



Event Planning Guide

2023 - 2024

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Introduction

Riverfront Spokane is the region's premier 64-acre urban park located in the heart of downtown Spokane. Recently named "One of America's most beautiful urban parks" by National Geographic, Riverfront hosts a variety of public and private events from small family gatherings to large community festivals.

Private Events

Birthday parties, family reunions, corporate meetings, school activities, and weddings are examples of private events. The park has a variety of indoor and outdoor spaces ideal for private gatherings. To book a private event, submit an online event inquiry at riverfrontspokane.org.

Public Events

Public events are open to the general public and may be ticketed or free. A City of Spokane special event permit is required for events with 200+ guests. You may be required to provide one (1) trained crowd manager for every 250 attendees if your event has 1,000+ attendees.

Freedom of Speech Gathering

Freedom of Speech gatherings do not typically require a park reservation or fee. If your event requires a tent or canopy, heavy equipment, onsite vendors, vehicles entering the park or access to power, a reservation is required, and rental fees will apply.

Our Team

Our dedicated event team will help you successfully plan and execute your event and provide valuable insight regarding the logistics of hosting an event at Riverfront Spokane. To reserve a venue for your special event, submit an event inquiry at riverfrontspokane.org.

Riverfront Spokane Event Contacts:

- Amy Lindsey, Programming & Marketing Manager | alindsey@spokanecity.org; 509-625-6372
- Dawn Frey, Wedding Event Manager | dlfrey@spokanecity.org; 509-904-6115
- Lori Maher, Event and Group Rental Manager | lmaher@spokanecity.org; 509-625-6623
- Jill Reeves, Community Engagement Manager | jreeves@spokanecity.org; 509-625-6641
- Matt Russell, Event and Group Rental Manager, Pavilion | mrussell@spokanecity.org; 509-625-6661
- Roni Wenz, Event Specialist | rwenz@spokanecity.org; 509-625-6612
- Regan Farmer, Marketing Coordinator | rfarmer@spokanecity.org; 509-625-6631

Booking Your Event

To begin the reservation process, all event organizers are required to submit an event inquiry, available at riverfrontspokane.org. Upon receipt of your request, a Riverfront event manager will check venue availability and contact you within 72 hours. Reservations are not confirmed until a rental agreement is signed and deposit is received.

Event Types:

Private Events

Birthday parties, family reunions, corporate meetings, school activities, and weddings are examples of private events. The park has a variety of indoor and outdoor spaces ideal for private gatherings. To book a private event, submit an online event inquiry.

Public Events

Public events are open to the general public and may be ticketed or free. A separate City of Spokane special event permit is required for events with 200+ attendees.

City of Spokane Special Event Permit: For more information and to apply, visit the [City of Spokane's Special Event FAQ page](#).

Crowd Management Requirements: You may be required to provide one (1) trained crowd manager for every 250 attendees if your event has 1,000+ attendees. Crowd manager requirements are determined by the Spokane Fire Department during the city's special event permitting process. Talk to your Riverfront event manager to learn more about Riverfront's free crowd manager training program.

Freedom of Speech Gathering

Freedom of Speech gatherings do not typically require a park reservation or fee. If your event requires a tent or canopy, heavy equipment, onsite vendors, vehicles entering the park or access to power, a reservation is required, and rental fees will apply.

Booking Your Event

1. Submit an Online Inquiry

To begin the reservation process, all event organizers are required to submit an [event inquiry form](#), which is available at riverfrontspokane.org.

2. A Riverfront event manager will contact you to review the details of your event and confirm venue availability within 72 hours. Reservations are not confirmed until a rental agreement is signed, and deposit is received.

3. A City of Spokane special event permit is required for events with 200+ guests. During the special event permitting process, your event will be reviewed by the police and fire departments and may require additional permit applications and inspections.

- Crowd Management Requirements: You may be required to provide one (1) trained crowd manager for every 250 attendees if your event has 1,000+ attendees.
- Crowd manager requirements are determined by the Spokane Fire Department during the city's special event permitting process.
- Talk to your Riverfront event manager to learn more about Riverfront's free crowd manager training program.

4. Schedule a site visit with your Riverfront event manager.

5. Review the insurance requirements for your event type ([pg.10-12](#)). Insurance is required for public and private events with third-party vendors, onsite vehicles, equipment and/or alcohol.

6. Sign and return the event rental agreement, which will outline the event details, reserved venues and associated fees, and additional terms of use.

7. A 25% deposit is required to confirm your reservation. Your event is not confirmed until a rental contract has been signed and venue deposit has been received.

8. If your event involves third-party vendors, please review [Riverfront's Qualified Vendor Program \(QVP\)](#).

- The goal of the QVP is to ensure event organizers and guests use vendors who are
- familiar with park processes and safety protocols.
- All third-party event vendors must be a member of the QVP.
- If a vendor answers "yes" to any of the questions listed below, they must be a member of the QVP:
 - Does the vendor need to drive into the park?
 - Will the vendor be setting up a tent?
 - Will the vendor be selling anything?

Event Planning Timeline

90 Days Prior to the Event:

1. Submit event site map to your Riverfront event manager that includes the following elements:
 - Vendor and activity locations, fencing location/perimeters, guest entrance/exit points, table and chair configurations, 20' clearance for emergency vehicle access, waste management receptacle locations. Review waste management requirements on [pg. 6](#).
2. Confirm equipment rentals from Riverfront Spokane (e.g., fencing, tables/chairs, AV equipment, spider boxes, etc.) with your Riverfront event manager.
3. Provide an event timeline. See [Attachment C](#) for a sample event timeline.
4. Provide equipment delivery details to include delivery dates/times and pick-up plans.
5. Provide an event security plan.
6. Place catering order with park concessionaire, if applicable.
7. Provide initial list of participating onsite vendors, if applicable.
 - Vendors include food, merchandise, and any other third-party contractor (e.g. portlets, tents, stages, etc.) All vendors must be an active member of our [Qualified Vendor Program \(QVP\)](#).
 - If an event organizer would like to utilize a vendor that is not currently enrolled in the QVP program, the application process is free and easy! Vendors may apply online at riverfrontspokane.org.

60 Days Prior to the Event:

1. Submit an updated site map, if applicable.
2. Provide an updated event timeline, if necessary.
3. Provide equipment delivery details that include delivery dates/times and pick-up plans.
4. Place food and beverage/Coca-Cola orders.

30 Days Prior to the Event:

1. A member of Riverfront's event team will reach out to confirm your event details.
2. Conduct a final site walk through with your Riverfront event manager.
3. Submit final site map.
4. Submit final vendor list.
5. Provide an updated event timeline, if necessary.

One Week Prior to the Event:

1. Inform your Riverfront event manager if any element of your event has changed.

Post Event:

1. Debrief with the Riverfront event team to discuss the execution of your event.
2. Reserve your event dates for next year!

Event Planning Guidelines

Food and Beverage

If your event is indoors, Riverfront Spokane has an exclusive concessionaire who will provide food and beverage services upon request. For outdoor venues (excluding the Pavilion), event organizers may procure their own food and beverage vendors. Riverfront Spokane has an exclusive pouring rights agreement with Swire Coca-Cola and all drinks (including water) must be purchased through Riverfront Park. Beverage orders may be placed on our website at riverfrontspokane.org.

Ticketed Events

If your event is ticketed, you are required to use Riverfront Spokane's exclusive ticketing provider, AXS. [AXS](#) is the sole and exclusive provider of primary and resale ticketing for all park events, free or paid. Ticket service fees may apply and will be outlined accordingly in your event rental agreement. A Riverfront event manager will be in contact with you to set-up your ticketing.

Cancellation Policy

A refund of venue rental fees shall be made only if written notice of cancellation is received by Riverfront Park a minimum of (60) days prior to the date of the event. Events booked within 60 days are not eligible for refunds. For outdoor events, upon written request, Riverfront Park will allow cancellations and a full refund if the air quality index is in the Unhealthy – Hazardous (151 - 500) range.

Parking

Downtown Spokane offers a variety of parking options, from meters and surface lots to long-term garages. Visit riverfrontspokane.org to view a map of downtown Spokane parking options.

Riverfront has three paid parking lots with a total of approximately 240 parking spaces.

- Washington Lot: 149 Spaces
- Lincoln Lot: 50 Spaces
- Cataldo Lot: 45 Spaces

An accessible-only parking lot is located at Post Street near the Numerica Skate Ribbon and SkyRide.

Shipping, Delivery & Pick-up

Event deliveries may be sent to Spokane City Hall at 808 W. Spokane Falls Blvd. Spokane, WA 99201. Please include "Attn: Riverfront Park + EVENT NAME" on the shipping label and alert your designated Riverfront event manager.

Waste Management

Post-event Cleanup

For larger park events, organizers will be required to provide a waste management plan during the contracting process. It is the responsibility of event organizer to restore the park or venue back to its original condition following the conclusion of the event. Additionally, event organizers are responsible for maintaining trash if waste management resources exceed normal park operations. All trash must be cleared regularly, bagged and tied, and receptacles properly relined before, during, and after the event.

Waste Mitigation and Removal

Waste and recycling receptacles may be included in your rental agreement for an additional charge or coordinated directly with the city's solid waste department.

Below are recommended guidelines by number of event attendance.

- 3-yard dumpster = 300-600 attendees
- 6-yard dumpster = 601-1500 attendees
- 20 or 30-yard dumpster = 1,600+ attendees

Wastewater Regulations

City of Spokane wastewater laws ([SMC 13](#)) and the Department of Ecology Regulations ([WAC 246-273](#)) are designed to protect our local water resources, including groundwater and surface waters. All wastewater at Riverfront Park must be properly disposed of into the sanitary sewer in accordance with all state and City of Spokane regulations.

It is unlawful for any person to discharge, or cause to be discharged, directly or indirectly any pollutants into surface water, storm water, groundwater or directly or indirectly into street (storm) drains.

- Do not allow wash water to run into a street, gutter, or storm drain.
- Wastewater must be collected and treated prior to discharge.
- Store chemicals and wastes where they will not be exposed to rainwater.
- Never dispose of any liquids on the ground, in a storm drain, or in a dry well.

All industrial users of the sanitary sewer must comply with Prohibited Discharge Standards. In addition to explosive, oily or greasy, toxic, foamy, and smelly discharges, Prohibited Discharge Standards include wastewater with high or low pH, high temperatures, and viscous or solid content.

- Filter or settle solids from wastewater prior to discharge.
- Cool wastewater to less than 130o Fahrenheit (54o Celsius) before discharge.
- Check pH of wastewater and adjust before discharge. Businesses served by the City of Spokane must adjust pH to between 5.0 and 12.0.

Event Checklist

Booking Your Event

- ☐ Submit an event inquiry and special event permit application as soon as you know your event date(s) and venue(s).
- ☐ Schedule a site visit with your Riverfront event manager.
- ☐ Review event requirements with your Riverfront event manager.
- ☐ Sign and return the contract; submit venue deposit.
- ☐ Apply for additional permits (alcohol, health, fire, etc.). Please note that many permits have a holding period of 21 business days; therefore the sooner you submit your permit, the more likely you are to receive it prior to your event.

60 Days Prior

- ☐ Provide equipment delivery details that include delivery dates/times and pick-up plans.
- ☐ Place food and beverage/Coca-Cola orders.

30 Days Prior

- ☐ Review the proposed site plan with your Riverfront event manager.
- ☐ Communicate event information with event vendors.
- ☐ Submit Certificate of Insurance.

21 Days Prior

- ☐ Final site map due, including:
 - Location and size of tents
 - Location of fences
 - Timeline for move-in/out
 - Vendor staging
 - Electrical plan
 - Waste management plan
 - Traffic control plan
 - Security plan
 - Rentals or services from RFS
 - A final list of vendors participating in the event
 - Place food and beverage/ Pepsi order

7 Days Prior

- ☐ Final walk through

Post Event

- ☐ Debrief with the Riverfront event team to discuss the execution of your event.
- ☐ Reserve your event dates for next year!

FAQs

Will there be additional fees and charges for my event?

In addition to a venue rental fee, there may be additional fees and charges including the following:

- Surcharges for services and/or rental items not accounted for in the original contract. These may be determined after the execution of the event contract. Note that the fees for additional services or rental items are subject to change.
- Riverfront reserves the right to apply additional charges if the actual number of guests exceeds the event organizer's original estimate and impacts park support services.

What if my event plans change?

If the event venue(s), dates(s), setup time, or another aspect of your event change prior to your event day, work with your Riverfront event manager to execute an amendment to the event contract.

What happens after my event?

Riverfront Spokane will verify that you have removed event-related equipment in accordance with the schedule outlined in the contract and will confirm that park grounds have been left in the same condition as prior to your event. Taking into consideration any additional fees and other reasons to retain all or part of the security deposit, Riverfront Spokane will determine the amount of the security deposit to be refunded to the event organizer. In some cases, the event organizers may owe more than the security deposit due to the following reasons:

- To pay for additional services rentals used during the event.
- Failure to pay for any property of Riverfront Spokane and any portion of the park that may have been damaged during the event.
- Funding additional security services (e.g., Spokane police or other security staffing organizations).
- If the event organizer(s) or associated vendors operate vehicles within the park without a vehicle access permit.
- Failure to reduce sound (music) levels as required by Riverfront Spokane and in accordance with city ordinance (Chapter 10.08D Noise Control).
- Failure to vacate the park in accordance with the schedule described in the event contract.
- Failure to remove event decorations, equipment, and/or signs as outlined in the event contract.
- To pay for costs resulting from incomplete or unusual cleanup.
- For unanticipated use of park staff or equipment during setup or breakdown due to inadequate preparation for the event.
- For violating provisions outlined in the event contract.

FAQs

What if I need to cancel my event?

Riverfront Spokane is not responsible for event cancellations due to rain, natural disasters, or any other cause out of park control. If weather conditions prevent the occurrence of the event, you may select an alternate date and the paid venue and security deposits will transfer to the new date. A refund of venue rental fees shall be made only if written notice of cancellation is received by Riverfront Park a minimum of (60) days prior to the date of the event. Events booked within 60 days are not eligible for refunds.

Event reschedules must be pre-approved by park management and will depend on several factors including venue availability, park staffing and other resources required to support your event.

Protective measures to increase safety and minimize damage due to severe weather impacts may include the following:

1. Installation of a tarp over the lawn during heavy rains in the days preceding the event.
2. Use of hay, straw, mulch, plywood, and cardboard to protect the turf in heavy traffic areas before or during the event.
3. Relocation to another area within Riverfront Spokane.

Insurance Requirements

EVENT TYPE	DESCRIPTION	INSURANCE REQUIREMENTS
Private Event Rental (without alcohol)	<ul style="list-style-type: none"> • Private event (not open to the public) • Private citizen • No vehicles in the park • No alcohol 	No insurance requirements
Private Event Rental (with alcohol)	<ul style="list-style-type: none"> • Private event (not open to the public) • Private citizen • No vehicles in the park • Alcohol will be served 	<p>Outdoor Venue without a caterer: Event Insurance w/\$1,000,000 General Liability coverage or;</p> <p>Caterer's insurance coverage: General Liability Insurance on an occurrence basis with a combined single limit of not less than \$1,000,000 each occurrence.</p>
Private Event Rental with vehicle access	<ul style="list-style-type: none"> • Private event (not open to the public) • Private citizen • No alcohol • Vehicle load-in required 	Private Automobile Liability Insurance with a combined single limit, or the equivalent of not less than \$500,000 each accident for Bodily Injury and Property Damage, including coverage for owned, hired or non-owned vehicles.

Insurance Requirements

CONTRACT TYPE	DESCRIPTION	INSURANCE REQUIREMENTS
Public or Private Event Rental Under 200 attendees	<ul style="list-style-type: none"> • Private event (not open to the public) • Vendor participation (outside catering, food trucks, retail) • Vehicle load-in required 	<p>A. Worker's Compensation Insurance in compliance with RCW 51.12.020, which requires subject employers to provide workers' compensation coverage for all their subject workers.</p> <p>B. General Liability Insurance on an occurrence basis with a combined single limit of not less than \$1,000,000 each occurrence for Bodily Injury and Property Damage.</p> <p>C. Automobile Liability Insurance with a combined single limit, or the equivalent of not less than \$1,000,000 each accident.</p>

Insurance Requirements

CONTRACT TYPE	DESCRIPTION	INSURANCE REQUIREMENTS
Public or Private Use Agreement 200+ attendees	<ul style="list-style-type: none"> Used for public/private event rentals with 200+ attendees 	<p>A. Worker's Compensation Insurance in compliance with RCW 51.12.020, which requires subject employers to provide workers' compensation coverage for all their subject workers.</p> <p>B. General Liability Insurance on an occurrence basis with a combined single limit of not less than \$1,000,000 each occurrence for Bodily Injury and Property Damage.</p> <p>C. Automobile Liability Insurance with a combined single limit, or the equivalent of not less than \$1,000,000 each accident.</p>

Alcohol Policy

Please note insurance requirements for events with alcohol on [pg. 10](#).

Indoor Events

Riverfront Spokane has an exclusive alcoholic beverage service provider. Please work with your event and catering manager to coordinate alcohol service for your event.

Outdoor Events

The consumption of alcoholic beverages is not permitted in Riverfront Park outdoor spaces without prior approval of the park and unless the licensee is granted a proper permit through the Washington State Liquor and Cannabis Board (WSLCB) or hires a caterer with valid permits from the WSLCB. Riverfront Park does not issue liquor licenses. Licenses include:

- Special Occasion License (Public or Private Event) - A special occasion license allows a registered nonprofit organization to sell spirits, beer and wine by the individual serving for on-premises consumption at a specified date, time and place (i.e., fundraising dinner, gala event, auction, wine tasting). Any alcohol that is consumed at a special occasion event must be sold by the special occasion licensee. Alcohol cannot be given away. Outdoor events must be enclosed. More information and application available at the WSLCB website. Application and fees due at least 45 days before event.
- Banquet Permit (Private Event) - A banquet permit is a permit you apply for that allows the service and consumption of liquor at a private, invitation-only banquet or gathering held in a public place or business. Examples include weddings, company banquets, retirement parties, and club events. This Does Not Authorize the Sale of Alcohol. More information and application available at the WSLCB website.

When hiring a caterer, servers must be Mandatory Alcohol Server Training (MAST) certified and have proof of certification with them while serving. Anyone who serves an alcoholic beverage to an intoxicated person or minor can be held personally liable under state tort law for the acts of an intoxicated individual.

Once the licensee gets a WSLCB permit, the licensee must work with park staff to assure a safe event.

2023 Riverfront Park Rental Rates

Havermale					
Map Location	Facility	Approx. Sqft	Capacity	4 Hours	All Day
1	East Havermale	196K	24,170	\$1,250	\$2,175
1A	Lilac Bowl	116K	16,571	\$750	\$1,300
1B	Forestry Shelter and Lawn	12K	1,885	\$400	\$750
1C	Havermale Point	40K	5,714	\$500	\$800
Meadows					
2	Clock Tower Meadow	58K	8,285	\$650	\$1,200
3	Red Wagon Meadow	23K	3,285	\$450	\$750
South Gateway					
4	South Gateway	49K	6,904	\$900	\$1,500
4A	Rotary Fountain Plaza	39K	5,571	\$400	\$625
4B	Locust Lane & Lawn	20K	1,333	\$400	\$700
Looff Carrousel					
5	Looff Carrousel	4,603	434	\$1,700	n/a
5A	Event Room – 3 available	1.2k (appx. 400 ea.)	24 per room	1 x Rm – \$350 2 x Rms – \$525 3 x Rms – \$675	n/a
5B	Looff Patio	1K	49	w/o Rm – \$300 w/ Rm – \$200	n/a
5C	Looff Plaza	10K	660	\$400	\$625
Numerica Skate Ribbon & SkyRide					
6	Numerica Skate Ribbon & SkyRide	18.9K	-	Apr – Sept: \$1,500 Nov – Feb: \$4,500	n/a
6A	Event Room	400	30	\$300	n/a
6B	Patio	1.9K	126	\$275	n/a
Snxw Meneo					
7	Snxw Meneo	11.5K	1,642	\$550	\$975
7A	Amphitheater	7.8K	520	\$300	\$500
7B	Lawn	1.4K	93	\$300	\$500
7C	Inspiration Point	2.3K	153	\$250	\$400
Bridges					
8	South Howard Street Bridge (Orange Bridge)	10K	660	\$600	\$1,000
9	North Channel Bridge	6K	420	\$350	\$600
Central Promenade					
10	Central Plaza & Promenade	74K	9,250	\$750	\$1,300
Tribal Gathering Place					
11	Tribal Gathering Place	11K	314	\$425	\$700
Sister Cities Gardens					
12	Sister Cities Gardens	8K	75	\$450	\$750
Shelters					
13	North Bank Shelter	2.4k	156	\$400	\$750
1B	Forestry Shelter and Lawn	12K	1,885	\$400	\$750

Pavilion					Event Rate
14	Entire Pavilion Ticketed	103K	5000	4 hours	n/a
				All Day	† \$7,500 (ticketed) \$8,000 (non-ticketed)
14A	Pavilion Amphitheater (stage rental included, additional fees transport and labor required)	70k	5000	4 hours	n/a
				All Day	† \$5,150 (ticketed) \$5,400 (non-ticketed)
14B	Public Lobby (non-event days only)	4.7K	320	4 hours	\$550
				All Day	\$975
14C	Expo Meeting Room	600	97	4 hours	\$300
				All Day	\$525
				w/ Pavilion Rental	Included
14D	74 Meeting Room	600	98	4 hours	\$300
				All Day	\$525
				w/ Pavilion Rental	Included
14E	Sky Room	1.4K	107	4 hours	\$550
				All Day	\$975
				w/ Pavilion Rental	Included
14F	Green Rooms 1 and 2	600	15	4 hours	\$250
				All Day	\$450
				w/ Pavilion Rental	Included
14G	Service Yard			4 hours	\$500
				All Day	\$875
				w/ Pavilion Rental	Included
14H	North Terrace			4 hours	\$300
				All Day	\$525
				w/ Pavilion Rental	Included
14I	South Terrace			4 hours	\$300
				All Day	\$525
				w/ Pavilion Rental	Included
14J	Garco Terrace (Elevated Experience)	2.1K	240	4 hours	\$500
				All Day	\$875
				w/ Pavilion Rental	Included

Filming and Photography Policy & Rates	
Please view our filming and photography policy (PDF)	
Still photography & non-profit filming (except weddings)	No charge if using space "as available".
Comercial Use (motion pictures, video, feature films, movies, advertisements, etc.)	\$625 per use, four-hour maximum. No refunds.

Parking Lots, Pathways, Other			
Walks/Runs using Pathways	Varies	All Day	\$250
No Fuss 1-hr Ceremony	Varies	1 hour	\$150
Washington Lot	149 parking spots available	All Day	\$3,000
Washington St. Couplet Lawn	Varies	4-Hours	\$300
		All Day	\$500

Vendor Space Fees	Attendees	
Small Event	0-500	\$200 per day
Medium Event	501-1000	\$300 per day
Large Event	1001+	\$400 per day

Clock Tower & Pavilion Lighting	
Please view our lighting policy (PDF)	
Lighting request form submission required.	
Clock Tower	Permit fee \$50 per day - *fee waived for event rentals
Pavilion	Free

Additional Rentals	
40x40 or 40x60 Stage (Special requirements apply, set up and tear down fee included)	\$5,000 (Day 1) \$2,000 (per day thereafter)
Room Reset Fee	\$50 per day
A- Frame (blank)	\$5 per day
Standing Sign (8"x10" or 11"x17" options)	\$5 per day
Cord Covers 3'	\$10 per day
4' Round Table Dining Height Seats 4	\$10 per day
5' Round Table Dining Height Seats 8	\$10 per day
6' Rectangle Banquet Table	\$10 per day
8' Rectangle Banquet Table	\$10 per day
3' Round Cocktail Height	\$10 per day
3' Round Patio table w/ 4 Chairs	\$20 per day
Table Skirting	\$5 per day
5' Plastic Folding Table	\$8 per day
6' Plastic Folding Table	\$8 per day
Plastic Folding Chairs	\$2 per day
Plastic Non-Folding Chair	\$2.50 per day
Padded Folding Chair	\$2.50 per day
Black stanchion (9' length)	\$8 per day
Extension Cord	\$20 per day
PA System w/Wireless Mic	\$200 per day
Rustic Picnic Table w/2 benches (20 tables + 40 benches available)	\$20 per day
Spider Box	\$125 per day
Event Fence Section (8' wide x 3.5' tall - 150 pieces available)	\$12 per piece/day
Event Fence Section (10' wide x 6' tall - 80 pieces available)	\$15 per piece/day

Discounts
<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. Community Event Discounts</p> <p>a. 35% Event is free and open to the public; OR,</p> <p>b. 30% Public fundraiser (fun run, entrance fees, etc.); OR,</p> <p>c. 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. 75% 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.</p>

Pavilion Rates
† Flat rate or 10% of gross gate receipts, per performance, whichever is greater.
Rates subject to change.
Footnotes
<p>1. Organizations with a 501 (c) (3)</p> <p>Exceptions may be provided to locally based nonprofits that do not have a Fiscal Agent. The event proceeds should benefit the organizations mission and the community as a whole. Exception may also be granted if the event has received a government grant (not including sponsorships) to produce the event.</p>
<p>2. Commercial Performance/Event – Defined as public or private sector (excluding city agency or nonprofit organization).</p>
<p>3. Community Performance/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>4. Full day (6am - midnight) and 4 - hour rates are inclusive of move-in and move-out periods for events.</p>

EXHIBIT A
TERMS AND CONDITIONS FOR RIVERFRONT PARK – PUBLIC AND PRIVATE EVENTS

This statement of Terms and Conditions relates to the non-exclusive revocable license to use specific area(s) and facilities ("Premises") of Riverfront Park located at 507 North Howard Street, Spokane, Washington 99201, for the subject event between the CITY OF SPOKANE PARKS AND RECREATION DEPARTMENT, as "The City," and the party identified on the associated Riverfront Park Use Agreement or Group Reservation Contract, hereinafter referred to as "Licensee." To the extent terms vary or are in conflict between this document and the Riverfront Park Use Agreement or contract, if applicable, the terms of the Riverfront Park Use Agreement or contract shall govern.

EVENTS IN RIVERFRONT PARK

These Terms and Conditions apply to all special uses which are staged within the boundaries of Riverfront Park, or have impact upon its property and/or facilities. It is the sole responsibility of Licensee to ensure participants have knowledge of and are in compliance with the following Terms and Conditions.

LAWS, RULES, & REGULATIONS

Licensee may use the Premises during such times and for the purposes set forth in the associated Use Agreement or Group Reservation Contract and at no other time and for no other purpose without the City's prior written consent. Licensee shall comply with all Laws applicable to Licensee, the Premises, this License Agreement and Licensee's activities and obligations hereunder, and shall have the sole responsibility for costs, fees, or expenses associated with such compliance. As used herein, the term "Laws" shall mean any and all statutes, laws, ordinances, codes, rules or regulations or any order, decision, injunction, judgment, award or decree of any public body or authority having jurisdiction over Licensee, the Premises, this License Agreement, and/or Licensee's obligations under this License Agreement. If any governmental license or permit is required or

desirable for the proper and lawful conduct of Licensee's activities in or on the Premises, or if the failure to secure such a license or permit might in any way affect the City, then Licensee, at Licensee's sole cost and expense, shall procure and thereafter maintain such license or permit and submit the same to inspection by the City. Licensee, at Licensee's sole cost and expense, shall at all times comply with the requirements of each such license or permit.

CONDITION OF PREMISES

Licensee has inspected the Premises, accepts its condition and agrees that there are no repairs, changes, or modifications to be made to the Premises by the City to accommodate Licensee's intended use of the Premises. Licensee accepts the Premises "as is," subject to all existing liens, encumbrances and other matters of record and all zoning and building regulations which affect the Premises. Licensee acknowledges that the City its agents, officers or employees have not made any representations or warranty with respect to the Premises or the suitability for Licensee's intended use and that no representations or warranty have been made as to the state of construction or repair of the Premises.

SITE PLAN

Depending on the nature of the event, 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 balloon 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 departments and/or agencies. The City 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.

RUNS, WALK, & RACES

The City reserves the right to change the routes of runs/walks/races if, at the discretion of the City, the route interferes with normal park operations, raises public safety concerns or the turf conditions cannot support the event. Participants must stay on pathways in the park. The City encourages the use of cones, free standing signage, and volunteers to make sure 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 marking of any pavement or hard surface. Any marking used to designate the route must be removed at the conclusion of the event.

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 event manager. All vehicles related to an event must have a vehicle permit displayed in the front window when on park property. There is a fee for vehicle permits. 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; and 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 directly to Licensee.

INSURANCE REQUIREMENTS

For public events and private events with over 200 attendees, a Certificate of Insurance (COI) will be required before a final permit is approved. The Licensee is required to provide a COI which shows \$1 million in worker's compensation, general liability insurance, and automobile insurance and a policy endorsement which names the City of Spokane (808 W. Spokane Falls Blvd., Spokane, WA 99201) as additional insured. A. Worker's Compensation Insurance in compliance with RCW 51.12.020, which requires subject employers to provide workers' compensation coverage for all their subject workers;

B. General Liability Insurance on an occurrence basis with a combined single limit of not less than \$1,000,000 each occurrence for Bodily Injury and Property Damage. It shall provide that the City, its agents, officers and employees are Additional Insureds but only with respect to the Consultant's services to be provided under this Agreement; and C. Automobile Liability Insurance with a combined single limit, or the equivalent of not less than \$1,000,000 each accident for Bodily Injury and Property Damage, including coverage for owned, hired or non-owned vehicles.

There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without thirty (30) days written notice from the Consultant or its insurer(s) to the City. As evidence of the insurance coverages required by this Agreement, the Consultant shall furnish an acceptable Certificate of Insurance (COI) to the City at the time the Consultant returns the signed Agreement.

FOOD & BEVERAGE EXCLUSIVITY

Lancer Hospitality is our exclusive service provide for all concessions, catering, and alcohol services within the US Pavilion, Loeff Carrousel,

Numerica Skate Ribbon, and all catering in Riverfront Park private outdoor rental spaces.

BEVERAGE SALES

Riverfront Park “The City” and Lancer Hospitality has the exclusive concessions on all non-alcoholic beverages in Riverfront Park. No non-alcoholic beverages, not supplied by “The City” or Lancer Hospitality shall be sold or sampled without special permission by Park Director.

ALCOHOL POLICY

Lancer Food & Beverage is the exclusive service provider of alcohol within Riverfront Spokane indoor facilities; Looft Carousel, Numerica Skate Ribbon, and U.S. Pavilion.

The consumption of alcoholic beverages is not permitted in Riverfront Park outdoor spaces unless the licensee is granted a proper permit through the Washington State Liquor and Cannabis Board (WSLCB). Once the licensee gets a WSLCB permit, the licensee must work with the Park Director and Park Rangers to assure a safe event.

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, swimming 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 Events coordinator (other events may be added as appropriate); 3) the Spokane Parks and Recreation Department will provide and install standardized tobacco-free one signs when required; 4) temporary event signage will be the responsibility of the event licensee; 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; and 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 through the Riverfront Park events office.

GARBAGE, WASTE WATER, & GARBAGE DISPOSAL

Site plans must include plans for the disposal of excess garbage or other waste directly related to the event. 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. Licensee will be charged for disposal of waste or any damage which occurs as a result of improper disposal.

PERSONNEL & 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 licensee. All extra services must be requested no later than 21 working days prior to the event. If available, extra services/equipment requested less than 10 days prior to the event will be charged at twice the regular rate.

RESTROOMS

While many 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 Park’s Event Manager. Five percent (5%) of all portable rest rooms must be ADA approved. Licensee is solely responsible for the expense of portable restroom(s).

MUSIC/PUBLIC ADDRESS SYSTEMS/NOISE ORDINANCE

P.A. systems cannot be used after 10:00 p.m. unless a variance has been granted by the City of Spokane Code Enforcement office. The City retains the right to control the P.A. volume. When music or a public address system is necessary for a special use activity, manager approval is necessary and the licensee is responsible to: 1) get proper approval from the Park and City of Spokane Code Enforcement office; 2) use professional audio / stage technicians; 3) adhere to "start/end" times; 4) ensure the use of approved staging; 5) provide all extra services and equipment as necessary; and 6) inappropriate language or actions may result in the privilege being revoked.

PUBLIC ACCESS/GREEN SPACE

It is the desire of the City 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 licensee's responsibility to provide appropriate signs directing the public to alternate 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.

NONDISCRIMINATION

No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this Agreement because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities. The Licensee agrees to comply

with, and to require that all subcontractors comply with, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, as applicable to the Licensee.

DAMAGES

Licensee shall not cause or permit anything to be done to injure, mark, or in any manner deface the Premises or any equipment located on the Premises. Licensee shall keep the Premises and facilities clean and safe from damage. In the event of damage to the Premises or equipment, the Licensee shall pay to the City, on demand, the sums needed to fully restore the Premises or equipment, or repair the damage. The damage shall include crowd damage as a result of failure to maintain order, and / or failure to have a sufficient security force in place necessary to maintain order.

AGREEMENT SUSPENDED

In the event of impossibility or impracticality of the event/activity because the Premises or any part is destroyed or damaged or rendered unfit for occupancy or in case of emergency or strike, this Agreement shall at the option of the City be suspended and the City shall return to the Licensee any advance payment without further liability or obligation. The Licensee waives all rights of actions against the City for loss of use of the Premises, including consequential losses, due to fire or other hazards, however caused.

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 thirty (30) days in advance of the activity and must be in writing. The name, address and 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 appeals process.

INDEMNIFICATION

Licensee shall defend, indemnify, and hold the City and its officers and employees harmless from all claims, demands, or suits at law or equity asserted by third parties for bodily injury (including death) and/or property damage which arise from Licensee's negligence or willful misconduct under this Agreement, including attorneys' fees and litigation costs; provided that nothing herein shall require Licensee to indemnify the City against and hold harmless the City from claims, demands or suits based solely upon the negligence of the City, its agents, officers, and employees. If a claim or suit is caused by or results from the concurrent negligence of Licensee's agents or employees and the City, its agents, officers and employees, this indemnity provision shall be valid and enforceable to the extent of the negligence of Licensee, its agents or employees. Licensee specifically assumes liability and agrees to defend, indemnify, and hold the City harmless for actions brought by Licensee's own employees against the City and, solely for the purpose of this indemnification and defense, Licensee specifically waives any immunity under the Washington State industrial insurance law, or Title 51 RCW. Licensee recognizes that this waiver was specifically entered into pursuant to the provisions of RCW 4.24.115 and was the subject of mutual negotiation. The indemnity and agreement to defend and hold the City harmless provided for in this section shall survive any termination or expiration of this agreement.

CONTRACT DOCUMENTS

This statement of Terms and Conditions and the Licensee's associated Use Agreement or Group Reservation Contract comprise the complete understanding between the parties.

Example Event Timeline

Event Name

Event Contact Name /Phone

Event Dates 6/2/23-6/4/23

DAY #1-DATE: 6/2/23

Time	Activity	Location	Notes
11:00AM	Event Staff Arrives	Clock Tower Meadow	Staff will park offsite
Noon	Tent Delivery & Setup	Clock Tower Meadow	Rental Co. Vehicles will drive into park
1:00 PM	Portable Restroom Delivery	Clock Tower Meadow	1 vehicle will drive into park Driver Phone 509-555-5555
3:00 PM-5:00PM	Stage/Sound Setup and Check	Clock Tower Meadow	Stage Co. Staff. 2 vehicles will drive into Park.
6pm-6:30am	Over night security	Clock Tower Meadow	2 security guards to watch stage/sound.

DAY #2-DATE: 6/3/23

Time	Activity	Location	Notes
6:00 AM	Place load-in signs and signs on trails for run.	Park Path and Centennial Trail	
7:00 AM-8:30 AM	Food & Vendor Load-in	Clock Tower Meadow	3 food trucks & 8 sponsor vehicles will drive into park escorted by event staff
9:00-11 AM	Run	Park Paths/Centennial Trail	10k Begins at 9AM 5k at 9:15 AM. 1,100 runners
11:30 AM	Awards Presentation	Stage	
Noon-1:00PM	Band #1 Plays	Stage	
1:30-2:30PM	Band #2 Plays	Stage	
3:00-4:00 PM	Band #3 Plays	Stage	
4:30 PM	Event Closes to Public		
5:00 PM	Vendor Load-Out Begins	Clock Tower Meadow	Multi-Vehicles will drive into park escorted by event staff
5:00 PM	Sounds/Stage Breakdown	Clock Tower Meadow	2 Trucks will drive in park

DAY #3-Date: 6/4/23

Time	Activity		Notes
8 AM	Tent Breakdown and Pickup	Clock Tower Meadow	
9 AM	Portable Restroom Pickup	Clock Tower Meadow	
10 AM	Final Cleanup	Clock Tower Meadow	

Use extra rows/pages as necessary.