

Rules and Regulations:

- Event site must be cleaned, swept, washed and restored to its original set up once the event is over. The River Market staff will provide trash bags, brooms, etc. If clean up is not acceptable a fine \$2,000 will be added to your event charges.
- If groups of 500 or more are attending an event, the River Market requires a dumpster to be supplied by the renting party for the duration of the event. Dumpster sizes vary per event.
- Event coordinator will provide a list of all subcontractors (caterer, band, production, ice, portalets, etc.) thirty days prior to the event. Event producer and sub-contractors must load out at end of event unless pre-arranged, i.e. ice merchandisers, staging, lights and sound, soft drink dispensers, signage, decorations, tables, chairs, vehicles...any items left will result in an additional day rental charge. The River Market Special Events Coordinator must approve any deviation from this policy in writing.
- The River Market does not store anything in or rent out basements, closets or attics.
- When alcohol is being sold on site, the Alcohol Beverage Commission (ABC) requires written permission. When alcohol is served on site, the City requires security to be present at the event. The number of officers varies based on attendance and type of event.
- When attendance is above 500, the City requires security to be present at the event. The number of officers varies based on attendance and type of event.
- The River Market does not hang banners for clients. Clients are not allowed to attach banners or decorations to trees.
- If groups of 500 or more are attending an event, the River Market requires the party to secure or rent portalets. The number of units is based on each event.
- When the renting party is waived of any fee's, the party is responsible for complete set up of tables, chairs, barricades and must follow all existing guidelines as indicated in writing or discussed in a planning meeting or telephone conversation.
- Parties needing more than 100 amp's electricity will be charged a \$50 electrical charge to use additional electrical distribution. Renting parties are responsible for electrician fees if necessary.
- On Tuesday and Saturday load in is 4:00pm for the East Pavilion and 4:30pm for the West Pavilion. All other days and venues 2pm. Early load in must be coordinated with Special Events Coordinator and requires a \$50.00 early load in fee.
- Certain guidelines exist depending on type of catering. i.e. fish fry's must cook on grass or in trailers unless otherwise arranged with city personnel.
- When entertainment is in the pavilions, volumes must be moderate and controlled. No obscene language or gestures permitted on City property.
- Vehicle access is through the River Market alley. No vehicle is allowed to stay in the alley past the 15-minute loading zone due to fire requirements.
- No glass, glitter, confetti, balloons or duct tape allowed in the park.

Renting Party

Signature

Date