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# 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

\* 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

## RENTAL RATES

Rate 1	Rate 2	Rate 3
Full Park	Lower/Upper Tier	Charlie's Café
1,000+ guests	300-800 guests	Up to 300 Guests
\$2,000.00	\$1,000.00	\$500.00

## 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
- Garbage Removal and/or Dumpster
- Street Closure
- COJ Electrician
- Portalets
- 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

- The Park Rental fee is based on the expected attendance and usage listed in your application. Please be as detailed as possible.
- Applicants must rent an area adequate for the event audience's size and the required equipment. Should the audience and equipment size exceed the rental area's capacity, additional fees will be assessed for the additional area required to accommodate the 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 in the final estimate.
- The applicant, its authorized representatives and any Co-Promoters will be financially and legally responsible for all unpaid expenses incurred in connection with the event.
- If applicant's check is returned by the bank, the Applicant will be charged a \$35.00 check return fee and amount of the check. The applicant must pay this amount with a money order or certified bank check.
- All legal costs associated with collection of unpaid or underpaid fees are at the applicant's sole expense.
- In the event that any invoiced charges remain unpaid, the 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 marketing, talent, production cost, or rental equipment unless specified in signed contract.

## PAYMENT TERMS

- A 50% non-refundable deposit is due with the 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).
- Applicants must provide FOJWJP with an authorized credit card to be kept on file at the time of application. Any outstanding rental fees and/or damages to James Weldon Johnson Park that occur during 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 250 people or part thereof, with a maximum of 2 guards.
- Security Guard rate is \$52 per hour. JSO officers are required for all events with an estimated attendance of 500 or more guests
- Overnight security, when needed, will be billed at the rate of \$55 per hour.
- FOJWJP Ambassadors are required for every event, The total number of Ambassadors will be determined by the estimated attendance for the event.
- FOJWJP Security and Ambassadors are required for ALL park rentals and are to be directed by FOJWJP management. They are not to be used for any other purpose than deemed necessary by FOJWJP.

## FOOD AND BEVERAGE:

- A FOJWJP Preferred Vendors list including food and drink vendors will be provided to the applicant. We encourage you to use this list when selecting vendors for your event, as they are pre-approved to vend within JWJ Park and already have the necessary certifications and documents on file with FOJWJP.
- Should you choose not to use vendors not listed on the preferred vendors list, please request a copy of the FOJWJP Food Vendor Application and Agreement to give to your vendors. Here, they will find a portion to fill out and sign, as well as general rules and expectations for vending within JWJ Park, and information about the documentation necessary to become an active vendor.
- You are responsible for distributing this information, as well as collecting and returning all copies of these necessary certifications and documents to Mariah@JWJPark.org **one month** before the set event date.
- **Any food or drink vendor who does not have these certifications and documents on file will not be allowed to participate in your event.**
- Tent vendors (with the exception of Cottage Foods) will not be permitted to participate in events at JWJ Park.

## ALCOHOL

- All bar or alcohol sales must be provided through FOJWJP.
- With a FOJWJP staffed and operated bar, guests will have a selection of beer, wine, and handcrafted cocktails.
- Bars may only be pulled for events lasting four hours or more.
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## 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 for the applicant for use on materials. Any unauthorized mention of the park's name or logos will not be allowed.
- The park will be called **James Weldon Johnson Park, or 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. FOJWJP will use its best effort to reschedule your event based on availability. If the postponement/cancellation occurs 72 hours (about 3 days) before the event scheduled start time, some expenses may be able to be refunded. If the postponement/cancellation occurs within 48 hours (about 2 days) prior to the event's 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 before the event.
- All Certificates of Insurance and addition 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 event's nature or to address any concerns that FOJWJP 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 Sherriff's Office.
- No outside security personnel, unauthorized by FOJWJP, may be utilized as on-site security.
- Applicants must inform themselves of and fully comply with all City, County and State requirements. All permits and/or inspections are the applicant's responsibility to arrange and acquire at the applicant's sole expense. Applicant must provide to FOJWJP copies of all permits issued by third parties 15 days (about 2 weeks) prior to event. Below are some of the permits and/or inspections that may be required:
  - Street Closures
  - Vehicle Access Permits
  - Fire Permits
  - 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. FOJWJP is not responsible for any event related items left inside the park.
  - Client compliance with portable toilet recommendations.
- All event approved vehicles must display a dated Vehicle Access Permit provided by FOJWJP prior to the event.
- Valid Vehicle Access Permits must be displayed in the front windshield of all events 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
- Only approved vehicles may remain on-site after the event begins.
- It is the applicant's sole responsibility to comply with all applicable ADA requirements. ADA access must be maintained during FOHP regular business hours. For example, do not block sidewalks and ramp access points into the 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 \$85.00 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 the 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.

## USE AGREEMENTS

- FOJWJP Use Agreements will be issued based upon information provided in the submitted application.
- A FOJWJP Use 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 FOHP 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 FOJWJP event-related permits will be issued to Client upon Client's successful completion of FOHP'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.
- The client is responsible for indemnifying both the City of Jacksonville and I3-Jax, Inc. d/b/a Friends of James Weldon Johnson Park 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 FOJWJP 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 and all other requirements are met
- 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
- One month prior to event date, all documentation for food and beverage vendors is due
- 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.
- 72 hours before the 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		\$40 PER HOUR
PARK AMBASSADOR		\$28 PER HOUR
PARK SECURITY		\$52 PER HOUR
COJ ELECTRICIAN		\$38 PER HOUR
PARK CLEANING		\$250 FLAT RATE
PORT A LETS		
REGULAR UNIT		\$125 EA
HANDICAP UNIT		\$175 EA
HANDICAP UNIT WITH HAND SINK		\$325 EA

### **OPTIONAL EXPENSES**

10 X 10 TENT	\$30 EA	15 AVAILABLE
8FT X 30 IN TABLES	\$10 EA	10 AVAILABLE
WHITE FOLDING CHAIRS	COMPLIMENTARY	50 AVAILABLE
BISTRO SETS	\$20 A SET	10 AVAILABLE
WHITE FENCING (6FT SECTIONS)	\$10 EA	10 AVAILABLE

### **ITEMS TO BE DIRECTLY PAID BY RENTER**

**PERMITS FOR STREET CLOSURES & REQUIRED JSO OFFICERS**

**PERMITS FOR PARKING SPACE RESERVATIONS**

**JSO FOR EVENT SECURITY (ALL EVENTS ABOVE 500 ATTENDEES)**

**JFRD FOR EVENTS ( ALL EVENTS ABOVE 500 ATTENDEES)**

**INSURANCE (ALL EVENTS REQUIRE INSURANCE, SEE INSURANCE REQUIREMENTS)**

# ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 7

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).

<b>Name and Address of Insurance Broker</b>  Your Name and Address	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">CONTACT NAME:</td> </tr> <tr> <td>PHONE (A/C, No, Ext):</td> <td>FAX (A/C, No):</td> </tr> <tr> <td colspan="2">E-MAIL ADDRESS:</td> </tr> <tr> <td colspan="2" style="text-align: center;">INSURER(S) AFFORDING COVERAGE</td> </tr> <tr> <td colspan="2">INSURER A : <b>YOUR INSURANCE CARRIER</b></td> </tr> <tr> <td colspan="2">INSURER B :</td> </tr> <tr> <td colspan="2">INSURER C : <b>SAMPLE ONLY</b></td> </tr> <tr> <td colspan="2">INSURER D : <b>NOT VALID FOR COVERAGE</b></td> </tr> <tr> <td colspan="2">INSURER E :</td> </tr> <tr> <td colspan="2">INSURER F :</td> </tr> <tr> <td colspan="2" style="text-align: right;">NAIC #</td> </tr> </table>	CONTACT NAME:		PHONE (A/C, No, Ext):	FAX (A/C, No):	E-MAIL ADDRESS:		INSURER(S) AFFORDING COVERAGE		INSURER A : <b>YOUR INSURANCE CARRIER</b>		INSURER B :		INSURER C : <b>SAMPLE ONLY</b>		INSURER D : <b>NOT VALID FOR COVERAGE</b>		INSURER E :		INSURER F :		NAIC #	
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INSURER D : <b>NOT VALID FOR COVERAGE</b>																							
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NAIC #																							

## 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		
<b>A</b>	<b>GENERAL LIABILITY</b>			<b>ABC1234567</b>	<b>01/01/2014</b>	<b>12/31/2015</b>	EACH OCCURRENCE	<b>\$ 1,000,000</b>	
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	<b>\$ 50,000</b>	
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	<b>\$ 5,000</b>	
	GEN'L AGGREGATE LIMIT APPLIES PER:							PERSONAL & ADV INJURY	<b>\$ 1,000,000</b>
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						GENERAL AGGREGATE	<b>\$ 2,000,000</b>	
	<b>AUTOMOBILE LIABILITY</b>						PRODUCTS - COMP/OP AGG	<b>\$ 2,000,000</b>	
	<input type="checkbox"/> ANY AUTO			<div style="border: 2px solid black; padding: 10px;"> <p style="text-align: center;"><b>SAMPLE CERTIFICATE</b></p> <p>Please note your insurance certificate <b>MUST</b> contain the <b>EXACT WORDING</b> indicated below in the "Description of Operations/Locations/Vehicles/Special Items" section of the certificate or it will not be accepted.</p> <p>Your insurance certificate <b>MUST</b> also display the date of the event you have scheduled and your organization/company name.</p> <p style="text-align: center;"><b>ADDITIONAL INSURANCE REQUIREMENT</b></p> <p>*** Additional Insured Endorsement <b>MUST</b> be signed by the Authorized Insurance Representative and returned with the Certificate of Insurance***</p> <p>The Certificate of Insurance with the correct language and Additional Insured Endorsement <b>MUST</b> be on file at Friends of Hemming Park before the Event Use Permit will be issued.</p> </div>			COMBINED SINGLE LIMIT (Ea accident)	\$	
	<input type="checkbox"/> ALL OWNED AUTOS				<input type="checkbox"/> SCHEDULED AUTOS			BODILY INJURY (Per person)	\$
	<input type="checkbox"/> HIRED AUTOS				<input type="checkbox"/> NON-OWNED AUTOS			BODILY INJURY (Per accident)	\$
								PROPERTY DAMAGE (Per accident)	\$
									\$
<b>A</b>	<b>UMBRELLA LIAB</b>							EACH OCCURRENCE	\$
	<b>EXCESS LIAB</b>							AGGREGATE	\$
	DED								\$
	RETENTION \$								\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>							WC STATUTORY LIMITS	\$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						OTHER	\$	
	If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N	N / A				E.L. EACH ACCIDENT	\$	
							E.L. DISEASE - EA EMPLOYEE	\$	
							E.L. DISEASE - POLICY LIMIT	\$	

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 Hemming 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 Hemming 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 Hemming Park.

<b>CERTIFICATE HOLDER</b>  ABC Company, Inc. 123 Downtown Blvd. Your City, YS 12345	<b>CANCELLATION</b>  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
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**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  
Friends of the Park, 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".