



POLICY OF  
PEARL RIVER VALLEY WATER SUPPLY DISTRICT  
CONCERNING SPECIAL EVENTS IN PUBLIC PARKS  
AND PUBLIC RECREATION AREAS

- Special event permits are required for any event or gathering held in public parks and/or public recreation areas: 1) where 50 or more persons are expected to attend, 2) equipment or other formal set-ups or structures are brought onto the property, 3) the activity is outside the normal scope of use or operational hours established, 4) any goods or services are offered for sale, or, 5) amplified music is available. Any one of the stated activities will require the issuance of a permit for the event.
- This policy does not apply to pavilion rentals, fishing tournaments, contests or rodeos or activities held on leased property.
- Permit Fee: Based on anticipated attendances each day of the event. Applicable fee is due when the event is scheduled with the PRVWSD Parks Department. The fee is refundable only upon receipt by the PRVWSD Parks Department of written notice of cancellation no less than thirty (30) days prior to the scheduled event, otherwise the fee is non-refundable:

Under 300	\$250
301 - 500	\$500
501+	\$1,000
- Early set-up and late removal fee of event items is \$250 per day.
- Electricity fee \$100 per day.
- Light fee \$100 per day.
- The permit fee for any race (marathon, 5K, etc...) that extends outside the park boundary will begin at \$500.
- A \$500 deposit will be paid when event is scheduled with PRVWSD Parks Department in addition to the applicable permit fee. This deposit will be utilized to ensure that the special event area is immediately cleaned up at the conclusion of the special event, pay for any damages that occurred during the special event, and to compensate any PRVWSD Parks Department employee who works overtime as a result of the special event. Any portion of the deposit not needed for the purposes stated will be refunded within 14 days after the event. Additional fees (permit or deposit) not covered prior to event are due within 14 days of the conclusion of the event.
- The safety and security of every visitor to our parks is the first priority of the PRVWSD Parks Department. To accomplish this mission we will require Certified Law Enforcement Officers be at certain events dependant on the number of attendees and/or activities planned as a part of the event. Providing adequate security at special events is the financial responsibility of the event sponsor and will be determined in a pre-event planning meeting between the event coordinator



- and PRVWSD Parks Department staff. Officers will either be provided by, or approved by the Chief of the Reservoir Patrol at the expense of the event sponsor.
- Portable restroom facilities shall be provided by the event sponsor at the rate of one per 150 anticipated attendances. A percentage of the restroom facilities should be handicapped accessible in accordance with ADA standards.
  - The event sponsor will also provide a Certificate of Liability Insurance naming the PRVWSD as being additional insured in the minimum amount of \$1,000,000.
  - PRVWSD Parks Department reserves the right to make modifications to all above policies based on specific needs of specific events on a case by case basis.