

**RULES AND REGULATIONS
PORTABLE STAGE**

1. Applications for the use of the Portable Stage will be filed with the Department of Park and Recreation Office. The application shall include such information as may be required, including sponsor, nature of the event, date and time, projected attendance, and plans for security.
2. Staff will review all applications for scheduling and proposed use and may deny any application. Staff will determine that there are no scheduling conflicts with City, traditional, and community-wide events and insure that adequate arrangements have been made and that the planned event otherwise conforms to the requirements for stage use. Any person aggrieved by an action of Staff may appeal in writing to the Director of Park and Recreation.
3. All applications shall be made at least 30 days prior to the date of the event. The City retains the right to waive this requirement should the circumstances of a specific event warrant.
4. Applicants shall be required to enter into a use agreement for the stage that will define the appropriate use of the area, require compliance with these rules, provide indemnification of the City and its agencies, prohibit discrimination in the use of the facility, contain other provisions routinely required in the use of City property, and require payment of a deposit and service charge in accordance with the attached schedule.
5. In the event the stage is leased two or more consecutive days in a row, the stage is to be locked overnight in a secured area (to be determined/approved by park staff) or event promoter is required to provide overnight security by either off duty police/sheriff's officers or by a licensed, private security firm (to be verified in writing).
6. The event promoter shall be required to ensure that the sound level does not exceed that which is appropriate for the City and its location. The promoter will respond in a timely and effective manner to requests of the City's representatives concerning the sound level. The Wichita Police Department or authorized representatives of the City shall have the authority to cancel the musical performance or event for substantial or repeated violation of this section.
7. The cut-off time for all events shall be 10:00 p.m., and the event promoter is specifically responsible for compliance with this provision. The promoter shall at all times be responsible for compliance with laws and ordinances regulating the times of events.
8. The event promoter shall be required to maintain insurance reasonably acceptable to the City covering all aspects of the event in a minimum amount of \$500,000 public liability insurance and \$90,000 property damage insurance in accordance with the Agreement, in addition to other insurance required by law. The insurance policies must include the City of Wichita and its agencies as additional insured and the agency must be authorized to do business in the State of Kansas.
9. The event promoter shall be required to obtain all permits, licenses, and certificates and pay such taxes as may be required by the City or State.
10. The event promoter must notify Park and Recreation staff a minimum of 48 hours in advance of any changes to time, place, etc., related to delivery and set up of stage.
11. Failure of event promoter to materially comply with any of the above rules and regulations will constitute a breach of contract and may be subject to withholding of security/damage deposit.