

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 seasonally and weather permitting from 10:00 a.m. - 8:00 p.m.

There are large and small dog parks for dogs to roam offleash. 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 Depo		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			
					Not Available for Private Events or groups with a		
Stage Pavilion & Great Lawn Package	\$3,000	\$3,000	15% off	\$1,500	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			
Additonal 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 minumum of 1 attendant



Updated on 5/11/21



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 20 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.



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.



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.



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.
- Armature 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.



South— Boundary Indicated by Orange Lines Above– 27 Tents Available

CENTENNIAL PARK













Stage & East Section of Great Lawn

Boundary Indicated by Green Lines Above

The space is not available for private events or groups greater than 500 people. Events cannot restrict access to Loraine Path or park visitors.

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)

60 DAYS PRIOR

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

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

20 DAYS PRIOR

 Site visit with Centennial Park representative, client, and client's vendors

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 submittedstandard event set up (park as is) will be assigned

7 BUSINESS DAYS PRIOR

- Floor plan, equipment, or vendor changes
- Video Board Content, 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

Park Responsibility

Every Event

- Provide Contractual Agreement & Invoice
- Arrange site visit
- Location
- Electricity in electrified areas
- Custodial additional fee applies
- Onsite representative
- Post Event Inspection
- Provide radios to event organizer coordinator, janitorial, security & park staff
- Add event to the park website calendar
- Provide WiFi password to event organizer
- Manage Security Deposit
- Conditional Upon Rental
- Provide keys to needed areas
- Tents (set up & take down)
- Stage (set up & take down)
- Spider Box
- Portable Sign Stands
- Lights
- Loraine Path access
- Park barricades (setup and take down)
- Video Board activation
- Video Camera
- Portable Sound Equipment
- Mesh Panels set

Licensee Responsibility

- License Fees and Security Deposit
- Certificate of Insurance
- Timely communicating event needs or changes in writing
- Onsite representative until loadout
- Follow & enforce park rules
- Audiovisual Vendor "Approved"
- Video Board content & signage
- Décor, load-in & load-out
- Tables, chairs & set up
- 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)
- Floor plan
- Food Truck "Approved"
- Entertainment
- Event Vendors
- Sign off on Post Event Inspection Form
- Leave event area clean
- Street/Traffic barricades
- Additional trash containers
- Submit written cancellation notice 90 days prior to event (if needed)
- Keep event within reserved timeframe
- Pay for damages, additional hours, or additional cleaning required post-event (deducted from Security Deposit)



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
- 3 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

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

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

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

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

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

Y Bar A Waste Management (432)212-0264 1100 S Big Spring Street Midland, TX 79701 Jezco Rentals, Inc. (432)687-1250 510 S Big Spring St. Midland, TX 79701

Sani-Can (432)550-7667 12301 W County Rd. 100 Odessa, TX 79765 *Excludes Dumpsters **Permian Equipment Rentals** (432) 563-1641 5506 FM1788 Midland, TX 79707

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



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.

DESIGNATED SMOKING AREA



PLEASE DISPOSE OF CIGARETTES IN CONTAINER PROVIDED

NO SMOKING IN 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.

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@mcounty.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.

All Star Security Group

- 1. Contact: Isaiah Rodriguez, 432-638-8127, irodriguez@allstarsecuritygroup.com
- 2. You can email or call the above for Non-Alcohol Related Events.

Guard One Services

- 1. Contact: Mark Adams, 210-833-2013, madams@guard1services.com
- 2. You can email or call the above for Non-Alcohol Related Events.



EVENT SECURITY RESPONSIBILITIES

- 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 walkthrough 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 Sherif'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



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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





APPROVED 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 Midland Downtown Park Conservancy's approved vendor lists. The vendors on these lists 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.

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

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

MOBILE FOOD VENDORS

Full Park rentals are eligible to invite food trucks to serve food at their event. If a food truck is participating in an event held at Centennial Park, the proprietor must follow the rules of the Midland Downtown Park Conservancy throughout the event regardless of where they are parked. 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. Furthermore, 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 parking 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.
- 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.

If a vendor fails to comply with the rules of the Midland Downtown Park Conservancy, the Conservancy may immediately refuse to allow the vendor access to parking. The Conservancy has no responsibility to attempt to resolve disputes between the vendor and the vendor's customers.

It is the duty of the event organizer to ensure that vendors participating in an event adhere to the Park's rules.

Centennial Park's approved mobile food vendor list is available upon request to the Event Manager.


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.





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





AUDIO VISUAL

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 an 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.





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 outside tent allowed to be set up in Centennial Park is a tent to cover A/V equipment on the Great Lawn 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

TRADEWIND SOUND BRIAN THOMAS 325-212-4342



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	NORTH PROMENADE
34 - 20-AMP PLUGS	26 - 20-AMP PLUGS
8 - 50-AMP PLUGS	5 - 50-AMP PLUGS
SPLASH PAD AREA	GROVE
16 - 20-AMP PLUGS	18 - 20-AMP PLUGS
CONCESSION KIOSK	CONCESSION BUILDING
1 - 20-AMP PLUG	6 - 20-AMP PLUGS

PARK INTERNET

Access to the Park's Wi-Fi will be given to the on-site event organizer the day prior to the event's scheduled load-in time. This access is not to be used by the general public and/or an event's attendees.



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.



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

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

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

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

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

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





VIDEO BOARD ADVERTISING PACKAGES

FULL SCREEN	HALF SCREEN	QUARTER SCREEN

AD SIZE	MEASUREMENTS	COMPOSITION SIZE	TIMEFRAME	# MESSAGES	соѕт
Full			1 week	882	\$300
Screen	20' high X 26' wide	1,600 x 1,440 pixels	2 weeks	1,764	\$500
Screen			4 weeks	3,528	\$800
Half			1 week	882	\$200
	10' high X 26' wide	1,600 x 720 pixels	2 weeks	1,764	\$300
Screen	Screen		4 weeks	3,528	\$500
Quartar			1 week	882	\$150
Quarter	10' high X 13' wide	800 x 720 pixels	2 weeks	1,764	\$210
Screen			4 weeks	3,528	\$350

Content

- Must be Camera-Ready Art
- Composition Size: Full Screen 1,600w x 1,440h, Half Screen 800w x 720h, Quarter Screen 400h x360w
- 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
- 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: 10 seconds, from 7 a.m. to 10 p.m., Monday Sunday.
- Deadline: Artwork must be received no later than seven (7) days before the start date.

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

Please send all correspondence to: operations@centennialparkmidland.org.

×××			
CENTENNIAL PARK			
Licensee Checklist			
Time of Booking Signed Park License Agreement 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 Licensee 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			
 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, 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.			

This checklist provides the deadline of items due to the Conservancy for your event.

			ENTENN	NIAL PARK	
Event Name:			ent Date:		
		Licensee'	s Vendoi	Information	
Licensee's On Site	Event R	epresentative #1:_		Cell Phone:	
		-		Loraine Path Access: 🛛 Yes 🛛 🖓 No	
Licensee's On Site	Event R	epresentative #2:_		Cell Phone:	
Arrival Time: A	M/PM	Off-Site Time:	_AM/PM	Loraine Path Access: 🛛 Yes 🛛 🖓 No	
Caterer:				Contact Number:	
				Loraine Path Access: 🛛 Yes 🛛 🗅 No	
Alcohol:				Contact Number:	
Load-In Time:	AM/PM	Off-Site Time:	AM/PM	Loraine Path Access: □ Yes □ No	
Food Truck:				Contact Number:	
				Loraine Path Access:	
Décor				Contact Number:	
Load-In Time:	AM/PM	Off-Site Time:	AM/PM	Contact Number: Loraine Path Access: ¤ Yes ¤ No	
• b /					
A/V: Load-In Time:				Contact Number: Loraine Path Access: ¤ Yes ¤ No	
				Contact Number: Loraine Path Access: ¤ Yes ¤ No	
			AM/PM	Loraine Patri Access. Il res I il No	
Tables:				Contact Number:	
Load-In Time:	АМ/РМ	Off-Site Time:	АМ/РМ	Loraine Path Access: 🛛 Yes 🛛 🖻 No	
Security:				Contact Number:	
Load-In Time:	AM/PM	Off-Site Time:	AM/PM	Loraine Path Access: 🛛 Yes 🛛 🖻 No	
Porta-Potty:				Contact Number:	
Load-In Time:	AM/PM	Off-Site Time:	AM/PM	Loraine Path Access: 🛛 Yes 🛛 🖻 No	
Dumpster:				Contact Number:	
				Loraine Path Access: 🛛 Yes 🛛 🖻 No	
Refrideration/Free	zer Trail	er:		Contact Number:	
Load-In Time:	AM/PM	Off-Site Time:	AM/PM	Loraine Path Access: □ Yes □ No	
Other Vendor				Contact Number:	
				Loraine Path Access: □ Yes □ No	
Noto: Diagon attach	a list of	any additional year	dore not	antioned above	
Note: Please attach a list of any additional vendors not mentioned above.					
Please provide this document to Centennial Park 30 days prior to your event.					



W. WALL STREET

BENCHES SEAT WALLS POLE LIGHTS

EVENT:	
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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 SCHEDULE

07:00			
08:00			
09:00			
10:00			
11:00			
12:00			
1:00			
2:00			
3:00			
4:00			
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7:00			
8:00			
9:00			
10:00			
11:00			
12:00			
01:00			
02:00			
03:00			

EVENT: _____

DATE: _____

EVENT SCHEDULE	STAFF/VOLUNTEER SCHEDULE
07:00	07:00
08:00	08:00
09:00	09:00
10:00	10:00
11:00	11:00
12:00	12:00
1:00	1:00
2:00	2:00
3:00	3:00
4:00	4:00
5:00	5:00
6:00	6:00
7:00	7:00
8:00	8:00
9:00	9:00
10:00	10:00
11:00	11:00
12:00	12:00
01:00	01:00
02:00	02:00
03:00	03:00

Notes:



Information			
Company Name: Owner/Manager:		Phone:	
		Email:	
Address:		Website:	
City, State, Z	Zip:		
Contacts:			
Main Contac	ct:	Title:	
Phone:		Email:	
Alternate Co	ontact:	Title:	
Phone:		Email:	
Applying to	Become:		
🗌 Арр	roved Caterer (\$200 Deposit)	Approved Alcohol (\$200 Deposit)	
Submit the	Following Documents:		
Com	nplete Application		
Com	nplete Alcohol Agreement, if applicable		
Com	nplete Catering Agreement, if applicable		
Cop [•]	y of TABC Permit, if applicable		
Сор	y of Health Department Permit, if applicable		
🗌 Secu	urity Deposit(s), check payable to Midland Dow	ntown Park Conservancy	
	Certificate of Insurance naming Midland Downtown Park Conservancy and City of Midland as additional insured (requirements in the Caterer Agreement)		
the Midland Do	oplication and required documents does not guarantee ap owntown Park Conservancy (MDPC) will provide the Agree sign the agreement.		
•	I Deliver to: ram Manager vntown Park Conservancy		

201 W. Wall Street, Suite 200 Midland, Texas 79701

Printed Name

Signature

Date



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 Seaso	nal Treats 🛛 Other:		
Description of Menu Items:			
Preferred Day of the Week (Prefrence 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	\Box 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



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 of	on our website? 🗆 Yes 🛛 No	
Event Size Experience: 🗆 50-200 🛛 200-500 🔅 500-1,000	0	
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



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:	

_____ 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.

Centennial Park Advertising Order and Agreement

Size/Duratio	on	1 Week	2 Weeks	4 Weeks	
Full		\$300	\$500	\$800	
Half		\$200	\$300	\$500	
Quarter		\$150	\$210	\$350	
Requested St	art Date:				
Please mark	your prefe	erred payment method:			
Check		Checks may be made out to: M	Aidland Downtown Park Co	nservancy	
Credit Card		If paying by credit card, complete all fields below:			
ci cuit cui u					
	der Name:		Expiration Da	te:	
Cardhold	mber:		Expiration Da		
Cardholc Card Nur	mber: ode:		Expiration Da		
Cardholc Card Nur Postal Cc	mber: ode: formatior		Expiration Da		
Cardholc Card Nur Postal Co Advertiser In	mber: ode: formatior me:		Expiration Da Security Code		

NOTE: Payment for ad is due with Advertising Order and 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. The individual signing this contract is liable for the payment provided for herein. By submitting the signed ad agreement, the advertiser or advertising agency represent 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 all space purchased under this agreement. Disclaimers are not permitted. Sequential liability is not accepted.
- 3. Full payment is due upon the signed advertising agreement. If payment is late, an interest charge of the lesser of (a) the highest maximum rate and (b) 15% will occur after 30 days, and thereafter every 30 days. In the event of nonpayment and an attorney or collection agency is required, all legal fees and collection cost become the responsibility of the advertiser or agency placing advertising. If the advertiser does not meet payment requirements, the Conservancy reserves the right to remove the ad. No credit will be given on this occasion.
- 4. No adjustment will be given on corrections not marked by the advertiser on the proof. The Conservancy is not responsible for errors.
- 5. At least seven (7) days prior to the ad date, the advertiser shall supply by email as a high-resolution JPEG, PNG, AVI, OR MP4 AT 72 DPI image of the advertisement.
- 6. Acceptance of advertising is strictly subject to the Conservancy's approval and agreement.
- 7. Any file intervention required by the Conservancy will be charged back to the advertiser at a minimum of \$25 an hour.
- 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.
- 9. No cancellations or changes in orders are accepted after the date the ad is published (the "Closing Date"). Those received before Closing Date may not be considered executed unless acknowledged by the Conservancy.
- 10. If the publish-ready ad does not arrive on time at the closing date, the Conservancy will automatically use the prior ad for publication, or, in case of first time advertising, either produce an ad or cancel insertion. No credit will be given, and ad payment is due in full. Potential placement in an upcoming ad date is at the discretion of the Conservancy.

Signature

Date

Please email signed agreement to: info@centennialparkmidland.org



ARE YOU PREPARED FOR ANYTHING?

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

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

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

Tools:

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

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