

2020 - Tubman-Garrett Riverfront Park Race and/or Walk Guidelines

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.

Initial: _____ Riverfront Race/Walk Site, Course Locations & Times

All event organizers must follow the approved certified RDC 5K race/walk routes. Due to the traffic impact on the local businesses at the Riverfront and the safety of our visiting guests participating in a race/walk, any modifications to these courses are prohibited. ***All events include the Jack A. Markell Trail (J.A.M.) and the Michael S. Purzycki (M.S.P.)***

Course Times

All events will start no later than 9:00 a.m. and conclude no later than 10:30 a.m.

NO EXCEPTIONS

Event Site

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. There are two (2) options available.

1. **Tubman-Garrett Riverfront Park (201 + participants)** located at Rosa Parks Drive & Market Street (*Tubman-Garrett Riverfront Park to the J.A.M. Trail is 3.11-mile race/walk course*)

Capacities – Tubman-Garrett Riverfront Park

The following capacities have been established by the City of Wilmington Department of License

2020 - Tubman-Garrett Riverfront Park Race and/or Walk Guidelines

and Inspections and the RDC for your safety and the safety of those attending your event. These capacities reflect current City of Wilmington Fire Code requirements and are non-negotiable. Capacities are representative of the total number of persons, including attendees, staff, vendors, police, etc., that can be present in the TGRP at one time. Capacities for fenced events assume enclosure of Rosa Parks Drive.

Venue Dimensions

TGRP 346'x194'

Tubman Garrett Overflow Parking Lot 137'x194'

Non-fenced event (<i>facility maximum capacity</i>)	maximum 8,000 people
Fenced event with three 15' exits (<i>minimum requirement</i>)	maximum 2,700 people
Fenced event with four 15' exits	maximum 3,600 people
Fenced event with five 15' exits	maximum 4,500 people

Each additional 15' exit allows for an increase of 900 attendees (or 60 people per 1' of exit space). Please see the attached diagram of the TGRP for the locations of fencing and the three mandatory exits. Suggested exits for larger events are also shown.

Initial: _____ **Street Closures** (*No streets closures will be permitted by RDC during home games of the Wilmington Blue Rocks.*)

All organizations including marathons, requesting closure of any streets in the Riverfront area for an event must do so in writing a minimum of **90 days** prior to the event and include a detailed schematic of event layout. Approval for closure of streets will be made on a case-by-case basis, and only in cases where the street closure is necessary for the safety of event attendees.

Initial: _____ **Event Usage Fees**

All organizations requesting the use of Tubman-Garrett Riverfront Park approved race/ walk property will be charged a usage fee of \$525.

- Riverfront Development Corporation Event Fee \$350
- Riverfront Security Officer to lead all race/walks and set-up course with directional sign placement \$100
- New Castle County ("NCCO") Event Fee \$25
- Maintenance Fee \$50, minimal trash detail
 - 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 is event tables, vendor supplies, etc.
 - For events where attendance is more than 400 people, there is an additional \$200 non-refundable maintenance fee, which will provide a dedicated maintenance staff person to handle all trash removal during and after an event.
 - For events where attendance is more than 800 people, event organizers will be required to utilize a dumpster for trash removal. RDC will dispose of all trash, which includes the bagging and stacking of event trash.
 - TGRP will be required to utilize a dumpster' (s) for trash removal. The cost of the dumpster will start at the cost of \$375 based on expectant guest attendance and will be billed directly to the event organizer. Event organizers are not permitted to secure their own dumpster.
 - In addition to; there is an additional \$400 non-refundable maintenance fee, which will provide up to (2) dedicated maintenance staff persons to handle trash removal during and after an event.
 - 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.

2020 - Tubman-Garrett Riverfront Park Race and/or Walk Guidelines

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 TGRP 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: _____ **Course Marshals & Volunteers**

During all **TGRP events**, the organizer must have course marshals and volunteers on the course during the time of your event. All course marshals must have reflective vests and they need to be stationed at the following locations:

- TGRP located at Rosa Parks Drive & Market Street
- Orange Street & M.S.P. Riverwalk
- Russell Peterson Wildlife Refuge Statue
- DuPont Environment Education Center
- Beginning of the J.A.M. Trail
- Turn-around of course on the J.A.M. Trail (see mile markers)

****Only timed races will enter Orange Street & M.S.P. Riverwalk. All other race/walks will access Market Street & M.S.P. Riverwalk. ****

Initial: _____ **Certified Courses and Course Markings**

We are proud to announce the Jack A. Markell Industrial Trail is open and a part of the RDC certified route course. **All race/walk courses must follow the RDC approved certified route course and signage.** RDC has the right to redirect all routes due to weather conditions, construction, conflicts with other events, or aesthetics, at its own discretion. RDC is not responsible for any fees incurred due to course changes.

NO chalk or spray paint of any kind shall be used at any Riverfront Wilmington event for any reason. This includes to mark any part of the course, J.A.M. Trail, M.S.P Riverwalk, parking lots, TGRP, Brick Tribute Pavers or gravel area at Peterson Plaza and city streets. Any infraction will be considered as graffiti and event organizer will forfeit the Refundable Security Deposit of \$1000 to be applied to maintenance clean-up and forfeit the opportunity to book future events.

Only caution cones, directional markers, and rental stake signage can be used and must be of an appropriate size. There will be a Riverfront Security Officer to lead all race/walks. For more information please refer to the 2020 Race/Walk turn by turn map.

Initial: _____ **Marathons & Two-Part Race/Walks**

All marathons must provide additional certified bikers to lead all races longer than a 5K for City/County components.

All events that offer a two-part 5K Race and Walk as a part of their event, must start within 10 minutes of each other and will be charged an additional \$100 per event to lead.

2020 - Tubman-Garrett Riverfront Park Race and/or Walk Guidelines

Initial: ___ **Course Etiquette**

Don't run more than two abreast, especially on busy roads, sidewalks, or multi-use trails. The goal is to share the roads/trails, not hog them.

Obey all traffic signs. NEVER assume a driver is going to stop for you at an intersection even if you have the right-of-way. Pay attention to your surroundings, especially if your group is running on **the (J.A.M.) and the (M.S.P.)**

Since you are running an out-and-back route on a trail, ensure the trail is clear of oncoming traffic (runners, cyclists, scooters, etc.) before making your U-turn.

Initial: ___ **Load In/Load Out times**

Load In Tubman-Garrett Riverfront Park

- It is our intent to minimize the impact on Riverfront businesses from an event-based closure of TGRP. TGRP will be available for equipment move-in from 8 a.m. to 3 p.m. on the day prior to your event or as early as 6 a.m. on the day of your event.
- The adjoining parking lot to the TGRP will not be closed for any reason until the actual event day and will re-open after your event by 2 p.m. on event day for public access. TGRP shall not be closed for more than 24-hour period for any event unless otherwise agreed to, in writing, by RDC.

Load Out for ALL sites

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. All events must start by **9:00 a.m.** and all registrants and competitors must be off of the race course no later than **10:30 a.m.**, with all cones and directional signs removed from course areas, unless otherwise agreed upon, in writing, by the RDC. Vendors are not permitted to remain open for business after the ending time of the event.

All alcohol sales must end a minimum of one (1) hour prior to the end of the event.

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. TGRP Dimensions 31"x up to 72".

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.

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**". Likewise, events using Tubman-Garrett Riverfront Park 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, moon bounce, ice machine etc. must be operated on a generator, secured by the event organizer.

2020 - Tubman-Garrett Riverfront Park Race and/or Walk Guidelines

Tubman-Garret Riverfront Park- has limited electricity. The cost for accessing power is \$25 per outlet.

Note: Please review the City of Wilmington special event permits for all requirements regarding generator usage, including electrical inspection. Please request a schematic of outlets and available amperage should you intend to access power. An onsite electrician may be required for all events that fall outside of our normal event scope at TGRP. The main breaker electrical box located in the overflow parking lot will not be opened nor utilized as power source for any event.

Initial: ___ **Staging**

Event organizers may reserve the City of Wilmington's Bandwagon by contacting the City of Wilmington 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 during the months of March 1st – May 31st & September 1st - November 15th. The designated three (3) designated locations (for Bandwagon are:

- The Half Circle located in TGRP.
- The Parking Lot Adjacent to TGRP
- Rosa Parks Drive

All other locations are prohibited.

RDC will provide an event stage for events occurring within TGRP between June 1st – August 31st.

Specifications of the stage are as follows:

32' x 24' x 3' stage with roof system

Two 4' x 8' Sound Wings

Qualified Tech to raise and lower roof

By request only one (1) 8' x 8' Covered Front-of-House Mix Position at an additional charge.

There will be a need for four (4) volunteers to assist with raising and lowering the event stage roof within your organization.

Any race/walk requesting the use of RDC event stage will be charged a fee **\$1,000 per one-day event** and **\$2,000 per two-day event**. The cost of the stage DOES NOT include any additional stage requirements beyond those listed above.

The event organizer must contact Charlie Lyon at Light Action (302.328.7800 ext.100) at least four (4) weeks prior to your event to schedule load-in for the front-of-house mix position and sound wings, as well as to schedule a roof technician to raise and lower the roof for your event.

NO ONE may hang items from the stage roof structure (including banners & lighting) without prior consent from RDC and Light Action.

If you do not use the event stage component as part of your event. The stage will be on-site during your event festivities and we will not be able to remove it for any reason.

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 events are responsible for hiring their own DJ and sound. All sound and lighting equipment must be run off of a generator. Light Action has been used with great success for past events. Should you contract with someone other than Light Action, you must provide Light Action with your lighting specs at least two weeks prior to your event. Light Action will be supplied with a list of all events taking place in the Park. Please contact Charlie Lyon at Light Action (302.328.7800 ext.100) to discuss lighting system specs.

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 the DTC parking garage if using TGRP.

2020 - Tubman-Garrett Riverfront Park Race and/or Walk Guidelines

Initial: ___ *Tents, Inflatables & Fees*

All tents and inflatables must be adequately weighted. There is absolutely **NO STAKING** of any kind permitted at any Riverfront venue including but not limited to the M.S.P. Riverwalk, the Parks within the grass. If an event has staked any item during the time of their scheduled event, \$1000 security deposit will be forfeited. In no case may tents remain erected more than **3 HOURS** after the end time of your event without the express written consent of RDC. Failure to remove tents in a timely fashion will result in a charge against your Security Deposit of \$100/hour that tents remain on the premises. Please contact RDC for a preferred tent vendor list.

Initial: ___ *Cooking*

There is no grilling or cooking of any kind permitted in TGRP, or on the M.S.P. Riverwalk, or surrounding sidewalks. All grilling or cooking is to take place on alternate Rosa Parks Drive or the parking lot adjacent to the TGRP.

Initial: ___ *Restroom Facilities*

All race/walks using TGRP must secure additional restroom facilities. Portable toilets **SHALL NOT** be positioned anywhere in or on TGRP or on the M.S.P. Riverwalk any time. All porta potties must be placed in parking lot adjacent to TGRP. 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.

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: ___ *Fencing & Venue Dimensions*

RDC does not supply fencing for events. Fencing remains the sole responsibility of the event organizer. You may use the fencing vendors of your choice, subject to the prior approval of RDC. The following fencing vendors have been approved by RDC in the past:

National Event Services	(888) 289-1928
City of Wilmington, Parks & Recreation	(302) 576-3810

Initial: ___ *Vehicle Access to TGRP, 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, TGRP, 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. For events that utilize the City of Wilmington Bandwagon, the RDC may make exceptions to this policy, but the final placement of the Bandwagon is at the sole discretion of the RDC.

Initial: ___ *Sidewalk Access*

All sidewalks along the M.S.P. Riverwalk, TGRP, 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.

2020 - Tubman-Garrett Riverfront Park Race and/or Walk Guidelines

- 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 mark 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.
- 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: _____ Overnight Security Guard

RDC can provide overnight security at \$35/hour. Event organizers are not permitted to secure their own security guard for this location unless otherwise agreed by the RDC.

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 Bundek at 302-363-5455 to arrange for EMS personnel. **NO EXEPTIONS.**

Initial: _____ Riverfront Market Parking Lot Security Guard

All organizations requesting the use of The Tubman-Garrett Riverfront Park will be charged for a security guard through RDC at a rate of \$35/hour to be on duty for the duration of the event to manage the Riverfront Market/Banks parking lot. This rate will be assets from event day move-in, during actual event and event move-out time.

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 TGRP, free event parking is available to participants at the Delaware Technical Community College Parking Lot.

Discounted parking is available on the day of the event at the Amtrak Train Station Parking Garage, located directly across from TGRP. All organizers must provide a coupon with the following information to all registrants to receive this discounted rate. A copy of your coupon must be submitted to the RDC within 30 days of your event for review.

\$5 Event Day Parking Coupon
Event Name _____
Event Date _____
Wilmington Amtrak Train Station
111 S. French Street, Wilmington DE 19801
Parking is on a first-come, first serve basis.
Presentation of the coupon and garage ticket to agent upon leaving garage will entitle the holder to the discounted rate.
Customer Signature _____

2020 - Tubman-Garrett Riverfront Park Race and/or Walk Guidelines

Parking locations are as follows:

DelDOT Parking Garage (Amtrak Paring Garage) (**Discounted Parking Day of Event with coupon**)

Located across Rosa Parks Drive from TGRP, 111 S. French St.

Capacity: 400 cars

Lot K Parking Lot

Located at 801 Shipyard Drive

Capacity: 1100 cars

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:

If using TGRP and Hare Overlook Pavilion course.

- Riverfront Development Corporation of Delaware, 815 Justison St., Wilmington, 19801
- Ridge Road Exchange, LLC, 234 N. James St., Newport, 19804
- Shipyard Center, LLC, 234 N. James St., Newport, 19804
- Madison Building, LLC, 234 N. James St., Newport, 19804
- Pettinaro Management, LLC, 234 N. James St., Newport, 19804
- Pettinaro Construction, Inc., 234 N. James St., Newport, 19804
- Harbor Park, LLC 234 N. James St., Newport, 19804
- Shipyard Dining LLC, 234 N. James St., Newport, 19804
- Delmarva Power, 630 Martin Luther King Blvd, Wilmington, 19801
- Big Fish Wilmington, LLC, 720 Justison Street, Wilmington, 19801
- Delaware Technical Community College, 300 North Orange St, Wilmington, DE 19801
- Barclay Card Services, 100 S. West Street, Wilmington, DE 19801
- 100 S West St. Associates, 101 S. West Street, Wilmington, DE 19801
- New Castle County Parks & Permits Office, 67 Reads Way, New Castle, 19720

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.**

2020 - Tubman-Garrett Riverfront Park Race and/or Walk Guidelines

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: _____ *New Castle County Event Criteria*

New Castle County Hold Harmless Agreement

In consideration of the receipt of this permit from New Castle County, the Permittee hereby releases New Castle County and agrees to indemnify and HOLD HARMLESS New Castle County, its agents, or servants from all damages, including, but not limited to, attorney fees and other costs resultant from any injury to Permittee or any agent or employee of Permittee, or to any person coming upon the premises in connection with the Permittee's use and occupancy of the premises.

In no event shall New Castle County be liable for any damage or injury to Permittee or any agent or employee or Permittee or to any person coming upon the premises in connection with the Permittee's use and occupancy of the premises.

Permittee acknowledges that it shall reimburse New Castle County for any and all damage to New Castle County property, its agents, and/or its servants, as a result of the use and occupancy of the premises (ordinary wear and tear excepted) by Permittee, its agents, or servants, or by any person coming upon the premises during the Permittee's use as an invitee or licensee of the Permittee.

Permittee agrees that the rights and obligations under the permit and this agreement shall inure to and be binding on its successors and assigns.

This HOLD HARMLESS agreement MUST be signed by Permittee in his or her individual or representative capacity as an authorized representative of the organization named below, which representative represents by so signing that he or she has the authority to bind such organization and received and accepted by New Castle County before any permit will be issued.

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

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.

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

2020 - Tubman-Garrett Riverfront Park Race and/or Walk Guidelines

Required Fees

Refundable Security Deposit	\$ 1000	Due 90 days prior to your event
Race/Walk Fee	\$ 350	Due 30 days prior to your event
Security Set-up	\$ 100	Due 30 days prior to your event
Basic Maintenance	\$ 50	Due 30 days prior to your event
NCCO Event Fee	\$ 25	Due 30 days prior to your event

Optional Services

Overnight Security Guard	\$35 per hour	Billable after your event
Single Day Stage June 1 st -Aug. 31 st	\$1000	Due 30 days prior to your event
Electrical Access	\$25	Per outlet due thirty (30) days prior to your event
Riverfront Market Lot	\$35/hr.	Billable after your event
Security Guard		
Banners	\$ 25 per	Due 30 days prior to your event
Non-Refundable Rain Date Fee	\$ 400	Due 30 days prior to your event
Two-part Race/Walk	\$ 100	Due 30 days prior to your event
Cancellation fee	\$200	Due 2 days prior to your event

400+ person Required Fees

Maintenance (400+)	\$ 200	Due 30 days prior to your event
Maintenance (800+)	\$ 400	Due 30 days prior to your event
NCCO Event Fee (1200+)	\$ 225	Due 30 days prior to your event
Trash Dumpster (800+)	\$ 375 per	Due 30 days prior to your event

All Marathons will be held at Tubman-Garrett Riverfront Park **NO EXCEPTIONS**

Marathon Fees– One Day Event

RDC "PARK" Fee:	\$1,000.00
Maintenance Fee:	\$1,000.00
RDC Event Fee: (per race)	\$350.00
RDC Security Officer Lead:	\$225.00
NCCO Event Fee	\$225.00

Marathon Fees – Two Day Event

RDC "PARK" Fee:	\$1,500.00
Maintenance Fee:	\$1,500.00
RDC Event Fee: (per race)	\$350.00
RDC Security Officer Lead:	\$450.00
NCCO Event Fee	\$450.00

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: _____

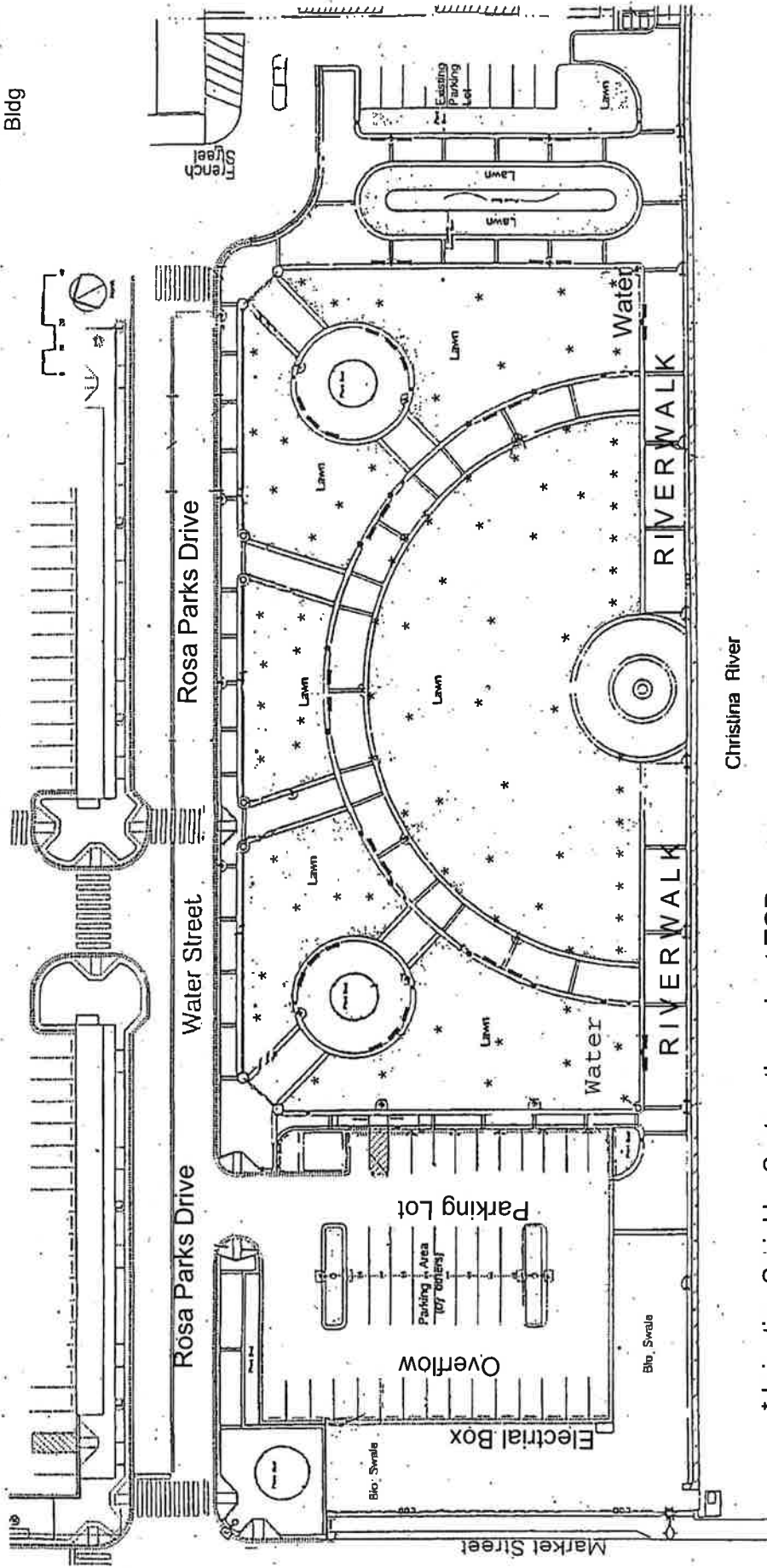
E-mail Address: _____

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: _____

AMTRAK TRAIN
STATION
CAPITAL ONE & ING
Bldg



Colonial Parking Lot

Christina River

* Irrigation Sprinkler System throughout TGP

Riverfront Park

Banners at front entrance of the park can be 15ft. W & 4ft. L.
Electricity is located on every light pole and ballard throughout the park. Any thing over 12 amps must bring own generator.
Staking or grilling in the park is prohibited. Designated areas are Rosa Parks Drive and the Overflow Parking Lot only.

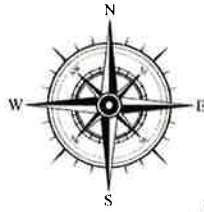
Tubman-Garrett Park Dimensions
Park and Parking lot is 483ft x 194ft
Parking lot 137ft x 194ft
Park 346ft x 194ft

Hare Pavilion 5k

This is a 5k route in Wilmington, DE

Certification #

Effective Date:



Start/Finish

On the Riverfront Path (End of Poole Ave)
30' South of the water valve cover.
18" from the base of the fixed garbage can.

1

On the Jack A Markell Trail
161' 4" West of the barricades at the top of the JAM trail next to The DuPont Environmental Education Center.

T/A

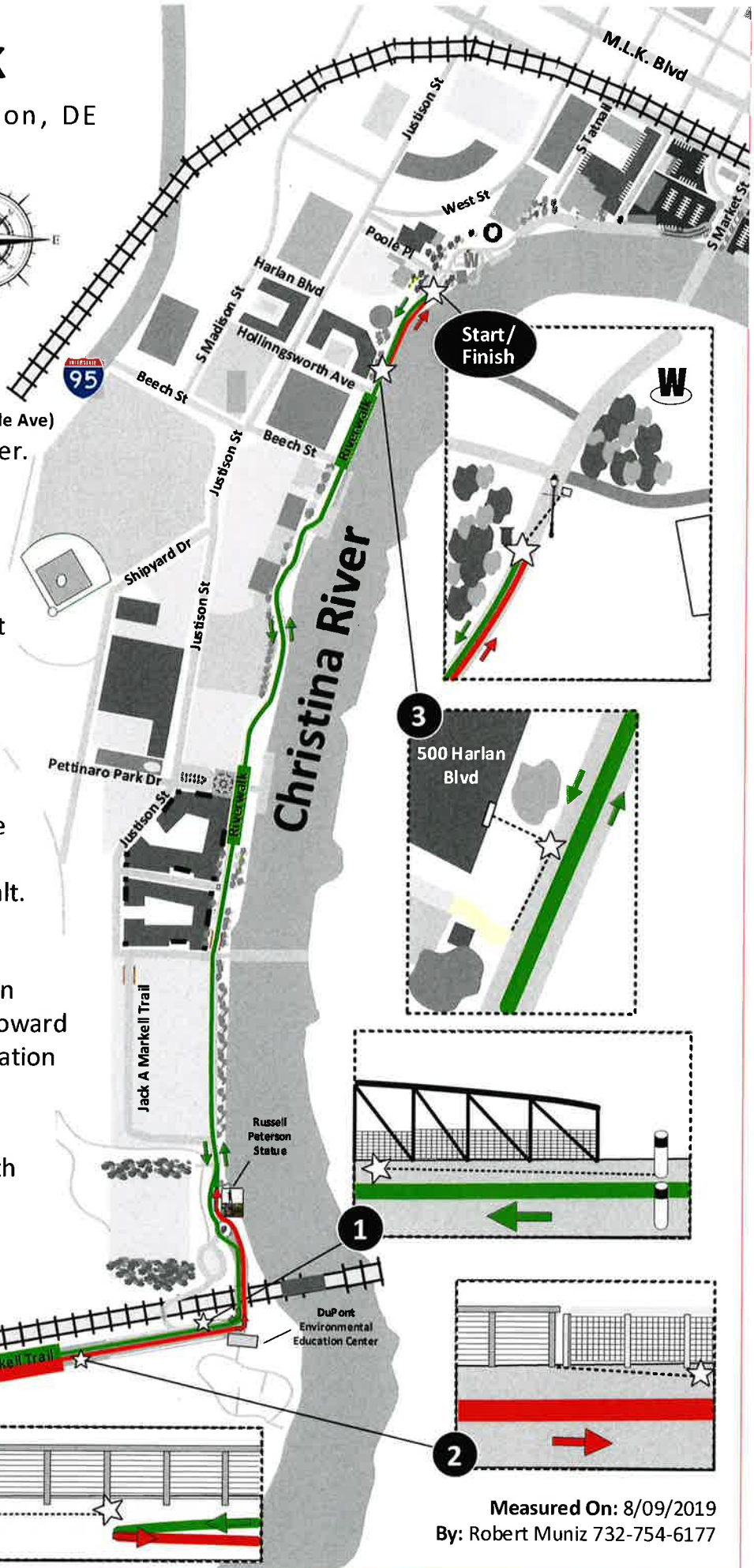
On the Jack A Markell Trail
418' East of the barricades at the end of the boardwalk portion of the trail where it becomes asphalt.

2

On the Jack A Markell Trail
21' East of the end of the wooden railing on the Jam trail heading toward The DuPont Environmental Education Center.

3

On the Riverwalk
East of 500 Harlan Blvd, even with the front door.
36' 6" North of the walkway entrance to Hollingsworth Ave.



Measured On: 8/09/2019
By: Robert Muniz 732-754-6177

2020 Riverfront 5K Race/Walk

Hare Overlook Pavilion Turn by Turn Map

Start/Finish at Hare Overlook Pavilion on the Wilmington Riverwalk

Straight on Michael S. Purzycki (M.S.P Riverwalk)

Straight up to Russell Peterson Wildlife Refuge and the DuPont Environment Education Center (D.E.E.C.)

Right onto Jack A. Markell (J.A.M. Trail)

Straight to end of course (see mile markers)

Turn around come back the same way

This is the standard primary certified route for **ALL** events that wish to host a 5K or Walk at **Riverfront Wilmington. There will be a schedule event RDC Security Officer to lead every race/walk.**

NO motorized vehicles of any kind shall be used for any course, unless authorized by RDC.

NO chalk of any kind shall be used for any Riverfront Wilmington event. Only caution cones and rental stakes signs will be permitted.

What's needed from organizer during the time of your event. Volunteers and course marshals would need to be stationed at the T.G.R.P. start/finish, M.S.P Riverwalk, Wildlife Refuge turn onto the JAM Trail, JAM Trail turn around, directing people back to Hare Overlook Pavilion.

Traffic must be able to enter and leave the Riverfront Businesses with minimal delays. It is extremely important that the police are aware of event happenings within the Riverfront Wilmington area, so they may respond appropriately to traffic conditions.

All run/walks must start no later than 9:00AM and be off the course by 10:30AM




NO EXCEPTIONS



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-Garrott Riverfront Park
- 7 Banks' Seafood Kitchen / Riverfront Market
- 8 101 Avenue of the Arts
- 9 Delaware Theatre Company
- 10 Così / 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
Ubun Thai Cuisine
- 33 Shipyard Center
- 34 Russell W. Peterson Urban Wildlife Refuge
DuPont Environmental Education Center
Jack A. Markell Trail

RIVERFRONT MAP KEY

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