

**Washington Parks and People  
Events Contract for the Green**

**Event Producer Name:**  
**Organization/ Company:**  
**Phone:**  
**Email:Address:**

This document serves as a binding contract between {Name}, hereafter known as “Event Producer,” and Washington Parks & People, signed {Today's Date}. The Event Producer desires to engage Washington Parks & People’s Columbia Heights Green for the {Event Purpose} event on {Event Date} from {Time}. The Event Producer agrees to abide by the following conditions:

- The Event will be as follows: {Event type}
- The Event Producer will be in charge of All aspects of the event and should coordinate with a representative of Washington Parks & People.
- The Event Producer will make a non refundable payment to Washington Parks & People in the amount of \${\$\$\$} on {Due Date} for {#} hours and a refundable damage deposit of {\$150.00} on {Due Date}, with the option to negotiate further payment for more hours worked. ***NOTE: [If any damages occur during your event to the site or equipment that amount for repair or replacement will be deducted from your damage deposit. If the event runs more than 15 minutes over the allotted time the damage deposit is forfeited.] This contract is nonrefundable.***
- Washington Parks & People shall provide the following as a fully included part of this agreement:
  - a. The Event Space.
  - b. Use onsite equipment upon notice of need.
  - c. Event Hosts if applicable (to be present on site during the Event to oversee the Green, and to answer any questions you, the caterer, or other vendors may have during the Event).
  - d. Upon request by the Event Producer, Washington Parks & People shall reasonably cooperate with the Event Producer in order to permit the Event Producer to arrange for additional services related to the Event directly with third party providers of such services, at the sole cost and expense of the Event Producer.
- The Event Producer will not enter into any contracts on behalf of Washington Parks & People or without Washington Parks & People’s knowledge and consent.
- The Event Producer shall deliver, at least fourteen (14) days prior to the Event, a current certificate of insurance, naming Washington Parks & People as an additional insured under the policy for the duration of the Event, evidencing that the user or its caterer/ contractor has in force bodily injury, Event Producer liquor liability, and premise property damage liability insurance coverage for the event, in the amount of not less than one million dollars (\$1,000,000) combined single limit, naming Washington Parks & People as an additional insured under the policy for the duration of the event. The Event Producer shall not undertake any act or omission which may serve to invalidate such insurance.
- The Event Producer shall obtain any additional permits and/or licensing needed to render a successful event.
- If applicable, the Event Producer shall use its best efforts to provide Washington Parks & People, prior to the printing thereof, with a sample of the invitation, announcement of the Event, or both, and any and all printed materials and printed copy intended for publicity or public notice which are intended to be used.
- The Event Producer agrees to follow the guidelines of the event space outlined in Attachment A

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**Columbia Heights Green Event Rules**  
**(Attachment A)**

**Reservation time:** Except by express prior written consent, the Green will not be accessible to anyone prior to the start of their reservation time. The event and clean up must conclude by the agreed time. A fee will be assessed if the Event Producer exceeds their reservation time.

**Payments:** If the Event Producer does not pay in full by the payment due date, the event will be subject to cancellation.

**Catering Food and Caterers:** Events may provide non-catered food options such as grilling and prepackaged food. We have an approved/preferred Caterers list. Use of outside caterers requires prior approval of WPP Staff. The Green is not equipped with a warming kitchen, please mention to your caterer. All caterers must have insurance. All caterers must take full responsibility for cleanup.

**Alcohol:** Liquor license is required. Many of our preferred caterers have a liquor license. No service of alcohol by or to anyone under 21 years of age. All alcohol must remain within the gates of the Green.

**Admission:** Collecting fees at the gates is not allowed. Suggested donations and pre-sold tickets are.

**Appropriate activity:** Event producers take responsibility for ensuring that the Green is used in a safe, responsible, and lawful manner that respects the facility, its neighbors, and its other users. Parks & People reserves the right to ask anyone not meeting this standard to leave the premises.

**Utilities:** There is no power or potable water at the Green. There is a single porta-potty onsite. Please plan accordingly.

**Insurance:** Washington Parks and People must be listed as an additional insurer on the Event Producer's general liability insurance policy binder for the duration of the event.

**Entryway:** Please do not block gates with any equipment. Do not leave entry gates unattended.

**Noise levels:** Must not disrupt neighbors; and must stay under DC noise maximums of 60 dB before 10 pm and 55 dB afterward.

**Candles:** The candle's flame must be shorter than the vessel in which it is held. All candles must be contained. If there are large amounts of residual wax that have not been removed upon your departure, your damage deposit will be affected.

**Fire pit:** Please bring your own wood, kindling, etc. Make sure to extinguish the fire at the event's end.

**Smoking:** Prohibited is anywhere inside the Green, please ask your guest to use the alleyway. Cigarette butts must be properly disposed of.

**Parking:** There is no onsite parking. Please do not block the alleyway.

**Decorations:** Hang decorations only with blue painter's tape and 3M Damage-Free adhesive. All other tape, tacks, or nails are prohibited.

**Moving furniture:** Furniture and equipment can be moved throughout the site. Please don't drag large items across the grass. Please return all items to their original place.

**Trash/recycling bins and trash bags:** All caterers and event producers are responsible for bringing their own trash bags and removing all waste and recycling at the end of the event.

**Garden Beds:** Please respect the plants and do not allow people or pets inside the beds during your event.

**Rice and Glitter:** Prohibited

**Confetti/ Confetti Cannons:** Prohibited

**Loose Feathers:** Prohibited

**Clean-up:** Clean up promptly after events – leave site and equipment better for the next users (see checklist). Food may **NOT** be left overnight. Trash and recyclables must be taken to an appropriate

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off-site dumpster which the Event Producer is expressly authorized to use. Please recycle all clean paper, bottles, cans, and plastic. Remember the Green is an environmentally friendly space

**Damage:** Please report all damage or problems to Washington Parks & People staff immediately.

**Post- Event Clean-Up Checklist**

- ✓ All spills and trash are cleaned up properly and promptly.
- ✓ All waste removed from the site without dripping, placed in an off site dumpster.
- ✓ All food and food waste removed.
- ✓ All visitors cleared the site at the end of the event.
- ✓ All candles and /or flames fully extinguished.
- ✓ All equipment and temporary furniture removed without damaging the Green.
- ✓ All of the Green's furniture surfaces are wiped clean.
- ✓ All event items are returned to their original place.
- ✓ All areas cleared of signs and decorations.
- ✓ All damage or problems noted and reported to Washington Parks & People staff.
- ✓ All clean up completed by the end of the time reserved and approved by Parks & People Host..

Please note that any damage to the Green can result in charges to the damage deposit. Other violations can result in closing of an event and/or barring all further use of the Green.

**We have read the event guidelines and understand that our failure to follow them may result in forfeiture of all of the damage deposit.**

Event Producer's Signature \_\_\_\_\_ Date: \_\_\_\_\_

WPP Staff Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Any payments can be made by check or [HERE](#) for the online payment portal.**

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