



KLYDE WARREN  
PARK

# EVENT PLANNING GUIDE

# TABLE OF CONTENTS

<b>OVERVIEW</b> .....	<b>2</b>	<b>PERMITS &amp; REQUIREMENTS</b> .....	<b>7</b>
Event Planning Guide		Electrical Permit	
Event Manager		Fire Permits	
Permit		Liquor License	
Contact Information		Tenting Requirements	
		Insurance Requirements	
<b>SITE PLAN</b> .....	<b>3</b>	<b>RULES &amp; REGULATIONS</b> .....	<b>8</b>
List out of areas		Policies	
Event Pricing Rate Guide		Prohibited Items	
<b>EVENT PRODUCTION</b>			
<b>LOGISTICS</b> .....	<b>4</b>		
Event Layout & Production Schedule			
Tenting			
Signage			
Specialty equipment			
Vehicles			
Audio-Visual			
Sound Ordinance			
Sound Monitoring			
Electrical			
Lighting			
Internet			
Catering/Food Service			
Merchandise Sales			
Transportation/Parking			
Marketing			
Drones			
Deliveries			
Weather			
Public Safety			
Restrooms			
Cleaning			
Water			



# OVERVIEW

Located in the heart of Dallas, Klyde Warren Park is a treasure that draws the public to its open space and enticing amusements daily. The Park is the ideal venue for a variety of public and private events. Situated between two of the city's most exciting neighborhoods, the Arts District and Uptown, the Park offers a magnificent view of downtown Dallas' rich architecture and dramatic skyline in a serene setting perfect for concerts, weddings, product launches and other special gatherings. Klyde Warren Park was created to enrich the city by serving as a green space for social, cultural, and civic events. In furtherance of this goal, the Woodall Rodgers Park Foundation, the non-profit organization that manages the Park, has established the following guidelines for events in the Park. We look forward to working with you to ensure your event is successful and memorable.

Klyde Warren Park is open from 6 a.m. to 11 p.m. All visitors must comply with posted rules and directions from Park personnel. An individual or group can freely visit the Park without a permit. A permit is required for a public event if you intend to:

- Reserve an area of the Park at a particular time
- Affix anything to Park property or set up a table
- Bring in and employ a structure larger than 4' x 4'
- Sell or advertise a product or service on park grounds
- Use amplified sound

A permit is required and a rental fee will be charged for any activity that involves a set-up of equipment or restricts access to a specific area of the Park for invited or paying guests (a "private event"). A permit and rental fee are also required for filming or photography that will restrict the use of any area of the Park, will use equipment more extensive than a single tripod or is for commercial purposes.

## EVENT PLANNING GUIDE

This Event Planning Guide, a part of your Event Agreement, has been designed to deliver important information in a format that is easy to read and navigate. Please read all the relevant parts carefully. Keep in mind that prices and regulations are subject to change. We periodically update the information contained in this guide.

Since every event is different, our policies, rules, and regulations cannot cover every possible scenario. Klyde Warren Park reserves the right to modify rules contained within the Event Planning Guide on an as-needed basis. Our only purpose is to ensure the success of your event and while enhancing the experience and keeping safety of all our visitors as a top priority.

For large-scale events, we recommend that you submit the Event Application at least three to six months prior to your preferred event date(s). For smaller events, we recommend that you submit the Event Application one to two months in advance. Fees cannot be estimated until an Event Application has been submitted and reviewed by the Events Department. Event organizers (Customers) are required to provide a Certificate of Insurance upon signing a rental agreement.

## EVENT MANAGER

Each event at Klyde Warren Park is assigned a dedicated Event Manager. Your Event Manager will be your single point of contact throughout the event planning process and will support you in orchestrating and executing every aspect of your event.

## PERMIT

To apply for a permit, please visit ([insert link here](#)) and fill out the required information. An Event Manager will be in touch with you within 24 hours to discuss your application. Please note that filling out an application does not guarantee your event will be approved. While we will make every effort to accommodate your preferred schedule, Klyde Warren Park serves as a venue for numerous events and may not be able to host your event on the exact date and time requested.

## CONTACT INFORMATION

### MAILING ADDRESS

1909 Woodall Rodgers Freeway, Dallas, TX 75201

### EMAIL

Events@klydewarrenpark.org

### GPS ADDRESS

2012 Woodall Rodgers Freeway, Dallas, TX 75201

### PHONE

214-716-4500



# SITE PLAN

## LIST OUT OF AREAS



- 1 Barbara & Steve Durham Family Playground
- 2 Children's Park
- 3 Jane's Lane
- 4 Ginsburg Family Great Lawn
- 5 Reading and Games Room
- 6 Chase Promenade
- 7 Hart Boulevard

- 8 Nancy Collins Fisher Pavilion
- 9 Muse Family Performance Pavilion
- 10 Southwest Porch
- 11 Moody Plaza
- 12 East Lawn
- 13 The Commons
- 14 My Best Friend's Park
- 15 Pearl Lawn

- Savor, full service restaurant
- Relish, walk-up kiosk
- Food Trucks
- Rest Rooms
- Family Rest Rooms
- Game tables
- Game carts
- Butterfly Garden

- Pedestrian Entry
- Handicapped Entry
- Drinking Fountains
- Bike Rack
- M-Line Trolley
- D-Link
- Information kiosk
- Emergency phone

## EVENT PRICING RATE GUIDE

AREA	PUBLIC EVENT RATE	PRIVATE EVENT RATE
Reading Room	\$500	\$1,000**
The Commons	\$500	\$1,000**
Moody Plaza	\$1,000	\$2,000**
Southwest Porch	\$2,000	\$5,000**
East Lawn	\$5,000*	\$5,000**
Muse Family Performance Pavilion	\$5,000	\$7,500**
Performance Pavilion to Hart Blvd.	\$7,500	\$25,000**
West Lawn	\$7,500	\$7,500**
Great Lawn and Performance Pavilion	\$15,000*	\$30,000**
Entire Park	(Contact Park)	(Contact Park)

\* These rates apply if all other sections and activity spaces of the Park remain accessible during the event.

\*\* These rates apply if a private event would require closing the requested space, large portion of the Park or other areas of the Park would be mostly or entirely inaccessible.

### PHOTO/PROMOTIONAL/COMMERCIAL USES

- M, T, W - \$2,500 for up to four hours
- Th, F, S, Su - \$5,000 for up to four hours.

Rates will vary depending on size and duration of the event.

### PARK EVENT SERVICES STAFF RATES

**Event Security Guard rate:** \$25 per hour

**Event Custodial Staff rate:** \$20 per hour

**Flooring cost:** Will vary based upon event set-up requirements.

**Valet parking rate:** \$15 per car

## EVENT PLANNING GUIDE



# EVENT PRODUCTION LOGISTICS

## EVENT LAYOUT & PRODUCTION SCHEDULE

- For events requiring custom set-ups, a detailed event layout must be submitted for approval to your Event Manager at least three weeks prior to the first contracted day of the event.
- Floor plans must include the following: name of event; event dates; legend; measurement scale; and emergency egress gates. Please provide additional information if any of the following will be part of the event: cooking displays; live animals; inflatable or mechanical amusements; electrical needs; lasers for light shows or live demonstrations; motor vehicles; and/or areas with a ceiling or covering, including fabric, tents, additional restrooms, canopies or tarps.
- Any equipment or production elements to be placed on the grass must be approved by your Event Manager and will require flooring.
- Event layouts must include all event activities; additional tents and vehicles; signage locations; entertainment elements; stages; game locations; table and chair locations; and queuing locations (if applicable).
- A detailed production and event schedule must be submitted for approval to your Event Manager at least three weeks prior to the first contracted day of the event.
- All deliveries and vehicles requiring entrance to Klyde Warren Park must be noted in the production schedule.

## TENTS

- Any and all event tents must be provided by our exclusive provider, Rental Stop. Proper permitting is required for tents.
- All tents at Klyde Warren Park must be weighted rather than staked. Proper lawn protection (flooring) costs for the event will be covered by the Customer.
- Use of heating or cooling equipment must be approved by your Event Manager.

## SIGNAGE

- All signage locations must be approved by Klyde Warren Park. Signage plans must be submitted no later than three weeks prior to the first contracted day of the event.

- If clings are to be used, all materials and placements must be approved by your Event Manager.
- It is prohibited to affix equipment or event elements to structures in the Park.

## SPECIALTY EQUIPMENT

- Use of inflatable and carnival-style elements, such as bounce houses, obstacle courses, animals and fork-lifts, must be approved by your Event Manager. Requests and information regarding specific event equipment must be submitted at least three weeks prior to the first contracted day of the event.

## VEHICLES

- The operation schedule for vehicles to be used in event set-up must be included as part of your production schedule and submitted at least three weeks prior to the first contracted day of the event.
- Vehicles are prohibited from driving or parking on grass within the Park, even during set-up.
- Parking meters located along the Woodall Rodgers Freeway service road are City of Dallas property and not under the control of the Klyde Warren Park. In order to stage vehicles in the metered spaces, clients must apply for a Meter Hooding permit with the City of Dallas. This must be done at least two to three weeks in advance of your event. Contact proper authorities here.

## AUDIO-VISUAL

- To ensure events are produced as simply and cost effectively as possible, Klyde Warren Park recommends employing our preferred audio-visual provider, OnStage Productions. However, you may request to use your own audio-visual provider and may do so upon receipt of written approval from Klyde Warren Park.

## SOUND ORDINANCES

- Per the City of Dallas Quality of Life Ordinances: Unreasonable or excessive noise shall be defined as noise measuring in excess of 85 dBa between the hours of 8:00 a.m. and 10:00 p.m. The term dBa shall mean the A-weighted sound level in decibels, as measured by a general purpose



# EVENT PRODUCTION LOGISTICS

sound level meter complying with the provisions of the American National Standards Institute's "Specifications for Sound Level Meters (ANSI S1.4 1971)", properly calibrated and operated on the "A" weighting network.

- For assistance with sound ordinance compliance, please confer with your assigned Event Manager.

## SOUND MONITORING

- The A/V provider will be required to monitor the volume of events with amplified sound during sound checks and throughout the event. If at any point the volume exceeds the levels stipulated above, your Event Manager will inform you and the sound must be lowered immediately.
- Failure to comply with such a directive or repeated violations of sound ordinances will result in Klyde Warren Park terminating the performance.

## ELECTRICAL

- Electrical site plans will be provided once an event agreement is executed.

## LIGHTING

- Additional event lighting is subject to approval by your Event Manager.

## INTERNET

- Network drops are available at the Muse Family Performance Pavilion. Please consult with your Event Manager for pricing.

## CATERING/FOOD SERVICE

- Farm to Market Catering is the exclusive food and beverage provider for the Park; they are the same entity that owns and operates Savor Gastropub and Relish.
- All food truck operations within Klyde Warren Park are managed by Park staff. Please contact your Event Manager to learn how food trucks may be a part of your event.

## MERCHANDISE SALES

- The Customer must provide a plan for the sale of any merchandise associated with an event.

- Merchandise sales are prohibited without prior written approval from Klyde Warren Park.

## TRANSPORTATION/PARKING

- Valet parking can be made available for guests through your Event Manager.
- Self-parking is available at sites around the Park. For information, please visit the Klyde Warren Park parking page.
- Potential drop off locations can be identified around the park. Those that are safest and most convenient for your event can be located in consultation with your Event Manager.

## MARKETING

- Klyde Warren Park is able to provide event marketing assistance. Please contact your Event Manager for details.
- Event promotion prior to execution of an event agreement is prohibited.

## DRONES

- Klyde Warren Park falls within Class B airspace for Dallas Love Field Airport. All drone pilots must have appropriate FAA documentation and may be subject to search by the Dallas Police Department.

## DELIVERIES

- Klyde Warren Park does not accept deliveries in advance of events. If any shipments are required for your event, they will need to be delivered on your contracted event day(s) and received by your event team. Any deliveries that arrive before the contract date will not be accepted. The shipper will be responsible for all associated costs.
- All delivery schedules are subject to approval by your Event Manager.

## WEATHER

- Please note that the Muse Family Performance Pavilion is not a safe location for shelter during severe weather. All events that occur in the park are rain or shine. Contracted events do have the ability to reschedule (as available) or cancel should weather affect the event.



# EVENT PRODUCTION LOGISTICS

## PUBLIC SAFETY

- Event security for Klyde Warren Park is provided by Platinum Security. All security plans must be developed in consultation with your Event Manager, and are subject to final approval by Klyde Warren Park. In the event that an adequate coverage plan is not provided by the Customer, Klyde Warren Park reserves the right to impose a coverage plan on the event. All security plans must be submitted for review and approval to Klyde Warren Park at least three weeks in advance of the event move-in date.
- Activity of vendors is restricted to areas identified by the Event Agreement. Klyde Warren Park security will maintain full control of Park access (i.e. open/secure fence access points) and reserves the right to deny entry to any persons who violate the rules and/or policies of Klyde Warren Park.
- All requests for enhanced security measures—including but not limited to armed guards, K-9 teams, bag searches and metal detectors—must be coordinated through your Event Manager. Requests for enhanced security measures must be made to your Event Manager at least three weeks prior to event move-in date.
- Public safety coverage begins on the first contracted move-in day, and will remain in effect through move-out.

## RESTROOMS

- Public restrooms are located at the Southwest Porch. There are also two family restrooms in the Children's Park.
- Additional restrooms may be necessary for Great Lawn events. Klyde Warren Park reserves the right to require additional portable restroom facilities for specific events. Such determinations will be made three weeks prior to the event. The cost and coordination of additional restrooms is the responsibility of the Customer.
- Please consult with your Event Manager regarding additional restroom needs and issues, such as choice of vendor, number of portable restrooms required and restroom locations.

## CLEANING

- ACT is the exclusive cleaning vendor for all events held at Klyde Warren Park. Requests for extra ACT staff will be subject to additional labor charges.
- All custodial coverage plans must be submitted to Klyde Warren Park for review and approval at least three weeks in advance of the event move-in date.
- Additional staffing requirements will be based on event elements and expected attendance.

## WATER

- If water is needed for any event elements, please consult with your Event Manager.



# PERMITS & REQUIREMENTS

## ELECTRICAL PERMIT

- For events requiring generators, all necessary vendor permits must be submitted to your Event Manager. Placement of generators is subject to review and approval by your Event Manager.

## FIRE PERMIT

- All events must adhere to the Texas Department of Public Safety fire prevention standards. The Customer is responsible for securing all necessary permits.

## LIQUOR LICENSE

- Our food and beverage provider, Farm to Market Catering, will secure the liquor license for each event.

## TENTING REQUIREMENTS

- Customers are required to use Rental Stop for additional tents or temporary covers.
- Additional tents or temporary covers must be weighted rather than staked in the lawn.

## INSURANCE REQUIREMENTS

All rental events are required to provide a COI upon signing the rental agreement. Here are the insurance requirements:

- **Insurance.** Prior to receiving any right of access to, or use of, the Park, Customer shall procure, pay for and maintain insurance written by companies authorized in the State of Texas and acceptable to Foundation. The insurance shall be evidenced by delivery to Foundation of executed certificates of insurance and/or certified copies of policies as determined by Foundation. Certificate must include:
  - **Worker's Compensation** - statutory amount
  - **Employer's Liability** - \$500,000 minimum per accident
  - **Disease** - \$500,000 policy limit (\$500,000 per employee)
  - **Broad Form Commercial General Liability** - \$2,000,000 general aggregate (\$1,000,000 per occurrence Combined Single Limit)
  - **Products / Completed Operations** - \$1,000,000 aggregate (Such insurance shall be endorsed to provide a separate aggregate limit for each project. The policy will include contractual liability coverage applicable to the indemnification agreement contained herein.)
  - **Automobile Liability** - \$1,000,000 minimum per accident
  - **Property Insurance** - coverage for tools and equipment brought into and/or used in the Park or other Foundation property by the Customer, or any sublicensee or subcontractor of Customer, in an amount equal to the replacement costs of all such tools and equipment, unless Customer, or any sublicensee or subcontractor of Customer, waives all claims for damage to such tools and equipment.
- **Additional Provisions.**
  - All policies must be written with an insurer whose A.M. Best & Co. financial rating is A- VII or higher. Each policy will contain a requirement that the certificate holder will be given 30 days' notice in the event of cancellation or material change. These minimum insurance requirements shall apply to any subcontractor that Customer hires. The Commercial General Liability and Workers Compensation policies shall contain a Waiver of Subrogation in favor of the certificate holders. Coverages and limits are minimum requirements and in no way limit the liability of any vendor, subcontractor or service provider. The Commercial General Liability policy shall contain an Additional Insured Endorsement covering the following entities: Woodall Rodgers Park Foundation and its Board of Directors, officers, agents, employees, volunteers, partners and assigns, and the City of Dallas and its officers, agents, employees and elected officials. Such Additional Insured Endorsement shall provide coverage to the Additional Insureds on a primary basis and shall not contribute with any insurance purchased by the Additional Insureds. The certificate holder shall be shown as:
    - Woodall Rodgers Park Foundation, Inc.
    - 1909 Woodall Rodgers Freeway,
    - Suite 403 Dallas, Texas 75201





# RULES & REGULATIONS

## POLICIES

- Use of the “Klyde Warren Park” logo is subject to approval by your Event Manager.
- Klyde Warren Park is a non-smoking area. This includes cigarettes, cigars, pipes, marijuana, and e-cigarettes.
- Pets are to be on a leash at all times, except within “My Best Friend’s Park” area.
- Events at Klyde Warren Park must clear guests by 11:00 p.m.
- No amplified sound is permitted in the Park before 8:00 a.m. or after 10:00 p.m.
- Open flames are not permitted at Klyde Warren Park.
- Use of sidewalk chalk and water-based chalk paint are not permitted.
- Use of lawn stakes is strictly prohibited.
- Use of paint is generally not permitted. Any requests for exceptions must be submitted in writing.
- The staking of tents or temporary covers is prohibited.
- Vehicles are not allowed on the grass.

## KLYDE WARREN PARK PROHIBITS THE FOLLOWING ITEMS

- Smoking, e-cigarettes, vaping or drug use
- Outside alcohol
- Use of glass containers
- Weapons
- Fireworks
- Panhandling
- Organized sports
- Camping
- Barbecue grills
- Feeding birds
- Excessive noise
- Commercial activity without a permit
- Affixing anything to Park property
- Structures larger than 4' x 4' without a permit
- Motorized vehicles

