



INGHAM COUNTY PARKS DEPARTMENT

Caterer Access to Parks and Picnic Shelters Policy

Purpose: To prevent turf damage and protect the health and safety of visitors in the park by limiting vehicle access to designated parking areas only.

1. *It shall be the caterer's responsibility to contact the Parks Department office to schedule such access a minimum of forty eight (48) hours prior to the event, unless the event takes place on a Sunday, access shall be scheduled by noon of the Thursday prior to the event.*

(517) 676-2233

Extensions:

Burchfield/Baldwin	ext. (5)(4)
Hawk Island	ext. (5)(3)
Lake Lansing	ext. (5)(1)
Potter Park	ext. (5)(6)

2. The reservation confirmation information provided to the group contact person shall include reference to the caterer access policy.
3. *When the caterer arrives at the park, it shall be his/her responsibility to contact the Park Manager or his/her designated representative to obtain vehicular access to a picnic shelter.*
4. The Park Manager, or his/her representative, shall escort the caterer's vehicle to the desired shelter, remain with it while unloading is completed, and escort the vehicle back to the parking lot, locking the gate upon exiting.
5. *Any vehicle not being used for food preparation shall be returned to the parking lot immediately after unloading has been completed.*
6. *All charcoal used by the caterer shall be extinguished and removed from the park by caterer.*
7. *All unserved food, and all refuse and caterer-generated products shall be removed from the park by the caterer.*
8. *No grease or other cooking or food products shall be released into the Park barrels or onto the Park grounds or parking surfaces by the caterer.*

(Continued)

9. Caterer vehicles shall be denied access to Park shelters if:
 - A. The turf is under construction
 - B. The area is too wet or soft and there is potential that vehicular traffic could cause damage to the turf.

The Park Manager, or his/her designated representative, shall have sole discretion for making judgments regarding vehicular access to park shelters as outlined above.

10. *No caterer vehicles shall be permitted access to the following shelters – Park staff will assist the caterer in gaining access to the shelter:*
 - A. *Lake Lansing-North: Sandhill*
 - B. *William M. Burchfield (formerly Grand River) Park:*
 - Pine Knoll*
 - Woodsong*
 - North Bluff*
 - Deer Run*
 - Southridge*
 - C. *Hawk Island County Park: Kestrel*
 - Peregrine*
 - Red Tail*
 - D. *Potter Park: Penguin Cove Pavilion # 1*
 - Tiger Den Pavilion # 2*
11. *Any and all cost of cleanup and/or damage correction resulting from caterer activity, as determined by the Ingham County Parks Department, shall be paid by the caterer.*