

# Harrisville City Park Bowery Reservation Policy

By initialing next to policy/guidelines the signee agrees to the conditions and terms and will be held responsible for any violation occurred during the reservation time.

## 1. Fees and Cancellations

- a. \_\_\_\_\_ A per-day bowery reservation fee will be charged to reserve any city park bowery for personal events; such as family gatherings or social events.
- b. \_\_\_\_\_ Renters agree to pay for damages that occur to the facility and sound equipment (if used), as well as extra clean up that may be needed, in addition to the rental and deposit fee.
- c. \_\_\_\_\_ Reservation cancellations 14 days or more prior to the reservation date are eligible for a refund minus a \$25 administrative fee. Reservation cancellations 0-13 days prior to the reservations date are not eligible for a refund. Credit Card processing fees are not eligible for refund.
- d. \_\_\_\_\_ All reservations are required to be made online via the city website of <https://www.cityofharrisville.com/reservations> for scheduling purposes. Paper reservations are no longer accepted at the city offices. Reservation availability can be viewed online.
- e. \_\_\_\_\_
- f. \_\_\_\_\_ Fees will be assessed as follows:
  - i. Bowery rental only - \$75 reservation fee paid at time of online reservation.
  - ii. Bowery rental *with* sound system - \$150 reservation fee paid at time of online reservation.
  - iii. Bowery deposit *for all reservations* - \$300 paid at time of keys/signs are obtained.
- g. \_\_\_\_\_ Deposits can be made with cash, check or credit card. Deposit will be held and returned upon return of keys and signage. If paying with credit card the return payment can take up to 7-10 business days. Processing fees are not eligible for refund.

## 2. Park, Bowery, and Restroom Use

- a. \_\_\_\_\_ The bowery is available for reservation by Harrisville residents and non-profit organizations on a first come, first serve basis.
- b. \_\_\_\_\_ No reservations will be made in advance of the current calendar year, and are only available April through September of each year.
- c. \_\_\_\_\_ Non-profit groups must bring in proof of non-profit status (Form 501C3) and will be determined eligible for reservation on an individual basis.
- d. \_\_\_\_\_ The surrounding park may not be reserved, but is open for use by the public on a first-come first-serve basis.
- e. \_\_\_\_\_ Rental of Park Bowery will entitle the users the use of the bowery, the restrooms and electricity. [Water access is not available at any time during reservation]
- f. \_\_\_\_\_ NO USE NOR CONSUMPTION OF ALCOHOLIC BEVERAGES OR ILLICIT DRUGS WILL BE PERMITTED ON ANY CITY PROPERTY.
- g. \_\_\_\_\_ NO SMOKING ON ANY CITY PROPERTY.
- h. \_\_\_\_\_ No animals/pets are permitted on city property without leashes as per city ordinance HCMC §09.04.050.

- i. \_\_\_\_\_ Groups are responsible to leave the area clean and organized.
- j. \_\_\_\_\_ The restrooms MUST BE cleaned and inspected before departure. Restrooms MUST BE locked before departure.
- k. \_\_\_\_\_ All trash should be disposed of in the city trash receptacles provided onsite.
- l. \_\_\_\_\_ Loud music and noise that disturbs the surrounding neighbors is prohibited above normal conversation levels as per city ordinance HCMC §11.20.190
- m. \_\_\_\_\_ No Moving tables without prior permission.

### **3. Key & Signs**

- a. \_\_\_\_\_ Groups must designate one individual to pick up a key to the restrooms and power. Please contact the city offices Monday – Thursday 8-5 or Friday 8-Noon for key and sign pick-up prior to reservation day. If reservation is made near a holiday it is the reservationists responsibility to pick up the power key during city office hours. Failure to pick up key during a holiday office closure will result in no power/signage/access to the park restrooms for your reservation.
- b. \_\_\_\_\_ The designated person must maintain control of the key at all times. Do not lend out the key to anyone.
- c. \_\_\_\_\_ Upon locking and inspecting the restrooms after use, and if leaving after dark, the key can be dropped into the drop box located on the east aside of the City Hall’s front doors or brought in the next business day. The signs can be put into the drop box as well or brought in the next business day immediately following the bowery use.
- d. \_\_\_\_\_ Deposit on the bowery rental WILL NOT be returned/refunded until the sign and keys have been returned to the city office.

### **4. Lost/Stolen Property**

- a. \_\_\_\_\_ Harrisville City is not responsible for any lost or damaged equipment, personal belongings/other items owned or used by the group of individuals using the bowery.
  - b. \_\_\_\_\_ Items left for more than 60 days in the City Lost and Found will be utilized or discarded as deemed by City Staff.
5. The park will be cleaned on a periodic schedule. However, the City cannot guarantee the cleanliness of the facility at the time your reservation, due to it being a public park.

Harrisville City Office hours are Monday – Thursday 8 AM to 5 PM and Friday 8 AM to Noon excluding holidays. Please contact the city for key pick up/deposit drop-off at least a day prior to reservation date. When reservation is around a holiday, check with city for hours of availability to obtain key/signage. Failure to comply with this policy will result in reservation cost/deposit forfeiture.

**Thank you for being considerate of the “Harrisville Park Bowery” property.**