

City of Alton Park & Recreation Department
#2 Emma Kaus Lane
Alton, IL 62002
Phone (618)463-3580 Fax (618)463-3567
Or visit our website www.alton-il.com

Alton Riverfront Amphitheater Rental Agreement

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ALTON RIVERFRONT AMPHITHEATER
Entertainment and Vending Agreement

Event Name _____

1) _____ 2) _____

Event Date(s) Please provide an alternate date

Event Times: from _____ **to** _____

Set-up Date: _____ **Set up Time:** _____
(Banners/Signage)

Lights/Sound: Set up Date & Time: _____
(trucks must be away from stage at least 6 hours prior to show time)

Performer: Load in Time: _____
(must be unloaded at least 3 hours prior to show and must be out of stage fenced area if leaving before end of event). Fence will not be removed until performance is over.

Vendor Trailer & Tents: _____ **Traffic control Set up Time:** _____
(Locacted 4hrs prior to gates opening) (Located 1-1.5 hours prior to gates opening)

Backstage Fence Set Up Time: _____ **Volunteers** _____
(must be 1.5 hours prior to start time) (must be set up .5 hours prior to gates opening)
(must park in Marina front parking lot)

Security provided by: _____

Contact Number of Person in Charge _____

Number of Police Officers requested by Chief _____

Breakdown Date & Time: _____

Name/Organization: _____

Mailing Address: _____

City, State, Zip: _____

Email Address: _____

()	()	()
Day phone number	Evening number	Emergency number
()	()	()
Mobile number	Mobile used at event	fax

(Organization/Event Coordinator Email) (contact's) (website)

ACTIVITY DETAILS:

EQUIPMENT:

Admission Fee _____yes _____no
 Alcohol Sales _____yes _____no
 Donations _____yes _____no
 Food/Soda Sales _____yes _____no
 Gated Event _____yes _____no
 Live Music/DJ (circle one)
 Merchandise Sales _____yes _____no
 Ticket Sales _____yes _____no
 Ticket Booth _____yes _____no
 Security _____yes _____no
 Volunteers _____yes _____no
 Others _____

Audio/lights hung from cord _____yes _____no
 Dumpsters _____yes _____no
 Freezers _____yes _____no
 Generators _____yes _____no
 Grills/BBQ _____yes _____no
 Ice Machines _____yes _____no
 Visual Banners _____yes _____no
 Refrigerator _____yes _____no
 Spot Lights _____yes _____no
 VIP Tent/other _____yes _____no
 Oil Fryers _____yes _____no
 Others _____

How will you identify volunteers? _____

How many volunteers? _____

Note: 20 all access passes needed for Alton Park and Recreation Staff and Amphitheater Commission

ATTENDANCE:

Estimated Attendance Number: _____

Ticketed Event Cost:

\$ _____ Adult \$ _____ Senior \$ _____ Children

ADVERTISING:

Please indicate how you will promote your event. Please submit sample to Executive Director prior to printing. Send email to Brad Cunningham at bcunningham@alton-il.com

Newspapers(name) _____

TV (stations) _____

Radio (stations) _____

Websites _____

Poster/Fliers (describe/location) _____

Direct Mail (quantity) _____

Other (specify) _____

Insurance Indemnification: The Renter shall indemnify, defend and save harmless The City of Alton and Alton Park & Recreation Department from any and all injuries (including death), property damage and other claims, liabilities, losses and causes of action arising out of any negligent act or omissions by City of Alton and Park & Recreation Department and the Renter during the use of the facilities by Renter or those acting under the authority of the Renter, including participants and spectators in the connection with the Renters activities in and on the site.

By my signature, I agree to comply with all the rules and regulations, laws and ordinances of the City of Alton and Alton Park & Recreation Department in the regard to the rental and or use of the facilities and I agree to the above indemnification.

Print Name

Phone

Signature

Date

*Please retain a copy of this application for your records.
Please remember to include a \$100.00 NON-REFUNDABLE DEPOSIT payment to:
Alton Park & Recreation Department #2 Emma Kaus Ln., Alton, IL 62002 to secure event date.*

OFFICE USE ONLY

Date Received _____ Deposit Date _____

Check No. _____ Credit Card Payment _____

Walkthrough Dates scheduled: _____

City Authorized Signature _____

Fee Schedules and Deposits

DEPOSITS

Non-refundable deposit to secure date \$100.00 due with rental contract/agreement.

RENTAL	Non Profit	Profit
Full Facility	\$1,000	\$1,500
Wedding	TBA	\$500
Church Service	TBA	TBA
Graduation Ceremony	TBA	TBA
Band Concert (non-amplified)	TBA	TBA

	<u>Non Profit</u>	<u>Profit</u>
Ticket sales for Profit events		5% of ticket sales

ALL RATES ARE SUBJECT TO CHANGE

REQUIRED ITEMS

Police	(618)-463-3505	see below
Ambulance	(618)-463-7355	Alton Memorial Ambulance Svc.
Ambulance	(618)465-6633	Lifestar Ambulance Svc.
Fire Rescue	(618)-463-3565	

Sub-leasing or sub-contracting the facility out is not permitted.

All event promoters must carry event insurance for not less than \$1,000,000 General Liability/\$3,000,000 Aggregate. Insurance certificate must also list the City of Alton as Additional Insured. This certificate must be on file with the City of Alton Deputy Comptroller no less than thirty (30) days prior to the event. Comptroller office is located at 101 E. Third St. Alton, IL 62002 Room #104.

SECURITY

Event Security will be hired by the promoter for the safety of the artist(s), crowd control, and for overnight patrol of the event grounds. Alton Park & Recreation Department reserves the right to determine the number of security personnel required.

OFF-DUTY POLICE and FIRE RESCUE CHARGES
ALL RATES ARE SUBJECT TO CHANGE:

Rates (Minimum 3 hour shifts)
PBA Alton \$35
618-463-3505

PAYMENT TERMS

A **NON-REFUNDABLE** booking fee of \$100 is required to reserve an event date. Alton Park & Recreation Department reserves the right to change or cancel the event date in writing to the promoter.

All estimated expenses must be paid no later than **thirty (30) days** prior to event load-in, and must be in the form of a cashier's check, certified check or money order payable to Alton Park & Recreation Department,

The contract holder will be responsible for all costs associated with their event and for returning the venue back to its original state. Please see the fee schedule at the top.

AMPHITHEATER CONDITION

The promoter may not make any changes to the existing facilities—electrical, plumbing, building, landscaping, fountain or design in any way.

A copy of your signed contract is available upon request at Park & Recreation office upon full payment of contract.

Alton Park & Recreation Riverfront Park Amphitheater Rules & Regulations

- No driving on sidewalks.
- No alcohol allowed in park unless approved by Alton Amphitheater Commission.
- Riverfront Park Amphitheater closes at 9:00pm Mon.-Thur. and 10:00pm Fri./Sat./Sun. during scheduled events.
- The City of Alton Park & Recreation Department retains the sole right to issue performance and special event permits in Park facilities.
- Amphitheater reservation fees must be paid in full within 30 days of event. Your rental agreement must be taken to the rental facility for proof of your reservation. Our staff will confirm your reservation and be available for assistance during your rental.
- The City of Alton, IL - Park & Rec Dept reserves the right to proof any/all advertisements to insure proper compliance with intent and use of Park & Recreation venues.
- All events must comply with local and state laws.
- No unauthorized person shall carry and or discharge any firearms, weapons, or fireworks on park property.

Rules & Regulations Cont.

- You must be 18 years of age to rent any park facility.
- Amplified sound in Riverfront Amphitheater must be moderated and controlled. Event area must be restored to its original set up once the event is over.
- The Riverfront Amphitheater is an outdoor venue; therefore, no refunds or rescheduling are allowed due to weather.
- Clients are not allowed to attach banners or decorations to lights, trees, fountain or turf areas.
- No unauthorized (hard) coolers, glass bottles, confetti, or duct tape is allowed on park property.
- Do not dump ice on plants or grass areas.
- No unauthorized vehicles are permitted on Amphitheater sidewalks.
- Park only in designated parking areas. (NO parking on grass you will be ticketed or towed.)
- Abusive or profane language/behavior is not permitted.
- Posted speed limits on park ground is 20 MPH.
- No unauthorized pets allowed during scheduled events.
- No overnight parking or camping allowed on Park property without written permission.
- Please do not litter, several trash receptacles are available throughout the park for your use.
- Emergency lane must always be provided on loop road around the park.
- No staking or tents allowed without written consent from the Park and Recreation office at least one (1) week prior to event or designated at the walkthrough. This entire venue is irrigated.

Punch List for Amphitheater Rental Agreement & Contract

30 Days Prior to Event :

- Signed application and deposit filed with Alton Park and Recreation office.
- If concessions are to be sold at event, the renter must contact Madison County Health Department for appropriate inspections and licensing.
- Application for Special Event Liquor License.
- Rigging needs and drawings filed with Alton Park and Recreation office.
- Wedding decoration plans submitted to Alton Park and Recreation office.
- Sample advertising before print, approved by Alton Park and Recreation office.

15 Days Prior to Event:

- General Liability certificates of all Vendors recorded and approved with Comptroller's office
- General Liability certificate and Liquor Liability recorded and approved with Comptroller's office
- Site map and power requirements for vendors and performers filed with Alton Park and Recreation
- Signed Ticket Manifest filed with Alton Park and Recreation
- Promoter file production schedule with Alton Park and Recreation
- Review all permits, site walkthrough with Alton Park and Recreation

FACILITY

AMPHITHEATER CURFEW:

- Due to the location of the facility and the importance of maintaining a positive relationship with our neighbors, all Activities at the Amphitheater may not begin until 8:00am, and must end by 10:00pm on Friday and Saturday (Holidays), and 9:00pm Sunday through Thursday. Extensions to this curfew can be granted if requested in advance and only under extenuating circumstances by the Director of Parks and Recreation or his/her designee. The promoter shall vacate the premises no later than 12:00am on Friday and Saturday (Holidays), and 11:00pm Sunday through Thursday.

City of Alton and Park & Recreation Department staff reserves the right to stop any event if curfew is not adhered to.

RIGGING SYSTEM/SOUND and LIGHTS:

The promoter is responsible for providing all sound, light and backline equipment for their event. The promoter will provide a certified rigger, (Local Rigger/Electrician is available) at their own cost. .

- The promoter will be responsible for providing ADA cable ramps to cover cables running from the stage to the front of house for equipment once the conduits are at limits. The distance is 75 feet. ***No duct tape is allowed on any fixture at the amphitheater.*** GAFF Tape or Theatrical grade non residue tape is allowed, but all tape and residues **MUST** be removed after the event. All isles, paths, walkways are never to be blocked or used as case storage, etc **STRICTLY ENFORCED.**
- The promoter will be responsible for decorating the stage area. Please advise Alton Park & Recreation Department of your plans to decorate at least seven (7) days prior to load in. ***No drilling or taping to pillar structures and brick stage floor will be allowed. No pyrotechnics, Cannons, Flames, etc will be allowed. Confetti in any form is expressly forbidden from the Riverfront Amphitheater.***
- Man lifts will only be allowed on the stage front sidewalk for rigging purposes.
- Certified Electrician must be used to do all tie-ins to Main house power, City can provide contacts. Bus Power is available but needs five (5) days advance notice.
- Rigging needs and drawings must be sent to Alton Park & Recreation Department for approval forty-five (45) days in advance of the event. **NO RIGGING** is allowed without the permit. All rigging attachment points must be made via non scratch means such as SPANSETS/BURLAP and follow the City's diagram at each rigging point the weight must **NOT** be exceeded see attached diagram.
- Underground Snake channels, there are three (3) six inch conduits running from the stage to the sound platform, these contain a rope for pulling the control cables etc. If these are not pulled back through at the end of the night, you will be charge \$100 dollars per rope, this will be inspected and enforced.
- Note electrical conduit on cords must also be protected when hoisting or wind movement of equipment. These will be inspected and enforced.
- To remove hand hold lids you will need a 3/4" socket for the stage and transfer platform you will need a 3/4" five point socket for the hand hold lid at the electric panel at the top of the berm.

PRODUCTION SCHEDULE:

The promoter must supply the City of Alton and Alton Park & Recreation Department with a detailed production schedule for the event at least seven (7) working days before the event. The schedule should include load in times, sound check times, artist performance time, and load out time, along with personnel contact information for the day of the event. Please include cell phone numbers. The fountain will be turned off at load in time/date and turned back on after load out time/date expires. An advance phone call should be made to review all necessary permits, walkthroughs, and questions etc at least fifteen (15) days in advance to the Alton Park & Recreation Executive Director for Production. Number and size of vehicles, buses, semi-trailers trucks, straight trucks etc all need parking permits to park in the staff parking lot.

PARKING/VEHICLES:

A limited parking area will be available on the east side (front area of Marina parking lot) of the amphitheater for volunteer security company staff and vendors for your event. Band members may use vip parking lot east of venue. No vehicles will be allowed to park/move during the event in the vendor area, on the grass area, emergency roadway, or at loading dock.

Overflow parking can be made available for your event, and shuttle buses can be arranged, at the promoter's cost.

Depending on the size of your event, the promoter may be responsible for hiring a specialized event parking company to assist with directional parking for overflow parking areas.

Alton Riverfront Amphitheater has bus parking spot with shore power (20 amp, 30 amp & 50 amp receptacles) for touring acts.

Roadway from the south and east parking areas must always have two lanes open at all times for emergency vehicle access to this venue.

CLEANING:

The City of Alton and Park & Recreation Department reserves the right to determine cleaning requirements for each event.

- Porta Potties may be required and must be located in approved areas. All service vehicles must use the designated paths of reinforced concrete provided on Map. All sidewalks are NOT reinforced.
- If VIP tenting is used back stage this area shall be returned to the original clean state in which they were found. If alcohol is served in cans or bottles it will not leave the area before put into plastic cups.
- Smoking in designated smoking areas outside seating area only. Promoter may be required to provide personnel to patrol the grounds.

TICKETING

TICKETING & TICKETING SURCHARGE:

For Profit ticketed events

5% of net ticket sales for profit Alton Riverfront Amphitheater events that gated or ticketed.

TICKET MANIFEST:

All for profit promoters must provide Alton Park & Recreation with a valid ticket manifest for ticketed events seven (7) days in advance of the event load in.

Every ticket manifest must include the following:

1. The number and color of each ticket printed at each price category.
2. The name of the event, date, time and location of the event.
3. The name of the printing company. The manifest must be signed by a manager of the printing company.

Alton Park & Recreation Management reserves the right to audit all ticket sales. Ticket sales settlement will occur within two (2) days of event.

Alcohol Requirements

DISPENSING OF ALCOHOLIC BEVERAGES

The following information provides the steps for obtaining a temporary liquor license. It is **MANDATORY** for all events in the City of Alton to possess this license and dram shop insurance if selling alcoholic beverages of any kind. Failure to produce a valid liquor license to law enforcement will place the event in jeopardy of being canceled.

This is a lengthy process and must be completed and submitted to the Mayor's office of the City of Alton twenty-one (21) days prior to your event date.

WHO: Non-profits Group

WHAT: Special Event Liquor License

TERM: 1-2 days (2days is maximum)

HOW TO APPLY: Obtain a letter from the Mayor's office confirming your permit is in process.

STEP ONE

Contact

- Alton Park & Recreation Department for Park Board approval (submit in writing). Send to: Brad Cunningham, Executive Director #2 Emma Kaus Ln., Alton, IL 62002 No later than 5 days prior to monthly board meetings held on the third Monday of the Month at 6pm at said same address.

STEP TWO

Contact

- Mayor's office at (618)-463-3500 X3 fax (618)-463-3525
Comptroller's office (618)-463-3545 fax (618)-463-2890

Form

- Special Event permits application for One/Two Day Permit
- Resolution to be taken to City Council on the second and fourth Wednesday's with Committee meetings scheduled for Monday's proceeding. (Done through Mayor's office)

Location

- Alton City Hall 101 East 3rd Street, Alton, IL 62002 Room #201-Mayor's office
- Room #104-Comptroller's

Must Have

- Proof of non-profit status a 501 (C) 3 registration form or minutes from a meeting. Non-registered groups should outline their letter of the purpose and the goals of the event and who will benefit by the event's profits. *This documentation must be taken to the Mayor's office Mary Pat Darr.*
- Proof of General Liability policy naming the City of Alton as Additional Insured for \$1,000,000.00 and Liquor Liability policy naming the City of Alton as Additional Insured for \$500,000.00. *This documentation must be filed with the Deputy Comptroller Peggy Voumard and filed with permit in Mayor's office.*

STEP THREE

- **Contact**
Illinois Department of Revenue
Liquor Control Commission
(217)-782-2135
- **Location**
101 West Jefferson Suite #3-525
Springfield, IL 62702
- **Application**
To be exempt from paying sales tax, take the above form to this location for signature.
- **Must Have**
Proof of non-profit status a 501 (C) 3 registration form or minutes from a meeting. Non-registered groups should outline their letter of the purpose and the goals of the event and who will benefit by the event's profits.
- Check in the amount of \$ (Made payable to the Illinois Liquor Control Commission)
- Proof of liquor liability insurance \$500,000

STEP FOUR

Contact

- Brad Cunningham, Executive Director Alton Park & Recreation that all requirements have been fulfilled and documentation is in order. (618)-463-3580

ALCOHOL DISPENSING

All beverages must be dispensed in approved containers. No glass bottles may be dispensed. All alcohol sales must cease 30 minutes prior to the end of the event. If event is rain delayed beer sales shall cease no later than 11:30 p.m.

ALCOHOL WRIST BAND POLICY

City of Alton and Park & Recreation Department require that all events selling alcohol identify consumers of legal drinking age by using colored wrist bands. The promoter is required to purchase in advance the wrist bands and notify Alton Park & Recreation Department of the color wrist band to be used each day of the event. Failure to comply with this policy will result in the cancellation of alcohol sales.

VENDOR REGULATIONS

VENDOR REGULATIONS:

Promoters must provide a site map with vendor locations and deliver to Park office no later than ten (10) days prior to the event. Alton Park & Recreation Department reserves the right to move any vendors that may be interfering with Public or Park utilities. Promoter must provide Management with power requirements for vendors no later than ten (10) days prior to the event.

Promoters are responsible for collecting all insurance certificates from vendors. Insurance slips must be current and list the **City of Alton as additional insured for \$1,000,000 per occurrence/\$3,000,000 aggregate**. All vendors will be required to display a current occupational license with a valid signature.

Promoters are responsible for all event vendors. Promoter is responsible that all vendors know venue rules and regulations and adhere to the policies. Promoter may be subject to additional fees for non compliant to the policy.

Alton Fire Department Requirements

Food Vendor Requirements for the Amphitheater at Time of Inspection

- All compressed gas cylinders, hoses, regulators and any other devices shall meet N.F.P.A. requirements.
- All compressed gas cylinders shall be firmly secured by rope or chain to prevent the cylinder from being knocked over.
- There shall be a minimum of four (4) feet in between each vendor area.
- No cooking is allowed under a tent unless it meets the flame requirements of NFPA 701 and is labeled with a NFPA marking I.F.C. 2411. E-Z Up tents stamped by the California Fire Marshall do not meet this code.
- Vendors that utilize cooking or heating devices shall have a minimum of one (1) 2A/40B:C dry powder extinguisher. The extinguisher must be visible, accessible and have a current inspection tag from a fire extinguisher service center licensed by the Illinois Office of the State Fire Marshall.

Note: A new fire extinguisher without a tag is not acceptable.

If cooking oils are used, all waste products must be taken off site to be disposed of properly. Do not pour oils down the drainage or storm systems. If charcoal is used, pour hot coals into a metal bucket and dispose of off-site properly. Do not pour hot coals on the grass or tree wells. Do not pour ice on grass or plant materials please pour at nearest storm drain.

All trash must be gathered up and placed in the dumpster(s) provided by the promoter. All vendor areas must be cleaned and returned to the original state.

Vendor parking has been provided by the facility. Promoter will issue passes that must be displayed in each vehicle parked in the vendors parking area, off the grass area or near the docking area during the event.

Vendors using extension cords must insure that they are outdoor heavy duty 15-20 amp cords and in good working condition, (not frayed or repaired) and must be taped down to prevent tripping.

If necessary, promoters will be responsible for providing over night security to the vendor area.

Vendors will not discriminate against any persons because of race, creed, color, religion, sexual orientation, or national origin. Vendors will conduct themselves in a proper manner so as to not cause any harm to patrons or employees legally on the property.

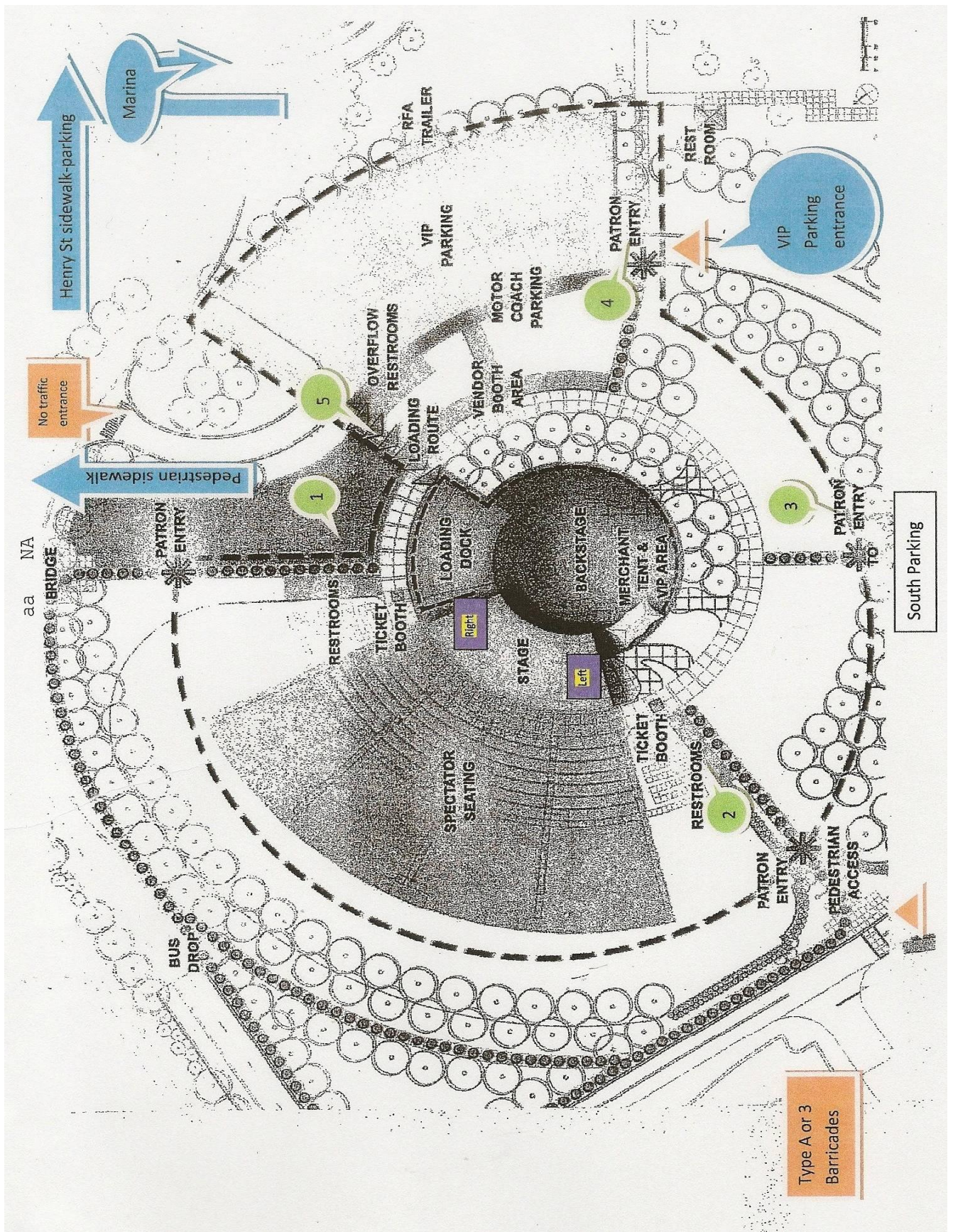
Vendors will comply with all laws of the United States, the State of Illinois, Madison County (MCHD is (618)-296-6079), City of Alton Police and Fire Departments, or any other applicable laws, codes and regulations.

**** Vendorø on site set up time is mandatory 4 hours prior to start of event. ****

All vending areas will be inspected by Fire and or Park Management prior to event start for compliance of the above rules. Any violators may be shut down

No tent stakes or banner stakes allowed in turf areas

Patron entries #4 & #5 will not have ticket booths. Patron #5 entry is the emergency entrance used by emergency personnel for day of event.



Type A or 3
Barricades

