

Special Event and Wedding Rental Guidelines for City Parks

Park Reservations

Oronoco Bay Park, Montgomery Hill Park, and the south lawn of Waterfront Park require a minimum 4-hour reservation. Only the south lawn of Waterfront Park may be reserved. EF Pier Gazebo requires a minimum 2-hour reservation.

Applications for events in parks may be submitted online. A \$50 application fee is due at the time the application is submitted and a site map must be attached.

Site Maps

Event organizers must submit a site map showing their event layout in the park. The map can be made with a google maps screenshot and by drawing or using a computer program to show on the screenshot where equipment will be placed. If the event layout changes from the original site map, the event coordinator must email an updated map to the Special Event Permit Manager.

Tents & Deliverables

Tents of all sizes are allowed in City parks. Tents over 200 square feet require a fire permit and Fire Marshal inspection.

Tents may only be erected after the park reservation begins and must be taken down before the park reservation ends.

Deliverables include portable toilets, tents, tables, chairs, bounce houses, hand washing stations, generators, light towers, and other event equipment. The City does not rent or loan event equipment. No deliverables can be staked to secure them to the ground in City Parks.

Options to secure tents and event equipment are:

- Sand Bags
- Water Barrels
- Water Jugs
- Concrete Blocks

Vehicles

No vehicles may drive on park properties. This includes companies that will be dropping off and setting up tents and deliverables.

Electricity/ Water Hook-up

Please include in your application if the event needs water or electricity. There are water spigot hook-ups at some park locations. These spigots are the same as household ones and event organizers must provide their own hoses.

If the event requires a large output of electricity, the event organizer may be asked to rent a generator and file an electrical permit with Code Administration.

Driftwood/Flooding (Waterfront Parks Only)

Due to Oronoco Bay Park and Waterfront Park being located along the Potomac River, there is potential for flooding and driftwood being brought in by the high tides. It is highly recommended that the event

organizer submits a site map with a Plan-B in case of flooding and/or driftwood. Plan-B should consist of moving all assets (tents, tables, booths, entertainment, etc.) at least 25 feet away from the water's edge.

Trash

Event organizers are responsible for clearing the park of trash at the end of each event and for:

- Providing trash cans and bags for their event
- Disposing of trash during and after the event
- Placing bagged trash beside of City trash cans on the perimeters of the park

The park must be free of litter and trash and in good condition after the event so that it can be reopened for public use. Organizers may be asked to contact Transportation & Environmental Services to discuss the need for additional trash pickups for bags placed beside of the City trash cans.