



# White Rock Boathouse, Inc. Event Proposal

Due at least 45 days prior to the event.

WRB, Inc. requires that event proposals be submitted for any rowing or social activities that are beyond ordinary and typical day-to-day rowing operations, or that involve athletes from other programs, or that will attract significant spectators. This is important in order to:

- Avoid conflict with other programs at WRB and to ensure adequate resources are available.
- Avoid conflict with events being held at the Filter Building.
- Comply with WRB's agreement with the City of Dallas that designates our facilities' use for ordinary functions.

## **A City of Dallas permit is required for special events (the City of Dallas requires event permits to be submitted at least 45 days in advance):**

"Special Event" means a temporary event or gathering, using either private or public property, in which the estimated number of participants and spectators exceeds 75 during any day of the event and that involves one or more of the following activities: closing a public street; blocking or restriction of public property; sale of merchandise, food or beverages on public property or on private property where otherwise prohibited by ordinance; erection of a tent; installation of a stage, band shell, trailer, van portable building, grandstand, or bleachers; placement of portable toilets (unless designated for construction purposes); or placement of temporary no-parking, directional, over-size, or identification signs or banners in or over a public right-of-way, or on private property where otherwise prohibited by ordinance.

## **Filter Building, it's patios and lawn:**

Use of these areas, even for spectating, cannot be assumed and requires expressed consent from WRB.

## **Parking:**

We have access to the City of Dallas lot, the Filter Building lot, and the gravel lot. Large events that require significant use of the City of Dallas lot may require an event permit from the City of Dallas.

## **Sam Leake Boathouse:**

Because visitors often roam through out the boathouse, inspection of all three bays is required. Post event the SLB should be returned its normal conditions: empty trash, bathrooms should be clean, both the interior and exterior of the SLB should be policed for trash or other miscellaneous items.

## **Private property:**

Visitors should be made aware of what facilities and equipment are available to them (e.g. bathrooms, bays, boats, oars and ergs) and should be instructed to respect other's private property.

## **Insurance and liability:**

Guest rowing programs must provide WRB, Inc. with proof of insurance. If significant non-rowing guests are anticipated, regatta insurance may be required.

*Please provide the information requested on the next page.*

Date:

Start and end time:

Number of visitors anticipated. Athletes:                      Spectators:

Teams/organizations attending:

Facilities and areas to be used:

Number of trailers, arrival and departure time, proposed parking location:

Number of busses, arrival and departure time, proposed parking location:

General description of the event: