

2018

Event Planning Guide



riverfront
SPOKANE

EVENT PLANNING GUIDE

Riverfront Park is the region's premier outdoor location to host a broad diversity of events from private family gatherings to massive community events for thousands and everything in between. We are Spokane's largest centrally located outdoor setting and offer a variety of venue and activity options. Our professional event team will work with you in the successful planning and implementation of your event, rental or activity and provide valuable insight with regard to the logistics of events at Riverfront Park.

This Guide contains information that will help you plan and execute. It is made part of your Use Agreement by contractual reference.

RIVERFRONT PARK EVENT TEAM

Jon Bockstruck	jbockstruck@spokanecity.org	509-625-6629	licensee events
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DEFINITION OF AN EVENT AT RIVERFRONT PARK

Both public events and private activities are considered an event at Riverfront Park facilities, pathways and green space areas.

Private Event

Birthday parties, family reunions, school activities and weddings are examples of a private event at Riverfront Park. The park has several picnic shelters and rooms that are ideal for these types of gatherings. Private events are closed to the public.

If your event is smaller than 200 guests you are not required to submit a Special Event Permit Application to the City of Spokane. Please note, there may be elements of any event that require you to fill out the City's application. Your event manager will guide you through the process.

Public Event

Public events are open to the public. They may be a ticketed event or free to attend and a Special Event Permit Application is required.

THE APPLICATION PROCESS

The application process begins when you submit a Special Event Permit Application to City of Spokane. The application insures that there are no conflicts with other events in the Park or the City. All City departments that are affected by events will receive a copy of your application.

The Special Event Permit Application can be found at

<https://my.spokanecity.org/account/permits/>. A non-refundable \$50 administrative fee (payable to the City of Spokane) is required for applying for a permit along with proof of insurance.

Based on information supplied in the application, the City of Spokane evaluates the nature and production requirements of your event for appropriateness to the Park as well as to its patrons. Riverfront Park must ensure that activities and events in the Park can be accommodated, are properly coordinated, and do not negatively impact the Park, its daily users and events at the Park.

Applications should be submitted as soon as possible. ***It may not be possible to permit an event less than thirty (30) days from the date the application is received.***

What are the insurance requirements?

The City of Spokane requires that the Licensee provide a Certificate of Liability Insurance as requested in the Special Event Permit Application. The Certificate of Insurance must be provided at least twenty-one (21) calendar days prior to the event. Insurance is required for both public and larger private events.

If my application is approved, what happens next?

1. You will be asked to sign Riverfront Park's Use Agreement which describes your event, the venue within the Park for your event, associated fees and the terms and conditions regarding your use of the Park for the event.
2. You will be required to submit documents detailed within the Use Agreement and pay a Booking Fee to reserve the event date. This Booking Fee will be applied to your final payment. A refundable Security Deposit may also be required.
3. If you return an executed Use Agreement within thirty (30) calendar days and you pay the applicable Booking Fee, you become the "Licensee", a term used frequently in this guide and its attachments.
4. If Riverfront Park accepts (in its sole discretion) a Use Agreement that is signed less than thirty (30) calendar days prior to the event you pay the entire fee and you become the "Licensee."

Are there other fees and charges?

In addition to the Booking Fee described above, there could be additional fees and charges:

- **Security Deposit:** The Security Deposit will be used to ensure payment of all amounts owed by the Licensee to Riverfront Park pursuant to the terms and conditions of the Use Agreement. If the Security Deposit, or any portion thereof, is retained by Riverfront Park, Riverfront Park will return any unused portion (if any) of the Security Deposit upon resolution to the satisfaction of Riverfront Park.
- **Surcharges for services and/or rental items.** These may be determined after execution of the Use Agreement but no later than twenty one (21) calendar days before the event. Note that the fees for these items are subject to change until paid.
- **Additional License Fee:** Riverfront Park reserves the right to assess an additional charge (“Additional License Fee”) if the actual number of guests exceeds the Licensee’s original estimate in a manner that materially impacts Park services for the event.

What if our event plans change?

If your event venue(s), dates(s), setup time or other aspect of your event change prior to your event, work with your Event Manager to execute an amendment to the Use Agreement.

What happens after the event?

Riverfront Park will monitor the event venue to verify that you have removed all of your equipment in accordance with the schedule in the Use Agreement and to check for damage. Taking into consideration any Additional License Fees and other reasons to retain all or part of the Security Deposit, Riverfront Park will then determine the amount of the Security Deposit to be retained and the amount to be refunded to the Licensee. In some cases, the Licensee may owe more than the Security Deposit.

QUALIFIED VENDOR PROGRAM

The goal of the Qualified Vendor Program (QVP) is to ensure Riverfront Park, event organizers and guests are connecting with the most reputable vendors possible. In addition, Riverfront Park aims to promote local businesses whom will provide the highest quality service and products at all park events.

Any and all vendors brought into Riverfront Park must be a member of the Park's QVP. Whether it is a vendor selling food and/or merchandise, setting up a stage, lighting or sound, it is required they are on the QVP list. It is Licensee's responsibility to utilize only Park approved vendors. If a licensee would like to use a vendor currently not in the program, the application process is a free and simple process for vendors.

RFP Event Manager will work with Licensee to establish a safe and effective move in/move out plan and site map to communicate with their vendors.

CONCLUSION

Riverfront Park staff looks forward to working with you to create an event that connects our mission to the residents and guests of the City of Spokane.

Mission

To create a vibrant urban park dedicated to connecting our community and visitors through activities, nature, culture and traditions that meaningfully contribute to the livability and enjoyment for all.



2018 Riverfront Park Venue Site Map



2018 Use Fees

Key	Facility	Day	Approx. Sqft	Fee	Notes
1	East Havermale	\$1,800		\$1800 per day	
1A	Lilac Bowl	\$1,000	116K	\$1000 per day	Sloped Lawn
1B	Forestry Shelter & Lawn	\$600	16K	\$600 per day / \$200 per 2 hours	
1C	Havermale Point	\$700	40K	\$700 per day	
1D	Washington St Couplet Meadow	\$400	24K	\$400 per day	
2	Clock Tower Meadow	\$900	58k	\$900 per day	Sloped Lawn
3	Red Wagon Meadow	\$600	23k	\$600 per day	limited electrical power
4	South Gateway	\$900		\$900 per day	
4A	Rotary Fountain Plaza	\$400	39K	\$400 per day	
4B	Fountain Patio	\$200	1.2K	\$200 per 2 hours	All day rental available with South Gateway
4C	South Howard Street Bridge	\$500	10K	\$500 per day	
5	Looff Carousel	\$1,000		\$1000 per 4 hours	Includes private carousel rental, 4 hour minimum before or after normal operating hours
5A	Event Room - 3 available	\$500		1 x Rm - \$200 per 2 hours 2 x Rm - \$350 per 2 Hours 3 x Rm - \$500 per 2 hours	
5B	Looff Patio	\$200	1.2K	W/O Rm - \$200 per 2 hours W/ Rm - \$100 per 2 hours	
5C	Boardwalk	\$200	2.4K	\$200 per 2 hours	
5D	Looff Plaza	\$400	10k	\$400 per Day	Not rented independently. Must be combined with adjacent rentals
6	SkyRink	\$1,200		\$1200 per 4 hours	Included kitchen use and Dining Area, 4 Hour Minimum before or after hours
6A	Event room - 2 available	\$175	200 ea.	1 x Rm - \$100 per 2 hours 2 x Rm - \$175 per 2 hours	
6B	Rink	\$600	13.3K	\$600 per 4 hours	Available before or after operating hours
6C	Rink Pond	\$300	3.3K	\$300 per 2 hours	100 person capacity
6D	Patio	\$200	1.9K	\$200 per 2 hours	
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7A	Amphitheater	\$300	7.8K	\$250 per 4 hours	
7B	Lawn	\$300	1.4K	\$250 per 4 hours	
7C	Inspiration Point	\$200	2.3K	\$200 per 2 Hours	
8	North Bank lawn and shelter	\$600	53K	\$600 per day or \$200 per 2 hours	
9	Locus Lane and lawn	\$700	20K	\$700 per day	
	Bridges	\$0			
10	Blue Bridge	\$0		Not available	
11	King Cole Bridge	\$0	6K	Not available	
12	Lou Barbieri Bridge	\$0	3.8K	Not available	
	Miscellaneous Locations				
13	Tribal Gathering Place	\$300	11K ttl / 2.2K	\$300 per 3 hours	
NA	Walks/Runs using Pathways	\$0	Varies	\$200 Flat Rate	Assessed when over 200 participants
50% Discount of facility rates for new events to Riverfront Park				Includes Move-in / Move Out	
75% Multi-Day Discount - Event reservations greater than four days. Each day after four receives the discount.				Per day rates are assumed to be from 6am to 6am on the following day. Rates will be charged per day or portion thereof.	
Non-Profit Discounts:					
50% Discount of facility rents for events free and open to public					
40% Discount of facility rates if event is a public fundraiser (fun run, entrance fees, etc.)					
25% Discount of facility rates if event is ticketed					