

City of Richmond Heights

Run/Walk and Parade Event Guidelines

With due consideration of the needs of the City of Richmond Heights and its residents, events will be scheduled to promote the City and provide for the entertainment and cultural opportunities of the citizens.

I. Event Supervision: To provide the applicant with a quality event experience and to coordinate communication among applicant, staff and vendors, the Rental Supervisor or designated city staff will take an active role in overseeing booked events.

A. The Rental Supervisor or designated city staff shall be the main contact person for the event and shall directly oversee the applicant needs.

B. The Rental Supervisor or designated city staff is responsible for communicating with the applicant to ensure the applicant follows the Event Guidelines.

C. The Rental Supervisor or designated city staff is responsible for enforcing Event Guidelines.

II. Event Booking: All event activities shall be booked in advance, subject to availability for each area of the city.

A. Reservation Requirements for non-City sponsored events:

1. Event may be booked up to one year in advance.

2. An Application for Event Permit must be submitted for the City to consider approval of an event.

3. Deposit is due upon booking.

4. Reservations for events must be made a minimum of 60 days prior to date of event. Any exception will need to be approved by the appropriate Department Head or their designee.

5. Parade requests must be made a minimum of 15 days prior to date of event. Any exception will need to be approved by the appropriate Department Head or designee.

6. Applications improperly completed will not be accepted.

7. Any fees waived must be approved by the appropriate Department Head(s).

B. In order for a reservation to be considered valid (“booked”), all terms of the agreement must be completed.

1. Reservations shall be valid once a signed contract is in place and monies due are received.

Purchase Orders shall be accepted for business reservations as long as payment is received by date due.

III. Deposit: All events shall require a damage/security deposit at the time of reservation. Deposit shall be returned in full as long as all terms and regulations of the event agreement have been met.

A. For approved events that are cancelled, where planning time by city staff has been invested, the deposit will be retained.

B. All or a portion of the deposit shall be retained if extensive cleanup is required.

C. All or a portion of the deposit shall be retained to cover the cost of damages to and/or loss of equipment. If the needed repairs or replacement exceed the deposit paid, the applicant is responsible for the additional cost.

D. Deposit refunds will be processed within three weeks of the event. Refund will be paid by City of Richmond Heights by check or by crediting the credit card originally used for the deposit.

IV. Fees & Additional Charges: The City has established fees that will be charged for events. The City reserves the right to charge reasonable additional fees above and beyond the original processing fee and deposit.

A. Any permit required by the City, St. Louis County and State must be completed and all fees must be paid by the due date. City permit fees may be waived by the appropriate Department Head(s).

- B. A \$25 processing fee will be assessed for all event applications.
- C. Fees will be assessed for any event that requires City staff.
- D. Fees may be waived by the City Manager or designee.
- E. All fees/rates are subject to change with reasonable notification.

V. Refunds: The City has established guidelines to govern the refunding of fees.

- A. A full refund of event fees will be given for events cancelled more than 30 days in advance.
- B. Permit fees are non-refundable, if applicable.
- C. For events booked less than 30 days in advance, no refunds will be given.
- D. No refunds will be issued if applicant or event participants are asked to leave for noncompliance with City rules.
- E. In the event the City must cancel or alter the contracted parameters of an event, staff shall determine whether to offer a future event date at a reduced charge, or issue a partial/full refund.
- F. Refunds will be processed within three weeks of the event. Balance due will be made by City of Richmond Heights check or by crediting the credit card originally used for the deposit.

VI. Food and Beverage: For most events, the City of Richmond Heights will allow food and alcoholic beverages on site; however, all food arrangements must follow St. Louis County and City of Richmond Heights procedures and permitting requirements. Proper permits must be secured at least two days prior to the event.

- A. It is the sole responsibility of the applicant desiring food service for an event to contact a caterer and make all food arrangements.
- B. To use specialized trailers, chuck wagons, grills and catering equipment, the applicant must receive permission for site access and placement by coordinating in advance with the Rental Supervisor and affected departments.
- C. Certain restrictions apply for food and drink in the park and on in City right-of-way.
- D. Alcoholic beverages may be permitted but must meet any and all permit requirements. NO GLASS containers are allowed; plastic and aluminum products are permitted. Anyone selling alcohol or offering a wine tasting for a fee will be required to obtain all permits required by the City, State and County.
- E. Recycling of cans and plastics is encouraged. The City will provide recycling containers whenever possible.

VII. Event Set-up Instructions: Set-up requirements and instructions shall be agreed upon in a timely manner to allow for scheduling of staff and coordination of resources. Set-up instructions are intended to communicate the applicant's needs to the proper city staff.

- A. Applicants shall specify event set-up needs at least one month prior to the event.
- B. All changes to set-up must be approved by the Rental Supervisor and appropriate Department Head at least 72 hours in advance of event.
- C. All changes must be submitted in writing to the Rental Supervisor or designated city staff.
- D. Only minor changes to set-up may be requested by the applicant on the day of the event. The City's ability to accommodate requests will depend upon staff availability.

VIII. Event Parking: Parking requirements shall be considered when events are scheduled. When necessary, a parking plan will be used to coordinate parking capacities. Limited parking is available.

- A. A Parking Plan shall be created for each event and evaluated periodically to determine parking availability; this Plan shall map out times and dates when parking is restricted for events to include set-up and break down.
- B. If an event includes the intent for parking at THE HEIGHTS: Richmond Heights Community Center, members shall have priority for parking during regular HEIGHTS hours. The Applicant may be required to pay for security staff to monitor the parking lot.

IX. Restroom Use: Restroom availability shall be considered when events are scheduled. Events being held in the City must adhere to the St. Louis County Health Guidelines in regards to restroom usage. If port-a-potties are located in public right-of-way, approval is required by the Public Works Department.

X. Equipment Use: The City will not provide tables, chairs or tents for any events, with the exception of those amenities that are permanently stationed throughout the city.

A. The cost of repairs to damaged equipment and city property will come out of the deposit. If the cost of repair or replacement of damaged equipment exceeds the deposit, the Applicant is responsible for the additional costs.

B. Any exceptions to the usage of equipment will be approved by the appropriate Department Head(s).

XI. Insurance Requirements: Any application for a special event to be held on City property or the public right-of-way shall provide the City with a Certificate of Insurance with the following in force coverage(s) for the date(s) of the event:

A. General Liability with a minimum of \$2.6 million per occurrence (in 2011 - adjusted annually) naming the City of Richmond Heights as an additional insured.

B. Events requiring the use of the Applicant's vehicles may also be required to provide proof of automobile liability insurance at the discretion of the City.

XII. Additional Event Guidelines: All events held within the City of Richmond Heights will have a purpose compatible with the goal of promoting the City and providing entertainment and cultural opportunities for the citizens of Richmond Heights. The following additional guidelines have been established to ensure the safe and effective operation of events.

A. Only persons who are over 25 years of age may apply for use of the City facilities/property for events. The Applicant must remain at the event and assumes responsibility for property and for conforming to the regulations established for the event.

B. Some areas of the City of Richmond Heights are not available for events.

C. Organizations should allow a minimum of 90 days for consideration of their application by city staff.

D. The City has the right to refuse any requests and retains the right to establish additional policies that provide for the safety of our residents and visitors.

F. Applicants who wish to sell products at their event must obtain a Temporary Business license. For more information, contact the Rental Supervisor at 314-655-3662.

G. Utilities are limited to what currently exists at the specific location of the event. Additional sources (generators, water tanks, etc.) are not permitted without prior written approval of city staff.

H. All promotional and specialty companies or permit holders who are utilizing equipment, booths, etc. must provide proof of insurance listing the City of Richmond Heights as an "additional insured" for a minimum of \$2,600,000.00 per occurrence. A copy of such certificate should be faxed to the Rental Supervisor at 314-655-3662.

I. Alcoholic beverages may be permitted, but must meet any and all permit requirements. For more information on this, contact the Rental Supervisor at 314-655-3662.

J. No amplified sound will be permitted in a park or city street without prior approval of the City Manager or designee, as it may interfere with other patrons, users and the general public. The City of Richmond Heights noise ordinance shall be enforced.

K. For those events held in City parks, additional park rules apply.

L. Additional rules may be established to ensure the safety and enjoyment of event participants.

M. Open flames are not permitted.

N. Applicants and their guests shall not violate the canons of good morals, manners or taste, or be injurious to the buildings, grounds, or equipment.

O. Street markings of any kind are not permitted, including chalk, spray paint, spray chalk, etc. Temporary signage is allowed but must be removed at the end of the event.