



## RULES FOR SPECIAL EVENT PARKS

1. An event representative must be onsite during event move-in and move-out. No vendors, sponsors or merchants will be allowed access into the park to set up if event representatives not present.
2. No staking of tents or any other equipment in the park.
3. Everything must be weighed down by sand bags or water ballasts. Weights for tent legs must be at least 40 lbs. each. Weights must be securely attached to canopy roof and canopy leg separately. Ropes and straps should be high quality. Bungee or rubber straps are prohibited. Weights must be on the ground and not dangling. Weights and lines must not pose a hazard and be clearly visible. Items that make acceptable weights: 5 gallon bucket full of water, sand, or concrete; 4" PVC pipe at least 36" long filled with concrete; large commercially available tent weights; sandbags or salt bags 40lbs or heavier
4. For maximum safety, tents should be secured as soon as they are put up, and brought down as soon as weight is removed. Do not leave unsecured tents at any time.
5. Tents must be set 3 feet from sidewalk on the lawn.
6. No obstruction is permitted on the Riverwalk or any public pathway without proper authorization.
7. Cord covers (yellow jackets) must be over any electrical extension cord or water hose that cross any public pathways. Cord covers are to be provided by event organizer.
8. Plywood must be placed under any vehicle tires and engine parked on non-load bearing areas in the park.
9. All vehicles not involved with event will need to be out of the park at least one hour prior to event start time.
10. Public access cannot be denied -- Park cannot be closed off with fencing no more than one hour prior to event permitted times.
11. Gated events cannot block access or fence in to splash pads, playgrounds, tennis courts, athletic fields.
12. Event must have an ADA viewing area if there is stage entertainment.
13. Public restrooms cannot be used exclusively for VIPs.
14. No sidewalk chalk or lawn marking paint allowed.
15. Plywood and tarps must be placed under any heat source including grilling equipment, fryers, warmers, etc.
16. Electricity is available but not guaranteed. Limited potable water is available.
17. No glass is allowed in the park. Exception to rule allows only back of house server to pour from glass into plastic cups keeping glass in secured location so that it does not end up all over the park. Glass bottles are to be contained in cardboard boxes once emptied.
18. Class K Fire extinguishers are required for any cooking that causes grease laden vapor.
19. Propane must be connected by a hose that is minimum of 5' in length and away from the flame source.
20. Event promoter/organizer responsible for cleanup of any grease spill or waste spill.
21. Event promoter/organizer will incur additional charges for waste disposal for items left post event by event vendors, sponsors, etc.

22. No styrofoam is permitted for use in City parks.
23. Tying off equipment or tenting into trees, railing, benches, poles and fencing is not allowed.
24. Gray water must be disposed properly. No pouring into the storm drains, flower beds and/or lawn.
25. No confetti/ streamers permitted in the park.
26. Event organizers/firework vendors are responsible for cleanup of any firework debris if fireworks are shot within a park. Staging area must be secured from public prior and during shoot.
27. Bounce houses are permitted with approved vendors only. No staking allowed for bounce house. These must be secured with at least 500 lbs. of weights.
28. Feather flag exit signs are required for all gated events. Signs are to be placed at all exits, including emergency exits. And must be a minimum of 12" above the top fence rail.
29. Portalets may be set up the day before an event and clean up the day after an event, but they must be secured closed when not in use prior and after event.
30. Amplified sound is permitted from 8am to 10pm ONLY. While amplified sound is permitted during that time, it must be played at a reasonable level, no more than 86 decibels.
31. Access into parks will be at the discretion of Parks Operation Team. Organizers and vendors are not permitted to remove bollards.
32. Parks Operation may require staging of vendors for Water Works at 1420 Tampa Street to avoid traffic congestion on Doyle Carlton.
33. All event equipment must be out of the park by close of business of designated load out date.
34. Event must have a contingency plan for inclement weather. The City does not cancel an event unless there is a threat to public safety such as lightning or high winds. Event Organizer and City representatives may discuss a delay if the event is operational when inclement weather occurs.
35. Lawn conditions after inclement weather may dictate the location of event infrastructure. It is advised that event organizers have optional site plans if lawn conditions does not permit any structure placement or vehicle movement.
36. Events must provide access from Ashley Street and RiverWalk for stakeholders at Curtis Hixon Waterfront Park.
37. Lane Closure of Ashley Drive or Old Water Street for move-in and move-out is required based on Parks Operation Team's discretion.
38. Lane Closure of Harrison Street required if using stage pad at Perry Harvey Sr. Park.
39. No PARKING in RIGHT OF WAY of Ashley Drive, Twiggs Street or Gasparilla Plaza during Load In, Load Out and during event. Vehicles in violation are subject to tickets and being towed.
40. No driving or parking equipment on louver fountains and mist fountains. No driving on non-load bearing areas, Riverwalk, and Museums' properties. Vehicles include golf carts, gators, trucks et all.