

## EVENTS AT COUNTY PARKS FACILITIES FACILITY USE POLICIES

The Burlington County Board of Chosen Freeholders has developed the County Parks System for public use and enjoyment. We encourage everyone to visit the parks frequently - whether to take advantage of passive recreation opportunities, learn more about the County's history or to simply appreciate the natural beauty of our lands.

Within each park, the County makes facilities and areas available for private events upon reservation. Reservations for all parks facilities are on a first come-first serve basis and must be arranged with the Parks Office located at Historic Smithville Park on Smithville Road in Eastampton Township, New Jersey. For information call 609-265-5858 or visit [www.co.burlington.nj.us/parks](http://www.co.burlington.nj.us/parks).

Use of County Parks is subject to rules, regulations and fees established by the Freeholders. These rules are intended to ensure that visitors and facility renters enjoy their experience in the parks and to protect park facilities.

### **Catered Events – General Policies**

Four park properties offering unique indoor and outdoor settings are made available to individuals and organizations for catered events, such as wedding receptions, fundraisers, corporate parties, business meetings, private parties, etc. These properties are: the Smithville Mansion Complex in Eastampton Township, the Historic Prison Museum in Mount Holly, the Lyceum of History and Natural Sciences in Mount Holly and the Burlington County Community Agricultural Center in Moorestown. Facility-specific Use Guidelines have been established for all four properties. The following general policies are applicable to all four properties:

A. Only caterers on the County's List of Approved Caterers are permitted to cater private events at the Smithville Mansion Complex, the Prison Museum, the Lyceum of History and Natural Sciences and the Community Agricultural Center.

Events at Parks facilities for which food is to be brought in by individuals or dropped off by caterers may be approved on a case by case basis depending on the nature of the event and the proposed number of attendees. If such approval is issued, all other facility use requirements set forth herein shall apply. In addition, groups or individuals will be required to provide insurance coverage, the types and limits of which will be determined by the County Risk Manager.

B. Maximum rental time is eight (8) hours for each event, including set-up and breakdown/clean-up time. Set up for an event cannot begin before 8 a.m. and the start of an event (guest arrival) cannot begin before 10 a.m. All events must end no later than 10 p.m. and clean-up must be completed by 11 p.m. (Exceptions may apply. Please see guidelines for each facility).

C. Facilities can be reserved by completing the *Catered Event Facility Reservation Application* form and paying the required deposit. The facility will be reserved for a maximum of 30 calendar days upon receipt of the rental deposit. Deposit will be refunded if reservation is cancelled in writing within this 30 day time period. Deposits will not be refunded after 30 days.

To secure reservation of a facility, a Catered Event Facility Use Application Form must be completed by the caterer selected from the List of Approved Caterers and fifty percent of the balance of the rental fee must be paid within 45 days of payment of the rental deposit. The selected caterer must pay the remaining balance of the rental fee no less than 30 calendar days prior to the day of the event.

D. Smoking and the use of tobacco and tobacco products are prohibited in all County Parks.

E. The County Fire Marshal does not permit open flames, including candles and oil lamps, in County facilities or in tents or canopies erected on County property. Sterno canned heat used for catering purposes may be used provided that a permit is obtained from the County Fire Marshal. **(For more information and applications go to: <http://www.co.burlington.nj.us/941/Uniform-Fire-Code-Permit-Application-Doc>.)**

F. Tents may be erected in designated areas within County Parks. A Fire Permit must be obtained from the County Fire Marshal for a canopy, tent or tensioned membrane structure with an area greater than 900 square feet, or for a canopy, tent or tensioned membrane structure with an area less than 900 square feet if cooking will take place under the protection of the structure. (Go to <http://www.co.burlington.nj.us/941/Uniform-Fire-Code-Permit-Application-Doc> for more information and applications.)

G. Alcoholic Beverage Policy:

1. Alcoholic beverages may be served at catered events provided that all licenses and permits required by State and Local laws and ordinances for the serving of alcohol have been obtained. The Caterer is responsible for providing the County with proof that all such approvals have been obtained for each catered event.

2. Alcoholic beverages must remain within the rental area as designated on the approved Catered Event Facility Use Application Form and cannot be carried to other areas of the park.

3. A bartender must be provided when alcohol is served. The bartender is responsible for verifying that all persons consuming alcohol are of legal age and that visibly intoxicated guests are not served.

4. Serving of alcoholic beverages must cease 30 minutes before the end of the event.

5. For events at which guests bring their own alcoholic beverages, the caterer is responsible for oversight of the use of alcohol and must ensure that all users are of legal age.

H. The throwing of confetti and rice is strictly prohibited. Rose petals and bird seed may be thrown with prior approval of the Superintendent of Parks.

I. Music may not be played at noise levels that are offensive to the surrounding community and park. Acceptability of noise levels will be at the discretion of the County Park Rangers, event staff and local police.

J. A decoration plan must be reviewed and approved by County Park staff prior to the event. All decorations must be removed from the site at the end of the event.

K. No dogs or pets are allowed inside buildings with the exception of working dogs or if permission is otherwise granted.

L. Wedding rehearsals may be prearranged with the Superintendent of Parks. No fee will be charged for rehearsals that take place during regular park hours between 3 p.m. and dusk.

### **Facility Specific Information for Catered Events at the Community Agricultural Center**

1. Physical Address: 500 Centerton Road, Moorestown

2. General Description: The Burlington County Community Agricultural Center ("Ag Center"), located at the intersection of Centerton and Hartford Roads in Moorestown, is a 62 acre preserved working farm. The Ag Center is home to a

seasonal farmers market held on Saturdays from May through October, community gardens and demonstration plots maintained by the Master Gardener Program and Rutgers Cooperative Extension. The newly renovated Farmhouse includes meeting space and the Farmhouse Kitchen - a shared-use, commercial kitchen that provides kitchen space for local farmers and food entrepreneurs to explore new food ideas, allows farmers to add value to their raw agricultural products, and may be used by pre-approved caterers for food preparation or staging. Use of the Farmhouse Kitchen is subject to additional policies and procedures.

### 3. Facility Description and Use Guidelines

a. The areas within the Agricultural Center that are available for rent are depicted on the attached site diagram and include:

- Market Barn which measures approximately 105' x 40' and is covered with open sides (maximum capacity is 175);
- Market Plaza which measures approximately 105' x 110' and has one 30' x 60' event tent that is erected in April and taken down in November
- The Farmhouse Kitchen;
- Farmhouse Meeting Rooms (maximum capacity for the Farmhouse is 49); and
- Lawn areas surrounding the Farmhouse.

Any single area, all areas, or combination of areas may be rented.

b. Facility rentals are not permitted on Saturdays prior to 3 p.m. during the months of May through October.

c. The Agricultural Center is open to the public every day from 8:00 a.m. until dusk. The County will provide signage to inform visitors that sections of the Agricultural Center are closed for a private event.

b. Parking is available on site for 100 cars in the paved parking area and 50 cars in the grassed overflow parking area.

c. A single restroom is located in the first floor hallway of the Farmhouse and is available for use for all events taking place at the Agricultural Center. Portable toilets are also available near the Market Barn.

d. Wedding rehearsals may be prearranged with the Parks Superintendent. No fee will be charged for rehearsals that take place during regular park hours.

e. A room and bathroom facility upstairs in the Farmhouse may be used for wedding ceremony staging for the wedding party. After the ceremony, access to the upstairs areas will be prohibited.

f. Tents may be erected on the lawn areas surrounding the Farmhouse with prior approval of the Superintendent of Parks and the County Fire Marshal if the tent size exceeds 900 square feet.

g. A dance floor may be placed within the Market Barn, within the tent on the Market Pad or on the Market Pad.