



## TOWN OF TYRONE EMPLOYEE HANDBOOK

<b>CHAPTER:</b>	<b>Redwine Park Pickleball Facility Special Events Policy</b>		
<b>EFFECTIVE DATE:</b>		<b>PAGES:</b>	
<b>REVISION DATE:</b>		<b>DISTRIBUTION:</b>	All Personnel

### **I. Purpose**

The purpose of this policy is to provide rules for the use of the Town's pickleball facility at Redwine Park by outside organizations for special events.

### **II. Policy**

It is the policy of the Town of Tyrone to allow outside organizations to utilize the pickleball facility at Redwine Park for special events when such events are open to the public and meet additional criteria as outlined in this document.

### **III. Procedures**

#### **A. Special Events Defined**

Special events are defined as any organized activity that is open to the public and having as its purpose fundraising, entertainment, or recreation. Activities that are not open to the public are considered private events and will not be permitted at the Redwine Park facility.

#### **B. Conditions.**

1. Any organization or individual wishing to host a special event at the Redwine Park pickleball facility must request to do so with the Recreation Manager at least thirty (30) days prior to the event.
2. Upon approval of the event by the Recreation Manager, the host must provide proof of liability insurance coverage for the event with

a minimum of \$1,000,000.00 of coverage with the Town of Tyrone listed as an additional insured.

3. A refundable security deposit of \$500.00 payable to the Town of Tyrone will be required.
4. It shall be the responsibility of the host to ensure that attendees park only in the designated parking lot.
5. Alcohol will not be permitted at any time.
6. The host will be responsible for cleaning up after the event and ensuring that the park/facility, including the restroom, is left in satisfactory condition. This includes ensuring that all trash is placed in appropriate receptacles and reporting any damage to the Recreation Manager.
7. Facility hours are 8:00 a.m. to 9:00 p.m.. All events are expected to conform to these times.
8. The facility contains eight (8) regulation pickleball courts that are intended for free public use. At no time will a special event be permitted to use more than half of the courts. The remaining courts are to be designated for public use during the event.
9. The Town reserves the right to require the host to pay for a law enforcement presence, depending on the type of event or anticipated event size. If required, it will be the host's responsibility to coordinate such presence with the Town's Chief of Police. He or she will inform the host of the current hourly rate.
10. Multi-Day special events will not be permitted.