

## 2020 - Riverfront Wilmington Event Guidelines Hare Overlook Pavilion

The following Riverfront Wilmington Event Guidelines (“Guidelines”) have been developed by the Riverfront Development Corporation of Delaware (“RDC”) to assist you in the planning of your Riverfront Wilmington (“Riverfront”) event. The Guidelines are not intended to form any kind of legal contract between you and the RDC and are for estimation and planning purposes only.

The “Guidelines” are subject to change at any time. Should you have any questions regarding these “Guidelines”, please feel free to contact **Yvette Buckner 302-425-4890 ext. 1109**.

### ***Approval Process for Events***

All events requesting use of Riverfront Wilmington facilities must do so in writing by completing an Event Facility Request Form. The completed forms will be reviewed and final approval for the event will be made in writing to the organizer. At least **90 days** prior to the event, the event organizer or authorized representative must present the logistical plan for the event. RDC reserves the right to restrict the number of approved events due to impact on Riverfront Wilmington businesses, traffic patterns, etc. Each organizer will receive an e-mail confirmation if event application is approved or denied at least 60 days prior to the event.

### ***Initial: \_\_\_\_\_ Scheduling of Events***

The RDC will do everything possible to work with event organizers to schedule their preferred date for an event. However, if there are conflicts with the events calendar, the RDC reserves the right to offer an alternative date and event site to event organizers.

### ***Initial: \_\_\_\_\_ Event Cancellation***

All RDC facilities are available to event organizers rain or shine. If an event is cancelled due to extreme weather conditions at least 48 hours in advance, all refundable fees and deposits will be returned to the event organizer or RDC will give the organizer the ability to reschedule an event based on future availability only.

If event is cancelled within 24 hours of scheduled event date, there will be \$200.00 cancellation fee assessed to the event.

If the required paperwork is not received during the established timeline, RDC has the sole discretion to cancel the event date. In addition, there will be \$200.00 cancellation fee assessed to the event.

### ***Initial: \_\_\_\_\_ Event Rain Date Request & Fees***

Although all events are rain or shine, if the event organizer is requesting an available rain date, the event fees will increase by an additional \$400 which is non-refundable. RDC will not schedule any additional events which conflict with the calendar of the Chase Center on the Riverfront, Blue Rocks home games, or Tubman-Garret Riverfront Park (“TGRP”) events. The RDC reserves the right to offer an alternative date and site to event organizers. The RDC will do everything possible to work with event organizers to schedule their preferred date for an event.

### ***Event Site: Hare Overlook Pavilion, Location & Times***

All events are to set-up and start at the designated approved venue unless changed by the RDC. All venue locations will be clearly labeled and easily identified.

- Hare Overlook Pavilion is our primary event location for all events that have 200 or less people.
- Hare Overlook Pavilion rental hours are available from Dawn to Dusk, maximum three (3) hrs.
- Hare Overlook Pavilion is located on the back of 308 Justison Street, located directly on the Wilmington Riverfront.
- Hare Pavilion venue dimensions are 47’x32’ each grass side 105’ each grass side 105’ across

### ***Initial: \_\_\_\_\_ Event Usage Fees***

All organizations requesting the use of Riverfront Wilmington properties will be charged a \$300 fee.

- Riverfront Development Corporation Event Fee \$250
- Maintenance Fee \$50, minimal trash detail

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- This is a non-refundable \$50 maintenance fee for all events. This is included in your usage fee. Event organizers are responsible for general event clean-up, which includes event tables, vendor supplies, etc.
- Events requiring additional maintenance assistance after the event has concluded will be billed by RDC at an hourly rate of \$50/hour.
- RDC will provide up to 10 trash and recycling receptacles at no additional charge for your event. RDC will not permit any outside entity to clean and manage the event site.

### **Initial:** \_\_\_\_\_ **Refundable Security Deposit**

A Security Deposit of \$1,000 is required at least **90** days prior to the event and will be processed upon receipt. This Security Deposit will be refunded provided that all other fees are paid in full, and that no damage has been done to the facilities.

Additional fees may apply. Please read the complete list of usage fees for Hare Overlook Pavilion in the **Event Cost Breakdown** section.

### **Initial:** \_\_\_\_\_ **Event Organizers/Coordinator**

All event organizers must follow event timelines. Any fees or paperwork that is not received within the scheduled timeline will forfeit event date. Event organizers must contact the RDC **14 days** prior to the event to give a semi-final attendance count. If the attendance number exceeds any policy requirements, the event organizer shall be responsible for all expenses during the event and will be billed by the RDC.

RDC requires that a dedicated event coordinator be on-site at all times during the scheduled event, including set-up and break-down. The event coordinator must remain on-site until all vendors and equipment have been removed from the facility. This person will be the primary point of contact for RDC event staff, maintenance, and ground crews throughout the event. The event coordinator must carry a cell phone or other means of communication at all times during the scheduled event, and that phone number must be provided to RDC staff prior to event.

### **Initial:** \_\_\_\_\_ **Load In/Load Out times**

#### **Load In Hare Overlook Pavilion**

Will only be allowed on the day of your event up to (2) hours prior based on your event time line.

#### **Load Out**

All equipment (including registration tables and traffic cones) must be removed **IMMEDIATELY** following the close of your event, unless otherwise agreed to, in writing, by RDC.

### **Initial:** \_\_\_\_\_ **Banners**

Any event that requires banners at TGRP exterior or interior fencing or Hare Overlook Pavilion interior fencing, will be installed by RDC. There is a \$25 fee per banner. All banners must be delivered to RDC seven (7) days prior to event. Banners received less than 7 days will be charged \$50. (24) hours prior will be charged \$100.

Under no circumstances are event organizers allowed to hang their own banners anywhere at the Riverfront via trees, light poles or cranes. All banners, unless authorized by RDC, will be removed directly following the conclusion of the event and must be picked up within five (5) days after your event or will be disposed of. All banners must have airholes and grommets top and bottom. RDC will not make any additional alteration to banners. Hare Overlook Pavilion Banner Dimensions 46"x 28"

### **Initial:** \_\_\_\_\_ **Signage**

RDC will provide directional parking signage to be used in conjunction with your event. RDC does not provide any signage specific to your event. RDC recommends, however, that you do utilize directional signage for parking, entrance(s), course route, etc. All signage must be provided and removed by event organizer and staff immediately following the opening and close of the event. Event signage cannot be bolted to any Riverfront structures for any reason such as buildings, fences, light pole, etc. Should RDC staff be required to remove and dispose of any signage remaining after your event, a fee of \$50 per sign will be charged against your Security Deposit.

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**Initial:** \_\_\_ **Branding**

In all advertising and literature describing the location of the event, the event organizer shall expressly state the location to be "**Riverfront Wilmington**". Hare Overlook Pavilion at Riverfront Wilmington.

**Initial:** \_\_\_ **Electricity**

Complete power requirements, including a schematic drawing plan indicating the locations using power and amperage at each location, must be provided to RDC a minimum of two weeks prior to the event. All equipment that requires over 20 amperages, such as a normal electrical device, DJ's, etc. must be operated on a generator, secured by the event organizer.

**Hare Overlook Pavilion-** has limited electricity. The cost for accessing power is \$25 per outlet.

*Note: Large items such as, moon bounce, ice machine etc. are prohibited at this event site.*

**Initial:** \_\_\_ **Staging**

Staging is prohibited at Hare Overlook Pavilion.

**Initial:** \_\_\_ **Sound/Lighting systems**

RDC does not provide sound or lighting systems for use during your event. You may select a production company of your choice, subject to the prior approval of RDC. All sound and lighting equipment must use a generator.

**Minimal sound will be permitted at Hare Pavilion.**

**Initial:** \_\_\_ **Noise Ordinance**

Wilmington City Code 1149 Regulations Governing the Control of Noise. Riverfront Wilmington is now a residential area. All organizers are prohibited from engaging in any activity producing noise more than 65 decibels in the daytime (between 7 a.m. and 10 p.m.) All speakers must be positioned towards Christina River if using Hare Pavilion.

**Initial:** \_\_\_ **Tents, Inflatables**

Pop-up tents 10x10 are permitted at Hare Overlook Pavilion. **Any large tents or inflatables of any kind will not be permitted at Hare Overlook Pavilion.**

**Initial:** \_\_\_ **Cooking**

There is no grilling or cooking of any kind permitted on the M.S.P. Riverwalk, Hare Overlook Pavilion, or surrounding sidewalks.

**Initial:** \_\_\_ **Restroom Facilities**

All events using Hare Overlook Pavilion must secure additional restroom facilities. Portable toilets **SHALL NOT** be positioned anywhere in or on Hare Overlook Pavilion, or on the M.S.P Riverwalk any time. All porta potties must be placed on Poole Street. You may use a portable toilet vendor of your choice, subject to the prior approval of RDC. Proof of ordered portable toilet rentals is required thirty (30) days prior to your event. RDC has a designated location for all porta pottie placement.

They shall not be delivered earlier than two (2) days prior to an event and must be picked up immediately after the event. RDC requires all event organizers to provide one portable toilet per 100 persons thereafter.

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The public restrooms at the Shipyard Center will be accessible during all events on Saturdays & Sundays.

The public restrooms at the Riverfront Market will be available only during Saturdays.

**Initial:** \_\_\_ **Vehicle Access to TGRP, Hare Overlook Pavilion, Dravo Plaza, M.S.P. Riverwalk, and the J.A.M. Trail**

Vendors, event staff and/or anyone else attending your event **SHALL NOT** drive or park vehicles on Hare Overlook Pavilion, J.A.M. Trail, or the surrounding sidewalks and/or along the M.S.P. Riverwalk, for any reason. RDC Security personnel will be enforcing this regulation and will tow any vehicle in violation.

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### **Initial:** \_\_\_ *Sidewalk Access*

All sidewalks along the M.S.P. Riverwalk, Hare Pavilion, and the J.A.M. Trail must remain clear and free of obstruction at all times. At no time shall tents, power cords, generators, displays, or any other structure impede or otherwise adversely affect pedestrian access to sidewalk areas.

### **Initial:** \_\_\_ *Alcohol Sales*

All events selling alcohol must obtain a gathering license, signed by the RDC, from the Alcohol Beverage Control Commission. A copy of the license must be sent the RDC within 30 days of event. **Alcohol sales must end a minimum of ONE HOUR prior to the end time of the event.**

### **Initial:** \_\_\_ *Vendors*

All vendors must strictly adhere to the following guidelines and any other guidelines imposed by RDC or any other authorized person. Vendors that do not adhere to all applicable guidelines may, at RDC's option and in RDC's sole discretion, be required to leave the event and/or be barred from participating in future events at Riverfront venues. Guidelines for vendors are as follows:

- Vendors must be self-contained.
- Vendors must have and display all applicable permits, including any permits issued by the Board of Health.
- Vendors shall remove all their own trash, including but not limited to used cooking grease, boxes, charcoal, pallets, cinder blocks, etc. The dumping of grease is **ILLEGAL** in the City of Wilmington.
- Vendors shall not mar or otherwise damage pavement surfaces in any way.
- Vendors must close for business no later than the closing time of the event and must vacate all Riverfront venues within sixty (60) minutes of the closing of the event.
- Vendors shall not sell "Silly String", "poppers" or any other products that RDC chooses to prohibit.
- Vendors are not permitted to sell glass bottles at Hare Overlook Pavilion, Lot B, and/or surrounding areas.
- Vendors shall not drive stakes or supports into any area, including any pavement and/or grassy areas.
- Food trucks are permitted on site at any event if they are a part of the actual event.
- Permit holder/park users must adhere to all rules and regulations contained within New Castle County, Delaware, Code of Ordinances Chapter 24-PARKS AND RECREATION (visit <http://www.nccde.org/417/Parks> for complete copy)

### **Initial:** \_\_\_ *Police & EMS*

Event organizers must secure officers from the Wilmington Police Department for **ALL** events including race/walks more than 100 people, commensurate with the policies and procedures of the City of Wilmington and the RDC. Events that do not have an acceptable Police & EMS personnel/presence on-site will not be allowed to occur. **NO EXEPTIONS**

Please call Master/Corporal James Peiffer at 571-4415 to arrange for police officers for your event. Please contact Wilmington Fire Department, Lt. Andrew Cavanaugh at 302-576-3152 or St Francis Hospital, Chief Scott Bundeck at 302-363-5455 to arrange for EMS personnel. **NO EXEPTIONS**

### **Initial:** \_\_\_ *Parking (See Diagram)*

RDC is not required to provide parking for any Riverfront event. All parking is on a first-come, first-serve basis. For events using Hare Overlook Pavilion, free event parking is available to participants at in the following parking lots:

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### **Parking locations are as follows:**

Barclays Parking Lot  
Located at 100 West Street  
Capacity: 50 cars

Commonwealth Parking Lot  
Located at 101 West Street  
Capacity 30 cars

Delaware Technical Community College Parking Lot #4  
Lot located off MLK Blvd., 117 N. Orange Street between N. Orange and N. Shipley Street.  
Capacity: 100 cars

### **Initial: \_\_\_\_\_ Insurance**

The event organizer shall procure at its own expense and maintain in effect during the entire period of this event (including the move-in/move-out period) from companies and in a form reasonably acceptable to Riverfront Development Corporation of Delaware with following coverages:

- Comprehensive General Liability insurance providing for coverage for bodily or personal injury liability (including death), property damage, advertising liability or contractual liability with minimum policy limits of not less than One Million Dollars (\$1,000,000) per occurrence,
- Automobile Liability in an amount not less than One Million Dollars (\$1,000,000) Combined Single Limit for Bodily Injury and Property Damage,
- Statutory Workers' Compensation, and Employer's Liability for not less than One Hundred Thousand Dollars (\$100,000)

In addition to; listing the following as additional insured on the submitted policy:

- Riverfront Development Corporation of Delaware, 815 Justison St., Wilmington, 19801

The event organizer shall furnish RDC with certificates of coverage evidencing the foregoing coverage **FOR ALL ENTITIES** not less than ninety (90) days prior to the date of the event. **RDC shall be responsible for forwarding the certificates of insurance to the appropriate organization.**

**In addition, the organizer shall sign and return the attached Hold Harmless Agreement with the completed Event Facility Request Form in detail not less than ninety (90) days prior to the date of the event.**

### **Initial: \_\_\_\_\_ City of Wilmington Special Event Criteria**

The City of Wilmington defines a 'Special Event' as any organized activity that occurs within Wilmington's city limits which attracts a crowd to a public or private venue.

A Special Event meets any ONE of the following criteria:

1. Requires the services and/or approval of two or more City Departments.
2. Attracts more than 100 people.
3. Is held in a publicly visible space (including a private plaza or residential backyard).

There is a separate City of Wilmington Special Events Application that must be filled out. To determine if your event is considered a 'Special Event', please contact WEPT Special Events Coordinator on behalf of Mayor's Office of Cultural Affairs, Tiffany Christopher at (302) 576-2138 or download your application at [specialevents@WilmingtonDE.gov](mailto:specialevents@WilmingtonDE.gov)

**All event organizers must furnish a copy of the City of Wilmington event application approval 14 days prior to the event date to the RDC.**

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**Initial: \_\_\_\_\_ Riverfront Wilmington Event Timeline & Cost Breakdown**

Completed Application		Due 90 days prior to your event
Signed License Agreement		Due 90 days prior to your event
Certificate of Insurance		Due 60 days prior to your event
Completed Event Status Report		Due 30 days prior to your event
Completed Vendor List		Due 30 days prior to your event
Event Layout		Due 30 days prior to your event
Proof of Portable Toilet Rental		Due 30 days prior to your event

**Required Fees**

Refundable Security Deposit	\$ 1000	Due 90 days prior to your event
Riverfront Event Fee	\$ 250	Due 30 days prior to your event
Basic Maintenance	\$ 50	Due 30 days prior to your event

**Optional Services**

Banners	\$ 25 per	Due 30 days prior to your event
Non-Refundable Rain Date Fee	\$ 400	Due 30 days prior to your event
Cancellation fee	\$ 200	Due 2 days prior to your event

*The above cost breakdown is subject to change and may be different based upon the specific details your event. Unless otherwise expressly agreed in writing, this cost breakdown is not legally binding on RDC. Failure to adhere to these Guidelines or any other applicable deadlines may result in the Riverfront Development Corporation of Delaware exercising its contractual right to terminate the License Agreement for use of the Riverfront Wilmington Event Facility.*

**Conflict**

In the event of a conflict between the terms and conditions of these Guidelines and the terms and conditions of any License Agreement executed by and between you and the RDC, the terms and conditions of such License Agreement shall control.

**No Representations or Warranties**

RDC makes no representations or warranties, either express or implied, regarding the information contained in these Guidelines.

**Please sign and date below stating that you have read, understand, and agree to all the terms above.**

**Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**Return to: Riverfront Development Corporation of Delaware  
Yvette Buckner, Promotion and Events Manager  
815 Justison Street Wilmington, DE 19801  
Email: ybuckner@riverfrontwilm.com Phone: 302-425-4890 Fax:302-425-4897**



Riverfront Development Corporation  
OF DELAWARE

## 2020 Credit Card Authorization Form

Please complete this form only if you are paying by credit card.

Contact Name: \_\_\_\_\_

Print name as appears on card: \_\_\_\_\_

Company Name: \_\_\_\_\_

Cardholder's Billing Address: \_\_\_\_\_

\_\_\_\_\_

Name of the Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Three or Four-digit Security #: \_\_\_\_\_ (located on front or back of your card)

Zip Code of Credit Card Billing Address: \_\_\_\_\_ (Must Match Cardholder's Billing Address)

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

I authorize Riverfront Development Corporation to apply payments on my credit card toward the above-mentioned event for the agreed upon amount(s) state below.

Deposit: \_\_\_\_\_

Event Fees: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# 2020-RIVERFRONT WILMINGTON HARE OVERLOOK PAVILION PARKING







### RIVERFRONT MAP KEY

- Parking
- Michael S. Purzycki Riverwalk
- River Taxi Stops

### RIVERFRONT MAP KEY

- 1 Kalmar Nyckel Shipyard / Fort Christina Park
- 2 OperaDelaware / City Theater Co.
- 3 Wilmington Youth Rowing Assoc.
- 4 Amtrak Station
- 5 Residences at Christina Landing
- 6 Tubman-Garrett Riverfront Park
- 7 Banks' Seafood Kitchen / Riverfront Market
- 8 101 Avenue of the Arts
- 9 Delaware Theatre Company
- 10 Cosi / The Goddard School Crescent Dental
- 11 Docklands Riverfront
- 12 Hare Pavilion
- 13 AAA Mid- Atlantic Travel Center
- 14 Delaware Contemporary
- 15 Constitution Yards Beer Garden Horizon Services Riverfront Rink
- 16 Del Pez Mexican Gastro Pub / Goju-Robics
- 17 Riverfront Pets/Veritas Wine & Spirits Currie Hair, Skin & Nails/Starbucks Residences at Justison Landing
- 18 Penn Cinema Riverfront IMAX
- 19 Residences at Justison Landing
- 20 Residences at Harlan Flats
- 21 Altitude Trampoline Park/Riv Athletics/ Delaware Children's Museum/Riverwalk Mini Golf
- 22 Public Docks / Riverboat Queen
- 23 Joe's Crab Shack
- 24 Iron Hill Brewery & Restaurant
- 25 Big Fish Grill / Riverfront Events / Hyatt Place
- 26 Delaware Sports Hall of Fame
- 27 Frawley Stadium
- 28 Homewood Suites
- 29 Chase Center on the Riverfront The Westin Wilmington / River Rock Kitchen
- 30 Dravo Plaza & Dock
- 31 Planet Fitness
- 32 Timothy's Restaurant / Drop Squad Kitchen Ubon Thai Cuisine
- 33 Shipyard Center
- 34 Russell W. Peterson Urban Wildlife Refuge DuPont Environmental Education Center Jack A. Markell Trail