



John Hope Franklin Reconciliation Park Event Guidelines/Agreement

The following guidelines and information apply to all applicants wishing to use any portion of John Hope Franklin Reconciliation Park (JHFRP). All applications must be submitted to John Hope Franklin Center for Reconciliation for consideration and approval.

Booking, License Agreement, and Payments

Application for use of JHFRP must be made with John Hope Franklin Center for Reconciliation at least 30 days in advance of the proposed event starting date. The Application must be obtained and completed via the website www.jhfcenter.org and/or requesting an application from John Hope Franklin Center for Reconciliation's office and returned before an event can be reviewed for approval and confirmation of the date requested. Applicant must fill out all information.

Upon approval of the Park Application, a Letter of Agreement will be sent to Event Sponsor stating the date and nature of event as well as the amount of the security deposit. When properly signed and returned along with the event's security deposit the Letter of Agreement will be a binding contract between the Applicant and John Hope Franklin Reconciliation Park.

Adherence to Laws, Regulations, Policies, and Procedures

Event Sponsor agrees at all times to comply with any and all applicable guidelines, procedures, regulations, ordinances, and laws of the City of Tulsa and the State of Oklahoma.

Insurance

For all events at John Hope Franklin Reconciliation Park, proof of liability insurance is required. Event Sponsor shall, at their own expense, secure and maintain during the term of Agreement, the following minimum insurance coverage.

A comprehensive general liability insurance policy with coverage amounts of not less than one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) in the aggregate.

A comprehensive automobile liability coverage for all owned, non-owned, and hired vehicles with bodily injury limits of no less than one million dollars (\$1,000,000) per person, one million dollars (\$1,000,000) per accident and property damage limits of no less than one million dollars (\$1,000,000) per accident.

\$500,000 coverage for damages to rented premises. Workers compensation coverage as required by law.

Each policy required above shall name as **Additionally Insured:**

**John Hope Franklin Center for Reconciliation
535 North Greenwood Avenue
Tulsa, OK 74106**

Payment of Fees

A security deposit of \$150/\$250/\$350 (depending on expected size of event) will be due thirty days prior to the event date. No event shall be placed on the calendar without receipt of the deposit, insurance certificates, and **501(c)(3) IRS determination letter (if a non-profit organization)**. Full payment is due two weeks before event date. Security deposit will be debited for any extra charges incurred during event process or refunded within 30 days after the event.

Updated 10-23-2020

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Access for People with Disabilities

The Event Sponsor shall have the responsibility of complying with the Americans with Disabilities Act (ADA) and ensure that all activities comply with the ADA for the entire term of the agreement.

Alcoholic Beverages

The sale and/or serving of alcoholic beverages by outside vendors at John Hope Franklin Reconciliation Park are not permitted. Alcohol may not be brought onto the premises from outside the park. Security personnel must be present if alcohol is served at large scale events. (See Security.) Outside the John Hope Franklin Reconciliation Park perimeter, alcohol policies of the City of Tulsa Special Events will apply for large scale events involving street closures.

Appropriate Activity

Event Sponsor takes responsibility for ensuring that John Hope Franklin Reconciliation Park is used in a safe, responsible, and lawful manner that respects the facility, its neighbors, staff, and other users. All users must adhere to the Park Guidelines, available at www.jhfcenter.org. John Hope Franklin Reconciliation Park reserves the right to ask anyone not meeting these standards to leave the premises immediately.

Banners and Signage

Event and sponsor banners may be displayed on the site with the prior written consent of JHFRP. JHFRP shall have the right to remove any signage regarded as inappropriate. No adhesives may be used to place signs on structures. Please use rope to tie banners to structures, without damaging the property.

Cancellations

If a cancellation occurs fewer than 14 days prior to the event, all monies previously paid by the Event Sponsor are forfeited unless the event is re-booked within six months. Security deposit is non-refundable if the event is cancelled 14 days or less before the event date.

Catering and Vending Procedures

During an event, it is the responsibility of the Event Sponsor and their vendors to keep the park premises designated for the event clean and orderly. Caterers and food vendors must keep all trash and debris contained in receptacles, moving it to the dumpster holding area as needed. At the end of the event, it is the responsibility of the caterers, vendors, and Event Sponsor to remove all food garbage, debris and trash generated by the event from the park premises. All trash will be the responsibility of the Event Sponsor to remove from the park premises. (see Trash Removal)

All signs, banners, canopies, tents, and decorations must be fire retardant. At the conclusion of the event, it is the responsibility of the caterers, vendors, and Event Sponsor to remove all of their equipment, supplies, signs, etc. John Hope Franklin Reconciliation Park will not be responsible for any items left on the premises following the event and has the right to invoice the Event Sponsor for removal of any remaining debris and trash, and for equipment clean up and landscaping damage after the agreed load out time.

Drilling, Staking, Grounding

Holes may not be drilled or staked into any surface of the site.

Electricity

Minimal electric power is available throughout the site. If off-site power is required, Event Sponsor will be responsible, at their own expense for arranging all necessary electrical power (generators) required for event.

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Emergency Medical Technicians (EMTs)

As required by law, Event Sponsor is responsible at their own expense to provide Certified EMTs on site.

Hours

John Hope Franklin Reconciliation Park hours are as follows: **8:00 a.m. until 8:00 p.m., 7 days a week, 365 days a year (unless otherwise noted)**. All events must conclude by the agreed upon time and load out by midnight. An overtime charge may be imposed.

John Hope Franklin Reconciliation Park Furniture

No tables, chairs, tents, or structures may be brought into John Hope Franklin Reconciliation Park without prior approval.

Music Licensing/Copyright Fees

ASCAP, BMI, SESAC, or any other copyright fees applicable to any event are the sole responsibility of the Event Sponsor. The Event Sponsor must make payment of any copyright fees directly to the applicable copyright agency.

Noise Levels

It is the Event Sponsor's responsibility to control noise levels within the rules and ordinances of the City of Tulsa. Failure to comply may result in applicable fines and/or immediate termination of the Letter of Agreement. Generally, sound (music) levels should not exceed 85 decibels. Music is not allowed after 8:00 p.m. and before 8:00 a.m., without written approval from JHFRP.

Operations Plan

Event Sponsor will work with JHFRP to approve an Event Site Plan. Event Sponsor must provide a comprehensive site and operations plan detailing all aspects of the proposed event 7 days before the event.

Portable Restrooms

Additional restrooms are required for all events at which attendance is anticipated to exceed 300 people. Portable restrooms must be provided at a rate of 1 per 150 people above an attendance of 300. JHFRP will coordinate with the Event Sponsor on the number of restrooms needed and their placement on the grounds. If remaining on the premises overnight, the portable restrooms must be locked.

Pyrotechnic Special Effects

Pyrotechnic special effects must receive proper permits and licenses from the City of Tulsa and must be approved by John Hope Franklin Reconciliation Park before use.

Rain Policy and Weather

If an event is canceled at least 24 hours in advance due to threat of severe weather, John Hope Franklin Reconciliation Park will work with the Event Sponsor to find an alternate date and reschedule. The Event Sponsor understands that there may be additional charges involved due to equipment and staffing needs. If an event is cancelled at any point during set-up or during the event, the Event Sponsor will be charged full use fees.

In case of inclement weather, JHFRP may at any time, to protect personal safety and the equipment of the park, cancel the event. JHFRP and Event Sponsor will work together to determine if the event is to be delayed, moved to a different location, or cancelled.

John Hope Franklin Reconciliation Park's public rain policy states: "In the event of rain, in most cases, all events will continue as scheduled. In the event of severe weather, lightning and/or damaging winds, scheduled events will be canceled. JHFRP will make every attempt to reschedule canceled activities on an alternate date.

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Security

Off-duty police officers serving as Security Personnel are required when alcoholic beverages are to be served in the park, when 100 or more guests are anticipated, or as deemed necessary by JHFRP.

The Event Sponsor, at their own expense, shall pay for all Police/Security Personnel required for the safe conduct of an event. Event Sponsor, in conjunction with JHFRP and the Tulsa Police Department, will determine the number of Security Personnel needed. JHFRP may require portions of the park to be barricaded to provide safety for those attending the event and others using the park.

Event Sponsor is responsible for the acts of its guests. If a problem arises at an event that places the guests, staff, or the park in public danger, JHFRP has the authority to terminate the event without refund.

Smoking

Smoking is not permitted within John Hope Franklin Reconciliation Park.

Technical Equipment and Services

All technical requirements needed for an event will be coordinated between the Event Sponsor and JHFRP.

Tents

Tents may only be erected on these designated hard surfaces, i.e., sidewalk, plaza area (HOPE, HUMILIATION and HUMILITY) or parking lot of John Hope Franklin Reconciliation Park (**NOT on the lawn or Tower of Reconciliation areas**) and must be approved by JHFRP. Large scale events with street closures and tent placement on surrounding streets must comply with policies of the City of Tulsa Special Events.

Trash Removal

The Event Sponsor must make arrangements for the removal of any trash and debris throughout the agreement period. The Event Sponsor shall be responsible for adequate cleanup during and after the event, in addition to janitorial services. Failure to confirm adequate clean-up immediately after each day of the event within and around the park including the adjacent streets and right-of-ways will result in forfeiture of the security deposit. Event Sponsor will be billed for any clean-up at cost recovery rates. Public service announcements throughout the event help tremendously with extra cleanup efforts. Any landscaping damage caused during the event will be billed to the Event Sponsor.

Vending

If anything is sold at the event, the Event Sponsor and their vendors must obtain necessary licensing in accordance with all local and state laws and regulations. A copy of necessary licensing must be given to JHFRP. All for-profit vendors will be required to pay a flat fee of \$25. This will be invoiced to Event Sponsor the day following conclusion of the event.

City-State Health Permit/License: A City-State health permit or license is required for food vendors. The Tulsa County Health Department telephone number is 918-595-4322. Any vendor selling processed goods and/or potentially hazardous products must obtain the proper license (seasonal, mobile, etc.) from the Tulsa City-County Health Department and a copy must be provided to Event Sponsor. A vendor will not be allowed to sell if the Event Sponsor does not have a copy of the required license(s). Vendors must present a copy of each license along with their application. A copy of each license must be posted by the vendor at the event.

Sales Tax Permits: Vendors are required to submit a copy of their sales tax permit with their application. Assessing, reporting, and remitting sales tax to the Oklahoma Tax Commission is the responsibility of the vendor.

Non-Profit Organizations: Event Sponsors and vendors may distribute literature and make general calls for donations during event proceedings. Individual park visitors should not be disturbed with personal requests for funds. Organizations may set up tables/booths to receive voluntary donations during an event.

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Vehicles

Vehicles are not allowed on the grounds of John Hope Franklin Reconciliation Park, except in designated parking/loading areas.

Volunteers / Event Staff

Event Sponsor must have volunteers or colleagues to assist with all aspects of their event. One staff member or volunteer per 150 event attendees must be provided. If volunteers are needed, John Hope Franklin Reconciliation Park can provide access to a local volunteer database.

Strictly private events may not be held at John Hope Franklin Reconciliation Park. Guests are welcome to celebrate a birthday, wedding, or other special event at the park, but no event may exclude the public from accessing the park or its facilities.

I have read the above guidelines and all event information is correct. I am authorized to sign on behalf of the Event Sponsor Organization indicated below. I agree to follow all requirements set forth by John Hope Franklin Reconciliation Park.

Signature

Event Sponsor Organization/Group

Date

Print Name

John Hope Franklin Reconciliation Park Representative

Date