

**CITY OF WICHITA - DEPARTMENT OF PARK & RECREATION**

**RULES & REGULATIONS CONTRACT for SPECIAL EVENTS IN PARKS** revised 10/12/07

1. A damage deposit is required in addition to the event fee. The fees depend on anticipated attendance for the event. If the reserved area is found "as good or better" following the event, the deposit will be refunded within 4-6 weeks. Damage to any park property will result in the loss of the deposit. The event sponsor will also be responsible for any damage expenses over the deposit amount.
2. The reserved park or facility may not be used for any purposes other than the purpose that is described on the special event application and/or rental agreement.
3. Following the event, the event sponsor is responsible for clean up to the area so that it's condition is "as good or better" than it was prior to the event. This includes removing all trash, debris and placing it in appropriate containers.
4. The Department of Park & Recreation is not responsible for lost or stolen items or items left by guests, workers, employees or representatives of the sponsor group.
5. Report all accidents or injuries to the Department of Park & Recreation so an accident report can be filed.
6. Beer and alcoholic beverages are NOT allowed on park property unless approved by special permission. Application for a cereal malt beverage permit can be applied for through the Treasury department in City Hall.
7. City Ordinance does NOT allow smoking inside any park facility.
8. Collecting money, donations, an admission, selling concessions, services or products on park property is strictly prohibited due to city ordinance title 9, section 9.04.060, 'Sale or Soliciting.'
9. No motorized vehicles of any kind are to be driven on or across the park grounds. Vehicles are allowed only in designated parking lots or on streets near the event site. Vehicles are prohibited on sidewalks, bikeways and grass surfaces. BBQ's can be brought onto the park grounds but cannot be driven up on park property.
10. The sponsor must obtain all permits or licenses before permission can be granted for use of the park site for any special event held on park property. Moonwalks & inflatables must have a permit to be placed on park grounds & must be rented through a vendor that is licensed & approved through the by the Office of Central Inspection, 316.268.4648.
11. Check with the Park & Recreation department to see if your special event requires liability insurance.
12. The sponsor agrees to hold the City of Wichita harmless from & against any claims, demands, liabilities & costs arising from damage or injury, actual or claimed, to property or persons occurring as a result of this event.
13. Park Maintenance will clean up the requested park prior to the event; however, we cannot guarantee that during the amount of time that passes until your event it will remain cleaned. Please ensure extra time prior to your event to clean up the event location.
14. Vagrants reside in our parks at times. If there becomes an issue, please contact Wichita Police Department.
15. Before marking on any property for runs/walks/other events, you must discuss your intentions with Park & Recreation Staff and put it in writing. ALL markings must be made with the chalk products.
16. Runs and walks are not authorized across the two bridges along the Keeper of the Plains.
17. Lighted candles and incense are NOT allowed in or on park grounds or facilities.
18. The event sponsor is responsible for all actions, activities or any damage occurred during the rental period. Failure to abide by the above Rules & Regulations will result in forfeiture of the sponsor's deposit & may result in future reservation privileges being suspended.

Your request for a special event at \_\_\_\_\_, to be held on \_\_\_\_\_ will be approved by the Department of Park & Recreation upon receipt in our office of the fee and damage deposit due, insurance if required and this contract, signed and dated by the special event sponsor. The fee for this event will be \$\_\_\_\_\_. In addition, the event will require a refundable damage deposit of \$\_\_\_\_\_.

**I AGREE TO ABIDE BY THE RULES AND REGULATIONS LISTED ABOVE. I FURTHER AGREE TO BE RESPONSIBLE FOR THE ACTIONS OF ALL PERSONS IMPLEMENTING OR PARTICIPATING IN THE SPECIAL EVENT.**

Event Sponsor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Amount enclosed: \_\_\_\_\_ Fee \$ \_\_\_\_\_ Damage deposit \$ \_\_\_\_\_