

Liberty Lands Use Guidelines 2017

For Private Parties

All the guidelines for general use of the park apply to parties. PLEASE NOTICE that this includes a ban on amplified music: even boom boxes or ipod speakers.

Who needs a reservation?

We ask that you make a reservation for any event at Liberty Lands that is planned in advance. This ensures that there's enough space at the park and that events don't interfere with each other. Reserved events always take priority over unreserved events. Wedding ceremonies are a delightful use with some specific issues: please contact the park organizers for more information.

What does it cost?

Liberty Lands is owned and maintained by the neighborhood and receives no city funding for its operations. A small fee per reserved use is requested to help offset the costs of park maintenance. Volunteer hours of work for the park are accepted in place of fees – ask for details if you are interested. The full cost of using the park for a party is almost always under \$80: see below for the details.

The amount of donation we ask for private events held by individuals (not businesses) is based upon the party's size. “Small” parties at Liberty Lands are any gatherings of up to 25 people. Most birthday parties fall into this category, and unless the event makes an unusual drain on park resources, we generally ask for a \$25 donation for the basic use.

Whether a party is “medium-sized” or “large” is determined by number of people, length of event, and activities. With some exceptions, we ask for a donation of about \$1/person for these events: extra charges may apply for very long events, ones that generate a lot of trash, or that may cause damage to the grass. For some large events, we may ask for a security deposit in addition.

Every event must also have a “bathroom plan” for guests – either a nearby home or rental of the park potty (for small parties). We charge \$1/person for party rentals of the park bathroom (potty club members may use the bathroom for their events as part of their membership). Large events may be required to rent an outside port-a-potty for the event: the cost for this is usually around \$100.

Finally, we ask for a \$10 trash deposit with **every** reservation. This is refundable after your party if you send us pictures of the location and nearby trash containers before and after to demonstrate that you've cleaned up thoroughly and used your own trash bags/recycling cans rather than the park cans. Of course, if you want to just leave the \$10 as a donation to the park, we'll be grateful for it!

Donations for use should be made payable to the NLNA, with “Liberty Lands” included as memo, and sent to the NLNA office at 700 N. 3rd Street, Philadelphia, PA 19123

What do I get?

A reservation ensures use of the park for the reserved purpose at the date/time specified. Please be sure to include time to set up and clean up your event in the reservation time. During the summer, no reservation should go past 8:00 p.m. on Sunday through Thursday nights or 9 p.m. on Friday and Saturday nights, including clean up time. (Liberty Lands is closed after dusk.) Rain dates are not automatic – a specific rain date reservation must be requested if desired.

No use of the park can ever restrict public access to the playground and community gardens. Park uses that restrict or reduce public access to the other open areas of the park are limited to a few per season.

All reservations are made on a first-come, first-served basis, with special priority given only to events sponsored by Liberty Lands or NLNA. If two users wish to reserve at the same time and there is a potential conflict, the first reserver(s) will be given the opportunity to approve the additional event. [Note: up to three private parties may be scheduled at the same time, but we will try to ensure that all the reservers know about each other so that table agreements can be made.] Reservations are recorded on the Liberty Lands calendar (publicly accessible at www.nlina.org/liberty-lands-calendar.html).

Reservations **don't** guarantee access to specific park amenities unless it's stated! If you want to be sure to have access to a specific space (such as the stage or certain picnic tables), be sure to mention it in the reservation request AND post a note on the table the morning of your event stating the date and time for which it will be used. Reserved uses have priority over unreserved uses, and if necessary, you may ask unreserved users to leave. There are three designated party areas: the “stage tables” are two tables at the north end of the park, closest to the stage; the “swing tables” are two tables centered at the south end of the park, closest to the

swings; and the “toddler tables” are two tables at the southeast side of the park, close to the toddler playground and potty. If you do not request specific tables, you may be assigned an area based on others' requests.

A reservation **does not** guarantee the physical condition of the park on the day of your use. While the park volunteers do their best to keep the lawn mowed, trash picked up, and gardens weeded, limitations of time, money, and weather may affect what the park looks like any particular day. If your event requires certain conditions (such as a recently mowed lawn), you may be able to make arrangements with the park volunteers to schedule (and pay for, as necessary) those conditions to be met. This will not always be possible, but earlier notice makes it more possible.

While recycling bins and trash cans are at the park, **we ask parties to supply separate trash bags for their event so that the park trash cans are not overwhelmed.** These bags can be placed in the large green cans in the trash corral on American Street after an event. All park users are expected to clean up after themselves and to make a sincere effort to recycle their disposables. There are extra recycling bins available in the trash corral also: you are encouraged to use them and return them (full) to the corral at the end of your party.

Access to electrical hookup and to park water is available for reserved events with prior permission.

What else?

Event organizers should ensure that their guests observe all park rules and guidelines.

All park users should be respectful of and courteous to the residents who are the park's immediate neighbors. Please honor their requests about volume or nature of activities. Neighbors Seth Donkochik and Carrie Biegler are the on-site representatives of the park for all events and have the authority to require that park activities be changed or ended, if necessary.

The communal nature of our neighborhood means that many children assume that activities at the park are publicly available. While you are, of course, not required to make your party available to uninvited children, we encourage you to make very attractive party activities such as moonbounces or clowns open to all.

Park users assume personal liability for any injury or loss that they may sustain during their use of the park. The organizer of an event assumes liability for the actions of and injury to any one attending that organizer's event at the park.

Allowed but restricted:

Alcohol may be consumed in the park within the legal restrictions of the City and State and with discretion. Alcohol-based events (such as “beer olympics”) are not allowed and public drunkenness is illegal (and obnoxious).

Carnival equipment (such as moonbounces) are allowed, but require specific permission – please note on your application if you plan to have one. Moonbounces and other large inflated attractions may not be used at the park if winds are 20 mph or higher due to the risk of severe injuries.

Party equipment such as chairs, tables, and tents are allowed but require specific permission – please note on your application if you plan to bring more than one or two chairs or tables. Please be aware that rental companies may try to drive onto the park to deliver the equipment and may not have specific delivery and pickup times. The park renter is responsible for ensuring that the companies observe park rules AND is responsible for any damage to the park grounds that may be caused by rental companies or their agents. Be sure that reservations include time to accommodate equipment set up and cleanup – access to the space is only guaranteed for the reserved times.

Acoustic music is allowed during daylight hours only. Musicians should be considerate of neighbors in terms of volume. Amplified music is NOT allowed except by special permission (and is rare).

Events renting port-a-potties should confirm the potty location with the park organizers AND the rental company. Not all locations are suitable for portapotty placement, so please be sure to have the site approved!

Prohibited:

Off-leash dogs. All must be leashed at Liberty Lands at all times. Period. No exceptions. Owners must also pick up after their dogs in all locations at the park.

Amplified music of any kind, including bluetooth speakers, is not allowed except with specific prior permission. The acoustics of the park and its surrounding buildings mean that amplified music is annoying to neighboring residents and other park users even when the volume seems barely audible to those near it. “Background” music just doesn't work at Liberty Lands. Sorry.

Electronic amplification other than music (i.e.: microphone-amplified voices) is allowed only in special circumstances and with specific prior permission.

Motorized vehicles cannot be on the park AT ALL, even to deliver or pick up party supplies.

Slip-and-slides destroy the lawn and are prohibited.

Bonfires or other fires may only be held at NLNA events.

Damaging park plantings by picking flowers, pulling on or breaking tree limbs, or walking off garden paths. Climbing sturdy trees is allowed but we make no guarantee that it is safe.

Using the hose outlets, electrical outlets, compost bins, or anything marked Authorized Use Only without specific permission.