



POLICY FOR CONDUCTING SPECIAL EVENTS AT
MAIN STREET GARDEN
Downtown Dallas, Inc.

SCOPE OF THE POLICY

This Special Events Policy of Downtown Dallas, Inc. which closely follows the Special Events Policy of the Dallas Park and Recreation Department (as amended in 2009) and the City of Dallas Office of Special Events will serve as the framework for regulation and approval of all special events held at Main Street Garden. It shall be unlawful for any person or organization to hold a special event at Main Street Garden without complying with the procedures set forth in this policy.

A. Fees

A fee, per day of the special event, will be assessed payable to: Downtown Dallas, Inc. 2200 Ross Ave. Ste. 4600E, Dallas, TX 75202. The hours considered to be one full day of rental is any time between 12:00am and 11:59pm of said day. The fee charged is based on the defined area¹ of the park requested for rental:

- Great Lawn - \$1,000
- Dog Run - \$500
- Tot Lot - \$500
- Fountains and immediate surround area - \$500
- Entire Park - \$2,000

In addition, a refundable deposit that is equal to the fee charged will be required to reserve the park. The refundable deposit fee should be paid to Downtown Dallas, Inc. The refundable deposit will be returned within 48 hours of the completion of the Event or when vendor fees have been obtained, whichever comes later, provided the terms and conditions described Section B. (Clean-up and Park Damage) are met. All Event applications and fees are due no later than two weeks prior to the Event or the reservation will be cancelled.

B. Clean-up and Park Damage

Each Applicant wishing to hold a special event in Main Street Garden is responsible to see that no damage or harm comes to the landscaping, fixtures, public art or any other features of the property within Main Street Garden. Nothing is allowed to be affixed to any piece of public art including the lighted park sign and garden shelters. Downtown Dallas, Inc. demands that each Applicant will return the Property in the exact condition under which the Applicant found the Property prior to Event set-up. All trash, signage, equipment, other debris, or any other physical evidence that a special event took place **MUST** be removed from Main Street Garden immediately following the Event. If Applicant fails to meet any of these conditions, Downtown Dallas, Inc. may elect to not return the Applicant's refundable deposit, at the sole discretion of

¹ Please see site layout.

Downtown Dallas, Inc., which will not be unreasonably withheld. Downtown Dallas, Inc. and the Dallas Park and Recreation Department reserve the right to take other actions to recover the cost of damages that exceed the deposit. If the damage exceeds the amount of the deposit, Downtown Dallas, Inc. and the Dallas Park and Recreation Department reserve the right to charge the Applicant for the amount that exceeds what is covered by the deposit.

C. Event Plan

Each applicant must submit an event plan including full event description. This includes, but is not limited to, size and placement of all signage, event purpose, expected attendance, hours of operation, list of vendors and type of products, staffing plan, layout, and site plan. A Special Event Permit from the City of Dallas will be required for street closures and if alcohol is being served. If any tents exceed 400 square feet, an additional permit will be required from the City of Dallas Department of Building Services. All items **MUST** be submitted to Downtown Dallas, Inc. at least two weeks prior to Event date.

D. Signage

All signage for the Event must be approved by Downtown Dallas, Inc. No banners, signs or other Event advertisements may be hung from trees, buildings, fencing or public art pieces. Each Applicant must provide details about the signage including size and placement of all signage in submitted event plan.

E. Staging

Main Street Garden has two permanent staging areas. One is on the Harwood side of the park and the other is along the Commerce side of the park. Either or both stages may be used for a permitted event. Detailed descriptions of any lighting and/or audio/visual equipment must be provided in the event plan and approved by Downtown Dallas, Inc. Staging from an outside source is not allowed to be brought onto the park.

F. Vehicles

No vehicles are allowed on Main Street Garden Park grounds. If you need to load and unload materials from a vehicle, metered parking is available. You may apply to hood the meters for a feet through the Dallas Parking Meter Operations.²

G. Fountain

The fountain on Main Street Garden may be requested to be on or off. If they are requested to remain on beyond the normal operating hours, a fee will be charged. The hourly fee for this service is determined by the City of Dallas and Downtown Dallas, Inc. and will be provided upon request. The fountain may not be able to be turned on at times due to extenuating circumstances.

H. Insurance

Insurance no less than one million aggregate and one million per occurrence is required. If alcohol is being sold, please provide liquor liability coverage of no less than one million

² See Resources Guide.

aggregate and one million per occurrence. Insurance must name the City of Dallas, the Dallas Park and Recreation Board, and Downtown Dallas, Inc. as additionally insured.

I. Utilities

Main Street Garden has a number of dedicated electrical circuits available to provide electricity for the Event. This electricity is available upon request for special events. Depending on your electrical needs, an electrician with the City of Dallas may be required to be on site for the duration of your event as determined by **DOWNTOWN DALLAS, INC.**. The hourly fee for this service is determined by the City of Dallas and will be provided upon request. The cost of the electrician will be at the Applicant's expense.

E. Alcoholic Beverage Permit

The following requirements must be met in order to be issued a permit to have alcohol at a special event. A copy of the City of Dallas Special Event Permit, insurance, and Texas Alcoholic Beverage Commission license **MUST** be provided to Downtown Dallas, Inc. prior to the event. Consumption of alcohol outside buildings and their immediate enclosed fenced areas shall be from non-glass containers including but not limited to glasses, cups, mugs and bottles.

1. License from the Texas Alcoholic Beverage Commission.³
2. Special Event Permit from the City of Dallas Office of Special Events and all subsequent insurance, fees, security and other compliance issues as regulated by the City.⁴
3. Liability insurance in an amount to be determined by the City, but no less than one million dollars aggregate and one million dollars per occurrence. Insurance must name the City of Dallas, the Dallas Park and Recreation Board and Downtown Dallas, Inc. as additionally insured.
4. Consumption of alcohol must be contained within a designated enclosed area. An enclosed area is one whose perimeter includes a permanent fixed fence or a temporary fence of not less than three (3) feet in height, constructed of chain link material, fiberglass or wood picket and whose points of ingress and egress are controlled by security personnel. Event organizers shall retain care, custody and control of all alcoholic beverages being consumed.
5. Police officers must be present. The number of officers required will be determined by the Office of Special Events. The cost of the required police officers will be paid by the Applicant.
6. A Downtown Dallas, Inc. staff person, upon Downtown Dallas, Inc. discretion, may be required to be present to monitor the event. The cost of this staff person will be paid by the event promoter at a rate of \$30.00 per hour.
7. Signage must be posted and visible to spectators and the public identifying the designated area approved and specially permitted by Texas Alcohol and Beverage Commission for the consumption of alcoholic beverages.

J. Vendors

³ See Resource Guide

⁴ See Resource Guide

The operator of the Lily Pad, the concession café at Main Street Garden, has right of first refusal for all food and beverage catering on Main Street Garden. If outside food and beverage vendors are approved by Lily Pad operator and Downtown Dallas, Inc. all food service must meet City of Dallas Environmental and Health Services Department requirements and must obtain a temporary food event permit and all for-profit vendors must obtain a vending permit from the City of Dallas special events office. Sales of food and beverages are subject to a fee of 15% of all sales and must be paid to Downtown Dallas, Inc. no later than two weeks after the Event date. If the fees are not received, Downtown Dallas, Inc. will refuse further applications from the applicant.

Dry good vendors are subject to approval by Downtown Dallas, Inc. and list of vendors must be submitted no later than two weeks prior to the Event date. Dry good vendors are subject to a fee of 15% of all sales paid to Downtown Dallas, Inc. no later than two weeks after the Event date. The applicant is responsible for acquiring these fees and ensuring they are submitted to Downtown Dallas, Inc.

K. Hours of Operation

Main Street Garden's hours of operations are 6:00am until 12:00am seven days a week.

All events must discontinue the use of amplified sound equipment after 10:00 pm and end by 11:00pm. Sound amplification must not adversely impact the quality of life of surrounding areas. Sound levels may be controlled by Downtown Dallas, Inc. and/or Dallas Police Department.

I, _____, on behalf of _____, hereby acknowledge I have read the above and will comply with all requirements.

Signature: _____ Date: _____