



# THE PARK

*at Flat Rock*

Rev. 2/9/23

## **Park Use Rules & Permit Application**

A permit is needed for any event requiring exclusive use of any portion of the park other than the Staton Pavilion and Rudnick Community Room. The availability calendar and reservation application can be found at the Flat Rock Village website ([villageofflatrock.org](http://villageofflatrock.org)), but the application and appropriate fees must be delivered in person to Flat Rock Village Hall.

The applicant/organization is responsible for providing any additional needs or facilities that would be required during the event, such as traffic and parking control or additional sanitary facilities.

A **special permit** from the Village Council is required for the following types of events:

- Fundraising
- Over 100 people in attendance
- That close any part of the park to the public

### **Weddings**

- For the ceremony (e.g., vows, exchange of rings) wedding parties may reserve specific areas of the park such as The Quiet Place or Inspiration Point. Use the [Park Use Permit Application](#) for that purpose.
- Reserving an area of the park for a wedding automatically includes a Staton Pavilion or Rudnick Community Room reservation at no extra charge unless it is not needed.
- Receptions and similar events may only be held in the Staton Pavilion or Rudnick Community Room.

### **Fees & Insurance**

- Fees are \$300 for a permitted event for 6 hours, \$50 for each additional hour. If a special permit allowing commerce is granted, the reservation fee is \$600.
- The security deposit is \$250. It will be refunded after the event if the property is left clean and undamaged.
- All fees and security deposit are due at the time of booking. Reservations are not confirmed until fees and deposit are paid. Fees paid with a credit card will be charged a convenience fee. Security deposits must be paid with either cash or check.
- Applicant must also provide a [certificate of insurance for one million dollars](#) liability coverage and list the Village of Flat Rock as additionally insured.
- In rare instances the Village Council may waive or reduce the usage fee for certain groups. These groups include: 1) Not-for-profit organizations (501(c)3 or similarly

designated) that provide local community services, programs, or events free of charge or low cost to the public; 2) Organizations conducting activities of direct benefit to the local Flat Rock area.

### **Security Deposit Return Guidelines.**

- Please include your set up and tear down time when reserving any facility. You will not be allowed to exceed the time booked on your reservation. You can pay for extra hours of use at the time the reservation is made.
- Remove any staging or signage you have placed in the park.
- All trash must be placed in trash barrels. If your event will be generating excess trash, please bring extra trash bags with you. Any trash bags containing food should be placed in the wooden dumpster corral near the pavilion.

### **Park Rules**

- By renting any part of the park for an event, you are responsible to follow the use rules that are attached to the rental contract. These rules apply to any attendees of your event.
- **Some key rules to remember:**
  - Sound systems and musical devices that produce a sound that carries more than 50 feet or is loud enough to disturb other patrons using any park facility are prohibited.
  - Parking along Highland Golf Drive is prohibited. This is a private street and not part of the park. Any unauthorized vehicles parked on Highland Golf Drive may be towed at the owner's expense.
  - Alcohol, tobacco, grills, fires and open flames (e.g., sterno for chafing dishes) are prohibited.
  - Any function that will be used for fundraising, commerce, or solicitation shall need a special permit from the Flat Rock Village Council.
  - The Park may not be reserved for private events on holidays observed by the Village. A list of the Village observed holidays may be found on the Village website.



## The Park at Flat Rock

### Park Use Permit Application

---

---

Name of applicant/organization: \_\_\_\_\_

Purpose of event: \_\_\_\_\_

Event contact person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date and time requested: \_\_\_\_\_

(Include set-up and clean-up; Permit applications must be made at least 30 days prior to this date)

Inclement Weather/Rain Dates: \_\_\_\_\_

Estimated attendance: Adults \_\_\_\_\_ Children \_\_\_\_\_ Total \_\_\_\_\_

Areas to be used for event: \_\_\_\_\_

Which parts of the park need to be closed to the public during the event? \_\_\_\_\_

\_\_\_\_\_

How will this event affect the public's normal use of the park? \_\_\_\_\_

\_\_\_\_\_

Will the existing parking lot accommodate the need of the event? \_\_\_\_\_

\_\_\_\_\_

(Events expecting more than 50 participants must provide an offsite parking plan)

Will the existing park restroom facilities accommodate the need of the event? \_\_\_\_\_

\_\_\_\_\_

(Events expecting more than 100 participants must supply portable toilets)

What equipment will you bring to the park? \_\_\_\_\_

\_\_\_\_\_

Anything sold during the event? \_\_\_\_\_ Describe: \_\_\_\_\_

\_\_\_\_\_

Is this a free event? \_\_\_\_\_ Please explain any charges: \_\_\_\_\_

\_\_\_\_\_

=====

**Please attach with this application:**

**1. Certificate of Insurance:**

Applicants must provide a certificate of insurance for one million dollars liability coverage and list the Village of Flat Rock as additionally insured.

**2. Emergency/Risk Management Plan:**

Applicants must provide an emergency/risk management plan that identifies and responds to potential risks associated with the event, including but not limited to security, crowd management, EMS presence, hazardous weather, etc...

*I have read and agree to the park use rules.*

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Park Commission/Council approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Office use only:**

	Fee Paid
	Deposit Paid
	Certificate of insurance received
	Emergency/Risk Management Plan received
	Deposit returned