



CENTENNIAL PARK



Event Planning Guide

Park: 200 W. Wall Street
Midland, TX 79701

Office: 201 W. Wall Street Ste. 200
Midland, TX 79701

Office: (432) 687-8200

Email: info@centennialparkmidland.org

Website: www.centennialparkmidland.org

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OVERVIEW

Centennial Park is a privately operated four-acre park located in the heart of Downtown Midland, Texas. It is programmed, operated, and maintained by the Midland Downtown Park Conservancy, a 501(c)3 nonprofit organization. The \$18 million park is made possible by a public-private partnership.

The Park was created to provide a premier green space and gathering place in downtown Midland, enrich the quality of place for our residents and visitors, and act as a catalyst for social and economic growth. To that end Centennial Park is operated as a public space first and event venue second. While we would like to host every event, it may not be possible due to scheduling and mission alignment

The Midland Downtown Park Conservancy has established the Event Planning Guide to ensure your event is successful and memorable. We look forward to working with you as you plan your event.

PLANNING GUIDE

This Event Planning Guide has been designed to deliver important information in a format that is easy to read and navigate. Please read all relevant sections thoroughly.

Keep in mind that prices and guidelines are subject to change. Since every event is different, our policies, rules, and guidelines can not cover every possible scenario. Centennial Park reserves the right to make modifications on an as needed basis.

Our purpose is to ensure the success of your event while keeping safety a top priority for our visitors.

Your event manager will be your point of contact throughout the event planning process and will support you while executing your event.

Event applications cannot be submitted more than 365 days in advance unless the requested event is directly connected with a tourism event at the Barbara & George H.W. Bush Convention Center.

An Event application must be submitted at least 45 days prior to an event date to be considered. Full park and East of Loraine Package applicants must be submitted 90 days prior to an event date to be considered. The submittal of an Event Application does not guarantee the approval of an event.



PARK FACTS

Centennial Park is open daily from 8:00 a.m. to 10:00 p.m.

The park provides daily on-site security from 6:00 p.m. - 8:00 a.m. year-round. Throughout the park there are security cameras, security lighting and emergency phones at each corner.

Event security is the responsibility of the licensee. Please refer to the security section of this guide for more information.

Restrooms with changing tables are located on the North Promenade.

The park's Splash Pad is open year-round weather permitting from 10:00 a.m. - 8:00 p.m.

There are large and small dog parks for dogs to roam off-leash. We welcome dogs on leash around the park, but dogs are not allowed on the grass.

The walking distance around the park perimeter is approximately one-third of a mile.

Annual operations are funded by the Downtown Midland Management District and the City of Midland through Hotel-Occupancy Tax paid by visitors staying in hotels.

FOLLOW US ON SOCIAL MEDIA



CENTENNIAL PARK MIDLAND



CENTENNIALPARKMIDLAND



GETTING HERE

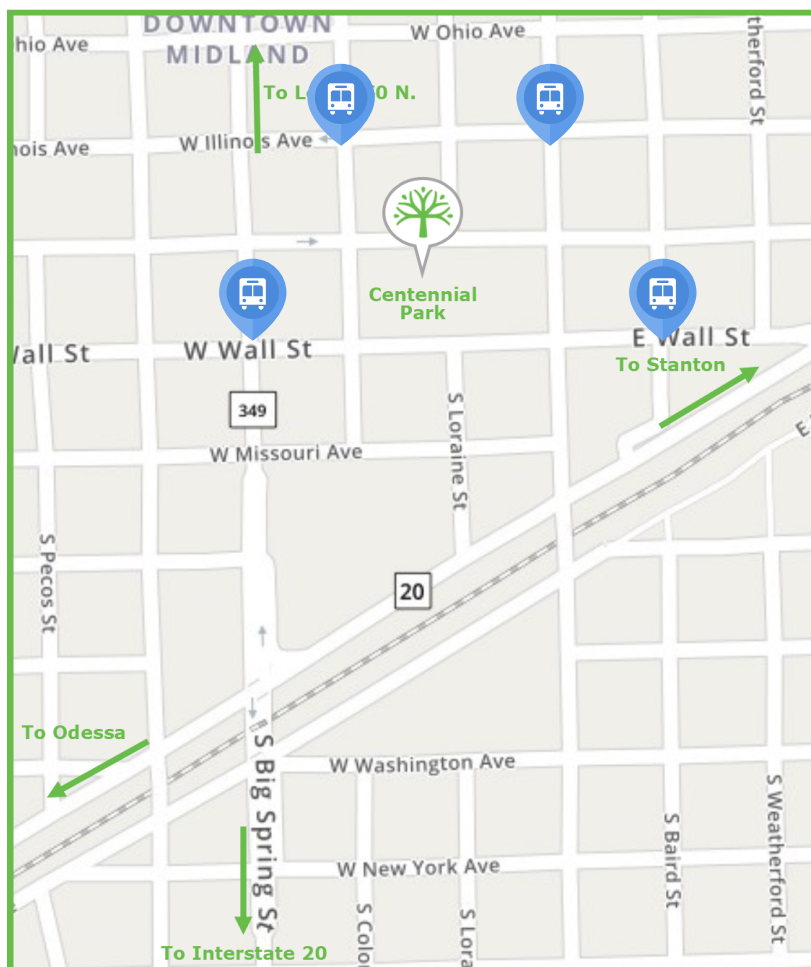
DIRECTIONS

Centennial Park is located at 200 West Wall Street, Midland, Texas 79701.

The park sits on four acres and is located on Wall Street between Colorado Avenue and Main Street, adjacent to the Barbara & George H.W. Bush Convention Center.

Public Transit Services in Midland are offered by the Midland/Odessa Urban Transit District (EZ-Rider). The fixed bus routes travel in loops out of the Downtown Transfer Plaza located at Texas Avenue and Fort Worth Street, which is three and a half blocks from the park. Centennial Park is located no more than a block and a half from four bus stops. Learn more about the bus routes offered by EZ Rider at ez-rider.org/midland-maps.html.

Getting to us by bicycle is another great option. Bicycle racks are available on the east end of the North and South Promenades. Please note that bicycles are only allowed on the perimeter sidewalks adjacent to street parking. Riding bicycles inside of Centennial Park is prohibited.





PARKING OPTIONS

DAILY PARKING

There are several parking options adjacent to and near Centennial Park.

2-hour curb parking spots are available for daily use around the perimeter of the park. If there are no 2-hour parking spots on the street, there is the option to park in two parking garages within a block and a half of the park.

A parking garage located on Texas Avenue between Main Street and Baird Street offers public parking on levels one and two. A second parking garage on Main Street between Wall Street and Missouri Avenue offers public parking on levels three, four, and five.

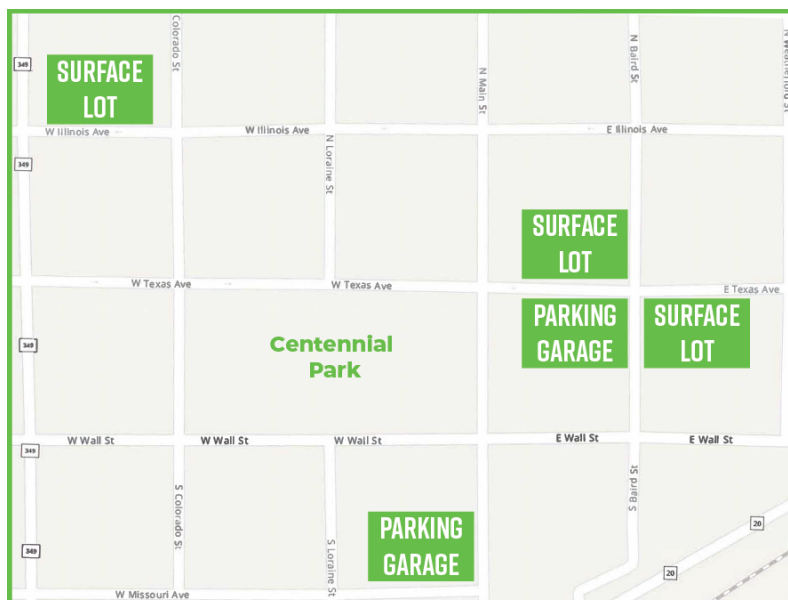
Handicap parking is available in the surface lot on the corner of Texas Avenue and Main Street, directly across from the Barbara & George H.W. Bush Convention Center.

AFTER HOURS, WEEKENDS & EVENTS

The Midland Chamber of Commerce surface lot is available for after-hours and weekend parking and is located on the northeast corner of Big Spring Street and Illinois Avenue.

A Federal Courthouse surface lot is available for after-hours and weekend parking on the southeast corner of Texas Avenue and Baird Street.

The Midland County surface lot is available for after-hours, weekend, and event parking and is located directly behind the Midland County History Museum on Texas Avenue.



*Always read posted signs, which override any instruction from park staff. Midland Police Department has the authority to issue tickets for illegal parking.



CENTENNIAL PARK EVENT LICENSE FEES

Location	Weekday Fee (M-W)	Weekend Fee (Th-Su)	Nonprofit	Security Deposit	Details
North Festival Space	\$900	\$900	15% off	\$450	Includes 11 Tents
North Promenade	\$875	\$1,500	15% off	\$750	
South Festival Space	\$1,800	\$1,800	15% off	\$900	Includes 27 Tents
South Promenade	\$1,275	\$2,250	15% off	\$1,125	
Concession Kiosk	\$1,350	\$2,350	15% off	\$1,175	
Stage Pavilion	\$775	\$1,350	15% off	\$675	
The Grove	\$1,275	\$2,200	15% off	\$1,100	
Stage Pavilion & The Grove Package	\$2,050	\$3,000	15% off	\$1,500	
Stage Pavilion & Great Lawn Package	\$3,000	\$3,000	15% off	\$1,500	Not Available for Private Events or groups with a headcount greater than 500
East of Loraine Package	\$5,000	\$5,000	15% off	\$2,500	Includes Concession Kiosk, Stage Pavilion, & The Grove
Full Park	N/A	Contact Park	Contact Park	Contact Park	
Additional Hours	100% of Hourly Fee, not to exceed \$300 per hour				Hours before 8am or after 10pm
Load-In/Load-Out	50% License Fee	50% License Fee			
Alcohol Sales/Consumption	Contact Park	Contact Park	Contact Park		
Holiday Rate	125% of Weekend Fee	125% of Weekend Fee			New Year's Eve, New Year's Day, Easter Day, Thanksgiving Day, Christmas Eve, & Christmas Day are unavailable dates for events

Add Ons	Fee	Details
Concession Building	\$150	Per Day, PLUS a \$150 refundable security deposit
Stage (Up to 32'X40')	\$20	Each 4'X8' Section (32" - 48" Adjustable Height)
Tent (10'X10')	\$50	Each
Barricade (6'X7.5')	\$12	Each
Portable Sign (30"X40")	\$10	Each
Spider Box	\$100	Each
Video Board	\$150	Per Day
Video Camera	\$150	Per Day
Portable Sound System	\$500	Per Day - Includes Speakers & Microphone
Security Guard	\$35	Per Hour (4 Hour Minimum)
Custodial Attendant	\$35	Per Hour (4 Hour Minimum) - All events require a minimum of 1 attendant





GENERAL PARK RULES

- Park hours are from 8 AM – 10 PM, unless otherwise posted.
- Visitors must comply with directions from park personnel and all posted signs.
- Parents are responsible for their children's safety in the park.
- Please keep the park clean. Look for trash containers around the park.
- Bicycles are allowed only on perimeter sidewalks adjacent to parking spaces. Bicycle racks are located near the Bush Convention Center along Wall Street and Texas Avenue.
- Pets must be leashed at all times, except inside the Dog Park. You must pick up and dispose of pet waste.
- Dogs are not allowed on the lawn, flower beds, any water feature, or Children's Nature Play.
- Restrooms are for park visitors only. No bathing. Please keep this space clean for others.
- If any area of the park requires attention, please contact park personnel.

THE FOLLOWING ARE PROHIBITED

Drug use, smoking or vaping	Unlawful possession of weapons	Displaying of offensive material
Panhandling	Camping	Posting bills or verbal solicitations
Bicycling, skateboarding, rollerblading, and recreational scooters	Tables, tents, driving stakes, or poles into the ground	Inappropriate use of water features
Fireworks, cooking, or fires	Silly String, balloons, confetti, glitter, or face painting	Motorized vehicles, except medical scooters
Standing on tables or chairs	Entering flowerbeds or picking flowers	Feeding wildlife
Littering	Glass containers	Extended use of plastic tarps on the lawn
Reckless behavior	Amplified sound of excessive noise	Organized sports

THE FOLLOWING REQUIRE A PERMIT

Consumption of alcohol	Using any park area for special use	Functions involving groups of 40 or more
Performances or commercial activity	Selling or promoting food, drinks, merchandise, or services	Affixing anything to park property
Tents or other structures	Operating a motor vehicle or drone	Use of amplified/electronic sound devices

PHOTOGRAPHY & VIDEOGRAPHY

As a public park, we reserve the right to use photography of any individual taken at Centennial Park in promotional materials displayed in print or on the internet. No commercial photography is allowed without a permit from Centennial Park. A permit and rental fee are required if filming or photography will restrict any area of the park or will use equipment more extensive than a single tripod.

Commercial photography is defined as photography taken with the intention to sell or promote something including fashion, food, architectural, environmental portraits, or other products. Commercial videography is defined as use in a feature film, documentary, corporate video, music video, short film, television programming, public service announcement, TV movie, or TV commercial.

Non-commercial photography and videography are defined as being intended for personal use such as photography for engagement, wedding, graduation, quinceñera, family portraits, class portraits, and for use in student projects.



CENTENNIAL PARK

SPLASH PAD RULES

- Open daily from 10:00 am - 8:00 pm, unless otherwise posted.
- General Park Rules apply in the Splash Pad area.
- Occupancy for the Splash Pad is 40 people standing.
- The Splash Pad is closed during inclement weather and maintenance.
- At the first sign of thunder or lightning, vacate the Splash Pad and seek shelter.
- Be considerate of others enjoying the Splash Pad.
- Children under the age of 12 must be accompanied by an adult.
- Parents/guardians of children at the Splash Pad are solely responsible for ensuring the safety of their children.
- Access for adults may be restricted for safety by park personnel.
- Children who are not toilet trained must wear a swim diaper covered by a bathing suit. Accidents will result in the Splash Pad being shut off for a minimum of 2 hours.
- Use Park restrooms to change clothes.
- Water shoes are strongly encouraged.
- Do not sit on the Splash Pad jets.
- Running, rough play, and reckless behavior on Splash Pad is prohibited.
- Food, drinks, and glass containers are prohibited.
- Drug use, smoking, and vaping are prohibited.
- Exit Splash Pad immediately if directed by park personnel.
- To report a malfunction, unsanitary condition, or any other non-emergency problem requiring correction of the Splash Pad please call 432-687-8200.

Texas Regulations

- Changing diapers within 6 feet of the water feature is prohibited.
- Persons with contagious disease or conditions are prohibited.
- Use of the water feature when ill with diarrhea or vomiting is prohibited.
- Do not drink water from the water feature.
- Non-service animals are prohibited.

CHILDREN'S NATURE PLAY RULES

- Open daily from 8:00 a.m. - 10:00 p.m., unless otherwise posted.
- General Rules apply in the Children's Nature Play.
- Occupancy in the Nature Play area is 42 people.
- The area is for children ages 12 and under.
- Children must be accompanied by an adult.
- Parents/guardians are solely responsible for ensuring the safety of their children.
- Access may be restricted for safety.
- Be aware that some surfaces may be hot.
- No fighting, rough play, or reckless behavior.
- Exit Children's Nature Play immediately if directed by park personnel.
- Children's Nature Play area may not be reserved.
- Non-service animals are prohibited.
- Drug use, smoking, and vaping are prohibited.



CENTENNIAL PARK

DOG PARK RULES

- Open daily from 8:00 AM - 10:00 PM, unless otherwise posted.
- General Park Rules apply in the Dog Park.
- Occupancy for the Large Dog Park is 7 dogs with their owners.
- Occupancy for the Small Dog Park is 6 dogs with their owners.
- Individuals may bring up to two licensed and vaccinated dogs into the dog park.
- Owner must remain with your dog(s).
- Owner must pick up and dispose of pet waste.
- Dogs must be leashed before entering and when leaving the Dog Park, including in the transition corridor.
- Dogs under 4 months of age are not allowed in the Dog Park.
- Dogs in heat are not allowed in the Dog Park.
- Dogs showing signs of illness or contagious disease are prohibited.
- Dogs with a known history of dangerous behavior are prohibited.
- Dogs acting aggressively must immediately be leashed and removed from the Dog Park.
- Owners are solely liable for damage or injury inflicted by their dog(s). This means owners are legally and financially responsible for their dog's behavior. Centennial Park and the Midland Downtown Park Conservancy have no liability or responsibility for injuries in the Dog Park.
- Children must be accompanied by a parent/guardian in the Dog Park. Parents/guardians are responsible for their children's safety in the Dog Park.
- Children inside the Dog Park may not approach, pet, or pick up dogs other than their own.
- Use caution when exercising with your dog, such as running or jumping to avoid hurting other people and/or dogs.
- Do not climb on the Dog Park walls.
- Food and glass containers are prohibited.
- Drug use, smoking, and vaping are prohibited.



CENTENNIAL PARK

Photography, Videography & Drone Use Guidelines

Film, video, photo production companies, and drone pilots must adhere to the following guidelines when working within the Centennial Park premises and airspace. Please respect and protect the park, its visitors, structures, trees, plants, and grass. The Primary purpose of the park is to service the public. You must always follow the direction of park employees and contractors.

Drone Use. Drones are not permitted at Centennial Park without a permit specifically approved by the Executive Director. Drone permits may require space rental and will require a certificate of Commercial General Liability Coverage that meets Midland Downtown Park Conservancy Requirements. All Federal Aviation Administration (FAA) procedures, policies, and guidelines apply. Applications must be submitted and include licensed drone pilot information including commercial operators. Recreational Use of a drone is prohibited.

A permit is required:

- When there is a commercial purpose for the photography and/or videography. For example, photographs that are sold for publication, feature or commercial film for which tickets are sold or video are to be used in corporate training films.
- When the photography and/or videography requires exclusive use of an area in the park. For example, if you wish to have a wedding photograph taken in front of the fountain, and you do not want members of the general public to appear in the photograph. Please note permit fees for restricted use would be determined by the area requested, timeframe, and number of participants.

A permit does not authorize photography/videography of park patrons. Photographer/videographer **MUST** have written consent, prior to photographing or recording. Also, please note that any professional or amateur photographer must have the consent of the parent of a minor child, aged 14 or younger, prior to photographing the child.

Commercial photography and videography are defined as: being taken with the intention to sell or promote something.

- Receiving compensation for taking pictures (money or barter).
- Taking images for promotional purposes (such as advertising and marketing with a commercial intent).
- Photographers with accessories or approved props/equipment such as tripods, lights, reflector shields, tables, chairs, décor, or equipment more extensive than a single tripod) that are taking photos.
- Filming or photography that will restrict any area of the park

Commercial Photography Examples:

Commercial Videography Examples:

Fashion Shoot	Broadcast/Programming/Streaming
Architectural Photography	Corporate Video
Food Photography	Documentary
Environmental/ Landscape Portraits	Advertising Video
Advertisements	Feature Film/ Short Film
Promotional Product Photography	Music Video
Magazine/Book Photography	YouTube Channel Show
Images for Brochures	Public Service Announcement
Lifestyle Photography for Brands	Testimonial Video
Headshots	Educational Video
Business Website Photography	Product Demonstration Video
Journalism/Editorial Photography	Product Comparison/Review Video
Real Estate Photography	Destination/Travel Video

Non-commercial photography and videography are defined as being intended for personal use.

- Not primarily intended for or directed towards commercial advantage.
- Amateurs photographers/videographers who do not intend to sell their portraits.

Non-Commercial Photography & Videography Examples:

Baby/Child Portraits	Group Photos
Engagement Photography	Student Projects
Graduation Photography	Quinceñera Photography
Family Portraits	Class Portraits
Wedding Photography	Personal Photos Taken at the Park
Birthday Party Photography	Personal Videos Taken at the Park

Requirements:

- A map of Centennial Park indicating details of the shoot.
- Recognition of Midland Downtown Park Conservancy and Centennial Park as a credit at the end of finished product.
- A copy of the finished film/video on DVD, USB, or Dropbox for Centennial Park's archives. Mail or hand deliver to Centennial Park, 201 W. Wall Street, Suite 200, Midland, TX 79701, or e-mail to info@centennialparkmidland.org.
- If there are any changes or cancellations the Park staff must be informed via phone call or voice mail (432) 687-8200 or by e-mail info@centennialparkmidland.org.
- Provide a security deposit to be held until after a post-shoot evaluation of the site. The damage deposit will be based on the location, size, and duration of the proposed use.
- Must submit a detailed description of on-site activities including special effects, stunts, etc. for approval.
- Must submit specify all equipment and props and-or props to be used, these are subject to needing approval from the Executive Director.
- Must provide the Midland Downtown Park Conservancy proof of parental consent 10 business days prior to project date if minors are to be involved in the project.

Drone Use

- An application MUST be submitted, and written permission granted from the Midland Downtown Park Conservancy's Executive Director prior to using a drone within Centennial Park's premises or airspace.
- Drone operators must have a valid license to pilot a drone.
- If an application to operate a drone at the Park is approved the permission is for a one time occurrence and is non-transferable to a different pilot.
- A drone is not to takeoff or land at any other site than is indicated in an approved application.
- Prior to use of a drone at Centennial Park the applicant must ensure that the drone is in good and safe working order, and that the proper safety precautions, checks and tests have been taken, including the testing of all safety and warning lighting and devices.
- The drone pilot shall ensure that the drone is operated safely and for legitimate purposes only and is not used for any purpose that is unsuitable for its technical or operational capabilities.
- The pilot will ensure that the drone is not a nuisance to other Park visitors and will not cause a disturbance at Centennial Park.
- Drones may not cause interference with the receipt or transmission of electronic communications within, to or from Centennial Park, and, if necessary, steps must be taken to prevent such interference; including, the suppression of electrical interference by the drone and the fitting of any temporary devices to preserve the quality of electronic reception to and from the Centennial Park premises and airspace.
- A drone must be operated in full compliance with all applicable laws, regulation, and codes of practice.
- The pilot shall wear high-visibility clothing clearly identifying him/her as the pilot of the drone; and shall always carry evidence that Centennial Park has given permission for the operation of the drone.
- Centennial Park is not liable for negligence or breach of statutory duty, contract or otherwise, for any death, personal injury, or damage (to property or otherwise) caused by the drone or its operation.
- The Midland Downtown Park Conservancy has the right at any time and for any reason to deny or terminate any application or permission granted to a drone applicant.

Insurance Requirements:

- Commercial General Liability insurance against claims for bodily injury or death and property damage occurring in, upon, or resulting from the facility, affording immediate protection to the limits of not less than \$1,000,000 per occurrence with a \$2,000,000 aggregate and including advertising injury and personal injury.

- The Midland Downtown Park Conservancy and the City of Midland must be named as additional insured on the policy.
- The policy must contain an endorsement waiving any claim or right of subrogation against The Midland Downtown Park Conservancy and the City of Midland.
- The Permittee will have within thirty (30) days to reschedule with the conservancy for a new project date.

In addition to following all General Park Rules the following are prohibited:

- Photography/videography of children aged 14 or younger without parental consent.
- Photography/videography of the splash pad and playground areas when in use of the public.
- Photography/videography of park patrons without their consent, this includes all programming activities.
- Setting up equipment/props in landscaping/garden areas. This includes standing in these areas. Stepping between the plants compacts the soil, turning it into a cement-like substance that repels water and kills roots. This creates a bald spot for the rest of the growing season. Even when the flowerbeds look empty, perennial plant shoots are growing just below the surface of the soil. Stepping on these shoots will kill the plants.
- Commercial Photography/videography use may not occur during other organizations, business, or individual's event rentals or programming events.
- No tree, shrub or plant material may be trimmed, pruned, altered, or removed.
- Staking is not permitted due to irrigation lines.
- Structures, sets or other props (other than handheld) are not allowed without written permission from the Executive Director. If permission is granted to install equipment, sets, props, etc., they must be secured by sandbags, water barrels, or some other approved manner. Nothing may be attached or tied down to any structure, park bench, tree, etc. without express written permission.
- Generation of mineral oil-based smoke, mist or fog is not allowed.
- The capacity of existing trash barrels and dumpsters is based on the normal public usage of the facility. Because of this, the Permittee is not allowed to use existing dumpsters or barrels and must remove from the site all garbage or refuse generated by their project.
- Pipe and drape or similar structures.
- Armature electrical wiring.
- Farm animals.
- Generators.
- Ladders or any step ladders over 3 rungs/stairs.
- If you do not have a space rental, do not block any sidewalks, always allow enough room for park visitors to pass by.
- Stay off stone walls and buildings.
- The changing of clothes must be done in the restrooms. Visitors changing clothes outside within the park premises will be redirected to the restrooms or asked to leave the park.
- Do not prohibit or obstruct vehicular or public access to park streets and roads.
- Vehicles will not be given access to Loraine Path.
- All parking is first come first served, and MAY NOT be reserved on site.

Permissible Equipment and Items:

- Camera, lenses, flashes, and a tripod.
- Handheld light reflectors/discs.
- 1 folding chair may be brought into the park and must have intact rubber bottom feet.
- Personal size step stool (up to 3 rungs/stairs).
- Everything is to be enjoyed, used as a background, and left untouched.
- Production vehicles must be parked in approved parking spaces.

Fees

- Photography - \$125 up to two hours, each additional hour is \$75.
- Drone- \$125 up to two hours, each additional hour is \$75.
- Videography- \$300 up to two hours, each additional hour is \$100.
- A Park Monitor may be required depending on the project and location of photography/filming. The rate for a Park Monitor is \$38/hour. The monitor will facilitate the filming while protecting park resources

- A security deposit to be held until after a post-shoot evaluation of the park. Deposit range is \$25.00 to \$2,500.00 depending on logistics and scope of the project. The damage deposit will be based on the location, size, and duration of the proposed use.
- Additional fees for fencing, cleaning crew, and electricity. (You must provide your own cables. For 3-phase, you must provide your own licensed electrician, who is pre-approved by the Midland Downtown Park Conservancy.)
- We reserve the right to modify the quoted fees for use of locations that impose greater restrictions on the public's enjoyment of the park or greater logistical coordination requirements on our staff.

The location fee may be waived for non-profit organizations with proper documentation, government entities, and those producing programming for broadcast over public access channels in the City of Midland; provided they do not require the area to be expressly reserved for their use and are willing to work around all other park activities. The Midland Downtown Park Conservancy will determine fee waiver requirements in addition to any other permit and insurance needs.

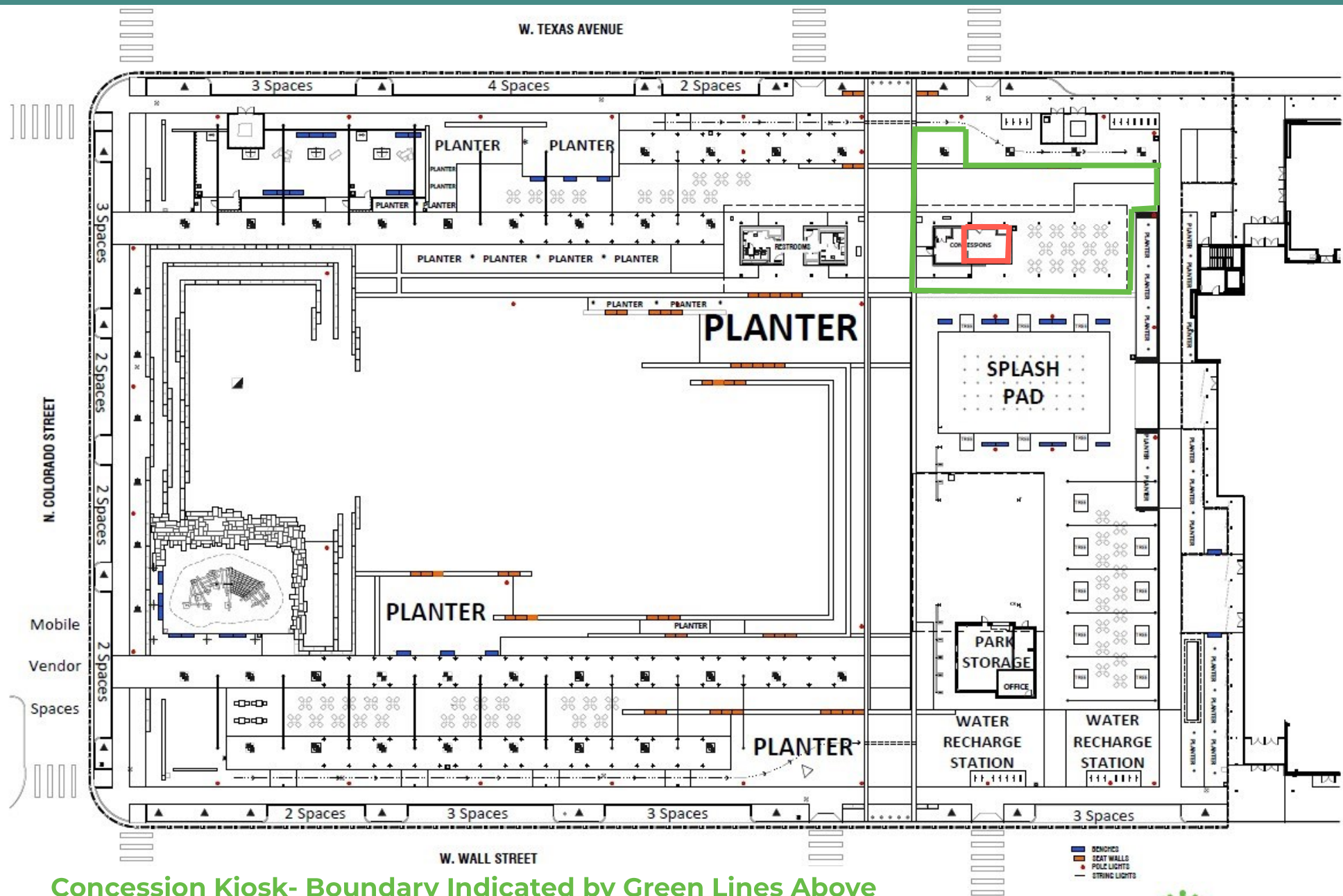
The Permittee must acknowledge that the primary purpose of Centennial Park is to serve the public. If permission is granted to temporarily exclude the public from certain areas for production purposes, you must use the utmost courtesy in doing so.

Booking a Session

Monday through Wednesday is the best period to schedule a session, with the highest availability, and the lowest public traffic. The process to obtain a permit is:

- Submit an "Application for Photography, Videography and Drone Use" to Centennial Park at info@centennialparkmidland.org
- If your application is accepted you will be sent a "Photography, Videography, & Drone Use Agreement" to sign.
- You will also be sent an invoice for your deposit and permittee fees. Both must be paid no less than 14 days from the time of booking.
- Once the "Photography, Videography, & Drone Use Agreement" is signed and the deposit and fees are paid, the Executive Director will sign the agreement validating the contract. This agreement is not valid until it is signed by both the permittee and the Executive Director of the Midland Downtown Park Conservancy.

Note: Organizations wanting to film a press release at Centennial Park need to fill out a Special Use Permit.

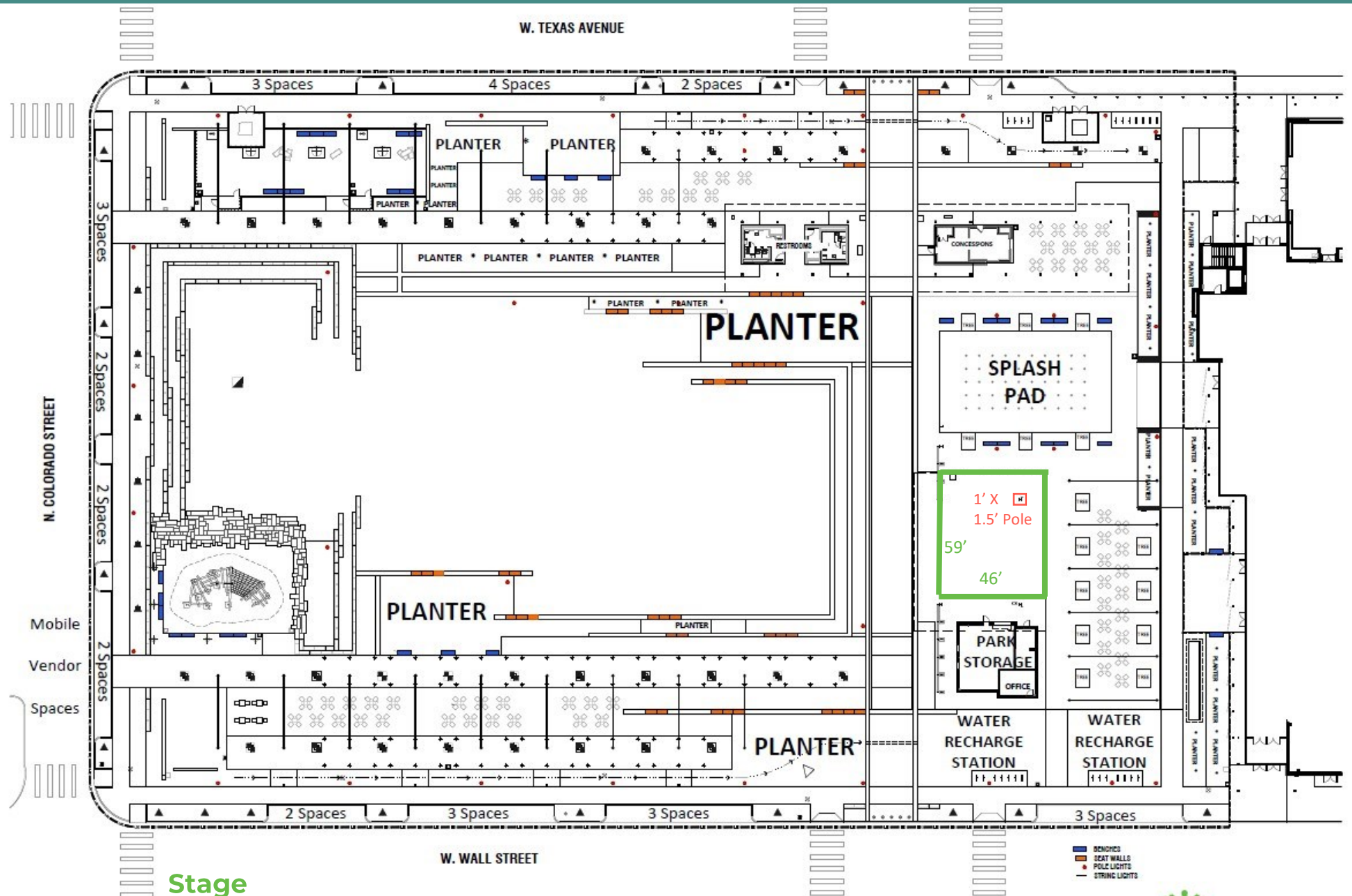


Concession Kiosk- Boundary Indicated by Green Lines Above
Mixed Seated & Standing Occupancy: 646 People

Concession Building- Boundary Indicated by Red Lines Above
Standing Occupancy: 9 People



CENTENNIAL PARK



Stage

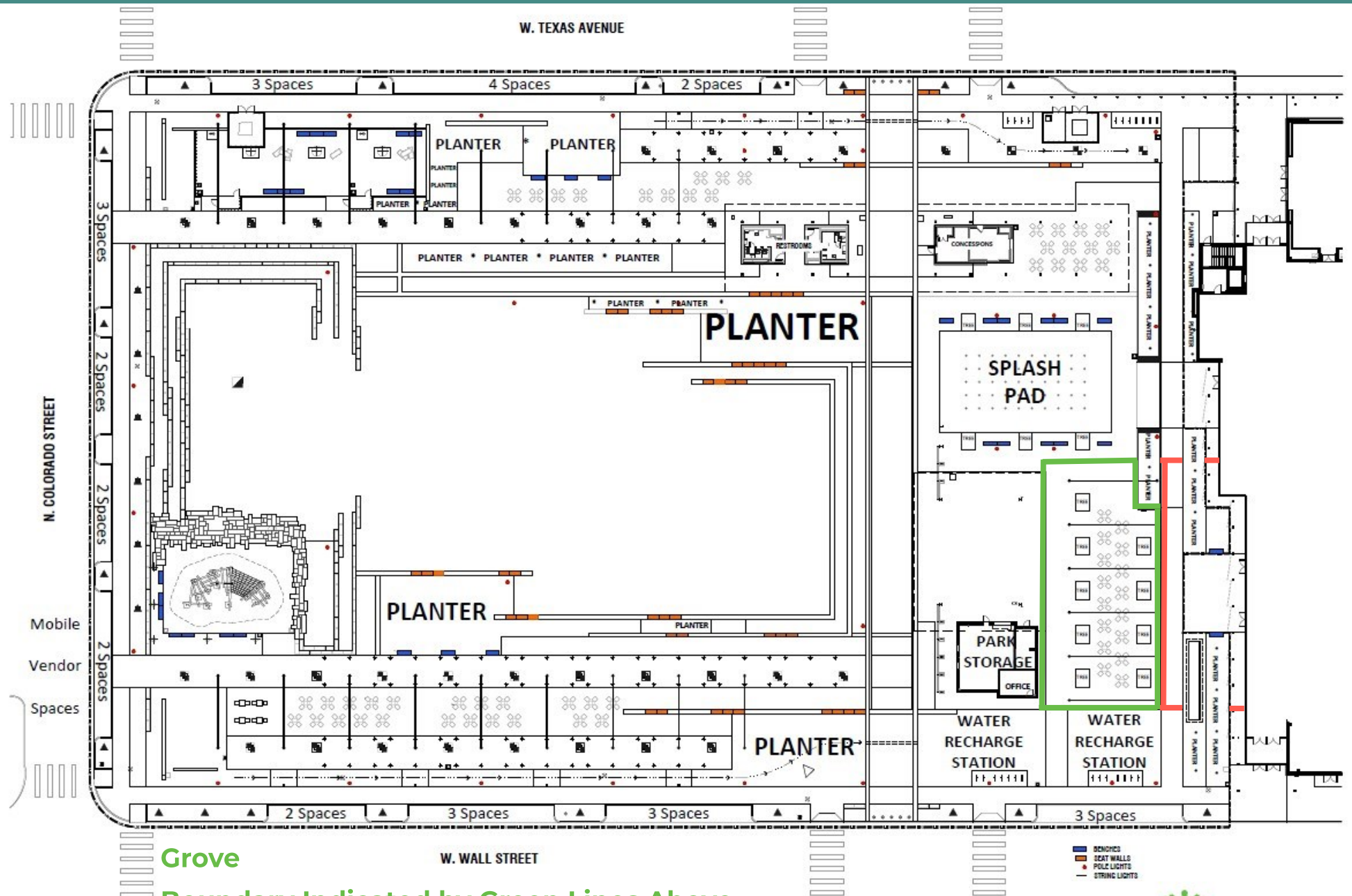
Boundary Indicated by Green Lines Above

Standing Occupancy: 452 People

Mixed Seated & Standing Occupancy: 339 People



CENTENNIAL PARK



Grove

Boundary Indicated by Green Lines Above

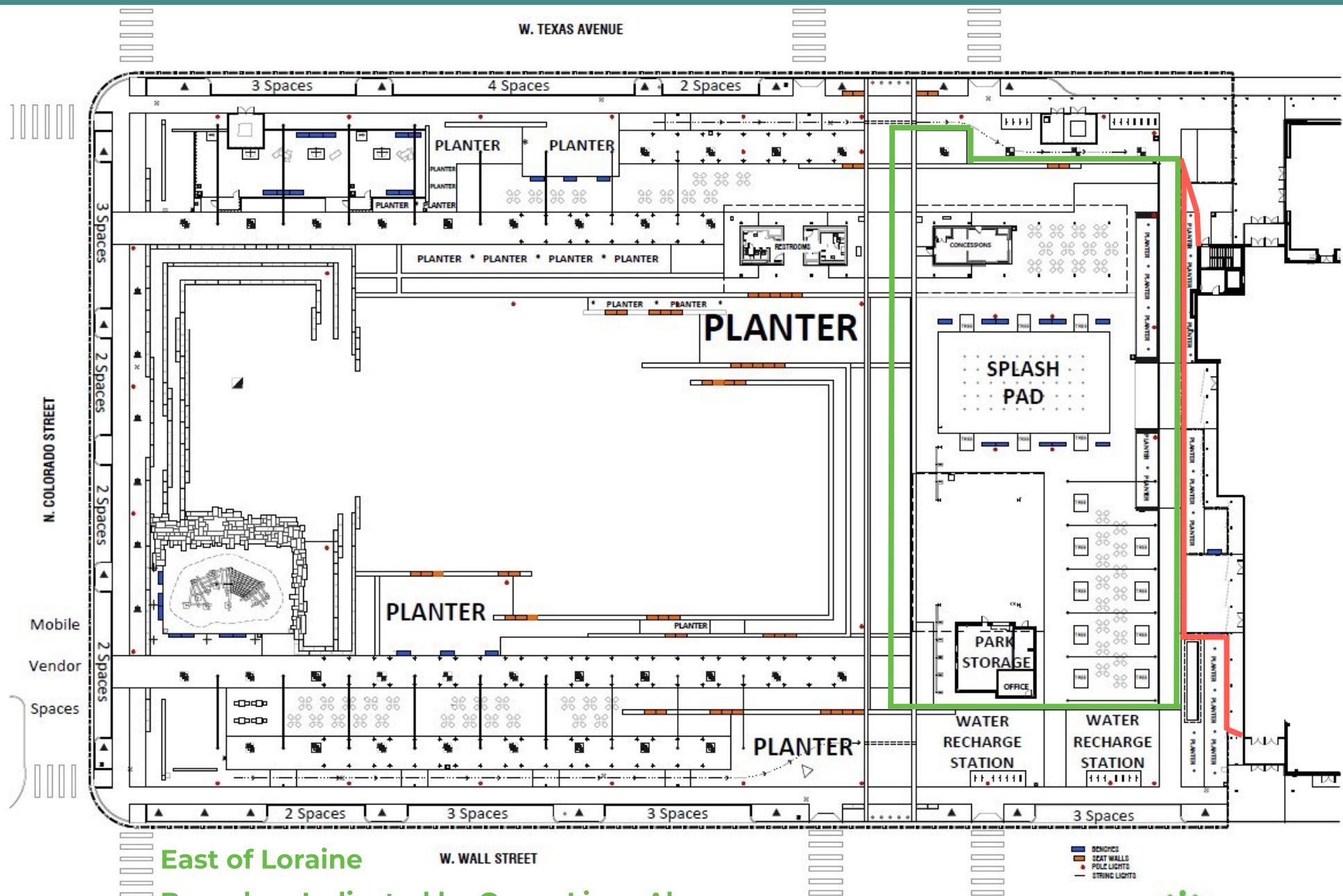
Mixed Seated & Standing Occupancy: 562 People

Bush Convention Center Rental Overflow Boundary Indicated by Red Lines Above Extension Occupancy: 211 People

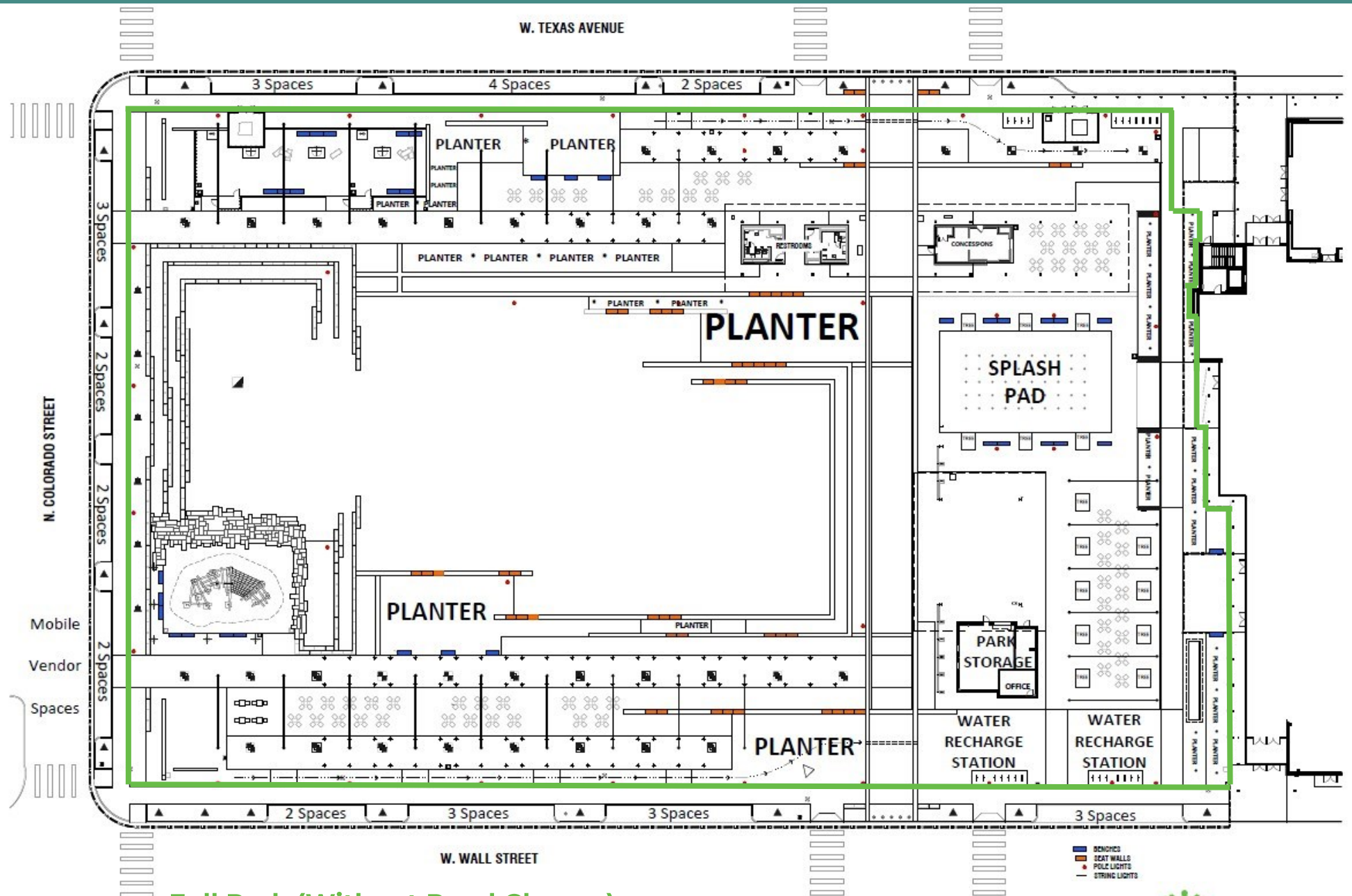


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Full Park (Without Road Closure)
 Boundary Indicated by Green Lines Above
 Occupancy: 10,250



CENTENNIAL PARK



EVENT DEADLINE DATES

APPLICATION PROCESS

- Completely fill out and submit an online Event Application at www.centennialparkmidland.org.
- Event Application will be processed within 10 business days.
- You will be contacted by e-mail or phone confirming your event's status.
- If approved, you will receive a Park License Proposal (good for 10 business days).
- Once Park License Proposal is signed electronically, your event moves to the booking stage.

TIME OF BOOKING

The below are due to book an event:

- Signed Park License Agreement
- **Refundable** security deposit (due within 7 business days)

20 DAYS PRIOR

- Site visit with Park representative, client, and client's vendors
- Advertising Materials for cross promotion on Centennial Park's social media, website, and Video Board, if applicable

60 DAYS PRIOR

- 50% of License Fee as listed on the Park License Proposal and invoice

14 DAYS PRIOR

- Remaining balance of License Fee
- Additional hours notice
- Final event details
 - Timeline (clear and complete including the load-in and event schedule)
- If a floor plan has not been submitted- standard event set up (park as is) will be assigned

30 DAYS PRIOR

- Certificate of Insurance
- Event Planning Materials
 - Electricity Needs, Setup Needs, Floor Plans, and Site Plans (accurate and legible)
 - Inclement Weather Plan
- Permits & Licenses, if applicable
 - Special Event Permit
 - Temporary Land Use Permit
- Vendor Information
 - catering, entertainment, alcohol, decorator, or other vendors

7 BUSINESS DAYS PRIOR

- Floor plan, equipment, or vendor changes
- Video Board Content for the day of the event, if applicable
- Scheduling load-in of large items requiring access to Loraine Path
- TABC Permit
- Security Plan (IAP)

(Note: Changes are subject to additional fees and absolve Centennial Park of the responsibility to have adequate personnel or equipment scheduled for set up.)



CENTENNIAL PARK

RESPONSIBILITIES PRIOR TO EVENT

PARK

- Provide Contractual Agreement & Invoice.
- Arrange site visit.
- Location.
- Custodial - additional fee applies.
- Add event to the park website calendar.
- Provide WiFi password to event organizer.
- Manage Security Deposit.

LICENSEE

- License Fees and Security Deposit.
- Certificate of Insurance.
- Timely communicating event needs or changes in writing.
- Audiovisual Vendor "Approved".
- Video Board content & signage.
- Caterer "Approved".
- Alcohol Provider "Approved".
- TABC Permit.
- Special City Permits.
- Security (can be arranged by Centennial Park for non-alcoholic events upon request- additional fee applies).
- Arrangements for secure event bank location.
- Schedule with Fire Marshals Office and Health Department for Vendor Inspections. (if needed).
- Floor plan.
- Food Truck "Approved".
- Entertainment.
- Event Vendors.
- Street/Traffic barricades.
- Arrange for Wi-Fi hotspot(s) outside of park grounds (if needed).
- Submit written cancellation notice 90 days prior to event (if needed).
- Pay for damages, additional hours, or additional cleaning required post-event (deducted from Security Deposit).



CENTENNIAL PARK

DAY OF EVENT RESPONSIBILITIES

Park

Every Event

- Provide an onsite representative until load-out is complete.
- Park is clean and event ready.
- Pre-event park inspection.
- Restrooms unlocked/locked
- Electricity to needed areas on/off.
- Lights on/off.
- Provide Wi-Fi within park grounds- (does not include the streets)
- Provide radios to event organizer, janitorial, security, and park staff.
- Custodial services within park arranged and supplies ready.
- Trashcans placed.
- Splash Pad on/off.
- Park music on/off.
- Park Sprinklers off.
- Cigarette disposal receptacles and smoking area signs set.
- Post-event park inspection
- Store park's equipment post-event.

Conditional Upon Rental

- Park barricades set.
- Open/close locks on park fencing.
- Park vendor spaces coned off.
- Provide client keys to rented areas.
- Tents set.
- Stage set.
- Portable sign stands set.
- Rented items ready for use.
- Bollards removed to make access to Loraine Path.
- Video Board set.
- Mesh Panels set.

Licensee

- Provide an onsite representative from load-in to load-out.
- Follow & enforce park rules among vendors and event attendees.
- Direct vendors, volunteers and security to their event locations and inform them of their responsibilities.
- Responsible to provide manpower for all event load-in, set up, and load-out.
- Set up décor, tables, chairs & event bar.
- Responsible to have a copy of TABC permit and special City Permits on-site, if required.
- Man the opening and closing of traffic barricades and park fencing if vendors need to get in and out.
- Set up and any additional trash containers needed for event.
- Keep event within the reserved timeframe.
- Leave the event area clean.
- Sign off on "Post Event Inspection Form."

NOTE: An additional fee will be charged if load-in and/or load-out is outside of the event hours stated in the contractual event agreement.



CUSTODIAL SERVICES

Centennial Park Policy

Centennial Park will provide custodial services through our custodial vendor. Our vendor provides complete and efficient services including all reasonable and necessary labor, supervision, equipment, and supplies to keep the event area clean and properly supplied. Onsite custodial cost is \$35 an hour per attendant. The number of Custodial Attendants required is based on specific event needs. Detailed information will be listed in the Park License Proposal. The responsibility falls on the Licensee to leave the Park in the same condition as it existed prior to the event.

Full Park rentals will require an additional supplies fee for trash bags, toilet paper, paper towels, soap, trashcans, etc. Additionally, events ending after dark will require one additional custodial attendant the morning following the event for a daylight cleanup of leftover litter/debris from 8:00 am. - 12:00 p.m.

Coordination

Contact Centennial Park to ensure proper coordination of custodial services for an event.

Centennial Park Specifications

- Women's restroom building- 3 stalls, 2 sinks, and 1 changing station
- Men's restroom building- 1 stall, 2 urinals, 2 sinks, and 1 changing station
- 15 Trash receptacles across the park
- 8 Roll away trashcans (available upon written request if not included on Park License Proposal.)
- 61 Tables and 244 chairs
- 35 Park benches
- 4 Drinking fountains
- 2 Dog Park areas with waste containers for small and large dogs

Outdoor Event Cleaning Services Include:

- Clean & Restock Restrooms
 - Monitor, clean, and sanitize toilets, sinks, counters, mirrors, trash receptacles, stall doors, building entrance, walls, and sweep and mop all flooring
 - Restock all paper products, soap, trash bags, and changing table liners
 - Lock restroom doors at event's conclusion immediately following final cleaning
- Trash Removal
 - Empty, wipe down, sanitize, and restock all trash receptacles in the park
 - Removal and proper disposal of bags from trash cans - Custodial Attendants must have access to the event roll-off dumpster.
 - Pick up trash in swales and around Park grounds
- Clean and Sanitize Concession Building, if used
 - Clean, sanitize, and wipe down counters, trash receptacles, building entrance, and walls
 - Empty, sanitize, and wipe down the refrigerator
 - Sweep and mop flooring
- Put disheveled tables and chairs neatly back into place
- Wipe down benches, tabletops, table bases, and chairs of event areas
- Pick up and dispose of any pet waste and/or litter around the park, including in the planters, dog parks, etc.
- Exhibit a high degree of personal integrity, civility, and professionalism at all times



TRASH CAN RESOURCES

Centennial Park is equipped with 15 permanent trash receptacles throughout the park and 8 additional roll-away trash cans for use inside the park premises (available upon written request if not included on the Park License Proposal.) Centennial Park does not provide trash cans for event areas outside of the Park property (right-of-way sidewalks, the streets, etc...)

It is the responsibility of the Licensee to leave the Park in the same condition as it existed before the event. If your event is expected to produce a high volume of trash, it is recommended that you bring in additional trash cans, at your expense, to assist with efficient trash collection.

Size Recommendation: 36-50 Gallons

Corrugated Cardboard Trash Cans and Recycling Containers can be purchased anywhere. Below is a list of resources for your convenience.

- www.officesupply.com
- www.uline.com
- www.webstaurantstore.com



50 GALLON



40 GALLON





RESTROOM RESOURCES

Centennial Park Policy

Events with more than 500 people must coordinate for porta-potties. Centennial Park follows the City of Midland's guidelines on how many restrooms are required based on the number of anticipated event attendees.

Coordination

The Licensee is responsible for the coordination and cost of port-a-potties needed for their event. The Licensee may contract the business of their choice to provide this service for their event.

Luxury Restroom Trailers may only be parked by the Water Recharge Station on Wall St. and are required to plug into the park's water and designated electric outlet. All cords running across a public walkway must be covered by gaffers tape or cable covers.

Local Porta-potty & Luxury Restroom Trailer & Dumpster Resources

**AmeriFlush Portable Sanitation
& Waste Management**
(432)550-2631
10601 W Murphy St.
Odessa, TX 79763

B&W Chemical Toilets, Inc.
(432)685-1082
4500 TX-349
Midland, TX 79706

Budget Porta Potty Rental of Midland
(432) 777-3008
3303 Perry St.
Midland, TX 79705

United Site Services
(800)864-5387
1301 N County Rd 1081
Midland, TX 79706

Versatile Industries V, LLC
(432)561-8466
4816 E. County Rd. 45
Midland, TX 79705
**Includes Dumpsters*

Local Porta-potty & Dumpster Resources

Forza Site Services
(432)254-6044
5000 FM715
Midland, TX 79706

Jezco Rentals, Inc.
(432)687-1250
510 S Big Spring St.
Midland, TX 79701

Permian Equipment Rentals
(432) 563-1641
5506 FM1788
Midland, TX 79707

Redi Services, LLC
(432)272-1583
3212 S. County Rd 1156
Midland, TX 79706

Sani-Can
(432)550-7667
12301 W County Rd. 100
Odessa, TX 79765
**Excludes Dumpsters*

West Texas Dumpsters
(432)210-7732
4805 W County Rd. 120
Midland, TX 79706

Y Bar A Waste Management
(432)212-0264
1100 S Big Spring Street
Midland, TX 79701



PORTA-POTTY CHART

The following chart represents how many standard porta-potty rentals you should reserve based on number of guests and event duration (in hours). This assumes each unit is empty at the start of the day, and it is not used over multiple days without being serviced (pumped clean).

Consuming alcohol lowers people's ability to keep water in the body. If you plan to serve alcohol at your event, then your guests will need to use the bathroom more frequently, and you will need to provide more porta-potties. The Porta-potty industry recommends a 12.5% increase in porta-potty units when alcohol is served.

ADA Porta-potties: The rule of thumb is to provide at least one handicap-accessible portable bathroom for every 20 standard units. If you plan to rent fewer than 20 units, then you should provide a minimum of one handicap unit. It's your duty to ensure that every guest has access to restrooms.

Handwashing Stations: At the very least it is recommended to provide one hand washing station with soap and water for every 6 standard units. This will ensure your guests stay clean, healthy, and happy.

Luxury Restroom Trailers: Our recommendation is to use the "one toilet per 100 guests" rule. If the restroom trailer has two single units, then one restroom trailer should adequately serve 200 guests. If you have closer to 300 guests, then you might want to rent additional trailers or a larger model.

Using the Chart:

- Columns represent the length of your event in total hours.
- Rows represent the estimated number of guests.
- Follow your selections to find our recommended number of rental units per day.

Porta-potty Requirements	1 Hour	2 Hours	3 Hours	4 Hours	5 Hours	6 Hours	7 Hours	8 Hours	9 Hours	10 Hours
500 People										
No Alcohol	3	4	5	5	6	6	7	8	8	9
Yes Alcohol	3	5	5	6	6	7	8	9	9	11
1,000 People										
No Alcohol	5	7	8	8	9	9	10	11	12	12
Yes Alcohol	6	8	9	9	10	10	12	12	14	14
2,000 People										
No Alcohol	7	10	13	15	16	17	18	19	21	21
Yes Alcohol	8	12	15	17	18	20	21	21	23	24
5,000 People										
No Alcohol	17	26	31	36	39	43	45	48	51	54
Yes Alcohol	19	29	35	40	44	48	51	54	57	60
10,000 People										
No Alcohol	30	44	56	71	77	84	91	95	101	108
Yes Alcohol	33	50	63	80	87	94	102	107	114	122



DESIGNATED SMOKING AREAS

Centennial Park offers designated smoking area signs and up to four cigarette disposal receptacles at no cost to an event licensee. This will assist in enforcing Centennial Park's no smoking in the park rule during your event. The location must be on the street or sidewalk, not within the park boundaries. An event organizer will need to communicate with Centennial Park's Event Manager if you would like to coordinate a specific placement of the signs and containers, otherwise this will be assigned by Centennial Park.

.....





SECURITY RESOURCES

Centennial Park Policy

Centennial Park can provide security attendant(s) for an additional fee if your event does not have alcohol. If your event has alcohol, you must have licensed Peace Officers (Police or Sheriff) at your event. You must submit an Off Duty Request Form to the Midland Police Department (MPD) or contact the Midland County Sheriff's Office to complete the process.

Non-Alcohol Related Events:

- 1 security officer or 1 licensed peace officer is required per every 200 attendees, up to 15 officers.
- Additional officers may be required based on the type of event/crowd, time of day, and the location of the event.
- Security can be provided by Centennial Park and arranged with our security vendor, or an event may contract security guards that carry a Level 2 Texas State Certification.
- Duration: Security Guard must cover the entire event including load-in if 100+ people are onsite.

All Star Security Group

- Contact: Isaiah Rodriguez, 432-638-8127, irodriguez@allstarsecuritygroup.com

Guard One Services

- Contact: Mark Adams, 210-833-2013, madams@guard1services.com

- **Spartan Elite Security**

- Contact: Calvin Knighten, 720-855-5106, calvin@spartan-elite.com

Alcohol Related Events:

- 1 peace officer is required per every 125 attendees, with a minimum of 2 officers per event.
- Additional Officers may be required based on the type of event/crowd, time of day, and location of the event.
- At least one supervisor must be assigned when utilizing more than 3 officers.
- Duration: officer(s) must cover the entire event including load-in if 100+ people are onsite.

Midland Police Department

1. Contact: Shannon Rust, 432-685-7103, srust@midlandtexas.gov
2. A form must be filled out and turned in to the Administrative Services Bureau no later than 14 days prior to an event needing security.
3. The form can be picked up from the front desk of MPD or printed off the City of Midland webpage: <https://www.midlandtexas.gov/DocumentCenter/View/4969/Off-Duty-Job-Form-102219>
4. Any event with alcohol requires a minimum of 2 off-duty officers.

Midland County Sheriff's Office

1. Contact: Gloria Murillo, 432-688-4624, gmurillo@mccounty.com
2. You can email or call the above for the Off Duty Request.
3. Any event with alcohol requires a minimum of 2 off-duty officers.



EVENT SECURITY RESPONSIBILITIES

-
1. Enforce park rules in a courteous and considerate but effective manner. Most common issues that will require attention:
 - No dogs on the grass, direct people to the two dog parks.
 - No smoking or vaping is allowed in the park, direct them to the public right-of-way sidewalk.
 - No alcohol, unless during an approved event.
 - No glass containers in the park.
 - No bikes, skateboards, scooters, shopping carts, or anything with wheels in the park, direct them to the public right-of-way sidewalk.
Exception: strollers, wagons, wheelchairs.
 2. Maintain a visible presence in the park when on duty. Perform a walk-through on foot moving around the entire park including interior & exterior sidewalks every 30 minutes.
 3. Security personnel must maintain communications capability with park staff, and event organizer when on duty. Radios will be provided to a supervisor by Centennial Park staff.
 4. Make contact with any trespasser or questionable visitor.
 5. Conduct investigations and effect arrests, as needed.
 6. Call Police Department if there is an incident or concern you are unable to resolve.
 7. Lead emergency personnel response, as needed.
 8. Complete and file incident and action reports with park staff.
 9. Advise patrons to leave the park if they are lingering after an event has concluded.
 10. Contact park staff with any maintenance issues or other concerns noticed such as water leaks, broken items, etc.

If Licensee needs to identify a secure location for an event bank location, please contact the Centennial Park Event Manager for proposed suggestions.



PUBLIC SAFETY

At Centennial Park, safety is a top priority for our visitors, patrons, and clients.

As the event organizer you, the Licensee, will at all times conduct event activities with full regard for public safety. Furthermore, by renting space for an event at Centennial Park you agree to observe and abide by all applicable Federal, State, and local laws, rules, ordinances, court orders and regulations, including (without limitation), all emergency procedures, regulations and requests of the Midland Downtown Park Conservancy (Centennial Park) and any authorized governmental agency.

You are responsible for the conduct of all event participants, vendors, and attendees in addition to keeping your event's activities inside the area identified in the Park Licensee Agreement.

You are responsible to notify Centennial Park immediately in the event of an emergency.

INCIDENT ACTION PLAN

It is recommended that all events hosted at Centennial Park prepare an Incident Action Plan (IAP). It is required that events with 1,000 people or more in attendance submit their IAP to Centennial Park as part of their event planning materials. This can be accomplished by contacting the Midland Police Department Emergency Management (Phone: 432-685-7337) and/or the Midland County Sheriff's Office Emergency Management (Phone: 432-688-4160).

EMERGENCY MANAGEMENT PRINCIPLES:

Emergency management is coordinating and integrating all plans necessary to sustain, and improve an events capability to prepare for, respond to, and recover from threatened or actual natural disasters, acts of terrorism, or man-made disasters.

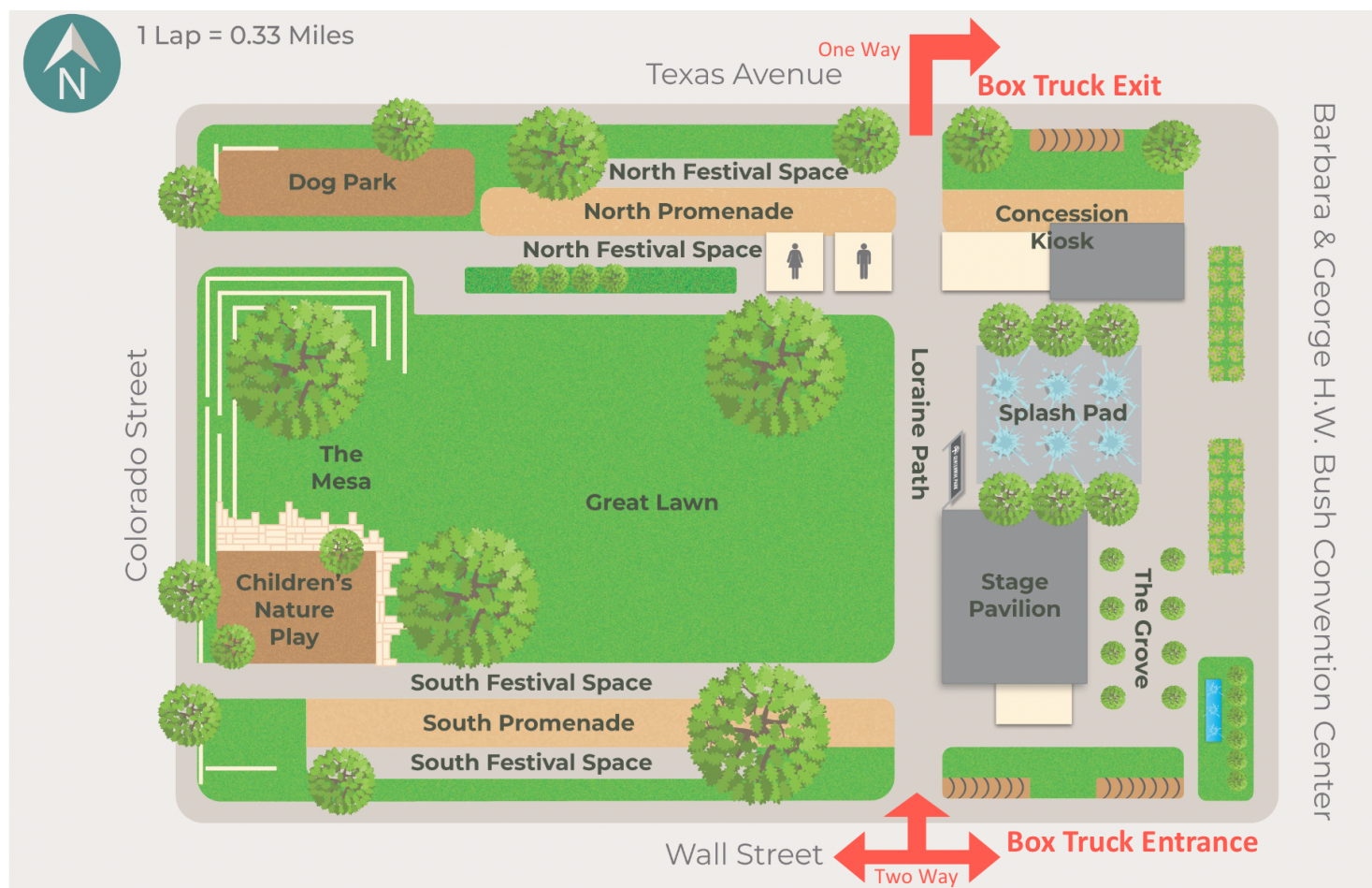
- Anticipate disasters and take preventive measures to plan disaster-resistant and disaster-resilient events by considering all relevant risks, hazards, and impacts.
- Communicate to ensure unity of effort among event staff, park staff, and security.
- Use creative and innovative approaches in mitigating disaster challenges.
- Prepare a knowledge-based approach based on education, training, experience, ethical practice, public stewardship, and continuous improvement.



VEHICULAR ACCESS GUIDELINES

- A written request must be made for a vehicle to access Loraine Path during an event's load-in and load-out periods.
- Once the gates are open to the public vehicular access on Loraine Path will be prohibited for the safety of the public.
- A written request must be made for permission to operate a golf cart within the park to move supplies during an event. If permission is granted, the Executive Director will assign a location and pathway.
- Vehicles the size of a pickup truck or smaller can access Loraine Path by entering through Wall St. or Texas Ave. and reversing out.
- Box trucks must enter through Wall St. and exit through Texas Ave. as depicted in the map below.
- Vehicles must stay on the concrete path and be accompanied by a person designated by the event organizer when in motion.
- Vehicles must not exceed a speed of 5 MPH while driving on Loraine Path.
- 18-wheelers are not allowed on Loraine Path. To make arrangements for an 18-wheeler contact the Event Manager.

LORAINE PATH ACCESS MAP





CERTIFICATE OF LIABILITY INSURANCE- EXAMPLE

DATE (MM/DD/YYYY)

03/25/2021

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 have **ADDITIONAL INSURED** provisions or 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).

PRODUCER	CONTACT NAME:
INSURANCE AGENCY NAME	PHONE (A/C, No, Ext):
ADDRESS	FAX (A/C, No):
	E-MAIL ADDRESS:
	INSURER(S) AFFORDING COVERAGE
	INSURER A: AMBEST A- OR BETTER
INSURED	INSURER B:
NAMED INSURED (Licensee)	INSURER C:
ADDRESS	INSURER D:
	INSURER E:
	INSURER F:

COVERAGES

CERTIFICATE NUMBER: CL2132593743

REVISION NUMBER:

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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	SAMPLE	10/01/2020	10/01/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 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
A	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	SAMPLE	10/01/2020	10/01/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB DED RETENTION \$	Y	Y	SAMPLE	10/01/2020	10/01/2021	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y	Y	SAMPLE	10/01/2020	10/01/2021	<input checked="" type="checkbox"/> PER STATUTE E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	LIQUOR LIABILITY (IF APPLICABLE TO EVENT)	Y	Y	SAMPLE	10/01/2020	10/01/2021	LIMIT PER CLAIM \$2,000,000 AGGREGATE \$2,000,000

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

CERTIFICATE HOLDER IS NAMED AS ADDITIONAL INSURED WITH WAIVER OF SUBROGATION AS REQUIRED BY WRITTEN CONTRACT WITH RESPECTS TO GENERAL LIABILITY, AUTO LIABILITY, AND UMBRELLA/EXCESS LIABILITY. WAIVER OF SUBROGATION APPLIES IN FAVOR OF CERTIFICATE HOLDER AS REQUIRED BY WRITTEN CONTRACT WITH RESPECTS TO WORKERS COMPENSATION. UMBRELLA/EXCESS IS TO FOLLOW FOM OF THE GENERAL LIABILITY, AUTO LIABILITY AND WORKERS COMPENSATION POLICIES. 30 DAY NOTICE OF CANCELLATION APPLIES TO CERTIFICATE HOLDER EXCEPT 10 DAY NOTICE OF CANCELLATION FOR NON-PAYMENT OF PREMIUM.

CERTIFICATE HOLDER

CANCELLATION

MIDLAND DOWNTOWN PARK CONSERVANCY; CITY OF MIDLAND 201 WEST WALL STREET, STE. 200 MIDLAND TX 79701	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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City of Midland Permits

Acquiring City permits and providing the approved documentation to the Midland Downtown Park Conservancy is the sole responsibility of the Licensee.



Temporary Land Use Application (TLU)

- Any Event That Goes Past 10 PM
- Multi-Day Events
- Alcoholic Beverage Sales
- Proposing Loud Music

Notes:

-Process takes approximately 30 Days

-Application is available from the Planning Division (4th Floor, City Hall)

Special Event and Street Closure Application

- Temporary closure of any public right-of-ways, including alleys, sidewalks, or streets

Notes:

-Application must be submitted at least 15 days prior to the requested closure

-Application is available from the City Managers' Office at City Hall (432) 685-7200

Other

- Any authorization required by the Mayor or City Council of Midland, Texas to comply with any applicable ordinances limiting the number of attendees and pay all applicable fees and taxes for the event.

TABC Permits For Liquor, Beer, & Wine

Acquiring a TABC permit and providing the approved documentation to the Midland Downtown Park Conservancy is the sole responsibility of the Licensee.



The Midland Downtown Park Conservancy will provide, upon request, a letter to the event's approved alcohol vendor authorizing the vendor to serve at Centennial Park during the Licensee's event duration.

If you require assistance providing a map showing the bar locations, the event manager is happy to provide a map.

LIQUOR

If your event will serve liquor, the approved alcohol provider must obtain one of the following permits.

- Caterer's Permit
- Daily Temporary Mixed Beverage Permit (TB)
- Mixed Beverage Permit (MB)
- Winery Festival Permit (GF)

BEER

If your event will serve beer or wine, the approved alcohol provider must obtain one of the following permits.

- Temporary License
- Temporary- Special Three-Day Wine and Beer Permit

Texas Alcoholic Beverage Commission

6010 East Highway 191, Suite 234

Odessa, TX 79762

Phone: (432) 367-0760



CATERERS & ALCOHOL VENDORS

Event organizers may arrange to have catering and/or alcohol service at their event at Centennial Park. Any caterer or alcohol vendor must be on the MDPC's approved vendor list.

Approved vendors are eligible to enter into agreements to serve food or alcohol at Centennial Park as long as they follow all park rules throughout the event and remain in good standing with all local and state regulations.

It is the duty of the event organizer to ensure that vendors participating in an event adhere to the Park's rules. If a vendor fails to comply with the rules of the MDPC, the Conservancy may immediately refuse to allow the vendor access to the park.

Approved caterer and alcohol provider lists are available upon request to Centennial Park's Event Manager.

New caterers or alcohol vendors can apply to become approved by the MDPC by sending a completed Caterer/Alcohol Vendor Application to Centennial Park at events@centennialparkmidland.org.

MOBILE FOOD VENDORS

Event Organizers renting the Concession Kiosk, Grove, East of Loraine, or Full Park are eligible to invite mobile food vendors/food trucks to serve food as their event's Caterer. If a food truck is participating in an event held at Centennial Park, the proprietor must follow the rules of the MDPC throughout the event regardless of where they are parked. The MDPC has no responsibility to attempt to resolve disputes between the vendor and the vendor's customers.

Please refer to the Food Trucks section for a breakdown of the different ways food vendors can participate in your event.

The Approved Mobile Food Vendor list is available upon request to Centennial Park's Event Manager.

New mobile food vendors can apply to become approved by the MDPC by sending a completed Mobile Food Vendor Application to Centennial Park at events@centennialparkmidland.org.



FOOD TRUCKS

All park rules apply including the following:

- Vendors shall furnish all items necessary to serve food and/or beverages at the park and are responsible to keep all areas of food service clean.
- Due to space limitations, trucks must be detached from trailers.
- **Vendors must provide their own trashcans.** This includes being responsible for the removal of all trash.
- Vendors are responsible for keeping their parking area clean and orderly by performing any necessary sweeping, mopping, and scrubbing of food/beverage debris from the ground adjacent to the Vendor's space. The area should be left in the same condition it was in prior to the event.
- Vendors are prohibited from bringing tables, chairs, and amplified sound.
- Vendors may only serve non-alcoholic beverages. **No glass bottles are allowed.**
- Vendors must not give out empty boxes for children to use to slide down the Mesa.
- No signs, posters, or similar materials used for advertising purposes may be placed inside of the park by the vendor.
- Vendors shall not discriminate against, or make offensive comments about, any person or group of persons for any reason.
- The use of obscene language and nudity at the park is prohibited.
- The Vendor shall comply with all standards, ordinances, laws, and regulations of the City of Midland and the State of Texas.

TYPES OF FOOD TRUCK PARTICIPATION

MONTHLY PARKING	SPECIAL EVENT	PRIVATE EVENT RENTAL	FULL PARK RENTAL
<ul style="list-style-type: none">• Vendors may sign up to park and sell to the public on a set day (Wednesday - Sunday) any time between 8 AM and 10 PM once a week for a month.• \$150 Fee Per Month.• Must be an approved vendor.• No additional charge to participate if vendor's day falls during a special programming event.	<ul style="list-style-type: none">• Vendors may sign up to park and sell to the public during free public programming events.• \$50 Fee Per Event.• Must be an approved Vendor.• Up to four vendors may park per event.	<ul style="list-style-type: none">• An event organizer may arrange to have a food truck as the caterer.• Organizer pays for their attendee's food.• \$100 refundable catering deposit is required.• Must be an approved mobile food vendor.• Vendor is not open to sell to the public.• "Serving Special Event Only" must be posted by the order window.• Park provides "Closed for Special Event" sign.	<ul style="list-style-type: none">• An event organizer may arrange to have vendors park and sell to the public during a free or ticketed event.• Only applicable for the actual event day and timeframe.• Organizer is required to arrange for each vendor to be inspected by a Fire Marshal and the Health Department prior to opening to the public.• No vendor fees.• Organizer responsible for city permits.



ICE & LIQUID DISPOSAL

PLEASE DISPOSE OF ICE AND LIQUIDS IN DESIGNATED AREAS

Ice or other liquids may be disposed of in the runoff grates along Loraine Path between the bathrooms and the Concession Building, or in the runoff grates along the sidewalk next to Bush Convention Center. the locations are pictured below. The Licensee will incur damage fees if ice and liquids are not properly disposed.



SPLASH PAD INFORMATION



The Splash Pad Area is not a rentable space on its own and an event may not set up decorations, tables, chairs, etc. within its surface space.

The Splash Pad can be turned on or off for a Full Park rental or an East of Loraine rental upon request and approval from the Midland Downtown Park Conservancy.

The Splash Pad area may not be used for disposing of ice or any other liquids. An event will incur damage fees if this takes place. Ice may be disposed of in the runoff grates along Loraine between the bathroom and the concession building, or the grates along the sidewalk next to Bush Convention Center.



STAGE INFORMATION

STAGE DIMENSION SPECIFICATIONS

Centennial Park's rentable stage is composed of 4' X 8' deck and bridge units with adjustable height increments of 32", 40", or 48".

42" High Guard Rails will be attached to all stages without exception.

The Minimum Stage Option is 24' W X 8' D (as pictured below)

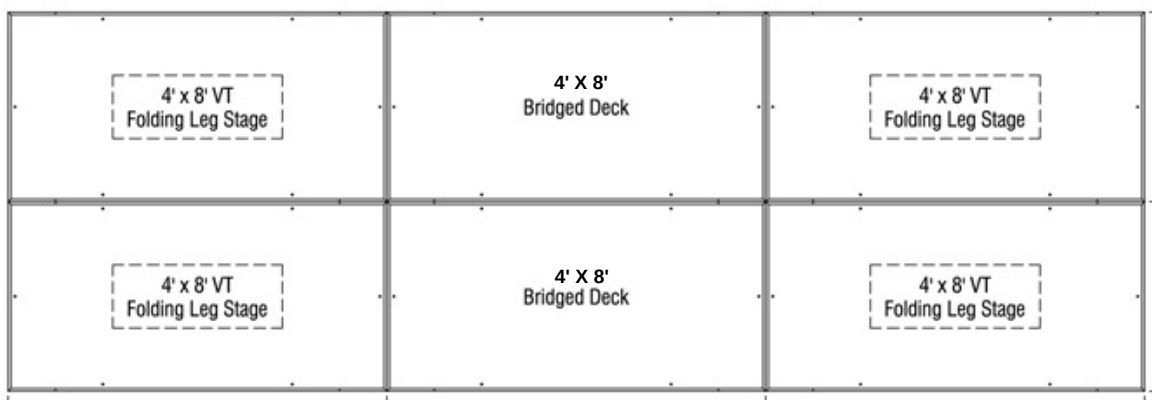
The Maximum Stage Option is 40' W X 32' D

The Stage Pavilion is 26' High

The Sliding Mesh panels are 8' wide and 18'-10 1/16" tall. A licensee must have written approval from the Centennial Park Event Manager to attach banners.

If you bring a lift, you must provide plywood to use as a ground covering to be driven on if the lift goes outside the concrete of Loraine Path ie. on the limestone, granite pavers, etc.

BRIDGED FOLDING LEG STAGE





STAGE INFORMATION

STAGE SIZE AND PRICE OPTIONS

6 Panels = 24' W X 8' D = \$120

9 Panels = 24' W X 12' D = \$180

12 Panels = 24' W X 16' D = \$240

15 Panels = 24' W X 20' D = \$300

18 Panels = 24' W X 24' D = \$360

21 Panels = 24' W X 28' D = \$420

24 Panels = 24' W X 32' D = \$480

10 Panels = 40' W X 8' D = \$200

15 Panels = 40' W X 12' D = \$300

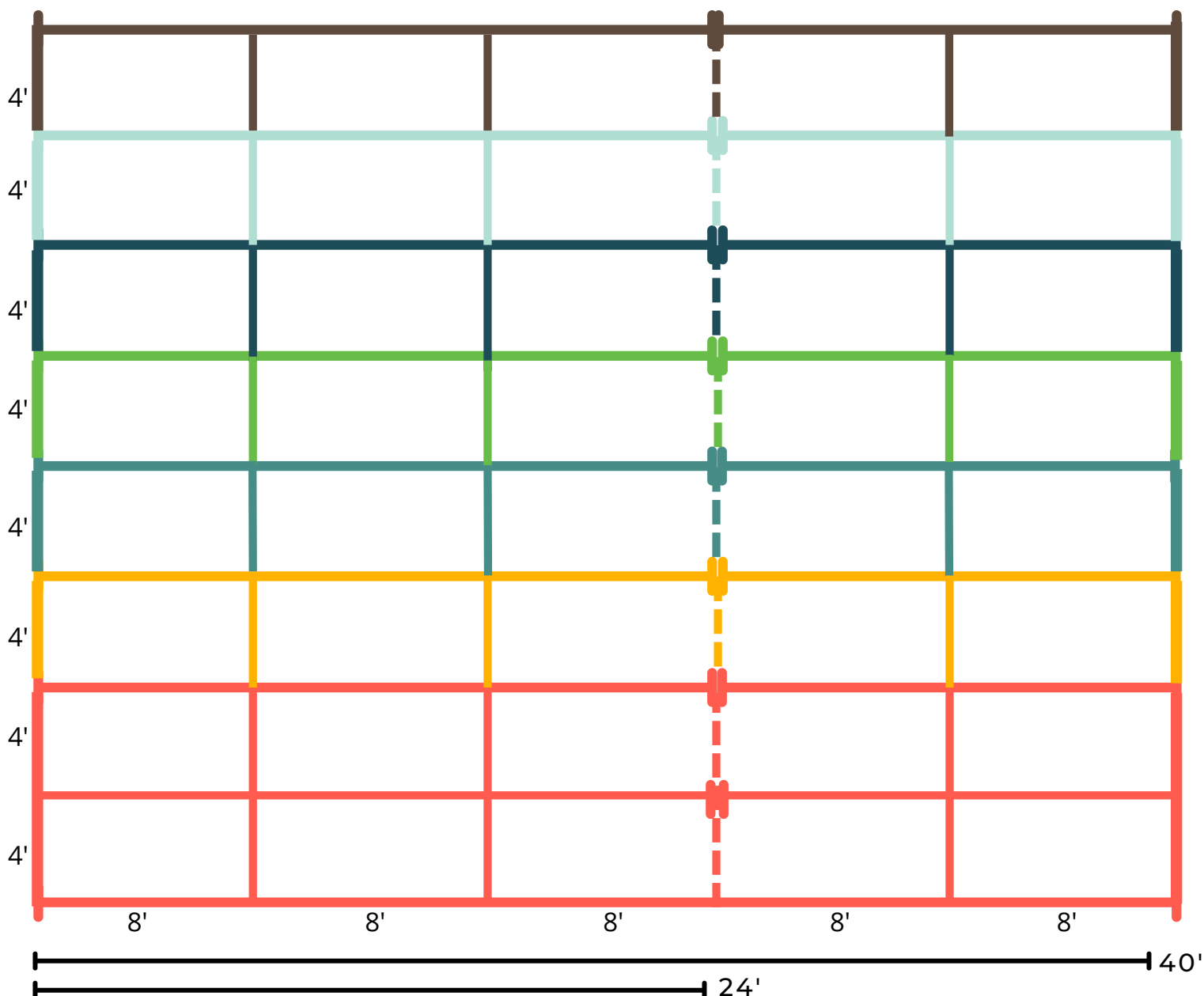
20 Panels = 40' W X 16' D = \$400

25 Panels = 40' W X 20' D = \$500

30 Panels = 40' W X 24' D = \$600

35 Panels = 40' W X 28' D = \$700

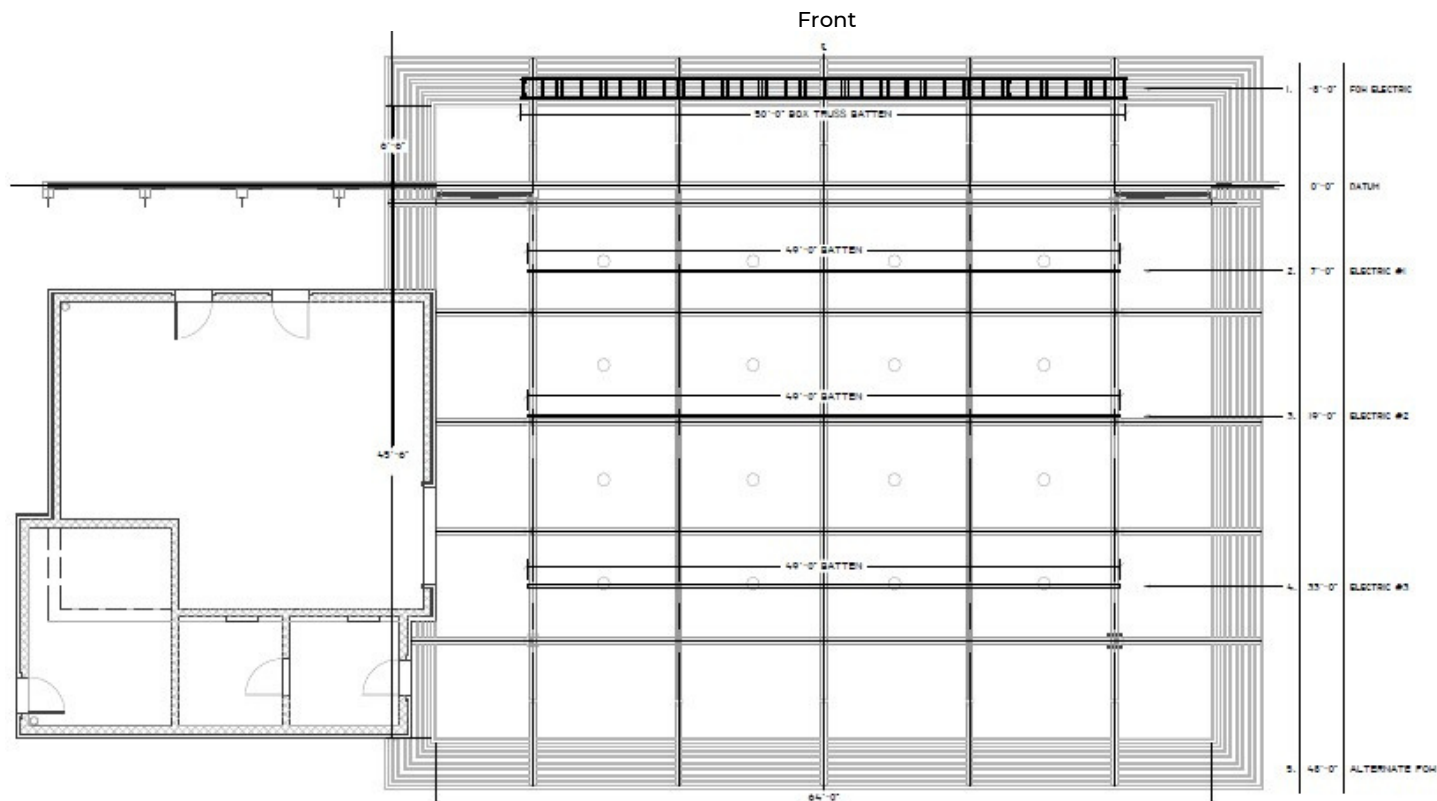
40 Panels = 40' W X 32' D = \$800





STAGE PAVILION WEIGHT LIMITS

Any intersection of the steel wide-flange beams between the structural columns at the roof corners can hold a load of 2,500 lbs. The total load is not to exceed 10,000 lbs. across the beams.



TRUSS INFORMATION



The 30" x 20.5" fork end truss on the Stage Pavilion spans 40'. It is made up of five 8' pieces. The trusses are joined together with 3/4" steel clevis pins through 2" OD steel fork end connections.

The truss can be lowered and raised by the two winch system rated at two-thousand pounds.

If maximum deflection is reached before maximum load is reached, the truss must be considered at maximum capacity. The self weight of the truss has been taken into account and does not have to be included in the load calculation. Weight loads are listed below.

Uniformly Distributed Load
209 plf.



Center Point Load
4,165 lbs.



Third Point Load
3,147 lbs.



Quarter Point Load
2,098 lbs.



Fifth Point Load
1,498 lbs.





AUDIO VISUAL

CONCERT AUDIO INFRASTRUCTURE

Our concert infrastructure provides seamless connections for concerts of all sizes at the Stage Pavilion. You bring the operator, light, and sound equipment and we provide the backbone for a top-notch performance. We have power and various connections for audio purposes. On the Great Lawn, we have two communication boxes that lead directly to the stage for flexibility of use. A full list of offerings is below. If cords are to be run in public areas cord coverings are required.

- 8 – 20 Amp Plugs
- 3 – 30 Amp Plugs
- 200 Amp Company Switch
- Single-Mode Fiber
- Clear-Com Wired Intercom System with 8 Headsets
- 12 Dry Fiber Lines to Each Lawn Box
- Two Data Dry Lines to Each Box
- One Fiber-Optic to Each Box
- Six AV-Net Data Connections
- Four Intercom Connections
- Six Monitor Connections
- Two Front Fill Monitors
- One Soundboard Mixer

If you will have A/V equipment with wheels on the grass, you or your A/V operator MUST provide plywood to use as a ground covering.

The only tent allowed to be set up on the Great Lawn is a tent to protect the A/V equipment from overheating in the sun. The tent must be secured to the sound equipment boxes or with sandbags. Tent stakes are not permitted to be used on the grass.

.....

AUDIO SOUND SYSTEM*

Centennial Park can provide a top-of-the-line sound system for your event. We provide the equipment, setup, and tear down for an additional fee. We can provide portable speakers, various microphones, and a mixer for your event.

*Please note that Centennial Park does not provide an operator for the equipment. You must hire an approved vendor for this service.

A full list of offerings is below

- 6 – QSC K12.2 Speakers
- 2 – QSC 212C Subwoofers
- 1 - Yamaha TF1 – Control Board
- 1 - Shure ULXD Dual-Channel Wireless System
- 2- Shure ULXD2/SM58 Wireless Handheld Microphones
- 2 – Shure ULXD1 Wireless Bodypacks
- 2 – Countryman E6 Earset Microphones
- 3 – Shure SM58 Microphone
- 3 – Shure SM57 Microphone
- 2- Shure SM81 Microphone
- 2- Sennheiser MD421-II Microphone
- Production Cables
- 1 – Denon DN-300 MKII CD/USB Player
- 131 Listen Technologies Assistive Listening System



AUDIO VISUAL

THEATRICAL LIGHTING

Our stage lighting can help your event shine. We have 18 stationary lights and eight directional lights on a truss to help illuminate your event. We will help select the best lighting options to showcase your event. Please note that Centennial Park will set the lights for your event, however if you want the lights to be interactive, you must hire an approved vendor for this service. A full list of lighting equipment is below.

- Color Source Console
- DMX Connections
- 8 – ETC Selador D60X LUSTR LED (on truss)
- 18 – ETC Selador D60XTI LUSTR (stationary)
- Truss of 40"

VIDEO BOARD*

Centennial Park's video board gives your event the ability to be the focus of downtown Midland. The board is broadcasted with LED lights and is bright regardless of time. The feed is clear and viewable from anywhere in the Great Lawn and to anybody in the downtown vicinity. The video board provides a canvas for a static image, video montage, live stream from a video camera, or direct broadcast from your laptop for an additional fee. Centennial Park also offers video board advertising packages for your business or event. To arrange advertising please submit the Advertising Order and Agreement to info@centennialparkmidland.org.

*Centennial Park does not operate the live stream or switch the stream from live to static or montage. You must hire an approved vendor for this service. A full list of capabilities for the video board is below.

- 160 x 144 pixels at 72 DPI
- Preferred Static: PNG
- Support Static: DMP, JPEG
- Preferred Animated: AVI
- Supported Animated: MP4, MOV
- Frame Rate: 30 seconds
- DVD & Screen Share Capabilities upon request
- Live Video/IMAG Capabilities

LIST OF APPROVED A/V VENDORS

Any Additional Audiovisual Equipment and/or Services Required for an Event Will Need to be Handled By a Centennial Park Approved A/V Vendor, at the Licensee's cost.

WESTERN AUDIO
BROOKS WILLIG
325-374-3438

PANTERA PRODUCTIONS
MANUEL DIAZ
432-209-3189

SOUND IDEAS PRODUCTION GROUP
TONY WILLIAMS
972-822-1688



POWER OPTIONS OUTSIDE OF THE STAGE PAVILION

.....
If you will need power in your event area please let the Event Manager know in writing. Centennial Park keeps the power off unless a special request is received in advance.
.....

SOUTH PROMENADE

34 - 20-AMP PLUGS

8 - 50-AMP PLUGS

NORTH PROMENADE

26 - 20-AMP PLUGS

5 - 50-AMP PLUGS

SPLASH PAD AREA

16 - 20-AMP PLUGS

GROVE

18 - 20-AMP PLUGS

CONCESSION KIOSK

1 - 20-AMP PLUG

CONCESSION BUILDING

6 - 20-AMP PLUGS

COLORADO

24 - 20-AMP PLUGS

GREAT LAWN

7 - 20-AMP PLUGS

1 - 50-AMP PLUG

PARK INTERNET

Centennial Park provides Wi-Fi within the park grounds. Access to the Park's Wi-Fi will be given to the event organizer prior to the event's scheduled load-in time. This access is not to be used by the general public or an event's attendees due to limited bandwidth.

The park's Wi-Fi range does not include the streets. If your event requires Wi-Fi access outside of park grounds, you are responsible to arrange for and provide your own hotspot(s).

Local High Speed Wireless Internet Service Provider Resource

QUIK NET

Dustin Turner

(432) 413-5907

dustin@quiknt.com



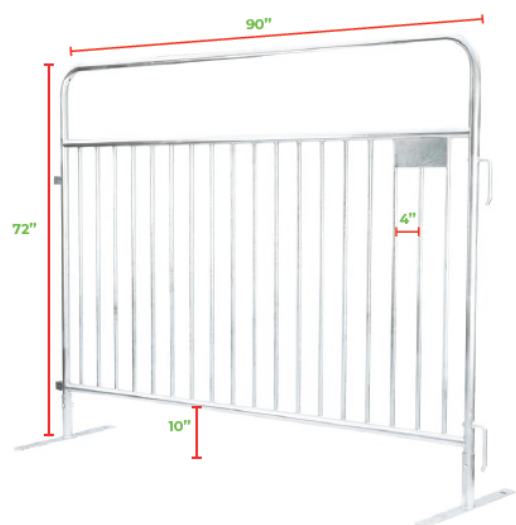
BARRICADE INFORMATION

Steel barricades are available for rental at Centennial Park. The park has the capacity to barricade the entire perimeter of Centennial Park plus the adjacent roads for a full park rental.

Centennial Park is an open space for the public. The only way to make your event space private is to use barricades.

If you are going to attach non-mesh banners to a barricade, then you must weigh down that barricade's legs with sandbags, circular weights, etc. prior to attaching the banners to prevent the barricades from being blown over by the wind.

Contact the Event Manager for more information about barricading your private event area. Please make any requests for barricades in writing. A request does not guarantee approval for the rental and use of barricades around a specific area of Centennial Park. Approval is granted on a case-by-case basis. If approved, barricades will only be opened and closed by park staff within the timeframe stated in the event agreement.



SPECIFICATIONS

Length	90"
Height	72"
Weight	78 lbs
Grille	18 uprights of 3/4" OD 4" spacing
Feet	21" Flat T-Stand



Strong, reliant, and durable enough to control large crowds



Hooks bent 30° to prevent disengage



Flat T-Stand Feet for improved stability



16 gauge steel for maximum strength

TRAFFIC CONTROL RESOURCES

If your event has received a Special Event and Street Closure Permit from the City of Midland and you need to barricade streets you will need to make arrangements, at your cost, with a traffic control company. Local resources include:

Operates Turnkey with Centennial Park:

Denali Traffic Solutions

(432) 640-9058

8600 S. County Rd. 1210

Midland, TX 79706

Additional Resources:

Barricades Unlimited

(432) 684-0085

2902 W Gist Ave.

Midland, TX 79701

Barricades Plus

(432) 557-8030

5023 Princeton Ave.

Midland, TX 79703

FC Traffic Control, Inc.

(806) 576-6722

1911 Garden City Hwy.

Midland, TX 79701



PORTABLE SIGN HOLDERS

Centennial Park's portable sign holders fit 30" W x 40" H posters. The aluminum snap frames make it easy to load and unload posters. The plastic reservoir base is weighted to increase stability. The steel spring shocks stand up to high winds and busy locations.

Centennial Park does not have the capability to print posters for your event. A list of local printers who provide this service has been provided below for your convenience.

Printing Options:

A-1 Sign Engravers, Inc.
(432) 682-4503
1200 Garden City Hwy.
Midland, TX 79701

Reynolds Brothers
(432) 682-7393
315 N. Colorado St.
Midland, TX 79701

Century Graphics & Sign, Inc.
(886) 770-6818
501 W. Industrial
Midland, TX 79701

Staples
(432) 697-7106
4509 Navarro Drive
Midland, TX 79707

Express Package+
(432) 897-4884
4416 Briarwood Ave Ste. 110
Midland, TX 79707

UPS Store
(432) 694-7800
3001 W. Loop 250 N., Ste C-105
Midland, TX 79705

FastSigns
(432) 520-0491
4410 N. Midkiff Rd., Suite C-9
Midland, TX 79705

Midland Map Co.
(432) 682-1603
106 N. Marienfeld
Midland, TX 79701

Rainbow Press by Safeguard
(432) 699-7613
3322 N. Midkiff
Midland, TX 79705





CENTENNIAL PARK

Licensee Checklist

Time of Booking

☐ Signed Park License Agreement ☐ Refundable Security Deposit (due within 7 business days)

60 Days Before Event Date

☐ 50% of License Fee

30 Days Before Event Date (necessary permits and licenses, if applicable)

☐ Certificate of Insurance ☐ Special Event Permit ☐ Temporary Land Use Permit
☐ Floor Plans ☐ Site Plan ☐ Inclement Weather Plan
☐ Vendor Information Sheet

Indicate Additional Event Needs to Centennial Park (in writing):

☐ Tents ☐ Stage ☐ Spider Box ☐ Barricades ☐ Electricity
☐ Portable Sound ☐ Lights ☐ Custodial ☐ Security ☐ Portable Signs
☐ Video Board ☐ Video Camera ☐ Mesh Panels Set ☐ Other _____

20 Days Before Event Date

☐ Site Visit with Centennial Park Representative, Client, and Client's Vendors
☐ Advertising Materials for cross promotion on Centennial Park's social media, website, and Video Board, if applicable

14 Days Before Event Date (Floor plans NOT received are assigned standard setup- park as is.)

☐ Balance Paid ☐ Additional Hours' Notice, if applicable
☐ Event Timeline (load-in, load-out, and event schedule)

7 Business Days Before Event Date

☐ Vendor Changes ☐ Floor Plan Changes ☐ Equipment Changes
☐ Video Board Content for the day of event, if applicable
☐ Schedule for load-in of large items requiring access to Loraine Path
☐ TABC Permit
☐ Security Plan (IAP)

Day of Event

☐ Receive & Return Two-way Radio ☐ Receive & Return Keys
☐ Post Event Inspection with Park staff ☐ Event representative onsite for entire park license hours
☐ Post Event Inspection for obvious damage with park staff

Morning After Event (If Event Ends After Dark)

☐ Centennial Park staff will do a Post Event Daylight Inspection; If you would like to attend, please make arrangements with the Centennial Park Event Manager ahead of time.

VENDOR CONTACT & TIMELINE SHEET (PG. 1)

EVENT ORGANIZER (ON SITE)		ON-SITE	OFF-SITE
NAME: _____	PHONE#: _____	TIME: _____	TIME: _____
NAME: _____	PHONE#: _____	TIME: _____	TIME: _____
NAME: _____	PHONE#: _____	TIME: _____	TIME: _____

AUDIO VISUAL COMMITTEE LEAD		ON-SITE	OFF-SITE
NAME: _____	PHONE#: _____	TIME: _____	TIME: _____

AV COMPANY		
NAME: _____	PHONE#: _____	LORIANE PATH ACCESS: <input type="checkbox"/> YES

LOAD-IN (SET-UP)		ON-SITE	OFF-SITE
Street Entry: _____	Street Exit: _____	TIME: _____	TIME: _____
LOAD-OUT (TEAR DOWN)			
Street Entry: _____	Street Exit: _____	TIME: _____	TIME: _____

ROAD CLOSURE COMMITTEE LEAD		ON-SITE	OFF-SITE
NAME: _____	PHONE#: _____	TIME: _____	TIME: _____

BARRICADE COMPANY		
NAME: _____	PHONE#: _____	LORIANE PATH ACCESS: <input type="checkbox"/> YES

LOAD-IN (SET-UP)		ON-SITE	OFF-SITE
Street Entry: _____	Street Exit: _____	TIME: _____	TIME: _____
LOAD-OUT (TEAR DOWN)			
Street Entry: _____	Street Exit: _____	TIME: _____	TIME: _____

MACHINERY (LIFTS) COMMITTEE LEAD		ON-SITE	OFF-SITE
NAME: _____	PHONE#: _____	TIME: _____	TIME: _____

RENTAL COMPANY		
NAME: _____	PHONE#: _____	LORIANE PATH ACCESS: <input type="checkbox"/> YES

LOAD-IN (SET-UP) DATE: _____		ON-SITE	OFF-SITE
Street Entry: _____	Street Exit: _____	TIME: _____	TIME: _____
LOAD-OUT (TEAR DOWN) DATE: _____			
Street Entry: _____	Street Exit: _____	TIME: _____	TIME: _____

VENDOR CONTACT & TIMELINE SHEET (PG. 2)

ALCOHOL

COMMITTEE LEAD
NAME: _____ PHONE#: _____ **ON-SITE** **OFF-SITE**
TIME: _____ TIME: _____

APPROVED ALCOHOL VENDOR
NAME: _____ PHONE#: _____ LORIANE PATH ACCESS: ☐ YES

LOAD-IN (SET-UP)
Street Entry: _____ Street Exit: _____ **ON-SITE** **OFF-SITE**
TIME: _____ TIME: _____

LOAD-OUT (TEAR DOWN)
Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

BAR SERVICE
Number of TABC Licensed Bartenders: _____ **ON-SITE** **OFF-SITE**
TIME: _____ TIME: _____
Number of Bars: _____ Bar(s) Open: _____ Last Call: _____ Bar(s) Closed: _____

REFRIGERATION TRAILER

COMMITTEE LEAD
NAME: _____ PHONE#: _____ **ON-SITE** **OFF-SITE**
TIME: _____ TIME: _____

RENTAL COMPANY
NAME: _____ PHONE#: _____ LORIANE PATH ACCESS: ☐ YES

LOAD-IN (SET-UP)
Street Entry: _____ Street Exit: _____ **ON-SITE** **OFF-SITE**
TIME: _____ TIME: _____

LOAD-OUT (TEAR DOWN)
Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

FREEZER TRAILER

COMMITTEE LEAD
NAME: _____ PHONE#: _____ **ON-SITE** **OFF-SITE**
TIME: _____ TIME: _____

RENTAL COMPANY
NAME: _____ PHONE#: _____ LORIANE PATH ACCESS: ☐ YES

LOAD-IN (SET-UP)
Street Entry: _____ Street Exit: _____ **ON-SITE** **OFF-SITE**
TIME: _____ TIME: _____

LOAD-OUT (TEAR DOWN)
Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____



VENDOR CONTACT & TIMELINE SHEET (PG. 3)

CATERING

COMMITTEE LEAD		ON-SITE	OFF-SITE
NAME: _____	PHONE#: _____	TIME: _____	TIME: _____

CATERING COMPANY		LORIANE PATH ACCESS: <input type="checkbox"/> YES	
NAME: _____		PHONE#: _____	
LOAD-IN (SET-UP)		ON-SITE	OFF-SITE
Street Entry: _____	Street Exit: _____	TIME: _____	TIME: _____
LOAD-OUT (TEAR DOWN)			
Street Entry: _____	Street Exit: _____	TIME: _____	TIME: _____

ROLL OFF DUMPSTER

COMMITTEE LEAD		ON-SITE	OFF-SITE
NAME: _____	PHONE#: _____	TIME: _____	TIME: _____
RENTAL COMPANY		LORIANE PATH ACCESS: <input type="checkbox"/> YES	
NAME: _____		PHONE#: _____	
LOAD-IN (SET-UP)		ON-SITE	OFF-SITE
Street Entry: _____	Street Exit: _____	TIME: _____	TIME: _____
LOAD-OUT (TEAR DOWN)			
Street Entry: _____	Street Exit: _____	TIME: _____	TIME: _____

TRASH CANS Number of Additional Trashcans: _____

COMMITTEE LEAD		ON-SITE	OFF-SITE
NAME: _____	PHONE#: _____	TIME: _____	TIME: _____
RENTAL COMPANY		LORIANE PATH ACCESS: <input type="checkbox"/> YES	
NAME: _____		PHONE#: _____	
LOAD-IN (SET-UP)		ON-SITE	OFF-SITE
Street Entry: _____	Street Exit: _____	TIME: _____	TIME: _____
LOAD-OUT (TEAR DOWN)			
Street Entry: _____	Street Exit: _____	TIME: _____	TIME: _____

VENDOR CONTACT & TIMELINE SHEET (PG. 4)

PORTABLE RESTROOMS

COMMITTEE LEAD

NAME: _____ PHONE#: _____ **ON-SITE** TIME: _____ **OFF-SITE** TIME: _____

RENTAL COMPANY

NAME: _____ PHONE#: _____

PORTA-POTTY LOAD-IN (SET-UP)

Street Entry: _____ Street Exit: _____ **ON-SITE** TIME: _____ **OFF-SITE** TIME: _____

PORTA-POTTYLOAD-OUT (TEAR DOWN)

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

HANDWASHING STATIONS: ☐ YES

VIP RESTROOM TRAILER LOAD-IN (SET-UP)

Street Entry: _____ Street Exit: _____ **ON-SITE** TIME: _____ **OFF-SITE** TIME: _____

VIP RESTROOM TRAILER LOAD-OUT (TEAR DOWN)

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

TOUR BUS

COMMITTEE LEAD

NAME: _____ PHONE#: _____ **ON-SITE** TIME: _____ **OFF-SITE** TIME: _____

MANAGER / PROMOTER #1

NAME: _____ PHONE#: _____

LOAD-IN (SET-UP)

Street Entry: _____ Street Exit: _____ **ON-SITE** TIME: _____ **OFF-SITE** TIME: _____

LOAD-OUT (TEAR DOWN)

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

MANAGER / PROMOTER #2

NAME: _____ PHONE#: _____

LOAD-IN (SET-UP)

Street Entry: _____ Street Exit: _____ **ON-SITE** TIME: _____ **OFF-SITE** TIME: _____

LOAD-OUT (TEAR DOWN)

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

VENDOR CONTACT & TIMELINE SHEET (PG. 5)

SECURITY

COMMITTEE LEAD		ON-SITE	OFF-SITE
NAME: _____	PHONE#: _____	TIME: _____	TIME: _____
 <input type="checkbox"/> MIDLAND POLICE DEPARTMENT		ON-SITE	OFF-SITE
SUPERVISOR: _____	PHONE#: _____	TIME: _____	TIME: _____
HOW MANY OFFICERS ON SITE? _____			
 <input type="checkbox"/> MIDLAND COUNTY SHERIFF'S OFFICE		ON-SITE	OFF-SITE
SUPERVISOR: _____	PHONE#: _____	TIME: _____	TIME: _____
HOW MANY OFFICERS ON SITE? _____			
 <input type="checkbox"/> SECURITY GUARD COMPANY		ON-SITE	OFF-SITE
SUPERVISOR: _____	PHONE#: _____	TIME: _____	TIME: _____
HOW MANY OFFICERS ON SITE? _____			
SECURITY MEETING LOCATION: _____ SECURITY MEETING TIME: _____			

MIDLAND FIRE DEPARTMENT / FIRST AID (EMS)

COMMITTEE LEAD		ON-SITE	OFF-SITE
NAME: _____	PHONE#: _____	TIME: _____	TIME: _____
 EMS LEAD			
SUPERVISOR: _____	PHONE#: _____	TIME: _____	TIME: _____
NUMBER OF OFFICERS: _____		AMBULANCE ON SITE: <input type="checkbox"/> YES FIRE TRUCK ON SITE: <input type="checkbox"/> YES	
AMBULANCE ONSITE YES <input type="checkbox"/> NO <input type="checkbox"/>		ON-SITE	OFF-SITE
Street Entry: _____	Street Exit: _____	TIME: _____	TIME: _____
 FIRE TRUCK ONSITE YES <input type="checkbox"/> NO <input type="checkbox"/>			
Street Entry: _____	Street Exit: _____	TIME: _____	TIME: _____

VENDOR CONTACT & TIMELINE SHEET (PG. 6)

GENERATORS / LIGHT TOWERS

COMMITTEE LEAD

NAME: _____ PHONE#: _____ **ON-SITE** TIME: _____ **OFF-SITE** TIME: _____

RENTAL COMPANY

NAME: _____ PHONE#: _____ LORIANE PATH ACCESS: ☐ YES

Number of Generators: _____ Number of Light Towers: _____

LOAD-IN (SET-UP)

Street Entry: _____ Street Exit: _____ **ON-SITE** TIME: _____ **OFF-SITE** TIME: _____

LOAD-OUT (TEAR DOWN)

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

SHORT FENCING INSIDE PARK (VIP AREA)

COMMITTEE LEAD

NAME: _____ PHONE#: _____ **ON-SITE** TIME: _____ **OFF-SITE** TIME: _____

RENTAL COMPANY

NAME: _____ PHONE#: _____ LORIANE PATH ACCESS: ☐ YES

LOAD-IN (SET-UP)

Street Entry: _____ Street Exit: _____ **ON-SITE** TIME: _____ **OFF-SITE** TIME: _____

LOAD-OUT (TEAR DOWN)

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

TABLES & CHAIRS

COMMITTEE LEAD

NAME: _____ PHONE#: _____ **ON-SITE** TIME: _____ **OFF-SITE** TIME: _____

RENTAL COMPANY

NAME: _____ PHONE#: _____ LORIANE PATH ACCESS: ☐ YES

LOAD-IN (SET-UP)

Street Entry: _____ Street Exit: _____ **ON-SITE** TIME: _____ **OFF-SITE** TIME: _____

LOAD-OUT (TEAR DOWN)

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

VENDOR CONTACT & TIMELINE SHEET (PG. 7)

BANNERS

COMMITTEE LEAD
NAME: _____ PHONE#: _____ **ON-SITE** TIME: _____ **OFF-SITE** TIME: _____

BANNER TYPE(S): _____

LOCATION(S): STAGE SLIDING PANLES: ☐ YES | BACK OF STAGE: ☐ YES | BARRICADES: ☐ YES

LOAD-IN (SET-UP)
Street Entry: _____ Street Exit: _____ **ON-SITE** TIME: _____ **OFF-SITE** TIME: _____

LOAD-OUT (TEAR DOWN)
Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

JUMPERS / ATTRACTIONS

COMMITTEE LEAD
NAME: _____ PHONE#: _____ **ON-SITE** TIME: _____ **OFF-SITE** TIME: _____

RENTAL COMPANY
NAME: _____ PHONE#: _____ LORIANE PATH ACCESS: ☐ YES

LOAD-IN (SET-UP)
Street Entry: _____ Street Exit: _____ **ON-SITE** TIME: _____ **OFF-SITE** TIME: _____

LOAD-OUT (TEAR DOWN)
Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

DECOR

COMMITTEE LEAD
NAME: _____ PHONE#: _____ **ON-SITE** TIME: _____ **OFF-SITE** TIME: _____

RENTAL COMPANY
NAME: _____ PHONE#: _____ LORIANE PATH ACCESS: ☐ YES

LOAD-IN (SET-UP)
Street Entry: _____ Street Exit: _____ **ON-SITE** TIME: _____ **OFF-SITE** TIME: _____

LOAD-OUT (TEAR DOWN)
Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

VENDOR CONTACT & TIMELINE SHEET (PG. 8)

WI-FI (STREET) MDPC does not guarantee Wi-Fi outside of the park.

COMMITTEE LEAD

NAME: _____ PHONE#: _____ **ON-SITE** TIME: _____ **OFF-SITE** TIME: _____

WI-FI PROVIDER

NAME: _____ PHONE#: _____

LOAD-IN (SET-UP)

Street Entry: _____ Street Exit: _____ **ON-SITE** TIME: _____ **OFF-SITE** TIME: _____

LOAD-OUT (TEAR DOWN)

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

OTHER VENDORS

COMMITTEE LEAD

NAME: _____ PHONE#: _____ **ON-SITE** TIME: _____ **OFF-SITE** TIME: _____

COMPANY

NAME: _____ PHONE#: _____ LORIANE PATH ACCESS: ☐ YES

LOAD-IN (SET-UP)

Street Entry: _____ Street Exit: _____ **ON-SITE** TIME: _____ **OFF-SITE** TIME: _____

LOAD-OUT (TEAR DOWN)

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

COMPANY

NAME: _____ PHONE#: _____ LORIANE PATH ACCESS: ☐ YES

LOAD-IN (SET-UP)

Street Entry: _____ Street Exit: _____ **ON-SITE** TIME: _____ **OFF-SITE** TIME: _____

LOAD-OUT (TEAR DOWN)

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

COMPANY

NAME: _____ PHONE#: _____ LORIANE PATH ACCESS: ☐ YES

LOAD-IN (SET-UP)

Street Entry: _____ Street Exit: _____ **ON-SITE** TIME: _____ **OFF-SITE** TIME: _____

LOAD-OUT (TEAR DOWN)

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____



FOOD VENDOR CONTACT & TIMELINE SHEET (PG. 1)

FOOD VENDORS PARKED ON WALL ST., COLORADO ST., OR TEXAS AVE.

COMMITTEE LEAD
NAME: _____ PHONE#: _____ ON-SITE TIME: _____ OFF-SITE TIME: _____

BUSINESS NAME: _____ PHONE#: _____

PARKING & SERVING LOCATION: _____ TRAILER LENGTH: _____

LOAD-IN (SET-UP)
Entry Street: _____ Exit Street: _____ ON-SITE TIME: _____ OFF-SITE TIME: _____

LOAD-OUT (TEAR DOWN)
Entry Street: _____ Exit Street: _____ TIME: _____ TIME: _____

BUSINESS NAME: _____ PHONE#: _____

PARKING/SERVING LOCATION: _____ TRAILER LENGTH: _____

LOAD-IN (SET-UP)
Entry Street: _____ Exit Street: _____ ON-SITE TIME: _____ OFF-SITE TIME: _____

LOAD-OUT (TEAR DOWN)
Entry Street: _____ Exit Street: _____ TIME: _____ TIME: _____

BUSINESS NAME: _____ PHONE#: _____

PARKING/SERVING LOCATION: _____ TRAILER LENGTH: _____

LOAD-IN (SET-UP)
Entry Street: _____ Exit Street: _____ ON-SITE TIME: _____ OFF-SITE TIME: _____

LOAD-OUT (TEAR DOWN)
Entry Street: _____ Exit Street: _____ TIME: _____ TIME: _____

BUSINESS NAME: _____ PHONE#: _____

PARKING/SERVING LOCATION: _____ TRAILER LENGTH: _____

LOAD-IN (SET-UP)
Entry Street: _____ Exit Street: _____ ON-SITE TIME: _____ OFF-SITE TIME: _____

LOAD-OUT (TEAR DOWN)
Entry Street: _____ Exit Street: _____ TIME: _____ TIME: _____

BUSINESS NAME: _____ PHONE#: _____

PARKING/SERVING LOCATION: _____ TRAILER LENGTH: _____

LOAD-IN (SET-UP)
Entry Street: _____ Exit Street: _____ ON-SITE TIME: _____ OFF-SITE TIME: _____

LOAD-OUT (TEAR DOWN)
Entry Street: _____ Exit Street: _____ TIME: _____ TIME: _____

FOOD VENDOR CONTACT & TIMELINE SHEET (PG. 2)

FOOD VENDORS PARKED ON WALL ST., COLORADO ST., OR TEXAS AVE.

BUSINESS NAME: _____ PHONE#: _____

PARKING & SERVING LOCATION: _____ TRAILER LENGTH: _____

LOAD-IN (SET-UP)

ON-SITE

OFF-SITE

Entry Street: _____ Exit Street: _____ TIME: _____ TIME: _____

LOAD-OUT (TEAR DOWN)

Entry Street: _____ Exit Street: _____ TIME: _____ TIME: _____

BUSINESS NAME: _____ PHONE#: _____

PARKING/SERVING LOCATION: _____ TRAILER LENGTH: _____

LOAD-IN (SET-UP)

ON-SITE

OFF-SITE

Entry Street: _____ Exit Street: _____ TIME: _____ TIME: _____

LOAD-OUT (TEAR DOWN)

Entry Street: _____ Exit Street: _____ TIME: _____ TIME: _____

BUSINESS NAME: _____ PHONE#: _____

PARKING/SERVING LOCATION: _____ TRAILER LENGTH: _____

LOAD-IN (SET-UP)

ON-SITE

OFF-SITE

Entry Street: _____ Exit Street: _____ TIME: _____ TIME: _____

LOAD-OUT (TEAR DOWN)

Entry Street: _____ Exit Street: _____ TIME: _____ TIME: _____

BUSINESS NAME: _____ PHONE#: _____

PARKING/SERVING LOCATION: _____ TRAILER LENGTH: _____

LOAD-IN (SET-UP)

ON-SITE

OFF-SITE

Entry Street: _____ Exit Street: _____ TIME: _____ TIME: _____

LOAD-OUT (TEAR DOWN)

Entry Street: _____ Exit Street: _____ TIME: _____ TIME: _____

BUSINESS NAME: _____ PHONE#: _____

PARKING/SERVING LOCATION: _____ TRAILER LENGTH: _____

LOAD-IN (SET-UP)

ON-SITE

OFF-SITE

Entry Street: _____ Exit Street: _____ TIME: _____ TIME: _____

LOAD-OUT (TEAR DOWN)

Entry Street: _____ Exit Street: _____ TIME: _____ TIME: _____

FOOD VENDOR CONTACT & TIMELINE SHEET (PG. 3)

FOOD VENDORS PARKED ON WALL ST., COLORADO ST., OR TEXAS AVE.

BUSINESS NAME: _____ PHONE#: _____

PARKING & SERVING LOCATION: _____ TRAILER LENGTH: _____

LOAD-IN (SET-UP)

ON-SITE

OFF-SITE

Entry Street: _____ Exit Street: _____ TIME: _____ TIME: _____

LOAD-OUT (TEAR DOWN)

Entry Street: _____ Exit Street: _____ TIME: _____ TIME: _____

BUSINESS NAME: _____ PHONE#: _____

PARKING/SERVING LOCATION: _____ TRAILER LENGTH: _____

LOAD-IN (SET-UP)

ON-SITE

OFF-SITE

Entry Street: _____ Exit Street: _____ TIME: _____ TIME: _____

LOAD-OUT (TEAR DOWN)

Entry Street: _____ Exit Street: _____ TIME: _____ TIME: _____

BUSINESS NAME: _____ PHONE#: _____

PARKING/SERVING LOCATION: _____ TRAILER LENGTH: _____

LOAD-IN (SET-UP)

ON-SITE

OFF-SITE

Entry Street: _____ Exit Street: _____ TIME: _____ TIME: _____

LOAD-OUT (TEAR DOWN)

Entry Street: _____ Exit Street: _____ TIME: _____ TIME: _____

BUSINESS NAME: _____ PHONE#: _____

PARKING/SERVING LOCATION: _____ TRAILER LENGTH: _____

LOAD-IN (SET-UP)

ON-SITE

OFF-SITE

Entry Street: _____ Exit Street: _____ TIME: _____ TIME: _____

LOAD-OUT (TEAR DOWN)

Entry Street: _____ Exit Street: _____ TIME: _____ TIME: _____

BUSINESS NAME: _____ PHONE#: _____

PARKING/SERVING LOCATION: _____ TRAILER LENGTH: _____

LOAD-IN (SET-UP)

ON-SITE

OFF-SITE

Entry Street: _____ Exit Street: _____ TIME: _____ TIME: _____

LOAD-OUT (TEAR DOWN)

Entry Street: _____ Exit Street: _____ TIME: _____ TIME: _____

Event Name: _____

Date: _____

TEXAS AVE.



VENDOR
BOOTHS

12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____
26. _____
27. _____
28. _____
29. _____
30. _____
31. _____
32. _____
33. _____
34. _____
35. _____
36. _____
37. _____
38. _____

WALL ST.



TENT VENDOR CONTACT & TIMELINE SHEET (PG. 1)

27 TENT SPACES ON WALL ST. & 11 TENT SPACES ON TEXAS AVE.

COMMITTEE LEAD

NAME: _____ PHONE#: _____

ON-SITE

TIME: _____

OFF-SITE

TIME: _____

TENT SPACE # _____ BUSINESS NAME: _____ PHONE#: _____

LOAD-IN (SET-UP)

Street Entry: _____ Street Exit: _____

ON-SITE

TIME: _____

OFF-SITE

TIME: _____

LOAD-OUT (TEAR DOWN)

Street Entry: _____ Street Exit: _____

TIME: _____

TIME: _____

TENT SPACE # _____ BUSINESS NAME: _____ PHONE#: _____

LOAD-IN (SET-UP)

Street Entry: _____ Street Exit: _____

ON-SITE

TIME: _____

OFF-SITE

TIME: _____

LOAD-OUT (TEAR DOWN)

Street Entry: _____ Street Exit: _____

TIME: _____

TIME: _____

TENT SPACE # _____ BUSINESS NAME: _____ PHONE#: _____

LOAD-IN (SET-UP)

Street Entry: _____ Street Exit: _____

ON-SITE

TIME: _____

OFF-SITE

TIME: _____

LOAD-OUT (TEAR DOWN)

Street Entry: _____ Street Exit: _____

TIME: _____

TIME: _____

TENT SPACE # _____ BUSINESS NAME: _____ PHONE#: _____

LOAD-IN (SET-UP)

Street Entry: _____ Street Exit: _____

ON-SITE

TIME: _____

OFF-SITE

TIME: _____

LOAD-OUT (TEAR DOWN)

Street Entry: _____ Street Exit: _____

TIME: _____

TIME: _____

TENT SPACE # _____ BUSINESS NAME: _____ PHONE#: _____

LOAD-IN (SET-UP)

Street Entry: _____ Street Exit: _____

ON-SITE

TIME: _____

OFF-SITE

TIME: _____

LOAD-OUT (TEAR DOWN)

Street Entry: _____ Street Exit: _____

TIME: _____

TIME: _____

TENT VENDOR CONTACT & TIMELINE SHEET (PG. 2)

TENT SPACE # _____ BUSINESS NAME: _____ PHONE#: _____

LOAD-IN (SET-UP)

ON-SITE

OFF-SITE

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

LOAD-OUT (TEAR DOWN)

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

TENT SPACE # _____ BUSINESS NAME: _____ PHONE#: _____

LOAD-IN (SET-UP)

ON-SITE

OFF-SITE

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

LOAD-OUT (TEAR DOWN)

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

TENT SPACE # _____ BUSINESS NAME: _____ PHONE#: _____

LOAD-IN (SET-UP)

ON-SITE

OFF-SITE

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

LOAD-OUT (TEAR DOWN)

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

TENT SPACE # _____ BUSINESS NAME: _____ PHONE#: _____

LOAD-IN (SET-UP)

ON-SITE

OFF-SITE

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

LOAD-OUT (TEAR DOWN)

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

TENT SPACE # _____ BUSINESS NAME: _____ PHONE#: _____

LOAD-IN (SET-UP)

ON-SITE

OFF-SITE

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

LOAD-OUT (TEAR DOWN)

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

TENT SPACE # _____ BUSINESS NAME: _____ PHONE#: _____

LOAD-IN (SET-UP)

ON-SITE

OFF-SITE

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

LOAD-OUT (TEAR DOWN)

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

TENT VENDOR CONTACT & TIMELINE SHEET (PG. 3)

TENT SPACE # _____ BUSINESS NAME: _____ PHONE#: _____

LOAD-IN (SET-UP)

ON-SITE

OFF-SITE

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

LOAD-OUT (TEAR DOWN)

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

TENT SPACE # _____ BUSINESS NAME: _____ PHONE#: _____

LOAD-IN (SET-UP)

ON-SITE

OFF-SITE

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

LOAD-OUT (TEAR DOWN)

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

TENT SPACE # _____ BUSINESS NAME: _____ PHONE#: _____

LOAD-IN (SET-UP)

ON-SITE

OFF-SITE

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

LOAD-OUT (TEAR DOWN)

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

TENT SPACE # _____ BUSINESS NAME: _____ PHONE#: _____

LOAD-IN (SET-UP)

ON-SITE

OFF-SITE

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

LOAD-OUT (TEAR DOWN)

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

TENT SPACE # _____ BUSINESS NAME: _____ PHONE#: _____

LOAD-IN (SET-UP)

ON-SITE

OFF-SITE

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

LOAD-OUT (TEAR DOWN)

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

TENT SPACE # _____ BUSINESS NAME: _____ PHONE#: _____

LOAD-IN (SET-UP)

ON-SITE

OFF-SITE

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

LOAD-OUT (TEAR DOWN)

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

TENT VENDOR CONTACT & TIMELINE SHEET (PG. 4)

TENT SPACE # _____ BUSINESS NAME: _____ PHONE#: _____

LOAD-IN (SET-UP)

ON-SITE

OFF-SITE

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

LOAD-OUT (TEAR DOWN)

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

TENT SPACE # _____ BUSINESS NAME: _____ PHONE#: _____

LOAD-IN (SET-UP)

ON-SITE

OFF-SITE

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

LOAD-OUT (TEAR DOWN)

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

TENT SPACE # _____ BUSINESS NAME: _____ PHONE#: _____

LOAD-IN (SET-UP)

ON-SITE

OFF-SITE

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

LOAD-OUT (TEAR DOWN)

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

TENT SPACE # _____ BUSINESS NAME: _____ PHONE#: _____

LOAD-IN (SET-UP)

ON-SITE

OFF-SITE

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

LOAD-OUT (TEAR DOWN)

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

TENT SPACE # _____ BUSINESS NAME: _____ PHONE#: _____

LOAD-IN (SET-UP)

ON-SITE

OFF-SITE

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

LOAD-OUT (TEAR DOWN)

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

TENT SPACE # _____ BUSINESS NAME: _____ PHONE#: _____

LOAD-IN (SET-UP)

ON-SITE

OFF-SITE

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

LOAD-OUT (TEAR DOWN)

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

TENT VENDOR CONTACT & TIMELINE SHEET (PG. 5)

TENT SPACE # _____ BUSINESS NAME: _____ PHONE#: _____

LOAD-IN (SET-UP)

ON-SITE

OFF-SITE

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

LOAD-OUT (TEAR DOWN)

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

TENT SPACE # _____ BUSINESS NAME: _____ PHONE#: _____

LOAD-IN (SET-UP)

ON-SITE

OFF-SITE

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

LOAD-OUT (TEAR DOWN)

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

TENT SPACE # _____ BUSINESS NAME: _____ PHONE#: _____

LOAD-IN (SET-UP)

ON-SITE

OFF-SITE

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

LOAD-OUT (TEAR DOWN)

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

TENT SPACE # _____ BUSINESS NAME: _____ PHONE#: _____

LOAD-IN (SET-UP)

ON-SITE

OFF-SITE

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

LOAD-OUT (TEAR DOWN)

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

TENT SPACE # _____ BUSINESS NAME: _____ PHONE#: _____

LOAD-IN (SET-UP)

ON-SITE

OFF-SITE

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

LOAD-OUT (TEAR DOWN)

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

TENT VENDOR CONTACT & TIMELINE SHEET (PG. 6)

TENT SPACE # _____ BUSINESS NAME: _____ PHONE#: _____

LOAD-IN (SET-UP)

Street Entry: _____ Street Exit: _____ **ON-SITE** TIME: _____ **OFF-SITE** TIME: _____

LOAD-OUT (TEAR DOWN)

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

TENT SPACE # _____ BUSINESS NAME: _____ PHONE#: _____

LOAD-IN (SET-UP)

Street Entry: _____ Street Exit: _____ **ON-SITE** TIME: _____ **OFF-SITE** TIME: _____

LOAD-OUT (TEAR DOWN)

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

TENT SPACE # _____ BUSINESS NAME: _____ PHONE#: _____

LOAD-IN (SET-UP)

Street Entry: _____ Street Exit: _____ **ON-SITE** TIME: _____ **OFF-SITE** TIME: _____

LOAD-OUT (TEAR DOWN)

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

TENT SPACE # _____ BUSINESS NAME: _____ PHONE#: _____

LOAD-IN (SET-UP)

Street Entry: _____ Street Exit: _____ **ON-SITE** TIME: _____ **OFF-SITE** TIME: _____

LOAD-OUT (TEAR DOWN)

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

TENT SPACE # _____ BUSINESS NAME: _____ PHONE#: _____

LOAD-IN (SET-UP)

Street Entry: _____ Street Exit: _____ **ON-SITE** TIME: _____ **OFF-SITE** TIME: _____

LOAD-OUT (TEAR DOWN)

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

TENT VENDOR CONTACT & TIMELINE SHEET (PG. 7)

TENT SPACE # _____ BUSINESS NAME: _____ PHONE#: _____

LOAD-IN (SET-UP)

ON-SITE

OFF-SITE

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

LOAD-OUT (TEAR DOWN)

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

TENT SPACE # _____ BUSINESS NAME: _____ PHONE#: _____

LOAD-IN (SET-UP)

ON-SITE

OFF-SITE

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

LOAD-OUT (TEAR DOWN)

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

TENT SPACE # _____ BUSINESS NAME: _____ PHONE#: _____

LOAD-IN (SET-UP)

ON-SITE

OFF-SITE

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

LOAD-OUT (TEAR DOWN)

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

TENT SPACE # _____ BUSINESS NAME: _____ PHONE#: _____

LOAD-IN (SET-UP)

ON-SITE

OFF-SITE

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

LOAD-OUT (TEAR DOWN)

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

TENT SPACE # _____ BUSINESS NAME: _____ PHONE#: _____

LOAD-IN (SET-UP)

ON-SITE

OFF-SITE

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

LOAD-OUT (TEAR DOWN)

Street Entry: _____ Street Exit: _____ TIME: _____ TIME: _____

EVENT: _____ **DATE:** _____

LOAD IN & LOAD OUT SCHEDULE

07:00

08:00

09:00

10:00

11:00

12:00

1:00

2:00

3:00

4:00

5:00

6:00

7:00

8:00

9:00

10:00

11:00

12:00

01:00

02:00

03:00

EVENT: _____

DATE: _____

EVENT SCHEDULE

07:00

08:00

09:00

10:00

11:00

12:00

1:00

2:00

3:00

4:00

5:00

6:00

7:00

8:00

9:00

10:00

11:00

12:00

01:00

02:00

03:00

EVENT: _____

DATE: _____

EVENT SCHEDULE

07:00

08:00

09:00

10:00

11:00

12:00

1:00

2:00

3:00

4:00

5:00

6:00

7:00

8:00

9:00

10:00

11:00

12:00

01:00

02:00

03:00

STAFF/VOLUNTEER SCHEDULE

07:00

08:00

09:00

10:00

11:00

12:00

1:00

2:00

3:00

4:00

5:00

6:00

7:00

8:00

9:00

10:00

11:00

12:00

01:00

02:00

03:00

Notes:



CENTENNIAL PARK
MIDLAND DOWNTOWN PARK CONSERVANCY

CATERER / ALCOHOL VENDOR APPLICATION

Information:

Company Name: _____

Phone: _____

Owner/Manager: _____

Email: _____

Address: _____

Website: _____

City, State, Zip: _____

Contacts:

Main Contact: _____

Title: _____

Phone: _____

Email: _____

Alternate Contact: _____

Title: _____

Phone: _____

Email: _____

Three Professional References: (Name & Phone)

Applying to Become:

☐ Approved Caterer (\$200 Deposit)

☐ Approved Alcohol (\$200 Deposit)

Submit the Following Documents:

- ☐ Complete Application
- ☐ Complete Alcohol Agreement, if applicable
- ☐ Complete Catering Agreement, if applicable
- ☐ Copy of TABC Permit, if applicable
- ☐ Copy of Health Department Permit, if applicable
- ☐ Security Deposit(s), check payable to Midland Downtown Park Conservancy
- ☐ Certificate of Insurance naming Midland Downtown Park Conservancy and City of Midland as additional insured (requirements in the Caterer Agreement)

Submittal of Application and required documents does not guarantee approval to be a vendor. Upon approval of the application, the Midland Downtown Park Conservancy (MDPC) will provide the Agreement(s) for review. An authorized representative of the business must sign the agreement.

Mail or Hand Deliver to:

Event & Program Manager
Midland Downtown Park Conservancy
201 W. Wall Street, Suite 200
Midland, Texas 79701

Printed Name

Signature

Date



CENTENNIAL PARK
MIDLAND DOWNTOWN PARK CONSERVANCY

MOBILE VENDOR APPLICATION

INFORMATION

Business Name: _____ Phone: _____

Address: _____

City, State, Zip: _____

Website: _____

Main Contact: _____ Title: _____

Phone: _____ Email: _____

Alternate Contact: _____ Title: _____

Phone: _____ Email: _____

Truck, Trailer, or Cart Dimensions: _____

Type of Sales: ☐ Food ☐ Beverage ☐ Dessert ☐ Seasonal Treats ☐ Other: _____

Description of Menu Items: _____

Preferred Day of the Week (Preference Order 1, 2, 3): ____ Thursday ____ Friday ____ Saturday

Month: ☐ Jan. ☐ Feb. ☐ March ☐ April ☐ May ☐ June ☐ July ☐ Aug. ☐ Sept. ☐ Oct. ☐ Nov. ☐ Dec.

A COPY OF THE FOLLOWING DOCUMENTS ARE REQUIRED:

☐ Health Certificate/License ☐ A Photo of the truck, trailer, or cart

☐ Fire Department/Fire Marshal Certificate (if cooking) ☐ Texas Sales Tax Certificate

*Insurance Certificate will be required upon acceptance of your application

Submittal of the Mobile Vendor Application does not guarantee a vendor's approval. Upon approval of the application and receipt of required insurance certificate, the Midland Downtown Park Conservancy (MDPC) will add the mobile vendor to the approved mobile vendor list. Vendors on approved list are eligible to enter into Mobile Vendor Agreements with MDPC, as long as they remain in good standing. An authorized representative of the business must sign the agreement(s). MDPC will make every effort to provide mobile vendors and park visitors a variety of options. Please note, due to space limitations, trucks must be detached from trailers, no exception.

If you have questions, please call 432-687-8200.

Email Application: programming@centennialparkmidland.org

Mail or Hand Deliver:

Event & Program Manager
Midland Downtown Park Conservancy
201 W. Wall Street, Suite 200, Midland, Texas 79701



CENTENNIAL PARK
MIDLAND DOWNTOWN PARK CONSERVANCY
AUDIOVISUAL VENDOR APPLICATION

INFORMATION

Company Name: _____ Phone: _____
Address: _____
City, State, Zip: _____
Website: _____

CONTACTS

Main Contact: _____ Title: _____
Phone: _____ Email: _____
Alternate Contact: _____ Title: _____
Phone: _____ Email: _____
Year Established: _____ Number Employees: _____
Products & Services: _____

Do you consent to have your company information listed on our website? ☐ Yes ☐ No

Event Size Experience: ☐ 50-200 ☐ 200-500 ☐ 500-1,000 ☐ 1,000-5,000 ☐ 5,000-10,000 ☐ 5,000+

Event Types: ☐ Reception ☐ Ceremony ☐ Concert ☐ Festival ☐ Performance ☐ Other: _____

SUBMIT THE FOLLOWING DOCUMENTS FOR CONSIDERATION:

- ☐ Complete Audiovisual Application
- ☐ Three professional reference contacts

If you have questions, call 432-687-8200.

Mail, Hand Deliver, or Email Application to:

Operations Manager
Midland Downtown Park Conservancy
201 W. Wall Street, Suite 200
Midland, Texas 79701
operations@centennialparkmidland.org

Printed Name

Signature

Date

VIDEO BOARD ADVERTISING PACKAGES

AD SIZE	MEASUREMENTS	COMPOSITION SIZE	TIMEFRAME	# MESSAGES	COST
Full Screen	20' high X 26' wide	1,600 px w X 1,440 px h	1 day	126	\$150
			1 week	882	\$300
			2 weeks	1,764	\$500
			4 weeks	3,528	\$800

Content

- Graphics must be screen-ready
- Resolution: 72 dpi (use high-resolution assets and/or vector graphics)
- Color mode: RGB
- Preferred Static File Format: PNG
- Supported Static File Format: JPEG, BMP
- Pixel Aspect Ratio: square pixels (px)
- Preferred Animated File Format: AVI (uncompressed)
- Supported Animated File Formats: MP4, MOV
- Frames Per Second: 30
- Colors: use rich, vibrant, saturated colors with a contrast between the background and image
- Text: simple, bold, brief
- Run Time: the ad will be shown for 10 seconds, reoccurring approximately every 8 to 10 minutes, from 7 a.m. to 10 p.m., Monday – Sunday.
- Deadline: graphics and payment must be received no later than five (5) business days before the start date.
- *Full Park rental event clients do not pay a fee to display their graphics on the Video Board throughout the duration of their event day.*

Centennial Park Advertising Order

Video Board Advertising Order: Please mark your ad duration.

Duration	1 Day	1 Week	2 Weeks	4 Weeks
Full Page	<input type="checkbox"/> \$150	<input type="checkbox"/> \$300	<input type="checkbox"/> \$500	<input type="checkbox"/> \$800

Requested Start Date: _____

Preferred payment method:

- Check ☐ Please make check out to: Midland Downtown Park Conservancy
- Credit Card ☐ Note: An invoice will be sent through Planning Pod software. You will be able to pay through Square.

Advertiser Information

Company Name: _____ Phone Number: _____

Contact Person: _____ Email Address: _____

Mailing Address: _____



Centennial Park Advertising Agreement

This executed agreement contains all the agreements between the parties with respect to advertising at Centennial Park. Midland Downtown Park Conservancy ("Conservancy") is not responsible for any oral representations unless incorporated herein.

1. The individual signing this contract is responsible for the payment. By submitting the signed Advertising Order and Agreement, the advertiser or advertising agency representative affirms that they are authorized to publish the entire content and subject matter of the ad.
2. Advertisers and advertising agencies jointly and severally agree to be responsible for payment to the Conservancy for Video Board space and time purchased under this agreement. Disclaimers are not permitted. Sequential liability is not accepted.
3. Full payment must be received no later than five (5) business days before the start date. In the event of nonpayment or if the advertiser does not meet payment requirements, the Conservancy will not run the ad and this Advertising Order and Agreement will become null and void. No credit for partial payment will be given on this occasion.
4. The advertiser shall supply by email as a high-resolution JPEG, PNG, AVI, OR MP4 AT 72 DPI image of the advertisement no later than five (5) business days prior to the ad start date. If the publish-ready ad does not arrive on time at the Start Date, the Conservancy will, in case of first-time advertising, cancel the ad insertion, or, automatically use an Advertiser's prior ad for publication. No credit will be given. Potential placement in an upcoming ad date is at the discretion of the Conservancy.
5. The Conservancy is not responsible for errors on graphics submitted by an advertiser or their representative.
6. Any file intervention required by the Conservancy will be charged back to the advertiser at a minimum of \$25 an hour.
7. Advertisers/advertising agencies jointly and severally agree to protect, indemnify, and hold harmless the Conservancy from all third-party claims or actions arising out of or based on advertising purchased according to trademark, copyright, or other matter or alleging any false, misleading, or libelous statement or representation.
8. No order cancellations or changes are accepted after the date the ad is published "Start Date." Those received before the Start Date may not be considered executed unless acknowledged by the Conservancy in writing.
9. Acceptance of advertising is strictly subject to the Conservancy's approval in writing and conditional upon receipt of timely and full payment.

Signature _____ Date _____

Please email signed agreement and all follow up correspondence to: info@centennialparkmidland.org

If you have questions, call 432-687-8200.

Internal Use Only

Approved?

☐ Yes ☐ No

Signature:

Date:



APPLICATION FOR PHOTOGRAPHY, VIDEOGRAPHY, AND DRONE USE

To apply for permission to take commercial photography, videography or to operate a drone within the Centennial Park premises and airspace, the applicant must complete and sign this application form and submit it to the Midland Downtown Park Conservancy (MDPC), to be reviewed by the Executive Director. Applicant must allow sufficient time for the MDPC to process application. On receipt of this completed application form, MDPC will consider the application. If it is accepted, you will be sent an Agreement to sign and notified of the permit fee and arrangements for payment.

Please refer to our Guidelines for Photography, Videography and Drone Use at Centennial Park before planning a project to ensure the protection of the park and the safety of our visitors. All activities must be coordinated during the site's regular hours of operation and scheduled at least 10 business days prior to the project. Members of the news media are welcome to photograph or take video for news coverage. If you are working on a news story, please contact the Office Assistant at (432) 687-8200 or info@centennialparkmidland.org.

NO COMMERCIAL PHOTOGRAPHY, VIDEOGRAPHY, OR DRONE USE IS PERMITTED WITHIN CENTENNIAL PARK UNTIL A "PHOTOGRAPHY, VIDEOGRAPHY, & DRONE USE AGREEMENT" IS SIGNED BY THE APPLICANT/LICENSEE AND THE EXECUTIVE DIRECTOR OF THE MIDLAND DOWNTOWN PARK CONSERVANCY. PHOTOGRAPHY, VIDEOGRAPHY, OR DRONE USE OF PARK PATRONS WITHOUT CONSENT IS PROHIBITED.

Applicant:

Applicant Name:	
Organization/Business:	
Applicant Email Address:	
Applicant Address:	
Applicant Telephone Number:	
Photographer and/or Videographer Name (if different than applicant):	
Photographer and/or Videographer Telephone Number (if different than applicant):	

Drone Pilot:

Name:	
License Certificate Number:	
License Date of Issue: (Valid for 3 Years)	
Contact Telephone Number:	
Email Address:	

Purpose:

Film/Project Name:	
Type of Project:	

Detailed description of onsite activities including special effects, stunts, etc. (attach additional pages as necessary)	
Will project restrict any area of Centennial Park? Please explain.	
Will the public be invited or included in the filming in a manner that would produce a large crowd? Please explain.	
Number of crew both behind and in-front of the camera(s):	
Will project involve minors? Please explain. (Note: Must provide proof of parental consent.)	
Will project involve animals? Please explain.	

Equipment:

Specify all equipment and/or props to be used. (If applicable, include type of drone and what it is equipped with such as camera and audio.)	
Will project require amplified sound? Please explain.	
Will project require access to power? Please explain.	

Use:

Requested Date:	
Requested Set-up Time:	
Requested Shoot Time frame:	
Requested Load-out Time:	
Location(s) including drone take-off and landing areas: (Please refer to Park map for location names.)	

_____ By submitting this application, the applicant confirms that all details provided are true, accurate, and complete, and acknowledges that if any of the information is found to be incorrect, any issued permits can be revoked.

_____ The applicant acknowledges this is an application and does not constitute permission from the MDPC take commercial photography and/or videography within Centennial Park. Submission of this application does not guarantee permit approval. The applicant also acknowledges that any permission granted by the Midland Downtown Park Conservancy is only for the requested date, time frame, and areas and is strictly subject to the rules of Centennial Park and agrees to be bound by the Park's Rules at all times within Centennial Park's premises and airspace.

_____ The applicant has read and agreed to the Centennial Park "Photography & Videography Guidelines" and accepts the responsibility as outlined. I understand that the Staff, Board and Directors of the Midland Downtown Park Conservancy and the City of Midland will be held harmless for actions arising out of the use of the park's premises. I also understand that no refunds will be issued, and that I will be responsible for any damages that may occur.

Print Name

Signature

Date

ARE YOU PREPARED FOR ANYTHING?

Below is a list of recommended supplies to have in your event's tool kit.

Tools:

- 50' Extension Cord
- Box Cutter
- Flash Light
- Gaffers Tape
- Leatherman (Multi Tool)
- Pliers
- Screwdriver
- Surge Protector Strip
- Tape Measurer
- Work Gloves
- Zip Ties

Office Supplies:

- Clipboard
- Double Sided Tape
- Highlighter
- Industrial Scissors
- Sticky Notes
- Packing Tape
- Paperclips
- Rubber Bands
- Scotch Tape
- Sharpie
- Stapler & Staples
- Super Glue
- Mason Line String
- Writing Pens

First Aid Kit

- Adhesive Tape
- Aloe Vera
- Antibiotic Ointment
- Anti-Itch Spray
- Antiseptic Wipes
- Band-Aids (Different Sizes)
- Benadryl
- Bug Spray
- Cold Pack
- CPR Shield
- Elastic Bandage
- Eye Drops
- First Aid Book
- Gauze Pads
- Gauze Roll
- Hand Sanitizer
- Ibuprofen
- Rubber Gloves
- Sanitizing Wipes
- Sunscreen
- Thermometer
- Tongue Depressors (Splinting)
- Triangular Bandage
- Tweezers
- Tylenol

Snacks:

- Electrolyte Powder
- Granola Bars
- Gum
- Water

Toiletries:

- Cotton Pads
- Double Sided Fabric Tape
- Feminine Products
- Floss / Toothpicks
- Hair Ties
- Hand Wipes
- Lint Roller
- Lotion
- Mouthwash
- Nail Clippers
- Nail File
- Plastic Poncho
- Q-tips
- Safety Pins
- Sewing Kit (Basic)
- Spray Deodorant
- Stain Remover Wipes
- Tissues
- Umbrella
- Vaseline

This list is provided as a courtesy to aid your preparation.
Centennial Park does not provide these items.