



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 individual Park Manager by e-mail if the catering activities will deviate from the following policy. The Caterer must contact the Manager no less than a minimum of forty eight (48) hours prior to the event, unless the event takes place on a Sunday, then contact shall be made by noon of the Thursday prior to the event.*

Park Manager E-mail Addresses:

Lake Lansing Parks North & South – cemens@ingham.org
Hawk Island County Park – bcollins@ingham.org
Burchfield Park – tbuckley@ingham.org

2. *The reservation confirmation information provided to the group contact person shall include reference to the caterer access policy.*
3. Vehicles will not be permitted to drive off roadways without manager approval. All materials, grills, food, etc. must be transported to the shelter by hand. It is recommended that the caterer provides a dolly or cart. Contact Park staff for assistance.
4. All charcoal used by the caterer shall be extinguished and removed from the park by caterer.
5. All unserved food, and all refuse and caterer-generated products shall be removed from the park by the caterer.
6. 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.
7. The Park Manager, or his/her designated representative, shall have sole discretion for making judgments regarding vehicular access to park shelters as outlined above.
8. 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.