



## Riverfront Spokane Booking Process-Scheduling Policy

ITEM	DETAILS
<b>Riverfront Spokane Rental Rates</b>	Rental Rates are available at <a href="https://my.spokanecity.org/riverfrontspokane/book-a-venue/rates/">https://my.spokanecity.org/riverfrontspokane/book-a-venue/rates/</a>
<b>Riverfront Spokane Booking Process</b>	<p>The Riverfront Spokane booking-scheduling policy is designed to obtain maximum utilization of the park and provide fair and equitable availability to a broad spectrum of events and entertainment presenters.</p> <p><b>Event Priorities</b></p> <p>#1 Annual Park Events &amp; Blackout Dates (event organizers must provide blackout date by Nov 1 of the previous year)</p> <p>#2 AEG Concerts (per scheduling requirements outlined in contract – Pavilion only)</p> <p>#3 Other/City Produced Events (first come, first served basis)</p> <p><b>Hold System &amp; Challenges</b></p> <p><i>Tentative/Soft Hold – Inquiry</i></p> <ol style="list-style-type: none"> <li>1. Is the date available?</li> <li>2. Is the event desired?</li> <li>3. Does the user qualify?</li> <li>4. Basic contract terms agreed?</li> </ol> <p>If yes, issue a “Tentative/Soft Hold” for date (subject to challenges)</p> <p><b>Confirmed – Contract Issued</b></p> <ol style="list-style-type: none"> <li>1. Promoter/organization qualified</li> <li>2. Contract terms agreed</li> <li>3. Contract issued</li> <li>4. Contract returned in 30 days</li> <li>5. Deposit received (25% non-refundable)</li> </ol> <p><b>Contracted</b></p> <ol style="list-style-type: none"> <li>1. Contract is signed and returned</li> <li>2. Deposit returned with contract</li> <li>3. Park/City signs contract</li> <li>4. Prepare to announce</li> </ol> <p><b>Challenging Hold Dates</b></p> <p>An event may issue a challenge for a date that has a tentative/soft hold. When a challenge occurs, the event manager contacts the event organizer who has the tentative soft hold on the date and announces that another event is seeking the same dates. The first event then must either enter into a contract for the date within 48 hours or remit a nonrefundable deposit in order to keep the tentative hold status. If the original event does neither, the date is relinquished and awarded to the challenger. The challenger must immediately execute a contract when the date becomes available.</p>