



Wills Park Grove Use Rules and Regulations

The City of Alpharetta has space available for outdoor events at the Wills Park Grove, located just west of the Alpharetta Community Center on Roswell Street. The Wills Park Grove is a beautiful, open space for large gatherings, surrounded by trees and circled by a paved walking path. The Wills Park Grove also includes a large pavilion, measuring approximately 40' x 60' in size. The Wills Park Grove is an important resource for the City as well as for the community, and sits within Wills Park, which is a 120 acre park in downtown Alpharetta.

Events

We consider “events” to be activities that require significant coordination beyond reserving space and that have broader impacts to our facilities and staff. Events also include service or equipment provided by approved outside vendors:

Approved Users and User Priority

To help equitably address demand for the Wills Park Grove without compromising the City’s ability to conduct its business and deliver services, we have established categories of usage and determined their priority in reserving our space.

1. **City-Sponsored and City-Partnered Events** - This includes events such as Taste of Alpharetta, Wire & Wood, the Farmer’s Market and Alpharetta Art Streetfest.
2. **Outside Events and Filming** - This includes events that are open to the public and are not in-partnership with the City of Alpharetta, and commercial filming.

Availability

The City of Alpharetta has established availability guidelines to ensure use of The Wills Park Grove by external groups does not diminish the City’s ability to deliver services to the public and provide equal access to users.

The Wills Park Grove is available as follows:

- Monday - Thursday - Available for approved events 9:00am to 8:00pm.
- Friday - Saturday - Available for approved events from 6:00am to 11:00pm (Event completely taken down, cleaned up, and participants leaving due to noise laws.)
- Sunday - Available for approved events from 6:00am to 9:00pm

The City will take into consideration and prioritize the recreation programming, sports games and tournaments which take place within Wills Park and require available parking for participants.

The Wills Park Grove may not be reserved more than six (6) months in advance

Indoor facilities are designed for recreational programming space and are not available for rent in conjunction with The

Wills Park Grove. The exception to this is the restroom facilities located inside the Alpharetta Community Center. The Alpharetta Community Center can remain open for approved events for an additional fee which would be billed to the renter.

Fees

The Wills Park Grove is open to the public unless for a scheduled activity or maintenance or reserved for an event. Fees apply when the Wills Park Grove is reserved for an event.

1. Deposit - The security deposit is \$1,000.00. Security deposits must be paid within five (5) business days after notification of approval of the application. Security deposits are refundable provided the following conditions are met:
 - The space was left in a clean and orderly manner with no damage to the property or grounds.
 - The space was left in its standard configuration with benches and trash receptacles returned to their original locations.
 - Use of the facility did not exceed the scheduled time.
 - Additional City staff time was not required because of rental use of the facility.
 - All rules governing alcohol and tobacco use were met.
 - Access along the paved walkway and to the dog park was open to the public during the event.
 - The number of guests did not exceed the maximum allowed. (2,500)

If the Wills Park Grove is not properly cleaned after the event, the City will invoice the renter at full cost recovery rates, plus overhead, for cleanup and any possible repair to facilities, above and beyond the deposit.

1. Rental Fees - The rental fee is \$2,000.00 per day. Fees are not pro-rated or hourly. If a multi-day rental is approved, the rate would be \$2,000.00 for the first day, \$1,000.00 for each additional day, and \$1,000.00 for the set up/load-in day if that takes place before the event opens to the public. Fees are due fourteen (14) calendar days prior to the event. If your deposit is not received 14 days prior to the event, you will lose your deposit and reservation. Nonprofit discounts are not available for The Wills Park Grove rental.
2. Safety and Security - In some circumstances, due to the nature of the event or its timing, the City may determine it is necessary to have onsite security provided by the Public Safety Department. When this is necessary, a security fee applies, and the City will send an estimate to the renter prior to the event, and an invoice to the renter following the event.
3. Miscellaneous Fees - Fees for trash removal, City staffing, electrical, restroom facilities, etc. will be billed to the renter after the event ends. An estimate of these costs will be presented to the renter prior to the event taking place.

Food & Beverage Services and Fees – If food vendors/food trucks are part of the event plan, the City requires they are only located in the parking lot of the Alpharetta Community Center. This is the only location food vendors/food trucks are allowed to set up for events taking place in the Wills Park Grove.

Space Setups & Takedowns

The Wills Park Grove has benches and trash receptacles located around the space, as well as a paved walking path that circles the Grove and leads to access to the Wills Park Dog Park. This paved walking path, and access to the dog park must remain open to the public for the duration of the rental timeframe.

The City of Alpharetta will not be liable for any personal injuries, damage to personal property, or damage to the Wills Park Grove resulting from activities associated with the renter's event, and will hold the renter responsible for associated damages.

Maximum Occupancy - The maximum number of guests permitted in the Wills Park Grove for an event is 2,500. Exceeding the established occupancy for the Wills Park Grove puts your event at risk of being terminated.

Deliveries & Storage - You must arrange for deliveries to occur during your reservation period, and you must be on-site to receive them.

Rented Equipment – The City must be notified and approve in advance if you intend to bring equipment into The Wills Park Grove. If a rental company will be providing and delivering furnishings and/or equipment, the City requires they provide a certificate of insurance naming the City of Alpharetta as an additional insured with \$1,000,000 minimum General Liability Coverage. The certificate must be submitted to City staff a minimum of fourteen (14) days prior to the event.

No vehicles more than 10,000 GVW are allowed in The Wills Park Grove. Any delivery vehicles exceeding this GVW will need to park in the Alpharetta Community Center parking lot and hand-cart equipment into The Grove.

Restroom Facilities – The only restrooms near the Wills Park Grove are inside the Alpharetta Community Center and near the baseball fields to the west of The Grove. Depending on the event type and size, additional facilities may need to be rented by the renter. The City will advise on the best location for the port-o-lets to be located during the event.

Pavilion – The covered pavilion located within the Wills Park Grove is included in the rental. The pavilion measures approximately 40' x 60'. Use of this pavilion is limited and approved by City staff. There is no access to power in the pavilion.

Parking - Limited parking is available on-site in the Alpharetta Community Center parking lot, and availability is not guaranteed. A reservation of The Wills Park Grove does not include guaranteed or reserved parking. If the renter is expecting a large number of attendees, it is recommended that an agreement with Amana Academy be negotiated in order to expand the parking options. Renter is encouraged to work with the City to determine the needed number of ADA parking spaces for the event.

Lighting - There is limited lighting and electrical power access around The Wills Park Grove. Power is only located on the side of the Grove opposite from the dog park and is limited to 110 watts. If electricity is needed for the event, electrician fees will apply. When this is necessary, the City will send an estimate to the renter prior to the event, and an invoice to the renter following the event.

Decorations/Extra Amenities - You may bring free standing decorations into The Wills Park Grove and are responsible for removing them at the conclusion of your event. Tents must have proper weights suited to the size of the tent for each leg. 10' x 10' tents are secured with a 40 lbs. weight on each tent leg. To prevent damage to underground irrigation systems, tents may not be secured with stakes – no exceptions. No decorations, signs, etc., may be affixed to structures or landscape. The following items are not permitted in The Wills Park Grove:

- Carnival-type items (inflatables, dunk tank, pony rides, petting zoo, balloon artists, face-painting, clowns, fog machine, etc.)
- Latex and mylar balloons, paper confetti, glitter decorations/products, etc.
- Charcoal grills and commercial grills
- Tent size may not exceed 10' x 10' unless pre-approved and permitted by City staff

Signage –Renters is allowed directional signs (18" x 24" maximum size) in proximity of The Wills

Park Grove on the day of the event only. All signage must be removed immediately after the event concludes, otherwise renter will be charged a fee.

Insurance - A Certificate of Liability Insurance (\$1,000,000 minimum) must be provided upon request. The City of Alpharetta, 2 Park Plaza, Alpharetta, GA 30009, should be listed as an additional insured and the policy must include a “hold harmless clause” to protect the City. COI can be purchased for a one-day event from a specialty carrier (i.e. K & K) for a reasonable amount. COI should be emailed to osutton@alpharetta.ga.us from the carrier and must arrive before application approval is finalized.

Flammable Materials - The use of flammable materials is regulated by the City of Alpharetta’s Department of Public Safety. Grills and fireworks are not permitted at The Wills Park Grove.

Smoking - Per City Ordinance, the use of tobacco, all tobacco products, and vaping is strictly prohibited on City of Alpharetta property.

Alcohol - Ordinance Amendment # 844 states that “No person shall serve, consume, or transport in open containers any alcoholic beverage within a City park or recreation facility except in designated event venues during City sponsored events. For purposes of this section, the Department of Recreation, Parks, and Cultural Services shall define “event venue” for each such event.”

Animals - Pets must be on a leash.

City Codes & Ordinances - All relative City of Alpharetta Codes & Ordinances are in effect and enforced at all City of Alpharetta facilities. There are regulations governing sound and noise levels, animals, parking, vehicle access, etc. All events must adhere to the City’s Noise Ordinance (O.C.G.A. Sections 13-20 through 13 – 25).

Music/PA system/amplified devices, DJ, etc., must be pre-approved by the City. Additional rental fees may apply. The City of Alpharetta reserves the right to terminate your event if City staff, in good faith, perceive that you or your guests post a risk to the safety of persons or property on the premises, that you are not complying with our facility use guidelines, or that you or your guests are violating local, state or federal laws. Upon verbal notice from City staff, security, or the police that your event is being terminated, you and your guests must leave the premises immediately, and you will not receive a refund of your rental fee and may be denied future use of the facility.

Miscellaneous

- You must be at least twenty-one (21) years of age or older to rent a City of Alpharetta facility.
- You must have at least two adults (21 years or age or older) per twenty (20) youth on-site to chaperone youth-based activities.
- Unauthorized vehicles are not allowed on grassed areas and trails for any reason.
- All trash in and around the facilities (produced by the event) must be disposed of in the trash receptacles predetermined by the City staff.
- No vehicles in excess of 10,000 GVW are allowed in The Wills Park Grove. Any delivery vehicles exceeding this GVW will need to park in the Alpharetta Community Center parking lot and hand-cart equipment into The Grove.

The City does not reserve space, not even temporarily, without a completed and signed rental application. The City also may not be able to accommodate requests that are submitted without enough lead time to allow City staff to schedule and coordinate the activities required to complete the booking and support a successful event.

Users of City facilities who do not adhere to City of Alpharetta usage guidelines may be prevented from reserving space in the future and may be assessed fees.

Cancellations - All rental cancellations must be made in writing (email is acceptable) a minimum of fourteen (14) days prior to your event. If not cancelled in advance, please note:

- You may be denied future use of the facility.
- You will not receive a refund.
- All reservations in the Wills Park Grove are considered “Rain or Shine”, and no refund will be given for weather cancellations.
- Event time change requests are accepted in writing (email is acceptable) a minimum of fourteen (14) days prior to the event. Approval of the change is subject to facility and staffing availability. If additional fees apply, they must be paid in full at the time the change is made.

Rental Application – Renter must complete and electronically submit the City’s special event application to Imacon@alpharetta.ga.us.

To view space and discuss rental needs, contact the Alpharetta Recreation, Parks and Cultural Services Department at Imacon@alpharetta.ga.us.

Once the rental application is received, City staff will check availability and contact you within five (5) business days to review your request. If your request is approved, you will be allowed up to five (5) business days to pay the required deposit and submit any required documents. Your signature on the application acknowledges you have read and accept our usage terms and guidelines and that you understand you will be held accountable. The City reserves the right to cancel an approved request if the deposit and required documents are not submitted by the established deadline. The City of Alpharetta reserves the right to cancel your event due to unforeseen circumstances that affect availability of the Wills Park Grove. The City will attempt to give you reasonable notice of the cancellation and will attempt to assist you in locating other event space.