FACILITIES RENTAL PERMIT APPLICATION

The Riverside Festival Stage

City Park – 200 Park Road
Iowa City, IA 52246

Please contact Tammy Neumann at 319/356-5210 or tammy-neumann@iowa-city.org for more information about reserving the facility.

Facility Description:

The Riverside Festival Stage is located in Lower City Park. It is a 472-seat outdoor theatre modeled after the famous Globe Theatre in London. The Riverside Festival Stage is a Shakespearean-style, outdoor theatre facility, complete with stage, two dressing rooms and a concession stand. The Riverside Festival stage is available to rent for any appropriate purpose, from weddings to concerts.

The stage is available from 7 a.m. to 10:30 p.m. Set up and tear down are not allowed any time before 7 a.m. or any time after 10:30 p.m. The applicant, guests and all staff must exit the stage and the park by 10:30 p.m.

Wine & beer are only allowed if the applicant obtains permission from the City. Hard liquor is strictly prohibited. Wine and beer (not liquor) may be sold through a cash bar if said sales are conducted by a caterer or other provider fully licensed to do so. Additional deposit and insurance requirements apply. In the event that an applicant is unable to secure the necessary insurance policy, the applicant may apply for a "special event supplemental policy for tenant users" with the City's insurance carrier.

Reservations can be made up to one year in advance, with the exception of weddings, which may be made up to two years in advance. Please contact our Administrative Assistant, Tammy Neumann, with the Iowa City Parks and Recreation Department at 319/356-5210 or by email to tammy-neumann@iowa-city.org for more information about reserving this facility.

Rental Permit Requirements and Procedures:

$75/hr. for stage, seating and dressing rooms

Access limited to outdoor stage and area directly behind stage normally closed off, two dressing rooms w/restroom in each, seating, and balcony - no access to concession building

$100/hr. for stage, dressing rooms and concession building

REFUNDABLE DEPOSIT

Deposits must be made with a credit card, and are refundable in accordance with the Rental Procedures set forth below

Deposit: $250

If serving alcohol: $500

1. RENTAL TIME: The rental permit holder will be responsible for paying the rental fee listed above from the "start time" to the "end time" listed on the Rental Permit Application, regardless of whether you stay at the facility the entire time. No persons are allowed on the premises prior to the "start time" and after the "end time", so you must factor in your set-up and clean-up time when completing the application. The City charges the full hourly rate regardless of actual time the facility is used (i.e. the City will charge for a full 3 hours if an event is 2.5 hours). All decorations, special equipment, rental furniture, etc. shall be removed from the facility by the "end time."
2. RESERVATION CONFIRMATION: The facility is not considered reserved until the City has received a) a complete Rental Permit Application; 2) the full damage deposit, 3) a signed Administrative Rules for the Use of Alcohol; and 4) evidence of insurance for events with alcohol.
3. RENTAL FEE DUE: Rental fees must be paid in full no less than 60 days prior to the event.
4. The rental permit holder must be 18 years or older. Proof of age may be required.
5. ALCOHOL: Wine and beer may be served only in accordance with the ADMINISTRATIVE REGULATIONS FOR THE USE OF ALCOHOL attached hereto and incorporated herein.
6. SPECIAL EQUIPMENT: No special equipment may be used without Parks and Recreation Department approval.
7. PROPERTY DAMAGE: The rental permit holder is responsible to pay for all property damage to the facility resulting directly or indirectly from the conduct of any group member or invitees, including catering staff. **Children must be supervised at all times.**
8. SALE OF GOODS: No items or services may be sold without Parks and Recreation Department approval.
9. EVENT SUPERVISOR: The City has contracted with Avacentre, an event services coordinating company, to assist in the planning and supervision of events at the facility. Once a reservation is confirmed, Avacentre will assist with all other services necessary leading up to and including the day of the event. A representative from the City or Avacentre will be present at all times during the event to monitor the event, and to inspect and secure the facility following the event. ***Please contact Tammy Neumann, Administrative Assistant with the Iowa City Parks and Recreation Department at 319/356-5210 or by email to tammy-neumann@iowa-city.org for further assistance.*** SET-UP, DECORATIONS: **No set-up is allowed prior to the "start time" listed on your Rental Permit Application.** Freestanding decorations are permitted. Use of the following items is strictly prohibited: Chinese lanterns; tacks, nails, and staples; rice; birdseed; glitter; silly string; and real rose pedals. Evidence that any of these items have been used may result in a deduction from the rental deposit. All decorations must be removed from the facility upon completion of the event.
10. CLEAN-UP: A detailed cleaning checklist is attached hereto. The facility must be left in the same condition it was in prior to the event. All cleaning must be complete prior to the "end time" listed on your Rental Permit Application. Hiring a cleaning service does not relieve the rental permit holder from responsibility or liability for the facilities.
11. RENTAL DEPOSIT: Use and Refund

- A damage deposit shall be required for each event in the amount set forth above. The rental permit holder (Permittee) shall be personally responsible for any and all damages, including those damages not covered by the damage deposit, caused by the rental permit holder or any guests or agents, all in accordance with this Rental Permit.
- Where the Permittee has timely left the premises in a damage-free, clean condition, City shall return the full deposit to the Permittee within 30 days after the event.
- Where the Permittee fails to complete the Final Checklist, the City reserves the right to retain all or a portion of the deposit to cover its costs in cleaning the facility to its satisfaction. The City shall refund any remaining deposit to Permittee within 30 days after the event, along with a detailed accounting of the amounts deducted from the deposit.
- Where the cost to repair, replace, or clean the facility, equipment or other property lost or damaged during the event is greater than the deposit, the Permittee shall be responsible for paying the excess costs, as determined solely by the City, which will be charged to the Permittee's credit card. The City shall notify the Permittee of such expense prior to charging the credit card.
- In the event that the Permittee fails to clean and exit the facility prior to the end time listed on the Rental Permit Application, the Permittee will be charged for the additional time at the full hourly rate, which shall be deducted from the rental deposit.

12. CANCELLATION POLICY: Cancellations should be made at the earliest possible date. The deposit will be forfeited if a rental is cancelled within 30 days of the event date. The deposit and rental fees will be forfeited if a rental is cancelled within 7 days of the event date. In the event of unforeseen circumstances beyond the City's control, the City reserves the right to reschedule and/or cancel the building reservation. All deposits and payment made will be refunded in full to the applicant.
13. Permittee shall be responsible for all guests on the premises and shall assist the City in enforcing rules and regulations.

CLOSING CHECKLIST

The following is a checklist for you to use. The premises will be inspected after your rental and if the premises are not left in a clean and orderly condition or if there is any damage, the entire security deposit will be forfeited.

TO BE COMPLETED PRIOR TO THE END OF YOUR RENTAL

_____ **All decorations removed, along with material used to secure (ribbon, rope, etc.). Decorations must leave no marks or residue when removed.** REMINDER: The use of staples, nails or other Item which puncture or mar the wood or structured is strictly prohibited. Your security deposit will be forfeited if used.

_____ Debris removed (boxes, paper, etc.)

_____ Lights turned off

_____ Restrooms/Dressings Rooms left in a clean condition.

_____ Food and/or drinks removed and spills cleaned up.

_____ Box office bulletin board cleared of all postings and staples.

_____ Directional/Parking signs removed.

ADMINISTRATIVE REGULATIONS FOR THE USE OF ALCOHOL
at the Terry Trueblood Recreation Area Lodge, the Ned Ashton House and the Riverside Festival Stage

The following Administrative Rules regarding the use of alcohol are adopted pursuant to Iowa City Code 4-5-3, and approved by the Iowa City Parks and Recreation Director and the City Manager of Iowa City.

The Iowa City Parks and Recreation Director, or designee, is authorized to issue written permission to a Permittee, via an addendum attached to an approved Facility Rental Permit, for the use of alcohol in the Terry Trueblood Recreation Area Lodge, the Ned Ashton House, and the Riverside Festival Stage pursuant to these administrative rules. The following rules apply:

1. The City will have a designee present for the duration of the event.
2. A damage deposit shall be required for each event, as set by the City, or designee. The rental permit holder (Permittee) shall be personally responsible for any and all damages caused by the Permittee or any guests, including those damages not covered by the damage deposit.
3. Permittee shall obtain a general liability insurance policy in the amount of $1 million per occurrence covering personal injury, bodily injury, and property damage. No deletion or modification to Host Liquor Liability is allowed. An umbrella or excess liability policy in these amounts may be sufficient to meet this requirement. The City of Iowa City must be included as an Additional Insured on the policy, unless otherwise agreed upon by the Director of Parks and Recreation. The City requires that the insurance carrier be A rated or better by A.M. Best. All policies shall be written on a per occurrence basis, not a claims-made basis, and in form and amounts and with companies satisfactory to the City of Iowa City. Such policy shall remain in full force and effect for the duration of the event. Where a caterer is providing the alcohol, proof of the caterer's insurance meeting these requirements is sufficient. Proof of insurance is due with the rental deposit.
4. The Permittee must be 21 years of age or older, and provide proof thereof via a government-issued photo I.D. upon request.
5. No person under the legal drinking age may possess or consume alcoholic beverages.
6. All alcoholic beverages must be consumed in the building or within the outdoor patio area. No possession or consumption of alcohol is allowed anywhere else on City property, unless within an area covered by a valid liquor license approved by City Council.
7. The City or its designee reserves the right to cut off any person from further possession or consumption of alcohol, should their behavior, in the sole opinion of the City or designee, warrant it. Failure of the Permittee or its guests to act responsibly and maintain order, as determined by the City or its designee, may result in removal of the person(s) from the premises, intervention by law enforcement, and/or termination of the event.
8. No liquor shall be permitted. Permittees may bring their own wine or beer only if a caterer is not providing the alcohol.
9. If a caterer is providing the alcohol, any and all wine and beer possessed or consumed must be provided by the caterer.

10. If a caterer is providing the alcohol, the Permittee shall provide evidence of the caterer's liquor license to the City.
11. Wine and beer (not liquor) may be sold through a cash bar if said sales are conducted by a caterer or other provider fully licensed to do so, and only if the license(s) and proof of insurance are placed on file with the City Parks and Recreation Director no later than two weeks beforehand. Sales of wine or beer outside of the lodge are allowed only for events sponsored or co-sponsored by the City, and only by liquor licensee acting pursuant to a liquor license then in effect for the Terry Trueblood Recreation Area Lodge.
12. Only hosted wine and beer is permitted. No sales, cup sales, "suggested" or "free-will" donations, and/or tickets are allowed. If there is evidence that alcohol has been sold to individuals, other than the sale from the caterer to the Renter, the event will be terminated immediately, and law enforcement will be notified.
13. Permittee agrees to indemnify, defend, and hold harmless the City against any and all claims related in any way whatsoever to the Permittee or any of Permittee's guests consuming alcoholic beverages, or any behavior that arguably resulted from the Permittee or guest consuming alcoholic beverages.
14. The Parks and Recreation Director or designee may place additional reasonable conditions on the use of alcohol in the Terry Trueblood Recreation Area Lodge, the Ned Ashton House, or the Riverside Festival Stage, which conditions shall be attached to the rental permit.

I HAVE CAREFULLY READ AND UNDERSTAND THIS DOCUMENT, AND AGREE TO ALL TERMS CONTAINED HEREIN. I AM SIGNING THIS FREELY AND WITHOUT RESERVATION OR CONDITION.

_____ _____/_____

Permittee Printed Name *Permittee Signature/Date*

_____/2/10/17

City Manager Approval/Date

CITY PARK ROADS
E
N
S
W
Park Shelter
Concession Bldg.
Seating
Stage
Dressing Rooms
CITY PARK ROADS

FACILITIES RENTAL PERMIT APPLICATION

The Riverside Festival Stage
City Park – 200 Park Road
Iowa City, IA 52246

Return Application with Deposit to: By Mail to Iowa City Parks & Recreation, ATTN: Tammy Neumann 220 S. Gilbert St., Iowa City, IA 52240 or by email to tammy-neumann@iowa-city.org

Applicant Information

Individual/Organization ("Permittee"): _____

Contact Person: _____ DOB_____

Home Phone: _____ Work: _____ Cell: _____

Address: _____

E-Mail Address: _____

Event Information

Type of Event: _____

Date of Use: _____ Start Time* _____am/pm End Time** _____am/pm

****Include any time needed for set-up. No person may commence set-up prior to the start time listed above.***

*****Include the time necessary for cleaning up after the event. No one may remain on the premises after the end time and in no event shall any person remain at the Facility past midnight.***

Once set-up begins, the Permittee will be charged rent until the end time. Permittees must pay the full hourly rate regardless of actual rental time.

Maximum Attendance: _____

Event Location:

- ☐ I would like to reserve the stage only (access limited to outdoor stage and area directly behind stage normally closed off-no access to dressing rooms, concession building or balcony)
- ☐ I would like to reserve the stage and dressing rooms (same access as listed above plus two dressing rooms w/restroom in each and balcony (no access to the concession building)
- ☐ I would like to reserve the Stage, Dressings Rooms and the Concession Building (same access as listed in the two above plus use of the concession building)

Event Features

Would you like permission to serve alcohol at the event? (Restrictions Apply. See Administrative Regulations for the use of Alcohol attached.) _____ Yes _____ No

Will you be hiring a caterer for the event? _____ Yes _____ No
Company: _____

In the event that you receive permission to serve alcohol, will the caterer be providing the alcohol?
_____ Yes _____ No (*If yes, please provide a copy of the caterer's liquor license*)

Will you be renting furniture or equipment from a third party vendor? _____ Yes _____ No
Company: _____

Would you like permission to use outdoors sound amplification, live music or deejay, tents/canopies.
_____ Yes _____ No Explain: _____

Would you like permission to sell items or services during your event?
_____ Yes _____ No Explain:_____

Additional Requests: _____

The applicant and the applicant's group shall indemnify, defend and hold harmless the City, its elected and appointed officials, agents, employees and volunteers from all liabilities, claims, judgments, demands and costs arising out of or resulting from applicant, applicant's group or their invitees' use of The Park Lodge at Terry Trueblood Recreation Area. I agree to be solely and completely responsible for the condition of the reserved facility and to leave it timely and in neat and clean condition without damage. I agree to promptly reimburse the City for all damages. Any permitted special uses, including sound amplification, may be revoked for cause with no reimbursement of fees.

By signing below, I am acknowledging that I have read the Rental Permit Procedures and Application, and hereby agree to be bound by the terms stated therein.

Applicant Signature: _____ Date: _____

Please return your completed application and payment to
(If by mail) Iowa City Parks & Recreation
Attn: Tammy Neumann
220 S. Gilbert St, Iowa City, IA 52240
Or by email to tammy-neumann@iowa-city.org

THIS INFORMATION SHALL BE SHREDED IMMEDIATELY UPON FINAL RECONCILIATION OF DEPOSIT DEDUCTIONS

Method of payment: Master Card/Visa/Discover/Am. Express

CC Number _____ Exp. Date: _____ 3 digit authorization code: ____

FOR ADMINISTRATIVE USE ONLY:

Application Reviewed and Approved:

_____ _____

Signature, Title Date

Rental Fee: $ _____

Deposit:

Received by: _____ Date: _____

Returned to Permittee by: _____ Date: _____ Amount returned: $_____

Deductions from Deposit, if any:_____

Certificate of Insurance (required for alcohol events):

Received by: _____ Date: _____

Signed Administrative Rules (required for alcohol events):

Received by: _____ Date:_____

Caterer liquor license (required for alcohol events where caterer is providing the alcohol)

Received by: _____ Date:_____

Special Requests: The following special requests shown on the Application are hereby granted:

____ Use of alcohol _____ Use of outdoor sound amplification _____ Use of special equipment

____ Sale of items or services Additional: _____