



KLYDE WARREN PARK

DALLAS

Your guide to hosting an event on the city's front lawn.



Events@TheParkDallas.org

1909 Woodall Rodgers Fwy • Dallas, TX 75201 • 214.716.4500

Overview



General Information:

- 5.2 acres
- 322 native trees and 40 plant species
- Maximum capacity of 10,000 people
- More than 700 pieces of movable furniture
- Over 50,000 people live in a 2-mile radius, with over 300,000 working in both Downtown and Uptown
- More than 900 free public activities planned yearly
- The cafe and restaurant plan to open with a LEED Silver certification

About the Park:

As the bridge between Uptown and downtown Dallas, Klyde Warren Park is a clean, safe and active urban green space. Bookended by Pearl Street and St. Paul Street, the park spans a freeway and offers an ideal place to spend a workday lunch, take a leisurely stroll, bring your dog, listen to music, play lawn games, work on the wireless network, or simply relax. Conceived as the front lawn of Dallas, this park will be used year round by thousands of residents and visitors and can also be used for cultural, commercial activities and film and photo shoots.

About Woodall Rodgers Park Foundation:

The mission of the Woodall Rodgers Park Foundation is to manage and operate Klyde Warren Park so that it may provide free programming and educational opportunities for the enrichment of visitor lives, showcase the culture and talent of Dallas, and be a town square where citizens can congregate and create traditions.



Event Application

To determine if your proposed event fits in Klyde Warren Park and to quote an appropriate site fee, we ask that you complete the application on pages 12-13. Provide a clear and complete description of proposed event. Incomplete applications may delay the review process. A minimum of 7-10 days are necessary for review process.

Submission Time:

We recommend that for large-scale events, you submit your proposal as far in advance as possible, preferably 6-8 months prior to your desired event date(s). For other events, please submit your proposal at least 60 days prior to your desired event date(s).

You may submit your proposal by mail, fax or email. Submission does not guarantee that your event will occur.

Mail:

Events Department
Woodall Rodgers Park Foundation
1909 Woodall Rodgers Fwy, Suite 403
Dallas, TX 75021

Fax:

214.716.4550

Email:

events@theparkdallas.org.

Attach in a form appropriate for download (Microsoft Word, Excel, or PDF files).

*Please remember that Klyde Warren Park is a public venue and private events may not be allowed based on public programming scheduled in the park.

**Please do not send out notices, publicity or invitations prior to obtaining an executed license agreement from the Park.



Site Map



Available spaces:

1. Entire Park

- 5.2 acres between Pearl Street and St. Paul Street

2. East Lawn

- 7800 square feet to the East of Olive Street

3. West Lawn (west of Hart Boulevard)

- 20,700 square feet between Hart Boulevard and St. Paul Street

4. Great Lawn (includes West Lawn and performance pavilion)

- 30,000 square feet between Olive Street and St. Paul Street, excluding Restaurant, Reading Room and Children's park

5. Children's Park

- 15,000 square feet on the North Side of the park near St. Paul Street

6. The Commons

- 25-foot wide path bordering the East Lawn

7. The Reading Room

- Between Restaurant and Children's Park





EAST LAWN

Directly across from the Grand Plaza and Water Garden and the convenient McKinney Avenue Trolley stop, the lush East Lawn is 7800 square feet that includes The Commons and My Best Friend's Park. Permanent Ping Pong tables, foosball and a putting green offer year round play.

Suggested events:

- Weddings
- Corporate Events
- Performing arts
- Special Occasions



READING ROOM

A Chinese Pistache-shaded courtyard adjacent to one of the main pedestrian pathways will be the center of literary and educational programming in Klyde Warren Park.

Suggested events:

- Speaker series
- Book signings
- Chess tournaments

A great place to host speaker series, writing workshops, or larger book clubs this space has a 200 person capacity.



GREAT LAWN

The heart of Klyde Warren Park, the Great Lawn is a beautiful haven from which to regard the works of four Pritzker Prize-winning architects in a contiguous four-block span.

Suggested events:

- Concerts
- Performing arts
- Fashion Shows
- Corporate Parties
- Various festivals

With a 3,000-person capacity, the Great Lawn in full is adjacent to the performance pavilion and botanical garden.



Electrical Information

Muse Family Performance Pavilion

2250 sq. feet.

Loading area is located to the South of the pavilion on the East bound access road of Woodall Rogers Freeway.

Available Power

400A, 120/208V, 3P+N, 4wire fused disconnect switch (in lieu of panel LD2) with regular 112.5 kVA transformer for stage theatrical lighting.

K-13 transformer for panel LD1: (2) 100A-3pole circuit breakers one for stage rigging and one for sound system at the mixing board; 200A-3pole circuit breaker for sound system at the stage.

There will be other circuit breakers feeding small miscellaneous loads in the park.

Stage and Performance Power

Cable Paths: 2 Empty 4" conduits between the stage and the mixing position are available to be used to pull cable for performances. Pull cords must be replaced in conduit at end of performance, failure to do so will result in a service charge.

If conduits are not employed, performance must cable ramp all cables runs between the mix position and the stage, approximately 100' feet (in a straight line).

Power available at the Stage:

- Lighting:
400A 3phase 120/208V Company Switch with cams at Stage North approximately 4 feet from the stage NOTE: Provided with double neutral connection
- Rigging:
100A 3phase 120/208V Company Switch with cams at Stage North approximately 4 feet from the stage
- Sound:
200A 3phase 120/208V Company Switch with cams at Stage North approximately 4 feet from the stage NOTE: not isolated ground but separate transformer from stage lighting
- Mix Position:
100A 3 phase 120/208V Cam tails at Mix position, on center, approximately 100 feet from the stage NOTE: Cam tails are 10 feet long located in vault. Circuit breaker is located in xxxxx. Not isolated ground from same transformer as stage sound power. No 120V 20A receptacles are provided at the mix position.
- Receptacle:
There are 20A-120V receptacles at the stage company switch enclosure and one receptacle at the portable company switch.



Event Guidelines

Food/Beverage

Our full service restaurant will open in 2013. All catering is through our onsite caterer, F2M Hospitality.

Hours

Klyde Warren Park is open from 6 a.m. - 11 p.m. daily. Events must take place during park hours unless otherwise approved.

Furniture

The chairs and tables in the park are for public use. If you would like to use our furniture for your event, audience or private party, please request it in your proposal. You may also request the removal of furniture from the space you seek to acquire. For other decor needs, we will provide you with a list of industry professionals.

Gardens/grounds

All plants and walkways need to be protected during event load-in, load-out and for the duration of the event. We will work with you to develop a protection plan. Any damage will be billed to event host. Staking of tents or other structures is prohibited.

Insurance

The customer shall procure and keep in full force and effect for the duration of the event, insurance written by an insurance company approved by the State of Texas and acceptable to the Foundation and issued in the standard form approved by the Texas Department of Insurance. All provisions of each policy must be acceptable to the Foundation and the Woodall Rodgers Park Foundation, its Board of Directors, officers and employees must be listed as additional insured. In addition, the City of Dallas, its officers, agent, employees and elected officials as additional insureds.

Commercial General Liability Insurance: Must be provided with combined single limits of liability for bodily injury and property damage of not less than \$1,000,000 for each occurrence.

If any fireworks or other special effects:

If a special event includes vehicles, aircraft, or other equipment, devices or activities that are excluded from coverage in the general liability insurance policy, then the separate additional liability insurance coverage for the applicable exclusion(s) must be provided with the same combined single limits of liability for bodily injury and property damage as outlined in the paragraph above for commercial general liability insurance.

Parking

There are metered parking spots on the south side of the park. Woodall Rodgers Park Foundation will advise but not negotiate additional parking concerns. Please review parking options available on our website.

Park rules

Events must uphold posted park rules (included on next page).



Event Guidelines

Photography and filming

If you wish to use the park for commercial photography or videography that is unrelated to a park event, you must submit an application to the Woodall Rodgers Park Foundation. Based on time and location, these shoots will be treated like any other private event at the park.

Restrooms

There are restrooms in the Park, near the children's area and the restaurant. Klyde Warren Park may require portable toilets supplied by event host depending on projected event attendance.

Signage

All event signage must be approved by Woodall Rodgers Park Foundation before the event. Signs may be affixed to stage, sign holders and fixtures.

Trash Removal

Trash removal is included in event package.

Weather

All events are rain or shine.



Rules & Regulations

Klyde Warren Park is open 6 a.M. - 11 P.M.

Visitors must comply with directions from park personnel and all posted rules.

Klyde Warren Park is a smoke-free zone.

Chairs & seating

Please be considerate of those around you. Keep personal belongings, feet and legs off seating.

Events

Special events may be held in the park only upon obtaining an agreement issued by Woodall Rodgers Park Foundation.

Gardens & landscape

Enjoy open areas and lawns without entering flowerbeds or plantings. Keep pets out of flowers and plants.

Pets

Pets are allowed off leash only while in my best friend's park. Please clean up after your pet.

Sports

Organized team sports are not permitted within the park. Riding bicycles and skating are prohibited except on perimeter sidewalks.

Waste

Please keep our park clean. Place all recyclables and waste in the appropriate receptacles. Rummaging in trash is prohibited.

The following are prohibited:

- Panhandling
- Soliciting
- Commercial activity
- Excessive noise
- Camping
- Open flame
- Erecting tents or other structures
- Driving stakes or poles into the ground
- Barbecue grills
- Feeding birds
- Drug use
- Glass bottles
- Outside alcohol



Application

SPECIAL EVENT APPLICATION KLYDE WARREN PARK

1909 Woodall Rodgers Fwy, Dallas, TX, 75201
Email: Events@theparkdallas.org
Fax: 214.716.4550

APPLICANT INFORMATION

Company Name: _____

Contact Name: _____

Address 1: _____

Phone: _____

Alt Phone: _____

Fax: _____

City/State/Zip: _____

Email: _____

EVENT INFORMATION

1. Type of Event: (Please circle all that apply)

Concert

Film/Photo shoot

Wedding

Educational

Reception

Fair/Market

Reunion

Other: _____



2. **Proposed name of your event**

3. **Event Logistics**

Proposed date(s): _____

Start and end times: _____

Additional set –up/tear down time: _____

Is the event public or private? _____

Planned number of guests: _____

4. **Desired Area (s) of Park:**

Entire Park

Great Lawn

East Lawn

Reading Room

5. **Event Description**

Please describe in detail the concept and purpose of your event (include promotion plan, if relevant):



(Description cont.)

6. **Production Specifications**

Size of Production Crew: _____

Number and description of vehicles to be unloaded, if necessary: _____

Description of all structures /machines (scaffolding, forklifts, etc.) to be used in production (please include dimensions, weight, height, etc.):

7. **Entertainment**

Will there be musical entertainment (if YES, describe):

Submitting this application is not a confirmation to conduct your planned event. Confirmation, if granted, will be in the form of an use agreement issued to the organization or person responsible for conducting event.

Foundation Use Only:

Date Received: _____

Rec'd by: _____ Confirmed ☐ Denied ☐

Total Cost Due: \$ _____ Contract signed: _____ Deposit Rec'd _____

