



Downtown Park Rental Information

Procedures for Renting Outdoor Facility Space:

- Obtain request form from Bowling Green Parks and Recreation or through the City of Bowling Green website at www.bgky.org
- Complete the application and return to Bowling Green Parks and Recreation.

Mail-in: Bowling Green Parks and Recreation

Email: karen.pearce@bgky.org

Drop-off: Monday thru Friday, 7:30am – 5:00pm

Fax-in: 270.393.3603

Attn: Administrative Office
225 E. Third Avenue
Bowling Green, KY 42101

- Applications will be considered on a first-come, first serve basis. Reservation request must be submitted 30 days prior to your event if a private event. Once your reservation has been approved, all fees will be required to be paid in full. Incomplete applications will not be considered.
- Bowling Green Parks and Recreation sponsored programs take precedence in scheduling.

Facilities Available for Rental (Rates as of July 1, 2015)

CIRCUS SQUARE PARK

Minimum Rental is 4 hours - \$400.00
Full Day Rental (8 hours, plus) - \$800.00
Per Hour Rate - \$100.00
Cleanup/damage deposit - \$300.00
(refundable)
Non-profit discount – 25%

1. A Cleanup/damage deposit of \$300.00 is required once the rental is approved. Explanation of Cleanup and Damage details is located under *Rules and Regulations, Section 5*. Please be advised that if you submit a check for the deposit, the City will then issue a refund check for the deposit, if the facility is not damage due to your event.
2. Rental Payment in full is required once rental is approved.

FOUNTAIN SQUARE PARK

Per hour rental - \$75.00
Full Day Rental (8 hours, plus) - \$600.00
Cleanup/damage deposit - \$200.00
(refundable)
Non-profit discount – 25%

1. A Cleanup/damage deposit of \$200.00 is required once the rental is approved. Explanation of Cleanup and Damage details is located under *Rules and Regulations, Section 5*. Please be advised that if you submit a check for the deposit, the City will then issue a refund check for the deposit, if the facility is not damage due to your event.
2. Rental payment in full is required once rental is approved.

RIVERWALK PARK

Per hour rental - \$75.00
Full Day Rental (8 hours, plus) - \$600.00
Cleanup/damage deposit - \$200.00
(refundable)
Non-profit discount – 25%

1. A Cleanup/damage deposit of \$200.00 is required once the rental is approved. Explanation of Cleanup and Damage details is located under *Rules and Regulations, Section 5*. Please be advised that if you submit a check for the deposit, the City will then issue a refund check for the deposit, if the facility is not damage due to your event.
2. Rental payment in full is required once rental is approved.

RULES/REGULATIONS

1. An organization or individual wanting to use Fountain Square Park, Circus Square Park & RiverWalk Park for a private event is required to submit an application 30 days prior to the requested date of use. The Release and Waiver must be signed and a fee is required for each day that the park is to be used.
2. Be advised that reservations are contingent on the receipt of the completed application with payment and are on a first come, first serve basis. Also, two weeks prior notice is required for refunds should there be a cancellation. Circumstances beyond the Cities control are not basis for a refund.
3. If tents are to be erected inside of the park, then approval of the location of the installation of the tent is required by the Parks and Recreation Maintenance Staff. If the tent size exceeds 400 sq. ft. with sides or exceeds 700 sq. ft. without sides, then a tent permit will be required by calling the City Building Inspection Office at 270-393-3000.
4. After consideration, the request will be sent for scheduling. The Parks and Recreation Administrative Office will contact the organization/individual when approved. If the request is denied, an explanation will be provided.
5. It is understood that the organization/individual will leave Fountain Square Park, Circus Square and/or RiverWalk Park as it was before the event. A Deposit will have to be submitted to Parks Administrative Office for clean-up purposes. Any damages, repairs, or costs involved in the replacement of and labor for the replacement of flowers, shrubs, trees, property, etc. the deposit will not be refunded. If there isn't any damage and all clean-up has been provided by the individual or organization requesting use of the facility, then the deposit is submitted back in full to the requesting party. **It is prohibited to use silk flowers, rice, or silly string during wedding recessionals. Only organic material can be used.**
6. **Decorations:** Confetti and bird seed is not allowed. The use of glue, nails, tacks, screws, staples, or other fasteners that may scratch or otherwise damage park property are prohibited. You may use tape, but decorations must be taken down before your leave. The use of chalk on any surface is prohibited. Decorating is only allowed during your rental time.
7. If you want to erect "**awareness**" ribbons or signs, please be advised that you are responsible for putting up and taking down these items. It is required that they be properly secured so that it is not a threat to fall or cause harm. The City is not held responsible for any damages or vandalism that may occur in the park. Ribbons are only allowed along the outside perimeter of the park.
8. If you are requesting the placement of a **religious display in the park**, then a sign must be erected next to the display that reads: "*Erected by a private organization and its presence does not constitute an endorsement by the City of Bowling Green of this organization or of this display*". This display must be privately owned, purchased, installed and removed.
NOTE: Please acknowledge that one or more events may be scheduled in the park during this period, which might require that the display be removed if it interferes with the scheduled activity. With placement of displays, it will be prohibited for any digging or disturbance of landscaping without the approval of the Landscape Manager.
9. City Ordinance and KRS 243.260 and 243.290 prohibit the use of alcohol in a park for a private function or event. Non-profit organizations may obtain a lease for the park and temporary liquor license for alcohol consumption.
10. It is the City Manager's responsibility to rule on any issues or appeals to the use of the park.
11. Parking around or near the Fountain Square Park and Circus Square Park is public parking and is not guaranteed.
12. Further questions; contact Parks Administration at 270-393-3249.

NOTE:

If your park rental request is for a community event, then a Special Event Permit Application will need to be submitted 45 days prior to the event date. Special Event Applications are to be submitted to the Department of Neighborhoods & Community Services. For more information contact the Citizens Information & Assistance Specialist at 270-393-3444.

Please mark:

Private

Open to Public

Special Event Permit Required

Downtown Parks Request Form

BOWLING GREEN PARKS & RECREATION
225 E. Third Avenue, Bowling Green, KY 42101
Phone: 270.393.3249 Fax: 270.393-3603
Email: karen.peerce@bgky.org

Applications will be considered on a first-come, first serve basis. Your reservation request must be submitted 30 days prior to your event if the event is private. To make a reservation you must complete this form and it will be pending until departmental approval.

Contact Information:

Company/Organization: _____ Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Alternate Phone: _____

Email: _____

Dates/Times Requested:

Day of Week Requested: _____ Date or Span of Dates: _____ Start Time: _____ End Time: _____ # Hours: _____

Facility Request:

Location of Facility Requesting:

Fountain Square Park _____ Circus Square Park _____ Riverwalk Park _____

Wedding _____ Concert/Special Event _____ Display _____ Placement of "awareness" ribbons/signs _____

Anticipated Total Attendance (including spectators): _____

Special Requests:

	Yes	No		Yes	No
I have reviewed and understand the rules/regulations and fee requirements outlined on page 1 of this agreement.			Are you planning to put up a temporary structure? (Pop-up shade, tents, fences, inflatables, etc.) List: _____		
Will this be a fundraising event?			Will amplified sound be used?		
Will a fee be charged for participation?			Will food be served or food vendors used?		
Will items be sold?			Electrical Needs?		
Non-Profit			Water Needs?		

Security Deposit Refund:

*****Office Use Only*****

Security Deposits are refunded via check and take approximately two weeks to process after your rental concludes. Security Deposits should be made payable to the organization or person that initially paid the security deposit.

Refund: YES or NO

Make Check Payable To: _____

If yes,
Amount: _____

Address: _____

Date: _____

City: _____ State: _____ Zip: _____

Approved By: _____
**Place copy of reservation form in Administration Invoice box for processing.*

Release and Waiver Statement:

City shall not be liable for injury to person or damage to property occurring from the use of the outdoor facility being rented by the responsible party/renter, its employees, officers, official's agents, volunteers and participants. Responsible party/renter agrees to hold harmless and indemnify the City, its officials, officers and employees for all liability for any such injury or damage, including the City's attorney's fees and costs, whether or not such injury or damage be caused by or due to the ordinary, gross willful or wanton negligence or acts of omissions of the City or its officials, officers and employees or be caused by or be due to the negligence of the responsible party/renter or its officials, officers, employees, volunteers or agents. Responsible party/renter agrees to deliver to City upon execution of this release executed copies of insurance coverage in amounts and from companies satisfactory to the City. Any changes to the insurance coverage shall immediately be reported to the City. The responsible party/renter shall require each participant using the outdoor facility to execute a release which may be prepared by the City releasing the City from any injury to the participant while using the outdoor facility. The responsible party/renter agrees that only those participants who have read and signed the release shall participate in the event being held at the outdoor facility.

In submitting and signing this form, I certify I have read, understand and will abide by the facility rules and regulations set forth.

Applicant Signature

Date

*******OFFICE USE ONLY*******

Date Received by Department _____

Copy Given to Parks Admin _____

Reviewed by _____

Date _____

Approved _____ Denied _____ Entered into RecTrac _____

Special Event Application Received Yes No N/A

Certificate Insurance Received Yes No N/A

Non-Refundable Deposit _____ Date Paid: _____ Received By: _____

Rental Fee _____ Date Paid: _____ Received By: _____

Security Deposit _____ Date Paid: _____ Received By: _____

Other Fees _____ Date Paid: _____ Received By: _____

**Form reviewed by G. H. on 8/28/14