



2015

SPECIAL - USE INFORMATION GUIDE

**INCLUDES GENERAL PARK INFORMATION,
POLICIES & PROCEDURES**

**TO ASSIST WITH PLANNING
PUBLIC OR PRIVATE ACTIVITIES HELD IN
RIVERFRONT PARK**

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RIVERFRONT PARK
SPECIAL USE PERMIT PROCESS
FOR ALL RIVERFRONT PARK FACILITIES, PATHWAYS & GREEN SPACE AREAS

Prior to beginning the Special Use Permit Process, please contact Riverfront Park at 625-6624 for assistance.

WHAT IS SPECIAL USE?

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 operations, grounds or facilities:

1. On a single date, in one or more locations; *or*
2. A series of activities, promoted as one event, held on successive days in one or more locations; *or*
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. A permit will be required for any organized activity involving the use of or having impact upon the park's operations, facilities or grounds.



HOW TO APPLY FOR AN EVENT/ACTIVITIES PERMIT IN RIVERFRONT PARK

1. For **public** special events or activities, contact Don Largent, Events Coordinator at 509-625-6624 or send an e-mail to dlargent@spokanecity.org
2. For **private** group events, activities, rentals contact Linda Campbell, Group Sales Coordinator at 509-625-6746 or send an e-mail to lcampbell@spokanecity.org.
3. For several 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** cannot 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 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

It is the desire of the City of 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 or staff directing the public to alternative pathways away from any limited access areas.

These terms and conditions apply to all special uses which are staged within the boundaries of Riverfront Park, or have impact upon its operations, 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 federal, 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 City of Spokane Park Board, and other city & state agencies where applicable.

CONDITIONS OF PREMISES

Sponsors 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 or may be subject to additional fees.

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 power, potable water, fencing, vendor/information booths, tents, canopies, stages, air-inflated balloons, characters or jump inflatables, first-aid stations, lost & found areas, portable rest rooms, vehicles on site, temporary concession booths, beverage gardens, temporary reduction of irrigation park grounds, security, and/or additional on-site signs or banners, a **site plan is 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 agencies.

**All canopies, tents, inflatables and other similar structures must be secured by weights.
NO STAKES ALLOWED**

Riverfront Park always retains the right to alter site plans throughout the event 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 or comprises public safety.



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 park conditions cannot support the event or interferes with the public. Participants must stay on the pathways in the park. Riverfront Park encourages the use of cones, free standing signage, and human volunteers to ensure event participants stay on course. Signs are not allowed to be attached to park property or be nailed, stapled or bungee corded to trees, buildings, light poles or road signs, and/or stakes driven into the ground. **The painting of any surface is not allowed. Any marking used to designate the route must be completely removed by the end of the day or fees may be incurred.**

VEHICLES IN THE PARK

Private vehicles are not allowed in Riverfront Park without a valid vehicle permit and obeying park regulations. Vehicle permits may be obtained *for a fee* 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 or they may be ticketed and/or towed; travel no more than 5 mph with flashers on when in the park in the designated *Wheels Only* lane and enter at the designated site during the posted time on the Special Use permit.

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. 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, if the vehicle is located in an unauthorized location or time. Vehicles may also be impounded at the owner's expense. All damages to park property, 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 \$1.5 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 or may not require 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 designee.**

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

1. Arrangements to contract with Park Security or approved private security company 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 do so in designated secured areas.
4. Private events serving alcohol require a banquet permit that allows the service and consumption of alcohol at a private, invitation-only banquet or gathering held in a public place. It's required that a signed copy of the banquet permit is posted in plain sight at the location where the alcohol is served.

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

TOBACCO-FREE PARK ZONES POLICY

The City of Spokane Parks and Recreation Board in cooperation with the Spokane County Health Department 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 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:

<https://static.spokanecity.org/documents/riverfrontpark/eventsplanning/smoking-policy.pdf>



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.**

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 by calling 509 324-1594.**

PERSONNEL, EQUIPMENT AND RESOURCES

Depending on the nature of the event, extra services, including labor, 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".

As with any organization, Riverfront Park has limited resources and we strive to make your activity successful. All extra services must be requested no later than 10 working days prior to the special use. Only 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 one (1) portable restroom for every 250 people. The number and location of portable restrooms for *public* events will be determined by the Special Events Coordinator whereas the Group Sales Coordinator will determine the number and location of portable restrooms 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 event or group's parking needs. Contact either the Special Event or Group Sales Coordinator for more information about renting or pre-paying for your group.

For more information: <https://beta.spokanecity.org/riverfrontpark/information/parking/>



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. Sound levels shall be in compliance with the existing SMC noise ordinance. Exemptions will only be granted providing the provisions of SMC10.08D110 are met. The sounds must be inherent in the specific activities described in the special event permit application. Sound levels must be turned down or discontinued based on reasonable complaints or as directed by a commissioned police officer. 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. Obtain proper prior approvals from Park Management
2. Be sure to check area/location for power requirements prior to the event
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. Monitor inappropriate language or actions as it may result in the privilege being immediately revoked.
8. Maintain sound levels in compliance with the SMC noise ordinance SMC10.08D.040

PUBLIC ACCESS - GREEN SPACE

The City of Spokane Parks and Recreation Department desires to maintain all city parks as quality open green spaces for everyone to enjoy. To accomplish this, Riverfront Park staff has limited time and reserves the right for maintaining, re-seeding, watering and growing and may schedule these critical periods for turf or facility rehabilitation. Activity times, including move in/move out, shall minimize the impact and maximize renovation and growing time and be strictly adhered to.



SPECIAL EVENT FEE/DEPOSIT/CANCELLATION & REFUND POLICY

UTILITIES

See "**Riverfront Park General Facilities Information**" for information regarding limited power, water and garbage 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 excess or improper disposal. Recycling is highly encouraged and depending on the size of the event, may be a requirement.

DAMAGES & PROPERTY

All park property must be returned in the same condition it is found. All damages, including excessive turf damage, facility, property or equipment damage or loss as a result of a special use will be billed to the sponsor. Pre-arranged site inspections with the Special Event Coordinator (public activities) or Group Sales Coordinator (private activities) before and after the event is highly advised. **All property must be removed from Riverfront Park within 12 hours of the event unless noted.** Riverfront Park is not responsible for any damaged or lost property.

PUBLIC SPECIAL-USE FEE - CASH DEPOSIT - PAYMENT SCHEDULE

A **\$75.00 non-refundable** special event fee is required for all public special uses. Private event deposits and payment schedules vary. In addition, many public and private-use sponsors may be required to place an additional minimum cash deposit to cover the costs of special arrangements including but not limited to food & beverage service, utilities, 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 or will be subject to late fees.

PUBLIC 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 Riverfront Park or the Parks & Recreation Department.
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 Parks & Recreation Department.

FEE APPEAL PROCESS:

All restrictions, conditions and fees, or the denial of a permit, may be appealed to the **Riverfront Park Manager** or designee at least 30 days in advance of the activity and in writing. The name/address/phone number/email 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 within 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.

