

Little Rock Parks & Recreation Event Permit
Sunken Plaza

Attendance _____ Name of event _____

Event date(s) _____ Times: Set-up _____ Start _____ End _____

Alcohol? No Yes If alcohol is on site, security is required at \$30/hr. per officer.

Contact person _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

Rules & Regulations

- Event area must be restored to its original set up once the event is over.
- Event coordinator will provide a list of all subcontractors (caterer, tents, 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. 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.
- When alcohol is being sold on site, the Alcohol Beverage Commission requires written permission.
- Clients are not allowed to attach banners or decorations to trees.
- No permanent restroom facilities are provided in the Sunken Plaza area.
- Catering is open to all caterers. Certain guidelines exist depending on type of catering.
- Vehicle access is through the Riverfront Park Parking lot or the County Parking Lot (off of Arch Street). No vehicle is allowed to drive off of the asphalt. Deliveries must be dollied to event site.
- No glass, confetti, or duct tape allowed in the park.
- The City of Little Rock Parks and Recreation Department retains the sole right to issue performance and special event permits in Parks facilities.
- The City reserves the right to proof any/all advertisements to insure proper compliance with intent and use of Parks and Recreations venues.
- Renters are responsible for providing tables and chairs if needed for the event.
- All events in Riverfront Park are rain or shine. No refunds or rescheduling allowed due to weather.
- All events must comply with local and state laws.
- Julius Breckling Riverfront Park closes at midnight.
- When entertainment is in the Sunken Plaza, volumes must be moderate and controlled. Obscene language or gestures are discouraged on City property.

Hold Harmless Clause

Applicant agrees, by signature below, to hold harmless and indemnify the City, its officers, agents and employees against (i) any and all claims of losses for services rendered by any subcontractor, person or firm performing or supplying services, materials or supplies in connection with the performance of this application; (ii) any claims or losses resulting to any person or firm injured or damaged by the erroneous, willful or negligent acts or omissions, including disregard of federal and state statutes or regulations, by the organizer, its officers, employees or subcontractors in the performance of this application; (iii) any damage to or loss of the property of organizer or of any other person or entity.

Fees

A rental fee of \$200.00 is due at signing of contract. Extra charges may occur for damage or excess litter. Rental fees will not be refunded if a cancellation is within 60 days of event. Any cancellation is subject to a \$50 cancellation fee.

Date

Signature