

TOWER GROVE PARK SPECIAL EVENT GENERAL INFORMATION

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Special Event 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 provided 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. (see separate document for Ordinances, Rules & Regulations)

PROOF OF INSURANCE - The event sponsor must provide a *Certificate of Liability Insurance* of a minimum of \$1,000,000.00 naming The Board of Commissioners of Tower Grove Park and City of St. Louis as additional co-insured.

AMPLIFIED SOUND – Amplified Sound is not permitted in Tower Grove Park, unless a contractual agreement has been put in place between the Event Party and Tower Grove Park. This may require additional fees, which will be determined at the time of contract negotiations. Restrictions of volume will apply.

ALCOHOL POLICY – All events that want to include alcohol must be pre-approved through a contractual agreement with Tower Grove Park. 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. Glass is not permitted in the park

*Additional permits fees from the City of St. Louis and State of Missouri will apply. A copy of all permits must be provided to Tower Grove Park in advance of the event date(s).

FOOD & BEVERAGE – All events that want to include food & non-alcoholic beverages must be pre-approved through a contractual agreement with Tower Grove Park. Food & beverage booths **MUST** be set up on pavement, never overlapping onto grass/turf of any kind. All defined locations are to be agreed upon and approved by Tower Grove Park in advance.

*Additional permits fees from the City of St. Louis and the Health Department will apply. A copy of all permits must be provided to Tower Grove Park in advance of the event date(s).

POWER-WASHING – All events that included food & beverage booths within their footprint are required to power-wash the pavement surfaces where residue was left behind – i.e. smashed foods, grease stains, drink stains, chalk markings, etc. Contact information for a list of preferred vendors can be provided upon request.

VEHICLES & ALL MOTORIZED CARTS - All requests to bring additional vehicles/carts into Tower Grove Park for an event, must be pre-arranged and included in contract through special permitting. Any violations by event staff, before during or after event, Tower Grove Park staff reserve right to revoke permit at any time. *No vehicle traffic or parking on the grass is allowed throughout the event.

SIGNAGE - Signs are not to be posted or distributed in the Park prior to the day of the event. Tape, tacks and staples are strictly prohibited anywhere in the park. Spray chalk/paint and stakes are prohibited; however, cones and/or flags are permitted to designate areas. Signs maybe hung with string the day of the event.

SECURITY - Security patrol will be required for every special event. Tower Grove Park does not provide this security service. Contact information for a list of preferred security vendors can be provided upon request.

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 – Additional permit fee of \$25.00 may be required for each of the following items:

- *Portable Restrooms
- *Commercial Vehicle
- *Commercial BBQ Pit
- *Vendor Booth
- *Merchandise Booth
- *Promotional Booth
- *Food Trucks/Ice Cream Trucks
- *Electric Ice-Storage Chests

TENTS – Any tents which exceed 12'x12' must be rented through a preferred vendor of Tower Grove Park and must have pre-approval by the Park to set up large tents. Contact information can be provided upon request.

DAMAGES & REFUNDABLE DEPOSITS - Any damage to the park caused by the event, which is in excess of 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 within the agreed upon terms provided on the invoice.

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. No refunds for cancellation requests within 30 days of the event date.

In order 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.