

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*, a site plan will be required.

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

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

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 \$1 million 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. The City also offers a program for special events insurance which allows sponsors to purchase special event insurance. Call the city's risk management department at 625-6222.

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.

FOOD / BEVERAGE / MERCHANDISE

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 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's main parking lot is located on Washington Street, north of the Washington Street Bridge and across from the Red Lion Hotel at the Park. Other parking lots: at Howard and Mallon, on the north side of the park, just south of the Spokane Veterans Arena; along Cataldo Avenue, one block north from the park, between Howard and Washington Streets. 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 ORDINANCE

P.A. systems cannot be used after 10pm unless a variance has been granted by the Spokane Police Department. 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 approval from the Park (and Police Department if using P.A. after 10pm)
- 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

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-use activities) before and after the event is highly advised.

DEPOSIT / PAYMENT SCHEDULE

A minimum cash deposit is required for many facility or group reservations. A cash deposit will be required to cover the costs of providing all special arrangements including food, beverage, 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.

CANCELLATION POLICY

1. Full refunds will be given if activity is canceled 61 or more days in advance;
2. 50% refund will be given if canceled later than 31-60 days in advance;
3. No refund if canceled less than 30 days prior to the activity.
4. 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 Riverfront Park, Park and Recreation Department, 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 either Riverfront Park or the 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.