



**EVENT  
RESERVATION  
GUIDELINES**

**GREENVILLE COUNTY  
RECREATION DISTRICT**

## GREENVILLE COUNTY RECREATION DISTRICT

### RULES FOR EVENTS

Any organization holding an event at a facility under the control of the Greenville County Recreation District (GCRD) shall follow the rules listed below. A **Minor Event** is one attracting **76-250** participants, a **Major Event** is one attracting **over 250** participants, or one that in the opinion of Greenville County Recreation District will necessitate special concerns because of its nature.

1. GCRD reserves the right to accept, reject or modify an event based on the impact or the overall benefit to the community.
2. Sponsor shall release GCRD from any liability and hold the GCRD harmless from any claims resulting from leased premises during the term of use. The event sponsor may be responsible for obtaining liability insurance coverage with a minimum of one million dollars (\$1,000,000) of coverage per event. A Certificate of Insurance verifying this coverage must be submitted with the Event Permit Application. The GCRD shall be named as an “additional insured” in the policy. The GCRD may require a higher aggregate amount of liability insurance coverage for some events.
3. Sponsor understands that damage to GCRD facilities or property, or not abiding by these rules is cause for cancellation or withdrawal of this permit or issuance of any future permits and restitution of damages. GCRD reserves the right to enter the premises at any time to observe sponsor actions and terminate the event and or activities immediately without refund.
4. The sale of any items (food, clothing, etc.) or any admission fee must be pre-approved by GCRD. GCRD reserves the right to charge a fee to any vendor, or to deny permission for the sale of items. The sale of alcohol is prohibited.
5. Event sponsor shall follow all state and local laws. Sponsor is responsible for ensuring that all vendors follow all state and local tax and health code requirements.
6. Written permission from GCRD is required prior to the placement of tent stakes, anchors or any other objects into the ground. Placement of all such objects must be disclosed on a pre-approved site plan.
7. Crowds must be orderly with no amplified music that may disrupt other park users or surrounding residents.
8. Vehicles must park in designated areas and are not allowed on the grass or walkways. The sponsor is responsible for any damage to grass or walkways caused by improper parking.
9. Event cannot prohibit or impede access to public rest rooms, walkways or trail systems.

10. Sponsor is responsible for ensuring the area is cleaned immediately following the completion of the event. Dumpster requirements are based on the number of participants expected. One (1) 4-yard dumpster is required per five hundred (500) people. The location and placement of dumpsters need to be approved by GCRD in the pre-event meeting. The use of Greenville County Recreation dumpsters is prohibited. Event sponsor must make a commitment that the area will be continually patrolled for cleanliness. This service can be provided by Greenville County Recreation District for a fee.
11. Alcohol is prohibited at all facilities.
12. Glass bottles or containers are prohibited at all facilities.
13. Deposits may be refunded if the event is cancelled 14 days **prior** to the scheduled date, however all direct costs incurred by GCRD related to the event, and a \$15 fee will be deducted from any refund. No refunds will be given if an event is cancelled within 14 days of the scheduled event, **including cancellations due to weather**. The Event Permit Application Fee is non-refundable.
14. An Event Permit grants permission for a special event, but in no way grants exclusivity to any park parcel.
15. Sponsor has inspected the premises and agrees to accept as is. Event sponsor has reviewed power and water availability at event location and agrees sponsor is responsible for any additional power and/or water needs.
16. Fires are prohibited except within designated fireplaces or grills.
17. Dogs and other pets are prohibited from the event, unless GCRD written approval has been granted prior to the event. The event sponsor shall include notice of this prohibition in all advertising, and shall monitor the event for compliance with this prohibition. The event sponsor shall be responsible for removal of dogs and pets from the event site.
18. Sponsor shall not assign nor sublet the premises or any portion thereof.
19. Portable fire extinguishers are to be available at each food cooking station and sound/electronics station.

#### **ADDITIONAL RULES FOR MAJOR EVENTS (over 250 participants)**

20. The event sponsor must meet with a GCRD representative for the purpose of addressing logistical issues. This meeting is required before an event is approved. Event sponsor is required to prepare, with the aide of a GCRD representative, a detailed site plan with the following information:
  - Parking locations
  - Vendor parking locations
  - Emergency access
  - Temporary fencing
  - Locations of Port-A-Potties
  - Dumpster locations

- Tent locations
  - Location of any stake, poles or other objects which enter the ground
21. Event sponsor is responsible for all costs for security and traffic control. The event sponsors will contract directly with a Private Security Company or the Greenville County Sheriff's Department for a minimum of one (1) off-duty sworn law enforcement officer per five hundred (500) people. GCRD may require additional security at its discretion. GCRD may require the sponsor to contract for traffic control in addition to required security.
  22. Event sponsor is responsible for meeting with the appropriate Fire Department to determine EMS needs, evacuation plan, and access issues.
  23. Event sponsor is responsible for securing Port-A-Potties for any event exceeding 1,000 people. One (1) Port-A-Pottie per 300 persons over 1,000 is the ratio to determine the number needed. In cooperation with the Americans with Disabilities Act, at least one (1) portable toilet is to be handicap accessible. **It is the sponsor's responsibility to make all arrangements (drop-off and pick-up) and pay any fees.** The locations of the toilets must be identified on the site plan and approved in the pre-approval meeting.
  24. Commission approval is required for any event with a scheduled duration that exceeds two days and/or is expected to draw over one thousand (1,000) people and/or which will have a considerable impact on our parks. Commission meets on the second Tuesday of each month at 5:30 p.m.
  25. Applicants will receive initial conditional approval based on mitigating a variety of park and security impacts. **This initial conditional approval is not final until all requirements have been met.**