



KLYDE WARREN PARK

DALLAS

Your guide to hosting an event on the city's gathering place.

Contents	Page
Overview	2
Proposal Overview	3
Site Map, Event Locations	4-7
Electrical Information	8
Additional Guidelines	9-10
Park Rules & Regulations	11
Proposal Outline	12-13



Overview



About the Park:

As the connector of 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.

Klyde Warren Park is nestled amongst the city's premiere cultural destinations including the AT&T Performing Arts Center, the Dallas Museum of Art, the Morton Meyerson Symphony Hall, the Nasher Sculpture Center, the Trammell & Margaret Crow Collection of Asian Art, Booker T. Washington High School for the Visual and Performing Arts and the Perot Museum of Nature and Science.

About Woodall Rodgers Park Foundation:

Klyde Warren Park is managed by the private non-profit Woodall Rodgers Park Foundation and leased from the City of Dallas. In building the park, WRPF studied great public parks across the country to bring best practices to the Park's operations, programming and maintenance.

General Information:

- 5.2 acres
- 322 native trees and 40 different 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



Event Proposal

To determine if your proposed event fits in Klyde Warren Park and to quote an appropriate site fee, we ask that you complete the proposal outline on pages 12-13. Please be as detailed as possible and answer all questions to the best of your knowledge. Provide a clear and complete description of your proposed event.

Submission Time:

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

You may submit your proposal by mail, fax or email.

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).

Response Time:

Our Event Coordinator will review your proposal within 10 days of receipt. Estimated fees will only be available for complete proposals. An onsite walk-through with a staff member of Klyde Warren Park may be scheduled after proposals are submitted and follow-up questions answered. Proposals are subject to minor revisions due to time and space restrictions, park rules, or logistical complications.

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

Event Locations:

Please review the following pages to determine which event location fits with your event.



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 with a 750 person capacity, perfect for more intimate gatherings..

Suggested events:

- Weddings
- Corporate Events
- Performing arts
- Special Occasions

WEST LAWN



The West Lawn is ideal for more intimate events. With Hart Boulevard on one end and the tranquil botanical garden on the other, this 20,700 square foot space * can host parties of 2,000-2,500 people.

Suggested events:

- Weddings
- Parties
- Individual Performances
- Corporate Parties

*Does not include Children's Park



GREAT LAWN

Ginsburg Family 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.

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

Suggested events:

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



CHILDREN'S PARK



The Children's Park is an imaginative place with interactive fountains, playgrounds, treehouse and child-size amphitheater.

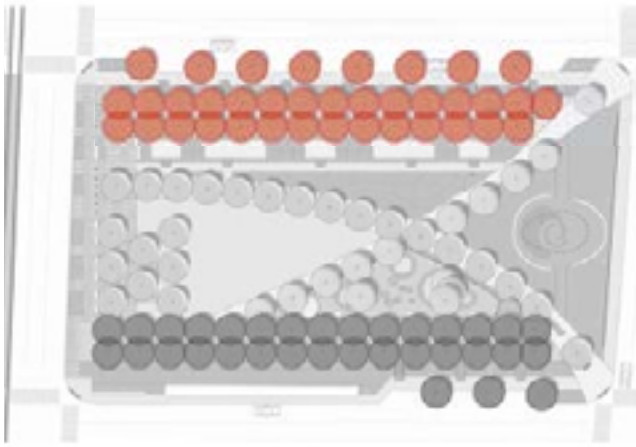
Just off the Great Lawn, between the Botanical Garden and the Reading & Games Room, the Children's Park is 15,00 square feet of playful features, with a capacity of 50.

Designed to accommodate birthday parties and similar events, the building contains a family-size restroom. Plazas feature movable furniture, a water fountain, an outdoor sink and counter space to accommodate group functions.

Setup, party attendant, drinks are available. You may bring in a cake and party favors.



THE COMMONS



Lined with towering Red Oaks, this 25-foot path is a daily host to games of ping pong and pétanque.

Suggested events:

- Smaller parties
- Happy Hours
- Fashion Shows
- Corporate Parties

With a capacity of 200 people, this is the perfect space for smaller events, either professional or recreational.

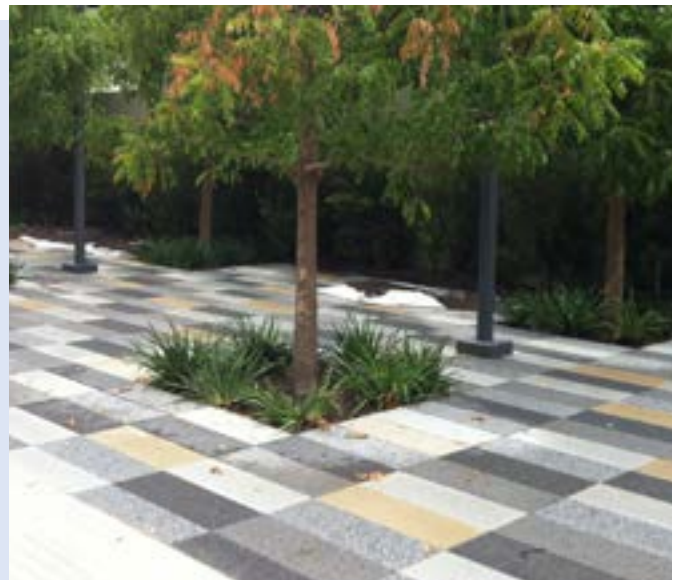
READING ROOM

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
- Small parties

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



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.



Additional Guidelines

Food/Beverage

Breakfast, lunch and beverages are available for purchase in the park beginning October 29, 2012. Our full service restaurant will open in 2013. Our onsite caterer is F2M. All food and beverage will be supplied by caterer. If alcoholic beverages are requested, this service must be through caterer. In special circumstances, you may be permitted to bring in a caterer with prior park approval at a total cost of 10% of total catering bill (must furnish invoice).

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.



Additional Guidelines

Park rules

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

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 a permit issued by Klyde Warren Park.

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



Proposal Outline

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 check all that apply)

- | | | |
|--------------------------------------|-------------------------------------------|---------------------------------------|
| <input type="checkbox"/> Concert | <input type="checkbox"/> Film/Photo shoot | <input type="checkbox"/> Wedding |
| <input type="checkbox"/> Educational | <input type="checkbox"/> Reception | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Fair/Market | <input type="checkbox"/> Reunion | |

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:

- | | | |
|--------------------------------------|------------------------------------------|---------------------------------------|
| <input type="checkbox"/> Entire Park | <input type="checkbox"/> Great Lawn | <input type="checkbox"/> Reading Room |
| <input type="checkbox"/> East Lawn | <input type="checkbox"/> Children's Park | |
| <input type="checkbox"/> West Lawn | <input type="checkbox"/> The Commons | |



5. Event Description:

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

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 _____

