

TOWER GROVE PARK

Run-Walk General Information & Rules

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Run-Walk General Information & Rules:

PERMITS – Customer must keep rental receipt with them during their reserved time slot for proof of reservations. A permit is only applicable for the date(s), time(s) and location(s) identified on the receipt provide by Tower Grove Park. Tower Grove Park reserves the right to remove a permit holder in the event they and/or their attendees are not in compliance of Tower Grove Park Ordinances, Rules and Regulations.

PROOF OF INSURANCE - The event sponsor must provide a *Certificate of Liability Insurance* of a minimum of \$1,000,000 naming The Board of Commissioners of Tower Grove Park and City of St. Louis as additional co-insured.

AMPLIFIED SOUND – As defined in ordinance 2.08. *“excessive noise – radios, etc. No person shall use, operate, or permit to be used or operated any radio, phonograph, instrument, loudspeaker, sound amplifier, or other machine or device for the producing or reproducing of sound in such a manner as to disturb the reasonable peace, quiet and comfort of other park visitors. The operation of any radio, phonograph, instrument, loudspeaker, sound amplifier, or other machine or device for the producing or reproducing of sound in a manner as to be plainly audible at a distance of more than fifty (50) feet from such machine or device shall normally be deemed excessive noise.”*

Commercial speakers, live bands, and DJs are strictly prohibited.

ALCOHOL POLICY – Beer, wine, canned beverages, and coolers are permitted in Tower Grove Park. Glass bottles of any kind and kegs are not permitted. Public intoxication, public urination and disturbance of the peace are not tolerated. Any persons exhibiting such behaviors will be required to leave the premises immediately, with potential repercussions or expulsion of the Permit Holder. ***The sale of alcoholic beverages is not allowed.**

FOOD & BEVERAGE - Food and beverage are permitted to be given out to the event participants during the event timeslot. This includes donated food and drink. ***The sale of food and/or drink are not allowed.**

DRIVING & PARKING – Parking is allowed along the public streets inside and around the park. Driving onto grass and/or walking paths is strictly prohibited.

DECORATIONS – Decorating is allowed with strings only, no invasive methods to any surface are allowed such as the usage of tacks, staples, nails, or tape. Picnic tables are not able to be relocated.

SIGNAGE - Signs are not to be posted or distributed in the park prior to the day of the run/walk. Tape, tacks, and staples are strictly prohibited. Signs maybe hung with string the day of the event; yard signs may be placed throughout the park the morning of the event. All signages must be removed upon departure from the park.

PORTABLE RESTROOMS – Adequate portable restrooms are required for events, and it will be the responsibility of the event organizer to arrange for their drop off and removal. The number of units and locations are to be approved by Tower Grove Park, a minimum of four weeks from event.

*Tower Grove Park has an exclusive agreement with Johnny on the Spot. To secure a unit, contact them directly at (314) 863-8874.

TRASH DUMPSTERS - Adequate trash dumpsters are required for events, and it will be the responsibility of the event holder to arrange for their drop off and removal, as well as ensuring that trash generated for event is properly disposed into dumpsters. To protect the Park's turf, all dumpsters must be placed on pavement and approved.

*Tower Grove Park has an exclusive agreement with Republic Services. To secure dumpsters, contact them directly at (314) 863-8874.

RECYCLING CONTAINERS - Recycling booths/containers are not a requirement of events in Tower Grove Park; however, it is extremely recommended. For information to get recycling units at your special event, please contact St. Louis Earth Day at (314) 282-7533 or info@stlouisearthday.org

SPECIAL PERMITS – An additional permit fee of \$25.00-\$50.00 (fee varies per permit needed) is required for each of the following items:

- Johnny on the Spot
- Commercial Vehicle
- Commercial BBQ Pit
- Food Trucks/Ice Cream Trucks
- Electric Ice-Storage Chests
- Generator
- Bubble Bus
- Game Truck
- Vendors
- Movie Screen

*If you have a question about a service or item that is not listed in the permit guide, please contact Kaylee Ruelas at kruelas@towergrovepark.org or 314-771-4408 for permission.

SITE CLEAN UP & TRASH REMOVAL – The Park does not supply additional trash cans other than what is located at the selected site. Permit holder must provide adequate trash removal, leaving a clean site upon departure.

RACE ROUTES - Tower Grove Park will provide the race route. Spray paint, paint, or spray chalk are **not** permitted to mark any part of the course.

DAMAGES & REFUNDABLE DEPOSITS - Any damage to the park caused by the event, which is more than the value of the refundable deposit, remains the liability of the event sponsors.

*Refundable Deposit amount will vary, which is dependent on the size and scope of the event. Site must be clean at the end of the event. The event sponsor will be billed for the additional damage if necessary.

PAYMENTS – All refundable deposits are due within two weeks of booking confirmation. The full event payment will be due 30 days prior to the event date.

CANCELLATION, RESCHEDULING & REFUND POLICY -

Full Refunds: To qualify for a full refund – Tower Grove Park Staff must be notified of the cancellation request a minimum of **six (6) months** in advance to the event date.

Partial Refunds: To qualify for a partial refund – Tower Grove Park Staff must be notified of the cancellation request **three (3) months** in advance of the event date. At this point, all fees will be refunded, except for the deposit paid upon booking.

NO Refunds: No refunds will be provided for inclement weather or beyond the **three (3) month** date.

Rescheduling: To qualify for a reschedule – Tower Grove Park Staff must be notified of the request a minimum of **six (6) months** in advance of the event.

To ensure a successful event for all parties involved, arrangements must go through the Community Programs Department. The event sponsor is expected to conduct a safe, wholesome, exemplary event and to leave the park in a clean and undamaged condition.

I, hereby, have read and will abide by the above referenced Rules, Guidelines, Rates and Payment Methods as regulated by Tower Grove Park to ensure quality environment for the enjoyment of all.

I understand additional specifications can and will be made as a customized contract is created upon mutual agreement between Tower Grove Park & the event organization.

****Sign & Return to Tower Grove Park****

I, hereby, have read and will abide by the above referenced Rules, Guidelines, Rates and Payment Methods as regulated by Tower Grove Park to ensure quality environment for the enjoyment of all.

EVENT NAME: _____ EVENT DATE: _____

PRINTED NAME: _____

SIGNATURE: _____ DATE _____