

**WESTVIEW PARK - FUNDERBURG PARK - DOWNTOWN SQUARE**

**REQUESTS ARE TO BE SUBMITTED TO THE MONTICELLO-JASPER COUNTY CHAMBER OF COMMERCE FOR APPROVAL.** If this is an event that has 50 attendees or more, you will need an event permit. The event will need to be approved by The City of Monticello - City Council and requires security. If this is a community event, the Chamber is also available to assist you in promoting the event.

**WHO CAN USE THE PARK:** Any person, community group, or organization may use the city parks for a small event. (birthday parties, family reunions, community events, etc) Large events (over 50 attendees) must be approved.

**PARKING:** Each park has a limited amount of parking.

**SECURITY:** A community event with groups over 50, the Jasper County Sheriff's Department will need to be notified.

**INSURANCE:** All community events (general public is welcome) requires having general liability insurance.

**ALCOHOL AND DRUGS:** No alcohol or drugs are permitted in the parks.

**COOKING:** No cooking on the grass. Grills must be removed at the end of the event. No charcoal or burnt wood should be dumped on the grass. No hot embers should be left on site. No oil is to be dumped on the grass or anywhere on site.

**TRASH:** You must leave the area free of trash. Please take all garbage bags and trash from your event with you.

**PORTA-POTTIES/BATHROOM FACILITIES:** There is a porta potty at Funderburg park. Porta-potties will need to be provided by the person reserving the park. The Visitors' Center is available for bathroom facilities during approved Downtown Square events.

**TENTS:** Do not set up a tent at the parks or Downtown Square without prior approval. You must have a location assigned to you. No driving of stakes into the ground allowed.

**VENDORS:** There are to be no vendors in the park unless an occupational license or temporary permit has been issued by the Chamber of Commerce. Some licenses have to be purchased with the City. If this is a community event, please contact the Chamber of Commerce President.