

CITY OF HOT SPRINGS

Facility Use Application

Transportation Depot/Plaza Exchange Street Parking Plaza

Individuals or organizations desiring to hold an event or otherwise rent space at the Transportation Depot/Plaza or the Exchange Street Parking Plaza must complete this application. The completed application must be returned to the Facility Manager, 100 Broadway Terrace, Hot Springs, AR 71901. Fees and deposits are due at the time of reservation in order to hold and confirm. Please read **Facility Use Policy** for complete policies and procedures.

APPLICANT INFORMATION

Contact Person's Full Name:	
Organization/Sponsor Name:	
Non Profit (if non-profit attach documentation illustrating non-profit status.)	
Address:	
Telephone:	Fax:
Cellular Telephone:	e-mail address:

EVENT INFORMATION

Event Name:	
Start Date:	End Date:
Start Time:	End Time:
Set-up Time & Date:	Tear-down Time & Date:
Event Site(s): Transportation Plaza Transportation Depot Parking Plaza Community Event Area <i>(see Attachment A for specific areas and rates. Please call the Depot Office, 501-321-2020, for computation of fees.)</i>	
Event Description (attach promotional material & event schedule, if any):	
Anticipated Daily Maximum Attendance:	
Will there be charges or fees for entry to event or for participants in event? YES NO If so, please attach a copy of your fee schedule.	
If non-profit or fund raiser type event, who will benefit from the proceeds?	

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July 14, 2003

PUBLIC SAFETY INFORMATION

Describe your security plan (required if alcohol is served):
Who will provide security?

EVENT INSURANCE INFORMATION

Insurance Company:	Insurance Agency:
Insurance Contact Person:	Telephone:

FOOD, BEVERAGE AND MERCHANDISING INFORMATION

Will food be served?	YES	NO	Food Servers:
Will beer or wine be served?	YES	NO	Alcohol Servers:
Will there be other vending?	YES	NO	Number of Vendors:
Describe other vending:			
<i>NOTE: If beer or wine is being served, a permit must be secured from the Arkansas Alcohol Beverage Control Board. Event organizer is also required by state law to ensure that all vendors collect Arkansas State Sales Tax.</i>			

OPERATIONS INFORMATION Must Contact Sanitation 321-6911

Number of Trash Containers:	Type of Trash Containers and Locations:
Site Cleanup Contact's Name:	Telephone:
Is electrical service needed?	YES NO
Is water service needed?	YES NO
Number of Portable Toilets:	Toilet Vendor:
Special Needs:	
<i>NOTE: Trash collection must be provided and coordinated through the City's Sanitation Department (321-6911). Arrangements for electrical and water service must be confirmed with the Facilities Manager not less than three (3) business days prior to the event, otherwise, these services will not be available. Site cleanup must be completed within eight (8) hours after event is completed. Failure to meet this requirement may result in the City billing the event organizer for clean-up costs and retention of the security deposit.</i>	

By signing this application, I hereby agree to abide by the facility use policies and procedures as adopted by the Hot Springs Board of Directors and to render prompt payment of all applicable fees.

Applicant's Signature

Date

(NOTE: This section to be completed by City)

Date Received: _____ Date Approved: _____ Approved by : _____

Conditions: _____

FEES DUE:

Area Use Fees	\$ _____	
Concession Fees	\$ _____	(_____ Vendors)
Restroom Access Fees	\$ _____	
Deposit	\$ _____	
 Total Fees Due (including deposit)	 \$ _____	

ATTACHMENT A

FACILITY USE AREAS & FEES

TRANSPORTATION PLAZA

(Please circle letter of area desired)

	RATES	
	Regular	Non-Profit
A. Plaza	100.00	50.00
B. Open Parking Area	100.00	50.00
C. Community Green	200.00	100.00
D. Bus Parking Area	100.00	50.00
E. Greenway (South)	50.00	25.00
F. Greenway (North)	50.00	25.00
G. Entire Plaza (Areas A-F)	400.00	200.00
H. Access to Restrooms	150.00	75.00

TRANSPORTATION DEPOT

(Please circle letter of area desired)

	HOURLY/RATES	
	Business Hours	After Hours
	Regular/Non-Profit	Regular/Non-Profit
A. Large Meeting Room	30.00/15.00	40.00/20.00
B. Pre-Function	n/a	n/a
C. Open Display Area	20.00/10.00	30.00/15.00
D. Pavilion	10.00/5.00	20.00/10.00
E. Entire Depot	50.00/25.00	60.00/30.00

Cleaning Fee (required if food or drink served) \$30.00

DOWNTOWN PARKING PLAZA

	DAILY RATES
	Regular Rate/Non-Profit Rate
Community Event Area	\$200.00/100.00
Top Level	\$200.00/100.00
Both Areas	\$300.00/150.00

Hot Springs Police Department

641 Malvern Avenue
Hot Springs, Ar. 71901
Tel: (501) 321-6789

Special Events Security
Security Guidelines for Transportation Depot,
Transportation Plaza & Exchange Street Parking Plaza

Drafted May 2008

Pursuant to the rental of all or any portion of the *Hot Springs Transportation Plaza, Transportation Depot Complex* or the *Exchange Street Parking Plaza*, the party(s) responsible for the sponsored event, hereby agree to the following guidelines concerning security for the event...

- A. The renting party(s) is entirely responsible for obtaining any city, state or Arkansas Beverage Control Board permits necessary to hold or conduct said event.
- B. All barricades, perimeter fencing (cyclone style or otherwise), signage, and other needed equipment is to be furnished, erected and dismantled by the event sponsor(s) unless other arrangements have been made with respective city departments (I.E.: Water, Sanitation, Street Dept, etc.).
- C. All security will be the responsibility of the event sponsors.
 - a. Any event involving the sale of alcoholic beverage must have clearly identifiable "Event Security" personnel wearing brightly colored T-shirts or vests identifying them as security and in sufficient numbers to adequately cover the event.
 - b. Any streets being blocked must be done so with standard "traffic style" barricades of recognized safety colors which are to be supplied by the event sponsor(s). Barrels, ropes, lawn chairs, vehicles, etc. will not be accepted in place of barricades.
 - c. Any streets that have been approved to be blocked and are barricaded, must be manned by event security personnel at all times in order that the barricades can be moved for public safety emergencies (I.E.: Police, Fire, Sanitation, EMS, etc.). If the street chains located around the Transportation Plaza are utilized, they must also be manned at all times to allow passage, as well.

Security Guidelines – cont'd.

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- d. Where alcoholic beverage(s) are sold or served, the area designated on the ABC permit for said event must be clearly defined and bordered by some form of fencing or barricades. The entrances and exits to this area must be staffed at all times to monitor and ensure that no alcoholic beverage is allowed out of the restricted area. Signage should be clearly posted at each exit stating "No alcoholic beverage beyond this point" ABC "Picnic Permits" allow for consumption of alcoholic beverage only in the designated area(s) and any violation of this provision could result in law enforcement action(s) including suspension of the scheduled event, criminal charges from local law enforcement and legal action by the Arkansas Alcoholic Beverage Control Board.
- D. The main event promoter or other responsible party should be available at all times throughout the event to serve as the contact point for law enforcement, fire, EMS, Transportation Depot staff or other city officials to handle and otherwise deal with complaints or other situations that might arise from their event. A cellular telephone number for a contact person is requested on the Application and Rental Agreement.
- E. Event sponsor(s) and/or promoter(s) are hereby notified that excessive complaints regarding noise, unruly attendees, drunkenness, fighting or other activities that would be cause for excessive law enforcement intervention will result in the immediate suspension of all activities and the revocation of said event rental permit without refund.

Acceptance: *The undersigned hereby acknowledges that they have read the above listed guidelines regarding security for events in and on the Transportation Depot, Transportation Plaza and the city's parking deck and Event Plaza and that they agree to adhere to said procedures with full understanding that noncompliance with these guidelines will result in the immediate suspension of all usage privileges and the forfeiture of all deposits and fees paid for rental of listed property.*

Signed: _____
Signature of Leasing Party.

Witnessed: _____
Transportation Depot Representative

Date: _____

Approved: Bobby Southard - Police Chief 