CONTENTS

OVERVIEW (Event Application Requirements, Timeline, Pricing) Page 1

PARK AREAS Page 2

PARK EVENT RULES & REGULATIONS Pages 4-7

PARK RULES Page 8

IMPORTANT CONTACTS Page 9
OVERVIEW

Whether you’re planning a reception, festival, corporate picnic, or fund raising event, Canal Park is a perfect place to host your next event! This beautiful LEED Gold-Certified park offers a variety of spaces for rent that will fit your needs.

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 understand that the park will be left as or better than it was found. You will have access to areas in the Middle and Northern blocks on a first come, first serve basis. Please check the Events Calendar to see if there is a private event being held by a larger group so you can make your plans accordingly. Any violation of these conditions may result in fines, and staff and/or security in 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 Canal 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 begin at $800 for weekend events, 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-base basis for non-profit events, events open to the public, and events during the week.
PARK AREAS

North Block

The North Block is home to a large open green space framed by shading trees and benches. This lovely spot is ideal for picnics, lawn games, tossing a ball, and festivals. Larger festivals can be accommodated if combined with the Middle Block.

Middle Block

Canal Park’s Middle Block features grassy areas for play and relaxation, benches with A/C power for your laptops and mobile devices, water scrims to cool your feet in the summer, and a small stage which hosts bands and other small acts on a regular basis. This space is ideal for small fundraising, corporate, and festival events featuring live music.

South Block

The South Block is Canal Park’s culinary and social hub. Here you will find Il Parco, the park’s Neapolitan-style pizzeria, featuring pies made in a 1,000-degree brick oven and a variety of beverages for sale. Atop the restaurant sits the Light Cube, containing color-change lights and three projectors with various multimedia possibilities. Seasonal features include the popular Dancing Fountains in summer, and the Canal Park Ice Rink in Winter. For this block, Il Parco has first right of refusal in all catering assignments.
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
Canal Park has 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.

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, Canal Park, Inc. 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 Canal Park Events Team.

**Restrooms**
There are permanent restroom facilities in the park, located in the Il Parco building on the South Block. These can be accessed without entering the restaurant. Look for the “Restrooms” sign on the north end of this building, facing 2nd Street SE. Beyond this, licensee is required to rent portable toilets for all events lasting more than four (4) hours and/or involving alcohol. Toilets must be available at a rate of 1 per 100 people. Delivery and placement must be coordinated with the Canal Park Events Team at least 7 days prior to the event as part of the load-in/load-out schedule.

**Additional Regulations**

**Accessibility**
Canal Park is ADA-accessible. Events in the park must allow access to a portion of the park for the public. Full 3-block rentals are prohibited.

**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 Capitol Riverfront BID 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 power 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). Canal Park, Inc. 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 may be temporarily parked along 2nd Street SE or 2nd Place SE, subject to parking restrictions. A load-in/load-out schedule must be approved by the Canal Park Events Team at least 10 days prior to the event taking place. Nationals home baseball games affect area parking, so please plan accordingly.

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 Canal Park, Inc., 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 Canal Park, Inc. Events Team. Licensee is required to set up there own signage and remove at the conclusion of the event.

Site Map
A site map must be submitted to Canal Park, Inc. 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. Canal Park, Inc. is a family friendly park; no profanity in music is allowed. Failure to comply may results in applicable fines and/or immediate termination of event without refund. Canal Park, Inc. 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 perimeter of your event. Music is not allowed after 10 pm. Events are encouraged to face speakers away from nearby residential buildings and restaurants. Canal Park, Inc. Events Team will work with the event coordinator to determine the best set up.
Stage
Canal Park, Inc. has a stage available for rental at an additional fee.

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 Canal Park, Inc. Events Team and bringing their own hoses (regular garden hoses) and transporting the water, if necessary. Canal Park, Inc. 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, Canal Park, Inc. 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.)** - Initial __________
- 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
- 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

Pet Requirements:

- Dogs must be leashed at all times.
- Dispose of pet waste in receptacles.

Water Feature Rules:

- No life guard on duty; use fountains and water scrims at own risk
- No running or rough play
- No animals, food, drink or glass allowed
- Children under 12 years old must have adult supervision
- No diapers allowed
- Clothing and/or swimsuits required
- Do not enter the water features during severe weather, heavy rain or when thunder and lightning can be seen/heard
- No night use allowed
- Dial 911 for emergencies
- Water source for water features is chlorinated but is not intended for consumption.
- Water features are subject to periodic maintenance and repair
Important Contacts

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/

Capitol Riverfront Director of Parks
Otis Williams
Otis@capitolriverfront.org
202-527-3295

Canal Park Events Team
Lyndsey Gore
Lyndsey@capitolriverfront.org
202-465-7080