



City of East Ridge

1517 Tombras Avenue
East Ridge, Tennessee 37412
(423)867-7711 • www.eastridgetn.gov

Department of Parks & Recreation
Shawwna Skiles

Amphitheater Event Proposal

Event name or description: _____

Event operator/ Production company: _____

Name: _____ Email: _____

Phone: _____ Address: _____

Signature: _____ Date: _____

Submission Guidelines & Requirements

The following submission guidelines & requirements apply to this Request for Event Proposal:

1. First and foremost, only qualified individuals or firms with prior experience on events such as the one being submitted for approval should apply.
2. A technical proposal must be provided including an overview of the proposed event, a proposed schedule, projected attendance and event milestones, as applicable.
3. Proposals should be submitted no later than three months prior to the proposed event.
4. Proposals must list at least three projects that are substantially similar to this project as part of their response, including references for each. Examples of work should be provided as well.
5. Proposals must be signed by a representative that is authorized to commit the bidder's company.
6. Proposals must include a layout document drafted from the included Arena floor plan or from an aerial view of the proposed outdoor facility. The final layout draft is due seven days prior to the event.
7. Food Sales and Beer Sales are required to be coordinated with and provided solely through the City's contracted concession vendor WWRD Concessions LLC % Vanessa Henry at Phone: _____ and E-mail: _____.
8. The Applicant must comply with the Insurance Requirements set forth in this Request for Event Proposal.
9. The City and its departments consider each Request for Event Proposal on an individual basis and reserve the right to deny permission for events or activities which may pose a high risk of danger or injury, or which may be deemed inconsistent with the character of the City of East Ridge, or may be disruptive or dangerous to the public safety of the City. Grounds for denial include, but are not limited to:

Brian Williams
Mayor

David Tyler
Vice-Mayor

Jacky Cagle
Councilmember

Andrea Witt
Councilmember

Jeff Ezell
Councilmember

Mike Williams
Interim City Manager

- a. The character and reputation of the Applicant as a law-abiding citizen and whether the Applicant or the Event proposed has a history of behavior or activity that endangers the public welfare or safety or that shows a lack of character, to be determined at the discretion of the City or its authorized designee based upon the Applicant's or the Event's history of misdemeanor and/or felony convictions.
- b. Known or discovery of prior incidents relative to the Event involving violence, police and/or fire request for services, arrests, riots, weapons, or firearms.
- c. Giving incomplete, false, or misleading information on the Request for Event Proposal.
- d. If the proposed activity is likely to cause, or will cause imminent possibility of, undue congestion, excessive or unusual noise, disorderly conduct, endangerment to the public safety, undue crowd control, property damage, or violation of public health and safety laws.

Fees are based on the Amphitheater space for events.

- \$1500.00
- A cleaning fee of \$250.00
- A non-refundable deposit of \$500.00 or greater depending on the number of people is due at the signing of the contract

- all payments shall be made to the City of East Ridge, 323 Camp Jordan Parkway, East Ridge, TN 37412, without demand or at such other place and to such other person, as the lessor may from time to time designate in writing.

Projected Event Attendance: _____

Concessions

*East Ridge Parks and Recreation has an exclusivity contract with a third party concessionaire for the first right of refusal of all sales of food and beverages (including beer) on property owned or otherwise controlled by the City of East Ridge. Unless otherwise amended in a separate contract, event operators may not sell any food or beverages at East Ridge sanctioned events.

Request food and beverages concessions services:	yes/ no
Request beer sales (\$50 application fee to beer board):	yes/ no

Notes: _____

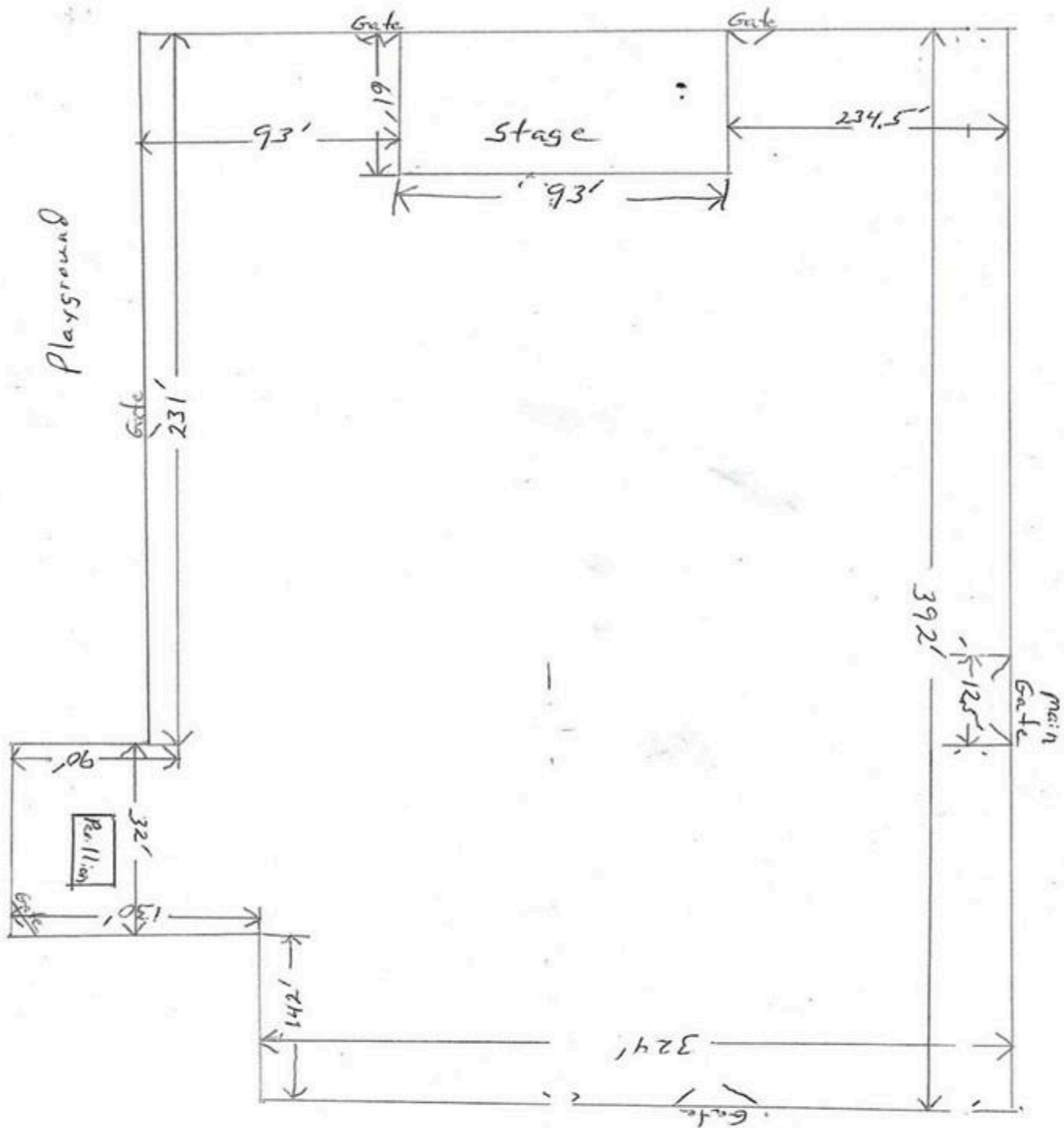
Event Timeline

Park Events consisting of two or more days are allowed one free day of set up the day before the event from 7:00 am - 3:30 pm. Additional time for set up is billed at \$50/ hour.

Proposal issuance (date):	
Event set up (date and time):	
Doors open to the public (date and time):	
Doors closed to the public (date and time):	
Break down ends (date and time):	

Notes: _____

Submit completed proposals and forms to Shawna Skiles- at sskiles@eastridgetn.gov



INSURANCE REQUIREMENTS

1. Insurance Requirements: Applicant shall maintain, or cause to be maintained, for the full term of the contract with the City and the Event at the Applicant's sole cost and expense, the following insurance coverages, as well as any other insurance coverages as required by the City:
 - a. Commercial general liability insurance: *Must cover ALL operations of the Applicant for bodily injury, property damage, personal injury with minimum limits of not less than)*
 - i. Bodily Injury and Property Damage Liability: \$1,000,000 each occurrence
 - ii. Personal Injury Liability: \$1,000,000 each occurrence
 - b. Commercial general liability coverages shall contain:
 - i. No cross liability or cross suits exclusions or limitations.
 - ii. Additional insured coverage on a primary and noncontributory basis for the City of East Ridge, its officers, directors, boards, agents, employees and volunteers.
 - iii. Waiver of subrogation.
 - c. Workers' Compensation and Employers Liability insurance in accordance with the applicable laws for the State of Tennessee. Coverages must be maintained as follows:
 - i. Part A – Statutory benefits
 - ii. Part B - \$100,000 each employee disease/\$500,000 policy limit/\$100,000 each accident.
 - d. Should the Applicant's insurance coverage lapse or be canceled for any reason, the Applicant must notify the City of East Ridge no later than thirty (30) days prior to cancellation date.
 - e. All insurance coverage references in this application, obtained by the Applicant shall be with insurers with a minimum AM Best Rating of A- VII and all insurers shall be licensed or authorized to do business in the State of Tennessee.
 - f. Compliance by Applicant with the carrying of insurance and furnishing of certificates of insurance or its equivalent shall not in any way relieve the Applicant from any liability or diminish the Applicant's obligations to maintain the insurance coverages required herein, or with any agreement with the City of East Ridge, or by applicable law.
 - g. The City of East Ridge reserves the right to require additional insurance coverage to the extent the City determines, in its sole discretion, that the Event being submitted for approval presents a high risk of injury and/or damage. Such Events may include, but are not limited to: fireworks, hot air balloon, beer sales, pyrotechnics, petting zoos, vehicle use).
2. Indemnification: The Applicant, its vendors and/or contractors agree to protect, indemnify and hold harmless the City of East Ridge, its officers and directors, employees, officials, volunteers, agents, subcontractors and affiliates and all of the foregoing's respective successors and assigns (collectively, the "Indemnified Parties"), from and against any and all liabilities, losses, damages, costs, expenses (including but not limited to attorney's fees and expenses), causes of action, suits and claims of any nature whatsoever. Such indemnification shall include, but not be limited to, matters arising from, based upon, or relating to personal injury or death to, or damage to or loss of property of, loss of use of property, to any person caused in whole or part by the negligence of any Indemnified Party in connection with such Indemnified Party's involvement or participation in the afore-mentioned Event. This indemnification agreement is not limited to the insurance requirements.
3. This indemnification shall be governed by and construed in accordance with the laws of the State of Tennessee, without reference to the conflict of law provisions thereof. If any portion of this indemnity shall be invalid or unenforceable, the remaining portion hereof shall not be affected thereby and shall remain in full force and effect.