



# Park Rental Information

Anna Grey Noe Park • Henry Bry Park • Riverwalk

## Downtown RiverMarket & Development

A Division of the City of Monroe Department of Community Affairs

401 Lea Joyner Memorial Expressway, Monroe, LA 71201

### CONTACT

www.DowntownRiverMarket.com

**Sheena Burbridge**, RiverMarket Coordinator  
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 (318) 807-1735 / (318) 372-7220

**Myra Gatling-Akers**, Director  
 Myra.Gatling@ci.Monroe.LA.US  
 (318) 329-4947

Park	Fee	Refundable Damage Deposit*
Bry Park	\$25 for up to 4 hours \$25 per each additional hour	\$50
Anna Grey Noe Park	\$25 for up to 4 hours \$25 per each additional hour	\$50
Riverwalk (whole)	\$350 for up to 4 hours \$100 per each additional hour	\$50
Riverwalk Pavilion (long)	\$50 for up to 4 hours \$25 per each additional hour	\$50
Riverwalk Pavilion (short)	\$25 for up to 4 hours \$25 per each additional hour	\$50
Ampitheater	\$25 for up to 4 hours	\$50
Gazebo area	\$50 for up to 4 hours \$25 per each additional hour	\$50

\*Damage deposit will be mailed to renter within 30 days after event, provided there is no damage to the venue or litter left on the premises.

### Rental Rules

- **All parks close at midnight. No exceptions!**
- **Arrangements must be made for litter cleanup.** The area must be free of debris and without damage in order for the renter to receive damage deposit back. Please leave the area as you left it. Additional fees or penalties may apply for any damage or substantial waste left behind. **ANYONE FOUND DUMPING GREASE IS SUBJECT TO A FINE AND WILL BE REPORTED TO THE PROPER AUTHORITIES. Renter is liable for any damage or trash left by guests or vendors at their event.**
- **If needed, a staff member can meet with the renter on-site to determine if utilities are available and sufficient to satisfy the needs of the event.** Please address this at least one week before the event date.
- **Any equipment, including portable toilets, must be removed from the park by 8 AM the following day.** Renter is subject to be charged for extra day of rental until equipment is removed from the park.

### Security Rules

- **Security must be provided through the Monroe Police Department, no exceptions.** All badge numbers of hired police officers **must** be provided to the RiverMarket Coordinator. Any event holder who does not supply the appropriate security is subject to event cancellation and not guaranteed a refund. Security pricing is dependent on the presence of alcohol, number of guests, and venue but is based upon the following:
  - **If alcohol will be sold or served:**
    - A minimum of two officers must be present (per every 50 guests)
    - \$30 per hour charge for each officer applies
  - **If alcohol will not be sold or served:**
    - A minimum of one officer must be present (per every 50 guests)
    - \$25 per hour charge for each officer applies
- **Security must be present thirty minutes before and after the event.**
- **There is a three hour minimum for all security.**
- **Volume of music is at the discretion of provided security.** All music should end by 10 PM.

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### Rental Process

- **All special events are required to have a minimum of \$1,000,000 liability insurance coverage.** The City of Monroe **must** be listed as additionally insured. *See page 3 for a list of insurance companies.*
  - **After reserving the venue, the renter will need to complete a Special Events Permit with the City of Monroe.** The permit application must be completed and turned into the Monroe Police Department at least two weeks prior to the event with a copy of the insurance certificate attached. The application can be found at the RiverMarket office or by visiting <http://mpdsource.com/#section-thesource>
  - **If alcohol is being served or sold, the following is required.** Please be advised that this process could take up to two months, so it is required that each step is done in a timely fashion.
    - **Private Events:**
      - Contact the City Council Clerk (Carolus Riley) at (318) 329-2252 to be placed on the agenda of the next possible City Council meeting to request an open container waiver. **This should be done after acquiring insurance and submitting a special event permit request to the City of Monroe.**
      - After receiving a resolution of the open container waiver, the renter will need to seek permission from the Mayor to serve alcohol on the premises as it is a city park. Contact Mayor Mayo's Executive Administrative Assistant (Kinya Dawson) at (318) 329-2227. She will need to know the purpose of the event, the name of the park, date and time, and name of the event. If approved, the renter will receive an official letter stating permission from the Mayor.
      - Private events can operate a "self-serve open bar" without any licensing or ATC permits. In order to have a bartender on site, the bartender **must** work for a licensed off-site catering bar service and have an ATC servers permit.
    - **Public Events:**
      - Contact the City Council Clerk (Carolus Riley) at (318) 329-2252 to be placed on the agenda of the next possible City Council meeting to request an open container waiver. **This should be done after acquiring insurance and submitting a special event permit request to the City of Monroe.**
      - After receiving a resolution of the open container waiver, the renter will need to seek permission from the Mayor to serve alcohol on the premises as it is a city park. Contact Mayor Mayo's Executive Administrative Assistant (Kinya Dawson) at (318) 329-2227. She will need to know the purpose of the event, the name of the park, date and time, and name of the event. If approved, the renter will receive an official letter stating permission from the Mayor.
      - **All public events serving or selling alcohol are required to seek a special events permit through Louisiana ATC.** The form can be found online at <http://www.atc.rev.state.la.us/special-event.php>. There is a \$100 fee due to the ATC for requesting this permit. For more information on the process, contact:

Tabatha Matthews Clay  
Office of Alcohol and Tobacco Control  
(225) 925-7293  
[Tabatha.Matthews@atc.la.gov](mailto:Tabatha.Matthews@atc.la.gov)
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- **Copies of all permits and certificates must be turned into the RiverMarket office no later than one week prior to the event in order to retain reservation.**

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### Rental Conditions

1. For and in consideration of the sum hereinafter specified, the Downtown RiverMarket & Economic Development Division grants the following spaces.
2. The permittee agrees to pay the City of Monroe rent for said space and agrees to pay the following.
3. This rental fee does not include stage hands, special police, or license fees and taxes.
4. The City of Monroe/Downtown RiverMarket & Economic Development reserves the right to cancel any booking in its sole discretion if the attraction is not of sufficient quality.
5. The permittee shall notify the US Department of Internal Revenue of the number of tickets sold and the amount of tax due thereon, and shall be responsible for filling federal, state, and local returns and for payments of all taxes due. Permittee is further responsible for obtaining all necessary licenses, including, but not limited to, an occupational license, tax, and W-2, a copy of which shall be forwarded to the Downtown RiverMarket & Economic Development Division Office no later than 7 days prior to event.
6. The Downtown RiverMarket & Economic Development Division is not responsible for any loss or damage to machinery, equipment, or any property of the Permittee caused by theft, fire, riot, strikers, acts of God, or any other abuse of whatever nature or kind.
7. The Permittee shall be liable for all damage to buildings and equipment, reasonable wear and tear accepted, and agrees to indemnify and hold the city harmless from any claims or suits arising out of injury or death to any person or damage to property resulting from use of park or Riverwalk. Permittee may be required to furnish an appropriate certificate of insurance when deemed necessary.
8. Full rental price should be paid at time of reservation.
9. In case of suit or action is instituted by the city to enforce compliance with this agreement, the city shall be entitled in addition to the costs and disbursement provided by the statute any other fees deemed by the courts.
10. The Downtown RiverMarket & Economic Development may terminated any grant of space to the Permittee if use of the property shall in any way conflict with federal, state, or local laws, or if the occupancy shall operate to discredit the City of Monroe.
11. Any representation in obtaining this permit shall be grounds for immediate cancellation of permit by the City of Monroe without further recourse on the part of the Permittee.
12. The Permittee is required to provide \$1,000,000 liability insurance to cover the City of Monroe/Downtown RiverMarket & Economic Development Division.

### Insurance

While the Downtown RiverMarket does not recommend any particular insurance company, we are happy to provide you with a list of possible companies for your use.

[www.SpecialEventsInsurance.com](http://www.SpecialEventsInsurance.com)

[www.TheEventHelper.com](http://www.TheEventHelper.com)

[www.OneDayEvent.com](http://www.OneDayEvent.com)

[WWW.EventInsuranceNow.com](http://WWW.EventInsuranceNow.com)

Admiral Insurance Company, (800) 736-4327; [tsimmerman@holmesmurphy.com](mailto:tsimmerman@holmesmurphy.com)

GuideOne Specialty Mutual Insurance Co, (318) 807-3510; [csmith@cf-ins.com](mailto:csmith@cf-ins.com)

Hanover Insurance Company, (318) 361-0030, [reita@rcfinsurance.com](mailto:reita@rcfinsurance.com)

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