



**Spokane Park Board
Riverfront Park Committee**

4pm p.m. Monday, July 8, 2024
Pavilion Conference Room/WebEx virtual meeting
Dial in: 408-418-9388
Access code: 2494 752 2657
Jonathan Moog – Riverfront Park Director

Committee members:

Gerry Sperling – Chair
Bob Anderson
Kevin Brownlee
Hannah Kitz

The Riverfront Park Committee meeting will be held in-person at the Pavilion Conference Room and virtually via WebEx at 4 p.m. on Monday, July 8. Committee members, staff, and presenters still have the option to participate virtually via WebEx during all meetings.

The public may listen to the meeting by calling 408-418-9388 and entering access code 2494 752 2657, when prompted.

Written public comment may be submitted via email or mail. Comments must be received no later than noon on July 8 by email to: spokaneparks@spokanecity.org or mail to: Spokane Park Board, 5th floor City Hall, 808 West Spokane Falls Blvd., Spokane, Washington 99201. Submitted public comments will be presented to committee members prior to the meeting.

Agenda

Call to order

Public comment

Action items

- A. Apparent Low Bidder (TBD) / Riverfront Park Carrousel Boiler Replacement Project (TBD - estimated @ \$45,000) – Berry Ellison
- B. 2025 Riverfront Spokane Fees and Changes – Jonathan Moog

Discussion items

- A. 2025-2026 Riverfront Park Budget impacts – Jonathan Moog

Standing Report items

- A. June 2024 Operations Report – Jonathan Moog

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. Individuals requesting reasonable accommodations or further information may call, write, or email Risk Management at 509.625.6221, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or mlovmaster@spokanecity.org. Persons who are deaf or hard of hearing may contact Risk Management through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

Spokane Park Board

Briefing Paper



Committee	Riverfront Park	Committee meeting date: July 8, 2024	
Requester	Berry Ellison	Phone number: 625-6276	
Type of agenda item	<input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action		
Type of contract/agreement	<input checked="" type="radio"/> New <input type="radio"/> Renewal/ext. <input type="radio"/> Lease <input type="radio"/> Amendment/change order <input type="radio"/> Other		
City Clerks file (OPR or policy #)			
Master Plan Goal, Objective, Strategy (Click HERE for link to the adopted plan)	Goal K, Obj 1	Master Plan Priority Tier: (pg. 171-175)	N/A
Item title: (Use exact language noted on the agenda)	Apparent Low Bidder (TBD) / Riverfront Park Carrousel Boiler Replacement Project (TBD - estimated @ \$45,000)		
Begin/end dates	Begins: 07/15/2024	Ends: 10/31/2025	<input type="checkbox"/> 06/01/2525
Background/history: Replacement of failed boiler and vent at Looff Carrousel using capital equipment maintenance reserve funds. Work includes removal and salvage of existing boiler and vent pipe; installation of new boiler and vent pipe; warranty for 12mo. Bids were solicited from the City's small works roster, and are expected by 1:00pm Monday, July 8th. Apparent low bidder will be listed for committee review after bid receipt. Project cost is estimated to be \$45,000 including tax and briefing paper will be updated after bids are received.			
Motion wording: Motion to approve Apparent Low Bidder (TBD) for the Riverfront Park Carrousel Boiler Replacement Project in the amount of (TBD plus applicable taxes)			
Approvals/signatures outside Parks: <input checked="" type="radio"/> Yes <input type="radio"/> No If so, who/what department, agency or company: Contractor's Representative (TBD) Name: TBD Email address: TBD Phone:			
Distribution: Parks – Accounting jmoog@spokanecity.org Parks – Sarah Deatrich nhamad@spokanecity.org Requester: bellison@spokanecity.org mprince@spokanecity.org Grant Management Department/Name:			
Fiscal impact: <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue Amount: Budget code: TBD (estimated \$45,000) 1950 (capital equipment maintenance reserve)			
Vendor: <input type="radio"/> Existing vendor <input checked="" type="radio"/> New vendor Supporting documents: <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input type="checkbox"/> W-9 (for new contractors/consultants/vendors) <input type="checkbox"/> Contractor is on the City's A&E Roster - City of Spokane <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors) <input type="checkbox"/> UBI: Business license expiration date: <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)			

Spokane Park Board

Briefing Paper



Committee	Riverfront Park	Committee meeting date: July 8, 2024	
Requester	Jonathan Moog	Phone number: 509-625-6243	
Type of agenda item	<input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action		
Type of contract/agreement	<input checked="" type="radio"/> New <input type="radio"/> Renewal/ext. <input type="radio"/> Lease <input type="radio"/> Amendment/change order <input type="radio"/> Other		
City Clerks file (OPR or policy #)			
Master Plan Goal, Objective, Strategy <small>(Click HERE for link to the adopted plan)</small>	Goal L, Objective 1	Master Plan Priority Tier: <small>(pg. 171-175)</small>	First Tier
Item title: (Use exact language noted on the agenda)	2025 Riverfront Spokane Fees and Changes		
Begin/end dates	Begins:	Ends:	<input checked="" type="checkbox"/> 06/01/2525
Background/history: Riverfront Spokane provides public attractions and venues for rent to third party event organizers. Fees collected from these activities count towards the cost recovery of providing and maintaining venues and attractions for the community. Discounts are available to qualifying groups. New fee and charges would be go into affect upon approval from the Park Board and phased in between this summer and winter of 2024.			
Motion wording: Approve 2025 Riverfront Spokane fees and charges			
Approvals/signatures outside Parks: <input type="radio"/> Yes <input checked="" type="radio"/> No If so, who/what department, agency or company: Name: _____ Email address: _____ Phone: _____			
Distribution: Parks – Accounting Parks – Sarah Deatrich Requester: Jonathan Moog Grant Management Department/Name:			
Fiscal impact: <input type="radio"/> Expenditure <input checked="" type="radio"/> Revenue Amount: NA Budget code: NA			
Vendor: <input checked="" type="radio"/> Existing vendor <input type="radio"/> New vendor			
Supporting documents: <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input type="checkbox"/> W-9 (for new contractors/consultants/vendors) <input type="checkbox"/> Contractor is on the City’s A&E Roster - City of Spokane <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors) <input type="checkbox"/> UBI: _____ Business license expiration date: _____ <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)			



2025 Attractions Rates

Attraction	2024 Fees ^{1,3}	2025 Fees ^{1,3}	Change
The Ice			
Adult Admission	\$9.95	\$10.95	\$1.00
Child Admission (12 & Under)	\$6.95	\$7.95	\$1.00
Skate Rental	\$6.95	\$7.95	\$1.00
Field Trip (Adm, rental) ⁴	\$9.95	\$10.95	\$1.00
Adult Unlimited Pass	\$38.95	\$39.95	\$1.00
Child Unlimited Pass (Ages 3-12) ²	\$27.95	\$28.95	\$1.00
Skate Rental Add-on for Unlimited Pass	\$18.95	\$19.95	\$1.00
Spider Jump			
3 minutes	\$8.95	NA	Closed
5 minutes	\$11.95	NA	Closed
Skyride			
Adult Admission	\$12.95	\$13.95	\$1.00
Child Admission (ages 3-12) ²	\$8.95	\$9.95	\$1.00
Skate Ribbon			
Skate Ribbon admission	Free	Free	
Helmets & Pads	Free	Free	
Roller Skate Rental (1-Hr)	\$5.95	\$5.95	NC
Scooter Rental (1-Hr)	\$7.95	\$7.95	NC
Pedal Kart Rental (30-Mins)	\$8.95	\$8.95	NC
Pedal Kart Rental (1-Hr)	\$12.95	\$12.95	NC
Looff Carrousel			
Single Ride	\$3.25	\$3.75	\$0.50
Unlimited Ride Day Pass ⁴	\$7.95	\$9.95	\$2.00
Value Pass⁴			
<u>Winter Pass</u> includes Ice skate admission with rental, Skyride, and unlimited carrousel rides.			
<u>Summer Pass</u> includes Skate or Scooter rental, SkyRide, & unlimited Carrousel rides.			
Adult - Winter Value Pass	\$28.95	\$33.95	\$5.00
Child - Winter Value Pass	\$23.95	\$27.95	\$4.00
Adult - Summer Value Pass	\$28.95	\$24.95	(\$4.00)
Child - Summer Value Pass	\$25.95	\$21.95	(\$4.00)
Parking⁴ - Rates may vary between lots			
First Hour (not to exceed)	\$4.00	\$5.00	\$1.00
Additional Hour (not to exceed)	\$1.00	\$1.50	\$0.50
Special Event Rate (not to exceed)	\$15.00	\$25.00	\$10.00
Early Bird (M-F, before 9am to 6pm)	\$3.00	\$4.00	\$1.00
Maximum Daily Rate ⁵ (6am to 12am)	\$15.00	\$25.00	\$10.00
Fine	\$35	\$40	\$5.00
Discounts		Footnotes	
* 10% General Discount for Military Veterans and Active Duty, Seniors (65+) and AAA * 15% Group discount for purchase of 10 or more of same ticket type. * Discount upto 50% or BOGO may be offered to general public as part of planned activation or promotion of park, program and/or attraction		1. Proposed fees are effective upon Park Board Approval 2. Children 2 and under are free 3. Prices do not include, where applicable, Sales (9.0%) and Admission tax (5%) 4. Discounts not available 5. Not applicable during special event days. Special event rate supercedes all other rates	



2025 Special Event Fees and Charges

Facility	Duration ⁴	2024 Fees		2025 Fees		Change
Clock Tower Meadow	4-Hours	\$700		\$800		\$100
	Day	\$1,300		\$1,500		\$200
Red Wagon Meadow	4-Hours	\$450		\$450		NC
	Day	\$750		\$750		NC
Tribal Gathering Place	4-Hours	\$425		\$425		NC
	Day	\$700		\$700		NC
Butterfly Plaza	4-Hours	\$300		\$300		NC
	Day	\$500		\$500		NC
Sister Cities Garden	4-Hours	\$450		\$450		NC
	Day	\$750		\$750		NC
Step Well	4-Hours	Not available		\$450		New
	Day	Not available		\$750		New
East Havermale (site)	4-Hours	\$1,250		\$1,250		NC
	Day	\$2,175		\$2,175		NC
Lilac Bowl	4-Hours	\$750		\$750		NC
	Day	\$1,300		\$1,300		NC
Forestry Shelter & Lawn	4-Hours	\$400		\$400		NC
	Day	\$750		\$750		NC
Havermale Point	4-Hours	\$500		\$500		NC
	Day	\$800		\$800		NC
South Gateway (site)	4-Hours	\$900		\$900		NC
	Day	\$1,500		\$1,500		NC
Rotary Fountain Plaza	4-Hours	\$400		\$400		NC
	Day	\$625		\$625		NC
Locust Lawn & Lane	4-Hours	\$400		\$400		NC
	Day	\$700		\$700		NC
Looff Plaza	4-Hours	\$400		\$400		NC
	Day	\$625		\$625		NC
Looff Carrousel (full bldg) <small>*Door Attendant Included</small>	4-Hours	\$1,700		\$1,700		NC
Event Rooms - 3 available	4-Hours	1 room	\$300	1 room	\$300	NC
		2 rooms	\$450	2 rooms	\$450	NC
		3 rooms	\$600	3 rooms	\$600	NC
Looff Patio	4-Hours	w/o room	\$270	w/o room	\$270	NC
		w/ room	\$170	w/ room	\$170	NC
Numerica Skate Ribbon <small>*Door Attendant Included</small>	4-Hours	Apr-Sep	\$1,500	Apr-Sep	\$1,500	NC
		Nov-Feb	\$4,500	Nov-Feb	\$4,500	NC
Event room (combined)	4-Hours	\$300		\$300		NC
Patio	4-Hours	\$275		\$275		NC
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	Day	\$975		\$975		NC
Amphitheater	4-Hours	\$300		\$300		NC
	Day	\$500		\$500		NC
Lawn	4-Hours	\$300		\$300		NC
	Day	\$500		\$500		NC
Inspiration Point	4-Hours	\$250		\$250		NC
	Day	\$400		\$400		NC



2025 Special Event Fees and Charges

Facility	Duration ⁴	2024 Fees	2025 Fees	Change
Bridges				
North Channel Bridge	4-Hours	\$350	\$350	NC
	Day	\$600	\$600	NC
Orange Bridge	4-Hours	\$650	\$700	\$50
	Day	\$1,100	\$1,200	\$100
Blue Bridge	Not available	Not Available	Not Available	NC
Lou Barbieri Bridge	Not available	Not Available	Not Available	NC
King Cole Bridge	Not available	Not Available	Not Available	NC
Park Shelters				
North Bank Shelter	4-Hours	\$500	\$600	\$100
	Day	\$900	\$1,000	\$100
Forestry Shelter and Lawn	4-Hours	\$400	\$400	NC
	Day	\$750	\$750	NC
Central Promenade				
Central Plaza & Central Promenade	4-Hours	\$750	\$800	\$50
	Day	\$1,300	\$1,500	\$200
Parking Lots, Pathways, other				
Walks/Runs using Pathways	Day	\$500	\$600	\$100
- w/additional venue rental		\$350	\$450	\$100
No Fuss 1-hr Outdoor Ceremony	1-hour	\$150	\$150	\$0
Parking Space - Single	Day	\$22	\$22	\$0
Post Lot	Day	Not Available	\$1,500	New
Lincoln Lot	Day	\$1,000	\$3,000	\$2,000
Cataldo Lot	Day	\$1,000	\$2,000	\$1,000
Washington Lot	Day	\$3,000	\$5,000	\$2,000
Washington St Couplet Lawn	4-Hours	\$300	\$300	\$0
	Day	\$500	\$500	\$0
Pavilion				
U.S. Pavilion (Ticketed) ¹ <small>Includes stage and spaces below</small>	Day	\$8,250	\$9,075	\$825
U.S. Pavilion (Non-Ticketed) <small>Includes stage and spaces below</small>	Day	\$8,800	\$9,680	\$880
Pavilion Spaces (seperately priced)				
Public Lobby	4-Hours	\$600	\$660	\$60
	Day	\$1,100	\$1,210	\$110
	Outdoor add-on	\$200	\$220	\$20
Expo Meeting Room	Day	\$600	\$660	\$60
	Hourly (2 hr. Min)	\$150	\$165	\$15
74 Meeting Room	Day	\$600	\$660	\$60
	Hourly (2 hr. Min)	\$150	\$165	\$15
Sky Room	4-Hours	\$550	\$605	\$55
	Day	\$975	\$1,075	\$100
Green Rooms 1 & 2	4-Hours	\$250	\$275	\$25
	Day	\$450	\$495	\$45
Garco Terrace <small>(Special Restructions apply)</small>	4-Hours	\$500	\$550	\$50
	Day	\$875	\$963	\$88



2025 Special Event Fees and Charges

Facility	Duration ⁴	2024 Fees	2025 Fees	Change
South Terrace	4-Hours	\$300	\$330	\$30
	Day	\$525	\$575	\$50
North Terrace	4-Hours	\$300	\$330	\$30
	Day	\$525	\$575	\$50
Service Yard	4-Hours	\$500	\$550	\$50
	Day	\$875	\$965	\$90
Pavilion Amphitheater <small>(stage rental included, additional fees transport and labor required)</small>	Day (ticketed) ¹	\$5,700	\$6,270	\$570
	Day (non-ticketed)	\$5,900	\$6,490	\$590
Full Park Rental				
Includes all reservable outdoors venues and full Pavilion rental. Does not include Loeff Carrousel, Numerica Skate Ribbon & SkyRide or Parking Lots. Additional fees and requirements may apply. Additional discounts do not apply.				
Full Park Rental ¹	Day	Not Available	\$19,000	New
Wedding Packages				
(includes area rental, ceremony chairs, set-up fee, fencing, attendants, tables, skirting, event signs)				
Loeff Carrousel- Full Rental (Jun-Oct)		\$2,400	\$2,400	NC
Loeff Carrousel- Full Rental (Nov-May)		\$2,800	\$2,800	NC
Loeff Carrousel (Event Rooms + Patio)		\$1,300	\$1,300	NC
Pavilion Lobby, 4-hrs		\$1,400	\$1,400	NC
Pavilion Lobby, 8-hrs		\$1,800	\$1,800	NC
Pavilion, Full House		\$9,200	\$9,200	NC
Pavilion, Sky Room		\$1,200	\$1,200	NC
Outdoor		\$650	\$650	NC
Birthday Packages - Mix/match Venue & Tickets				
(Each party includes 2.5-hr rental. 15 Minimum ticket or rental purchase required)				
Numerica Skate Ribbon, 2-Room	30	\$300 Ice / \$200 Roller	\$200 Ice / \$150 Roller	(\$50) / NC
Loeff Carrousel, 1-room	24	\$250	\$175	(\$75)
Loeff Carrousel, 2-room	48	\$350	\$225	(\$125)
Loeff Carrousel, 3-room	72	\$475	\$300	(\$175)
North Bank Shelter	50	\$250	\$250	NC
Additional Hour		\$50	\$50	NC
Ticket Options				
Spider Jump Rental (2.5 hrs)		Not Available	\$450	New
Roller Skate / Scooter Rental (each)		\$4.95	\$4.95	NC
Ice Admission and Skate Rental ⁵ (each)		\$9.95	\$10.95	\$1
Unlimited Carrousel Day Pass ⁵ (each)		Not Available	\$5.95	New
Vendor Space Fee				
(Fee charged to vendors when Riverfront hosts an event. May substitute fee for 10% gross receipts with written agreement; whichever is greater)				
Small Event	0-500	\$250	\$250	NC
Medium Event	501 - 1000	\$350	\$350	NC
Large Event	1001+	\$450	\$450	NC



2025 Special Event Fees and Charges

Facility	Duration ⁴	2024 Fees	2025 Fees	Change
Food & Beverage Vendor Impact Fee				
<small>(Not available for discount, applied once per event)</small>				
	Vendors			
Small Event	0 to 10	\$0	\$0	NC
Medium Event	11 to 20	\$200	\$200	NC
Large Event	21+	\$500	\$500	NC
Additional Rentals				
40x40 Stage <small>(Special requirements apply, no rental charge for set-up and break-down)</small>	Day	\$6,000 (Day 1) \$2,500 (Per day thereafter)	\$6,000 (Day 1) \$2,500 (Per day thereafter)	NC
Room Reset Fee (as applicable)	Event	\$50	\$50	NC
86" Monitor, camera, operator	Event	\$500	\$500	NC
A- Frame (blank)	Event	\$5	\$5	NC
Cord Covers 3'	Event	\$10	\$10	NC
4' Round Dining Height Seats 4	Event	\$10	\$10	NC
5' Round Dining Height Seats 8	Event	\$10	\$10	NC
6' Rectangle Banquet Table	Event	\$10	\$10	NC
8' Rectangle Banquet Table	Event	\$10	\$10	NC
3' Round Cocktail Height	Event	\$10	\$10	NC
3' Round Patio table w/ 4 Chairs	Event	\$20	\$20	NC
Table Skirting	Event	\$5	\$5	NC
5' Plastic Folding Table	Event	\$8	\$8	NC
6' Plastic Folding Table	Event	\$8	\$8	NC
Plastic Folding Chairs	Event	\$2	\$2	NC
Plastic Non-Folding Chairs	Event	\$2.50	\$2.50	NC
Padded Folding Chair	Event	\$2.50	\$2.50	NC
Podium	Event	\$50.00	\$50.00	NC
Black Stanchion (9ft Length)	Event	\$8.00	\$8.00	NC
Extension Cord	Event	\$20	\$20	NC
PA System w/Wireless Mic	Event	\$200	\$200	NC
Rustic Picnic Table w/2 benches	Event	\$20	\$20	NC
Spider Box	Event	\$125	\$125	NC
Event Fence Section (8x3.5ft)	Event	\$12	\$12	NC
Event Fence Section (6x10ft)	Event	\$15	\$15	NC
Discounts		Footnotes		
<p>Largest qualifying discount will be applied. Multiple discounts may not be applied with exception of 10% discount for multi-year agreements.</p> <p>1. <u>Community Event² Discounts</u> *25% Event is free and open to the public; OR, *20% Public fundraiser (fun run, entrance fees, etc.); OR, *15% Nonprofit Private Event</p> <p>2. 50% Discount off of facility rates for new events to Riverfront Park/Pavilion. Applied to first event only and requires 3-year agreement.</p> <p>3. 60% Multi-Day Discount - Event reservations greater than four days. Each day after four receives the discount.</p> <p>4. Additional 10% for event with a min 3 year agreement. \$2000 minimum rental</p>		<p>1. Flat rate or 10% of gross gate receipts, per performance, whichever is greater.</p> <p>2. Community Event – Events that are promoted or sponsored by a Civic, Educational, Religious or Charitable group or organization within the State of Washington. The group must hold a City of Spokane business license (unless exempt by SMC regulations)</p> <p>3. Commercial Performance/Event – Defined as public or private sector (excluding city agency or nonprofit organization).</p> <p>4. 4-hour and full day (6am-Midnight) rates are inclusive of move-in and move-out periods for events.</p> <p>5. Prices do not include, where applicable, Sales (9.0%) and Admission tax (5%)</p>		