

Burnett Park Reservation Policies and Application

501 W. 7th Street, Fort Worth, TX 76102

Thank you for choosing Burnett Park for your event. Below are guidelines to ensure the safety and success of your Event.

In consultation with the City of Fort Worth, Downtown Fort Worth, Initiatives, Inc. (DFWII) reserves the right to make changes to its deposits, fees, rules, and regulations at any time for the safe and orderly operation of Park grounds and facilities. DFWII reserves the right to exclude any group or individual deemed to be threatening to, or a risk to, Burnett Park property or the interests of civil order and peaceable enjoyment of the Park surrounding buildings, streets and sidewalks. Groups or individuals shall be given equal opportunity to use the Park regardless of race, age, gender, religion, color, national origin, sexual orientation, or disability.

Email or send your application and any supplementary materials to:



Becky Fetty
Director of Marketing and Membership
Downtown Fort Worth Initiatives, Inc.
777 Taylor Street, Suite 100
Fort Worth, TX 76107
Beckyf@dfwi.org

Burnett Park Reservation and Event Policies

i. RESERVATIONS

- Reservations may be booked up to one year in advance. Level A (<100 people) reservations must be made a minimum of two weeks prior to the event. Level B (100-500 people) and Level C (>500 people) reservations must be made a minimum of 30 days prior to the event. Failure to do so may result in denial of the request or a late fee may be charged.
 - Reservation times must include set up and clean up.
 - Events must fall during park hours: 7 AM – 10 PM.
 - When a reservation is more than one-day long, the cost for each additional day is 25% of the base reservation fee. Any event infrastructure must be secured, monitored, and/or closed outside of event hours.
 - DFWII is not liable for any damage or theft of event infrastructure prior, during, or after an event. It is the sole responsibility of the Event Holder.
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ii. RESERVATION DEPOSITS AND FEES

Burnett Park Reservation Fees and Deposits Schedule:

Individual/Nonprofit Public or Private events	4 hours	+1 hour	All Day	Refundable Damage Deposit	Late Fee
Level A (<100 people)	\$75	\$25	\$200	\$75	\$25
Level B (100-500 people)	\$200	\$50	\$450	\$200	\$50
Level C (>500 people)	\$500	\$100	\$1,000	\$500	\$100
Commercial/For-Profit Public or Private events	4 hours	+1 hour	All Day	Refundable Damage Deposit	Late Fee
Level A (<100 people)	\$150	\$50	\$400	\$100	\$50
Level B (101-500 people)	\$400	\$100	\$900	\$400	\$100
Level C (>500 people)	\$1,000	\$250	\$2,250	\$1,000	\$200

- For nonprofit organizations, please provide documentation that demonstrates your organization's tax-exempt or nonprofit status (such as a letter from the Internal Revenue Service, Texas Sales and Use Tax Exemption Certificate, etc.)
- The refundable damage deposit must be received by DFWII with the signed reservation agreement.
- The reservation fee must be received by DFWII no less than 10 business days prior to your event. Reservations are confirmed and final only once full payment has been received by DFWII.

Statement of Revenue Fees:

Any money collected in Burnett Park is subject to a fee. A Statement of Revenue is due within ten (10) days after the event.

Individual/Nonprofit	5% of gross revenue or \$50, whichever is greater
Commercial/For-Profit	10% of gross revenue or \$100, whichever is greater

Cancellation Refunds

10 or more days prior to the event	Refund 75% of deposit, 100% of reservation fee
Less than 10 days prior to event	Refund 50% of deposit, 100% of reservation fee
Cancellation due to inclement weather	Reschedule or refund 75% of deposit, 100% of reservation fee

Overtime Fees:

The Event Holder shall be required to pay for the overtime charges if a park employee is required to be on site beyond the regular weekday shift. If the event is held on a Holiday, the Event Holder shall be required to pay the double time for that work. This is determined per event basis.

iii. ADVERTISEMENT AND PROMOTION

- For public events, DFWII must approve all promotional materials (newspaper, flyers, internet, etc.) before they are made public.
- Depending on the size and nature of your event, the Event Holder is required to notify all affected residents, businesses, etc. of your event.

iv. ALCOHOL

- TABC licenses must be obtained and submitted to DFWII no less than ten (10) days prior to your event to serve alcohol in the park.
- A Minor Consumptions Prevention Plan detailing the controls in place to prevent consumption of alcohol by minors must be provided.
- Glassware is not allowed in the park. Any glass bottles may be poured into plastic cups and disposed of prior to use by consumer.

v. AMPLIFIED MUSIC AND SOUND

- Per City Ordinance, amplified music must be under 80dBA during office hours, and 70dBA after 10pm.
- Speakers producing amplified sound much be directed away from the office buildings during office hours
- DFWII reserves the right to adjust sound as necessary during an event.

vi. DECORATIONS AND FESTIVAL EQUIPMENT

- All decorations must be freestanding and not attached to any part of the park in any manner.
- Paint or sprays, birdseed, rice, confetti, candles, torches, hurricane lanterns, or any other open flame are not permitted.
- Any tent or canopy must be secured with weights or water barrels. No staking is permitted.
- The outdoor tables and chairs found in the park are available for use at all events.

vii. FIRST AMENDMENT EVENTS

- A First Amendment Event means an event where the sole or principal object is First Amendment Activity.
- An application for use of Burnett Park for a First Amendment Event shall be filed with DFWII within three (3) calendar days of the date on which the event begins but not less than two (2) calendar days before the proposed event.
- Event Holder must also contact the City of Fort Worth’s Office of Outdoor Events for any additional permits they may require.
- Following a submitted park application for a First Amendment Event, a reservation agreement will be provided to be signed by the event holder. No permit fees or insurances shall be required for a First Amendment Event, except those that include the following special event elements in conjunction with the First Amendment activity. All applicable fees and insurance requirements will apply.
 - Blocking or restricting access to any area of the park
 - Sale or distribution of merchandise, food, alcohol, other beverages
 - Collection of any money
 - Erection of one (1) or more tents
 - Installation of a stage, bandshell, outdoor projection technology, trailer, grandstand, fencing, bleachers, and/or portable toilets
 - A run, walk, or ride within the park and surrounding streets
 - Placement of temporary no parking, directional, oversized, or identification signs or banners in connection with an event that are placed in and around the park
 - Use of outside vendors including but limited to food, drink, and event rentals

viii. FOOD

- If your event involves a caterer or food vendor, every vendor must:
 - Provide a Copy of Insurance – see full insurance requirements under ix. INSURANCE
 - Obtain the necessary permits and information on proper dispensing and handling procedures as stated in the City of Fort Worth Temporary Food Establishment Guide. A copy of the permit must be submitted to the DFWII office prior to the event.
- It is the Event Holder’s responsibility to make all arrangements with the caterer or food vendors.
- Grease, wastewater, and all byproducts must be removed from the park for proper disposal.

ix. INSURANCE

Depending on the nature and size of the event, the event holder and any outside vendors involved with the event will be responsible for providing a Certificate of Insurance showing the City of Fort Worth, Downtown Fort Worth, Inc. and Downtown Fort Worth Initiatives, Inc. as additionally insured entities and stating the date and location of the event.

You may obtain this insurance and the appropriate certificates through a private agency, or coverage may be purchased from an insurance agency that provides a liability insurance policy with limit of \$1,000,000 Combined Single Limit to Event holders using City facilities. This policy must include a Waiver of Subrogation in favor of Indemnities. Liability insurance must be provided with a limit of \$1,000,000.00. Certificates of Insurance are due no less than ten (10) days prior to your event.

Insurance Requirements:

- i. This policy must contain Additional Insured status for the Indemnities and include Contractual Liability in support of the Indemnity provision in the License Agreement.
- ii. If food is being served or sold to the public, Product Liability Insurance in the amount of \$1,000,000.00 naming the below Indemnities as additional insurance is required from any and all vendors and caterers.
- iii. If alcoholic beverages are being served, specific Liquor Liability Insurance is required with a limit of \$1,000,000.00.
- iv. If Event Holder, Vendor, or Contractor has employees, Worker’s Compensation is required. If Event Holder has no employees, all Vendors and Contractors involved in the Event must provide Worker’s Compensation.
- v. Indemnities to be listed as Additional Insured are:
 - a. Downtown Fort Worth Initiatives, Inc.
 - b. Downtown Fort Worth, Inc.
 - c. Burnett Foundation
 - i. C/O 777 Taylor St, Suite 100, Fort Worth, TX 76102
 - d. City of Fort Worth
 - i. 200 Texas St, Fort Worth, TX 76102

x. PARK ACCESS

- The park and surrounding sidewalks should always remain open to the public, unless Downtown Fort Worth Initiatives, Inc. has approved your event as a Private Event.
- Load-in and load-out must be staged from 10th street in the designated loading zone.
- Motor vehicles are not permitted inside the park, including food trucks.

i. RESTROOMS

- There are no public restrooms in the park.
- Depending on the nature and size of the event, Event Holder must provide an adequate number of restrooms, including mobility impaired accessible units. DFWII will provide a site plan for the location of portable restrooms.
- Portable toilets can only be installed and must be removed the day of the event.

xi. SAFETY

Depending on the nature and size of the event, the event holder must:

- Contact the City of Fort Worth Fire Department to determine the number of qualified Fire Marshals or EMS/EMT required.
- Contact the City of Fort Worth Police Department to determine the number of off duty officers that will be required for the event for security and traffic control.

xii. STREET CLOSURES

- Any necessary street or lane closures must be permitted by the City of Fort Worth and submitted to DFWM within three (3) days of an event.

xiii. TRASH

- No trash can be left on-site. All trash must be bagged and removed at the end of the event by the Event Holder.
- Event Holder will be charged a fee if waste is not removed in a satisfactory way.

BURNETT PARK RESERVATION APPLICATION



Downtown
Fort Worth
Initiatives, Inc.

Event Date: _____

Time of Reservation:

From: _____ AM ___ PM Until: _____ AM ___ PM

Minimum reservation of 4 hours required.

Time of event:

From: _____ AM ___ PM Until: _____ AM ___ PM

Event name: _____

Event description:

Anticipated Attendance: _____

Reservation is being made by:

- Non-Profit (Supply a copy of 501(C)3) Individual Commercial/For-Profit Business

Primary Contact: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Business Phone #: _____ Email: _____

On-Site Cell Phone Contact #: _____

Please check the boxes that apply to your event:

Open to the public

Event will be advertised

If yes, advertisement materials must be submitted for approval.

Amplified music or sound

If yes, please list hours of amplified sound:

From: _____ AM ___ PM Until: _____ AM ___ PM

Decorations and/or festival equipment will be used

Please describe: _____

Money will be collected (Donations, concessions, merchandise sales, food sales, etc.)

If yes, additional fees apply.

Food will be served to the public

Please describe: _____

If yes, additional permits and fees may apply as directed by the City of Fort Worth's Temporary Food Establishment Permit requirements.

Caterers(s) or food vendor(s) will be used

List caterer(s) or food vendor(s): _____

Caterer or food vendor must:

- *Provide a Copy of Insurance – see full requirements on page 4.*
- *Obtain the necessary permits and information on proper dispensing and handling procedures as stated in the City of Fort Worth Temporary Food Establishment Guide. A copy of the Temporary Food Establishment Permit must be submitted to the DFWI office.*

Alcohol will be served

If yes, TABC permits must be obtained and submitted.

Electricity required

Electrical outlets should not be overloaded. Blown circuits will not be reset due to overuse.

Park tables and chairs will be used

Street Closure required

If yes, additional permits must be obtained from City and submitted.

Restrooms will be provided by event organizer

Burnett Park has no restrooms.

Non-potable water required

By signing below I understand that the information provided on this application will be used to form the basis of approval or denial by Downtown Fort Worth Initiatives, Inc. for my event in Burnett Park.

Applicant's Signature: _____

Printed Name: _____

Date: _____

Burnett Tower

Power Raceway to vault, opens to 100A service with camlock connections. About 30' of cable to this point for distribution box

Grassy area (see light green portions) is 80 feet wide by 240 feet long

100A power service in-ground panel, requires distribution box and camlock connectors

- X - Working, two-plug, 110v 20amp outlet
- - Area covered in Trees
- ⊙ - Flag Pole Hole
- - Access to underground vault
- W - Access to water bibs
- ▨ - Decked area
- or ● - Area covered in Bushes

Burnett Street

Burnett Street

West Tenth Street
60' Right-of-Way

West Seventh Street
80' Right-of-Way

Lamar Street
60' Right-of-Way

