



## ***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: \_\_\_\_\_

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_am/pm End Time: \_\_\_\_\_

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 Public Works Director.

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 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 \$100.00 fee for use of the park two weeks prior to the event.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Submit form to Dougherty County Public Works - [bdyes@dougherty.ga.us](mailto:bdyes@dougherty.ga.us).  
Please contact Dougherty County Public Works by phone at (229) 302-3261  
to check for date availability.