



Event Planning Guide

2025 - 2026

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[Venue Rates & Capacities](#)

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!

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. To begin the reservation and booking process, submit an online event inquiry form at riverfrontspokane.org.

Freedom of Speech Gathering

Although Freedom of Speech gatherings typically do not require a park reservation or fee, we strongly encourage event organizers to submit an online event inquiry form. This allows us to check venue availability and help prevent conflicts with existing reservations. If your event involves tents or canopies, heavy equipment, onsite vendors, vehicles entering the park, or access to electricity, 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
- Matt Russell, Event and Group Rental Manager, Gesa Pavilion | mrussell@spokanecity.org; 509-625-6661
- Roni Wenz, Community Engagement Manager | rwenz@spokanecity.org; 509-625-6612
- Regan Farmer, Marketing Coordinator | rfarmer@spokanecity.org; 509-625-6631

Booking Your Event

Reservation Process

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 you 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 complete the vendor registration form.

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

Riverfront Spokane has an exclusive concessionaire available to provide food and beverage services upon request. For outdoor venues (excluding the Gesa Pavilion), event organizers may procure their own food and beverage providers. However, all food and beverage providers must enter into a contract with the park and are required to pay a 10% commission fee.

Please note that Riverfront Spokane has an exclusive pouring rights agreement with Swire Coca-Cola. As such, all beverages—including water—must be purchased through Riverfront Park. Beverage orders can 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](https://www.axs.com) 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.

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 and \$2,000,000 aggregate.</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 coverage that meets state minimums.

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 and \$2,000,000 aggregate 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 and \$2,000,000 aggregate 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.

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.