

Town of Windsor

Memorandum

October 8, 2024

TO: The Honorable Mayor and Town Council
FROM: William G. Saunders, IV, Town Manager WGS IV
SUBJECT: Gazebo Use Policy Review

Background

The Town has a policy regarding the use of the gazebo in the Wesley F. Garris Event Park, which was last updated in 2009.

Specifics

Recently, it has come to the attention of Town Staff that a revision of the policy is desirable.

The recommended changes made to the enclosed draft include:

- Expanding the use of alcohol, and use later than dusk, for certain Town-sponsored events.
- Addition of a deadline for application when VDOT permitted road closures are requested.
- Removal of deposit requirement, as only area Churches and civic groups are permitted.
- Addition of language regarding users being responsible for damages.
- Removal of Town Council approval requirement.
- Addition of Town Manager approval authority.

Recommendation

For Council's information

Enclosures

Redlined Draft of Gazebo Use Policy

Gazebo Use Policy

Use of the Town Gazebo

The Town of Windsor (hereinafter referred to as "*Town*") reserves the right to regulate the types of functions and related charges for the use of the Town Gazebo located ~~between the Town Shop and the Windsor Branch of the Blackwater Regional Library in the Wesley F. Garris Event Park~~ on Duke Street. The use of this facility is restricted to public events (events open to the citizens of Windsor) sponsored by the Town of Windsor, churches of Windsor or Windsor civic organizations.

Regulations

The following regulations apply to all events:

Alcohol:

Alcohol on Town property is prohibited, except for certain Town-sponsored events.

Hours of Operation:

Except for the 4th of July fireworks demonstration and other Town-sponsored events, events may start during daylight hours, but they shall terminate by dusk.

Waste Disposal and Clean-up:

The sponsor shall be responsible for providing waste containers and their removal. Waste containers shall not be placed on the paved area of the former Public Works building and commuter parking area. After the event, the sponsor shall pick up all trash on the grounds, and the sponsor shall be responsible for the off-site disposal of the same.

Public Restroom Facilities:

The sponsor shall provide at least two portable restrooms for an event lasting more than four hours.

Pets:

Pets are not allowed.

Sale of Food or Beverages:

The sale of food or beverages or any other item shall be limited to the sponsoring organization responsible for the event.

Music:

Electronic or live music shall be in good taste, and it shall conform to the community's standards. The sponsor shall ensure that the volume be kept at a reasonable level, and the sponsor shall have the volume lowered if requested by a local resident or Town official.

Street Closings:

The closing of Duke Street for an event shall be at the discretion of the Town Council and the Virginia Department of Transportation (VDOT). The sponsor organization shall submit to the Town Manager a written request for such street closures 60 days in advance of the event date. The request shall include the purpose of the street closure, the date and times of the closure, and suggested traffic plan.

Cooking and Open Fires:

All fires shall be contained in approved cooking stoves or grills. Open fires are not permitted.

Use of Electricity and Water:

The sponsor shall ensure water and electrical supplies are off prior to leaving the facility.

Security:

The sponsor shall reimburse the Town for law enforcement services if they are provided by the Town for the event. This reimbursement shall be at the Town's actual cost for providing such security services.

Deposit: Maintenance of Facility:

~~The sponsor shall give the Town a deposit of \$100 upon reserving the facility. If there is no damage to the facility and if the sponsor leaves the area a neat and orderly condition, then the Town shall return this deposit to the sponsor. Any damage created by improper use will be the responsibility of the party that is using the facility or equipment at that time. The Sponsor agrees that the Town reserves a right of entry and inspection of facilities being used at any reasonable time.~~

The sponsor shall submit his or her request to the Town, in writing, for the use of the Town Gazebo. This request will address each of the aforementioned provisions, and

the request shall outline how each will apply to their event. The request shall include the name(s) of the person(s) who will be responsible for the facility.

Requests must be submitted ~~within~~ 30 days in advance of an event, a Town Council meeting so that adequate time is available ~~to approve or disapprove~~ for review the request. The Town Manager shall have the authority to review and approve requests.

Approved by Town Council on _____