



2010

SPECIAL - USE INFORMATION GUIDE

INCLUDES
GENERAL PARK INFORMATION
POLICIES & PROCEDURES

TO ASSIST YOU WITH PLANNING

PUBLIC OR PRIVATE ACTIVITIES HELD

Held in
RIVERFRONT PARK

Riverfront Park
507 N. Howard St.
Spokane WA. 99201
(509) 625-6600
FAX: (509) 625-6630
www.spokaneriverfrontpark.com



USER-GUIDE
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RIVERFRONT PARK
Spokane Park and Recreation Department
“SPECIAL USE PERMIT” PROCESS
FOR ALL RIVERFRONT PARK FACILITIES, PATHWAYS & GREEN SPACE AREAS

WHAT IS A "SPECIAL USE"?

A "Special -Use" is defined as a **public event**, open to the public or a **private activity**, closed off to the general public which is held on or has impact upon Riverfront Park grounds or facilities:

1. On a single date, in one or more locations;
2. A series of activities, promoted as one event, held on successive days in one or more locations;
3. A single activity held on the same day of the week for successive weeks in one or more locations.

THE PURPOSE OF A “SPECIAL - USE” IN RIVERFRONT PARK SHOULD BE TO:

1. Increase the level and variety of activities available to the public;
2. Enhance the leisure experience and recreational value of park guests;
3. Increase the revenue potential for Riverfront Park.

SPONSOR MUST OBTAIN A SPECIAL -USE PERMIT

1. A *sponsor* is defined as the activity organizer, promoter, or representative responsible for coordinating the public or private use.
2. A permit is defined as a **Contract** or **Reservation Agreement** and is issued by Riverfront Park.
3. All *public event* permit applicants must also submit a "**City of Spokane Special Event Permit.**"
4. A permit(s) will be required for any organized activity involving the use of or having impact upon the park's facilities or grounds.

HOW TO APPLY FOR A RIVERFRONT PARK ‘PERMIT’:
FOR EVENT/ACTIVITIES IN RIVERFRONT PARK

1. For **public** special events or activities, contact Dale Larsen, Events Coordinator at **509-625-6624** dlarsen@spokanecity.org
2. For **private** group events, activities, rentals contact Don Largent, Group Sales Coordinator at **509-625-6746** or dlargent@spokanecity.org
3. For many special-uses, your park representative will put a **courtesy hold** for up to 30 days if a request is made in writing (letter or e-mail). Please note, other parties can also submit a 2nd hold for the same date. At the end 30 days, the **1st hold** must confirm the date by placing a non-refundable cash deposit. If the **1st hold** can not

confirm, the *2nd hold* may secure the date by placing the deposit. If neither *party* is ready to confirm, the *1st hold* can submit another **written request** (letter or e-mail) for another 30-day *courtesy hold*.

4. ***Please remember***, your special-use application will not be considered for approval until the *City of Spokane Special Event Permit is executed* by all parties; all permit fees, cash deposits, Certificate of Insurance copies, or other requirements are submitted. Applications should be received **no later than thirty (30) days prior to the scheduled activity.**
5. If an application is submitted **less than 30 days prior to the special use**, the application may be denied or additional ***administrative fees*** may be charged.

TERMS & CONDITIONS **FOR ALL PUBLIC & PRIVATE** **SPECIAL USES** **IN RIVERFRONT PARK**

These terms and conditions apply to all special uses which are staged within the boundaries of Riverfront Park, (*including Opera House steps*) or have impact upon its property and/or facilities. ***It is the sole responsibility of the sponsor to ensure participants have knowledge of and are in compliance with the following terms and conditions.***

LAWS, RULES & REGULATIONS

Sponsors will comply with all state laws, city ordinances, park codes and regulations governing the use of Riverfront Park properties for public or private special uses as set forth by the Spokane City Park Board, and other city & state agencies where applicable.

CONDITIONS OF PREMISES

Sponsor will accept the premises to be used for the special use activity in its present condition and at the time(s) designated on the Special-Use Permit. Pre-arranged inspection of the premises may be requested. For public events, contact the Special Events Coordinator. For private events, contact the Group Sales Coordinator. Upon termination of the Special Use Permit, or upon revocation of permit, the sponsor will leave the property in the same condition as it was immediately prior to the activity.

SPECIAL-USE SITE PLAN

Depending on the nature of a special-use activity, a site plan may be required. If an activity *interferes with normal park operations* or requires *special arrangements*, including, but not limited to *additional power, potable water, fencing, vendor/information booths, tents, canopies, stages, air-inflated balloons or characters, first-aid stations, lost & found areas, portable rest rooms, vehicles on site, temporary concession booths, beverage gardens, and/or temporary reduction of irrigation park grounds, or additional on-site signs or banners, a **site plan will be required.***

All canopies, tents, inflatables and other similar

structures must be secured by weights.

NO STAKES ALLOWED

A site plan must show the locations of all elements of the activity. This plan may need the approval of other city and county agencies.

Riverfront Park always retains the right to alter site plans if, in the opinion of park management, certain grounds or facilities cannot support the special- use as planned or if the set up interferes with normal park operations.

RUNS / WALKS / RACES

Riverfront Park reserves the right to change the routes of Runs/Walks/Races if, at the discretion of Riverfront Park Management, the turf conditions cannot support the event. Participants must stay on the pathways in the park. Riverfront Park encourages the use of cones, free standing signage, and human volunteers to make sure event participants stay on course. Signs are not allowed to be nailed, stapled or bungee corded to trees, buildings, light poles or road signs, and/or stakes driven into the ground, and/or *the painting of any pavement or hard service.*

Any marking used to designate the route must be removed by the end of the day.

VEHICLES IN THE PARK

Private vehicles are not allowed in Riverfront Park without a valid vehicle permit. Vehicle permits may be obtained by contacting your park representative. All vehicles related to a special-use must have a vehicle permit displayed in the front window when on park property.

There is a fee for vehicle permits. A pre-determined number of permits may be available at no charge and additional permits will be issued for a fee if certain conditions are met. (See Facility Use Fee Schedule). *Vehicle permit requests must be submitted at least 48 hours prior to the special-use date.* Proof of insurance may be requested before vehicle permits are issued. Vehicles may not remain on Riverfront Park grounds during an event unless stated on an approved facility use agreement and vehicle permit. To remain on site a vehicle must:

- 1) Have a vehicle permit in front window;
- 2) Be shown on the site plan;
- 3) Must not interfere with normal park operations.

A \$25.00 fee will be issued to vehicles found on park grounds without proper vehicle permits or if the vehicle is located in an unauthorized location. Vehicles may also be impounded at the owner's expense.

All damages to park grounds or facilities that have been caused by vehicles will be billed to directly to the sponsor of the event.

INSURANCE REQUIREMENTS

For major public special-uses, general liability insurance is required. Evidence of insurance will be required before a final permit is approved. **Sponsor is required to provide a certificate of insurance which shows \$1million in commercial general liability insurance and a policy endorsement which names the City of Spokane as additional insured.** Some special uses may require a higher limit of insurance. Some special uses may not require any insurance. Each special use is evaluated on its risk exposure.

PERFORMANCE BOND

Some special uses may require a performance bond in addition to the damage deposit. A performance bond is a written guarantee from a bonding company or approved surety agreeing to make payment to Riverfront Park if an event sponsor does not fully comply with a Special Use Permit.

ALCOHOL POLICY

The consumption of alcoholic beverages is not permitted in Riverfront Park unless the sponsor is granted a temporary license through the Washington State Liquor Control Board and a special-use permit is approved by Riverfront Park management. If plans include the sale or consumption of alcohol, permission must be granted by the Parks

Director or his designee.

Special conditions in which the sponsor must adhere in order to allow alcohol use:

- 1) Arrangements to contract with Park Security must be made. The number of security personnel for each event will be determined by park management based on number attending.
- 2) All areas where alcohol is being consumed must be enclosed by walls or fencing.
- 3) All attendees consuming alcohol must remain in designated secured areas.

Non-compliance of any of the above conditions or associated conditions required by the Liquor Board will be cause for immediate permit revocation and closure of the function.

TOBACCO-FREE PARK ZONES POLICY

In September 2009, the Spokane Parks and Recreation Board established a *Tobacco-Free Zones* policy for Spokane Parks and Recreation Areas and Facilities. This policy requires that *tobacco-free zones* be established at large public events conducted in Parks and Recreation areas and/or facilities.

Rules of procedure include but are not limited to the following:

- 1) *Tobacco-free zones* areas are established where children recreate, such as playgrounds, swim pools, splash pads, picnic shelters, park restrooms, skate parks, formal gardens, etc.
- 2) *A current list of community events* where tobacco use will be restricted is available through the Riverfront Park Special Event coordinator. *Other events may be added as appropriate.*
- 3) The Spokane Parks and Recreation Department will provide and install standardized tobacco-free zone signs where required.
- 4) *Temporary event signage will be the responsibility of the event sponsor.*
- 5) The promotion of tobacco-based products is prohibited at all park properties and events conducted on park property.
- 6) **Each and every request for an event permit will require a review of the Tobacco policy with the user group.**
- 7) Enforcement of this policy will be *self directed and by peer pressure influence. Voluntary compliance will be encouraged through signage, educational material, and public information releases.*

The entire *Tobacco-Free Zone Policy* is available for review at <http://spokaneparks.org/Parks/page/122/> or through the Riverfront Event Coordinator.

For more information on the dangers of secondhand smoke contact the Spokane County Health Department on-line at <http://www.srhd.org/topics/secondhandsmoke.asp/> or call the 324-1553.

FOOD - BEVERAGE – MERCHANDISE

Merchandise is not permitted for sale that is of an unwholesome or deleterious nature. Tobacco, Drug Paraphernalia and/or other related products are not permitted for sale. Merchandise sales must be in accordance with requirements of all federal, state and city laws and ordinances.

Riverfront Park has exclusive rights on all food, beverage and merchandise sales for public or private activities. However, sponsors for private activities are allowed to use outside, park-approved caterers or may be permitted to bring food/beverage on site by paying a user-fee or a commission for that privilege. Our Group Sales Department will be able to provide you a list of approved Riverfront Park caterers.

Sponsors for public activities will need special permission from park management to allow outside concessionaires to sell, sample or promote food, beverage and merchandise.

Sponsors of public activities, who are permitted to bring food/beverage on site, must make special arrangements with the Spokane County Health District. For more information on Health Department requirements, call 324-1594.

PERSONNEL AND EQUIPMENT

Depending on the nature of the event, extra services, including facilities, maintenance, security personnel or additional equipment may be required. The cost will be paid by the sponsor according to the "Riverfront Park Services/Equipment Fee Schedule".

All extra services must be requested no later than 10 working days prior to the special use. If available, extra services/equipment requested less than 10 days prior to the event will be charged at twice the regular rate.

RESTROOMS

While most areas of Riverfront Park are equipped with restroom facilities, these may not be adequate for large events. The County Health Department advises to have one (1) portable restroom for every 250 people. The number and location of portable restrooms will be determined by the Special Events Coordinator for public events or the Group Sales Coordinator for private activities. Five percent (5%) of all portable rest rooms must be ADA approved. Portable restrooms will be at the expense of the sponsor.

PARKING

Riverfront Park has seven convenient parking lots for your parking needs. We offer daily, monthly and quarterly parking. Lot #1 is located on the North end of the Washington Street Bridge. Lot #2 is located on the corner of Howard and Mallon (South of the Spokane Arena). Lot #3, #4, and #5 are all located on Cataldo Street, between Howard and Washington. Lot #6 (formerly the YMCA lot) is located on Post Street, North of Spokane Falls Boulevard. Lot #7 (formerly the Bosch lot) is located on Lincoln Street, between Bridge and Broadway. These lots are operated by Riverfront Park. Group and Event parking is available. Contact either

the Special Event or Group Sales Coordinator for more information.

MUSIC - PUBLIC ADDRESS SYSTEMS - NOISE POLICY

P.A. systems cannot be used after 10pm unless a variance has been granted by the Park Management. Park management retains the right to control the P.A. volume. When music or a public address system is necessary for a special use activity, management approval is necessary and the sponsor is responsible to:

- 1) Get proper approvals from the Park
- 2) Be sure to check area/location for power requirements
- 3) Use professional audio/stage technicians
- 4) Adhere to "start/end" times
- 5) Ensure the use of approved staging
- 6) Provide all extra services and equipment as necessary
- 7) Inappropriate language or actions may result in the privilege being revoked.

PUBLIC ACCESS - GREEN SPACE

It is the desire of the Spokane Parks and Recreation Department to maintain free public access to Riverfront Park facilities and grounds. However, under certain circumstances, restricting public access to park facilities and areas may be allowed. It is the sponsor's responsibility to provide appropriate signs directing the public to alternative pathways away from any limited access areas.

Spokane Parks and Recreation Department desires to maintain all city parks as open green spaces. To accomplish this, Riverfront Park may have limited scheduling to allow time for re-seeding, watering and growing time. Scheduling shall reflect a policy to minimize impact and maximize renovation and growing time.

UTILITIES

See "Riverfront Park General Facilities Information" for information regarding power & water service available in Riverfront Park facilities or open spaces.

GARBAGE - WASTE WATER - GREASE DISPOSAL

Site plans must include plans for the disposal of excess garbage or other waste directly related to the special use. **Storm drains, man holes, restrooms, grass/shrubbery or the river are not to be used for this disposal. Proper disposal methods will be strictly enforced. Sponsors will be charged for any excessive disposal of waste or any damage which occurs as a result of improper disposal.**

DAMAGES

All damages, including excessive turf damage as a result of a special use will be billed to the sponsor. Pre-arranged site inspections with Riverfront Park's Special Event Coordinator (public activities) or Group Sales Coordinator (private activities) before /after the event is highly advised.

PUBLIC 'SPECIAL-USE' FEE - CASH DEPOSIT - PAYMENT SCHEDULE

A \$75.00 non-refundable special event fee is required for all public special uses. In addition, many public and private-use sponsors may be required to place a minimum cash deposit to cover the costs of special arrangements including but not limited to food & beverage service, merchandise, extra equipment, labor and/or additional services. All remaining fees are to be paid no later than 30 days after completion of the activity. Late fees will be charged.

EVENT FEE - CASH DEPOSIT - CANCELLATION POLICY

1. *By city ordinance, public special event permit fees must be accompanied with the permit application and are non-refundable.*
2. Full refunds for cash deposits will be given if activity is canceled 61 or more days in advance;
3. 50% refund will be given if canceled later than 31-60 days in advance;
4. *No refund if canceled less than 30 days prior to the activity.*
5. *An administrative fee of \$15.00 will be charged on all refunds.*

FEE REDUCTION POLICY FOR PUBLIC SPECIAL USES:

Upon receipt of a written or e-mailed request from the sponsor or applicant **in advance of the activity**, Limited park fees & charges may be considered for reduced rates if the activity meets one or more of the following criteria:

- 1) The event is co-sponsored by Riverfront Park and a portion of the proceeds goes to either Riverfront Park or the Park Foundation;
- 2) The event is deemed to be of an overriding public service and consistent with the goals of the Park Board and the event is free and open to the public without concessions or sales of any type;
- 3) The event is put on by an outside group as a benefit and proceeds are donated to Riverfront Park or Park Foundation.

APPEALS:

All restrictions, conditions and fees, or the denial of a permit, may be appealed to the Riverfront Park Director, or designee. **Appeals must be at least 30 days in advance of the activity and must be in writing. The name/address/phone number of the applicant, name of the activity, a description of the proposed activity, date of the requested usage, and the nature of the appeal must all be on the appeal request.**

Your park representative will make every attempt to be in contact with you within 10 working days with the results of the appeal process.

2010 RIVERFRONT PARK FACILITY USE FEE SCHEDULE

(includes all applicable taxes)

VEHICLE -PERMIT FEE

- | | |
|---|------------|
| A.*Vehicle permit: | \$15.00 |
| 1.Requests made within 48 hours of activity | \$30.00 |
| 2.For lost or forgotten permits, day of event | |
| | \$40.00 |
| B. Riverfront Park Group Sales Activities | |
| For every \$100.00 paid to Riverfront Park one additional permit at no charge. | |
| C. *Public Special Events / Service Providers | Negotiable |
| D. Park Security will monitor the number of Permits issued by Events or Group Sales. For those activities requiring more than four permits, the following will be considered: | |
| a. Other activities in the park on the same day. | |
| b. Guest Safety: Impact of additional traffic in the park. | |
| c. Review of prior activities by the same group or promoter. | |
| E. Vehicles found on park grounds that fail to purchase or display proper vehicle permits will be issued parking violation invoices. Vehicles may also be impounded at the owner's expense. | |

IMAX THEATRE (Lobby & Theatre)

- | | |
|---|------------|
| A. *Private rentals-no film or video screenings | |
| 1. Event rental (four hour period) | \$395.00 |
| 2. Each additional hour | 125.00 |
| B.* Private film or video screenings [non-public times] | |
| 1. One screening-(current film). | 850.00 |
| 2. Consecutive additional screenings | 550.00 |
| 3. One screening-(non-current film). | 700.00 |
| 4. Consecutive additional screenings | 450.00 |
| C. *Sponsored public showings | negotiated |
| D. Special Information: | |
| 1. See "Facility General Information" section in <u>Users Guide for Riverfront Park</u> for description of facilities, extra services & equipment available, and any additional conditions, fees or use restrictions. | |
| 2. Snack bar food service available; subject to minimum sales volume. | |
| 3. Food/beverage/merchandise by caterer, sponsor or licensee subject to | |

additional fees outlined in Catering/User; Concessions/Merchandise Fees & Commissions Rate Schedule.

4. Reservation agreement is required with deposit in advance.
5. See IMAX Educational Showings price sheet from Group Sales dept.

ICE PALACE

2010-2011

A. Ice Rental Fees:

1. Regular rate per hour- (prime time)
\$175.00
2. Non-prime time-early morning/late evening negotiated
3. * *Ice rental during public skating negotiated
4. Contract Ice rate per hour (prime time)
With a minimum of 8 hrs/month *\$170.00*

B. Special Information:

1. See "Facility General Information" section in Users Guide for Riverfront Park for description of facilities, extra services & equipment available, and any additional conditions, fees or use restrictions.
2. Snack bar food service available; subject to minimum sales volume.
3. Food/beverage/merchandise by caterer, sponsor or licensee subject to additional fees outlined in Concessions/Merchandise Fees & Commissions Rate Schedule".
4. * *applies to hours rented under management approved conditions which displace public skating sessions on weeknights, weekends and holidays.
5. Reservation agreement or contract is required with deposit in advance.

*HISTORIC LOOFF CARROUSEL

A. *Rental fee schedule for non-public times:

1. Carrousel w/ ride operation *\$325.00/hr.*
 - a. Two-three hour ride operation *225.00*
 - b. Four or more hours *200.00*
2. Carrousel w/o ride operating (facility only) *200.00*
3. **Non-Profit/Charitable auction certificates *200.00*

B. *Sponsored rentals - during public hours negotiated

C. Special Information:

1. See "Facility General Information" section in Users Guide for Riverfront Park for description of facilities, extra services & equipment available, and any additional conditions, fees or use restrictions.
2. Food / beverage / merchandise by caterer, sponsor or licensee subject to additional fees outlined in Catering/User; Concessions/Merchandise Fees & Commissions Rate Schedule."
3. Reservation agreement is required with deposit in advance.
4. **Non-profit/Charitable organizations must use this for auction fund-raising efforts only. Limit: once per year; additional hours at regular rates.

***TOUR TRAIN**

A. *Rental fee schedule for non-public times:

1. Immediately before or after public times *\$150.00/hr.*
2. Open for exclusive use on a day not open *\$200.00/hr*

ATTRACTIONS/ RIDES - RENTALS:

- A. Rental rates per hour for individual rides
1. *Non-public hours
 - a. Per ride
\$300.00.
 - b. Additional hours per ride
negotiated
 2. *Sponsored public hour rentals
negotiated
- B. *Extension of public operating hours
negotiated
- C. Special Information:
1. See "Facility General Information" section in Users Guide for Riverfront Park for description of facilities, extra services & equipment available, and any additional conditions, fees or use restrictions.
 2. Food/beverage/merchandise by caterer, sponsor or licensee subject to additional fees outlined in Catering/User; Concessions/Merchandise Fees & Commissions Rate Schedule.
 3. Reservation agreement is required with deposit in advance.

NORTH BANK, FORESTRY, GONDOLA SHELTERS:

- A. *Shelter fees for (4) hour period:
- | | | |
|----------------|---|----------------|
| | 1 Peak-Use – <u>Mem. Day - Labor Day</u> | \$375.00 |
| | (Weekends, holidays, special | |
| events) | | 2. Off-Season/ |
| weekdays | \$175.00 | |
- B. Special Information:
1. **Peak-Use reservation requires a minimum fee & deposit of \$375.00. This requirement can be satisfied by user fees and through the purchase of *Park attraction tickets*.**
 2. See "Facility General Information" section in Users Guide for Riverfront Park for description of facilities, extra services & equipment available, and any additional conditions, fees or use restrictions.
 3. Food/beverage/merchandise by caterer, sponsor or licensee subject to additional fees outlined in Catering/User; Concessions/Merchandise Fees & Commissions Rate Schedule.
 3. Reservation agreement is required with deposit in advance

PICNIC SHELTERS (YWCA, YMCA, Vet. Court)

- A. *Shelter fees for (4) hour period: \$125.00
- B. Special Information:

1. See "Facility General Information" section in Users Guide for Riverfront Park for description of facilities, extra services & equipment available, and any additional conditions, fees or use restrictions.
2. Food/beverage/merchandise by caterer, sponsor or licensee subject to additional fees outlined in Catering/User; Concessions/Merchandise Fees & Commissions Rate Schedule.
3. Reservation agreement is required with deposit in advance.

FLOATING STAGE

A. *Rental fees for a (4) hour period:

- | | |
|-------------------------|-----------------|
| 1. Peak (May-September) | <i>\$300.00</i> |
| 2. Off-season | <i>\$175.00</i> |

B. Special Information

1. Includes minimal stage cleaning prior to activity.
2. Seating area (concrete steps) cleaning necessary for all public events
 - a. Step cleaning charge \$150.00 (minimum) to \$500.00 (maximum)
 - b. Cleaning will occur as close as possible to event, however stairs/steps will be subject to exposure to weather, ducks, geese, etc.
3. See "Facility General Information" section in Users Guide for Riverfront Park for description of facilities, extra services & equipment available, and any additional conditions, fees or use restrictions.
4. Food/beverage/merchandise by caterer, sponsor or licensee subject to additional fees outlined in Catering/User; Concessions/Merchandise Fees & Commissions Rate Schedule.
5. Facility use agreement is required with deposit in advance.

PAVILION RESTAURANT/BANQUET ROOM

A. Rental rate for a (4) hour period:

- | | |
|---------------------------------------|-----------------|
| 1. Restaurant area | <i>\$150.00</i> |
| 2. Banquet room (upstairs restaurant) | <i>\$110.00</i> |

B. Special Information:

1. **Rental fee includes up to four hours use**; additional hours pro-rated.
2. See "Facility General Information" section in Users Guide for Riverfront Park for description of facilities, extra services & equipment available, and any additional conditions, fees or restrictions.
3. Food/beverage/merchandise by caterer, sponsor or licensee subject to additional fees outlined in Catering/User; Concessions/Merchandise Fees & Commissions Rate Schedule.
4. Facility use agreement is required with full deposit in advance.

PARK GROUNDS AREAS (not including shelters):

JAPANESE GARDEN
CANADA ISLAND

**NORTH BANK (between Howard and Washington)
 CLOCKTOWER, RED-WAGON & CARROUSEL MEADOWS
 CENTRAL MEADOW (SOUTH OF IMAX THEATRE)
 HOWARD BRIDGE AREAS (SOUTH, CENTRAL, NORTH)
 GONDOLA & FOUNTAIN PLAZAS
 LILAC BOWL AMPHITHEATRE
 VETERAN'S COURT
 HONEY-LOCUST LANE (paved pathway between gondola and fountain plazas)
 EAST BANK AREA (formerly Boeing Amphitheatre)**

A. Areas may be rented for public or private activities; rates applicable under the following categories:

1. *Category I: Non-commercial activities; no sales, entry/admission fees, pledges, or concessions; the general public is free to pass through activity or stop and watch.
2. *Category II: Closed to public, with or without a fee (i.e. catered private parties, conventions); public is excluded and prohibited from access.
3. *Category III: Fairs/Festivals/Expositions/Trade shows; including one or more of the following: sales/sampling/display of any type of product or service, and/or the distribution of information that may result in any present or future exchange of monies (i.e. donations or sales).
4. *Category IV: Runs/walks/contests or other activities where entry fees are charged in order to participate and/or food/beverage/merchandise or other approved items are sold on site.
5. *Category V: Limited access/entrance fees: (i.e. concerts and other entertainment) Activities will be charged a minimum rate or a percentage of admission fees, whichever is greater and a percentage of gross sales on all merchandise sold on site.
6. Category VI: Commercial photography: For the purpose of using any area or facility in photographs, films or videos.

PARK GROUNDS AREAS

B. Rate
 Schedule:

- | | | |
|-----------------|--------------|---|
| 1. | *Category I: | * |
| <i>\$150.00</i> | 2. | *Category II: |
| | | <i>*\$150.00 <u>and</u> predetermined use fee
\$1.50 to \$2.25 per person</i> |
| | 3. | *Category III: |
| | | <i>*\$250.00 <u>and</u> 15% of gross sales</i> |
| | 4. | *Category IV: |
| | | <i>*\$150.00 <u>and</u> 15% of gross sales of</i> |

5. *Category V:
sales
- merchandise*
*\$1,300.00 or 5% of gross ticket sales
whichever is greater **and** 30% of gross sales of merchandise
6. Category VI:
photography (*per year*)
- \$TBA-Commercial
\$TBA00-Commercial
films/videos
- (*per year*)
7. *Off-season and
load-in/out rates:
- *charged 1/2 usual rate.
- C. Special information:
1. **Rental fee includes up to four hours use**; additional hours pro-rated.
 2. See "Facility General Information" section in Users Guide for Riverfront Park for description of facilities, extra services & equipment available, and any additional conditions, fees or restrictions.
 3. Food/beverage/merchandise by caterer, sponsor or licensee subject to additional fees outlined in Catering/User; Concessions/Merchandise Fees & Commissions Rate Schedule".
 4. Confirmation on special-uses requires a signed contract or Facility Use Agreement and a non-refundable deposit at least 30 days prior to the activity.

CATERING / COMMISSIONS COMMERCIAL PRODUCT COMMISSIONS

- A. **Private Use Activities:**
All private uses involving food provided by approved catering services or any food/beverage brought on site for private activities are subject to the additional fees and/or commissions:
Minimum -\$1.50 per person
Group Ticket Purchase Credit:
Guaranteed purchase of group tickets will entitle group to a 30% credit against all catering commissions and/or user fees. This does not apply to extra labor or additional service fees associated with the activity.
- B. **Public Use Activities:**
Commercial merchandise sales, sampling or product advertising during public activities:
Pre-approved sales, sampling or product advertising will be charged:
1. *25% of gross sales food/beverage/merchandise
 2. *\$700.00 for sampling/product merchandising rights; (4) hour period Pro-rated thereafter.

C. **Special Information:**

1. Commission on gross catering sales may be negotiable if minimum criteria are met.
2. See “Facility General Information” and “Rental Fee Schedule” sections in Users Guide for Riverfront Park for description of facilities, extra services & equipment available, and any additional conditions, fees or restrictions.
3. Reservation agreement is required with deposit in advance.
4. Sponsor responsible for all rental charges, commissions and/or fees associated with public or private activity.

SERVICES / EQUIPMENT RENTAL SCHEDULE

(All requests for additional services, equipment must be made no later than 10 working days prior to the activity or all fees will double)

SECURITY PERSONNEL hour Minimum two (2) hours	\$30.00/Per
EXTRA LABOR (if available)	\$24.00/Per hour Minimum two (2)
*SECURITY FENCING foot)	\$150.00 minimum (\$.50 per includes labor
*20 x 30 CANOPY	\$325.00 per day (8 hrs.)
*WENGER PORTABLE STAGE	\$550.00 per day (8 hrs.) Extensions are no longer available.
*ELECTRICAL PANEL hrs.)	\$ 70.00 eight hours (8
*PICNIC TABLES/BENCHES	\$30.00 per set (if available)
*HOSES, QUICK COUPLERS	\$30.00(4 hrs.) W/\$120.00 deposit NOTE: NOT TO BE USED FOR DRINKING WATER



CITY OF SPOKANE

Special Event

Permit Application

Spokane is a city that celebrates special events. From major conventions and international sports events to community based festivals, parades, athletic activities, the City of Spokane is proud to host hundreds of events each year.

The following pages include the City of Spokane's Special Events Permit Application and instructions developed to guide you through the permit process.

After you complete the Permit Application please return it to the City of Spokane. A representative from the City will contact you upon receipt of the application and thereafter will serve as your primary contact for the processing of your permit.

This person will distribute copies of your application to all City departments affected by your event. You will be contacted individually by these departments only if they have specific questions or concerns about your event. While City departments have joined together to make this application process simple and complete, you may have to contact federal, state or county agencies in addition to the City of Spokane.

*Thank you for contributing to the spirit and vitality of our City through the staging of your event. **Best wishes for a successful event!***

Revised 06/26/01

SPECIAL EVENT PERMIT APPLICATION INSTRUCTIONS

INTRODUCTION

A completed application may be filed as early as ninety (90) days before the event, but must be received no later than thirty (30) days before the actual event date. The City of Spokane Special Events Policy (CPR 91-34) provides the framework and guidance for issuance of Special Event Permits in the City. In general, any organized activity involving the use of, or having impact upon, public property, facilities, public parks, sidewalks or street areas require a permit.



PROCEDURE

The permit application process begins when you submit a completed Special Event Permit Application. Keep in mind that acceptance of your application is not to be construed as final approval or confirmation of your request. The City has liaison staff, in the Parks and Recreation Department, the Fire Department and in the Police Department to help guide you through the permit process. Copies of the application are forwarded to and reviewed by all affected departments. During the review process, you may be notified if your event requires any additional information, permits, licenses or certificates of insurance. These items must be received before your permit can be approved. In many cases, Special Event Permits are approved only a few days before the event. All Special Events are approved on a first come, first served basis. Your permit may not be approved if it conflicts with another already approved Special Event.

YOUR RESPONSIBILITIES

Your main responsibility is to communicate clearly with City staff and to work with the City in making your event the best and safest it can be.

Normally, City staff and equipment cannot be used to support a Special Event. Event sponsors are responsible for traffic and crowd control or for paying for extra support from the Fire and/or Police Departments or for private security. If your event is to be held in a City Park, some special Parks and Recreation Department rules, regulations, fees, deposits and restrictions may apply. Generally, park areas cannot be reserved for exclusive use of one group and access to the area by the general public must be available at all times. *

It is your responsibility to comply with all City, County, State and Federal Disability Access Requirements. All indoor and outdoor sites for Special Events must be accessible to persons with disabilities. If a portion of the area is inaccessible, an alternate area must be provided with the same activities that are in the inaccessible areas. Disabled access may include parking, restrooms, telephones, clear paths of travel, transportation, accessible vendors and booths.

The Spokane Regional Health District recommends one (1) chemical toilet for every 250 people, or portion thereof. You must properly dispose of waste and garbage throughout the term of your event and immediately upon conclusion of the event the area must be returned to a clean condition. You can set a standard by leaving the area better than you found it. If you fail to perform adequate clean-up, or damage occurs to City property, you will be billed at full cost recovery rates plus overhead for clean-up and repair. In addition, such failure may result in denial of a future Special Event Permit or the requirement of a cash bond or surety bond for future events.

Special Events that are impacting downtown and the downtown streets need to contact the Downtown Partnership at (509) 456-0580 and notify them. Operating Committees of the major events should include a representative of the DTP.

*

NOTICE:

ALL SPECIAL EVENTS IN CITY PARKS INVOLVING COMMERCIAL ACTIVITIES, VENDORS, FUND RAISING, EXCEPTIONS TO PARK RULES AND POLICIES, SPECIAL SUPPORT FROM THE PARK DEPARTMENT, OR OTHER UNUSUAL CIRCUMSTANCES REQUIRE PARK BOARD APPROVAL.

THE SPOKANE PARK BOARD MEETS ONLY ONCE PER MONTH. SPECIAL EVENT PERMIT APPLICATIONS REQUIRING PARK BOARD REVIEW AND APPROVAL COULD TAKE AS LONG AS THIRTY (30) DAYS TO GET ON A MEETING AGENDA AND BE PROCESSED.

THE PARK DEPARTMENT REQUESTS THAT YOU CALL OUR OFFICE (509) 363-5455 AND RECEIVE A BLANK APPLICATION FOR EACH EVENT. THE SPECIAL EVENT PERMIT PROCESS IS REVIEWED PERIODICALLY AND REQUIREMENTS DO CHANGE. PLEASE DON'T ASSUME THIS FORM WILL BE THE SAME YEAR AFTER YEAR. WE WILL BE HAPPY TO SEND YOU AN UPDATED APPLICATION AS EARLY AS NINETY (90) DAYS BEFORE THE EVENT.

DEPOSIT: (Returnable after report of No Harm)

\$250.00 deposit for 200 people or more total attendance

\$ 50.00 deposit for less than 200 people total attendance

Deposit due upon verbal approval of event, payable to CITY OF SPOKANE

EVENT INFORMATION

Type of Event:

RUN
FAIR

WALK BIKE TOUR
CONCERT OTHER (specify _____)

BIKE RACE

PARADE

EVENT
TITLE: _____

EVENT DATE(S): _____

TOTAL ANTICIPATED ATTENDANCE: _____

LOCATION: _____

AREA: _____

ACTUAL HOURS OF EVENT: _____ AM/PM - _____ AM/PM

SET UP TIMES: _____ AM/PM - _____ AM/PM TAKE DOWN TIMES: _____ AM/PM - _____ AM/PM

DESCRIBE SPECIFICALLY YOUR SET UP

WORK: _____

LIST ANY STREET(S) REQUIRING CLOSURE. INCLUDE STREET NAME(S), DATE AND TIME OF CLOSING AND TIME OF

REOPENING: _____

APPLICANT AND SPONSORING ORGANIZATION INFORMATION

SPONSORING

ORGANIZATION: _____

APPLICANT NAME: _____

BUSINESS PHONE: _____

EMAIL ADDRESS: _____

ADDRESS: _____

ZIP: _____

DAYTIME PHONE: _____ EVE. PHONE: _____

FAX#: _____

CONTACT PERSON "ON SITE" DAY OF EVENT: _____

PAGER/CELLULAR: _____

OVERALL EVENT DESCRIPTION/ROUTE MAP/SITE DIAGRAM

Please provide a DETAILED DESCRIPTION of your event. Include details regarding use of vehicles, animals, rides or any other pertinent information about the event:

Map attached.

NO YES

DOES THIS EVENT INVOLVE THE **SALE OR USE** OF ALCOHOLIC BEVERAGES? IF SO, YOU MUST CONTACT THE WASHINGTON STATE LIQUOR CONTROL BOARD (509) 625-5513 AND THE SPECIAL POLICE PROBLEMS DIVISION (509) 625-4089.

WILL ITEMS OR SERVICES BE SOLD AT THIS EVENT? IF YES, PLEASE DESCRIBE: _____

_____ A CITY BUSINESS LICENSE MAY BE REQUIRED.

DOES THIS EVENT INVOLVE A MOVING ROUTE OF ANY KIND ALONG STREETS, SIDEWALKS OR HIGHWAYS? IF YES, ATTACH A DETAILED MAP OF YOUR PROPOSED ROUTE, INDICATE DIRECTION OF TRAVEL, AND PROVIDE A WRITTEN NARRATIVE TO EXPLAIN YOUR ROUTE.

DOES THIS EVENT INVOLVE A FIXED VENUE SITE? IF YES, ATTACH A DETAILED SITE MAP SHOWING ALL STREETS IMPACTED BY THE EVENT.

IN ADDITION TO THE ROUTE MAP REQUIRED ABOVE, PLEASE ATTACH A DIAGRAM SHOWING THE OVERALL LAY-OUT AND SET-UP LOCATIONS FOR THE FOLLOWING ITEMS: (CHECK ITEMS USING)

- ALCOHOLIC CONCESSION AND/OR BEER GARDEN AREAS
- FOOD CONCESSION AND/OR FOOD PREPARATION AREAS (IF YOU INTEND TO COOK FOOD IN THE EVENT AREA, PLEASE SPECIFY METHOD: GAS ELECTRIC CHARCOAL OTHER specify _____)
- PORTABLE AND/OR PERMANENT TOILET FACILITIES
- FIRST AID FACILITIES AND AMBULANCE LOCATIONS
- TABLES AND CHAIRS
- FENCING, BARRIERS AND/OR BARRICADES
- GENERATOR LOCATIONS AND/OR SOURCE OF ELECTRICITY
- CANOPIES OR TENT LOCATIONS
- BOOTHES, EXHIBITS, DISPLAYS OR ENCLOSURES
- SCAFFOLDING, BLEACHERS, PLATFORMS, STAGES, GRANDSTANDS OR RELATED STRUCTURES
- VEHICLES AND/OR TRAILERS
- TRASH CONTAINERS AND DUMPSTERS

DESCRIBE YOUR PLAN FOR CLEAN-UP AND REMOVAL OF WASTE AND GARBAGE DURING AND AFTER THE EVENT:

SAFETY / SECURITY / ACCESSIBILITY

PLEASE DESCRIBE YOUR PROCEDURES FOR BOTH CROWD CONTROL AND INTERNAL SECURITY:

PLEASE DESCRIBE YOUR FIRST-AID/MEDICAL PLAN. HOW MANY FIRST-AID STATIONS AND WHERE ARE THEY LOCATED ALONG THE ROUTE? HOW WILL THEY BE STAFFED?: _____

PLEASE DESCRIBE YOUR ACCESSIBILITY PLAN FOR ACCESS AT YOUR EVENT FOR INDIVIDUALS WITH DISABILITIES: _____

NO YES

HAVE YOU HIRED ANY PROFESSIONAL SECURITY ORGANIZATION TO HANDLE SECURITY ARRANGEMENTS FOR THIS EVENT? IF YES, PLEASE STATE:

SECURITY ORGANIZATION: _____

PHONE#: _____

ADDRESS: _____

SECURITY DIRECTOR NAME: _____

SECURITY DIRECTOR EMAIL: _____

IS THIS A NIGHT EVENT? IF YES, PLEASE STATE HOW THE EVENT AND SURROUNDING AREA WILL BE ILLUMINATED TO ENSURE SAFETY OF THE PARTICIPANTS AND

SPECTATORS: _____

ENTERTAINMENT / ATTRACTIONS / RELATED EVENT ACTIVITIES

NO YES

WILL ADMISSION BE CHARGED?

ARE THERE ANY MUSICAL ENTERTAINMENT FEATURES RELATED TO YOUR EVENT? IF YES, PLEASE STATE THE NUMBER OF STAGES, NUMBER OF BANDS AND TYPE OF MUSIC.

NUMBER OF STAGES: _____

NUMBER OF BANDS: _____

TYPE OF MUSIC: _____

WILL SOUND AMPLIFICATION BE USED? IF YES, PLEASE INDICATE START TIME: ____ AM/PM
FINISH TIME: _____ AM/PM.

PLEASE DESCRIBE THE SOUND EQUIPMENT THAT WILL BE USED FOR YOUR EVENT: _____

ANY INFLATABLE DEVICES OR HOT AIR BALLOONS? IF YES, PLEASE DESCRIBE:

ANY FIREWORKS, ROCKETS OR OTHER PYROTECHNICS? IF YES, PLEASE DESCRIBE: _____

ANY SIGNS, BANNERS, DECORATIONS, SPECIAL LIGHTING? IF YES, PLEASE DESCRIBE:

INSURANCE REQUIREMENTS

IN MOST CASES, EVIDENCE OF INSURANCE WILL BE REQUIRED BEFORE FINAL PERMIT APPROVAL. PLEASE PROVIDE A CERTIFICATE OF INSURANCE WHICH SHOWS \$1 MILLION IN COMMERCIAL GENERAL LIABILITY INSURANCE AND A POLICY ENDORSEMENT WHICH NAMES THE CITY OF SPOKANE AS ADDITIONAL INSURED. SOME EVENTS MAY REQUIRE A HIGHER LIMIT OF INSURANCE. EACH EVENT IS EVALUATED ON ITS RISK EXPOSURE. THE CITY ALSO OFFERS A PROGRAM FOR SPECIAL EVENTS INSURANCE WHICH ALLOWS SPONSORS TO PURCHASE SPECIAL EVENT INSURANCE. CALL RISK MANAGEMENT AT 625-6222.

HOLD HARMLESS / AFFIDAVIT OF APPLICANT

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, THAT I HAVE READ, UNDERSTAND AND AGREE TO ABIDE BY THE RULES AND REGULATIONS GOVERNING THE PROPOSED SPECIAL EVENT UNDER THE SPOKANE MUNICIPAL CODE AND CITY COUNCIL POLICY. I AGREE TO ABIDE BY THESE RULES, AND FURTHER CERTIFY THAT I, ON BEHALF OF THE SPONSOR, AM ALSO AUTHORIZED TO COMMIT THE SPONSOR, AND THEREFORE AGREE TO BE FINANCIALLY RESPONSIBLE FOR ANY COST AND FEES THAT MAY BE INCURRED BY OR ON BEHALF OF THE EVENT TO THE CITY OF SPOKANE.

I AGREE, ON BEHALF OF THE SPONSOR, TO DEFEND, INDEMNIFY AND HOLD HARMLESS THE CITY OF SPOKANE, ITS DEPARTMENTS, EMPLOYEES, AGENTS, OFFICERS AND VOLUNTEERS FROM ANY AND ALL LIABILITY IN ANY AND ALL MATTERS CONCERNING THIS SPECIAL EVENT.

NAME OF APPLICANT: _____

(print)

SIGNATURE: _____ DATE: _____

ONLY RETURN EVENT INFORMATION PAGES 1, 2 & 3 AND PERMIT WHEN APPLYING FOR PERMIT

*find your place
in the park.*



**RIVERFRONT
PARK**

Attractions & Event Information
1-800-336-PARK
spokaneriverfrontpark.com

KEY

- | | | |
|---|--|---|
|  ATM |  ATM MACHINES |  FOOD & BEVERAGE |
|  RESTROOMS |  SPOKANE FALLS VIEWPOINTS |  GUEST SERVICES/INFO |
|  TELEPHONE |  WALKING TRAIL |  PARKING |

For More Info:
625-6600 or
1-800-336-PARK



Revised 5/97

