



**PEARL RIVER VALLEY WATER SUPPLY DISTRICT
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 for any of the stated activities:
 - Where 50 or more persons are expected to attend,
 - Equipment or other formal set-ups or structures are brought onto the property,
 - The activity is outside normal operational hours,
 - Any goods or services are offered for sale, OR
 - Amplified music is available.

- This policy does not apply to pavilion rentals, fishing tournaments, or activities held on leased property. For information on these, please contact the Parks Department.

- The permit fee is due when the event is scheduled with the Parks Department. The fee is refundable only upon receipt by the Parks Department of written notice of cancellation no less than thirty (30) days prior to the scheduled event.
 - Under 300: \$1,000 301 – 500: \$2,000 500+: \$4,500

- Other potential fees:
 - Electricity fee is \$100 per day.
 - Light fee is \$100 per day.
 - Early set-up and late removal fee of event items is \$500 per day.
 - A \$500 deposit must be paid when the event is scheduled. Any portion of the deposit not needed for the purposes stated will be refunded within 14 days after the event.
 - Reservoir Police officers will be provided by, or approved by, the Chief of the Reservoir Police at the expense of the event sponsor.
 - Additional fees (permit or deposit) not covered prior to the event are due within 14 days of the conclusion of the event).
 - The event sponsor will provide a Certificate of Liability Insurance naming the PRVWSD as being additional insured in the minimum amount of \$1,000,000.
 - Additional fees may be imposed by Rankin County or the City of Ridgeland.

- 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.

- Day parks will not be closed to the public, even during special events. The only exceptions are 1) large-scale events that encompass the entire park and 2) the vendor will allow the public to attend (which may or may not require a ticket).

- The Parks Department reserves the right to modify these policies.