

# Capitol Riverfront Event Planning Guide



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## OVERVIEW

**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 Capitol Riverfront event calendar ([www.capitolriverfront.org](http://www.capitolriverfront.org)) to ensure that no major or 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 the parks 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.

**For Gatherings of more than 25 people:** In order to determine if your event is a fit for Yards Park, Canal Park or surrounding lots, please submit an Online Event Inquiry Form. ([www.capitolriverfront.org/eventinquiry](http://www.capitolriverfront.org/eventinquiry)). All submissions will be reviewed within ten (10) business days after which you will be contacted by our Parks Events Team. 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 Rental Areas** and **Event Rules & Regulations** sections of this document for detailed information on spaces available for rental and requirements for events.

**Pricing:** Estimated fees cannot be given until a complete online Event Inquiry Form ([www.capitolriverfront.org/eventinquiry](http://www.capitolriverfront.org/eventinquiry)) has been submitted and reviewed by our Parks Events Team.

**Yards Park**  
Starting fee: \$10,000

**Canal Park**  
Starting fee: \$4,000

**Lots H & I**  
Starting fee: \$12,000

While fees start at these rack rates, fee structures for event inquiries are ultimately determined by the following, among other considerations:

- **Type of Event** - Corporate, commercial, promotional, wedding, public, non-profit, other.
- **Timing of Event** – weekday vs. weekend; daytime vs. night time; time of year, etc.
- **Length of Time** - Amount of time from load-in to load-out; multi-day event vs. single-day event.
- **Park Usage** - How the event will impact the neighborhood and public use of the park.
- **Scope of Event** – The intention of the event; non-profit vs. for-profit; ticketed vs. free & open to the public; branding purposes, etc.

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.





**The Yards Park**

- |                          |                             |   |   |
|--------------------------|-----------------------------|---|---|
| 1. The Dancing Fountains | 5. The Bridge               | 9. <b>The Boardwalk</b>                 | * <b>Bold labels</b> indicated locations that are rentable areas of the park. |
| 2. The Canal Basin       | 6. <b>The Overlook</b>      | 10. <b>Riverstreet Gardens</b>          |   |
| 3. Yards Park Dog Park   | 7. <b>The Terrace Steps</b> | 11. Lot L ( <i>under construction</i> ) |   |
| 4. <b>The Great Lawn</b> | 8. The Light Tower          | 12. Lot Q ( <i>public parking</i> )     |   |

**Yards Park – Park Area Descriptions & Specs**

**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. *Approximately 27,000 sq. ft. Accommodates 1,200 occupants at one time.*

The Overlook features gorgeous river views and 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. *Approximately 3,000 sq. ft. Accommodates up to 100 occupants at one time.*

**The Boardwalk & Terrace 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. The entire boardwalk is about 41,000 square feet but it can be rented in portions i.e. in front of the terrace steps. *Approximately 25,000-35,000 sq. ft. Accommodates up to 3,000 occupants at one time.*

**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 activation. 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. *Approximately 7,000 sq. ft. Accommodates up to 250 occupants at one time.*



## Canal Park – Park Area Descriptions & Specs

**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. *Accommodates up to 1,000 occupants at one time.*

**The Middle Block** features grassy areas for play and relaxation, benches with A/C power for your laptops and mobile devices, water scrimms 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. *Accommodates up to 750 occupants at one time.*

**The South Block** is Canal Park’s social hub. Here you will find restaurant space with a hardscaped patio area. Seasonal features include the popular Dancing Fountains in summer and the Canal Park Ice Rink in Winter. Rental area can include the Canal Park Rooftop as well. *For this block, the restaurant tenant will have first right of refusal in all catering assignments. Accommodates up to 500 occupants at one time.*

**The Canal Park Rooftop** above the restaurant space sits the Glow Cube, containing color-change lights and three projectors with various multimedia possibilities. As part of the environmental features of the park, the roof is lined with green gardens for storm water retention. While small in usable square footage, the rooftop provides perfect atmosphere for a cocktail-style reception or other standing events. *Accommodates up to 75 occupants at one time.*



### Lots H & I – Festival Grounds Rental Area

The above illustration is an approximation. The red perimeter does not include adjacent streets which would need to be closed through DCRA, HSEMA or other DC Agencies.

Licensor shall provide the lot empty of all vehicles, including rental vehicles stored there. This lot contains a shipping container in the northwest corner which will not be moved. Tent structures on northwest corner of lot are not part of the event site, unless specifically approved by Forest City Washington. Lot contains planted medians, light posts, and entry gates that are fixed in nature and must be safeguarded in Licensee plans.

The nearest residential buildings are located at 1st & N streets, 3<sup>rd</sup> & Tingey streets, New Jersey Ave & M streets as well as a Hampton Inn adjacent to this area, and Licensee is advised to consider the impact of amplified noise on these buildings.

These lots provide about 70,000 usable square feet and can accommodate up to 6,000 occupants at one time.

## **EVENT GUIDELINES – Additional costs, park rules, requirements**

### **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 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 Parks Events Team 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 is required for events serving alcohol. (See **Security**). All alcohol sales/service must end 30 minutes prior to event end time.

### **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 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 must conclude by 9:00pm on weekdays (Sunday –Thursday) and 10:00pm on weekends (Friday & Saturday). Event load-in may start as early as 7:00pm the night prior to event date or 7:00am 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.

### **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/Load-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 at adjacent streets. A load-in/load-out schedule must be approved by the Parks Events Team at least 7 days prior to event date.



## **Parking**

There are 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 respectively.

## **Permits**

In 2011, the Yards Park and Canal Park received a Mayor's Special Executive Order entitling the parks as Mayor's Designated event space. Because of this, events being held in the parks no longer need to have a Special Event screening through HSEMA, but must still obtain a Special Events License through DCRA. Licensee is responsible for obtaining all additional permits that may be required and is encouraged to start the process as early as possible. For full requirements, please contact LaVerne Stewart at DCRA at [LaVerne.Stewart@dc.gov](mailto:LaVerne.Stewart@dc.gov).

## **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 Parks 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 between Due South and Agua301.

## **Security**

Security is required for all evening events and at any event where alcohol is served. Should security be required, licensee is encouraged to use preferred vendor, LGC Security. Events with more than 100 guests or any events serving alcohol require at least one security guard at each access point. Off-duty police officers may be required for unlimited pour events and 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.

## **Site Map**

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.

## **Sound**

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 is allowed. Failure to comply may result in applicable fines and/or immediate termination of event without refund. The sound level must be 78 decibels or lower at the perimeter of the event boundaries. Amplified music or noise is not allowed after 10 pm. Events are encouraged to face speakers away from nearby residential buildings and restaurants.



**Trash Removal**

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.

**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 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.

**Weather**

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 RULES (Yards Park & Canal Park)**

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 people. The water depth is less than 12 inches.

