



RIVERFRONT PARK REQUEST FORM FOR SPECIAL EVENTS

Organization Name _____

Contact Person: _____

Email Address: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Fax: _____ Cell: _____

INFORMATION

Event Name: _____

Date(s) & Time(s):

RiverFront Park is available during the normal operational hours (9:00 am-9:00pm). Restrooms are in operation during those times. Requests for extended hours for special events must be specified below:

Date: _____ Start Time: _____am/pm End Time: _____

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Description of Event:

Some electrical power is available on the north side of the Bridge House and on each street light pole. (115 volt/20 amp service). Any power over these amounts must be supplied by the event sponsor with the approval of the Dougherty County Facilities Management.

Number of people expected to attend the event: _____

Will you have vendors on site: yes No

Will any of your other activities require electricity: yes No

If yes, please specify: _____

INSURANCE AND SECURITY INFORMATION

EVENT INSURANCE:

All organizations hosting an event are required to purchase a liability insurance policy (\$1 Million). Dougherty County Commission must be listed as an additional insured. Proof of the policy must be submitted a minimum of two (2) weeks prior to the event date. No insurance, No event!

SECURITY INFORMATION:

All organizations must contact Mack Green or Tony Moore (Albany Police Department 229-431-3279) to review security procedures and receive information on whether additional security will be needed. It is the responsibility of the applicant to provide security according to Albany Police Department guidelines.

CLEAN UP:

All organizations are responsible for their own clean-up and disposal of their trash. Receptacles are in the park; however large items should not be placed in those receptacles. You will be responsible for removing all of your large trash items. If the park is not found in a clean manner, the organization will be charged a fine of \$500.

SIGNATURE

I authorize the verification of the information provided on this form and agree to pay Dougherty County a \$75.00 fee for use of the park two weeks prior to the event.

Signature of applicant: _____ Date: _____

Organization: _____

Submit form to Dougherty County Facilities Mgt- email to JoHanna Brown at JohBrown@dougherty.ga.us or by phone at (229) 430-3230.