



JAMES WELDON JOHNSON PARK MAP, RENTAL RATES & GUIDELINES



EXCLUSIVE

RATE 1

Includes three (3) stages and use of the entire park.

Approx. Square Footage: 65,340 ft (1.5 acres)

LOWER BOWL / MAIN STAGE OR UPPER TIER

RATE 2

One stage: 28 x 33

Approx. Square Footage: 38,560 ft

CHARLIE'S CAFE

RATE 3

One stage: 14 x 14

Approx. Square Footage: 10,282 ft

KIDS ZONE

One stage: 13 x 13

Approx. Square Footage: 16,500 ft

RENTAL RATES

* All prices are based on an 8-hour rental including time for load in and load out

Non-Profit Rate: 25% discount

Requires 501(c)(3) Determination Letter

Rate 1	Rate 2	Rate 3	Rate 4
Full Park	Lower / Upper Tier	Charlie's Café	Kid Zone
1000+ people	300 - 800 people	100 - 300 people	0-99 people
\$1,500.00	\$700.00	\$350.00	\$200.00

Additional Fees

- FOJWJP's exclusive security company is required for all events. (See FOJWJP Staff Guidelines, page 2)
- Ambassadors (See FOJWJP Staff Guidelines, page 2)
- General Liability Insurance
- Liquor Liability Insurance (If applicable)
- Garbage Removal and/or Dumpster
- Street Closure
- COJ Electrician
- Port-a-lets
- Rentals - Rental Inventory can be found on Page 6

- Special power needs will be subject to COJ electrician fee.
- Applicant is responsible for notifying FOJWJP of special power needs.

Rental Guidelines

- Rental fee is based on expected attendance and usage listed in your application. Please be as detailed as possible.
- Applicant is required to rent an area that is adequate for the size of the event audience and required equipment. Should the size of the audience and equipment exceed the capacity of the rental area, additional fees will be assessed for the additional area required to accommodate the actual audience.
- Applicant acknowledges estimated budget does not always represent the total rental cost. Any additions and/or deletions to the Applicant's estimate rental budget will be accounted for in the final settlement in advance of and/or immediately following the event.
- Additional charges will be detailed on final estimate.
- The applicant, its authorized representatives and any Co-Promoters will be financially and legally responsible for any and all unpaid expenses incurred in connection with the event.
- If applicants check is returned by the bank for any reason, the Applicant will be charged a \$35.00 check return fee along with amount of the check. Applicant will be required to pay this amount with either a money order or certified bank check.
- All legal costs associated with collection of unpaid or under-paid fees are at the applicant's sole expense.
- In the event that any invoiced charges remain unpaid, applicant shall not be permitted to rent James Weldon Johnson Park for any future use.
- FOJWJP is not responsible for any other cost associated with applicant's event, including but not limited to marketing, talent, production cost, or rental equipment unless specified in signed contract.

Payment Terms

- A 50% non-refundable deposit is due with signed Use Agreement which is needed to secure the date.
- The balance of the payment is due 5 business days before the event (For exceptions, see Cancellations on Page X).
- Applicant must provide FOJWJP with an authorized credit card to be kept on file at the time of application. Any and all outstanding rental fees and/or damages to James Weldon Johnson Park that occur in the course of the event shall be charged to the credit card on file.
- FOJWJP will accept Visa, MasterCard, Discover, American Express, Check or Money Order made payable to Friends of James Weldon Johnson Park. Payment of invoices is due immediately upon receipt.
- Final rental estimate is considered a final invoice and will be submitted to applicant within 5 business days after the event.
- If the event is cancelled in a timely manner pursuant to FOJWJP Cancellation Policy, refunds to the applicant will be processed within 10 days from the date of the cancellation. (See Cancellations Page 3).

FOJWJP Staff Guidelines

- FOJWJP requires the use of their exclusive security company.
- FOJWJP requires one Security guard for every 500 people or part thereof, with a maximum of 8 guards.
- Security Guard rate is \$40 per hour.
- Overnight security, when needed is billed at \$55 per hour.
- FOJWJP Ambassadors are required for every event, based on attendance.
- FOJWJP Security and Ambassadors required for park rental are to be directed by FOHP and are not to be used for any other purpose than deemed necessary by FOHP.

Marketing and Social Media:

- Applicant agrees to not promote or market the event in any way on social media, traditional advertising, printed posters & flyers, or any other method until signed Use Agreement and deposit have been received by FOJWJP.
- FOJWJP reserves the right to market, promote or advertise any event on its social media platform, traditional advertising, printed posters & flyers, or any other method at their discretion and will determine the amount of marketing and social media support given to the event, if any.
- Logos will be provided to the applicant for use on materials. Any unauthorized mention of the park's name or logos will not be allowed.
- The park will be referred to as James Weldon Johnson Park, or in some cases, JWJ Park.
- Artwork for all co-promoted events must be approved by FOJWJP before use.

Cancellations:

- All events are "rain or shine". Events will not be automatically refunded or rescheduled due to inclement weather.
- All deposits are non-refundable.
- If inclement weather is imminent in advance of Applicant's event, time is of the essence. FOHP will use best effort to reschedule your event based on availability. If the postponement/cancellation occurs 48 hours before the event scheduled start time, some expenses may be able to be refunded. If the postponement/cancellation occurs within 48 hours prior to the event scheduled start time, no refunds will be made.
- FOJWJP will reschedule an event one time for inclement weather.

Insurance:

- All Applicants must have Insurance for the event.
- Certificate of Insurance (COI) of Applicant must be sent to FOJWJP 15 days prior to the event.
- Certificate of Insurance is also required for all food and alcohol vendors and submitted 15 days prior to the event.
- All Certificates of Insurance and additional insured endorsement must be signed by an Authorized Insurance Representative and must state the specific dates of coverage approved for the event.
- All Certificates of Insurance must name both the City of Jacksonville and I3-Jax, Inc. d/b/a Friends of James Weldon Johnson Park.
- See attached sample certificate for details and required language.

Special Conditions:

- FOJWJP may impose additional requirements at its sole discretion, depending on the nature of the event or to address any concerns that FOHP may have in relation to the event.
- FOJWJP reserves the right to require, at the Applicant's sole expense, on-site event security
- Such security coverage must be provided by FOJWJP authorized on-site security personnel or the Jacksonville Sheriff's Office.
- No outside security personnel, unauthorized by FOJWJP, may be utilized as on-site security.
- Applicant must inform themselves of and fully comply with all City, County and State requirements. All permits and/or inspections are applicant's responsibility to arrange and acquire at applicant's sole expense. Applicant must provide to FOJWJP copies of all permits issued by third parties 15 days prior to event. Below are some of the permits and/or inspections that may be required:

- Street Closures
 - Vehicle Access Permits
 - Fire Permits
 - Alcohol License
 - Temporary structure, electrical and mechanical permit
 - Duval County Health Department Permit for serving food
- FOJWJP reserves the right to require, at Applicant's sole expense:
 - Certified alcohol monitoring personnel
 - Additional load-in charges for over-sized or heavy vehicles
 - Storage fees for items left on-site pre and post event, based on the nature and/or size of the item(s), or other event impact.
 - Client compliance with portable toilet recommendations.
- All event approved vehicles must display a dated Vehicle Access Permit provide by FOJWJP prior to the event.
- Valid Vehicle Access Permits must be displayed in the front windshield of all event approved vehicles for the duration of the event.
- FOJWJP requires that applicant provide drip pans to be placed under each approved on-site vehicle to protect the brick surface for engine fluids
- No Parking, only approved vehicles may remain on-site after the event begins.
- It is applicant's sole responsibility to comply with all applicable ADA requirements. ADA access must be maintained during FOJWJP regular business hours. For example, do not block sidewalk and ramp access points into park.
- Only authorized personnel of FOJWJP and/or applicant's designated personnel are allowed to handle event related equipment.
- Repairs for damages are calculated at a minimum of \$65.00 per hour per person for labor plus the cost of materials. Additional costs may be assessed by FOJWJP, in its sole discretion, based upon the nature of repairs and/or replacements.
- No illegal activity of any kind will be tolerated in connection with any event. Where applicable, such activities will be reported to law enforcement or other relevant authorities.
- No music with offensive language or swear words will be allowed in the park.
- No glitter or confetti will be used at any time. Any use of glitter or confetti will be cleaned at applicant's expense.
- No pyrotechnics are allowed unless all applicable permits and COJ regulations are followed and agreed to in signed FOJWJP Contract.
- The applicant, its Authorized Representative and Designated Person(s) in Charge must have all event related permits in their possession during the event, including load-in and load-out) for on-site event authorization.
- The FOJWJP Use Agreement is subject to all applicable provisions of the City of Jacksonville Municipal Code and the Rules and Regulations governing James Weldon Johnson Park.
- If you violate any of the above policies and procedures, or any other rules and requirements of FOJWJP, your Use Agreement will be revoked and you will not be eligible to submit applications for future events at James Weldon Johnson Park.

User Agreements

- User Agreements will be issued based upon information provided in the submitted application.
- A User Agreement will be issued upon receipt, review and approval by FOJWJP of the following executed documents:
 - Event Reservation Application
 - Map
 - Insurance Documentation (ie: Certificate of Insurance naming FOJWJP as a named insured on such policy) Full Payment of the Estimated Event Budget
 - Food Vending Request with details of type of food to be sold
 - Copies of any third-party permits granted by governmental agencies or otherwise Special Event Endorsement Requests* (for Non-Profits)
- All James Weldon Johnson Park event-related permits will be issued to Client upon Client's successful completion of FOJWJP's Rental Policies and Procedures, including providing FOJWJP with copies of any other permits addressed in the Special Conditions section necessary for Client's event, prior to the event.
- The certificate of insurance (see attached sample certificate for details and required language) and additional insured endorsement (which must be signed by the Authorized Insurance Representative) must state the specific date(s) of coverage approved for the event and must be on file at James Weldon Johnson Park.
- Client is responsible for indemnifying both the City of Jacksonville and I3-Jax, Inc. d/b/a Friends of James Weldon Johnson Park in order to obtain a permit to hold an event at James Weldon Johnson Park. (See FOJWJP Insurance Requirements)
- The Client, its Authorized Representatives and Designated Persons in Charge must have all event-related permits in their possession during the event (including load-in and load-out) for on-site event authorization.
- The James Weldon Johnson Park permit is subject to all applicable provisions of the City of Jacksonville Municipal

FOJWJP reserves the right to decline any permit application for any reason or for no reason, in its sole discretion

Application Timeline

- Read and agree to application rules and regulations
- Fill out application
- Submit application to FOJWJP
- FOJWJP will review application within 7 days
- FOJWJP will notify applicant by e-mail of approval, denial, or modification of application
- FOJWJP will submit a rental estimate to applicant within 14 days
- Applicant will have 10 days to review rental estimate and approve
- FOJWJP will issue Use Agreement within 7 days of rental estimate approval
- Applicant will submit signed Use Agreement, 50% deposit and credit card information to FOJWJP
- Applicant can begin marketing event once signed Use Agreement and 50% Deposit is received by FOJWJP
- Walk through of park is scheduled with Applicant and FOJWJP Event Manager.
- Site Map of Event is created
- 15 days prior to event date, Certificate of Insurance is due for Applicant and food and beverage vendors
- 5 days prior to event date, final payment due.
- 48 hours before event date, is the drop dead date/time to cancel or postpone due to weather without incurring full rental costs.

Additional Expenses

Required Expenses

Event manager	Complimentary	
Ambassadors	\$ 25.00	per Hour
Security (1 per 250 people) Maximum 8	\$ 40.00	per Hour
Electrician (if needed)	\$ 30.00	per Hour
Park Cleaning	\$ 250.00	Flat Rate
Port-a-Jons		
Regular Port-a-jons	\$ 75.00	Flat Rate
Handicap Port-a-jon	\$ 110.00	Flat Rate
Handicap with Handwashing station inside	\$ 215.00	Flat Rate

Optional Expenses

White 10x10 Tent	\$ 30.00	20 Available
8 ft Rectangular Tables	\$ 10.00	8 Available
White Folding Chairs	Complimentary	85 Available
Bistro Sets	Complimentary	30 Available
Portable Sound System	\$ 250.00	1 Available
Podium/Rostrum	\$ 25.00	1 Available
Fencing	\$ 10.00	per 6 ft sections

Items Directly Paid by Renter

Street Closure
Permits
JSO for Street
Closures
Insurance

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

Name and Address of Insurance Broker

CONTACT NAME:

PHONE

(A/C, No, Ext):

FAX (A/C,

E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A : **YOUR INSURANCE CARRIER**

INSURER B :

INSURER C : **SAMPLE ONLY**

INSURER D : **NOT VALID FOR COVERAGE**

INSURER E :

INSURER F :

INSURED

Your Name and Address

COVERAGES

SAMPLE COPY / SAMPLE COPY / SAMPLE COPY

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS																																		
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			ABC1234567	01/01/2014	12/31/2015	<table border="1"> <tr><td>EACH OCCURRENCE</td><td>\$ 1,000,000</td></tr> <tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$ 50,000</td></tr> <tr><td>MED EXP (Any one person)</td><td>\$ 5,000</td></tr> <tr><td>PERSONAL & ADV INJURY</td><td>\$ 1,000,000</td></tr> <tr><td>GENERAL AGGREGATE</td><td>\$ 2,000,000</td></tr> <tr><td>PRODUCTS - COMP/OP AGG</td><td>\$ 2,000,000</td></tr> <tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td>\$</td></tr> <tr><td>BODILY INJURY (Per person)</td><td>\$</td></tr> <tr><td>BODILY INJURY (Per accident)</td><td>\$</td></tr> <tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td></tr> <tr><td>EACH OCCURRENCE</td><td>\$</td></tr> <tr><td>AGGREGATE</td><td>\$</td></tr> <tr><td>WC STATUTORY LIMITS</td><td>\$</td></tr> <tr><td>OTH-ER</td><td>\$</td></tr> <tr><td>E.L. EACH ACCIDENT</td><td>\$</td></tr> <tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$</td></tr> <tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$</td></tr> </table>	EACH OCCURRENCE	\$ 1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 50,000	MED EXP (Any one person)	\$ 5,000	PERSONAL & ADV INJURY	\$ 1,000,000	GENERAL AGGREGATE	\$ 2,000,000	PRODUCTS - COMP/OP AGG	\$ 2,000,000	COMBINED SINGLE LIMIT (Ea accident)	\$	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$	EACH OCCURRENCE	\$	AGGREGATE	\$	WC STATUTORY LIMITS	\$	OTH-ER	\$	E.L. EACH ACCIDENT	\$	E.L. DISEASE - EA EMPLOYEE	\$	E.L. DISEASE - POLICY LIMIT	\$
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SAMPLE CERTIFICATE

Please note your insurance certificate **MUST** contain the **EXACT WORDING** indicated below in the "Description of Operations/Locations/Vehicles/Special Items" section of the certificate or it will not be accepted.

Your insurance certificate **MUST** also display the date of the event you have scheduled and your organization/company name.

ADDITIONAL INSURANCE REQUIREMENT

Additional Insured Endorsement **MUST** be signed by the Authorized Insurance Representative and returned with the Certificate of Insurance

The Certificate of Insurance with the correct language and Additional Insured Endorsement **MUST** be on file at Friends of Hemming Park before the Event Use Permit will be issued.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The certificate holder below is an additional insured for a (type of event) at I3-Jax, Inc. d/b/a Friends of James Weldon Johnson Park on (event date) but only as respects to liability arising out of the operations of the named insured. I3-Jax, Inc. d/b/a Friends of James Weldon Johnson Park, the City of Jacksonville and all other governmental bodies having jurisdiction is this area, including their respective commissioners, officers, directors, employees and agents are included as respects to their interest in the name insured event in James Weldon Johnson Park.

CERTIFICATE HOLDER

CANCELLATION

City of Jacksonville
I3-Jax, Inc d/b/a Friends of James Weldon Johnson Park
214 N Hogan Street, Suite 114
Jacksonville, FL 32202

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – STATE OR POLITICAL SUBDIVISIONS – PERMITS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

State Or Political Subdivision:

City of Jacksonville
I3-Jax, Inc d/b/a Friends of James Weldon Johnson Park
214 N Hogan Street, Suite 114
Jacksonville, FL 32202

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

Section II – Who Is An Insured is amended to include as an insured any state or political subdivision shown in the Schedule, subject to the following provisions:

1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or political subdivision has issued a permit.

2. This insurance does not apply to:

- a. "Bodily injury," "property damage" or "personal and advertising injury" arising out of operations performed for the state or municipality; or
- b. "Bodily injury" or "property damage" included within the "products-completed operations hazard".