



**BALDWIN COUNTY COMMISSION**

<b>POLICY #2.23</b>	
<b>Subject</b>	Reservation of Live Oak Landing and Bicentennial Park Facilities
<b>Date Adopted</b>	July 19, 2022
<b>Agenda Item</b>	FA2
<b>Obsolete Versions</b>	November 18, 2014 – Agenda Item GA1 July 21, 2015 – Agenda Item GB1 July 5, 2016 – Agenda Item GA1 October 17, 2017 – Agenda Item BG1 May 21, 2019 – Agenda Item BA3 June 18, 2019 – Agenda Item BA6 December 1, 2020 – Agenda Item BA9

**POLICY STATEMENT**

This policy outlines the procedures and fee schedule for the reservation and use of the following County owned facilities/properties by the public:

**Bicentennial Park** - Pavilion, Historic Montpelier Methodist Church, or other facilities/grounds.

**Live Oak Landing** – Pavilion, Fishing Tournaments, RV Park campgrounds, or other facilities/grounds.

**PROCEDURAL REQUIREMENT**

To carry out this policy, the following steps must be taken:

**BICENTENNIAL PARK**

To reserve facilities at Bicentennial Park, a Reservation Request must be submitted through the online reservation system. When appropriate, County staff will coordinate any event oversight and management.

## **LIVE OAK LANDING**

To reserve facilities at Live Oak Landing, a Reservation Request must be submitted through the online reservation system. When appropriate, County staff will coordinate any event oversight and management.

## **FEES**

The following facility usage, fishing tournament, and RV Park rental fees at the Live Oak Landing and Bicentennial Park are set by the Baldwin County Commission. The Baldwin County Commission reserves the right to adjust the fees at its discretion.

### **LIVE OAK LANDING FACILITY USAGE AND FISHING TOURNAMENT FEES**

All for-profit usage requests or special events at Live Oak Landing must be approved by the Baldwin County Commission with the exception of fishing tournaments with proper reservation approval.

#### **PAVILION**

\$300 daily fee  
\$40 hourly fee

Credit card service fee is added to the cost of each reservation at the time the reservation is paid.

Hours: Monday – Sunday 4:00 a.m. – Midnight

#### **GAYLAND GILLIKIN INTERPRETIVE CENTER**

\$300 daily fee  
\$40 hourly fee

Credit card service fee is added to the cost of each reservation at the time the reservation is paid.

Hours: Monday - Friday 8:00 a.m. – 4:00 p.m. Interpretive Center is closed to the public on County approved holidays.

#### **FISHING TOURNAMENTS AND FACILITY USE**

##### 1-25 Boats

\$125 flat fee for one-day event  
\$75 flat fee for each additional day for multi-day tournaments

##### 26-50 Boats

\$250 flat fee for one-day event  
\$100 flat fee for each additional day for multi-day tournaments

##### 51-100 Boats

\$350 flat fee for one-day event

\$150 flat fee for each additional day for multi-day tournaments

101-150 Boats

\$550 flat fee for one-day event

\$250 flat fee for each additional day for multi-day tournaments

151-200 Boats

\$750 flat fee for one-day event

\$350 flat fee for each additional day for multi-day tournaments

Credit card service fee is added to the cost of each reservation at the time the reservation is paid. Fishing tournaments are limited to one (1) tournament per day unless otherwise approved by the Park Management at its discretion. Requests for fishing tournament fee waivers must be approved by the Baldwin County Commission.

**LIVE OAK LANDING RECREATIONAL VEHICLE (RV) PARK RENTAL FEES**

Reservations are for one (1) Recreational Vehicle (RV)

Daily Rate \$40

Weekly Rate \$225

Extended Stay Rate \$850

Gift Certificates:

Two-day Getaway Gift Certificate \$80

One-week Getaway Gift Certificate \$225

(Duration of extended stay is 28 days. Extended stays are limited to a maximum of 84 days per site.)

Lodging tax and credit card service fees are added to the cost of each reservation at the time the reservation is paid.

**BICENTENNIAL PARK USAGE/RENTAL FEES**

All for-profit usage requests, extended park hours, or special events at the Bicentennial Park must be approved by the Baldwin County Commission. Park hours are 8:00 a.m. - 4:30 p.m. Bicentennial Park is closed to the public on County approved holidays.

**PAVILION**

\$300 daily fee

\$40 hourly fee

Credit card service fee is added to the cost of each reservation at the time the reservation is paid.

Hours: Monday – Saturday 8:00 a.m. – 4:30 p.m., Sunday Noon – 4:00 p.m.

**HISTORIC MONTPELIER METHODIST CHURCH**

\$700 flat fee per reservation

Credit card service fee is added to the cost of each reservation at the time the reservation is paid.

Hours: Monday – Saturday 8:00 a.m. – 4:30 p.m., Sunday Noon – 4:00 p.m.

### **GUIDED TOURS**

\$5 per person

Credit card service fee is added to the cost of each reservation at the time the reservation is paid. Schools participating in the field trip program are allowed to pay by check at the time of arrival.

Tour Hours: Monday – Friday 9:00 a.m. – 3:00 p.m.

A fee schedule was initially approved by the Baldwin County Commission on October 2, 2012 (Item HC1); revised on July 21, 2015 (Item GB1); revised on July 5, 2016 (Item GA1); revised on May 21, 2019 (Item BA3); revised December 1, 2020 (Item BA9), revised July 19, 2022 (Item FA2).

## **RESERVATION CANCELLATIONS AND ISSUANCE OF REFUNDS**

### **Pavilions**

Reservation cancellations must be made seven (7) days in advance to receive a refund.

Reservation cancellations due to an emergency or the park being closed by the County will be issued a credit voucher in the full amount of reservation. Issuance of Emergency Credit Vouchers is at the discretion of Park Management.

### **Fishing Tournaments and Facility Use (Historic Montpelier Church)**

Reservation cancellations must be made thirty (30) days in advance to receive a refund.

Reservation cancellations due to an emergency or the park being closed by the County will be issued a credit voucher in the full amount of reservation. Issuance of Credit Vouchers due to an emergency or rising water conditions/flooding is at the discretion of Park Management.

### **RV Camping**

Reservation modification is allowed one time with no additional cost seven (7) days prior to the check-in date.

Reservation cancellations made more than 48 hours prior to check-in date will be issued a credit voucher in the full amount of the reservation.

Reservation cancellations made less than 48 hours prior to check-in date will be issued a credit voucher in a partial refund amount of the reservation, less one-time daily rate charge of \$40.

Reservation cancellations due to the RV campground being closed by the County will be issued a credit voucher in the full amount of reservation. Issuance of Emergency Credit Vouchers is at

the discretion of Park Management.

Gift Certificates must be used within twenty-four (24) months after the date of issuance. No refunds or vouchers are issued for the purchase of gift certificates.

**Guided Tours and School Field Trip Program Tours**

Reservation cancellations or date modifications can be done at any time prior to the scheduled tour. Credit voucher will be issued which can be used when rescheduling the date. No refunds will be issued.

**Refunds and Credit Vouchers**

Refunds for cancelled reservations will be issued in the form of a check by the County Clerk/Treasurer, except for RV camping reservations which will be issued in the form of a credit voucher only. Refunds issued by a check will be issued within thirty (30) days of the reservation cancellation and will be mailed to the address listed in the reservation application. Refunds issued by a credit voucher will be issued the same day the reservation is cancelled and will be emailed to the email address provided at the time the online reservation was made.

A credit voucher will be issued for reservation cancellations that do not meet the refund criteria. Credit vouchers must be used within twelve (12) months from the cancellation date and can only be used for the same facility as listed in the cancelled reservation.

No-shows and cancellations made on the day of the reservation date do not qualify for a refund or a credit voucher. All reservation fees paid are considered forfeited.

Credit card service fees are non-refundable.

**FORMS/ATTACHMENTS/EXHIBITS**

N/A