



## Tent Policy for Millbrook Marsh Nature Center Rentals

### TENT PLACEMENT FEE:

Permit Required; \$200 per day

Tent placement on Nature Center grounds is permitted only with a grounds reservation and must adhere to the Agency Tent Policy. Tent(s) may be erected at no additional charge on the date of a Grounds reservation, all additional dates incur the per day Tent Placement Fee.

### TENT PERMIT PROCEDURE:

Renters must apply for a permit through the Centre Region Codes office. It is recommended to do so as soon as the install date is scheduled. The Centre Region Codes permit fee is \$25. (See bullet #3 below.)

### AGENCY TENT POLICY:

If renters intend to erect tents of their own or tents owned by a third policy, they will need to adhere to the following policies regarding tents:

- Any tents greater than 400 sq. ft. that will have side panels will require a Centre Region Code Agency permit.
- Any tents greater than 900 sq. ft. that will not have side panels will require a Centre Region Code Agency permit.
- The permit fee is \$25 and should be applied for no less than one full week in advance of the approved event.
- Once a permit is filed, an inspection of the tent will be scheduled, and the resulting approval/form must be attached to one of the tent poles and visible at all times.
- A tent's Fire-Retardant Certificate must be provided to the Code Inspector.
- The tent owner must provide to CRPR a Certificate of Insurance proving that the owner carries liability insurance.
- Tents under 900 sq. ft. must have one (1) 5 lb. fire extinguisher on-hand during the inspection and the duration of the event.
- Tents 900 sq. ft. and larger must have two (2) 5 lb. fire extinguishers on-hand during the inspection and the duration of the event.
- A drawing of the location of the tent must be provided with the permit request in addition to being provided to CRPR during the planning stages.
- Tent stakes/support wires must be 12' or more from any structures, parking lots, trees, vehicles, signage, etc.
- Installation areas must be marked for utilities in advance of any tent installation if there is even the slightest chance that underground utilities are in the area. Utility marking is the sole responsibility of the permit holder and should only be scheduled once the permit holder has an approved tent location from Millbrook Marsh Nature Center and Centre Region Parks and Recreation.