

RULES AND PROCEDURES FOR WEST COLUMBIA RIVERWALK AMPHITHEATER RENTAL



These rules and regulations are established to insure the fullest use and enjoyment of the West Columbia Riverwalk Amphitheater and Riverwalk Park by the citizens of West Columbia and surrounding communities, which is consistent with the protection of persons, public property, and tranquility of the surrounding neighborhoods.

AMPHITHEATER RENTAL RATES

AMPHITHEATER: *\$125.00 /day (with power) *\$100/day (without power)

APPLICATION FEE TO SELL ALCOHOLIC BEVERAGES: \$100.00 (non-refundable)

CATERING SPACE: No additional deposit required

DATES WILL NOT BE RESERVED UNTIL APPROPRIATE FEE HAS BEEN PAID.

***These are minimum amounts. Fees are subject to increase due to size and scope of event.**

- Additional fees are required for law enforcement protection. These fees must be paid at least five business days prior to the event to the City of West Columbia.
- All fees must be paid in full upon submission of application.
- Special events requiring a “practice” period will be given a set practice time at no additional charge over the initial fee. Special events include, but are not limited to, wedding rehearsals, concerts or performances, and educational presentations.
- Rental Fees are 75% refundable with a 72-Hour cancellation notice. However, events are all weather, and no refunds will be given due to unfavorable weather.
- **The Amphitheater is a public park and cannot be gated; however, if there are any funds collected at this event, the City needs to know the name of the organization to which the checks/funds are paid. No fee can be charged to persons visiting the public portion of the park.**

INSURANCE REQUIREMENTS

- Liability Insurance may be required for all events. ***Proof of insurance must be submitted to the City of West Columbia or the permit will be revoked.***
- **General Liability Insurance:** The Applicant must submit a Certificate of Insurance providing proof of a commercial general liability insurance policy or its equivalent, written on an occurrence basis for bodily injury, personal injury, property damage and product liability, with a minimum of \$1,000,000 per occurrence, with an aggregate minimum limit of \$1,000,000, and naming the City of West Columbia as the Certificate Holder.
- **Liquor (Alcoholic) Legal Liability Insurance:** If the City of West Columbia grants permission to sell/serve alcoholic beverages at the event, then the Applicant must obtain liquor (alcoholic) legal liability coverage. The liquor (alcoholic) legal liability insurance can be endorsed to the general liability insurance policy or purchased

INSURANCE REQUIREMENTS – *Continued*

separately with the City of West Columbia named as the Certificate Holder. The minimum acceptable limit of liability is \$1,000,000 per occurrence with a minimum aggregate limit of \$1,000,000.

- The City has enrolled in a program that allows users of the City’s facilities to secure liability insurance, which provides protection for you, as well as the City. If you are interested in this coverage, the City can provide you with additional information for TULIP (Tenant User Liability Insurance Program).

RULES

- The City of West Columbia reserves the right to approve or disapprove the application for rental.
- The conduct of the activity proposed shall not substantially interrupt the safe and orderly activity of the Riverwalk Park or the safe and orderly movement of pedestrian and vehicular traffic.
- General Riverwalk Park hours are from dawn to dusk. Special permitted events have hours as specified by the permit.
- Vehicles are not permitted to stop or park except in designated parking, loading or unloading zones.
- The applicant is responsible for his/her group and is responsible for any damages incurred during use of the facility.
- It is agreed and understood that applicant is solely responsible for the condition and cleanliness of the facility used during the term of the permit and agrees to return/leave said property in the same condition as found.
- The applicant is responsible for making sure that trash is picked up and placed in the cans provided.
- The Riverwalk must be free of all debris, props, staging, equipment, etc. immediately after event, unless otherwise authorized by the City of West Columbia. If items are not removed, items are subject to become property of the City of West Columbia and/or incurring rental fees during time items remain on City property.
- Applicant agrees to assume the cost of providing security and crowd control, and fire inspection services, when such is deemed necessary by the City of West Columbia.
- Strict adherence to safety standards is required. In case of emergency, contact the Public Safety Department by using the Emergency Call boxes located throughout the park, or by calling 911.
- Applicant agrees that he/she will faithfully use and occupy these facilities in accordance with the laws and regulations of South Carolina, and the ordinances of the City of West Columbia.

I _____, have read and understand the Rules and Procedures for the West Columbia Greenway and Amphitheater Rental, agree to comply with all rules and procedures set forth herein and acknowledge that I have received a copy of the same.

Signature

Date