilion.

C. Vehicles are restricted to designated roads and parking areas only.

(Ord. No. A-518, Sec. 4; Ord. No. O-12-62, Sec. 1.D)

- **12.08.05 - Dogs**

A. No dog shall be taken or permitted to enter into any park except when the same is in the possession and control of the owner thereof or of some other responsible person, and all dogs shall be on a leash and properly restrained thereby at all times while in any park.

- **12.08.06 - Alcoholic beverage**

A. It shall be unlawful for any person to have in his or her possession, custody or control or to consume any alcoholic beverages (including wine, beer or other spirituous liquors) of any kind whatsoever in any park.

(Ord. No. A-518, Sec. 6)

12.08.07 - Merchandising, advertising, and signs.

No person in a park shall:

A. *Vending and peddling*: 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 is herein made as to any regularly licensed concessionaire acting by and under the authority and regulation of the parks and recreation commission.

B. It is prohibited to offer for sale any food, drink, merchandise, or service without Parks Director approval.

C. *Advertising*: Announce, advertise, or call the public attention in any way to any article or service for sale or hire.

D. *Signs*: Paste, glue, tack or otherwise post any sign, placard, advertisement, or inscription whatever, nor shall any person erect or cause to be erected any sign whatsoever on any public lands or highways or roads adjacent to a park.

(Ord. No. A-518, Sec. 7; Ord. No. O-12-62, Sec. 1.D)

1. The Sponsor agrees no lewd or indecent action, conduct, language, pictures, or portrayals shall be included in the activities or events presented by Sponsor on the premises and nothing shall be presented, used or sold by Sponsor on the premises that is contrary to and in violation of the laws of the United States, State of Arkansas, and/or City of Conway
2. Sponsor agrees to defend, indemnify and hold harmless the City against any claim, expense or loss or liability as a result of any breach by Sponsor, Sponsor's agents, servants, employees, customers, visitors, or licensees, of any covenant or condition of the agreement, or as a result of Sponsor's use or occupancy of the premises, or as a result of the carelessness, negligence, or improper conduct of the Sponsor, Sponsor's agents, servants, employees, customers, visitors, or licensees.
3. To ensure other reservations are not hindered or impacted, we require event organizer to rent pavilion(s) if event is being proposed at any park with a pavilion. Reservations can be made online at conwayparks.com or at the Conway Sports Center. Pavilions are \$50.00 and can be rented 365 days in advance.

IN WITNESS WHEREOF, this agreement has been executed by the parties hereto on the day and year first above written.

City of Conway Representative:

Event Representative:

Conway Parks Director – Andrew
Thames

Signature

****Email contract/application to tyler.whitmire@conwayarkansas.gov**

Park representative will email you back to notify you of proposed approval. Please allow 3 – 5 business days.