

Thank you for choosing



Where do I begin?

We like to begin with welcome. Thank you for choosing to contribute to the State of Indiana. We understand that the event booking process can be quite intimidating. We have many policies to safeguard our park and to ensure the safety of our guest. We are happy to offer our assistance during this process.

The basics of the City of Indianapolis Permit: If you are having an event with over 250 people or plan to use any roads outside of White River State Park, you'll also have to contact the City of Indianapolis.

City Permit Access: City of Indianapolis One Stop Shop office application: www.indy.gov/specialevents or you may call DeAnn Milliken at 317-327-4849. All vendors will need a Temporary Vendor License as required by The City of Indianapolis

Entertainment Permit: Any event providing entertainment to the public or wanting to have a platform, stage or tent for their event must also submit an application to the Indiana Department of Homeland Security for an Amusement and Entertainment Permit. This application can be accessed online at: <http://www.in.gov/dhs/2795.htm> or by contacting Ashley Walton at 317-232-4337 or awalton@dhs.in.gov. When filling out permit application, please use permit #AE 4922584 if renting Historic Military Park & #AE 4922811 for all other WRSP spaces.

Noise Levels: For the comfort of those guests visiting Indianapolis in local hotels around White River State Park, we request no excessively loud music or speech to be amplified before 8:30 a.m. and after 11:00 p.m. For City information on noise: <http://www.noisefree.org/cityord/indianapolis.pdf>

Canal Walk at White River: Events wanting to use the entire canal, or reserve the area beyond West St.-11th St. must also contact the Downtown Indy Events Team. They can be reached at 317-237-2218 or events@downtownindy.org or emma@downtownindy.org.

Food Permitting: All food vendors participating in your event and selling food to the general public must have a copy of their Board of Health Permits (Marion County Board of Health @ 317-221-2000) available upon request (failure to do so will result in a fine by the Board of Health and the disruption of your event). A Temporary Vendor License will also be required.

Catering: Please contact your Live Nation Sales Manager at 317-249-2712 for a list of preferred catering companies.

Alcohol Sales: Please check one:

- Yes, alcohol will be sold.
- No alcohol will not be sold or consumed.
- Alcohol will be available for consumption but not for sale.

If alcohol is to be sold, a temporary permit must be obtained from the Alcoholic Beverage Commission (ABC) 15 days prior to your event. You may reach the ABC at 317-232-2430. Please be certain to check their regulations on alcohol sales. Any space in White River State Park where alcohol will be served must have some type of fencing around it (i.e. bike rack, barricade, stanchions, etc...).

White River State Park Booking Requirements:

A completed and signed application gives you a 15 day hold on our calendar. During this time, you'll be given an invoice which will include the due date of your rental payment. You will be required to either provide a credit card or a check in full to cover the damage deposit no later than 31 days out from event.

Live Nation will issue the refund of your pre-paid damage deposit if the rented area is in the same condition after the event. Otherwise, the park will use the deposit (or a portion of it) to clean and repair any damage. Damage deposit refunds will be issued 30-45 days after the final settlement of event, provided a recent W-9 has been submitted with your application.

No later than 31 days out from your event, we require your certificate of insurance. All requirements for this certificate of insurance can be found on page 8. **The certificate of insurance is mandatory and there are no exceptions to this. Events that do not provide a certificate of insurance will not be permitted to have their event at White River State Park.**

Events must submit all necessary documents and payment at least 31 days prior to event date to avoid premium rental pricing. If approved, events booked 15-30 days out from event date may incur an additional 25% price increase, 8-14 days out a 50% increase and 1-7 days out a 75% increase.

Logistics Meeting Prior to Your Event

We require a walk through with park management a **minimum** of two weeks prior to your event. During the walk through you can ask questions, review your location choice, and go over your set-up. Any first time event at the Park is required to have a site visit months in advance of their event, as well as a walk through a minimum of two weeks prior to event.

Keep it clean!

Because you are bringing your event to our property, you are responsible for all trash removal and any damages you, or your vendors, create on our property. Before leaving please return the location to its original order. All requirements will be addressed during your walk through.

Parking Options:

- Surface Lot at White River State Park: Spaces are priced by the hour and not available for a buyout. *
- White River State Park Garage: Spaces are priced by the hour or can be pre-paid and reserved. *

*Please contact your Live Nation Sales Manager at 317-249-2712 for more information.

- Ohio Street & Senate Ave Surface Lot: Lot available after 6:30 p.m. weekdays, and all day Saturdays/Sundays. Spaces are priced by the hour or pre-paid and reserved. Please contact Parking Management for more information or to reserve spaces 317-234-0231 or 317-234-1536.
- If holding your event at Waterfront Pavilion or Bison Plaza: please contact Lisa Bockoski, Guest Services Manager for the Indianapolis Zoo to make parking arrangements - lbockoski@indyzoo.com.

Location Rental Fees

I. Flat Fee-rate locations:

Spaces	Full Day Use	Damage Deposit	Half Day (4 hr.) Use
CP Amphitheatre Only	\$1,250	\$750	Inquire
Celebration Plaza Only	\$2,500	\$1,000	Inquire
Celebration Plaza/ Amphitheatre	\$3,000	\$1,750	Inquire
The Oval	\$1,250	\$750	Not available
Pumphouse Amphitheatre	\$550	\$500	Not available
Pumphouse Island	\$550	\$500	Not available
Visitor Center Back Pavilion/Oval	\$1,750	\$750	Not available
The Lawn	\$3,000	\$2,000	Not available
Washington Street Pavilion	\$250	\$500	Not available
Museum Lawn	\$750	\$1,000	Inquire
Old Washington St. Bridge	\$2,250	\$2,000	Inquire
Waterfront Pavilion	\$1,000	\$750	Inquire
Bison Plaza	\$550	\$500	Not available
Promenade Amphitheatre	\$500	\$500	Not available
Memorial Gazebo	\$750	\$500	Not available
Children's Maze	\$550	\$500	Not available
Locust Grove	\$550	\$500	Not available
Canal Elbow	\$250	\$500	Not available
New York St/WR Pkwy Overlook	\$250	\$500	Not available
Canal/Butterfly Wall	\$250	\$500	Not available
Historic Military Park at WRSP			
Military Park at White River –Full	\$4,000	\$3,000	Not available
Military Park quadrant North	\$1,500	\$800	Not available
Military Park quadrant South	\$1,500	\$800	Not available
Military Park quadrant East with Shelter House (open air/covered structure only)	\$1,750	\$800	Not available
Shelter House restrooms (restrictions apply, contact Sales Manager for information)			
Military Park quadrant West	\$1,500	\$800	Not available
Photo Shoots (Price is per hour)	\$50		
Drones are not permitted without approval			

Additional Fees

- Attendance Values: Please note that over the following attendance values, surcharges will be applied.

Attendance Surcharge	Fee
5,000 – 7,500	\$500
7,501 – 10,000	\$750
10,001 – 15,000	\$1,000
15,001 – 25,000	\$1,500
25,001 – 40,000	\$2,500
40,001 – 60,000	\$4,000
60,001 & Over	\$5,000

◆ Negotiable rates may be available for those organizations that are able to recognize White River State Park as an event sponsor and provide other partnership opportunities. Please contact your Live Nation Sales Manager at 317-249-2712 for more information.

II.Run/Walk Course Attendance Based Rental (River Promenade, Old Washington Street Bridge, East Sidewalk Path, Old National Road, Canal Walk, Urban Wilderness Trail, White River Trail and Cultural Trail). Using routes outside of WRSP may incur additional pricing. Tents, port-o-lets & event gear set-ups require an additional rental of one of the flat fee rental spaces.

Projected Attendance		DAILY RENTAL FEE		DAILY DAMAGE DEPOSIT
		For Profit	Not-for-Profit	
Minimum	Maximum			
1	250	\$250	\$100	\$200
251	500	\$350	\$200	\$250
501	1,000	\$1,000	\$500	\$500
1,001	3,000	\$1,500	\$750	\$750
3,001	5,000	\$2,000	\$1,000	\$1,000
5,001	10,000	\$2,500	\$2,000	\$1,500
10,001	20,000	\$3,000	\$2,500	\$2,000
20,001	40,000	\$3,500	\$3,000	\$2,500
40,001	Over	\$4,000	\$3,500	\$3,000

*Please inquire for pricing if you are wanting to use the Urban Wilderness Trail for your event set up location.

- Load-in & Load-out days are 50% of base daily rental (for flat fee rental spaces). The fee for load-in/out days apply when any event related item* is brought into the park before the event day or still remains on-site following the event day. **A representative from the event must be on-site for any load-in and load-out of event gear.** *An event related item refers to **anything** used for and during the event (equipment, trash, dumpster, tents, port-o-lets, generators, etc...)
- Any space used as storage by an event that was not listed as a rented space on invoice, or approved by WRSP, will be charged and taken out of the events damage deposit.
- Any event requesting White River State Park staff to remain on site during the event will be charged \$50 per hour per staff member. A \$50 per hour per staff member charge will be deducted out of damage deposit if cleanup of any event related space and/or routes are not performed by the event.
- Food truck vendors must be approved by White River State Park. If approved, the WRSP Events Team will designate appropriate placement of the food truck. A list of preferred Food Trucks and guidelines can be obtained by contacting your Live Nation Sales Manager. Space rental is required for food truck vendors and it is mandatory they have plywood/cardboard placed under their trucks/trailers.
- Duradeck is available to rent, please contact your Live Nation Sales Manager for pricing. Events are responsible for having plywood/protective material under any event gear that may cause damage to Park space. If not brought by event, and the Park feels damages will occur without it, the Park may charge the event for the use of Duradeck or plywood.

The White River State Park reserves the right to have a presence at a mutually agreed upon location at any public event to inform guests of the many attractions at the park. In addition, the Indianapolis Convention and Visitors Association (ICVA) will also have access to the event to deliver tourism information to attendees via the mobile visitors center. Confirmation of this will be determined at the walk through prior to your event.

Date of Application: _____

Name of Event: _____

Name of Sponsoring Group: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Phone (office): _____

E-mail: _____ Phone (cell): _____

Event Website: _____

Projected Attendance (include attendees, staff, volunteers, animals, etc.):		Media onsite: (Yes/NO & who)	
Load-in Date(s):		Load-in Time(s):	
Event Date(s):		Event Start/End Time(s):	
Load-out Date(s):		Load-out Time(s):	
Walk/Run Registration Time:		Walk/Run Starts:	

EVENT DESCRIPTION

- ◆ Is your organization: not-for-profit _____ government _____ for-profit _____ private _____
- ◆ What types of activities are planned for this event? _____

- ◆ Do you anticipate participants to have dogs, bicycles, strollers? _____
- ◆ Will tickets be sold? _____ If yes, ticket price(s): _____
- ◆ Are you planning to have Food Truck vendor(s) at this event? _____ *Additional fees may apply
- ◆ If yes, how many? _____ (Approval Required)

Website info: Please give a two line detail of your event to be posted on our website including contact information: _____

Merchandise: Are you interested in providing White River State Park Events with your event-branded merchandise to giveaway to potential participants/contestants through social media? Please describe: _____

WHICH AREAS OF THE PARK ARE YOU REQUESTING FOR THIS EVENT?

Flat Fee Rental Rates:

Celebration Plaza Only: _____

Celebration Plaza Amphitheater Only: _____

Celebration Plaza + Amphitheater: _____

The Oval: _____

Pumphouse Amphitheater: _____

Pumphouse: _____

Pumphouse Island: _____

Visitor Center Back Pavilion + Oval: _____

Washington Street Pavilion: _____

The Lawn: _____

Military Park- Full Park: _____

Military Park Quadrant North: _____

Military Park Quadrant South: _____

Military Park Quadrant East with Shelter House
(open air/covered structure space only. If interested in
use of restrooms, please inquire): _____

Military Park Quadrant West: _____

Walk/Run Space Fees by Attendance:

Old Washington Street Bridge: _____

Canal Walk at White River State Park (from the River
to West Street): _____

River Promenade/West Sidewalk Path: _____

State Museum Lawn: _____

Old Washington Street Bridge: _____

Waterfront Pavilion: _____

Bison Plaza: _____

Promenade Amphitheatre: _____

Locust Grove: _____

Children's Maze: _____

Canal Elbow: _____

Memorial Gazebo: _____

Canal/Butterfly Wall: _____

New York St. WR Pkwy Overlook: _____

It is mandatory all events announce, advertise, etc... that their event is located at White River State Park (not just the name of the rented space). If your event is in Military Park, you must list the event location as Historic Military Park at White River State Park.

Old National Road/East Sidewalk Path: _____

Urban Wilderness Trail: _____

Photo Shoot: _____

Space(s): _____

WALKS/ RUNS: New events wanting to utilize any route that goes in front of the Zoo, the WRSP Visitors Center, any entrance/exit into the WRSP surface parking lot & ISM underground parking garage or requires the closure of Washington Street will NOT be allowed. Existing events require park and city approval in advance to close streets and access to the park and our attractions.

WALKS/ RUNS: Please include a detailed description of your route with start and finish locations or include a map:

Events using the entire canal, or beyond West St. to 11th St., must also contact Downtown Indy Events Team at 317-234-3356 or info@downtownindy.org to reserve this portion of the canal.

- ◆ The event will be responsible for cleaning the event site/route by removing all refuse from the area(s). All event related trash must be carried off park premises or disposed of in a rented (by event) dumpster (additional fees for placing dumpster in surface parking lot). White River State Park may provide ¼ of its dumpster, located in the surface lot, for event use (prior approval must be given). Any event allowing pets must pick up all ALL pet waste. **Failure to do so will result in the reduction or loss of your security deposit. Overfill of Park dumpster will also result in the reduction or loss of deposit.** Please detail your site clean-up plan: _____

- ◆ Please describe arrangements for security or traffic enforcement (Overnight security is NOT permitted to have their vehicle(s) parked inside of the park proper areas or Historic Military Park. Golf carts are permitted). _____

- ◆ What arrangements have been made for first aid and medical emergencies? _____

- ◆ What are your electrical needs for the event? (extension cords, surge protectors, etc. are your responsibility). One power drop is included with rental. A \$75 fee applies for an additional drop approved in advance of the event walk through. If more than 2 power drops are needed, you must use a generator. Bounce houses & other equipment that draw a lot of power must get source of power from generator.

- ◆ Water needs (water hook ups are a \$50 fee per event day, per hook up. Event is responsible for additional hoses): _____

- ◆ Please describe/detail the site plan of your event & attach a site map: _____

- ◆ Parking Plans: _____

**Live Nation & White River State Park Development Commission
Standard Insurance Requirements for Special Use Permits**

- ◆ All events at White River State Park must have a Certificate of Insurance prepared for their event.
- ◆ Certificate of Insurance should list as additional insured: White River State Park Development Commission, and Live Nation Worldwide, Inc.
- ◆ Live Nation Worldwide, Inc. must be listed as the certificate holder with the address at 9100 Keystone Crossing, Suite 700, Indianapolis, IN 46240.

PUBLIC EVENTS must provide the following insurance:

- a. **Premises and operations Commercial General Liability:** \$1 million per occurrence and \$2 million aggregate. Include liquor liability in coverage.
- b. **Products Liability:** \$2 million. Include liquor liability in coverage.
- c. **Personal and Advertising Injury:** \$1 million per occurrence and \$2 million aggregate.
- d. **Damage to Property of Others:** \$100,000
- e. **Medical Expense:** \$5,000 per person
- f. **Commercial Automobile Liability for Owned and Non-Owned Automobiles:** \$1 million combined single limit or per occurrence for bodily injury and property damage. Garage liability coverage may be required for persons operating parking areas.
- g. **Excess Liability and/or Umbrella Coverage:** \$5 million. Include liquor liability in coverage.
- h. **Worker's Compensation:** For entities that purchase Worker's compensation insurance, the amount per employee is \$1 million per accident, Coverage B \$1 million per disease, and Employer's Liability \$1 million aggregate for all diseases. Indiana law requires firms to show proof of ability to pay injured workers, but firms can be self-insured. Partnerships and sole proprietors are not required to purchase Worker's Compensation Insurance.
- i. **Other Insurance:** The Commission or the Executive Director may require other insurance. Examples of other possible Insurance include Professional Liability/Errors and Omissions - \$100,000 per person and \$300,000 per occurrence, or for aircraft or watercraft.

PRIVATE EVENTS must provide the following insurance:

- a. **Personal Liability:** \$1 million per occurrence
- b. **Medical Expense:** \$5,000 per person
- c. **Excess Liability and/or Umbrella Coverage:** Only as needed to bring amount of coverage for any of the above categories up to amount required.

WHITE RIVER STATE PARK SPECIAL EVENT GUIDELINES

Thank you for considering White River State Park for your special event. We look forward to having you in the Park and ask that you follow these rules to ensure that your event goes smoothly and that Park resources are protected. Failure to comply with these rules could result in the partial or total loss of your damage deposit. Best wishes for a safe and successful event!

Vehicles

- ◆ WRSP does not allow vehicles on Park green space without prior approval from WRSP staff or management. This also includes inside Historic Military Park at White River State Park. Failure to comply with this guideline may result in a fine of each vehicle as follows: cars \$100.00, standard trucks \$150.00 and larger vehicles \$300.
- ◆ Unauthorized vehicles must be moved when asked by a park employee to avoid any fines.
- ◆ If permission is granted, a protective material must be placed under the vehicle to prevent damage, staining and/or the contamination of Park grounds.

We have the authority at any time to prohibit vehicular traffic throughout the park in order to secure the safety of all visitors and maintain the integrity of the park spaces.

Dumpster/Trash Removal

- ◆ Please place all trash *in* a trash receptacle. You are responsible for securing additional receptacles or having your trash hauled away if Park containers are filled more than half due to the needs of your event. ***If trash is not removed or overfills a receptacle, any fees for trash removal will be retained from the damage deposit at the rate of \$50 per hour per staff member. Any event wanting to do chalk art must get prior approval from park. The approved areas must be washed off immediately following event. Prior approval from park event staff is required to leave chalk art beyond the event related days.***
- ◆ Spray paint is not permitted anywhere in White River State Park
- ◆ Zip ties are not permitted for use to hang up event signage on Park property (railings, light posts, etc...). Soft Yarn is acceptable.
- ◆ Event is responsible for cleaning up any trash/signage along their walk/run route.

Recommended contact for Trash Removal: Republic Services 317-917-7300.

Animal Waste Clean-Up

- ◆ Any event allowing attendees to bring pets must make sure the animal is on a leash and that ALL pet waste is picked up. There will be a \$100 per hour per staff member pet clean-up fee charged to the event if pet waste is left in space after the event.

Port-O-Lets

- ◆ You are responsible for securing the appropriate number of port-o-lets for your event (1 per 100 attendees). They should be delivered at the latest date and time possible prior to your event (on a paid for event load-in date) and removed from Park property after your event ends (on a paid for event load-out date). Additional fees may incur for any unapproved and unpaid early load-in or late load-out day(s).
- ◆ Port-o-lets are to be placed in designated areas approved by Park staff.
- ◆ If port-o-lets require hoses for a water source, the vendor or event must supply the hose.

Recommended contact for Port-O-Lets: Service Sanitation (formally Indy Portables), 317-849-6200 or B&R Services, Rick Goings 317-858-8066

Tents, Staging & All Other Event Related Gear

- ◆ Any tents for events on Old Washington Street Bridge and the Museum Lawn must be weighed down, not staked.
- ◆ You are responsible for contacting Indiana811 to confirm irrigation lines before any tent is staked. Indiana811.org.
- ◆ Stage size & location must have prior approval from WRSP.
- ◆ Tents, tables, chairs, staging, etc. should be delivered at the latest date and time possible prior to your event (on a paid for event load-in date) and removed from Park property after your event ends (on a paid for event load-out date). Additional fees may incur for any unapproved and unpaid early load-in or late load-out day(s).

Recommended contact for Tent Rentals: A Classic, Kevin 317-251-7368, Fax 317-253-0586.

Parking

- ◆ There is a fee to park in the White River State Park garage and the surface lot. Event rates vary. You may make arrangements to pre-pay for parking for your guests by contacting your Live Nation Sales Manager at 317-249-2712.

Historic Shelter House restrooms (Historic Military Park at White River State Park)

- ◆ If approved to access and utilize restrooms, White River State Park will clean and stock restrooms before event. Your event *must* provide staff to monitor and maintain clean restrooms throughout your entire event. Restrooms must be in good, clean condition at the end of each day of your event. Additional cleaning fees will be charged if restrooms are not in good order. The capacity for usage is limited, please check with your Live Nation Sales Manager for details and rates.

Food and Drink

- ◆ Centerplate Catering is White River State Park's preferred caterer. Please contact your Live Nation Sales Manager for a list of other approved catering companies.
- ◆ Non-catered events serving food or beverages must place a protective material around serving areas to prevent staining and/or the contamination of Park grounds.
- ◆ ***NO open flames (portable grills, cooking stoves) of any kind are allowed at WRSP without approval from the Park's Executive Director.*** The dumping/discarding of hot coals or grease on Park property is not allowed! If either is found after an event, the amount for cleaning and removal plus labor will be retained from the damage deposit.
- ◆ Any space where alcohol will be served and/or consumed **MUST** have some type of fencing around it.

Walk-through

- ◆ Once application has been accepted, and **no less than two weeks prior** to date of your event, you are responsible for scheduling a "walk-through" of your event with Park staff and submitting a site plan and/or route map prior to the meeting. The purpose of the walk-through is to make you completely aware of all Park guidelines, answer any questions you may have and to review the schedule for your load-in/out date(s) and time(s). Any first time event at the Park is required to have a site visit months in advance of their event, as well as a walk through a minimum of two weeks prior to event.

Security

- ◆ WRSP requires events to have police/security on-site during their event. Events expecting 5,000 or more attendees may be required to have additional security.
- ◆ If you are requesting a lane closure, you must also have police to direct traffic.
- ◆ WRSP is not responsible for event related items (tents, generators, etc...) left overnight and recommends that an event hires security to watch over their items. Please remember that security must be on foot, or in a golf cart, and are not permitted to drive their vehicles into the space and park overnight.

Please contact your Live Nation sales contact if you would like the WRSP preferred vendor list.

Drones: Must receive prior written approval from the WRSP Executive Director.

To Help Protect the Animals at the Indianapolis Zoo fireworks are NOT permitted in White River State Park

Rental Fee:

- ◆ The Park will refund 50% of prepaid fees when cancellations are made at least 30 days before the event. Cancellations made less than 30 days before the event will result in the forfeiture of the entire rental fee.

All events are rain or shine. White River State Park does not offer a backup plan and/or additional spaces for inclement weather. Please plan accordingly and have your event related emergency and weather back-up plans in place before the walk through meeting.

Please Read Carefully

I, a duly authorized representative of the applicant, hereby affirm that the submitted information is true and correct to the best of my knowledge. As such, I have been authorized by the applicant to apply for this permit and have read, understand and agree to comply with all rules concerning the use of White River State Park. The applicant agrees that while renting the Park, the applicant will not exclude anyone from participation in, deny anyone benefits of, or otherwise subject anyone to discrimination because of that person’s race, color, sex, religion, creed, national origin or ancestry, age or handicap. Under this Special Use Permit, the applicant assumes all responsibility for proper conduct in the Park, including consumption of alcoholic beverages. The applicant agrees to hold harmless, defend and indemnify the White River State Park Development Commission, Murat Centre Concerts, L.P., Murat Center Concerts, Inc. and Live Nation Worldwide, Inc. from and against any and all liabilities, damages, claims, suits, causes of action, costs and expenses (including reasonable attorneys’ fees and court costs) arising out of (I) the applicant’s event, (ii) applicant’s use of the White River State Park, (iii) any acts or omissions of the applicant, its guest, invitees, patrons or volunteers and/or (iv) the conduct of those persons participating in the special event described in this application.

Applicant: _____

(Print organization name / Authorized representative requesting permit)

Please provide an email address to receive confirmation of receipt and acceptance of this application.

Email Address _____

Date: _____

Signature of Applicant or Authorized Representative:

Holds are placed on the calendar as a courtesy and are good for only 15 days.

This application along with the appropriate fees, certificate of insurance, site/route maps and scheduled walk through meeting are required for your event and must be received to secure your date and space. Rental fees and damage deposits are required either in check or credit card form.

Checks should be made payable to Live Nation.

Please return all required documents and payment to: LauraChernin@livenation.com or mail to: Live Nation, Attn: Laura Dowling-WRSP, 9100 Keystone Crossing, Suite 700, Indianapolis, IN 46240

Received _____ **Approved by** _____