

ABERDEEN FESTIVAL PARK

RESERVATION POLICIES AND PROCEDURES

The City of Aberdeen and the Aberdeen Board of Parks and Recreation shall have priority in scheduling the Park during the month of January. Beginning February 1st, reservations will be accepted for other groups and individuals on first-come, first-served bases.

Reservations are to be made in person at Aberdeen City Hall, 60 North Parke Street Aberdeen, MD 21001 or by calling Monday-Friday from 8:30 a.m. to 5:00 p.m., at (410) 272-1600.

Facility Fees: (non-refundable-cash or check)

\$200.00- Business or Private Party

\$100.00- Non-Profit (Proof of tax exempt status and Tax ID number required)

Exempt- Persons, groups, organizations or schools affiliated with the Harford County Department of Parks and Recreation, the Aberdeen Board of Parks and Recreation or the City of Aberdeen.

A separate check for the security deposit of \$200.00 (check only and made payable to the City of Aberdeen) is required of all persons, groups or organizations, not affiliated with the Harford County Department of Parks and Recreation, the Aberdeen Board of Parks and Recreation, or the City of Aberdeen, in addition to the completion of a part use permit. The deposit will be returned by mail within 30 days provided the facility passes damage inspection and the restroom key has been returned.

Once a reservation is confirmed (upon receipt of your facility fee and security deposit), we will issue a park use permit. You must come into City Hall to sign the permit. This can be done when you come to the City Hall to pick up the restroom key or any time prior to obtaining the key.

Keys to access the restroom facilities must be obtained through City Hall, prior to the permitted date and returned the next business day following the event. Keys for weekend rentals must be picked up on Friday and returned the following Monday. Failure to return the restroom key the day following your rental or the Monday following a weekend rental will result in a charge of \$10.00 per day, which will be deducted from the \$200.00 security deposit. Call the City of Aberdeen at (410) 272-1600 before picking up or returning the restroom key.

The permit is non-transferable and must be in the possession of the permittee while using said facility.

Applicants for facility request must be 18 years of age or older on or before the date of application.

This facility is not to be used for personal financial gain to any individual.

Groups planning to conduct an auction, raffle or other such fund-raising activity must first submit a proposed list of items and/or monetary amounts to be awarded to the City of Aberdeen for review and approval. Raffles, gambling wheels and other such games are governed under section 254, Article 27 of the Annotated Code of Maryland and require a gambling license which is obtainable through the Harford County Sheriff's office. A copy of this license must be forwarded to the City of Aberdeen prior to the group receiving the permit. Groups failing to follow the procedure will be denied a park use permit for the Aberdeen Festival Park until all information had been provided and may be denied park use permits in the future.

Personal or group consumption of alcoholic beverages is permitted only when requested and approval is indicated on the park use permit. Applicant must be at least 21 years old by the reserved date. If alcoholic beverages are to be sold to consumers in the park (this includes the pre-sale of event tickets), an additional permit is required from the Harford County Liquor Control Board. This permit must be applied for a minimum of two weeks in advance. A copy of this permit must also be submitted to the City of Aberdeen prior to a group receiving a permit. Failure to follow the above requirements shall result in the denial of the use of Aberdeen Festival Park until all information is provided and may be denied park use permits in the future.

The City of Aberdeen reserves the right to deny the use of Aberdeen Festival Park to any group or individual as may be determined for just cause or reason.