

SPECIAL EVENTS APPLICATION PROCEDURE

PICK UP SPECIAL EVENTS APPLICATION IN OUR OFFICE AT 1086 E. WALNUT ROAD. FILL OUT FORM (IF ORGANIZATION OR CHURCH GROUP THEY NEED A COPY OF THEIR LIABILITY INSURANCE NAMING THE CITY OF VINELAND AS INSURED FOR \$1,000,000); WE NEED THIS PRIOR TO RESERVING THE PARK.

FOR PARKS WITH RESTROOM BUILDING YOU MUST COME TO OUR OFFICE THE DAY PRIOR TO OR IF A WEEKEND THE FRIDAY PRIOR TO YOUR EVENT TO SIGN OUT THE RESTROOM KEY. A \$10.00 DEPOSIT IS NEEDED AND WILL BE RETURNED WHEN THE KEY IS RETURNED TO US. KEY MUST BE RETURNED THE NEXT BUSINESS DAY AFTER YOUR EVENT.

NO ALCHOLIC BEVERAGES CAN BE BROUGHT IN OR CONSUMED IN A PUBLIC PARK. YOU CANNOT CLOSE PARK OR STOP PUBLIC FROM GOING IN PARK DURING YOUR EVENT. CANNOT CHARGE AN ENTRANCE FEE TO ENTER PARK OR AN EVENT BE HELD AT ANY CITY PARK.