



## Event & Group Use Directive

Parks and Recreation

January 2020

### 1. Directive Statement:

The County of Grande Prairie Parks and Recreation department will establish and maintain an orderly system for public group use rental and events at County parks and campgrounds.

### 2. Directive Objectives:

- i. Provide a safe venue for group events in a natural greenspace setting
- ii. Balance the needs of rental groups with the enjoyment of other campground and park users.
- iii. Establish rules for all event and group use rentals in County parks and campgrounds including group camping, weddings, family reunions, memorials, or other gatherings.

### 3. Event & Group Use Rules:

- i. 11:00pm quiet time applies to all events, group use rentals and the entire campground
- ii. Wedding *ceremonies* can take place in day use areas when booked as an additional space. However, wedding receptions are not permitted in designated day use areas due to alcohol restrictions.
- iii. All unregistered guests (non-overnight campers) and event vendors, must vacate all areas of the park by 11:00pm
- iv. All set up, take down and clean-up activities must occur within the rental time frame
- v. Tents over 10ft x 10ft require a County permit and inspection. See: <https://www.countygp.ab.ca/EN/main/departments/planning-econ-dev/development-permits/erect-a-temporary-event-tent.html>
- vi. A special event liquor license cannot be issued by third parties for later than 11:00pm for this event. A copy of the license must be submitted 14 days prior to the rental date. If the license is submitted for a time beyond 11:00pm, you will be asked to provide a new one.
- vii. Loud music from any source, commercial sound systems or DJ services are not permitted at this venue because of the potential to disturb other campground guests, the surrounding natural environment, and / or neighboring rural residents.



- viii. The \$500.00 event security deposit will be forfeited for any violation of this policy as determined by the Manager of Parks and Recreation. Additional charges over and above the deposit may apply in the event of physical damage to the park or any facilities.
- ix. Standard campground cancellation guidelines apply to group bookings and events. See: <https://www.countygp.ab.ca/EN/main/community/parks.html>
- x. Please note that day use areas (outside of booked rentable space e.g. a shelter) remain open to the general public according to posted park hours.

#### **4. Renter Responsibilities:**

- i. While the Renter is reserving an exclusive area, they and all guests, must abide by general campground rules (as listed in Schedule B) at all times
- ii. Renters will ensure all guests are respectful towards Park Host and other campground users. The County of Grande Prairie has a zero-tolerance policy for verbal abuse towards employees.
- iii. Ensure all garbage is placed in receptacles during, and at the end, of the event
- iv. Renters and guests must park in designated areas – absolutely no parking on grass or on roadways
- v. If moved, picnic tables must be returned to their original location
- vi. Will permit the Park Host to enter the group area at a reasonable frequency to remove garbage, check outhouses, or perform other necessary tasks

#### **5. Park Responsibilities:**

- i. That rental areas are clean and available as reserved
- ii. That the rental area is signed as 'rented for private function' as applicable

#### **6. Additional Equipment:**

- i. No commercial (or industrial) cell phone towers, light plants, generators or sound systems are permitted at this venue. RV sized camping generators are permitted but must respect quiet time rules.

#### **7. Safety Considerations:**

- i. No fireworks, lanterns or fires outside designated fire pits
- ii. General campground rules apply for speed limits, pets on leash and alcohol
- iii. See Schedule C for individual park group use rental capacities

#### **8. Environmental Considerations:**

- i. No water balloons, sparklers or confetti of any sort



- ii. All food and beverage containers must be properly disposed of in an appropriate receptacle before 11:00pm to minimize the risk of attracting wildlife into the campground

**9. Logistics:**

- i. \$500 event security deposit must be paid 60 days in advance of the booking
- ii. Schedule A must be signed 60 days in advance of the online or telephone booking
- iii. See Schedule A for all other considerations

**10. Exceptional Circumstances:**

- i. The Manager of Parks and Recreation reserves the right to override any portion of this Directive should special circumstances arise. In the event of extreme weather hazards (fire, flood) or other unforeseen circumstance, the event or booking could be cancelled in the interest of public safety.
- ii. This Directive will be reviewed annually and updated as required.

**Schedule A:** Acceptance of Terms & Conditions

**Schedule B:** Campground Rental Space Capacities

**Schedule C:** General Rules for County Campgrounds

**Schedule D:** Park Maps of Group Use & Rentable Space