

USE OF CITY PARKS RULES & REGULATIONS

- A waiver request Form must be completed with the complete times and locations of the event. Any music or sound systems must complete a noise waiver. No vulgar, obscene or offensive music can be played in City Parks.
- You must hire your own security.
- When requesting a parking mall closure and/or barricades, it is the responsibility of the person organizing the event to request the barricades and to place the barricades. Call (985) 277-5955 for barricades. You will need to place signage about the event and notify the businesses in the area about the event. The signs should have what is taking place, when, where, and hours of event.
- Any street closures need to be approved by the Mayor's office. Railroad tracks cannot be blocked or closed. Parts of the street in front of private homes cannot be blocked or closed without the written consent of the property owner.
- If inflatables (such as water slides, jumpers, etc.) are used, a Certificate of Liability Insurance showing the City of Hammond as a Certificate Holder in the amount of no less than \$1,000,000.00. It must be signed by the insurance company. **Water slides are not allowed in Cate Square Park.**
- Any walk, run or parade must describe the route and submit a map. Complete an Application for Parade Permit. A police escort is NOT provided for any walk, run, or parade. A Police Officer will direct the start but you will need to hire your own security and put up directional signs that must be removed as soon as the event is over.
- Tent locations must be approved by the Water Department to avoid damage to sprinkler systems.
- Fireworks are approved only by the Fire Marshall and the person handling the fireworks must be a certified fireworks handler.
- Alcohol and smoking are not permitted in City Parks. You must obtain from the State a special event permit if alcohol is served.
- **No cooking, grilling, or boiling allowed under park's pavilions or on picnic tables.**
- No vehicles may drive on the grass in City Parks.
- No one can charge a fee on City property. No sales allowed for profit-making companies/ vendors and "no garage sales". Only Non-Profit vendors can accept donations, and must submit a proof of non-profit (501C3) at the time of reservation and include where the proceeds go.
- All City Parks close at dusk and reopen at dawn. They are open to the public and no admission fee can be collected.
- You must clean up after your event. Bag all trash and take it with you when you leave.

Signature of Applicant

Date
