Event Planning Guide

Yards Park + Canal Park
Contents:

Small Group Gatherings  
Page 3

Available Parks Rental Space  
Page 4 - 5

Event Application and Pricing  
Page 6

Event Guidelines  
Page 7-10

Park Rules  
Page 11
Small Group Gatherings

Small group gatherings such as children’s birthday parties and small group picnics do not need to rent space, confirm space with the park staff, or complete the event inquiry form. Any park spaces used for these small gatherings are subject to other events and programming in the park, and you should consult the event calendar. **If your event meets all of the following requirements, it is viewed as a small group gathering:**

- 25 or fewer people
- Duration of two hours or less
- No commercial vendors (on-site catering, hired entertainment i.e. moon bounce, performers, etc.)
- No professional photography
- No alcohol
- No amplified sound
- No outside tables or chairs; use of three park tables or fewer
- The park will be used non-exclusively, meaning no part of the park will be closed off.
- The park will be used on a first-come, first-served basis for each day. You may not ask others to move for your gathering.
- The park must be left as it was found – leave nothing behind, including decorations.
- Please check the Capitol Riverfront event calendar as festivals and private events may close off popular park areas.
Available Rental Space • Yards Park

**BOARDWALK + TERRACE STEPS**

~23,000sq. ft | 1,900+ guests

Great for corporate events, 5K race kick-offs, fitness classes, or small festivals. The Boardwalk provides a flat, hard surface perfect for stage set-up while the steps offer a comfortable space for auxiliary seating or activation.

**THE YARDS PARK PLAZA**

~1,500 sq. ft | 200 guests/hour

Perfect for pop-up brand activation. Between dog walkers, visitors to the water feature and baseball game attendees, this thoroughfare through the park can see up to 200 people/hour during peak season.

**THE GREAT LAWN**

~24,000 sq. ft | 2,000 guests

Ideal for supplementary event space during small-scale festivals, quiet picnics and pop-up events that are open to the public.
THE MIDDLE BLOCK
~12,000 sq. ft | 750 guests
Features a mix of grassy and stone surfaces as well as a small stage. Ideal for small fundraising, corporate and festival events.

THE ROOF DECK
~1,500 sq. ft | 50-75 guests
Looking out on the southern block of Canal Park, with views of Nationals Park, this is the perfect spot for small cocktail-style receptions or other standing events.

THE SOUTH BLOCK
~1,500 sq. ft | 50 - 75 guests
With a hardscaped patio area, and seasonal draws like the Dancing Fountains and ice rink, the southern block of Canal Park is a great spot for pop-up brand activations.
### Application and Pricing

<table>
<thead>
<tr>
<th>APPLY</th>
<th>PRICING</th>
<th>STARTING PRICE</th>
<th>PRICE FACTORS</th>
</tr>
</thead>
<tbody>
<tr>
<td>In order to determine if your event is a fit for one of the Capitol Riverfront Parks, please submit an online <a href="#">Event Inquiry Form</a>.</td>
<td>Estimated fees cannot be given until an <a href="#">Event Inquiry Form</a> has been submitted and reviewed.</td>
<td>Pricing varies based on the event. Discounts are available for weekday, off-season, or non-profit events. <strong>Starting rates for weekend events in the parks are as follows:</strong></td>
<td>Rental fees will vary based on the following:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- <strong>Timing of Event</strong> (i.e. weekday vs. weekend, time of year, etc.)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- <strong>Type of Event</strong> (i.e. Private vs. public, commercial vs. non-profit, etc.)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- <strong>Length of Time</strong> (i.e. multi-day vs. single day)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- <strong>Park Usage</strong> (i.e. how will the event impact the neighborhood, public use of the park and park infrastructure)</td>
</tr>
</tbody>
</table>

#### Starting Prices

- **Yards Park**
  - Boardwalk + Steps: **$15,000**

- **Canal Park**
  - Middle Block: **$5,000**

---

@YardsParkDC | @CanalParkDC | www.capitolriverfront.org/eventinquiry
EVENT GUIDELINES

The following pages include additional information on permits, restrictions, and requirements. Please read them thoroughly to determine if your event is a good fit for the Capitol Riverfront parks.

@YardsPark DC
@CanalParkDC
capitolriverfront.org/eventinquiry
**ALCOHOL**

The sale and/or consumption of alcohol is allowed on the site for events only if on-site caterer has an off-site catering license to serve alcohol or a 1-day ABRA permit is obtained. Licensee at its sole cost and expense shall be responsible for obtaining any and all licenses required. 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 is required for events serving alcohol.

**ACCESSIBILITY**

The Yards Park and Canal Park are ADA-accessible and all walkways within event boundaries should also fulfill ADA compliance. The Yards Park’s boardwalk is part of the 16-mile Anacostia Riverwalk Trail and event producers should make efforts to maintain east-west access to the trail. Events in the park must allow access to some part of the park for the public.

**ELECTRICITY**

Minimum electrical power is provided with outlets throughout the parks (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 must conclude by 9:00 pm. Event load-in may start as early as 7:00pm the night prior to event date (at the Parks Events Team’s discretion) or 6:00 am day-of event. The Parks Events Team may adjust these hours depending on scope of event and adjustments will be reflected in the license agreement.

**INFRASTRUCTURE**

There is absolutely no staking in the parks due to shallow irrigation systems. All infrastructures must be weighted down by concretes or water barrels. Weights for pop-up tents are strongly recommended. Grass and landscape areas must be protected during load-in, the event itself, and load-out.

**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 comprehensive coverage where applicable i.e. automobile, worker’s compensation, dram shop, etc.
LOAD-IN/OUT

No vehicles are allowed in the parks. Vehicles on park grounds can cause significant damage and licensee will be financially responsible for any damages incurred. For loading, vehicles must be temporarily parked on adjacent streets. Carts and/or small utility vehicles are permitted on a case-by-case basis.

PARKING

There is limited parking at nearby pay-to-park public parking lots. If Licensee wants to set up a parking plan for an event, Licensee must contact ABM Parking Management or U Street Parking for Yards Park and Canal Park respectively.

PERMITS

Yards Park and Canal Park are designated as Mayor’s Special Event spaces. Because of this, events being held in the parks do not need to have a Special Event screening through HSEMA. Licensee is responsible for obtaining all additional permits that may be required and is encouraged to start the process as early as possible.

RESTROOMS

There are limited permanent restroom facilities in the parks. Licensee is required to rent portable toilets for all events lasting more than four (4) hours and/or involving alcohol. During peak event season (June-September) there are temporary units placed in the parks that are available for use - contact the Parks Events Team for more information and costs of supplemental cleaning.

SECURITY

Security is required at events with more than 100 guests or any event serving alcohol. Off-duty police officers may be required for crowd control. 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.

SIGNAGE

All signage being used for an event in the park must be submitted prior to the event and approved by the Parks Events Team.
A site map must be submitted to the Parks Events Team for review at least 7 days prior to the event. The map must include locations of tents, tables, portable restrooms, fencing, stages and any other setup.

Noise levels must be controlled within the rules, regulations, ordinances and laws of the District of Columbia. The Yards Park and Canal Park are family-friendly parks and the Capitol Riverfront is a family-friendly neighborhood. No profanity in music or from mics is allowed. Failure to comply may result in applicable fines and/or immediate termination of event without refund. The sound level must be 70 decibels or lower at the perimeter of the event boundaries. Amplified music or noise is not allowed after 9:00 pm.

Arrangements must be made for the removal of all trash and debris during the license period. Failure to properly remove trash can result in an additional fee. The Capitol Riverfront BID Clean Team members can be hired at least 7 days prior to the event for trash removal services before, during and after the event. One Clean Team member is recommended for every 100 guests, and events over 500 guests require at least 6 or more Clean Team members. The final number will be determined by the Parks Events Team.

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 hookups are available at the park for filling of water barrels, etc. Licensee is responsible for coordinating with the Parks Events Team, bringing their own hoses, and transporting the water if necessary. Permit from DC Water may be required if using water from a public fire hydrant.

If an event is rescheduled at least 24 hours in advance due to threat of severe weather, the Parks 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 Regulations

capitolriverfront.org/park-rules

PLEASE VISIT OUR WEBSITE FOR A COMPLETE LIST OF 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.
Didn't see a space that fits your needs? Referrals are available upon request for other event locations in Capitol Riverfront.

OFFICE@CAPITOLRIVERFRONT.ORG