



PICNIC PAVILION RENTAL POLICIES AND PROCEDURES

Office: 301 258-6350

A. GENERAL

1. General Policy. It is the policy of the City Manager to encourage the rental of the Picnic Pavilions at Bohrer Park and Griffith Park, and the City of Gaithersburg welcomes the opportunity to serve rental patrons. These rental policies should be read in their entirety before submitting an application for rental use of the Pavilions at Bohrer Park and Griffith Park.
2. Rental Patrons. The Pavilions are available to Gaithersburg residents, nonprofit organizations, and businesses that are in good standing. Individual groups and organizations that do not reside within the corporate limits are also welcome; however, higher rental fees are applicable for nonresidents.
3. First-Come First-Served. If two or more groups wish to rent the Pavilions on the same day and time, the applications will be processed and reservations confirmed on a first-come, first-served basis.
4. Pavilions. The City's pavilions available for rent are located at:
 - a. Bohrer Park – 506 South Frederick Ave, Gaithersburg, MD 20877
 - b. Griffith Park – 29 South Summit Ave, Gaithersburg, MD 20877

B. RENTAL TIMES

1. Pavilion Rental Season.
 - a. The rental season is from April through October each year.
 - b. The City begins accepting applications for each rental season on October 1 for City residents and November 1 for nonresidents.
2. Hours of Operation. The pavilions are available for rental use as follows:
 - a. From April 1 to August 31, pavilions are available for daily rental use from 8:00 a.m. to 8:00 p.m. or dusk, whichever comes first.
 - b. From September 1 to October 31, pavilions are available for daily rental use from 8:00 a.m. to 7:00 p.m.
3. Time Blocks. Pavilions are rented in 5-hour blocks of time. Additional hours may be reserved for an additional fee. The City maintains first priority for use of the pavilions for City events, and reserves the right to determine the conclusion time or reduce the time blocks of picnics at any pavilion when City events are scheduled.

C. DEFINITIONS

1. City Resident: A person, organization or business within the corporate city limits of Gaithersburg and pays city taxes. Not all persons with a Gaithersburg address are considered City Residents.

2. Nonresident: A person, organization or business with an address not within the Corporate city limits of Gaithersburg and who does not pay city taxes.
3. Rental Patrons: Customers of the Bohrer Park and Griffith Park Pavilions renting one or more pavilions within the park.
4. Security Personnel: Officers with police powers and local jurisdiction or licensed and bonded security guards.
5. Vendor: An individual or company offering goods, services or information.
 - a. Catering Vendor: A business that prepares and provides food and beverages to include food trucks, plated catering or buffet catering. Additional fees apply.
 - b. Entertainment Vendor: An individual or company that provides entertainment such as live music, DJs, performances, or other activities or services that enhance the experience.
 - c. Sales Vendor: A person or company that sells goods or services for profit.

D. EVENT CLASSIFICATIONS

The Picnic Pavilions can accommodate events of a variety of sizes and activities. Each event may fall into one or more of the following classifications:

1. Large Event: A private rental that
 - a. has an expected attendance of 200 or more people;
 - b. includes the rental of two or more pavilions (two or more pavilions may be necessary based upon expected number of attendees and/or type of event);
 - c. will impact the surrounding grounds or resources at Bohrer Park. This could include but is not limited to use of the lawn or playground, Activity Center, taking most or all parking spaces or requiring overflow parking, and/or the need for assistance from any additional City of Gaithersburg departments such as police or public works.
2. Private Event: A gathering that has specified guest list of less than 200 people and is not open to the general public. This is typically a social gathering where people come together for a purpose including but not limited to family reunions, birthday parties, weddings, scout troops events, church or school group gatherings, or civic organization events.
3. Public Event: A celebration that is open to the general public and accessible to anyone, regardless of membership or invitation. Requests for Public Events will be reviewed and approved on a limited basis. See section (Q) for further details.
4. Teen Event: Any gathering with the majority of attendees under the age of 21.

E. PAVILION USE APPLICATIONS

1. Pavilion Use Application. The Pavilion Use Application is a request to rent a pavilion, not a binding contract. The Pavilion Use Application can be found on the city website (www.gaithersburgmd.gov), and at the Activity Center at Bohrer Park located at 506 South Frederick Avenue, Gaithersburg, Maryland 20877. Rental applicants should complete the Application in detail and submit the completed application in person or by mail to the Activity Center at Bohrer Park, or by e-mail. Staff will review submitted applications, and if approved, will issue a Rental Permit to the applicant.

2. Requirements. To be considered for rental use of the Picnic Pavilions at Bohrer Park and Griffith Park, all individuals or groups wishing to use a pavilion must:
 - a. be at least 21 years old
 - b. complete the Pavilion Use Application; and
 - c. submit a security deposit, according to Section (G).
3. The Applicant's name on the application must match the name on all other requested documents, including but not limited to the certificates of insurance and food or vendor permits.
4. List all entertainment activities (i.e. moon bounce / dunk tank / climbing wall) on the rental request.
5. Due Dates. All individuals or groups wishing to use the Picnic Pavilions for a Large Event or Public Event must complete and submit a Pavilion Use Application at least three (3) months in advance. Additional requirements will be necessary according to section (Q).

F. INSURANCE AND PERMITS

1. Insurance. All rentals that will have catering or entertainment vendors providing any services must obtain "proof of insurance" from each and submit a copy to Activity Center staff at least two (2) weeks prior to event date. Minimum liability coverage is one million dollars.
2. Food Permit. Applicants approved by the City to sell or distribute food and beverages at a large or public event must obtain a Montgomery County food permit for any food or catering vendors and submit a copy to Activity Center staff two (2) weeks prior to event date.
3. Beer & Wine Permit – The Pavilions at Bohrer Park ONLY. If your group plans to serve alcohol at your event, a permit is required (limited to beer and wine ONLY). A Beer & Wine Permit will be issued upon receiving rental fees and Beer and Wine Permit fee. The selling of beer and wine is strictly prohibited. Alcoholic beverages are not permitted at Griffith Park.

G. SECURITY DEPOSIT

In order to reserve a pavilion, a deposit must accompany a completed Pavilion Use Application. Deposits may be made by check, money order, cash, or credit card (VISA/MC/DISCOVER/AMEX) payment. **Note: Money received for Security Deposit is not applied to rental fees. Security Deposit payments will be processed (i.e. checks will be cashed and credit cards will be charged).**

1. Forfeiture of all or part of security deposit. Patrons may forfeit all or part of a security deposit for reasons including but not limited to:
 - a. going past the scheduled time;
 - b. exceeding the closing hours;
 - c. not following policies and procedures;
 - d. causing damages to the Park or pavilions;
 - e. insufficient clean-up; and
 - f. early arrival.
2. If damages occur or rental time is exceeded and the amount is determined to be more than the security deposit, the rental patron will be billed for the balance. The City of Gaithersburg reserves the right to charge a higher deposit as warranted.

3. Return of Security Deposit. Please allow thirty (30) days following the date of the event for return of a security deposit.

H. RENTAL RATES

Rates will be assessed according to the Pavilion Rental Rates document provided at the end of these Policies.

1. Due Date. Rental payment is due no later than the first day of the month before the scheduled event. For example, if your event is May 13, your rental payment is due no later than April 1. See Section R for exceptions associated with Large Events.
2. Returned Checks. A \$35 collection fee will be assessed for any check returned by the bank. If your fees remain unpaid after 30 days' notice, you may be prosecuted in District Court under the Maryland Criminal Code, Title 8, Sections 8-101—8-108.

I. HOW RATES ARE DETERMINED

1. To obtain a resident rate, the applicant's home address or organization's business address must be within the corporate limits of the City of Gaithersburg. Organizations may not use the address of a member who is a city resident. The applicant's driver's license will be required for verification of residence and organizations must provide documentation of their business address. The person/organization hosting the event must complete the application and their address is used to determine the appropriate rate. Nonprofit organizations will be required to provide a tax exemption certificate, and the address listed will determine the rates. Reduced rates may apply to government agencies and schools that rent the facility on weekdays.
2. Rental rates are also determined by whether the applicant is a "commercial" or "non-commercial" entity, as follows:
 - a. Commercial: Rental is by a business, corporation, or a profit-making enterprise.
 - b. Non-commercial: Rental is by an individual or representatives of a non-profit group.

J. RESPONSIBILITIES OF RENTAL PATRONS

Rental patrons are responsible for the following:

1. Arrival and Departure. Renters must arrive and depart at the times specified on the rental permit. Rental patrons of Bohrer Park must sign in with the picnic supervisor upon arrival at Bohrer Park and sign out with the picnic supervisor before leaving.
2. Set up: Set up supplies and equipment within the permitted rental time.
3. Clean Up. At the conclusion of the event, clean off tables and pick up all trash. Trash bags must be tied and ready for pick-up. Trash cans and bags will be provided.
4. Arrangements for delivery of special items. The rental patrons shall make arrangement for the delivery of special items. The delivery and pick-up of items including but not limited to equipment, decorations, or catering items, must be completed within the date and time specified in the Pavilion Use Application, unless the patron obtains prior written approval from the City.
5. Compliance with Rental Policies and Procedures Ensure compliance with all information, instructions, and requirements in the Pavilion Rental Policies and permit.

6. Confine rental event to the Pavilion that is identified on the rental permit. Use of the Park is for all visitors and the general public.
7. Named applicant must be present during the entire duration of the rental.
8. Responsibility for guests. Accept responsibility for all persons associated with the event. If the rental patron is hosting an event that is open to the general public, the patron is still responsible for any and all damages or problems associated with the guests. Sufficient insurance may be required.
9. Park all motor vehicles in designated parking areas. Picnic coordinator may unload his/her vehicle in the Pavilion area but must remove vehicle before guests arrive. No motor vehicles may stay in the Pavilion area after this time, with the exception of catering or other pre-approved vehicles. Motor vehicles such as mopeds or motorcycles are prohibited on park trails and grounds.
10. Signage. Signage is permitted in accordance with City regulations and permit requirements. Patrons must remove signage at conclusion of event.
11. Designated Pavilion and Open Space. Rental use is limited to the assigned pavilion area and designated open space adjacent to pavilion. Use of any additional facilities, grounds, or amenities must be requested in writing at time of application and subject to approval. Requirements will be set forth in writing prior to confirmation of event and agreed upon by applicant and the City.

K. PROHIBITED USE AND ACTIVITIES

1. Rental patrons shall not exceed the maximum number of persons per pavilion as set forth in the rental packet. Additional guests will be turned away if renter does not adhere to the listed capacity.
2. Alcoholic Beverages. Alcoholic beverages are prohibited, unless a Beer & Wine Permit is issued. Beer and Wine Permits are only permitted at the Pavilions at Bohrer Park. See Section M for additional information.
3. Smoking. Smoking and vaping are prohibited in the Activity Center and on the grounds of Bohrer Park and Griffith Park in accordance with City of Gaithersburg Ordinance Chapter 18A.
4. Food and Beverage Sales. The sale of food and beverages is prohibited at the Pavilions at Bohrer Park and Griffith Park for Private Events. However, the distribution of *free* food and beverage by the Rental Patron or licensed caterer is permitted for all events. Patrons should note that refrigeration or food heating facilities are not available. For Large and/or Public Events, please see Section R for details regarding approval, fees and required documentation for food vendors.
5. Weapons. Weapons are strictly prohibited on park grounds.
6. Use for Profit. The use of the pavilions at Bohrer Park and Griffith Park by individuals or groups for profit of any kind, such as by charging fees for admissions or services, or selling items, is strictly prohibited unless prior written approval is granted. With prior approval, exceptions may be made for athletic events.
7. Storage. Patrons may not store equipment or supplies at the Pavilions at Bohrer Park, Griffith Park, or the Activity Center before or after the event without prior authorization.
8. Sales Vendors. Sales vendors are strictly prohibited at Bohrer Park and Griffith Park.

9. Pony rides or similar activities are prohibited.
10. Do not block or rope off any area other than the pavilion canopy structure, as Bohrer Park is open to the public from sunrise to sunset.
11. Do not throw rice or confetti or release helium balloons in Bohrer Park or Griffith Park.

L. GRILLING OR COOKING FOOD

Grilling or cooking food is permitted only in the rented pavilion area. It is prohibited in any other areas of the park, the Center, on the patios, or in the parking lots. Personal grills are permitted in the picnic areas only, in the general location of the permanent grills. Only charcoal grills are permitted. Make sure charcoal is completely out before leaving the premises.

M. ALCOHOLIC BEVERAGES – PAVILIONS AT BOHRER PARK ONLY

1. Rental patrons must have a City of Gaithersburg Beer & Wine Permit to consume alcohol in the Pavilion(s) at Bohrer Park. Alcohol beverages are not permitted at Griffith Park Pavilion.
2. Alcohol is limited to beer and wine. Hard liquor is prohibited. By state law no persons under the age of 21 may consume any alcohol beverage.
3. Alcohol is prohibited in any other area of the park other than the rented pavilion(s); offenders may be ticketed.
4. The sale of beer and wine is strictly prohibited. Beer & Wine Permits will not be issued for large or public events at Bohrer Park.

N. DENIAL OF APPLICATIONS, REVOCATION OF PERMIT AND REFUSAL OF FUTURE RENTAL

1. The City of Gaithersburg reserves the right to deny any application, revoke a permit, require individual or the rental groups to exit the rented space, and/or refuse future rentals for any of the following:
 - a. Failure to adhere to any of the written policies;
 - b. Failure to make rental payment when due;
 - c. Failure to provide any additional documentation as needed;
 - d. Rental patrons not conducting an event in an orderly manner;
 - e. Damage to Bohrer Park and Griffith Park; including but not limited to the pavilions, bathrooms, surrounding park area, parking lot, etc.
 - f. If the City determines that a group's event is detrimental to the well-being of the Park/Center staff or patrons.
2. The City reserves the right to cancel or postpone an event at any time due to unforeseen circumstances.

O. MUSIC

1. Music by disc jockeys is permitted but must be included on the Pavilion Use Application as part of the event description.
2. Volume of music must be kept at a level that will not interfere with other patrons of the park and must not include lude, offensive, or explicit language, and must be overall family friendly. Rental patrons must adhere to any instructions by City staff to lower the volume.

3. Live music/bands are not permitted.

P. CHAPERONES / SECURITY

Any Teen Event, Large Event or Public Event may be required to provide chaperones or Security Personnel. Chaperones are responsible for making sure that once attendees arrive at the event, they may not leave the event and then re-enter. Security should be officers with local jurisdiction or licensed and bonded guards. They must be individuals trained to protect the property, enforce rules, and deter criminal activity.

Q. TEEN EVENTS

1. All Teen Events require
 - a. A guest list to be provided to the City, and
 - b. A ratio of 1 chaperone to 10 teenage participants.
2. Teen Events with over 200 guests will be required to provide Security Personnel.

R. LARGE EVENTS AND PUBLIC EVENTS

1. Maximum group size permitted with use of all three Bohrer Park Pavilions is 500 people.
2. The sale of food and beverages is permitted at Bohrer Park for Large Events and Public Events.
3. Beer/Wine Permits will not be issued for large or public events held at Bohrer Park.
4. Applicants for Large Events and Public Events will be required to agree to additional requirements necessary to reserve the pavilions, including the following:
 - a. Submit specific details outlining the full scope of the event in writing with the Pavilion Use Application.
 - b. Provide documentation showing proof of organization address.
 - c. Obtain a general comprehensive insurance policy for the event and submit a Certificate of Insurance (COI) one month prior to the event. The City of Gaithersburg must be named on the COI as additionally insured. The general liability amount must be \$1,000,000 at minimum.
 - d. No financial gains permitted with any reservation of the pavilions at Bohrer Park and Griffith Park or surrounding grounds other than food and beverage sales. A vendor list must be provided for all food trucks and caterers and submit valid Montgomery County Health Department Food Service Permits, proof of insurance and Maryland State ID numbers for each. Additional fees apply (See page 10).
 - e. Rental payments will be due 60 days prior to the event. Rental payments and security deposits are forfeited if the event is cancelled less than 60 days prior to the event. Large group fees may be charged to cover additional expenses (i.e. extra staff, supplies, custodial costs, etc.).
 - f. Additional potential requirements:
 - i. Parking attendants and/or alternative parking plans may be required.
 - ii. Security personnel may be required.

- iii. Additional provisions including, but not limited to trash Receptacles and/or dumpsters, and port-a-johns will be the responsibility of the rental patron.
 - iv. Other requirements may be necessary and such requirements will be set forth in writing by the City prior to the approval of the Pavilion Use Application.
5. A mandatory meeting of the group representative/applicant and facility staff will be planned to discuss requirements.

S. PAVILION RESOURCES AND SERVICES

1. Basic electricity is available at all Pavilion locations. Electrical service will support limited use of items such as sound systems, and small appliances. For large amusements and catering services, an independent power source must be supplied.
2. Bathrooms are available at Bohrer Park and Griffith Park with a pavilion rental.
3. The Center can provide the following equipment or services to rental patrons on a reservation basis providing the equipment is not being used for another event. These include a Beer & Wine permit, sports equipment rental, and water pump. Available only at the Pavilions at Bohrer Park.
4. All equipment fees are due with rental payment as defined in section (H). If any services/equipment are requested, please check one or more as appropriate on the Pavilion Use Application and include an explanation.

T. CANCELATIONS

Cancelation notices must be submitted in writing, and all are subject to a \$25 processing fee. Rental payments are forfeited if event is canceled less than 30 days prior to event. Rain dates are not available; therefore, provisions should be made for inclement weather. In case of severe inclement weather, a mutual decision will be made on the day in question. See Section R for exceptions associated with Large Events.

U. CHARGES FOR DAMAGES

Pavilions will be inspected by Picnic staff before and after use. The rental patron shall sign and verify the inspection sheet and be responsible for any damages or problems noted on the inspection sheet. The City of Gaithersburg has the authority to withhold part or all the security deposit for damage by the user or failure to adhere to the rental patron responsibilities. If charges exceed the amount of the security deposit, rental patron will be billed, and payment will be due within two weeks.

V. RECYCLING

MARYLAND LAW, AT MD. ENVIRONMENT CODE SECTION 9-1712, REQUIRES RECYCLING RECEPTABLES AND COLLECTION AT SPECIAL EVENTS. Recycling is required in the City of Gaithersburg, under Chapter 18 of the City Code, and is enforced through issuance of a civil citation. Maryland law also requires that organizers of events which are (i) on a public street, on public land, in or on a publicly owned site or facility, or in a public park, (ii) serving food or drink and (iii) expecting 200 or more persons in attendance must provide a recycling receptacle immediately adjacent to each trash receptacle, which is clearly distinguished from the trash receptacles by color, signage or both, and must ensure all recyclable materials deposited into the recycling receptacles are collected for recycling. A person or organization violating this requirement is subject to a civil penalty not exceeding \$300 for each day on which the violation exists.

W. HEALTH & SAFETY GUIDELINES

1. Pavilion will be used by permit holder and invitees only, and use will be at their own risk.
2. Permit holder understands that pavilion furniture and equipment is not sanitized.
3. The permit holder accepts responsibility for all persons associated with event or activity.
4. Attendees must adhere to current health and safety guidelines.
5. Event or activity must follow current gathering/capacity restrictions.

2026 PICNIC PAVILION RENTAL RATES

Group Status	Park, Pond or Hillside Pavilion Up to 50 people	Park or Pond Pavilion 50-200 people	Hillside Pavilion 50-125 people	Griffith Park Pavilion Up to 100 people
Resident Non-Commercial	\$240	\$335	\$300	\$190
Resident Commercial	\$310	\$475	\$370	\$240
Nonresident Non-Commercial	\$360	\$505	\$450	\$290
Nonresident Commercial	\$465	\$710	\$555	\$360

Extra Hour(s)

- \$50 for each additional hour or portion of hour per Bohrer Park Pavilion if paid for in advance.
- \$75 for each additional hour or portion of hour added day of the event at the Bohrer Park Pavilions.
- \$30 for each additional hour or portion of hour added for the Griffith Park Pavilion.

Security Deposits

A Security Deposit is required to reserve a Pavilion. Please allow 30 days following the date of event for return of security deposit.

- \$100 Security deposit per Bohrer Park Pavilion rental.
- \$200 Security deposit per Bohrer Park Pavilion rental with a Beer & Wine Permit.
- \$50 Security deposit for Griffith Park Pavilion rental.

Beer & Wine Permit – The Pavilions at Bohrer Park ONLY

- \$130 – Beer & Wine Permit - cost is per event

Optional Services/fees

- \$30 Sports Equipment Rental: includes horseshoes, poles, volleyball, and net.
- \$50 Water pump

Required Services/fees

- \$30 Crab Clean Up: Required if serving crabs. Renter is still responsible for clean-up.
- \$25 Caterer Vendor Fee (per caterer)

Recreational Opportunities:

Limited number of passes are sold each day, and some restrictions apply. If interested in recreation passes, indicate on Pavilion Use Application. Passes **must be paid for at least 10 days in advance** and there are no refunds

- \$7.00 Miniature Golf (one round) / \$9.00 Miniature Golf (unlimited play)