



Event Application

The Detroit RiverFront Conservancy, Inc., is a non-profit organization that operates and maintains the RiverWalk, along with its associated green spaces, and the Dequindre Cut (collectively, the "RiverWalk"). As the steward of the RiverWalk on behalf of the City of Detroit, the private property owners on whose land portions of the RiverWalk are located, and the public patrons of the RiverWalk, the Conservancy's approval of organized events and the scheduling and location of such events is required. These approval procedures are designed to facilitate organized activities while also protecting and promoting the use of the RiverWalk by the public and respecting the interests of the owners of privately owned portions of the RiverWalk. Each year, dozens of walks and runs, charitable functions and special events are hosted on the RiverWalk by organizations from throughout Metro Detroit and the State of Michigan pursuant to these procedures.

If your group desires to hold an organized event on the RiverWalk, you must first submit an Event Application in the form attached. The Conservancy reserves the right to require recognition as a major sponsor in all materials produced for the event and to require information about the Conservancy to be included in registration packets for the event. Failure to name the Detroit RiverFront Conservancy as a sponsor will result in a forfeiture of security deposit. Upon approval of your event, the required fees and security deposit, a certificate of insurance and indemnity agreement are required within 30 days (see attached) in order to secure your date.

The approval procedures also apply to leafleting, petitioning, solicitation and demonstrating except as provided in the Conservancy's Policy and Rules Regarding Leafleting, Petitioning, Solicitation and Demonstrating. The Conservancy does not endorse any political advocacy and reserves the right to require the disclaimer of any such endorsement by the Conservancy.

- All requests for organized events must be initiated by submitting a completed event application to the Detroit RiverFront Conservancy via e-mail or fax to:
 - Mac McCracken
313.656.2276 (office)
313.656.2201 (fax)
mac.mccracken@detroitriverfront.org

It is imperative to include all event sponsors on your application. The Conservancy has the right to refuse any sponsors deemed inappropriate by the Conservancy for any reason except in connection with political advocacy events. If approved, the Conservancy is to be recognized as a major event sponsor on all non-political advocacy event materials and promotions unless otherwise specified by the Conservancy.



Event Application

- The Conservancy's has an exclusive caterer for our café at Rivard Plaza and Mt. Elliott Park. If you plan to have any food or beverage products, including bottled water at your event, you are encouraged to use our exclusive caterer and to make your arrangements directly with our caterer. If you desire to use any other vendor/sponsor/donor to provide food or beverages (including bottled water), a fee of \$1,500.00, payable to the Conservancy, will be required 30 days prior to the event.
- Detroit RiverFront Conservancy staff should always be included in event planning meetings regarding set-up and outside vendors (such as production companies, etc.)
- Seven (7) days prior to the event, a sequential (numbered) list of participants is requested in order for the Conservancy to provide any additional support it determines to be necessary.
- Registration Fees and Security Deposit are due 90 days prior to the event.

AVAILABLE SITES FOR USE

All sites require fees stated on next page

Detroit RiverWalk – Runs/Walks only

Gabriel Richard Park Plaza and Pavilion – Limited on-site parking

Mt. Elliott Park – Street parking only

Dequindre Cut Greenway - Street parking only

Rivard Plaza – Limited on-site parking

West RiverWalk – Street Parking Only

EVENT CATEGORIES

The Detroit RiverFront Conservancy has categorized events based on their anticipated maintenance costs and potential for damage to the RiverWalk as follows:

Run Through Events: The use of the RiverWalk for a one day Run/Walk event with no staging on the Detroit RiverWalk or associated spaces.

Low Impact Events: The use of a designated space for a one-day event with up to 100 participants.

High Impact Events: The use of the designated space for up to 2 days including event staging and/or an event with more than 100 participants.



Event Application

EVENT TYPE	RUN THROUGH	LOW IMPACT	HIGH IMPACT
DURATION	No staging	1 day including staging	Up to 2 days including staging
# of PARTICIPANTS	100+	Up to 100	More than 100

REQUIRED USE FEE

Run Through Events: Registration Fee of \$*300.00 and Security Deposit of **\$300.00 in a bank-certified check payable to the “Detroit RiverFront Conservancy.”

Low Impact Event: Registration Fee of *\$500.00 and Security Deposit of **\$500.00 in a bank-certified check payable to the “Detroit RiverFront Conservancy.”

High Impact Event: Registration Fee of *\$1,000.00 per day. The Security Deposit is to be determined by the Detroit RiverFront Conservancy based on the anticipated number of participants.

All fees are due 90 days prior to event or event will be cancelled. If your organization chooses to cancel the event they must do so 75 days before to receive a full refund of Security Deposit and Registration Fees. Cancellations within 75 days, will receive 50% of your Registration Fees and full Security Deposit.

GROUNDS MAINTENANCE AND SECURITY

Run Through Event: (1 cleaner + 1 security guard)	\$100.00/hr.
Low Impact Event: (2 cleaners + 2 security guards)	\$150.00/hr.
High Impact Event: (TBD)**	TBD***

**The fees will not be waived for any reason except as noted for political advocacy events.*

***In all cases, the sponsor and/or vendor will be responsible for all damages whether or not in excess of the security deposit.*

****Charges to be determined based on number of anticipated participants*

Please Note: *If event participation exceeds projected attendance, cleaning & security costs will be deducted from the security deposit. Review by the Detroit RiverFront Conservancy of the participation roster/sign in sheets is required.*

FEE SCHEDULE FOR SPECIAL EVENTS													
Type of Event		Required Fees		Permission For Event Features and Activities									
		Registration Fee	Security Deposit	Attendance	Length of Event	Set up	Tents/ Staging allowed	DRFC listed as sponsor	Fee to waive café service***	Insurance Needed*	Additional Portable Restrooms Needed*	Security & Cleaning Cost	Power Access***
Run/Walk	Run Through	\$300	\$300	100+	up to 8 hrs.	NO	NO	YES	NO	YES	NO	\$100/hr.	NO
	Low Impact	\$500	\$500	less than 100	1 day	YES	YES	YES	YES	YES	NO	\$150/hr.	YES
	High Impact	\$1,000	TBD (Based on attendance)	100+	Up to 2 days (Fee is per day)	YES	YES	YES	YES	YES	YES (Based on attendance)	TBD (Based on attendance)	YES
Other Events**	Low Impact	\$500	\$500	less than 100	1 day	YES	YES	YES	YES	YES	NO	\$150/hr.	YES
	High Impact	\$1,000	TBD (Based on attendance)	100+	Up to 2 days (Fee is per day)	YES	YES	YES	YES	YES	YES (Based on attendance)	TBD (Based on attendance)	YES

*Must be provided by event organizer.

**Other events are subject to the discretion of the Detroit RiverFront Conservancy.

*** Fee applies to any outside food or beverage being brought to the venue if the event is hosted at Rivard Plaza.

**** There is no access to power in the Dequindre Cut and very limited power at West RiverFront Park, event organizers will need to provide their own generators. Private events including wedding ceremonies or receptions are not permitted on the Detroit RiverWalk or Dequindre Cut.



Event Application

INSURANCE REQUIREMENTS

The sponsor and all companies performing work or events at or on the RiverWalk must submit a certificate of insurance (Accord Corp. form is preferred) **meeting all minimum requirements at 90 days prior to event:**

- Comprehensive General Liability including Contractual Liability with \$1,000,000 minimum limits per occurrence for bodily injury or death.
- Automobile Liability, including all owned, non-owned and hired vehicles per occurrence with \$1,000,000 Combined Single Limit Bodily Injury and Property Damage.
- Umbrella Liability with minimum limits of \$1,000,000.
- Employers Liability with minimum limits of \$500,000 per accident.
- Workers Compensation (in kind and amount as prescribed by statute).
- Thirty (90) days' notice of cancellation.
- The following entities are to be named as additional insured(s). Please submit the certificate of insurance and an actual copy of the policy endorsement naming the additional insured(s). The Certificate holder will be The Detroit RiverFront Conservancy at 600 Renaissance Center, Suite 1720, Detroit, MI 48243.
 1. Detroit RiverFront Conservancy
 2. Detroit/Wayne County Port Authority
 3. Roberts Hotels Detroit, LLC
 4. Jefferson Acquisitions, LLC
 5. Bloomfield Farms – Talon Centre, LLC
 6. C. Penfield Stroh, Frances R. Stroh and James L. Hughes, Successor Trustees for the Irrevocable Trust f/b/o the Stroh Family Fifth Generation u/a dated August 10, 1983; Stroh Companies, Inc., Stroh Properties, Inc., MG-LXV Associates Ltd. Partnership
 7. The Stroh Companies, Inc.
 8. City of Detroit
 9. UAW-GM Center for Human Resources
 10. General Motors Corporation
 11. CBRE
 12. LMC Resources Capital Limited Partnership
 13. RenCen Associates LLC
 14. Riverfront Holdings, Inc.
 15. Riverfront Holdings Phase II, Inc



Event Application

INDEMNITY AGREEMENT

The undersigned hereby agrees to indemnify, defend and hold harmless the Detroit RiverFront Conservancy, Inc. and each of its members, agents, servants, employees, officers and directors, subsidiaries, and affiliates (collectively "Indemnities") from and against any and all actions, claims, demands, liabilities, assertions of liability, losses, costs, damages and expenses of every kind and nature including, but not limited to, attorneys' fees, investigative and discovery costs, and court costs, which in any manner may arise or be alleged to have arisen or resulted, from the presence, acts or omissions of any nature whatsoever of the undersigned, its agents, servants, employees, independent contractors, subsidiaries, affiliates or representatives on or adjacent to the premises commonly known as Detroit RiverWalk/Dequindre Cut including, but not limited to, claims for bodily injury or death of persons and for loss of or damage to property, including claims or loss by the Indemnities, unless same shall be caused by the sole negligence or willful misconduct of Indemnities. The undersigned further agrees to provide certificates of insurance evidencing coverage's, limits and such other insurance's as required, and endorsed to name all entities on attached sheet as Additional Insured, prior to the commencement of any activity for which this Agreement is signed.

IN WITNESS WHEREOF, the undersigned has executed this Agreement this ____ day of _____.

WITNESS:

INDEMNITOR:

Organization: _____

By: _____

Its: _____



Event Application

Successful events are the result of advance planning, effective communication and teamwork. You are required to complete the information below so that the Detroit RiverFront Conservancy can gain a thorough understanding of the scope and needs of the event. This form must be completed and returned to the Detroit RiverFront Conservancy at 120 days prior to the event.

GENERAL EVENT INFORMATION

Event Name: _____

Event Location: _____

ORGANIZATION/APPLICANT INFORMATION

Organization Name: _____

Organization Mailing Address: _____

Business Phone: _____ Business Fax: _____

Applicant Name: _____

Title/Role: _____

Business Phone: _____

Email Address: _____

Event On-Site Contact Person: _____

Business Phone: _____

List Event Sponsors: _____

EVENT DETAILS

Facilities to be used (check all that apply)

Detroit RiverWalk

Rivard Plaza

Gabriel Richard Park

Mt. Elliott Park

Dequindre Cut Greenway

West RiverWalk* (TBA additional fees may apply, based on attendance and use)

What is the projected attendance for the event? _____



Event Description (Please provide an overview of your event)

What are the projected set-up, event and tear down dates, times and locations?

Begin Set-up Date & Time: _____ Complete Set-up Date & Time: _____
Event Start Date & Time: _____ Event End Date & Time: _____
Begin Tear Down Date & Time: _____ Complete Tear Down Date & Time: _____

Event Location

Will you be setting up tents, tables and chairs?
If Yes, specific number used, and location

Name of Company providing rental equipment
Contact Person from company:

Set up Contact Person from your organization:

Address: _____ Phone: _____
City/State/Zip: _____

Will animals be included? Yes No

If YES, specify type, number used and how used.

Name of business supplying animal (s): _____

Contact Person: _____

Address: _____ Phone: _____

City/State/Zip: _____



Event Application

TECHNOLOGY/POWER REQUIREMENTS

Will a sound system be used? Yes No

If YES, what type of sound system?

Acoustic-audible, sound heard within natural range

Amplified-augmented, sound increased to broaden range

Describe specific power needs for entertainment and/or music: _____

Will you need to connect to the Conservancy's power source? Yes No

How many generators will be used? _____

How will generators be fueled? _____

Name of vendor providing generators: _____

Contact Person: _____

Address: _____ Phone: _____

City/State/Zip: _____

COMMUNICATION/ADVERTISING STRATEGY

Check all applicable boxes that describe the type of promotion you plan to attract participants:

Radio (Specify stations): _____

Television (Specify stations): _____

Newspapers (Specify papers): _____

Web site(Identify web address): _____

Public Relations or Marketing Firm (Specify): _____

Contact Information:

Raffle (List Items): _____

Billboards: _____

Posters: _____

Flyers: _____

Street Banners: _____

Other (specify): _____



Event Application

NOTE: All raffles are subject to laws of State/City.

SALES INFORMATION

Will there be advanced registration? Yes No

If YES, please describe: _____

Will there be on-site registration? Yes No

If YES, list prices: _____

PUBLIC SAFETY INFORMATION

Do you plan to provide emergency medical services?* Yes No
**Required for High Impact Events.*

If YES, please provide the following:

Contact Person: _____

Address: _____ Phone: _____

City/State/Zip: _____

AUTHORIZATION

I certify that I am authorized to make application on behalf of this event and organization

Signature of Applicant

Date

NOTE: Completion of this form does not constitute approval of your event. Pending review by the Detroit Riverfront Conservancy, you will be notified of any requirements, fees, and/or restrictions pertaining to your event

Submit Completed Application to:

Detroit RiverFront Conservancy 600 Renaissance Center/Suite 1720 Detroit, MI 48243-1802, FAX: (313) 656-2201, or Email Info@Detroitriverfront.org