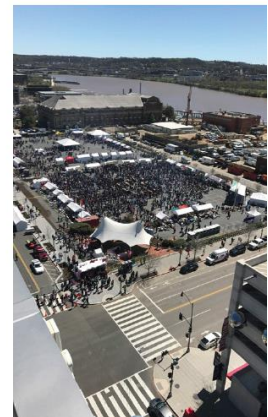


# Capitol Riverfront Event Planning Guide



**CAPITOL  
RIVERFRONT**  
DC Amplified. Life Simplified.



## CONTENTS

**Small Group Gatherings (25 people or less)**

Page 2

**Event Application Requirements and Pricing**

Page 3

**Parks and Rental Areas**

Page 4-6

**Event Guidelines**

Pages 7-9

**Park Rules**

Page 10



### **For Small Gatherings of 25 People Or Less**

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 park calendar. The following criteria must all be met:

- 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 Yards Park & Canal Park event calendars as festivals and private events may close off popular park areas.

Staff and security officers for the parks are authorized to intervene at any time to ensure that conditions are being followed. Any violation of these conditions may result in fines. If your desired event exceeds any of these requirements, a formal rental contract will be necessary (see next section).



## Event Application and Pricing

### Overview

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 a minimum of three to six months lead time prior to your preferred event date. Proposals for smaller events may be considered with one to two months of lead time. Please read the **Parks and Rental Areas, Event Guidelines and Park Rules** 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. The following baseline can be used for weekend events to help determine whether these venues are appropriate for your event. Discounts are available for week-day events, events produced by non-profit organizations, or events that are daytime only.

#### Yards Park

Boardwalk or Overlook  
Starting fee: \$10,000

#### Canal Park

One block  
Starting fee: \$4,000

#### Lots H & I

Limited availability  
Starting fee: \$15,000

Large scale events in the park can have rental fees approaching \$40,000 per day.

While fees start at these rack rates, fee structures for event inquiries will be impacted by the following considerations:

- **Timing of Event** – weekday vs. weekend; daytime vs. night time; time of year, etc.
- **Type of Event** - Corporate, commercial, ticketed, promotional, wedding, public, non-profit, other.
- **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
2. The Canal Basin
3. Yards Park Dog Park
4. **The Great Lawn**

5. The Bridge
6. **The Overlook**
7. **The Terrace Steps**
8. The Light Tower

9. **The Boardwalk**
10. **Riverstreet Gardens**
11. Lot L (*under construction*)
12. Lot Q (*public parking*)

\***Bold labels** indicated locations that are rentable areas of the park.

### **Yards Park – Park Area Descriptions & Specifications**

**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 24,000 sq. ft. Accommodates up to 2,000 occupants at one time.*

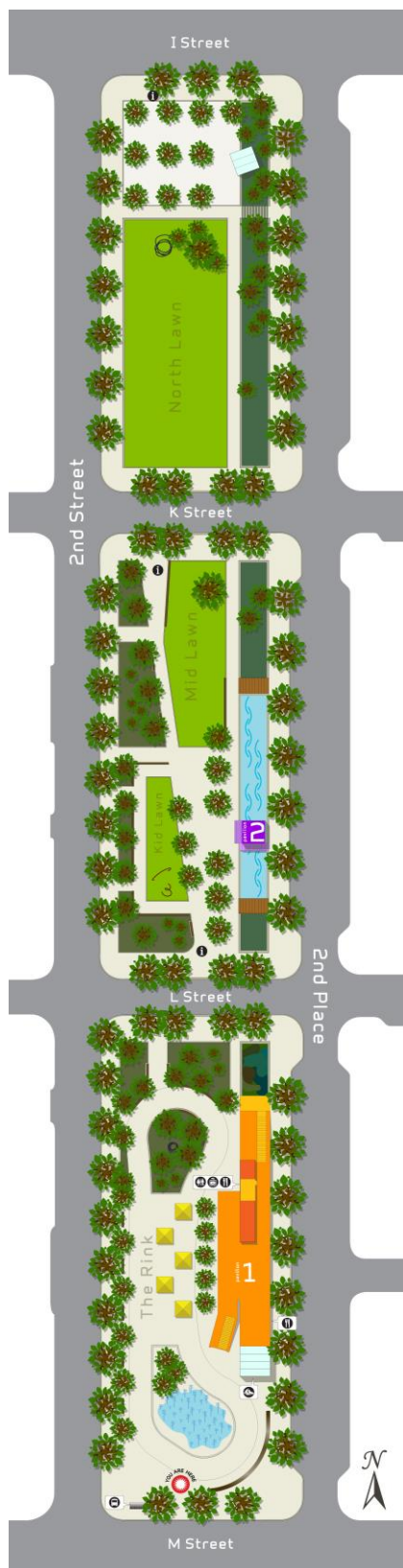
**The Overlook** features gorgeous river views and is perfect for receptions, staff retreats, corporate cocktail hours, etc. The raised circular area at one end of the bridge provides the best views in the park. Half of the space is shaded with a mesh-like tent fabric and uplighting. Two entrances make this area easy to rope off from the public. *Approximately 3,000 sq. ft. Accommodates up to 250 occupants at one time.*

**The Boardwalk & Terrace Steps** create an amphitheater setting for the boardwalk. The steps are rented with a portion of the boardwalk where a stage can be set up. A larger layout can be set up encompassing the entire boardwalk, including in front of the River Street Gardens. *Approximately 23,000 sq. ft or more. Accommodates 1,900 occupants or more 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 600 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. *Approximately 18,000 sq. ft. 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 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. *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. This parking lot area is only available on weekends when the Nationals are not playing.

These lots provide about 70,000 usable square feet (total area is approximately 110,000 SF) and can accommodate up to 6,000 occupants at one time.



## **EVENT GUIDELINES – Additional costs, 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 20 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 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.

### **Exclusives and Restrictions**

For Parking Lots H&I – certain merchant categories have either exclusives or restrictions, which will be discussed upon receipt of an event inquiry.

### **Hours**

All events must conclude by 9:00pm on weekdays (Sunday –Thursday) and 9:30pm 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. 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/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**

Yards Park and Canal Park received a Mayor's Special Executive Order designating the parks as Mayor's Special Event spaces. 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 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 9:30 pm. Events are encouraged to face speakers away from nearby residential buildings and restaurants. The Parks Events Team will discuss monitoring methodology and standards used which must be relayed to the event sound engineer.

**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.

