

KLYDE WARREN PARK

DALLAS



Host an event on the city's front lawn!



Event Application

Park Rules

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

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

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

Activities that restrict an area of the Park for private use or that are intended to attract an audience may require a permit. Learn more on our website.

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 in My Best Friend's Park. Please clean up after your pet.

Sports

Organized team sports are not permitted in 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.

The following are prohibited:

- Smoking or drug use
- Outside alcohol
- Glass containers
- Weapons
- Fireworks
- Panhandling
- Organized sports
- Camping
- Open flame
- Barbecue grills
- Feeding birds
- Excessive noise
- Driving stakes or poles into the ground
- Commercial activity without permit
- Affixing anything to Park property without permit
- Structures larger than 4' x 4' without permit



Things you need to know:

Hours

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

Food/Beverage

All catering is through our onsite caterer, F2M Hospitality.

Parking

Please review our website for parking options. The Park will provide advice regarding parking but will not negotiate additional parking.

Furniture

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

Trash Removal

Trash removal is included in event package.

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 the event host. Staking of tents or other structures is prohibited.

Weather

All events are rain or shine.

Insurance

The event organizer shall procure commercial general liability insurance written by an insurance company approved by the State of Texas and issued in the standard form approved by the Texas Department of Insurance. All provisions of the policy must be acceptable to the Park and must remain in full force for the duration of the event. The policy must list as additional insureds Woodall Rodgers Park Foundation and its Board of Directors, officers, agents, and employees, and the City of Dallas and its officers, agents, employees, and elected officials.

The commercial general liability insurance policy must have combined single limits of liability for bodily injury and property damage of not less than \$1,000,000 for each occurrence. If the policy has an exclusion for the event's equipment or activities, then the event organizer must procure additional liability insurance coverage for the applicable exclusion(s) with at least the minimum coverage amount described above.

Exception: Insurance is not required for a public event in an area offered without a rental fee unless the event will involve an activity that may damage Park property or pose harm to Park visitors.



Filming and Photography

A permit and rental fee are required if the filming or photography will restrict any area of the Park or will use equipment more extensive than a single tripod. Apply for a permit by completing this Event Application.

Signage

The Park must approve all signage to ensure that it is safe and will not damage Park property.

Restrooms

Depending on expected attendance, the Park may require portable toilets to be supplied by the event organizer.

Park Map



- | | | | |
|--------------------------------|------------------|--------------------|-------------------|
| Savor, full service restaurant | Family Restrooms | Pedestrian Entry | M-Line Trolley |
| Relish, walk-up kiosk | Game tables | Handicapped Entry | D-Link |
| Food Trucks | Game carts | Drinking Fountains | Information kiosk |
| Restrooms | Butterfly Garden | Bike Rack | Emergency phone |

- | | | |
|--|----------------------------------|--------------------------------|
| The Botanical Garden | Chase Promenade | The Southwest Porch |
| Children's Park | Hart Boulevard | Moody Plaza |
| Jane's Lane | Nancy Collins Fisher Pavilion | East Lawn |
| Ginsburg Family Great Lawn | Muse Family Performance Pavilion | The Commons presented by Cigna |
| The Dallas Morning News Reading & Games Room | | My Best Friend's Park |
| | | Pearl Lawn |

How to Submit:

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

Submission Time:

For large-scale events, we recommend that you submit the Event Application 3-6 months prior to your preferred event date(s). For smaller events, we recommend that you submit the Event Application 1-2 months in advance.

You may submit the application by mail, fax or email. Submission does not guarantee that your event will be approved.

Mail: Events Department
Woodall Rodgers Park Foundation
1909 Woodall Rodgers Freeway, Suite 403
Dallas, TX 75021

Fax: 214.716.4550

Email: events@klydewarrenpark.org

*Please remember that Klyde Warren Park has many scheduled events and may not be able to accommodate your event precisely according to your application.

**Please do not publicize your event before obtaining an executed use agreement from the Park.

Event Application

KLYDE WARREN PARK

Events Department
1909 Woodall Rodgers Freeway, Suite 403
Dallas, TX 75201

Email: events@klydewarrenpark.org
Fax: 214.716.4550

APPLICANT INFORMATION

Organization Name: _____

Contact Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Alt. Phone: _____

Fax: _____

EVENT INFORMATION

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

Concert Film/Photo shoot

Educational/Religious/
Political Reception/Party

Fair/Market Wedding

Other: _____

2. Event Logistics

Proposed date(s): _____

Start and end times: _____

Additional set-up/tear-down time: _____

Is the event private or open to the public? _____

Planned number of guests: _____

3. Desired Area (Circle all that apply)

Muse Family Performance Pavilion

Ginsburg Family Great Lawn (West)

Ginsburg Family Great Lawn (Pavilion)

Moody Plaza Southwest Porch

East Lawn Pearl Lawn

The Commons presented by Cigna

The Dallas Morning News Reading Room

Entire Park

4. Event Description

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

5. Production Specifications (if applicable)

Size of Production Crew: _____

Number and description of vehicles to unload, if any:

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

6. Entertainment

Please describe any planned entertainment:

Submitting this application does not guarantee that your event will be approved. If your event is approved, a use agreement will be issued to the organization or person responsible for conducting the event.

