

Yards Park Event Planning Guide



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OVERVIEW

Whether you're planning a reception, festival, corporate picnic, or fundraising event, The Yards Park is a perfect place to host your next event! The unique riverfront park presents a variety of spaces for rent, from the quiet River Street Gardens and the expansive boardwalk.

For Small Gatherings of 25 People Or Less: Per Park Rules, parties of 25 or fewer people lasting less than 2 hours that do not include alcohol, commercial vendors (on-site catering, hired entertainment e.g. moon bounce, performers, etc.), or amplified noise can be held without permission on a first-come, first-served basis, with the understanding that the park will be left as or better than it was found. Please check the Yards Park & Canal Park event calendars to ensure that no private events are taking place, as they will have priority. Any violation of these conditions may result in fines, and staff and/or security in Yards Park and/or Canal Park are authorized to intervene at any time to ensure that conditions are being followed. Any events that exceed these conditions require a formal rental contract (see below).

For Gatherings of more than 25 people: In order to determine if your event is a fit for Yards Park, we require that you complete our [Online Event Inquiry Form](#) with adequate time for review. For large-scale events, we recommend three to six months prior to your preferred event date. Proposals for smaller events may be considered with one to two months of lead time. Please read the **Park Areas** and **Park Event Rules & Regulations** sections of this document for detailed information on spaces available for rental, and requirements for events.

Timeline: Complete [Online Event Inquiry Forms](#) will be reviewed as soon as possible, usually within 10 business days, and one of our Events Team members will contact you.

Pricing: Estimated fees cannot be given until a complete [Online Event Inquiry Form](#) has been submitted and reviewed by our Events Team. Fees for private events begin at \$2,000 on weekdays, \$3,000 on weekends, and up to \$40,000 for large-scale functions, but are ultimately determined by the following, among other considerations:

Type of Event - Corporate, commercial, promotional, wedding, public, non-profit, other

Length of Time - Amount of time from load-in to load-out.

Park Use - How the event will impact the park's systems and public use.

Scope of Event - What type of large structures or elaborate set-up is required for event.

Discounted rates may be applied on a case-by-case basis for non-profit events, events open to the public, and events during the week.

PARK AREAS

Great Lawn

The Great Lawn is a large open green space framed by shading trees with fairly even terrain. A sidewalk with wavy wooden benches surrounds the perimeter. This lovely spot is ideal for quiet picnics, small-scale festivals, and other events open to the public.

Overlook

Featuring gorgeous river views, the Overlook is perfect for receptions, staff retreats, corporate cocktail hours, etc. The raised circular area at one end of the bridge provides the best views in the park. Half of the space is shaded with a mesh-like tent fabric and uplighting. Two entrances make this area easy to rope off from the public.

Terrace Lawn Steps

The Lawn Steps create an amphitheater setting for the boardwalk. The steps can be rented separately but are often rented with a portion of the boardwalk where a stage can be set up. The very deep Lawn Steps, with hardscape on the edges, accommodate about 2,500 theater style or 1,700 picnic style.

Boardwalk

The entire boardwalk is about 41,000 square feet but it can be rented in portions (e.g., in front of the lawn steps, by the light tower, etc.). The boardwalk is made of IPE wood. It accommodates a stage for a band or space for a large reception or art display.

River Street Gardens

The River Street Gardens include the boardwalk area along the river and the adjacent gardens. The natural landscaped gardens include walkways, unique benches, wooden chaises, and a circular inlet perfect for a small stage, food stations or wedding ceremony. The boardwalk portion of the gardens measures 25' deep by 290' wide, and nicely accommodates a large tent and tables for a dinner or reception atmosphere.

PARK EVENT RULES & REGULATIONS

Supplemental Costs, Permits, and Liability

Insurance

- Licensee must provide a comprehensive general liability policy with a minimum of \$2 million per occurrence, bodily injury, property damage and contractual liability.
- Licensee must provide a comprehensive automobile liability coverage for all owned, non-owned and hired vehicles with bodily injury limits of no less than \$1 million per person, \$1 million per accident and property damage of no less than \$1 million per accident.
- Licensee, if applicable, must provide worker's compensation coverage as required by the District of Columbia law and employer's liability insurance in the amount of \$500,000.
- For events that will serve alcohol, Licensee must provide Dram Shop Insurance having a minimum policy of \$2 million.
- Licensee shall provide Licensor with certificates evidencing such insurance, except for worker's compensation coverage. The contract documents will include the current list of additional insured, whom will need to be named in the certificates. Any and all vendors, sponsors, and corporations or entities associated with the event, including their parent, related, and affiliate companies, and their officers, directors, employees, agents, representatives, successors, and assigns shall be bound by this provision.

Permits

In 2011, the Yards Park received a Mayor's Special Executive Order designating the park as event space. Because of this, events being held in the park no longer need to have a Special Event screening through HSEMA, but must still obtain a Special Events License through DCRA (see **Important Contacts** at the end of this document). However, licensee still must obtain permits for tents 10x10 and larger, generators of a certain size, fencing, and staging of a certain size, as required by DCRA. Licensee must submit a site plan, all schematics of structures for permits and any other necessary documents to DCRA. Licensee is responsible for obtaining all permits and is encouraged to start the process as early as possible. If there are questions, please contact LaVerne Stewart at DCRA at LaVerne.Stewart@dc.gov or at 202-439-2760. Please note that DCRA may require additional signatures from other agencies to complete your application.

Restrooms

There are no permanent restroom facilities in the park. Licensee is required to rent portable toilets for all events lasting more than four (4) hours and/or involving alcohol. Toilets must be provided at a rate of 1 per 100 people. Delivery and placement must be coordinated with the Yards Park Events Team at least 7 days prior to the event as part of the load-in/load-out schedule. Two public restrooms are located in the Lumber Shed building that houses park-side restaurants Agua 301, Osteria Morini, Due South, and

Ice Cream Jubilee. These restrooms can be accessed via a door located among the benches on the west side of the building, between Agua 301 and Due South.

Security

Security is required for all evening events, and at any event where alcohol is served. Should your event require security, Licensee is encouraged to use LGC Security (see **Important Contacts** at the end of this document). Other security firms will be considered on a case by case basis. Events with more than 100 guests or any events serving alcohol require at least one security guard at each access point. For the protection of the park itself, we may require off-duty, uniformed police officers/security officers, depending on the size and scope of the event. Licensee is responsible for the actions of its guests. If a problem arises at a special event that places the guests, the staff, the park or the public in danger, Yards Park LLC has the authority to terminate the event without refund of user fee. Licensee may be required to barricade the perimeter of the event space for security and safety purposes. For ticketed events and events serving alcohol, the park must be secured with a combination of barricades and fencing provided and set up by the Licensee or their contractor.

Trash Removal / Clean Up

Arrangements must be made for the removal of all trash and debris during the license period. The site and surrounding area must be free and clear of any and all trash and debris at the time the license period ends. Failure to properly remove trash can result in an additional fee. The Capitol Riverfront Business Improvement District Clean & Safe team members can be hired at least 7 days prior to the event for clean up services during and after the event. Events require 1 clean and safe crew member to every 100 guests, and events over 500 guests require at least 6 or more. The final number will be determined by the Yards Park Events Team.

Additional Regulations

Accessibility

The Yards Park is ADA-accessible. The Yards Park's boardwalk is part of a 16-mile Riverwalk Trail. The gate to the Navy Yard on the east side of the park is usually open from sunrise until 2 hours after sunset unless otherwise notified. Events in the park must allow access to the park for the public.

Alcohol

The sale and/or consumption of alcohol is allowed on the site for events only if the caterer has a caterer's license to serve alcohol or if a 1-day ABRA permit is obtained. Licensee, at its sole cost and expense, shall be responsible for obtaining any and all licenses required. A copy of the license must be provided to The Yards Park, LLC 7 days before the event and another copy kept on-site during the event. No service by or to anyone under 21 years of age is permitted. Licensee and caterer must assume all liability with respect to alcohol consumption and law. Security officers must be hired for the event if alcohol is served. One guard for each access point to the event over 100 guests. All alcohol sales/service must end 30 minutes prior to event end time

Electricity

Minimum electrical power is provided with outlets throughout the park (majority 120 voltage and some 220 voltage). If you require more than what is available, please have your vendors bring in generators for additional power source needs, for which a DCRA permit may be required. We cannot guarantee power will be accessible during your event.

Hours

All events from April through September must conclude by 9:00pm on weekdays (Monday, Tuesday, Wednesday, Thursday, Sunday) and by 10:00pm on weekends (Friday, Saturday) with load out concluding by 11:00pm (weekday) or 12:00am (weekend). All events from October through March must conclude by 7:00pm on weekdays (Monday, Tuesday, Wednesday, Thursday, Sunday) and by 8:00pm on weekends (Friday, Saturday) with load out concluding by 9:00pm (weekday) or 10:00pm (weekend). The Yards Park reserves the right to change these hours depending on your event scope.

Load-in/Load-out

No cars or trucks are allowed in the park, even for load-in/load-out. Vehicles must be temporarily parked at Water St, SE or the gravel 4th St, SE extension. A load-in/load-out schedule must be approved by the Yards Park Events Team at least 10 days prior to the event taking place.

Parking

There is NO parking in the Yards Park. There are two nearby pay to park lots - Lot L adjacent to the north border of the Yards Park, and Lot H/I on Tingey Street. If Licensee wants to set up a parking plan for an event, Licensee must contact Forest City Washington who oversees the two parking lots. Please contact Essex Long at Essex.Long@abm.com or 202-484-0325. If you do choose to park, it is at the risk of the Licensee.

Photography and Filming

Groups who wish to use the park for commercial photography or videography not in conjunction with a park event, must pay a rate to the Yards Park, LLC based on the disruption, crew size, set up, equipment and space used in the park. Licensee must have liability insurance naming the additional insured.

Signage

All signage being used for an event in the park must be submitted in the license agreement prior to the event and approved by the Yards Park Events Team. Licensee is required to set up their own signage and remove at the conclusion of the event.

Site Map

A site map must be submitted to The Yards Park Events Team for review at least 7 days prior to your event. The map must include locations of tents, tables, portable restrooms, fencing, stages and any other setup. Failure to submit a site map can result in termination of the event without a refund.

Sound

Noise levels must be controlled within the rules, regulations, ordinances and laws of the District of Columbia. The Yards Park is a family friendly park; no profanity in music is allowed. Failure to comply may result in applicable fines and/or immediate termination of event without refund. The Yards Park staff will monitor the noise level of the music and can terminate an event if it does not comply with District laws. The sound level must be 78 decibels or lower at the Water Street, SE northern boundary of the park. Music is not allowed after 10 pm. Events are encouraged to face speakers away from nearby residential buildings and restaurants. The Yards Park Events Team will work with the event coordinator to determine the best set up.

Stage

The Yards Park has a stage available for rental at an additional fee. The fee depends on how many 4 x 8 pieces of the stage are rented. The largest stage that can be built is 12 x 16. The rental fee includes set up and break down. A permit is not required for this size stage.

Vending

If anything is sold at the event, the event or its vendors must register with the Office of Tax and Revenue and pay all applicable sales tax as determined by OTR. For more information, visit <http://otr.cfo.dc.gov/>.

Water

Water hookups are available at the park for filling of water barrels, etc. Licensee is responsible for coordinating with the Yards Park Events Team and bringing their own hoses (regular garden hoses) and transporting the water, if necessary. The Yards Park will provide the connection for the hose to the hookup, if arranged 7 days prior to the event. Permit from DC Water may be required if using water from a public fire hydrant.

Weather

If an event is rescheduled at least 24 hours in advance due to threat of severe weather, the Yards Park Events Team will assist in finding an alternate date to reschedule. There may be additional charges involved due to equipment and staffing needs. This will be detailed in the License Agreement.

PARK RULES

Events must abide by the posted park rules. No event can close the entire park to the public; a portion of the park must always be open for public use.

Park Guidelines Prohibit:

- Inappropriate or threatening behavior
- Drug & alcohol use
- Grilling or Barbecuing
- Smoking (Please inform all vendors for your event.)
- Skateboarding or roller blading
- Bike riding; please dismount from your bike
- Camping or sleeping overnight
- Entering flower beds or picking flowers
- Using more than one seat on a bench designed for sharing
- Letting your dog off-leash except in the dog run; clean up required
- Organized sports without approval from the Capitol Riverfront BID
- Entering, swimming, or fishing in the river
- Sitting or standing on the railings
- Laying plastic tarp or fabric on the lawn
- Feeding pigeons and animals
- Rummaging in trash receptacles
- Amplified music except by permit
- Performances or commercial activity except by permit
- Obstructing park entrances

Water Feature Rules:

- No life guard on duty; use at own risk.
- No swimming, running, diving, jumping, or horseplay is allowed in the water.
- Do not run in or around the water.
- Children younger than 6 years old must be accompanied in the water by an adult at all times.
- Children under 13 must be accompanied and supervised by an adult at all times.
- Animals are not permitted in the water.
- No food, gum, beverages, or glass of any kind are allowed in the water.
- Clothing and/or swimsuits are required.
- Diapers (cloth and disposable) are prohibited. Swim diapers are allowed.
- Rafts, toys, water guns, and snorkels are not allowed.
- Do not enter the water during severe weather, heavy rain, or when thunder and lightning can be seen or heard.
- No night use is allowed.
- No smoking is allowed.
- Dial 911 for emergencies.
- Patrons must abide by all posted rules and may be asked to leave for improper conduct.
- Water basin capacity is 150. The water depth is less than 12 inches.

Important Contacts

ABM (Parking Lots)

Essex Long
Essex.Long@abm.com
202-484-6613

DCRA (Tent & Equipment Permits)

LaVerne Stewart
LaVerne.Stewart@dc.gov
202-439-2760

LGC Security

Traveon Smith
traveonsmith@gmail.com
202-460-8498

Office of Tax & Revenue (Vending)

<http://otr.cfo.dc.gov/>

Director of Parks & Facilities

Otis Williams
Otis@capitolriverfront.org
202-527-3295

The Yards Park Events & Marketing

Lyndsey Gore
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