



*Enhancing Our Community
through Drainage, Parks & Trails*



CENTRAL GREEN EVENT PLANNING GUIDE

The Application Process

An application is required for individuals, groups or organizations to hold an event at Central Green. The application process ensures there are no conflicts with other events and programming in the park and at LaCenterra.

Based on information supplied in the application, Central Green evaluates the nature and production requirements of events for appropriateness to the park as well as park visitors, to ensure your event can be accommodated, properly coordinated, and does not negatively impact the park, its visitors or the daily users or LaCenterra.

We recommend that an event application be submitted as soon as possible, and it may not be able to be processed with a date less than 30 days from the date the application is received.

Central Green cannot hold or reserve a venue while options are considered.

An **Agreement for Use of District Facilities**, insurance and paid rental fee are required to reserve the date and for Central Green to post the event on our website or social media.

How do I submit an Event Application to Central Green?

Submit your application online by filling out the **Event Application Form** through the Central Green website on the "Host An Event" page.

Central Green is a public venue and private events may not be allowed based on public programming scheduled in the park. Please do not send out notices, publicity or invitations prior to obtaining an executed **Agreement for Use of District Facilities** from Central Green.

How long will it take for my Event Application to be evaluated?

It will take approximately two weeks to evaluate your application. This time allows us to ensure that event information is complete, to coordinate activities and events, and to review the application and determine its impacts on the park and its operations and regularly scheduled programming. Applications for larger events may take more than two weeks to review.

If my Event Application is approved, what happens next?

You will be asked to sign the **Agreement for Use of District Facilities**, which describes the terms and conditions regarding use of Central Green for an event. The following is also required:

- A certificate of insurance showing “Willow Fork Drainage District” as an additional insured.
- A waiver of subrogation in favor of Willow Fork Drainage District.
- A security deposit at least 14 days before the event date.
- Payment in full of rental fee to confirm the requested event date.

ADDITIONAL INFORMATION

Insurance

Minimum insurance requirements may apply depending on the size and/or nature of the event. The customer shall procure and keep in full force and effect for the duration of the event, a general liability policy written by an insurance company approved by the State of Texas and acceptable to the Willow Fork Drainage District Board of Directors and issued in the standard form approved by the Texas Department of Insurance.

Weather

Events are subject to weather. WFDD has the right to cancel an event due to inclement weather. The event producer is responsible for arrangements necessary to avoid cancellation of the event, to the extent possible. A back-up plan to include tenting, parking or rain location is the responsibility of the event producer.

Hours

Central Green is open from 6:00 a.m. to 11:00 p.m.

Furniture

The chairs and tables in the park are for public use. If you would like to use park furniture for an event, audience or private party, please request it in your proposal. If needed, furniture also may be temporarily removed and returned after the event at your expense, with prior approval. Any damage will be billed to the event host.

Grounds

All plants and walkways need to be protected during event setup and breakdown and for the duration of the event. We will work with you to develop a protection plan, if needed. Any damage will be taken from the security deposit. Staking of tents or other structures is prohibited.

Marketing/Promotions

All marketing and promotional materials must be approved by Willow Fork Drainage District prior to distribution.

Signage

All event signage must be approved by Willow Fork Drainage District before the event. Signs may be affixed to stage.

Trash Removal

Removal of all items is required. Events will be evaluated for damage and the security deposit will be used, if needed.

Parking

Central Green has no reserved parking spaces. A detailed parking plan may be needed depending on the type of event and expected attendance.

Alcohol

No alcohol may be consumed at Central Green.

Concessions/Product Sales

Any items for sale at events must be approved by Willow Fork Drainage District and LaCenterra in advance so ensure there are no conflicts with existing tenants.

Rental Fees

Rental fees will vary depending on the services required, the length of the event, and expected attendance. Rental fees are due with the signed Agreement for Use of District Facilities. Please email Yvonne@willowforkparks.com for event pricing. Venue will not be reserved until fees are paid.

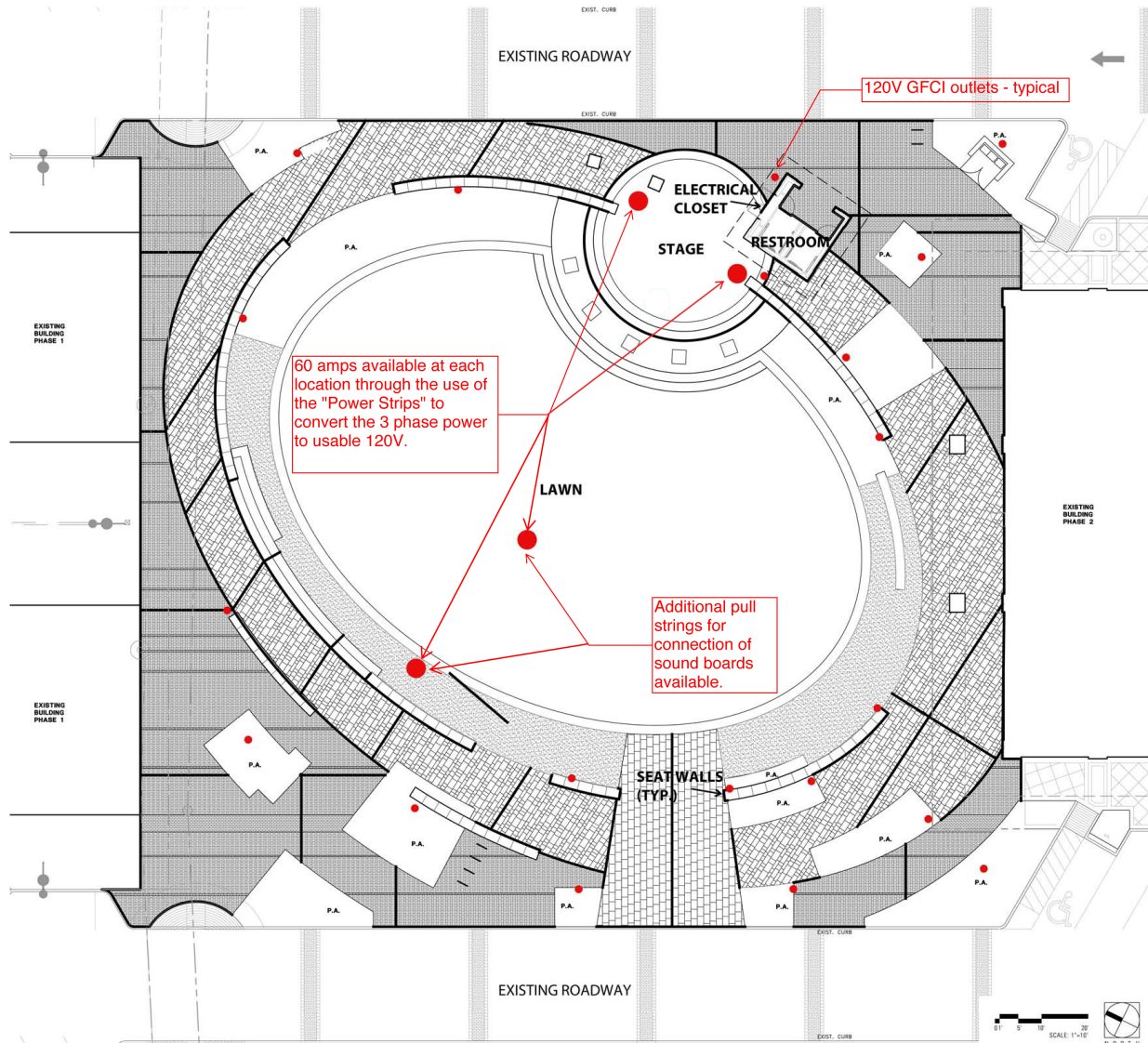
Security Deposit

A \$300 security deposit is due 14 days prior to the event date. Central Green will be evaluated after the event and the host will be contacted if there is any damage. If there is no damage, the security deposit will be returned within 14 days.

Restrooms

Central Green has restroom facilities for one man and one woman.

CENTRAL GREEN PARK MAP



Map Features

Open-air Stage

- 950 square feet
- Faces West
- Ipe Wood Decking

Lawn

- 8,800 square feet
- Synrye synthetic lawn by Synlawn

Walkways

- 16,350 square feet
- Clay brick paving and limestone

Power

- Stage has 160 amps of dedicated power with access to additional 40 amps through the adjacent regular outlets.
- Small dots on map indicate 120V GFCI outlets.
- Large dots on the map indicate 208V/3 phase power that requires use of provided power strips for 60 amps at each noted location.

Park Rules

- No alcohol
- No pets on lawn area
- No weapons
- Dispose waste in trash receptacles
- No glass containers
- No selling or vending without a permit from Willow Fork Drainage District
- No defacing property
- No disturbing or damaging shrubs and flowers
- No posting of any advertising, notice or handbill

Preferred Vendors

Security: United Protective Services of South Texas, LP

Contact Joe Rodriguez at Joe.rodriguez@united-protective.com

Trash Removal: WashAmerica

Contact Gary White at cwhitebird@att.net