



Town of Fairview

FAIRVIEW PARK FACILITY COMMITTEE

Agenda

July 11, 2019 @ 6:30 p.m.

Fairview Town Hall Meeting Room

1. Call to order
2. Public Comments
3. Business:
 - a) Review Draft Event Rental Rules & Regulations and Application to Use Park Grounds
 - b) Park Clean-up Day
 - c) Discuss Next Park Project
4. Approval of Previous Minutes:
 - a. June 20, 2019 --- Regular Meeting
5. Adjourn

**Review
Draft Event
Rental Rules &
Regulations &
Application**



Town of Fairview Park: Event Procedures & Rules

7516 Concord Highway
Monroe NC 28110
Phone: 704.753.1981
E-Mail: tgregorius@fairviewnc.gov
www.fairviewnc.gov

Please read the following document closely. The Town of Fairview Park Procedures & Rules policy for events has been streamlined to provide clearer understanding of an Event Organizer’s responsibilities when renting the park grounds. **NOTE:** The Park will be open to the general public at **ALL** times

1. Renting Requirements

A. **Pre Application Meeting:**

Prior to submitting an application to use the Town of Fairview Park, Event Organizers are required to attend a pre-application meeting with designated Town Staff. This allows staff to explain in more detail the following document as well as gain a clearer understanding of your event’s needs. To schedule this meeting please contact the Town Clerk’s office by phone at 704.753.1981 or email at tgregorius@fairviewnc.gov.

B. **Application:**

All Event Organizers wishing to use the park are required to complete a Town of Fairview Event Application Form. Each application will be reviewed by Town Staff for completeness and accuracy, however, may only be approved (executed use agreement) by the Town of Fairview.

- Application Date Submission for Event Organizers: Shall submit a Completed Application no less than one hundred twenty (120) days before event.

C. **Usage Fees:**

The Town of Fairview shall establish the usage price for the Park grounds for each fiscal budget year. Established for profit and not for profit price is designated in Table I.

Table I.

Classification	Refundable Deposit	1 Day Event	2 Day Event	3 Day Event	4 Day Event
For Profit	\$250	\$200	\$400	\$600	\$800
Non Profit	\$250	\$150	\$300	\$400	\$600

D. **Deposit:**

The Event Organizer shall be required to pay a refundable \$250 damage/security deposit at least 90 days before the event. Failure to pay deposit at least ninety (90) days before event shall result in a 10% non-refundable penalty fee. This fee shall be compounded every ten (10) days until deposit is received in full. The Town reserves the right to cancel event if Event Organizer fails to properly pay the deposit. A post event site inspection shall be conducted by the Event Organizer with a designated Town of Fairview employee representative to ensure the Park grounds is left in a desirable condition. The deposit shall be refunded within thirty (30) business days after the event. Deposit must be issued in cash or certified bank check.

E. **Standard Use Price:**

The Town of Fairview Park features fixed event pricing as outlined in Table I. This daily pricing includes all utilities (water) and use of the restrooms and parking area.

- Additional Cost Considerations: In some rare instances because of event size/scale/scope an event may incur additional fees not listed in Table I. If applicable, these costs will be discussed with you at the mandatory pre-event meeting.
- Events that use excessive levels of electricity resulting in the Town being placed into a higher energy demand tier shall pay an electricity surcharge of \$1,500 prior to event.

F. Certificate of Liability Insurance:

The Town of Fairview requires insurance coverage on all events that take place on the Park grounds. The event must provide a \$1,000,000.00 liability policy with the Town of Fairview named as an additional insured. Coverage must be provided for each day the Event Organizer occupies the Park grounds. The certificate of insurance must be received thirty (30) days prior to the 1st day of the event for verification and shall be sent directly by insurance provider to the Town of Fairview.

G. Payment Terms & Conditions:

All Event Organizers are required to complete the Town of Fairview Event Use Application. All applications are considered “pending” until deposit is made in full and formal approval given by the Fairview Park Facility Committee or Town Council.

- To gain access to the Park grounds all applicable fees shall be paid in full accompanied by required permits or amended contracts. Payment shall be either cash or certified cashier’s check.
- Cancellation of the event within ninety (90) days of the first scheduled event day by the Event Organizer shall constitute a forfeiture of the deposit in full.
- The Park grounds shall become available to an Event Organizer at 5:00 PM two days before the event’s first public day and may occupy the grounds until one business day after last public day. For example, an event that begins on Friday and ends on Sunday shall be able to set up on Wednesday at 5:00 PM leaving the premise by Monday 5:00 PM. Event Organizers shall only pay for event use days not setup or closeout days.
- Events that have not fully vacated the Park grounds by their established date shall be subjected to a \$500 per day penalty which will be subtracted from their paid deposit. Event Organizers that fail to fully vacate the Park grounds by their established date due to extraordinary circumstances such as extreme weather events may appeal their penalty to the Town Clerk.

2. General Use Provisions

A. Food:

Event Organizers shall be responsible for obtaining the appropriate food preparation and handling permit(s) as may be required by the Union County Health Department or other such regulating agency. Cooking oil collection and disposal is the responsibility of each Event Organizer. Any damage caused by food preparation substances (grease, oil, hot water etc.) shall be the responsibly of the Event Organizer and will result in the forfeiture of deposit that reflects the true cost of repairing the damage. All sidewalks and the walking trail shall always stay clear (no tents, tables etc. may be set up on these areas).

B. Parking/Traffic:

- The Town of Fairview reserves the right to restrict the flow of vehicle traffic during inclement weather to prevent the destruction of the grounds as a courtesy to future events.
- The Town of Fairview shall require the Event Organizer to provide parking attendants to protect adjoining properties from improper parking.

- Dedicated fence/gates must remain open or be attended by Event Organizers during all times that assemblies are ongoing.
- Users are to obey all applicable laws concerning public conduct and safety during their use of the Park grounds.

C. Restrooms:

The Park restrooms can accommodate up to 150 people on the grounds at one time. It is the responsibility of the Event Organizer to have enough facilities for the event based on daily estimated event attendance. For events with an estimated attendance of over 150, one portable restroom per 100 (1 per 100) event attendees is industry standard and required by the Town of Fairview. It shall be the responsibility of each Event Organizer to notify the Town of Fairview of which portable restroom provider will be used 30 days prior to the first event date.

The Town of Fairview shall provide toilet paper, paper towels and/or soap for the Park ground restrooms. It is the responsibility of the Event Organizer to keep these items replenished and to ensure the Park ground restrooms are kept clean during each event.

D. Site Inspection:

Designated Town of Fairview Staff and the Event Organizer shall perform a pre-event and post-event site inspection. Each party will complete a “punch list” during both inspections. The Event Organizer shall be responsible for cleaning the Park grounds prior to leaving the premises. All trash/recyclables must be placed in appropriate receptacles. Failure to clean the site and parking areas will be charged a cleaning fee. This fee will be taken out of the deposit and will reflect the true clean-up costs.

E. Solid Waste:

Trash: The Event Organizer shall furnish an adequate number of individual trash receptacles (Event Organizers may have a temporary dumpster located on site if needed with prior approval of the Town).

F. Temporary Signs:

Temporary sign(s) of any kind, including banners and flags, hung or placed on the Park grounds must be submitted for approval by the Town of Fairview. Special considerations will be given to event sponsorships. In no instance shall any temporary sign obscure from public view the Fairview Park sign.

3. General Conduct & Standards

- The Town of Fairview does not discriminate based on race, national origin, sex, religion, age or disability in any provision of providing services to the public.
- The Fairview Park grounds shall be available for use from 7:00 AM to 8:00 PM every day, except as otherwise provided herein.
- All amplified music must end by 8:00 PM. Applicant shall agree to cooperate with Union County in enforcing this provision.
- Violation of facility use rules may result in expulsion with denial of future use privileges. Rules and regulations are subject to the interpretation of and enforcement by designated Town Officials.
- The Town of Fairview promotes safety first and reserves the right to require anyone who poses a threat to another person, structure or property to leave the Park grounds at any time.
- The designated Town official may determine that it is necessary to keep persons temporarily off the Park grounds for the purpose of safety, maintaining, improving, or preventing damage to the same.
- Fireworks & Pyrotechnics shall not be utilized by any Event Organizer/individual other than the Town of Fairview.



Town of Fairview Park: Event Use Application Form

7516 Concord Highway
Monroe NC 28110
Phone: 704.753.1981
E-Mail: tgregorius@fairviewnc.gov
www.fairviewnc.gov

Instructions: Please read all information included in this document, sign and submit completed pages 1 & 2 to the Town of Fairview. Questions, please contact the Town of Fairview at 704.753.1981 or email tgregorius@fairviewnc.gov

Contact Information:
Please Type or
Print in Black or Blue Ink

Event Name:

Event Host/Sponsor:

Federal Tax ID Number:

Event Organizer:

Drivers License: State-Number:

Date of Birth:

Mailing Address:
(Address, City, State, Zip Code)

Phone:

Email:

Website:

Proposed Event Schedule	Requested Dates	Start Time	End Time
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Setup Day:

Event Day -1

Event Day- 2

Event Day -3

Event Day -4

Tear Down Day:

EVENT OVERVIEW:

Please provide the type of event and a brief explanation of the event activities. Please include the expected daily attendance per day.

PREVIOUS EVENT HOSTING:

Please identify if your organization has hosted this event (or similar type of event) in the past. Please provide information on any recent events, festivals, etc. that you have sponsored, promoted and/or produced. You may attach additional sheets if necessary.

Event Title:	Event Title:
Event Location:	Event Location
Event Date:	Event Date
Contact Person:	Contact Person:
Phone #	Phone #
Email:	Email:
Website:	Website:

PRE-APPLICATION MEETING:

Prior to applying to use the Town of Fairview Park, Organizers are required to attend a pre-application meeting with designated Town Staff. This allows staff to explain in more detail the Procedures & Rules associated with the Town of Fairview Town Park. To schedule this meeting please contact the Town Clerk's office.

PLEASE READ AND SIGN THE STATEMENT BELOW

I certify that I am authorized to act for the above organization/group/individual. This organization/group/ individual understands that approval of the use of the Town of Fairview Park in no way constitutes or signifies town sponsorship of the activity or function conducted by this organization/group/individual, and that this organization/group/individual will be responsible for adhering to the Towns guidelines. Rules for the use of the property are subject to change at any time without prior notice. I and this organization/group/individual defend, save harmless and indemnify the TOWN OF FAIRVIEW against any tort, liability, claim, demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the use of the Park grounds. By signing this document, I expressly give the TOWN OF FAIRVIEW the right to perform a background check to verify the information contained herein or other such information as may be determined expedient by the Town. I further certify that I have been provided with a copy of the Town's operating policies for the use of the Park and agree to abide by same.

(PLEASE PRINT)

NAME: _____

SIGNATURE: _____ DATE: _____

****FOR OFFICE USE ONLY****

EVENT APPROVED (Authorized Signature): _____

DATE: _____

Park Clean-Up Day

Discuss

Next

Park Project

Approve Minutes



Town of Fairview
Fairview Park Facility Committee Meeting
May 9, 2019

The following Fairview Park Facility Committee members were present: Jane Link, Penny Love, Mike Medlin, Bill Riffle and Leon Whitley

Others present: Teresa Gregorius, Town Clerk

Items of Business

A. Appoint Chairman and Vice Chairman

Nominations were opened for chairman. Bill Riffle nominated Mike Medlin. Leon Whitley closed the nominations. Committee members Link, Love, Medlin, Riffle and Whitley voted yes (5-0).

Nominations were opened for vice chairman. Mike Medlin nominated Penny Love. Leon Whitley closed the nominations. Committee members Link, Love, Medlin, Riffle and Whitley voted yes (5-0).

B. Review Rules of Procedure

The draft Rules of Procedure was presented to the committee to review and bring back any additions/deletions at the next meeting.

The committee agreed to hold the meetings on the second Thursday of each month at 6:30 PM.

C. Discuss Future Park Projects

Councilman Jerry Clontz presented pricing for sod around the picnic shelter and restroom areas of approximately \$2,100.00. His suggestion was that Park Facility members and other volunteers set a time to install the sod.

Leon Whitley made a motion to recommend purchasing sod for the park picnic shelter and restroom areas to the Council. Jane Link seconded the motion. Committee members Link, Love, Medlin, Riffle and Whitley voted yes (5-0).

Councilman Clontz noted that the mulch in the playground area will need additional mulch added to keep the area ADA compliant. It would also be a good time to re-mulch the wooded areas in the park during the next park clean-up day. Piedmont band members have expressed that they would help with the clean-up day again this year.

Leon Whitley made a motion to recommend purchasing mulch for the park playground and wood areas to the Council. Jane Link seconded the motion. Committee members Link, Love, Medlin, Riffle and Whitley voted yes (5-0).

Committee members listed suggestions for future projects for the park:

- Driveway and rear parking
- Clearing dead trees
- Clean-up day, replace mulch
- Swings around the pond (porch type)
- Benches around the pond
- Clearing and develop wooded area to right of drive
- Fertilize grass
- Trail around entire park
- Additional shelter
- Amphitheater
- Kids fishing day
- Lights around pond
- Activities for older kids (basketball, volleyball courts)
- Pickleball

D. Approval of Previous Minutes

Leon Whitley made a motion to approve the April 18, 2019 minutes. Bill Riffle seconded the motion. Committee members Link, Love, Medlin, Riffle and Whitley voted yes (5-0).

Public Comments

Candy Baucom representing the Samuel F. Keziah American Legion 535 4-H Piedmont Shooting Team brought a request to the committee regarding using the park for a fundraiser for the shooting team. The team has placed first in district and state and are now going to regionals. They anticipate having a car show, music by the Pine Ridge Boys and hamburgers and hotdogs. The committee discussed the request.

Penny Love made a motion to recommend approving the fundraising event to the Council with approved insurance coverage. Leon Whitley seconded the motion. Committee members Link, Love, Medlin, Riffle and Whitley voted yes (5-0).

Patricia Kindley reported to the committee that the Council approved a policy for the town hall and park to be smoke free/tobacco free. She will be happy to help with signage at the park as necessary.

Chairman Medlin adjourned the meeting.

Respectfully submitted,

Teresa Gregorius
Town Clerk

Approved this _____ day of _____, 2019