



Welcome!

Thank you for choosing White River State Park! With many policies to safeguard our park and to ensure the safety of our guests, we understand the event booking process can be quite intimidating. We are happy to offer our assistance during this process.

PERMITS:

- ◆ **City of Indianapolis:** If you plan to use any roads or property outside of White River State Park, you will need to apply for a city permit. To apply, please go to the City of Indianapolis Special Events link <https://www.indy.gov/activity/special-events-permits>. If you have questions regarding the city permit, please either call 317-327-8700 or email SpecialEvents@indy.gov.
- ◆ **Entertainment Permit:** Any event providing entertainment to the public or wanting to have a platform, stage or tent must 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 email Codepermits@dhs.in.gov. When filing a permit application, please use permit #AE 4922584 if renting Military Park & #AE 4922811 for all other WRSP spaces.
 - ◇ City of Indianapolis Noise Ordinance: No excessively loud music or speech may be amplified before 7:00 a.m. and after 11:00 p.m.
- ◆ **Food Permit:** A Temporary Vendor License will be required and all food vendors participating in your event must have a copy of their Board of Health Permits available upon request. Failure to do so will result in a fine by the Health Department and the disruption of your event. Please reach out to the Marion County Public Health Department at 317-221-2222 for more information or go to <http://marionhealth.org/programs/environmental-health/food-and-consumer-safety-2/>.
 - ◇ Please contact your Live Nation Sales Manager at 317-249-2712 for a list of preferred catering companies or food trucks.
- ◆ **Alcohol Permit:** If alcohol is to be sold or distributed a temporary permit must be obtained from the Indiana Alcohol & Tobacco Commission at least 10 days prior to your event. You may reach the ATC at 317-232-2430 or www.in.gov/atc. 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...).
- ◆ **Canal Walk/Loop:** Events wanting to use the entire Canal for their walk route, or utilize the area beyond West Street to 11th Street, must also contact the Cultural Trail. They can be reached at Request@indyculturaltrail.org or Indyculturaltrail.org/spaces.

WHITE RIVER STATE PARK BOOKING PROCESS:

- ◆ **Application:** 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.
- ◆ **Damage deposit:** You will be required to provide a credit card to have on file for the damage deposit no later than 30 days out from event.
- ◆ **Certificate of Insurance:** No later than 30 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 30 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/walk-through:** We require a walk through with the WRSP Events Team a **minimum** of two weeks prior to your event. During the walk through we will review Park policies and procedures, discuss on-site logistics and event details, as well as answer any questions you may have. Any first time event at White River State 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:** We need your help to keep the Park clean. Events are responsible for all trash removal on Park property. Before leaving please return the spaces(s) to their original order, including pulling trash bags from Park cans in/near your event space/used by our event attendees. Please ask your Live Nation Sales Manger about possibly renting ½ of the WRSP dumpster.

Additional information regarding White River State Park guidelines/policies are located on page 10.

White River State Park Development Commission, Live Nation Worldwide, Inc and selected partners reserve 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. Confirmation of this will be determined at the walk through prior to your event.

Location Rental Fees

Flat Fee-rate locations:

Spaces	Full Day Use	Damage Deposit	Half Day (4 hr.) Use
Bison Plaza	\$550	\$500	Not available
Canal/Butterfly Wall	\$350	\$500	Not available
Celebration Plaza Only	\$3,000	\$1,000	Inquire
CP Amphitheatre Only	\$1,500	\$750	Inquire
Celebration Plaza/ CP Amphitheatre	\$4,000	\$1,750	Not available
Celebration Plaza/Canal Elbow	\$3,350	\$1,500	Inquire
Canal Elbow Only	\$500	\$500	Not available
Children's Maze	\$550	\$500	Not available
Locust Grove	\$650	\$500	Not available
Museum Lawn	\$1,000	\$750	Inquire
Old Washington St. Bridge	\$2,500	\$1,000	Inquire
The Oval	\$1,500	\$750	Not available
Promenade Amphitheatre	\$550	\$500	Not available
Pumphouse Amphitheatre	\$550	\$500	Not available
Pumphouse Island	\$550	\$500	Not available
Waterfront Pavilion	\$1,000	\$750	Inquire
Permanent Restrooms *	\$2,200		
Military Park at WRSP			
Military Park at White River –Full	\$5,000	\$3,000	Not available
Military Park quadrant North	\$1,750	\$800	Not available
Military Park quadrant South	\$1,750	\$800	Not available
Military Park quadrant West	\$1,750	\$800	Not available
Military Park quadrant East with Shelter			
House (open air/covered structure)	\$2,000	\$800	Not available
Shelter House restrooms	\$200	\$200	

*Contact your Live Nation Sales Manager for availability

Photo Shoots/Filming throughout park \$50/hour

**Location rental may be needed if setting up event gear

Drones are not permitted without approval

If interested in renting the TCU Amphitheater at WRSP for your special event, please contact Caroline Myers at CarolineMyers@LiveNation.com.

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

Run/Walk Course Attendance Based Rental (River Promenade, West Sidewalk Path, Old Washington Street Bridge, East Sidewalk Path, Old National Road, Canal Walk, Urban Wilderness Trail, White River 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

- ◆ 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, dumpster, tents, port-o-lets, generators, etc...)
- ◆ Any space used as storage or parking 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.
- ◆ A \$200 per hour labor charge will be deducted from damage deposit if event space(s) are not returned to their original condition.
- ◆ On non-concert days, the permanent restrooms located behind the Visitors Center may be available for rent. Please contact your Live Nation Sales Manager for information and pricing.

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). For example, if your event is in Military Park, you must list the event location as Military Park at White River State Park.

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, 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? _____

- ◆ Will tickets be sold? _____ If yes, ticket price(s): _____
- ◆ Are you planning to have Food Truck vendor(s) at this event? _____
- ◆ If yes, how many? _____
- ◆ Will you have alcohol: 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.

WRSP Website info: If you would like to have your event listed on the WRSP website, please give a simple description of your event including contact/event website information: _____

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

GREENSPACE	X
Bison Plaza	
Canal/Butterfly Wall	
Celebration Plaza Only	
Celebration Plaza Amphitheater Only	
Celebration Plaza + CP Amphitheater	
Celebration Plaza + Canal Elbow	
Canal Elbow Only	
Children's Maze	
Locust Grove	
Military Park@WRSP	
Military Park at White River - Full	
Military Park - North Quadrant	
Military Park South - Quadrant	
Military Park West - Quadrant	
Military Park - East Quadrant with Shelter House	
Military Park - Shelter House Restrooms	

GREENSPACE	X
Museum Lawn	
Old Washington Street Bridge	
The Oval	
Promenade Amphitheater	
Pumphouse Amphitheater	
Pumphouse Island	
Waterfront Pavilion	
Permanent Restrooms	
Photo Shoot/Filming	

WALK/RUN ROUTES	X
Canal Walk @WRSP (River to West St)	
River Route	
Urban Wilderness Trail	

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

Events wanting to utilize the entire Canal Loop, or reserve the Canal north of West Street, must also contact the Cultural Trail at Request@IndyCulturalTrail.org or indyculturaltrail.org/spaces.

- ◆ Please detail your site clean-up plan (Dumpsters placed in surface parking lot require a bus lane rental):

- ◆ Please describe arrangements for security or traffic enforcement: _____

- ◆ Are you requesting a road or lane closure with the city?: _____

- ◆ Please describe your medical safety plan: _____

- ◆ Power needs: One power drop (equivalent to a 110 house outlet) is included with rental. A \$75 fee applies for one additional drop. If more than 2 power drops are needed, you must rent a generator (surge protectors and additional extension cords are your responsibility): _____

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

- ◆ Wi-Fi needs: Are you interested in renting up to 3 MiFi units from WRSP? Each unit is \$50 per day:

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

- ◆ Are you planning on having a stage or riser? _____

- ◆ Parking Plans: _____

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

- ◆ 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 9348 Civic Center Drive, Beverly Hills, CA 90210.

PUBLIC EVENTS must provide the following insurance:

- a. **Premises and operations Commercial General Liability:** \$1 million per occurrence and \$2 million aggregate.
- b. **Products Liability:** \$2 million.
- 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.
- j. **Liquor Liability:** \$1 million per occurrence and \$2 million aggregate.

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 choosing 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!

Walk-through/Logistics meeting

- ◆ Once application has been accepted, and no less than two weeks prior to date of your event, you are responsible for scheduling the “walk-through” of your event with the Parks’ Events Team. The purpose of the walk-through is to review Park policies and procedures, discuss on-site logistics and event details, as well as answer any questions you may have. Any first time event at WRSP are required to have a site visit months in advance of their event, as well as a walk through.

Vehicles

- ◆ WRSP does not allow vehicles on Park green space without prior approval from WRSP staff or management. This also includes inside 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.
- ◆ 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.

Park staff 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.

Parking Options

- ◆ There is a fee to park in the White River State Park underground parking garage and surface lot.
 - ◇ Surface Lot at White River State Park: Spaces may either be priced by the hour or a flat event day rate. The Surface Lot will not be available if there is a concert at the TCU amphitheater@WRSP.*
 - ◇ White River State Park Underground Garage: Spaces may either be priced by the hour or a flat event day rate. Spaces can be pre-paid and reserved. *
 - ◇ Surface Lot @Ohio Street & Senate Ave, Senate Ave Garage, & Washington Street Government Center Garage: Available after 6:30 p.m. weekdays, and all day Saturdays/Sundays. Spaces are priced by the hour or may be pre-paid and reserved.*
 - ◇ If holding your event at Waterfront Pavilion or Bison Plaza: please contact Lauren Julian, Guest Services Manager for the Indianapolis Zoo to make parking arrangements - ljulian@indyzoo.com.

*Please contact your Live Nation Sales Manager at 317-249-2712 to make arrangements to pre-pay for parking for your guests or more information.

Please contact your Live Nation Sales Manager if you would like the suggested vendor list (tents, tables, port-o-lets, generators, security, golf carts, event cleanup, etc...).

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.org to locate utility lines before any tent is staked.
- ◆ Stage size & location must have prior approval from WRSP.

Dumpster, Trash Removal & General Clean- Up

- ◆ Please place all trash *in* a trash receptacle. You are responsible for securing additional receptacles and hauling your trash away, including trash in a park trash can. ***If trash is not removed or overfills a receptacle, any fees for trash removal will be retained from the damage deposit.***
- ◆ Any event wanting to do chalk art or use chalk to mark their route must get prior approval from park. The approved areas must be washed off immediately following event. If tape is used to mark route, it must be removed at the end of your event. Gaffers tape is preferred.
- ◆ Spray paint is not permitted anywhere in White River State Park. Spray chalk may be permitted in the grass. Prior approval is required.
- ◆ Any event promoting the use of confetti or silly string at their event needs to keep in mind that all of those items must be removed from the space following the event to avoid a clean-up fee.
- ◆ Prior to hanging your event signage on Park property, please discuss with your Live Nation Sales Manager how you plan to secure signage, as some methods may not be permitted.
- ◆ Event is responsible for cleaning up any trash/signage/tape along their walk/run route.
- ◆ Please ask your Live Nation Sales Manger about possibly renting ½ of the WRSP dumpster.

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 pet clean-up fee charged to the event if pet waste is left in space after the event.

Port-o-lets

- ◆ 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.
- ◆ Clean up of space after port-o-lets are picked up is the events' responsibility (loose paper towels, etc..)

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

- ◆ 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 to avoid additional cleaning fees. The capacity for usage is limited, please check with your Live Nation Sales Manager for details and rates.

Food and Drink

- ◆ Please contact your Live Nation Sales Manager for a list of preferred catering companies.
- ◆ ***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 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 per Excise.
- ◆ The WRSP Events Team will approve placement of the food truck(s). Space rental is required for food truck vendors and it is recommended they have plywood/cardboard placed under their trucks/trailers.

Security

- ◆ WRSP may require events to have police/security on-site during their event. Events expecting 5,000 or more attendees may be required to have additional security. Please contact your Live Nation Sales Manager for more details.
- ◆ If you are requesting a lane closure with the City, 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 is not permitted to drive onto the grass.

Drones

- ◆ Events must receive prior written approval from the WRSP Executive Director.

Fireworks/Balloon release

- ◆ To help protect the animals at the Indianapolis Zoo, fireworks and balloon releases are not permitted.

Photos taken during event

- ◆ Any high resolution/professional images taken during your event at WRSP are to be shared with your Live Nation Sales Manager post event to be used for marketing.

Rental Fee Refunds:

- ◆ 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 _____

Signature of Applicant or Authorized Representative: Date: _____

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 may be paid by ACH/Wire, check or credit card. A valid credit card must be on file for damage deposits.

Please make checks payable to Live Nation Worldwide, Inc.

Please return all required documents: LauraChernin@livenation.com or mail to: White River State Park, Attn: Laura Chernin-Dowling, 801 W. Washington St, Indianapolis, IN 46204

Received _____ Approved by _____
Signature of Live Nation Sales Manager