



**Ashland Parks and
Recreation Commission**

COMMISSION POLICY

TITLE	SELLING IN PARKS & SPECIAL EVENT BOOTH POLICY	PAGE 1 of 5	POLICY No. CP.R.2012.04.23
EFFECTIVE DATE	04/23/2012	REVISED DATE	05/19/2014

APPROVED BY COMMISSIONER ACTION

The Charter of the City of Ashland, **Article XIX – “Park Commission,”** gives the Ashland Parks and Recreation Commissioners the *“power to formulate and adopt rules and regulations for their government.”* This authority allows Commissioners to adopt rules and policies through the public process in order to provide organization, aide in decision making and to provide regulation for park and facility uses in order to achieve the goals of the APRC and protect people, the environment and assets and to ensure fair and equal use of parks by all users.

PURPOSE

The intent of this policy is to establish and communicate guidelines for selling in parks, in particular at informational or artisan booths at special events in parks.

SELLING IN PARKS & SPECIAL EVENT BOOTH POLICY OBJECTIVES

This policy applies to all persons and organizations:

- I. Requesting to hold a special event within a park area and to sell goods or services from booths set up within a designated park area.
- II. Requesting to hold a special event within a park area and to set up informational booths.

CITY OF ASHLAND MUNICIPAL CODE

10.68.060 Penalty for Violation:

“No one shall sell or offer for sale any article or perform or offer to perform any service for hire in any of the parks without a written permit for such concession properly and regularly granted by the Parks Commission. No one shall hawk or peddle popcorn, ice cream, candy, soda, water, peanuts or similar wares within or on any of the park grounds of the city without first securing a permit to do so from the Parks Commission. Unpermitted commercial activity is a Class I violation.”

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GENERAL PROVISIONS

The Parks Commission gives authority to staff to approve exceptions if all of the following conditions are met:

- I. Booths are in conjunction with an event (1-day events only).
- II. Event organizer has a 501(c)(3) non-profit status (per IRS definitions) and can show proof at time of application submittal.
- III. Event organizer adheres to all Ashland Parks and Recreation Commission park rules and policies.
- IV. Maximum number of selling events, three (3), allowed per month has not been exceeded.
- V. Event is approved on a one-time basis only. Repeat events must reapply.

Ashland Parks and Recreation Commissioners support sustainable practices and encourages zero waste events. Event organizers should make efforts to prevent or reduce waste generated by the event.

The time limit of the event and street closure will be mutually agreed upon by staff and the event organizer and will depend on other events occurring in the area at that time.

CRITERIA FOR APPLICATION APPROVAL OR DENIAL

In issuing an exception for an event that includes selling in the park, staff will consider:

- I. Other event(s) scheduled for the same day/weekend. First consideration given to established events.
- II. Proposed location is adequate for the size and nature of the event.
- III. Event is not likely to cause injury to persons or property.
- IV. Event will not substantially interfere with the safe and orderly movement of pedestrians and vehicular traffic in the area.
- V. All other permit requirements have been met.
- VI. All required insurance documents are submitted.
- VII. Previously identified issues have been addressed in the application.

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EVENTS THAT MAY CONSIDERED

- I. Recreational and family events and activities.
- II. Athletic events (running, biking, triathlons).
- III. Musical events (concerts).
- IV. Holiday centered events (4th of July, Memorial Day, Thanksgiving, Christmas).
- V. Events that promote a healthy lifestyle.

EXEMPTIONS TO THIS POLICY

- I. 4th of July and other significant and/or historical community-wide events
- II. Shakespeare’s Feast of Will event
- III. Calle Guanajuato-Restaurant and Artisan contracts
- IV. Concession stands at Hunter Park and North Mountain Park

FEES

All applicants pay an administrative fee of \$25 when the application is submitted. **Any currently established non- profit event fees will not apply when requesting an exception to this policy.** Staff will review the proposed event application and determine fees at 100% of costs.

If the exception is approved, the applicant will be charged a

- I. \$190 refundable security deposit.
- II. \$220 fee for use of the Butler Memorial Bandshell area in Lithia Park.
- III. \$25 per booth fee (limit of 10 booths per event).
- IV. \$75 street closure fee (Nutley St to the Upper Duck Pond in Lithia Park).

BOOTH DEFINITION

10’ x 10’ tent, stall or area at a fair or exhibit, offering some form of entertainment, information or goods for sale.

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WHEN DOES BOOTH FEE APPLY?

The booth fee is required when booth placement is approved. This applies to any booth regardless of money exchanged (i.e., Information booths).

STREET CLOSURE

Street closure from St to the Upper Duck Pond in Lithia Park is required for events **where attendance is expected to be more than 200 people and where booths will be placed in the Butler Memorial Bandshell parking area within the designated booth area.**

INFORMATION ON THE BUTLER MEMORIAL BANDSHELL IN LITHIA PARK

- I. Events involving a performance or amplification may take place only at the bandshell.
- II. Noise level must not exceed 75 db when monitored from a point directly across from the bandshell on the park side of Granite St.
- III. Maximum performance time is 1.5 hours and all performances and activities must conclude by 8 p.m.

SPECIAL EVENT & OUTDOOR ACTIVITY APPLICATION & DEADLINE

An application for conducting a special event or outdoor activity in parks may be obtained online at ashland.or.us/SpecialEventApplication. Completed applications should be submitted to APRC (Ashland Parks and Recreation Commission) no later than 90 days in advance of the event date. Applicants will be notified of permit approval at least 60 days following application submittal.

Approved: _____ Date: _____
Mike Gardiner, APRC Chair

Approved, as to form: _____ Date: _____
Dave Lohman, City Attorney

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Revision History

Revisions approved on May 22, 2013

Revisions approved on May 19, 2014