



**PARTIAL LIST OF POLICIES GOVERNING
EVENTS AT RIVER PARKS**

INSURANCE: During the life of the Event Contract, the Permittee shall, at their own expense, maintain in full force and effect, insurance policies written by an insurance company authorized to do business in the State of Oklahoma, in such form and with such endorsements as shall protect the Authority against any and all such damages, loss, claim or expense resulting from the operation of this Event.

Specifically, the Permittee shall maintain the following insurance coverage:

Worker's Compensation (if applicable): Statutory

Employer's Liability (if applicable): \$100,000 each accident

Comprehensive General Liability

Bodily Injury: \$175,000 individual any single accident

Bodily Injury: \$1,000,000 multiple claimants any single accident

Property Damage: Each Accident, \$50,000; and

Product Liability Insurance: Same as bodily injury.

Comprehensive Automobile Liability

Bodily Injury: \$175,000 individual any single accident

Bodily Injury: \$1,000,000 multiple claimants any single accident

Said policies must specifically name these three entities:

1. River Parks Authority, Tulsa, Oklahoma; 2. City of Tulsa, and 3. Tulsa County

as Additional Insureds and granted a Waiver of Subrogation as required by written contract thereunder; until such policies of insurance reflecting such coverage have been submitted to and approved by Authority, this contract is without force or effect.

(Important Note: These three entities must be named as "ADDITIONAL INSUREDS and Waiver of Subrogation". This is not the same as "Certificate Holder!" See your insurance agent--this is the most common reason for rejected certificates.)

Damages: Permittee shall reimburse Authority for any damages that occur in conjunction with the Event, including setup or tear-down, to turf, vegetation, pavement, or other structures, equipment or facilities of the Authority, whether caused by willful intent or accident.

Cleanup: Permittee shall be solely responsible for cleanup of the entire area used for the Event. All trash, debris, etc., shall be bagged and placed inside one of the large containers ("dumpsters"). Permittee is specifically instructed NOT to use trash barrels located in the park, as these containers are not intended for the volume of trash generated by an event. Authority will charge Permittee for cleanup of the entire area used by the Event if the Permittee's cleanup is deemed unsatisfactory. The judgment of the quality and satisfaction of cleanup will be solely the determination of the Executive Director of the Authority or his duly appointed designee.

Authority's Access to Event: Permittee, regardless of security arrangements for the Event, will allow Authority the full right of ingress and egress for its employees, as may be required to inspect the operation of the Event, to assure public safety, or to perform maintenance or other tasks deemed necessary by the Authority. It shall be the responsibility of the Permittee to inform all event security personnel and event staff of this provision.

Sound & P.A. Equipment: Amplified sound will not be permitted before 10 a.m. without prior discussion and approval from River Parks Authority.

Tent Permits: The City of Tulsa requires that any tent in excess of 400 square feet must have a tent permit. For information on obtaining a permit, contact the City of Tulsa Building Permits, Room 103, City Hall, 596-9656. **NOTE:** River Parks does not issue these permits - this is done by the City of Tulsa.

Vendors: Permittee is responsible for applying for, paying and or collecting any and all fees owed to the Oklahoma Tax Commission. Authority will not be responsible for collecting or paying the Oklahoma Tax Commission for vendor sales.



FEE SCHEDULE & RENTAL RATES

Park Usage Fees:

River West Festival Park – The 14-acre site features public parking, handicapped parking and fee-based amenities listed below.

Basic Fee - One Day Events with:

Less than 500 participants -	\$500
501 to 1,000 participants -	\$1,000
1,001 to 2,000 participants -	\$2,000

Major Events

2,001 to 5,000 participants - \$3,000 per day

5,001 or more participants/ticketed events – Individual contracts negotiated dependent on services and other event needs.

Each additional day if required for set-up or tear-down: \$250

Staff time as required: \$40 per staff person per hour.

Power – There is a \$100 fee for each 100-amp load center required for event. The temporary load centers are connected to power supply feeds located at various locations throughout the site.

Portable Toilets - Cost of portable toilets is the responsibility of event organizer. The number of portable toilets required for an event is based on attendance and duration. The River Parks Authority will determine the number of units needed, arrange delivery and include cost in event contract.

Tents - Event organizer must provide the River Parks Authority with proposed size and location of any tents to be installed, and secure tent permit from the City of Tulsa for any tent larger than 20'x20'. RPA does not supply tents.

Clean-Up - Costs are based on size of event and scope of clean-up required. You must contract for clean-up services through the River Parks Authority. All trash generated by the event must be removed from park property.

Security - Event organizer must provide a written security plan to the River Parks Authority for review before application for major events are approved. All security costs are the responsibility of event organizer. Any event that requires road closure, sidewalk closure, or restricts access to City of Tulsa or private property will require a separate Special Event Application issued by the City of Tulsa.

Runs, Walks, and Rides – Due to heavy public use of the River Parks trails, a very limited number of new runs, walks, and rides that primarily utilize the trail system are approved. Organizers must submit the actual number of participants attending event to the River Parks Authority.

Turkey Mountain Wilderness Area - A limited number of small events are held at Turkey Mountain each year, and facilities such as trails, pavilions, and restrooms remain open for public use during these events. River Parks does not reserve or rent pavilions for private use. Parking is very limited. Fee Includes access to power and water up to 50' from restroom facility, and non-inclusive use of pavilions, restroom facility, and trails.

Basic Fee - One day: \$500
Each additional day, if required for set-up or tear-down: \$250
Staff time as required: \$40 per hour.
Portable toilet, security, and cleanup costs are responsibility of event organizer and will be determined by the River Parks Authority.

All Other Areas of River Parks – Applies to all events not held at RWFP or Turkey Mountain. The 41st Plaza is not available for reservations. River Parks does not reserve or rent pavilions. Portable toilet, security, and cleanup costs are responsibility of event organizer and will be determined by the River Parks Authority. Power is not available in most locations.

Basic Fee - One day: \$250, due upon receipt of event contract.
Each additional day if required for set-up or tear-down: \$250

River Parks Authority reserves the right to adjust Fees and Rental Rates based on individual event requirements.

Event Application Fee (For New Events Only)

Application fee to hold events at all River Parks locations, including River West Festival Park and Turkey Mountain. This application fee will be applied to the balance due for the event and is non-refundable. The total application fee includes a 3% non-refundable transaction fee.

This application fee is only for new events. Returning events do not have to pay the application fee.

Number of Participants (Prices vary based on the number of participants)

Under 250 participants - $\$25 + 3\% = \25.75

251 - 500 participants - $\$50 + 3\% = \51.50

501 - 1000 participants - $\$100 + 3\% = \103.00

1001 - 2000 participants - $\$200 + 3\% = \206.00

Over 2001 participants - $\$300 + 3\% = \309.00

Commercial Filming and Still Photography: Businesses or individuals wishing to film in an area of River Parks must fill out an event application.

Commercial Filming – Insurance certificate is required. Fee of \$75 per event

Still Photography - Insurance certificate is not required, unless Permittee requests to close an area of the park, desires to drive a vehicle on park property, or if Authority deems activity would pose a risk to a normal park user.

7-day pass: \$ 40

6-month pass: \$ 75 Annual

pass: \$125