

Event Rules and Guidelines

Town Center Park

Vehicles may **not** be driven on the grass, sidewalks, or brick areas at any time. Violations may result in citations from the Suwanee Police Department.

There will be no gate or admission charges to the public for your event. No admission charges may be advertised for your event.

Exhibitors must provide all their own props and equipment including tents and tables and extension cords.

Trash containers, restroom facilities, water and power will be provided as requested.

NO GREASE is allowed in any food booth. Food vendors are expected to take extra care in handling and disposing of cooking fluids so as not to damage the surface of the ground beneath their booths. Those vendors who are not careful and cause environmental damage will be subject to a minimum \$100 fee.

Self-contained mobile concessions are allowed in parking spaces or on concrete only. **THEY ARE NOT ALLOWED IN THE PARK OR ON SIDEWALKS.** They may use grease but should not drip or drain any cooking fluids on premises.

NO STAKING of tents or inflatable devices is allowed in the park. Tents and inflatables may be weighted with water barrels, sandbags, or other weight devices. Vendors and organizers should take extra precautions when weighting tents. Tents must be secured for wind and will be organizers responsibility.

Tents over 200 square feet will be required to have a tent inspection from the Fire Marshal. Event organizer is responsible for payment, application and paperwork.

Tents cannot be tied to park light poles, trees, benches or other objects.

No items should be hung, tied or attached to trees in the park.

Inflatables must use mats at entry and exit points to avoid excessive wear and tear on the grass.

All booth spaces are outdoors.

Exhibitors are responsible for cleanup of their area.

Ice must be disposed of on concrete or asphalt only. Do not dump ice in the grass.

You may be required to provide a Health Department license to serve food at your event. You are responsible for all fees for this license, and to obtain proper permits from the Gwinnett County Environmental Health Department.

Any exhibitor who misrepresents the content or intent of their booth will be asked to leave the park.

Use of a dunking booth must have prior approval. The City's event manager must agree upon placement of the booth. Dunking Booth must be on concrete only, and must not drain on grass. City of Suwanee Public Works department will test water prior to event start time.

Automobiles that will be on display for events are not allowed inside the park. Only along the perimeter.

All other park ordinances not covered by the Special Event Policy must be followed.