

Little Rock River Market Special Events Manual

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Rental Process

Festival/event organizers wanting to hold an event in the Riverfest Amphitheatre, River Market Pavilions or Riverfront Park must contact the Little Rock Parks and Recreation, River Market Special Event Coordinator. Event organizer must be able to provide basic information regarding the festival/event. Events of more than 500 in attendance might be required to submit a Major Event Permit Application with a submission fee of \$50.

No Event is put on the River Market Calendar without a complete Event Permit/Contract and deposit received or negotiated. It is the policy of the River Market that no event in the Riverfest Amphitheatre, River Market Pavilions or Riverfront Park can advertise or sell tickets until the River Market Special Event Coordinator has received a signed Event Permit/Contract and a deposit for the space has been paid. All advertising done on behalf of the event with the River Market, Riverfest Amphitheatre or Riverfront Park name must be approved by the Special Events Coordinator.

General Park Rules

- Park closes at midnight
- Event must end at 11:30pm
- Any amplified sound must end at 11:30pm
- Alcohol sales must cease at 11:00pm
- 8hrs is the maximum duration of an event
- All events must have a basic first aid kit on site at all times-this includes set up and tear down
- All events must follow the Rules and Regulations put forth in the Special Event Manual. It is the responsibility of the event producer to read the Special Events Manual and ask any questions necessary during the planning process. Failure to read or understand the Special Events Manual does not indemnify event planner against failure to comply consequences.
- An event can be canceled with no refund given for failure to comply with the Special Event Manual or the Event Permit Contract.

For applications and information regarding events at the River Market and Riverfront Park contact:

River Market Special Events Coordinator
400 President Clinton Avenue
Little Rock, AR 72201
501.375.2552 phone
501.375.5559 fax

Major Event Permit Application Instructions

These instructions are intended to help you complete your event permit application and all associated forms. Please take the time to read these instructions prior to completing your application. If you have any questions, please do not hesitate to contact us. All information must be legible and printed. Please do not use a pencil in completing this application. It is very important that our agency, as well as others, is able to read the information submitted. We want to make sure that your event is successful and without problems.

Return applications to:

River Market
400 President Clinton Avenue
Little Rock, AR 72201

Application must be submitted with the appropriate deposit amount. You may pay by cash or check. Check must be payable to the Little Rock River Market or the City of Little Rock. Deposits are refundable unless the cancellation occurs less than 60 days prior to the event.

Hold Harmless Clause

No application will be processed or permit issued for an event without the hold harmless clause being signed by the agent duly authorized by the event applicant.

Event Permit Application

All events require the event permit application form to be completed. You may be required to complete other forms depending on the size and/or features of your event.

Below are the descriptions of each section on the event permit application. Please refer to these descriptions while completing your application. For further information review the section of this handbook that applies to that service or information.

If at any time the application form doesn't provide adequate space, provide the additional information on a separate sheet and write "see attached" on the application form. When additional sheets are attached, place the event name, event duration and title at the top of each additional sheet. For example:

Street Ball Show Down **4/10/00-4/12/00**

Event Name: Enter the name of the event. This name should be the one that you are using to advertise your event.

Event Producer: Enter the name of the organization, corporation, neighborhood group, etc. that is producing the event. If the organization, corporation or group contracts with a firm or agency to produce the event, the event producer is the firm/agency contracted.

Representing: If the applicant is a contracted firm/agency, enter the name of the organization, corporation, neighborhood group, etc. that contracted you to produce the event.

Primary Contact: Enter the name of the primary person who is to be contacted regarding the application or event.

Secondary Contact: Enter name of additional person who can be contacted regarding application or event.

Address, City, State, and Zip: Enter the mailing address information in these blanks of the event producer.

Phone: Enter primary and secondary contacts telephone numbers. It is important that the city has the ability to contact the “contact” person(s) at all times during the event to ensure it runs smoothly and successfully.

Event Information

Event Type: Check the boxes that apply to your event

Event Description: Give a brief description of the event. Please describe any unique characteristics of your event.

Event Duration: (Starting Date, Ending Date): Enter the dates that the event will be open and closed for attendance.

Hours of operation: Enter the hours the event site will open for attendance.

Site Preparation: Enter the starting date and time that you will start to prepare the event site. If no preparation is necessary, enter the Starting Date and Time of the event.

Dismantling & Cleanup: This is the date and time it will take to dismantle and cleanup the event site. Enter the date and time when the dismantling and cleanup will be completed and the streets/or sidewalks opened again.

Total Attendance: Enter the total number of attendees that you expect for your entire event, beginning to end.

Peak Attendance: Enter the highest number of attendees you expect at any one time during the event.

Event Features: Review list of possible features, check all that apply to your event.

Site Map Requirement: Regardless of event location, a site map must be submitted showing the location of the event and the event features. Please review the site map requirements section of the application for all items that are required on the site map.

Street Closure: Enter the date and time of any requested street closures and the date and time the street will be reopened to traffic.

Security: It is the responsibility of an event producer to provide adequate security for an event. If security is being provided complete the security section of the event permit application.

Emergency Medical Service: Emergency Medical Service must be provided at all events requiring a “major event permit.”

Alcoholic Beverages: If you are selling alcoholic beverages, then fill out this section.

Electrical Service: If electrical service is being provided, then complete this section.

Restroom Facilities: If restroom facilities (portalets) are being provided, then complete this section.

Clean Up Plans and Procedures: Any event producer holding an event on City property is responsible for clean up and removal of debris. If your event will require clean up, then complete this section.

Little Rock Parks and Recreation
Major Event Permit Application

Any individual or organization planning to host or produce a festival or event which will be held on Little Rock Parks and Recreation property must complete this application and return it with the appropriate fee to Little Rock Parks and Recreation for approval.

Any misrepresentation in this application or deviation from the final approved specifications and activities described herein may result in the immediate revocation of the approved permit. No application will be processed without the Hold Harmless Clause being signed.

Date(s) Requested: _____

Event Name: _____

Event Producer: _____

Primary Contact: _____

Primary contact is the person who is to be contacted regarding the application or event

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: Day: _____ Email: _____

Cell: _____ FAX: _____

On Site Contact: _____

Phone: Day: _____ Email: _____

Cell: _____ FAX: _____

Describe where event will be held:

Event Type: Check all that apply

<input type="checkbox"/>	Not for Profit	<input type="checkbox"/>	Wedding Ceremony	<input type="checkbox"/>	Walk/Run Footrace
<input type="checkbox"/>	For Profit	<input type="checkbox"/>	Wedding Reception	<input type="checkbox"/>	Press conference
<input type="checkbox"/>	Public	<input type="checkbox"/>	Dinner	<input type="checkbox"/>	Parade
<input type="checkbox"/>	Private	<input type="checkbox"/>	Auction	<input type="checkbox"/>	Rally Demonstration
<input type="checkbox"/>	Concert	<input type="checkbox"/>	Block Party	<input type="checkbox"/>	Festival
<input type="checkbox"/>	Trade Show/Exposition	<input type="checkbox"/>	Meeting	<input type="checkbox"/>	Competition

Other: _____

Event Description:

Event Duration:

		Hours of Operation	Start	End
Starting Date:	___/___/___	Day 1	__:__M	__:__M
Ending Date	___/___/___	Day 2	__:__M	__:__M
		Day 3	__:__M	__:__M

Site Preparation:

Starting Date: ___/___/___ **Time:** __:__M

Dismantling/Cleanup:

Ending Date: ___/___/___ **Time:** __:__M

Total Attendance: _____ **Peak Attendance:** _____ **Time:** __:__M

Does your event require the following (check all that apply):

<input type="checkbox"/>	Fireworks Display	<input type="checkbox"/>	Alcoholic Beverages Served	<input type="checkbox"/>	Street Closings
<input type="checkbox"/>	Carnival Rides	<input type="checkbox"/>	Tents	<input type="checkbox"/>	Temporary Restrooms
<input type="checkbox"/>	Emergency Medical Service	<input type="checkbox"/>	Temporary Electrical Service	<input type="checkbox"/>	Security
<input type="checkbox"/>	Alcoholic Beverages Sold	<input type="checkbox"/>	Vendors retail	<input type="checkbox"/>	Vendors food

If you have checked any of the above please consult the Special Events Manual or call the Special Events Coordinator to find out which permits or special requirements need to be met.

Site Map Requirement:

Major events require a site map. Indicate exact placement of the following if applicable. Acquire map from Special Events Coordinator.

Gate(s)/Official Entrance(s)	Vendor Booths	Security tent(s)
Restroom Facilities/Portable Toilets	Money Rooms	Emergency Medical tent(s)
Performance areas/lighting	Fencing	Sign/Banner Placement
Dumpsters & Trash Containers	All areas where	Event Headquarters
Tent(s)	alcohol/food is served	Communication Center
Event Production tent(s)/trailer(s)	Street Barricades	Dressing Areas

Street Closure:

Date: ___/___/___ Time: __:__M

Reopen:

Date: ___/___/___ Time: __:__M

List Streets to be closed or provide permit:

Security:

It is the responsibility of an event producer to provide adequate security for an event, and to ensure that an adequate number of security personnel are present to manage the expected size of the event’s crowd. Security must include proper crowd control. Security personnel must meet the requirements stipulated in the Special Events Manual.

Number of off-duty police or private security personnel being provided: _____

Organization providing off-duty or private security: _____

Contact: _____ Phone: _____

Type of Security	Number of Personnel	Not Needed
Gate Security		
Alcohol Sales Security		
Security for Artists		
Event Area Security		
Money Handling Security		
Stage Security		
Parking Lot Security		
Overnight Security/outside event hours		

Emergency Medical Assistance:

Emergency Medical Assistance must be provided at all events requiring a “Major Event” permit. Consult the Special Events Manual or Special Events Coordinator for specific requirements.

Provider: _____

Contact: _____ **Phone:** _____

Vendors:

List types of vendor booths (food, clothing, crafts, etc.):

Alcoholic Beverages:

Alcoholic Beverage

Vendor(s) _____

ABC License Number: _____

Electrical Service:

How will electrical service be supplied : Public Utilities_____ Generator_____

Name of supplier: _____ Phone: _____

On-site Electrician: _____ Phone (during event): _____

Restroom Facilities:

Number of permanent facilities: _____

Number of portable facilities: _____

Company Supplying Portables: _____

Contact: _____ Phone: _____

Clean Up Plans and Procedures:

Any event producer holding an event on City property is responsible for clean up and removal of debris.

Name of clean-up coordinator: _____

Number of people on clean-up crew: _____

Number of Dumpsters: _____ Size: _____

Company providing Dumpsters: _____

Contact: _____ Phone: _____

Briefly describe clean-up plan:

Hold Harmless Clause:

City shall not be liable to user’s employees, agents, invitees, licensee, visitors, or to any other person, for injury to person or damage to property on or about the leased premises caused by the negligence or misconduct of user, its agents, servant or employees, or of any other person entering upon the leased premises under express or implied invitation by user, or caused by the building improvements located on the leased premises becoming out of repair, or caused by leakage of gas, oil, water, smoke, or steam or by electricity emanating from the leased premises. City agrees to indemnify and hold harmless the City from any loss, attorney’s fees, and expenses or claims arising out of any such damage or injury.

The applicant ensures compliance with the following:

- The observance of applicable laws and ordinances;
- Any stipulations or restrictions of the permit;
- The applicant assumes any and all liabilities that may arise by the street closing and the related activity;
- Any stipulations or restrictions in the Special Event Manual.

Permit applied for and all terms and stipulation agreed to by:

_____ Date ____/____/____
Signature

Printed Name

Rules Regulating the Sale and Consumption of Alcoholic Beverages

If alcoholic beverages will be sold or consumed at an event the following regulations must be followed:

1. Temporary permit must be obtained from the Arkansas Alcoholic Beverage Control Commission if any alcohol is sold in a City of Little Rock Park or facility. All rules and regulations imposed by the Arkansas Alcoholic Beverage Control Commission must be followed.
2. Adequate security must be on site for the event. Security rules and regulations are found in the security section of the Special Events Manual.
3. According to Arkansas Criminal Code Sections 3-3-201 and 3-3-202 it is illegal to serve alcoholic beverages to any person who has not attained the age of twenty-one (21) years. Responsibility for establishing proof of age rests with the event producer. Event producers selling alcohol must utilize ID check stations and wristbands. Wristbands will signify a person to be twenty-one years and older. Little Rock Parks and Recreation and/or their agents are authorized to shut down any event violating these state laws and park policies.
4. According to Arkansas Criminal Code Section 3-3-209 it is illegal to sell or give alcoholic beverages to an intoxicated person or a person known to be a habitual drunkard. Little Rock Parks and Recreation and/or their agents are authorized to shut down any event violating this state law.
5. Little Rock Parks and Recreation imposes a maximum of two alcoholic beverages sold/served at one time to any one person. In addition, both containers must be opened upon sale/service.
6. Alcohol sales/service must cease thirty minutes before the end of the event. If at any time Little Rock Parks and Recreation and/or their agents deem it is necessary to stop the sale/service of alcohol earlier, then event producer will be notified and service/sale shall cease.
7. Alcohol permits must properly be displayed at each selling location.
8. Any person serving alcohol must not be under the influence of alcohol or any other intoxicant. Little Rock Parks and Recreation and/or their agents are authorized to shut down any event violating this policy.

Temporary Alcoholic Beverage Permits

If alcoholic beverages will be sold at an event, temporary permit applications may be obtained by contacting the Arkansas Alcoholic Beverage Control Division. The fees depend on type of alcoholic beverage to be sold. In determining whether or not your organization may be interested in selling alcoholic beverages, the following regulations must be followed:

The completed application, along with required documents, must be submitted at least three weeks prior to the starting date of the event. Any application received less than three weeks prior to the event must be accompanied by written approval of the event by the law enforcement agency of jurisdiction (Chief of Police, if in city limits or Sheriff, if outside city limits).

APPLICATIONS WILL NOT BE ACCEPTED IF RECEIVED LESS THAN FOUR WORKING DAYS PRIOR TO AN EVENT.

1. The applicant must be a citizen of the United States, or a permanent resident alien, and a resident of Arkansas. Applicant must also be a resident of the county in which application has been made, or live within 35 miles of the premises to be permitted.
2. If the applicant organization is not the owner of the premises to be permitted, then a letter of authorization for use of the premises must be submitted from the property owner. The letter should describe the premises, authorize its use for the sale of alcoholic beverages, and state the dates(s) and times(s) for such use.
3. Applicant organization, benefiting non-profit or charitable organization, must be an Arkansas chartered or national organization with affiliation in Arkansas. If the charitable or non-profit organization is not the applicant, then at least 25% of the gross proceeds from the sale of alcoholic beverages must benefit a charitable or non-profit organization.
4. Any building, adjacent structure or area already permitted for the sale of any type of alcoholic beverage is not a qualified location for a temporary permit. Additionally, any non-profit organization presently holding a private club permit, or any retail permitted business, is not a qualified organization for purposes of obtaining or benefiting from a temporary alcoholic beverage permit.
5. The event must be held at a location where the sale and type of alcoholic beverage bought to be sold is authorized by law.

For further information contact:

Arkansas Alcoholic Beverage Control Division
1515 West 7th, Suite 503
Little Rock, AR 72201
501.682.1105

Mass Gatherings

Any organization that wants to hold a mass gathering must follow rules and regulations of the Arkansas State Department of Health. The following information regarding mass gatherings can be found in the “Rules and Regulations Pertaining to Mass Gatherings” produced by the Arkansas State Department of Health.

A mass gathering is an actual or reasonably anticipated assembly of more than 1,000 persons who will remain at the location of the gathering for a period of 12 hours or more. A sponsor is any person, group of persons, association, partnership, firm, corporation or other legal entity that organizes, promotes, manages or holds a mass gathering.

Before any person, firm corporation or governmental agency proposes or advertises to create or hold a mass gathering, the sponsors shall receive the approval of the State Department of Health.

A Preliminary Notice of Intent shall be submitted at least 90 days before the event. A detailed plan of sanitation and medical care shall be submitted at least 45 days before the event.

Temporary Food Service

Little Rock Parks and Recreation requires all temporary food vendors to follow the “Rules and Regulations Pertaining to Food Service Establishments” set forth by the Arkansas State Department of Health. This condition applies to all vendors, profit and non-profit alike. A temporary food vendor includes mobile units, push carts, stands, etc. The temporary food vendor must contact the Arkansas Department of Health to obtain a permit.

For more information contact:

Arkansas Department of Health
Pulaski County Central Health Unit
Environmental Health Protection
Ron Karimi, Environmental Health Specialist
3915 W. 8th Street
Little Rock, AR 72204-2028
501.280.3378

Banners/Signs

Any organization wishing to hang banners or post signs in the city streets must follow the guidelines provided by the Department of Public Works, 501-379-1817.

Any organization wishing to hang a banner or post signs in a city park must obtain permission from the Little Rock Parks and Recreation Department, 501-371.4770.

Any organization wishing to hang a banner on the La Harpe curve in the River Market district must follow guidelines provided by the Special Events Coordinator of the River Market, 501-375.2552.

According to section 5-67-103 of the criminal code the following applies:

Attaching signs to utility poles or living plants

- (a) It shall be unlawful for any person, firm, corporation, or association to nail staple, or otherwise attach or cause to be nailed, stapled, or otherwise attached, any sign, poster, or billboard to any public utility pole or to any living tree, shrub, or other plant located upon the rights-of-way of any public road, highway, or street in this state. However, this prohibition shall not apply to warning, safety, or identification signs attached to public utility poles by utility companies or cooperatives.
- (b) Any person, firm, corporation, or association violating the provisions of this section shall be guilty of a misdemeanor and upon conviction shall be fined not less than fifty dollars nor more than five hundred dollars and each day that any such violation shall continue shall constitute a separate offense.

Little Rock Parks & Recreation Banner Hanging Contract

Any individual or organization requesting a banner to be hung at the La Harpe Curve must complete this contract. Any misrepresentation in this contract or deviation from the final approved specifications and activities described herein may result in the immediate revocation of the approved permit. No contract will be processed without the contract being signed.

Event Name: _____

Event Producer: _____

Primary Contact: _____

Primary Contact is the person who is to be contacted regarding the application or event.

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email Address: _____

Event Description /Location: _____

Event Starting Date: ____/____/____ Ending Date: ____/____/____

Banner to be hung: ____/____/____ Banner to be taken down: ____/____/____

Banners must meet the following requirements and be approved in advance by Little Rock Parks & Recreation. Submit illustration by fax , email or mail to the River Market, Attn: Kitty, 375-5559 Fax, klane@littlerock.org

- Banner length 36', banner height 5', wind slits.
- Grommets every 2' and at least 1/2" inside diameter.
- Single or double-sided message must be event related.
- Banner must meet weight requirements—cannot overload the cables.
- Hems must be reinforced or sewn, not just glued; otherwise, banner edges may become frayed by wind action.
- Banners can hang up to two weeks before the event.

Fees: A fee of \$150 will be collected from the Event Producer at the time the contract is signed. Extra fees may be incurred if banner needs modifications to be hung. Additional fees will also be charged at the rate of \$25/day for banners not picked up within two (2) business days of date banner was scheduled for removal. Invoices not paid within 30 days will be charged a \$5/day fee until paid in full. Past due accounts may be taken to small claims court where Event Producer shall be responsible for payment of any civil process, filing fees, attorney's fees, and court costs.

It is the responsibility of the Event Producer to deliver the banners to the River Market office 24 hours prior to banner being hung. Any less time will not guarantee the banner to be hung on the scheduled date. Banners delivered late and causing the River Market to schedule labor on multiple days will be charged \$150/day.

The city will not be responsible for any damage done to the banner while in possession of city.

_____/_____/_____
Signature/Date

Printed Name

Little Rock Parks and Recreation Park - Event Display Contract

Any individual requesting event promotion signage to be displayed in front of the Julius Breckling access kiosk must fill out this contract. Any misrepresentation in this contract or deviation from the final approved specifications and activities described herein may result in the immediate revocation of the approved contract. No contract will be processed without the contract being signed by both parties.

Event Name: _____

Event Producer: _____

Event Date(s): ____/____/____ -- ____/____/____

Primary Contact: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Fax:** _____

Email Address: _____

Event Location: _____

Signs may be displayed up to two weeks in advance of the event dates and must be taken down two days after the event end date if schedule permits. . It is the responsibility of the event producer to provide display signage, printed on Coroplast or similar material. Sign must meet size requirements and be approved in advance by the River Market Special Events Coordinator. Submit illustration by fax or email to the River Market, (375-5559 klane@littlerock.org).

Start Display Date: ____/____/____ **Ending Display Date:** ____/____/____

Event Display Size: 24" x 61.5"

Example:



Fees: A fee of \$75.00 will be collected from the event producer at the time the contract is signed.

The City will not be responsible for any damage done to the display while in possession of City.

Signature

_____/_____/_____
Date

Cooking Regulations- River Market Pavilion

If an event is going to have on-site food preparation, we ask that you adhere to the following rules and regulations:

- Grills are not to be placed underneath the pavilion itself. The smoke causes damage and stains the wood. We ask that if you have a grill that it is placed in the River Plaza area. If the grill is placed in the River Plaza area between the two pavilions, please do not place the grill beneath the Plaza trees, the smoke and the heat damage the trees.
- If you are cooking with a charcoal grill, you must either take the used charcoal with you or ask the Special Events Coordinator to designate a spot for disposal. No charcoal is to be placed in the trashcans or dumped on the grass area surrounding the pavilions.
- Anytime there is food preparation in the pavilions, you must place either visqueen, cardboard, or some other protective material on the ground in order to protect the pavilion floor and assist with your clean up.
- If the event is going to have a catering company coming in with a trailer, you must have that company contact the Special Events Coordinator prior to the event to arrange a place to put the trailer. Due to the growth of the River Market area, it is no longer acceptable to place the trailers in some of the locations that have been used in the past. If the caterer's trailer is excessive in size, and cannot be accommodated within the space that is permitted for the event, they must be prepared to transport the food from the trailer in the parking lot to the pavilion. If they have to be located in either the River Plaza or the other pavilion, rent will be charged for the space.

Any caterers using a large amount of grease, must bring something to store and dispose of their own grease.

If an event is going to have on-site food preparation, we ask that you adhere to the following rules and regulations:

- Please do not place grills directly beneath the low Park trees, the smoke and the heat damage the trees.
- If you are cooking with a charcoal grill, you must either take the used charcoal with you or ask the Special Events Coordinator to designate a spot for disposal. No charcoal is to be placed in the trashcans or dumped on the grass.
- Anytime there is food preparation in the park, we ask that you place either visqueen, cardboard, or some other protective material on the ground in order to protect the natural setting of the park and assist with your clean up.
- If the event is going to have a Catfish company, or any other catering company coming in with a trailer, you must have that company contact the Special Events Coordinator prior to the event to arrange a place to put the trailer. Due to the growth of the River Market area, it is no longer acceptable to place the trailers in some of the locations that have been used in the past.
Catfish caterers, or any caterers using a large amount of grease, must bring something to store and dispose of their own grease.
- If the caterer's trailer is excessive in size, and cannot be accommodated within the space that is permitted for the event, they must be prepared to transport the food from the trailer in the parking lot to the event location in the park. Trailers are not allowed to drive or park on the grass in the Park.
- There are trashcans provided through out the Park for your convenience, but we do ask that if your event generates more trash than the provided receptacles can hold that you please take the additional trash with you out of the park.
- If your event is going to be serving or selling alcohol, Arkansas State Law requires that the event space be contained in some manner – i.e. barricades, fencing, rope, etc. provided by the event producer. And that at least one licensed law enforcement agent is there in an official capacity. Contact the Special Events Coordinator for information on number required due to nature and size of event
- No glass is allowed in Riverfront Park.

Riverfront Park Cooking Regulations

If an event is going to have on-site food preparation, we ask that you adhere to the following rules and regulations:

- Please do not place grills directly beneath the low Park trees, the smoke and the heat damage the trees.
- If you are cooking with a charcoal grill, you must either take the used charcoal with you or ask the Special Events Coordinator to designate a spot for disposal. No charcoal is to be placed in the trashcans or dumped on the grass.
- Anytime there is food preparation in the park, we ask that you place either visqueen, cardboard, or some other protective material on the ground in order to protect the natural setting of the park and assist with your clean up.
- If the event is going to have a Catfish company, or any other catering company coming in with a trailer, you must have that company contact the Special Events Coordinator prior to the event to arrange a place to put the trailer. Due to the growth of the River Market area, it is no longer acceptable to place the trailers in some of the locations that have been used in the past.
Catfish caterers, or any caterers using a large amount of grease, must bring something to store and dispose of their own grease.
- If the caterer's trailer is excessive in size, and cannot be accommodated within the space that is permitted for the event, they must be prepared to transport the food from the trailer in the parking lot to the event location in the park. Trailers are not allowed to drive or park on the grass in the Park.
- There are trashcans provided through out the Park for your convenience, but we do ask that if your event generates more trash than the provided receptacles can hold that you please take the additional trash with you out of the park.
- If your event is going to be serving or selling alcohol, Arkansas State Law requires that the event space be contained in some manner – i.e. barricades, fencing, rope, etc. provided by the event producer. And that at least one licensed law enforcement agent is there in an official capacity. Contact the Special Events Coordinator for information on number required due to nature and size of event
- No glass is allowed in Riverfront Park.

Electricity

Power for Riverfront Park is outlined below. The City of Little Rock will not supply additional power. The applicant at his/her cost will supply any electrical needs that require an electrician on site. Any electrician performing work on City property must be properly licensed and carry appropriate insurance and bond. In addition, electrical permits may be required prior to event.

Power in River Market Pavilions:

- 1) Each Column is supplied with a wall plug rated at 20amp, 120V, GFCI
- 2) Special Event Panel boxes are available for use at a rate of \$50.00 per box (the River Market has two) in the East end of the East Pavilion, the West end of the West Pavilion and between the pavilions. Each box is rated at 100amp, single phase, - each box contains multiple 20 amp receptacles GFCI rated.
- 3) Each pavilion is supplied with a wall plug rated at 50amp, 220V, no neutral. Call for locations.

General Electricity Guidelines:

- 1) The City of Little Rock will not rewire vendors' trailers or equipment and vendors are NOT to rewire any of the City's electrical outlets. Vendors must be equipped to operate on ground fault systems.
- 2) In case of rain, all plugs and outlets should be covered with plastic to keep moisture from tripping ground fault breaker.
- 3) Vendors must supply cords to reach outlets. Minimum cord size should be #14, 3wire, and copper.
- 4) No cords should be installed on poles or across surfaces unless approved by City of Little Rock.
- 5) Any damage done by vendors to electrical systems will be the responsibility of the applicant. The applicant will be charged for any repairs/ replacements and labor.

For further information concerning any of the above contact:

Special Events Coordinator
River Market
400 President Clinton Ave.
Little Rock, AR 72201
501.375.2552

Emergency Medical Assistance

To ensure that patrons at a festival/event are safe from harm, the City of Little Rock Fire Department has determined the number of support services that are required at a festival/event. The following is suggested and further requirements may be necessary depending on the size and type of the event. All events must have a first aid kit on site.

Number of Attendees	Emergency Medical Assistance Required
1000-4999	(1) Single EMT/Paramedic
5000-7999	(1) Advanced Life Support System
8000-9999	(1) Advanced Life Support System; additional staff as determined by the City Representative

For further information concerning any of the above contact:

Lt. Lindsay Williams, State Fire Marshal
Arkansas State Police Headquarters
1 State Police Plaza Drive
Little Rock, AR 72209 Telephone 501.618.8624

Chief Stuart Thomas
Little Rock Police Department
700 West Markham Street
Little Rock, AR 72201
Telephone 501.371.4621

Chief Don Kinney
Little Rock Fire Department
624 South Chester Street
Little Rock, AR 72201 Telephone 501.918.3710

MEMS
301-1400
301-1442

Event Checklist

Submissions to Special Events Coordinator

- Original agreement letter from agency performing clean up _____
Date of event, number of people on the crew, time clean up begins _____
- Original agreement letter from agency providing dumpster _____
Drop date, pick up date, size, quantity _____
- Original agreement letter from agency providing the portalets _____
Drop date, pick up date, quantity _____
- Original agreement letter from agency providing electrical service _____
Copy of electrician's license, hours and date of service _____
- Original agreement letter from agency(s) providing security _____
Security plan _____
- Original agreement letter from agency proving medical service _____
Hours and date of service _____
- Original Health Department acknowledgement of notification of event _____
- Copy of street closing permits _____
- Copy of ABC permit _____
- Original impact notification acknowledgement from Neighborhood Association _____
- List of vendors/Concessionaires/Food and Non-Food Vendors _____

A complete schedule:

- Set Up _____
- Will call _____
- Event start _____
- Gates Open _____
- Band start times _____
- Event ends _____

- Event site plan _____

This checklist must be turned in to the Special Events Coordinator 7 days before event start date. Failure to turn in this checklist will result in the event being canceled with no refund.

Fireworks

According to *The Little Rock City Code* (1988, Section 22-40), “No person shall discharge any firearms or fireworks in the city parks.”

In order to produce a fireworks (pyrotechnic) display in other areas of the city, a special permit from the State Fire Marshal’s office must be obtained as required by State and local law. Procedures for obtaining this permit and facts pertaining to it are as follows:

1. An application may be obtained by contacting Commander Lindsay Williams at (501) 618.8624.
2. Faxed information or applications cannot be accepted.
3. A permit takes a minimum of three weeks for approval from the date the application is received in the State Fire Marshal’s office.
4. The applicant must furnish:
 - a. A material safety data sheet
 - b. Both a federal and State Fireworks license
 - c. Insurance certificate
 - d. Pyro plat-plan
5. A pyrotechnic demonstration on the day of the show is usually required
6. The presence of extra firemen at the display location is usually required at the show

For further information concerning any of the above contact:

Lt. Lindsay Williams, State fire Marshal
Arkansas State Police Headquarters
1 State Police Plaza Drive
Little Rock, AR 72209 Telephone 501.618.8624

Chief Stuart Thomas
Little Rock Police Department
700 West Markham Street
Little Rock, AR 72201
Telephone 501.371.4621

Gambling

Gambling is illegal in the state of Arkansas. For specifics on this issue consult Chapter 66 of the *Arkansas Criminal Law Manual*. Little Rock Parks and Recreation will not tolerate any violations of these laws.

Impact Mitigation

Neighborhood Association

Event producers with an expected attendance of 500+ or requiring street closures must provide a written description of the event to the neighborhood association of the event venue site. Event is required to have the neighborhood association representative provide a letter saying that an event description has been provided.

Date: _____

Event Start: _____ Event End: _____ Attendance: _____

Event Venue: _____

Event Description: _____

Street Closings: _____

Security Plan: _____

Events with expected attendance of 4000+ or street closings must attend a neighborhood association meeting within 60 days of event date and be available to answer questions while in attendance. Letter is also required.

River Market District Neighborhood Association

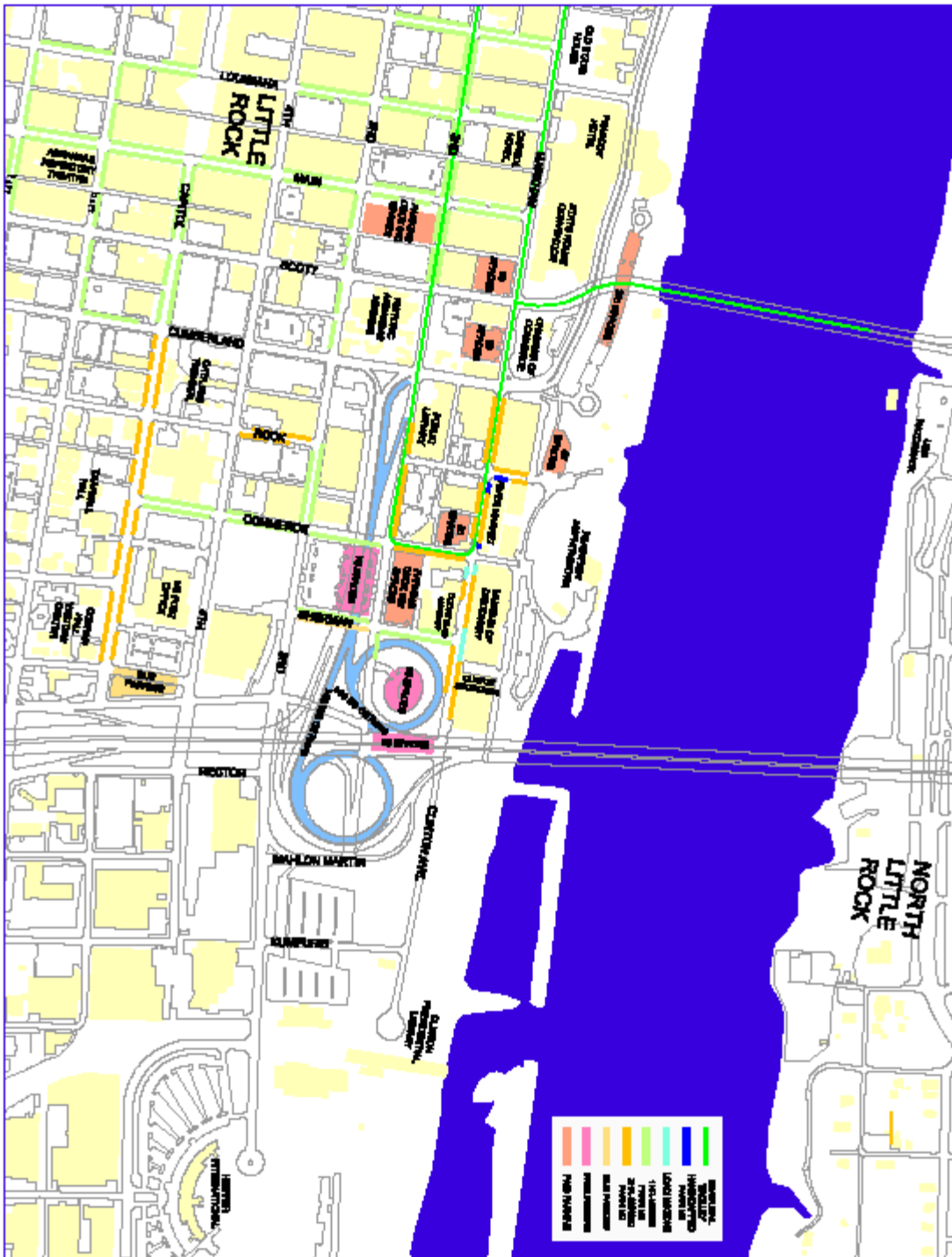
Tim Heiple

tim@hwarch.com

Parking in the River Market District

Patrons of a River Market District event have several options for parking. A down town parking map can be provided which details free and paid parking options. The River Market Parking deck is an option for large events.

For more information on parking in the deck:
Little Rock Convention and Visitor's Bureau
Phillip Page
501-907-9575



Sanitation

Restrooms/Portalets

Events held in the pavilions with more than 500 in attendance will be required to rent portalets. Number of portalets varies per event. Permanent facilities provided: 3 stall for women, 2 stalls and one urinal in the men's room.

Events held in Riverfest Amphitheatre with more than 4000 in attendance will be required to rent portalets to be placed within the fence line. Number of portalets varies per event. Permanent facilities provided: 12 stalls for women, 2 stalls and 4 urinal troughs in the men's room.

Events held in Riverfest Amphitheatre will also be required to rent at least two portalets to be placed outside the fence line to handle the needs of the crowd after the event is over and participants are asked to leave the fenced in area. Actual number and placement of portalets will vary per event.

Events held in Riverfront Park will be required to rent portalets. Number of portalets varies per event. There are no restroom facilities in Riverfront Park.

Below are guidelines provided by the Portable Sanitation Association International that the City of Little Rock will use to determine the needs of the event. In addition, the ADA requires 5% of restroom facilities to be accessible.

Guidelines for events with no pumping service and 50/50 mix of men and women

Avg Crowd Size	1hr	2hrs	3hrs	4hrs	5hrs	6hrs	7hrs	8hrs
500	2	4	4	5	6	7	9	9
1000	4	6	8	8	9	9	11	12
2000	5	6	9	12	14	16	18	20
3000	6	9	12	16	20	24	26	30
4000	8	13	16	22	25	30	35	40
5000	12	15	20	25	31	38	44	50
6000	12	15	23	30	38	45	53	60
7000	12	18	26	35	44	53	61	70
8000	12	20	30	40	50	60	70	80
10000	15	25	38	50	63	75	88	100

Guidelines when alcohol is served

Avg crowd size	1hr	2hrs	3hrs	4hrs	5hrs	6hrs	7hrs	8hrs
500	3	5	5	7	8	9	12	12
1000	5	8	10	10	12	12	14	16
2000	7	8	12	16	18	21	23	26
3000	8	12	16	21	26	31	34	39
4000	10	17	21	27	33	39	46	52
5000	16	24	26	33	40	49	57	65
6000	16	19	30	39	49	58	69	78
7000	16	23	34	46	57	69	79	91
8000	16	26	39	52	65	78	91	104
10000	17	33	49	65	82	97	114	130

For example: Peak attendance 5000 for 2 hours and serving alcohol would require 24 restroom facilities.

Litter and Trash Control

Events less than 500: event space must be cleaned, swept, washed and restored to its original set up once the event is over. The River Market will provide trash bags and dumpster. If clean up is not acceptable a fine \$2,000 will be added to your event charges.

If groups of 500 or more are attending an event, the River Market requires a dumpster to be supplied by the renting party for the duration of the event. Dumpster sizes vary per event. Renting party is responsible for all charges. Event space must be cleaned, swept, washed and restored to its original set up once the event is over. The River Market will provide trash bags and dumpster. If clean up is not acceptable a fine \$2,000 will be added to your event charges.

All events held in **Riverfest Amphitheatre** are required to have at least a minimum 20 cubic yard capacity dumpster on site for trash removal. Actual size and number of dumpsters vary per event. Event Producer is responsible for all clean up during and after the event; this includes but is not limited to the event site, pre-event site (such as ticket line, will call and set up areas) and any park area affected by the event (pavilions, plazas and right of ways). Event producer will also be required to maintain the cleanliness of any street that is closed due to the event. This includes but is not limited to emptying trashcans and picking up all litter and debris.

Security

It is the responsibility of the applicant/event producer to provide adequate security for the event. The type and location of the event, presence of alcoholic beverages and other factors will determine the amount of security needed at any event. The City may require an applicant/event producer to provide private security, to hire off-duty police officers that provide security, traffic control, and crowd control. Any armed security hired by the applicant/event producer must be licensed in the state of Arkansas.

The City of Little Rock Police Department and the City of Little Rock Fire Department will serve in an advisory capacity to determine the extent of police protection and private security protection.

Riverfront Park/River Market Pavilions:

Any events serving alcohol in Riverfront Park or the pavilions must have at least one Little Rock Police Officer on site. **The Special Events Coordinator will schedule the LRPD and the event personnel will pay the day(s) of the event.**

Riverfest Amphitheatre:

All events held in Riverfest Amphitheatre must obtain security through the Special Operations Division of the Little Rock Police Department. All events will need to provide enough security as determined by the Special Operations Division Commander to ensure the safety of the public before, during and after the event. This will include but is not limited to crowd and traffic control two hours before and after the event. Crowd and traffic control is required for the event site and surrounding area. Event producer is responsible for all payment of off-duty officers in advance of the event date.

Special Operations Division Commander
Captain Hayward Finks
501-379-1533

Street Closings

If an event requires streets or right of ways to be closed, proper barricades and signage are required. Placement of barricades in City streets and rights of ways must be coordinated with and approved by the Little Rock Public Works Department. The Event Producer must obtain their own method of containment, i.e. Barricades, snow fencing. Etc.

According to Divisions 2: Parades and Public Assembly (www.municode.com) anyone desiring a special events/parade permit must file an application with Public Works Traffic Engineering at least 7 days prior to the proposed event date. Permit application must contain:

- Applicant information
- Organization information
- Date of event/parade
- Area of event or route to be traveled
- Approximate number of participants
- Time of set up/take down

For more information contact:

City of Little Rock
Public Work Department
Traffic Engineering
621 South Broadway
Little Rock, AR 72201
501.340.4856

Address and Telephone List

Arkansas Alcoholic Beverage Control Division
1515 West 7th, Suite 503
Little Rock, AR 72201
501.682.1105

Arkansas Department of Health
Pulaski County Central Health Unit
Environmental Health Protection
3915 W. 8th Street
Little Rock, AR 72204
501.280.3378

Arkansas State Police Headquarters
State Fire Marshal
1 State Police Plaza Drive
Little Rock, AR 72209
501.618.8624

City of Little Rock
Public Works Department
Traffic Engineering
621 South Broadway
Little Rock, AR 72201
501.340.4856

Little Rock Fire Department
624 South Chester Street
Little Rock, AR 72201
501.918.3710

Little Rock Parks and Recreation
500 W. Markham, Suite 108
Little Rock, AR 72201
501.371.4770

Little Rock River Market
400 President Clinton Ave.
Little Rock, AR 72201
501.375.2552

MEMS
301-1440 or 301-1442

Tent/Temporary Structures

The following information concerning tents and air-support structures is derived from the Standard Fire Prevention Code, Chapter 39:

- No person shall erect, operate, or maintain a tent or air-support structure covering an area in excess of 120 square feet without obtaining a permit for permission to do so.
- Tents and air-supported structures shall have an affidavit or affirmation attesting that they are flame-retardant.
- Trailers and tents involved in cooking operations are required to have a fire extinguisher that displays a current inspection tag by an authorized extinguisher service company (N.F.P.A. 10). Employees shall be trained to operate the fire extinguisher.
- Propane cylinders are to be of an approved type and secured to a non-movable structure.
- There are to be no open-flame devices located under tents. This includes grills, French fryers, and freestanding propane burners. The fire official may permit some type of totally enclosed stoves or griddles with prior approval.
- Cooking, heating, or exhaust devices should be at least 19" away from tent sides, and tents should be secured to prevent them from being blown into the cooking, heating, or exhaust devices.
- All electrical cords shall be of an approved type and free from damage. Cords should have the proper plugs and be located in a way to prevent damage from foot-traffic and vehicle-traffic. Multi-plug adapters, such as cube adapters and unfused plug-strips, shall be prohibited.
- All electrical-generating equipment (generators and the like) shall be grounded utilizing approved grounding rods and cables (N.F.P.A 70).
- All electrical wiring as well as vendor location must be pre-approved by the Little Rock Fire Department in conjunction with the City electrical inspectors.
- Fire lanes are to be established and maintained at a width of 20feet. This is measured after all awnings are extended and tents erected.
- Accumulation of waste and debris shall be prohibited so as not to increase the potential for fire.
- All stage-areas must have at least two 10-pound, A-B-C dry chemical fire extinguishers.

For more information concerning any of the above contact:

Lt. Lindsay Williams, State fire Marshal
Arkansas State Police Headquarters
1 State Police Plaza Drive
Little Rock, AR 72209 Telephone 501.618.8624

Chief Stuart Thomas
Little Rock Police Department
700 West Markham Street
Little Rock, AR 72201
Telephone 501.371.4621

Captain Barry Burke, Assistant Fire Marshal
Little Rock Fire Department
624 South Chester Street
Little Rock, AR 72201 Telephone 501.918.3710

Dumpster Pad
21'x14'

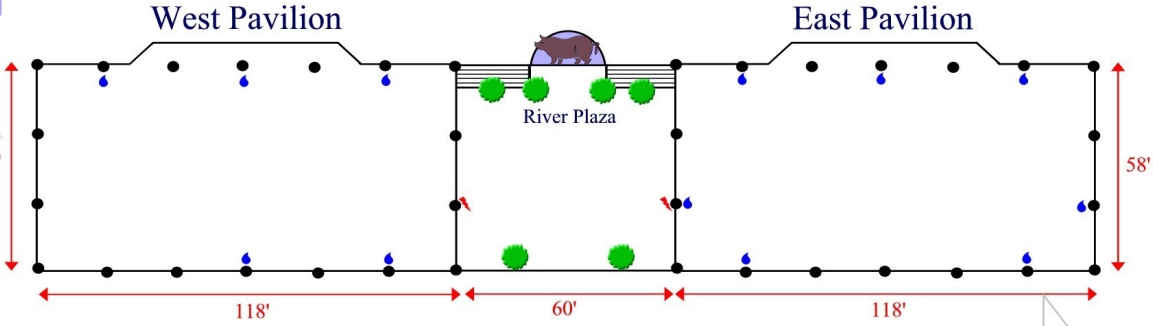
Riverfest Amphitheatre



No parking Riverfest Plaza **No parking**

Parking Kiosk
\$3.00/day

Ottenheimer Street



St. Vincent's Plaza

Alley 15 Minute Parking South side only

ARKLA
Tower Plaza

Market Hall

- Legend*
- 110v outlet on column
 - ⚡ 220v/50amp - no neutral outlet
 - hose bib

