



USE POLICY for Private Use and Special Events

Consistent with the intent and philosophy of Ballard Park that Ballard Park is a park for community and residents' use and enjoyment, the Ballard Park Foundation Board of Trustees seeks to encourage the use of the Park for appropriate, low-impact, private and special events (i.e., weddings, anniversaries, family reunions, picnics, artistic and cultural events, etc.). The following requirements shall apply for persons or organizations wishing to use the park.

- 1) The attached application shall be submitted and approved by the Ballard Park Foundation Board. Requests for park use should be made as far in advance of the event as possible in order to insure park availability and to allow time for action on the request for use, including determination if the user will be required to provide insurance and/or services such as trash receptacles or port-a-potties. Last minute applications should be avoided as there may be insufficient time to act on the application.
- 2) Most private and special event users of the park will be requested to pay a user fee, to help off-set overall park maintenance costs, based on the event's size and duration. Fees are as follows:

Number of Persons	Duration of Event			
	Less than 1 hour	1 to 3 hours	3 to 6 hours	More than 6 hours
Less than 50	\$ 25	\$ 50	\$ 75	\$ 100
50 to 100	\$ 50	\$ 100	\$ 150	\$ 200
More than 100	\$ 75	\$ 150	\$ 200	\$ 300

Payment of the user fee is due at the time of application.

User fees may be waived for non-profit or community use at the discretion of the Ballard Park Foundation Board. Any request for waiver of user fee should be included with the application.

- 3) Depending on the nature of the event, Ballard Park may require the user to provide **insurance**. This will be determined upon application review. Note: some events will require insurance in the amount of \$1,000,000.
- 4) **To respect the peace-and-quiet of the inns and residences surrounding the Park**, music shall stop by 10:00 p.m., and the event shall conclude no later than 11:00 p.m.
- 5) Arrangements for **delivering and setting up tents, equipment, etc.** shall be made with the Park Manager. Setting up and closing down shall be undertaken as close to the event date(s) as practical and shall be agreed upon with the Park Manager.

- 6) **Trucks making deliveries** shall enter from the access road on Washington Street and depart immediately after making delivery. Delivery vehicles are not to remain parked within the Park.
- 7) **Parking** of vehicles on the grounds of the Park is prohibited.
- 8) Depending on the nature of the event, **trash receptacles, port-a-potties, and/or other facilities may be required** by Ballard Park to be provided by the user at the user's expense. This will be determined upon application review. In any event, it is the responsibility of the user to insure that the park is cleaned up after use and left in the same condition as before the use.
- 9) **Use of the Ballard Park Pavilion storage areas** may be requested at the time of submission of the use application. Arrangements to obtain and return pavilion keys for pavilion storage areas should be made with the Park Manager.
- 10) Ballard Park Foundation has **sound system** equipment and its use should be arranged with the Park Manager.
- 11) Should you have any **questions**, please call the Park Manager.

Adopted October 18, 2007