

CITY OF GROVE WOLF CREEK PARK FACILITY POLICIES AND PROCEDURES

Wolf Creek Park is a public park and may be utilized by residents and visitors for picnicking, swimming, fishing, walking, launching watercraft and other park activities as provided for in these Policies and Procedures.

Individuals, entities or organizations wishing to use the Wolf Creek Park Facility for Special Events ie: boat races, circus, festivals, etc must submit a Lease Agreement Application to the City of Grove.

Organizations wishing to use Wolf Creek Park Facility for fishing events, must submit a Use Agreement Application to the City of Grove.

SECTION 1: LEASE/USE APPLICATION

1.2 Lease Agreement Application: The director or coordinator of any non-fishing special event shall submit a Lease Agreement Application to the City of Grove a minimum of thirty (30) days prior to the event. Applications for fishing events shall be submitted a minimum of ten (10) days prior to the event. *All special requests, fees and proof of insurance must be submitted with the application.*

All On-The-Water events such as fishing tournaments and boat races must be approved and scheduled by Grand River Dam Authority (GRDA) prior to approval by the City.

SECTION 2: LEASE/USE AGREEMENT

2.1 Lease Agreement: Lessee/Fishing Event Sponsor must sign the Lease/Use Agreement and such agreement, once accepted by Lessee/Fishing Event Sponsor and approved by The City shall constitute the sole contract between Lessee/Fishing Event Sponsor and The City.

2.2 Inspection Orientation: Lessee/Fishing Event Sponsor must participate in an Inspection Orientation Walk Through of the Wolf Creek Park Facility with a city employee Monday through Friday between 8 a.m. and 4 p.m. prior to the event. (See attached - INSPECTION/ORIENTATION WALK-THROUGH FORM)

SECTION 3: FEES AND CHARGES

3.1 Fees and Charges: Fees and charges for lease of the Wolf Creek Park Facility shall be in accordance with the Schedule of Fees and Charges. *Per federal and state grant funding requirements, fishing events are exempt from the Schedule of Fees and Charges.*
(See attached - SCHEDULE OF FEES & CHARGES)

3.2 Basis of Fees and Charges: The Schedule of Fees and Charges apply from the date of first occupancy or use of the Wolf Creek Park Facility and terminates on the last date of such occupancy or use including occupancy for Event set-up and tear down.

3.3 Special Fees and Charges: It is not the policy of the City to waive fees or to grant special fees and charges. However, the City authorizes the City Manager or his/her Designee to waive fees or grant special fees and charges, at its sole discretion, if he considers such action is in the best interest of the Wolf Creek Park Facility and the City of Grove. Any such waivers apply only to events of not-for-profit organizations that are not charging admission, selling products or services, or do not have vendors at the event.

Any applicant Lessee requesting a waiver of fees or special fees must submit a written request and justification to the City Manager at the time they submit the Lease Application.

SECTION 4: FACILITY DEPOSIT

4.1 Facility: A Facility Deposit is required for all *non-fishing* Events and is due at the time of full payment of the Lease. The deposits will be in accordance with the Schedule of Fees and Charges.

4.2 Refund Deposit: To receive a Facility Deposit Refund, the Lessee shall comply with the Facility Procedures Check List (See attached – FACILITY PROCEDURES CHECKLIST).

4.5 Forfeiture of Facility Deposit: Lessee must allow adequate time for tear down, clean up and/or removal of equipment associated with the Event by the end of the lease period (i.e. caterers, bands, booths, tents, other event furnishings, etc.). If Lessee or anyone associated with Lessee's Event fails to vacate Wolf Creek Park Facility by the end of the lease period forfeiture of the Facility Deposit will be automatic, and the Lessee will be responsible to pay the difference of the deposit and the full per day rate.

EXCEPTION: If the City of Grove has approved an extended stay, the Facility Deposit will not be automatically forfeited and the full per day rate will not apply.

SECTION 5: PAYMENT

5.1 Payments: All payments are to be made, in accordance with these Policies and Procedures, to the City of Grove Office located at 104 W. 3rd, Grove, OK

5.2 Advance Deposit: Advance deposit equal to fifty (50%) percent of the Lease Fee, not including the Facility Deposit charges, is required with the Lease Application.

5.3 Payment in Full: Payment in full is required thirty (30) days prior to the Event, including all lease fees and charges including the Facility Deposit.

5.4 Refunds: Lessee must cancel the lease, in writing, at least sixty (60) days prior to the Event to obtain a refund of an advance deposit. A cancellation fee of five (5%) or \$20.00, whichever is greater, will be deducted from the deposit. A full refund will be made if The Authority cancels the availability of the facility due to no fault of Lessee.

5.5 Forfeiture: If the full payment due is not received in accordance with these Policies and Procedures, the Event may be cancelled due to non-payment and the deposit may be forfeited.

SECTION 6: ADVANCE SCHEDULING, RESERVATIONS AND VERBAL AGREEMENTS

6.1 Advance Scheduling: It is the general policy of the City not to schedule events more than one (1) year in advance. However, the City Manager at his sole discretion may approve scheduling events in advance of one (1) year for the good of the Wolf Creek Park Facility and the City of Grove.

6.2 Reservations: The Wolf Creek Park Facility, *if available*, may be placed on reserve for up to forty-eight (48) hours (i.e. two business days). The reservation may be placed either in person or by telephone. A Lease Agreement and a required Advance Deposit (See Section 5.2) must be submitted when the reservation is made or the reservation will be null and void. Only ONE Reservation shall be made at a time and there must be a minimum of six (6) months time lapse prior to another Reservation being allowed.

6.3 Verbal Agreements: No verbal agreement for the use of the Wolf Creek Park Facility, or any part or facility thereof, shall be binding, except as stated in Section 6.2 above.

6.4 Wolf Creek Park Facility Log and Schedule of Events: The City Manager or his designee shall maintain a Wolf Creek Park Facility and Schedule of Events. The Log will show, at a minimum, the Event name and date(s); the sponsoring person/entity/organization; point of contact name, address, telephone number and e-mail or fax address; date of lease and approving authority; advance deposit amount; date and amount of final payment; and, date and amount of any refund.

SECTION 7: LEASE TO RESPONSIBLE PARTIES

7.1 Responsible Party: Only persons ages 21 and older are eligible to contract for use of the Wolf Creek Park Facility. Lessee/Fishing Event Sponsor must provide the name of the leasing organization and title of the responsible contact person and their address, telephone number and fax or e-mail address.

7.2 Lawful Use of Facility: Lessee/Fishing Event Sponsor will not make or suffer any unlawful, improper or offensive use of the premises, or any use or occupancy thereof, contrary to any law of the State of Oklahoma, or any ordinances of the City of Grove now or hereafter made, or which shall be injurious to any person or property, or which shall be liable to endanger or effect any insurance on the Wolf Creek Park Facility and appurtenances.

7.3 Sub-let or Sub-lease: Lessee/Fishing Event Sponsor shall not assign, sub-let or sub-lease or part with the possession of the whole or any part of the leased facilities without first obtaining the written consent of the City Manager.

SECTION 8: EVENT HOURS

8.1 Event Hours: Lessee and all of their guest/visitors are required to vacate the Wolf Creek Park Facility no later than 12:00 midnight on each day the facility is leased unless they have permission from the City of Grove to remain onsite for an extended period of time.

If any Lessee or their guest/visitors fail to vacate the premises as required, the Police Department may be contacted to remove all persons, and a minimum of 50% of the Facility Deposit shall be forfeited.

SECTION 9: SET-UP, TEAR DOWN, SERVICES AND SUPPLIES

9.1 Set-Up and Tear-Down: Lessee/Fishing Event Sponsor is responsible for setting up and tearing down any Event furnishings and equipment including fish holding tanks, displays, tents, exhibits, tables, chairs, vendors, etc.

9.2 Utilities Services: If any utility services are needed that are not currently in place at the facility, arrangements must be made through the City of Grove Building & Grounds Superintendent and shall be at the expense of the Lessee.

9.3 Supplies: The City is only responsible for providing supplies for the restroom facilities; Lessee/Fishing Event Sponsor must furnish any other necessary supplies and equipment.

9.4 Trash Containers: Lessee/Fishing Event Sponsor shall be responsible for making arrangements for delivery of and the cost of additional trash dumpsters/containers as needed for their event. Lessee shall be responsible for picking up trash from the premises.

9.5 Restrooms: The restroom facilities will be open for the use of the public from 8:00 a.m. - 4:00 p.m. (CST), during the months of November to March; and 8:00 a.m. – 7:00 p.m. (CST) during the months of April to October. If a different time is needed for a scheduled event, the director of the event must indicate the requested time on the Lease/Use Agreement Application.

9.6 Roll-up Door: The use of the center section of the restroom facility is by request only. Upon request, the Roll-Up Door will be unlocked by City personnel. The event director or coordinator shall indicate on the application if the center section is needed for the event.

9.7 Ramp Lighting: The stadium lighting at the boat ramps will be set to come on approximately two hours prior to launch of a fishing tournament, and stay on until thirty minutes after the launch time, or until daylight, whichever is first. If a different time is needed for a scheduled event the event director or coordinator must indicate the requested time on the Lease/Use Agreement Application.

9.8 Fish Tank Pavilion: The fish tank may be used for fishing events if requested on the Use Agreement application. The tank must be drained at the completion of the weigh in. The pump is on a timer and will run for approximately 1.5 hours per cycle.

SECTION 10: PARKING AREA/CAMPING/DOCKING

10.1 Stakes, Anchors and Other Mountings: No stakes, anchors, poles, mountings or other fasteners or related objects may be driven into or attached to the pavement in any manner in the Wolf Creek Park Facility parking area or to any building or structure. Only water based washable paint shall be used to mark and identify designated spaces or areas in the parking lots.

10.2 Skateboards, Roller Skates, In-line Skates: No Skateboards, Roller Skates, In-Line Skates or similar devices may be used on the parking areas.

10.3 Motor Vehicles: Motor vehicles shall obey all City of Grove traffic regulations and posted signs.

10.4 Primitive Camping: Primitive camping is prohibited at Wolf Creek Park Facility.

10.5 Overnight Parking: Overnight parking will be allowed during events scheduled and approved by the City of Grove for the purpose of security and protecting personal property, boats and other equipment.

The director or coordinator of the Event must submit an OVERNIGHT PARKING INFORMATION form and the required information for each overnight guest to the City of Grove prior to the event or overnight parking will be not be allowed.

Approved overnight parking shall only be allowed in an area designated by the City of Grove. Overnight parking shall be allowed at the site two-days prior to the event and one-day following the commencement of the event. Blocking access to the boat ramp is prohibited unless written permission from Grand River Dam Authority (GRDA) is provided with the application.

10.6 Day Docking Permitted: Docking of boats or personal watercraft is allowed from daylight to dusk. Overnight Docking is prohibited.

SECTION 11: VENDORS

11.1 Vendors: Director/coordinator of the event shall be responsible for submitting the Event Sponsor Vendor Information form to the City of Grove prior to the event.

Each participating Vendor must obtain a Vendor Permit from the City of Grove prior to setting up for the event. Vendors without a City permit are prohibited from setting up at the event.

11.2 Vendor Fee: Vendors shall pay Vendor Fees set-forth in the Schedule of Fees.

Vendors operating under the umbrella of a Local Community Organization (as defined below) during their event shall be exempt from paying Vendor Fees *only* if the Director/Coordinator has included them on their list of approved Vendors. Although, approved Vendors may be exempt from paying the fee, each Vendor shall submit a Vendor Permit Application prior to setting up at the vent.

Local Community Organization: A not for profit organization established for the purpose of promoting tourism, festivals and activities within the City of Grove.

SECTION 12: LOW-POINT BEER IS ALLOWED AT WOLF CREEK PARK FACILITY ONLY UNDER CERTAIN CONDITIONS, OTHER ALCOHOLIC BEVERAGES ARE PROHIBITED.

12.1 Definitions: For purposes of this section, certain terms are defined as follows:

- a. “Low-Point Beer” means beverages containing more than one-half of one percent (½ of 1%) alcohol by volume, and not more than 3.2% alcohol by weight, including beer or cereal malt beverages obtained by the alcoholic fermentation of an infusion of barley or other grain, malt or similar products.

12.2 Sale, Distribution, and Consumption of Low-Point Beer: The sale, distribution, and consumption of Low-Point Beer shall be prohibited on the grounds of the Wolf Creek Park Facility, Grove, Oklahoma except as noted below.

EXCEPTION: The sale, distribution, and consumption of Low-Point Beer may be permitted on the grounds of the Wolf Creek Park Facility during a *scheduled event* that has been approved by the City of Grove, and ONLY under the following conditions:

Consumption Only: If the Applicant is requesting approval by the City of Grove to allow event participants and attendees to bring their own Low-Point Beer to their event they must comply with items a – k listed below.

- a. **Permit Required:** It shall be unlawful for anyone to consume Low-Point Beer at an event held at Wolf Creek Park Facility without the event holder or approved vendor obtaining a Low-Point Beer Permit from the City of Grove.

Applicant shall submit a Low-Point Beer Permit Application, the required documents, a non-refundable application fee of \$100, and a refundable facility deposit of \$250 to the City Clerk. (The form will be provided)

The applicant must be a minimum of twenty-one (21) years of age, whether acting as an individual or representing an organization.

- b. **City Council Authority.** A minimum of four weeks prior to the event, the Applicant shall appear before the City Council to request authorization to sell, distribute or permit event attendees to bring their own Low-Point Beer onto the grounds of Wolf Creek Park Facility during their event.

Applicant must present a copy of the Low-Point Beer Permit Application with the recommendation of the Chief of Police, a map showing the Designated Area where the Low-Point Beer is to be sold, distributed and consumed; and a security plan including the name of the off-duty Grove Police Officer or the Security Service to be used.

The City Council shall have the authority to approve the Low-Point Beer Permit Application, and authorize staff to create a Low-Point Beer Permit for the sale, distribution, and/or permitting event attendees to bring their own Low-Point Beer onto the premises of Wolf Creek Park Facility in accordance with these Policies and Procedures.

When it is in the opinion of a majority of the City Council members, that approval of the Low-Point Beer Permit Application is not in the best interest of the City of Grove. The application shall be denied. The City Council's decision is final.

- c. **Compliance with Laws, Statutes and Regulation Required.** The Applicant is responsible for and must provide a means of ensuring all event participants and attendees comply, with all applicable local, state, and federal statutes, rules, and regulations regarding the sale, distribution, and consumption of Low-Point Beer. *(Ie: provide colored wrist bands or other types of identification for participants and attendees 21 years of age or older.)*
- d. **Security Required.** Security is required and shall be at the expense of the Applicant. The Applicant must hire a duly commissioned off-duty City of Grove police officer, or other security service approved by the City, to be on-site for the entire duration of the event.
- e. **Designated Area.** Low-Point Beer may be sold, distributed and consumed ONLY in Designated Area A or B, and must be approved by the City Council prior to the event. 16th Street will be the barrier between the two Designated Areas.

Designated Area A - Boat Ramp side of 16th Street (East side): No fencing is required for Designated Area A.

Designated Area B - Restroom side of 16th Street (West side): Temporary fence/barricade on all sides of Designated Area B shall be installed at the expense of the Applicant. The location and the fencing materials must be approved by the City of Grove prior to installation.

Designated Area B shall have one adult controlled access point for both entrance into and exit from the Designated Area. If food is being served within the Designated Area, individuals under the age of 21 years may be allowed when accompanied by an adult; however, at no time shall an individual under the age of 21 years be allowed within five (5) feet of the area where the Low-Point Beer is being sold or distributed.

- f. **Containers.** Glass containers are prohibited. Open containers of Low-Point Beer are not allowed anywhere on the premises of Wolf Creek Park except in the Designated area.

Applicant shall place or make arrangements for trash receptacles to be placed at the entrance/exit of the designated area. All Low-Point Beer containers shall be placed in trash receptacles prior to exiting the designated area. Open containers of Low-Point Beer shall not be transported on or off the premises of Wolf Creek Park.

- g. **Clean-up.** Applicant shall be responsible for clean-up of the Designated Area. Failure to clean-up the area in a manner that is acceptable by the Buildings & Grounds Superintendent shall result in the Facility Deposit being retained by the City of Grove.
- h. **City has authority to limit or cease services and consumption of Low-Point Beer.** The City reserves the right to limit or cease selling, serving and consumption of Low-Point Beer on the premises before, during, or after an event if the Applicant or any event participants either (a) violate any of the conditions set forth in this Section or (b) exhibit behavior deemed to be disruptive by a City official, staff member, or any law enforcement officer. Such action on the part of the Applicant or event participants will constitute violation of the policy and the Applicant and his or her guests will be required to vacate the premises.
- i. **Limited Hours.** The sale, distribution and consumption of Low-Point Beer must cease at 11 p.m. Sunday through Thursday and 12 midnight on Friday and Saturday.
- j. **Liability Insurance Required.** The Applicant shall provide the following minimum liability insurance 1) \$250,000 for property loss per claimant arising out of a single act, accident or occurrence; 2) \$1 million aggregate for all claims arising out of a single act, accident or occurrence; and, 3) \$250,000 per claim per claimant for any other loss arising out of a single act, accident, or occurrence.
- k. **The City shall not be liable.** The City shall not be liable to the Applicant or to any other individual or entity for any injury, loss, or damage to property or to any person on the premises. The Applicant shall be liable and shall save, hold harmless, and indemnify the City from and against all loss, liability, or expense that may be incurred as a result of sale, distribution, or consumption of Low-Point Beer on the grounds or in the facility or any other negligence on the part of the Applicant or event participants.

Sale and Distribution: Applicants requesting approval from the City Council to sell and/or distribute Low-Point Beer shall comply with Items a – k listed above that are required for *Consumption Only*, and the Applicant shall also comply with the following:

- i. **Background Check Required:** Upon receipt of the application and payment of fees, the City Clerk shall provide a copy of the application to the Chief of Police for review. The Chief of Police shall note thereon any relevant information which appears in the official records in his/her charge concerning convictions of the applicant for any of the following offenses:

√ Murder	√ Voluntary Manslaughter	√ Robbery
√ Burglary	√ Larceny	√ Theft
√ Fraud	√ Moral Turpitude	√ Felony
√ Nonconsensual sex	√ Possession, use, distribution	√ Firearm
√ Offense involving minor	or sale of controlled	
	dangerous substance	

A finding that the applicant has been convicted of any of the offenses listed above within the preceding twelve (12) months; or

A finding that a previous Low-Point Beer Permit held by the applicant was revoked within the previous twelve (12) months shall be just cause to deny the application.

The Chief of Police shall make a recommendation to the City Council to approve or deny the application based on the results of the information obtained through the background check. If the Chief of Police recommends denial of the application, he shall provide the reason he recommends denying the application.

- m. **License Required.** Applicant shall comply with licensing and permit requirements of the State of Oklahoma. The Applicant is responsible for obtaining any required permits or licenses for the sale or distribution of Low-Point Beer and must provide documentation thereof to the City a minimum of five (5) days prior to the event.

SECTION 13 : DAMAGES AND LIABILITY

13.1 Damages: During the lease period, Applicant is responsible for any damages to the Wolf Creek Park Facility caused by Applicant’s use and/or negligence, or the use and/or negligence of Applicant’s associates, participants or other parties associated with Applicant’s Event.

13.2 Limit of Injury Liability: The City of Grove, their employees, boards and committees are not responsible for injuries to persons or damages or loss of property. This is entirely the responsibility of Applicant and participants.

13.3 Limit of Property Liability: All property of any kind that may be on the premises during the period of the event shall be at the sole risk of Applicant and/or the event participants. The City of Grove shall not be liable to Applicant or any other person for any injury, loss or damage to any property on the premises and Applicant shall hold harmless and indemnify The City of Grove from and against all loss, liability, or expense that may be incurred by reason of any accident caused by the negligence of Applicant and/or any event participants.

13.4 Liability Insurance: Applicant shall submit proof of required liability insurance coverage with the application and prior to occupancy of the Wolf Creek Park Facility.

13.5 Additional Insured Entities: Applicant shall cause the insurer to list the City of Grove as additional insured entities under the Applicant’s liability insurance policy.

13.6 Required Liability Coverage: The minimum required liability coverage is: 1) \$25,000 for property loss per claimant arising out of a single act, accident or occurrence; 2) \$1 million aggregate for all claims arising out of a single act, accident or occurrence; and, 3) \$100,000 per claim per claimant for any other loss arising out of a single act, accident, or occurrence.

SECTION 14. VIOLATION OF THIS POLICY

Violation of any portion of this Policy may result in the group or organization being prohibited from Using or Leasing the Facility for future Events.

WOLF CREEK PARK FACILITY SCHEDULE OF FEES AND CHARGES

The Schedule of Fees and Charges is based upon the use of Wolf Creek Park Facility. Total lease fee is the cumulative total of fees and charges for the facilities and services provided.

<u>Lease Fee</u>	<u>Per Day</u>
Wolf Creek Park Facility	\$100.00
<i>(Fishing Events are exempt from this fee)</i>	
<u>Set-up/Tear Down Fees</u>	
Two-days prior to event and	
One-day following event	No Charge
Additional days	\$25.00 per day
<i>(Fishing Events are exempt from this fee)</i>	
<u>Charges:</u>	
After-hour Personnel charge (non-emergency)	\$50.00 per response
<u>Low-Point Beer Permit Fees:</u>	\$100 per event
<u>Vendor Fees:</u>	
Vendors will be required to comply with City Code.	
<u>Deposits:</u>	
Facility Deposit	\$250.00
<i>(Fishing Events are exempt from this deposit fee)</i>	

Policy and Schedule of Fees amended per Council action on the 19th day of July, 2016.

WOLF CREEK PARK FACILITY SUMMARY OF POLICY

Please read the Wolf Creek Park Facility Policies and Procedures and the Lease Agreement in its entirety. For your convenience, some of the important highlights of the Policies and Procedures are listed below.

1. Lessee or Fishing Event Sponsor shall participate in an Inspection/Walk Through of the building and its uses with a City of Grove employee Monday through Friday between 8 a.m. and 4 p.m. prior to the event. (See Policies and Procedures, Section 2.2)
2. Advance Deposit equal to 50% of the Lease Fee is required at the time of submittal of the Lease application. (See Policies and Procedures, Section 5.2)
3. Payment in full is required thirty (30) days prior to the event including all lease fees and charges including the Facility Deposit charges. (See Policies and Procedures, Section 5.3)
4. Event hours must end no later than 12:00 midnight unless permission is provided by the City of Grove. (See Policies and Procedures, Section 8.1)
5. Lessee or Fishing Event Sponsor is responsible for setting up and tearing down any Event furnishings and equipment including fish holding tanks, displays, tents, exhibits, tables, chairs, vendors, etc.. (See Policies and Procedures, Section 9.1)
6. If any utility services are needed that are not currently in place at the facility, arrangements must be made through the City of Grove Buildings & Grounds Superintendent and shall be at the expense of the Lessee. (See Policies and Procedures, Section 9.2)
7. Lessee or Fishing Event Sponsor is responsible for picking up trash from the premises. Lessee shall be responsible for making arrangements for delivery of and the cost of additional trash dumpsters as needed for their event. (See Policies and Procedures, Section 9.4)
8. The use of the center section of the restroom facility is by request only and the Roll-up Door will be unlocked by City personnel upon a request; Ramp Lighting will be set to come on two hours prior to launching, if a different time is needed indicate on application, the Fish Tank may be used during fishing events, indicate on application. (See Policies and Procedures, Section 9.6, 9.7 and 9.8)
9. No stakes, anchors or other mountings or fasteners may be driven into or attached to the pavement of the parking area or to any structure at the Wolf Creek Park Facility. Only water based washable paint shall be used when marking and identifying designated spaces and areas in the parking lot. (See Policies and Procedures, Section 10.1)

10. Overnight Parking will be allowed in a designated area during events scheduled and approved by the City of Grove for the purpose of security and protecting personal property, boats and other equipment.

The director or coordinator of the Event must submit an OVERNIGHT PARKING INFORMATION form to the City of Grove prior to the event. (See Policies and Procedures, Section 10.5)

Day Docking of boats and PWC is allowed from daylight to dusk. Overnight docking is prohibited.

11. Lessee or Fishing Event Sponsor shall be responsible for submitting the Event Sponsor Vendor Information form to the City of Grove prior to the event.

All participating Vendors must obtain a Vendor Permit from the City of Grove prior to setting up for the event. Vendors without a City permit are prohibited from setting up at the event.

Vendors operating under the umbrella of a Local Community Organization shall be exempt from paying the Vendor fees. (See Policies and Procedures Section 11)

12. Sale, Distribution and Consumption of Low-Point Beer is permitted on the premises of Wolf Creek Park Facility *only* upon certain conditions and requirements. (See Policies and Procedures, Section 12)

13. Lessee or Fishing Event Sponsor shall submit proof of liability insurance with the application and prior to occupying Wolf Creek Park Facility. Minimum required amounts of \$25,000 for property loss per claimant (single act/accident/occurrence), \$1 million aggregate for all claims (single act/accident/occurrence) and \$100,000 per claim per claimant for any other loss (single act/accident/occurrence). (See Policies and Procedures, Section 13.6)

14. An employee of the City of Grove is available after hours call 918-801-8422; additional fees will be assessed for the City of Grove employees called to an event after hours unless such call is deemed necessary by the City of Grove. In case of an emergency during events call 911.

Applications must be submitted ten (10) days prior to the event. Mail to: City of Grove, 104 W. 3rd Street, Grove, OK 74344 or Fax to 918-786-6107.

WOLF CREEK PARK FACILITY
963 N. 16th Street Grove, OK 74344
FISHING TOURNAMENT USE APPLICATION

Fishing Event Sponsor: _____

Event Type _____

Tournament Contact: _____

E-mail: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: Home _____ Work _____

Cell _____ Fax _____

Requested Date(s) _____

Number of expected participants _____ Boats _____

Number of expected vendors: _____
(Attach completed Event Sponsor Vendor Sheet)

Number of expected overnight R Vs, campers, event vehicles: _____
(Attach completed Overnight Parking Information Sheet, and required information for each overnight guest)

Restroom Facility: Yes _____ No _____ Time Requested to Open _____

Center Section: Yes _____ No _____ Time Requested to Open _____

Ramp Lights: Yes _____ No _____ Time Requested On _____ Off _____

Fish Tank Pavilion: Yes _____ No _____ Time Requested On _____ Off _____

Internet Service is available for a fee through Precision Wireless Internet if requested seven days prior to the tournament date. Contact Brent Malone at office: 918-791-9570 cell: 918-964-1127.

The Fishing Event Sponsor has received a copy and hereby agrees to comply with the Wolf Creek Park Facility Policies and Procedures as it pertains to Fishing Events.

Fishing Event Sponsor: _____ Date _____
Signature

**WOLF CREEK PARK FACILITY
FISHING TOURNAMENT USE AGREEMENT**

This Use Agreement is made this _____ day of _____, 2016 between the City of Grove (hereinafter referred to as the City), a Municipal Corporation, organized under the laws of the State of Oklahoma, and

(hereinafter referred to as the Fishing Event Sponsor)

1. The City agrees to allow the Fishing Event Sponsor to Use the following described real property: Wolf Creek Park Facility located at 963 N. 16th Street, in the City of Grove, for a Fishing Event on the following dates:

SPONSOR'S COVENANTS

The Fishing Event Sponsor has received a copy and hereby agrees to comply with the City of Grove Wolf Creek Park Facility Policies and Procedures as it pertains to Fishing Events.

Sponsor Authorized Representative
Signature

Date

City Manager
City of Grove

Date

WOLF CREEK PARK FACILITY
963 N. 16th Street Grove, OK 74344
NON-FISHING EVENT LEASE APPLICATION

Event Sponsor (Lessee): _____

Event Type _____

Event Contact: _____

E-mail: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: Home _____ Work _____

Cell _____ Fax _____

Requested Date(s) _____

Number of expected participants _____

Number of expected vendors: _____

(Attach completed Event Sponsor Vendor Sheet, each Vendor must submit Vendor Permit Application)

Number of expected overnight R Vs, campers, event vehicles: _____

(Attach completed Overnight Parking Information Sheet, and required information for each overnight guest)

Restroom Facility: Yes _____ No _____ Time Requested to Open _____

Center Section: Yes _____ No _____ Time Requested to Open _____

Ramp Lights: Yes _____ No _____ Time Requested On _____ Off _____

Internet Service is available for a fee through Precision Wireless Internet if requested seven days prior to the tournament date. Contact Brent Malone at office: 918-791-9570 cell: 918-964-1127.

Lessee has received a copy of and will comply with the Wolf Creek Park Facilities Policies and Procedures in its entirety.

Lessee: _____

Signature

Date _____

**WOLF CREEK PARK FACILITY
NON-FISHING EVENT LEASE AGREEMENT**

This Lease is made this ____ day of _____, 2016 between the City of Grove (hereinafter referred to as the City), a Municipal Corporation, organized under the laws of the State of Oklahoma, and _____ (hereinafter referred to as the Lessee)

1. The City leases to the Lessee the following described real property: Wolf Creek Park Facility located at 963 N. 16th Street, in the City of Grove, for the following dates:

2. The rent for the facility will be \$_____.
3. Lessee has paid an advance deposit in the amount of \$_____.
(Non-refundable except in accordance with the Wolf Creek Park Facility Policies and Procedures).

LESSEE'S COVENANTS

The Lessee has received a copy and hereby agrees to comply with the City of Grove Wolf Creek Park Facility Policies and Procedures in its entirety.

Lessee Authorized Representative
Signature

Date

City Manager
City of Grove

Date

**WOLF CREEK PARK FACILITY
EVENT SPONSOR VENDOR SHEET**

Event Sponsor: _____

Sponsor Representative: _____

Sponsor Address: _____

Sponsor Representative's Phone No. _____

(Representative must be available via phone during the event)

Sponsor Tax Identification Number: _____

Event Location: _____

Event Dates: _____

Brief description of the Event and types of items to be sold by Vendors: _____

Number of Vendors participating in the event: _____

Number of Vendors parking overnight: _____

Number of Vendors registered with the OK Tax Commission and are collecting sales tax: _____

Number of Vendors exempt from payment of sales tax: _____

Each participating Vendor must obtain a Vendor Permit from the City of Grove, 104 W. 3rd Street, Grove, OK prior to setting up for the event.

Vendors without a City permit are prohibited from setting up at the event.

**WOLF CREEK PARK FACILITY
VENDOR PERMIT APPLICATION**

Vendor Name: _____

Vendor Address: _____

Vendor Phone No. _____
(Vendor must be available via phone during the event)

Vendor Tax Identification Numbers: _____
(Include Federal and State Tax Commission Number)
Provide a copy of an Exemption Letter if Vendor is exempt from collecting sales tax.

Name of Event: _____

Event Sponsor: _____

Is Event Sponsor a Local Community Organization _____ Yes _____ No
(ie: City of Grove, Grove Area Chamber of Commerce or Grand Lake Association)

Event Dates: _____

Will Vendor be Parking Overnight? _____ Yes _____ No

Brief description of the types of items to be sold by Vendor: _____

Has Vendor ever been convicted of a felony? _____ Yes _____ No

If Yes, describe the nature of the offense and the punishment of penalty assessed. _____

After close review of the Vendor Permit Application, I certify that the information provided is true and correct to the best of my knowledge. I acknowledge and authorize investigation of all statements contained herein. I understand that misrepresentation or omission of facts is cause for denial of a Vendor Permit.

Vendor Signature

Date

**WOLF CREEK PARK FACILITY
OVERNIGHT PARKING INFORMATION**

Overnight Parking is allowed only with the approval of the City of Grove

Event Sponsor: _____

Sponsor Representative: _____

Sponsor Address: _____

Sponsor Representative's Phone No. _____

(Representative must be available via phone during the event)

Event Dates: _____

Event Sponsor shall provide the following information to the City of Grove for each overnight guest prior to the event:

- Name
- Phone Number
- Address
- Type of Vehicle Parking overnight
- Tag Number

An Overnight Parking Information sheet is available to assist with gathering this information from each overnight guest.

WOLF CREEK PARK FACILITY
OVERNIGHT PARKING GUEST INFORMATION SHEET

Information required for each Overnight Guest

Event: _____

Dates Guest will be parking overnight: _____

Overnight Guest Name: _____

Overnight Guest Address: _____

Overnight Guest Phone No. _____

(Guest must be available via phone during the event)

Description of vehicle parking overnight: _____

Tag number of vehicle parking overnight: _____

**WOLF CREEK PARK FACILITY
LOW-POINT BEER PERMIT APPLICATION**

Applicant Full Name: _____
(Include all alias and any previously used names)

Date of Birth: _____

Mailing Address: _____

Physical Address (if Different) _____

Phone No. _____
(Applicant must be on-site and available via phone during the event)

Driver's License Number: _____
(A copy of Driver's License or another form of Photo ID must be attached)

Social Security Number: _____

Tax Identification Numbers: _____
(Include Federal and State Tax Commission Number)

Attach a copy of an Exemption Letter if Applicant is exempt from collecting sales tax.

State Liquor License Number: _____
(If low-point beer is being sold or distributed by the applicant a copy the License must be attached)

Licensed Caterer Name: _____

Caterer Address: _____

Caterer Phone Number: _____ Caterer License Number: _____
(If low-point beer is being sold or distributed by the applicant a copy the License must be attached)

Name of Event: _____

Event Sponsor: _____

Is Event Sponsor a Local Community Organization _____ Yes _____ No
(ie: City of Grove, Grove Area Chamber of Commerce or Grand Lake Association)

Dates and Hours alcoholic beverages will be served at the Event: _____

Will low-point beer be _____ Sold _____ Provided at no cost or

_____ Brought onto the grounds of Wolf Creek Park by event participants and attendees?

Designated Area: _____ **A** or _____ **B** Attach a copy of a map showing the Designated Area.

Name of Officer or Security Service that will be on site for the full duration of the event:

Has Applicant ever been convicted of a felony? _____ Yes _____ No

If Yes, describe the nature of the offense and the punishment of penalty assessed.

Application must be complete, required documents, \$100 Application Fee and \$250 Facility Deposit (refundable) must be submitted with the application.

After close review of the Low-Point Beer Permit Application, I certify that the information provided is true and correct to the best of my knowledge. I acknowledge and authorize investigation of all statements contained herein. I understand that misrepresentation or omission of facts is cause for denial of an Low-Point Beer Permit.

Applicant Signature

Date

WOLF CREEK PARK FACILITY INSPECTION ORIENTATION/ WALK THROUGH

The City of Grove requires an Inspection Orientation/ Walk Through with a representative of the Lessee prior to the scheduled event. Please make sure that all of your questions in regard to the operation and functions of the Wolf Creek Pak Facility are answered prior to the event.

Restrooms

Roll-up Door/Center Section of Restroom Area

City of Grove personnel will un-lock the Roll-up Door upon request of Lessee

Lighting – Location of switches and breaker boxes

Fish Tank – Operation of Pump, location of switches and breaker box

Vendor hook-up

Trash containers – Location of containers

Location of containers

If event requires additional containers, lessee is responsible for making arrangements for delivery of and paying the cost of additional containers.

Parking areas and surrounding grounds - No anchors, stakes, poles, mountings or other fastener or related objects may be driven into the pavement in any manner in the parking area. Only water based washable paint shall be used when marking vendor’s spaces or other designated areas in the parking area.

On the ____ day of _____, 2016, _____ provided an
City of Grove employee

Inspection Orientation/Walk Through of the Wolf Creek Park Facility to:

Name of Authorized Representative and Name of Organization/Lessee

Further questions or concerns shall be directed to the Building & Grounds Department at 918-786-6107, after hours 918-801-8422; for emergencies call 911.

Organization/Lessee

Authorized Representative

City of Grove Authorized Representative

CLEAN-UP PROCEDURES CHECK-LIST

Updated 07/19/2016

WOLF CREEK PARK FACILITY CLEAN-UP PROCEDURES CHECK-LIST

Premises must be cleaned and in the same condition as when you arrived. It is your responsibility to make sure the Wolf Creek Park Facility is left clean, orderly and locked when you finish your event.

- All trash has been picked up from the facility.
- All personal properties and trash has been removed from the Center section of restroom area.
- All equipment, vendor trailers, RV, tractor trailers, displays, tables, chairs, tents, personal items, etc. have been removed from the premises.

If the above conditions are not met to the satisfaction of the City Staff, an appropriate fee will be deducted from the deposit. Deposits will be refunded within 30 days post event.

Signature of Lessee

Name of Organization

