



Cumberland Square Park and Cumberland Square Park Parking Lot Reservation and Use Policy

Purpose

The City of Bristol, Virginia has adopted these Rules and Regulations to ensure a safe and enjoyable environment for activities in Cumberland Square Park while protecting the City's natural resources.

Permits and Rentals

A permit is required for the exclusive use of Cumberland Square Park for special events. To obtain a park permit contact the Office of Special Events. 276-967-1287

Overview: Cumberland Square Park is a four-acre park featuring a music pavilion, picnic shelter, amphitheater, Veteran's War Memorial, as well as a Vietnam-era aircraft on permanent exhibit. The park and its adjacent parking lot may be used by individuals and organizations for recreational activities and special events. This policy will set forth the procedures for allocating and reserving use of the facilities.

Reservation Procedures: Reservations will be taken by the City of Bristol, Virginia, subject to the following:

- City-sponsored activities shall have priority over other uses.
- Park rentals shall have priority over non-scheduled events.
- Reservation requests must be made by completing the Cumberland Square Park Special Event Rental Application provided by the Office of Special Events.
- Reservations shall be made on a first-come, first-served basis.
- Reservations should be made at least 30 days in advance. The City reserves the right to reject reservation requests made less than one month in advance.
- Reservations may be made up to one year in advance.
- Rental fees shall be paid no less than two calendar weeks prior to the event.
- Special event reservations require the submission of a signed and notarized Hold Harmless Indemnification Agreement.
- Special event reservations require the submission of a Certificate of Liability Insurance listing the City of Bristol Virginia as certificate holder and additional insured.

Use of Facilities: All groups or individuals using Cumberland Square Park and/or the parking lot shall abide by the posted rules.

Event organizers are responsible for ensuring that the park is clean and all waste materials generated by the event are placed in the receptacles provided at the conclusion of the event.

There shall be no dumping of grease, waste, or any other illicit discharge onto the ground or into storm drains.

All equipment and/or park features shall be returned to the condition and placement in which found. Any damage to park equipment and/or features must be reported promptly to the Special Events Coordinator.

Reservation Periods: A reservation is set for the specific time period noted on the application. The reserving party may occupy the facility only during the stated reservation period.

Rental Fees:

- Community events / Non-profit organizations - \$70/day
- Ticketed events / all other reservations - \$120/day

Activities Which May Be Exempt from Rental Fees: Certain activities require a reservation but may be exempt from rental fees. Such activities include small group exercise or other gatherings that do not require any City services.

A request to perform such activities in Cumberland Square Park must be made using the Special Events Permit Application provided by the Office of Special events. This type of activity requires the submission of a signed and notarized Hold Harmless Indemnification Agreement and a Certificate of Liability Insurance. This type of activity may not be permitted when the park has been reserved by another individual or group.

The City reserves the right to determine whether an activity or event is exempt from rental fees.

Additional Fees: Fencing to enclose Cumberland Square Park may be rented from the City upon request. Rental of this fencing includes full-service installation to include material delivery, setup, teardown, and return to storage. The fee for full-service fence rental is \$4,500 per event. Request for use of fencing must be made no less than 60 days in advance. Payment for fence rental is required no less than two calendar weeks prior to event.

Payment: Payment may be made via cash, check, or credit card.

Transfers, Refunds, and Cancellations: Rental fees may be refundable if written cancellation is received at least 15 days in advance of the reservation date. There is no refund of fees paid if the event is cancelled within 15 days of the event.

Rental fees may be transferrable to a future date at the discretion of the Office of Special Events.

The City reserves the right to not refund any fees paid if City services have already been provided for the event. This includes but is not limited to planning related to street closures.

The City reserves the right to cancel a reservation if conditions of the facility warrant or other conditions affecting the safety of users is present.

The City reserves the right to deny a group the use of the park or parking lot if the group fails to abide by the terms and conditions of this policy.

Activities Which Provide Food to the Public: Activities which (a) provide food to the public; (b) are not sponsored by the city; and (c) are not part of a special event shall not be permitted when the park has been rented by another individual or group. Food service activities are limited to one occurrence per calendar month. Food service includes prepackaged foods. The rental fee for such activities is \$70.

For this type of activity, event organizers must:

- Remain in the park for 1 hour after the activity concludes;
- Provide waste cans and dispose of the waste generated by the activity (this service may be provided by the City upon request);
- Provide at least one hand-washing station;
- Provide at least one portable toilet;
- Provide at least one table; and
- Submit a Special Events Permit Application to the Office of Special Events no less than 60 days in advance.