

Alton Regional Convention and Visitors Bureau
200 Piasa St.
Alton, IL 62002
Phone (800) 258-6645 or (618) 465-6676
Fax (618) 465-6151
Or visit our website Libertybankamphitheater.com



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Thank you for your interest in the Liberty Bank Amphitheater. Please carefully read the following policies and procedures then complete the application form. Your completed rental agreement must be taken to the Convention and Visitors Bureau office to be submitted for consideration. Our staff will confirm your reservation and be available for assistance during the rental process.

GENERAL INFORMATION

A **NON-REFUNDABLE** booking fee of \$100 is required to reserve an event date. City of Alton the right to change or cancel the event date in writing to the promoter. Sub-leasing or sub-contracting the facility out is not permitted. The Amphitheater Commission retains the sole right to issue permission to use the amphitheater facilities. All estimated expenses must be paid no later than **thirty (30) days** prior to event load-in, and must be in the form of a cashier's check, certified check or money order payable to City of Alton. The contract holder will be responsible for all costs associated with their event and for returning the venue back to its original state. A separate check for damage deposit is due to City of Alton at time of payment.

Note: for all event rentals – Twenty-four (24) all-access passes REQUIRED for necessary Alton Staff and Amphitheater Commission must be delivered to the Alton Convention & Visitors Bureau office one week prior to event date between 8am-5pm M-F except holidays.

AMPHITHEATER CURFEW

Due to the location of the facility and the importance of maintaining a positive relationship with our neighbors, all activities at the Amphitheater may not begin until 6:00am, and must end by 11:00pm on Friday and Saturday and (Holidays), and 10:00pm Sunday through Thursday. Extensions to this curfew can be granted if requested in advance and only under extenuating circumstances by the Director of Parks and Recreation or his/her designee. The promoter shall vacate the premises no later than 1:00am on Friday and Saturday (Holidays), and 12:00am Sunday through Thursday. Alcohol sales must cease 30 minutes prior to the end of the event.

City of Alton reserves the right to stop any event if curfew is not adhered to.

FOOD & BEVERAGE

The City of Alton has exclusive rights to all food, beverage, soda products and water sales at all events through contract with Pit Stop Concessions. PSC has first right of refusal for all non-city events.

The City of Alton has contracted exclusive rights for all alcohol sales on premise with Fritz Distributing.

All beverages must be dispensed in approved containers. No glass bottles may be dispensed. All alcohol sales must cease 30 minutes prior to the end of the event. If event is rain delayed beer sales shall cease no later than 11:00 p.m.

ALCOHOL WRIST BAND POLICY

City of Alton requires that all events selling alcohol identify consumers of legal drinking age by using colored wrist bands issued at gate/ticket booth with valid ID. The promoter is required to purchase in advance the wrist bands and notify Alton Park & Recreation Department of the color wrist band to be used each day of the event. Failure to comply with this policy will result in the cancellation of alcohol sales.

SECURITY

Event Security will be hired by the promoter for the safety of the artist(s), crowd control, and for overnight patrol of the event grounds. Alton Police Chief reserves the right to determine the number of security personnel required (minimum 12) must be from an Illinois licensed approved agency. Volunteer security will not be allowed. See estimated costs.

PARKING/VEHICLES

A limited parking area will be available on the east side (front area of Marina parking lot) of the amphitheater for volunteer, security, staff and vendors for your event. Band members may use VIP parking lot east of venue. No vehicles will be allowed to park/move about during the event in the vendor tent area, on the grass area, emergency roadway, or in or out of loading area after fence is secured.

Overflow parking can be made available for your event, and shuttle buses can be arranged, at the promoter's cost. Depending on the size of your event, the promoter may be required to hire a specialized event parking company to assist with directional parking for overflow parking areas.

Alton Riverfront Amphitheater has bus parking spot with shore power (20 amp, 30 amp & 50 amp receptacles) for touring acts.

Roadway from the south and east parking areas must always have two lanes open at all times for emergency vehicle access to this venue.

CLEANING

The City of Alton and Park & Recreation Department reserves the right to determine cleaning requirements for each event. \$200 cleaning charge applies.

- Porta Potties will be required and must be located in approved areas. One porta potty per 75 people per 4 hour event. All service vehicles must use the designated paths of reinforced concrete provided on Map. All sidewalks are NOT reinforced.
- If VIP area is used (back) stage left this area shall be returned to the original clean state. If alcohol is served it will not leave the area. No one under 21 admitted to this area.
- All tables that are rented will be cleaned and folded for pick up at the end of the event.
- Ticket booths will have their tables/tents folded and stored back into booth and locked. Radios (if rented) must be turned into trailer at the end of event. No electricity available at the ticket booths-- after dark flash lights recommended.
- Stage and production area must be free of all debris and returned to its original state.
- Seating, vending, parking and lawn areas must be free of all debris and returned to its original state.

RULES & REGULATIONS

- No alcohol allowed in park unless approved by Alton City Council.
- All events must comply with local and state laws.
- No unauthorized person shall carry and or discharge any firearms, weapons, or fireworks on park property
- You must be 21 years of age to rent any park facility.
- Amplified sound in Riverfront Amphitheater must be moderated and controlled. Event area must be restored to its original set up once the event is over.
- The Riverfront Amphitheater is an outdoor venue; therefore, no refunds or rescheduling are allowed due to weather.
- Clients are not allowed to attach banners or decorations to lights, trees, fountain or turf areas.
- No unauthorized (hard) coolers, glass, or confetti is allowed on park property.
- Do not dump ice on plants or grass areas.
- No driving on sidewalks.
- No unauthorized vehicles are permitted on Amphitheater sidewalks.
- Park only in designated parking areas. (Parking on grass will result in ticket and/or tow.)
- Abusive or profane language/behavior is not permitted.
- Posted speed limit on park grounds is 20 MPH.
- No unauthorized pets allowed during scheduled events.
- No overnight parking or camping allowed on Park property without written permission.
- Please do not litter, several trash receptacles are available throughout the park for your use.
- Emergency lane must always be provided on loop road around the park.
- No staking or tents allowed without written consent from the Park and Recreation office at least one (1) week prior to event or designated at the walkthrough to prevent damage to the irrigation system.
- The promoter may not make any changes to the existing facilities' electrical, plumbing, building, landscaping, fountain or design in any way.

INSURANCE INDEMNIFICATION

The Renter shall indemnify, defend and save harmless The City of Alton and Alton Park & Recreation Department, Alton Regional Convention and Visitors Bureau and Liberty Bank from any and all injuries (including death), property damage and other claims, liabilities, losses and causes of action arising out of any negligent act or omissions by City of Alton and Park & Recreation Department and the Renter during the use of the facilities by Renter or those acting under the authority of the Renter, including participants and spectators in the connection with the Renters activities in and on the site.

All event promoters must carry event insurance for not less than \$1,000,000 General Liability/\$2,000,000 Aggregate. Insurance certificate must also list the City of Alton as Additional Insured. This certificate must be on file with the City of Alton Comptroller no less than thirty (30) days prior to the event. Comptroller office is located at 101 E. Third St. Alton, IL 62002 Room #104. Email jcowan@alton-il.com 618-463-3544.

PRODUCTION:

The City of Alton is under contract with Evtiv for all events at the Liberty Bank Amphitheater. Evtiv has first right of refusal for all production. Any outside promoter must be approved by above contractor not excluding riders and production company information. Contact information is Sam Foxman, 314-615-6577, sfoxman@evtiv.net

RIGGING SYSTEM/SOUND and LIGHTS

The promoter is responsible for providing all sound, light and backline equipment for their event. The promoter will provide a certified rigger, (Local Rigger/Electrician is available) at their own cost. .

- The promoter will be responsible for providing ADA cable ramps to cover cables running from the stage to the front of house for equipment once the conduits are at limits. The distance is 75 feet. ***No duct tape is allowed on any fixture at the amphitheater.*** GAFF Tape or Theatrical grade non residue tape is allowed, but all tape and residues MUST be removed after the event. All aisles, paths, walkways are never to be blocked or used as case storage, etc STRICTLY ENFORCED. Cables must be on yard side of steps (behind rails)
- The promoter will be responsible for decorating the stage area. ***No drilling or taping to pillar structures and stage floor will be allowed. No pyrotechnics, concrete blocks, Cannons, Flames, etc will be allowed. Confetti in any form is expressly forbidden in the Riverfront Amphitheater.***
- Man lifts will not be allowed to drive on fountain grates during anytime.
- Rigging needs and drawings must be sent to Alton Park & Recreation Department for approval forty-five (45) days in advance of the event. NO RIGGING is allowed without the permit. All rigging attachment points must be made via non scratch means such as SPANSETS/BURLAP and follow the City's diagram at each rigging point the weight must **NOT** be exceeded see attached diagram.
- Cords must be protected by wrapping when hoisting production equipment. These will be inspected and enforced.
- All electrical panel doors on pillars are kept closed at all times and silver trays returned to original position after disconnect of cam system in lower boxes.

PRODUCTION SCHEDULE:

The promoter must supply the City of Alton and Alton Park & Recreation Department with a detailed production schedule for the event at least (10) working days before the event. The schedule should include load in times, sound check times, artist performance time, and load out time, along with personnel contact information for the day of the event. Plywood must be used under ramp from production truck at load in and load out. Please include cell phone numbers. The fountain will be turned off 12 hours prior to load in time/date and turned back on after load out time/date expires. An advance phone call/email should be made to review all necessary permits, walkthroughs, and questions etc at least fifteen (15) days in advance to the Alton Park & Recreation Executive Director for Production. Number and size of vehicles, buses, semi-trailers trucks, straight trucks etc all need parking permits to park in the staff parking lot.

VENDOR REGULATIONS:

All food and beverage services are contracted with Pit Stop Concessions.

Outside vendors MAY be permitted upon completion of food vendor form and approval of Pit Stop Concessions.

- **Non-food vendors must submit completed vendor application for consideration. Vendors are responsible for all applicable taxes.** General Merchandise rate is 7.85% - collected by the Illinois Department of Revenue. Food and Beverage tax rate is 8.35%, broken down to 7.85% to be collected by the Illinois Department of Revenue with .5% collected directly by the city of Alton under the food and beverage tax ordinance.
- Promoters must provide a site map with vendor locations and deliver to Park office no later than seven (7) days prior to the event. Alton Park & Recreation Department reserves the right to move any vendors that may be interfering with Public or Park utilities. Promoter must provide Management with power requirements for vendors no later than seven (7) days prior to the event. Vendors are only allowed in designated areas. Power is available for maximum of 10 vendors. Additional fees will apply.
- Promoters are responsible for collecting all insurance certificates from vendors. Insurance slips must be current and list the **City of Alton as additional insured for \$1,000,000 per occurrence/\$2,000,000 aggregate.** All vendors will be required to display a current occupational license with a valid signature.
- Promoters are responsible for all event vendors and that all vendors know venue rules and regulations and adhere to the policies. Promoter may be subject to additional fees for non-compliance to the policy.
- Vendor parking has been provided by the facility. Promoter will issue passes that must be displayed in each vehicle parked in the vendors parking area, off the grass area or near the docking area during the event. Promoters will also wrist band the vending staff and notify APR with the color of vending staff.
- Vendors using extension cords must insure that they are outdoor heavy duty 15-20 amp cords and in good working condition, (not frayed or repaired) and must be taped down to prevent tripping. Power strips are not **ALLOWED** for refrigerators, freezers, cookers, and fryers. **GENERATORS** are not allowed for vending they must use electric hookup.
- If necessary, promoters are responsible for providing overnight security to vendor area.
- Vendors will not discriminate against any persons because of race, creed, color, religion, sexual orientation, or national origin. Vendors will conduct themselves in a proper manner so as to not cause any harm to patrons or employees legally on the property.
- Vendors will comply with all laws of the United States, the State of Illinois, Madison County (MCHD is (618)-296-6079), City of Alton Police and Fire Departments, or any other applicable laws, codes and regulations.
- No tent stakes or banner stakes allowed in turf areas (irrigation system in place).
- Vendors must use the 55 gal. trash containers in vendor row not the 33 gal for resale product. Please separate or stack recycles off to the side for pickup by park staff. All vendor areas must be cleaned and returned to the original state.

Vendor's on site set up time is mandatory 4 hours prior to start of event and ready to sell before gates open. All vending areas will be inspected by Fire, Madison County Health department and or Park Management prior to event start for compliance of the above rules. Any violators may be shut down.

FEE SCHEDULES AND DEPOSITS

Non-refundable booking fee to secure date is \$100.00-due with rental contract/agreement.

FEE SCHEDULE FOR NON-TICKETED AMPHITHEATER EVENTS

	>1,000	1,000+
Full Facility Rental Fee	\$1,000	\$1,500
Non-Refundable booking fee	\$100	\$100
Refundable damage deposit (due with separate check upon final payment)	\$1,000	\$1,250
Second day set-up rental	\$500	
Church Service	TBD	
Graduation Ceremony	TBD	
Band Concert (non-amplified)	TBD	

There are many hard costs associated with every event held at the Amphitheater. Renter will pay all actual expenses associated with the event. See list below.

ALL RATES ARE SUBJECT TO CHANGE

REQUIRED EXPENSES

Porta Potties (\$65 ea)

(minimum 1 per 75 people per 4 hours)

Backstage Fence	\$380
Ticket booth set-up	\$220
Janitorial supplies	\$80
Stage Electricity (5 hours)	\$500
Stage Electricity (wedding only 2 hours)	\$200

Set-up/post-event Charges

Bike racks set up for stage (if needed) required for attendance over 1,000	\$220
Bike racks	\$300
Event set-up (includes 10 vendor set-up)	\$320
Supervisor (18 hours)	\$630
Clean-up (8 @ \$12.50/hour x 2 hr)	\$200
Wedding clean-up	\$25
PLUS REQUIRED SECURITY (10 min)	\$1,200

(determined by Alton Police Chief). Security personnel must be ILL licensed and Amphitheater Commission approved

POLICE and RESCUE CHARGES (All rates are subject to change)

Rates (Minimum 3 hour shifts) Alton Police \$65 hr/per officer

Email request to Cranmer@altonpolice.com and jlando@altonpolice.com

Alton Police Department will invoice renter directly following services unless otherwise specified.

Damage deposit charges

(To cover actual damages & rules infractions/violations)

\$100 --driving on sidewalk/per incident

\$50 --dumping ice on grass, safety violations--power strips, fire ext. etc

\$50 --vendor clean-up, parking violations (unauthorized areas/towing fees)

Plus any actual cost for any additional property damages

OPTIONAL EXPENSES (as applicable)

-Each additional porta-potty	\$65 each
-Police staff (minimum 2 for 6 hours) (as required by Chief)	\$780 min
-3 Ticket sellers @ \$13/hr/6 hours (if not using Evntiv)	
-Beer staff labor -- 13 @ \$5/hour x 6 hour (3 distrib. points) \$390 if not using Pit Stop Concessions	
-VIP set-up (includes stanchions, 6 tables, 48 chairs, rope off) additional tables/chairs available additional cost	\$250
-EMT as required by Chief --	\$85/hour/person
-Table rental (beer, ticket booths, vendors, etc)	\$10 each
-Electricity for vendors (max 10 vendors) 10' x 10' spaces 110v/ 8 hours each \$15 each 30 amp/ 8 hours each \$25 each 50 amp/ 8 hours each \$40 each	
-Overnight electricity-- additional charges (x 2)	
-Additional vendor area set-up w/ 110v electricity (max 6 spaces -10' x 10' each)	\$35 each space
-Additional vendor set-up w/o electricity (12 max) For walk-in set-up only	\$20 each
-Oversize vendors 10' x 20' as available	\$50 each
-Risers for sound gear to transfer station	\$40
-Steps to stage (weddings/graduation only)	\$25
-Second stage set-up (cannot be staked- water weights only) Reduces vendor space	\$500
-Electricity for second stage	\$250
-Signage priced individually	
-Trailer usage for staff/volunteers	\$50
-FEMA trailer usage for money count w/safe	\$50
-Scissor lift	\$98 per day
-Electrician	\$85/hour
-Golf cart Storage/electric	\$50
-Drum Riser	\$100
-Maintenance personnel \$75/hour (4 hr min)	\$300
-Tents (10' x 10' or 10' x 20' = \$60/\$80/tent plus set-up)	\$80 each set-up
-Bus parking electricity/night	\$40
-Distro box hook-up backstage for loading coaches or elec needs"	\$150

**ALTON RIVERFRONT AMPHITHEATER
Rental Agreement Non-Ticketed Events**

Event Name: _____

Event Date: _____

Event Times: from _____ **to** _____

Name/Organization: _____

Mailing Address: _____

City, State, Zip: _____

Email Address: _____

() () ()

Day phone number Evening number Emergency number

() () ()

Mobile number Mobile used at event fax

(Organization/Event Coordinator Email) (contacts) (website)

Event Contact Person(s) Event Promoter

Breakdown Date & Time if different from start date: _____

Note: A copy of an executed contract detailing financial remuneration paid to the private Promoter/for profit enterprise will be required as part of this application.

Name(s) of Event Sponsors

Name(s) of Event Sponsors (use additional page if needed)

Name(s) of In-kind Services Event Sponsors (use additional page if needed)

Event Description/Purpose: _____

(Please use back of page if necessary).

Is this the first time you have rented the Alton Riverfront Amphitheater ____yes ____no.

Date presented/approved by Amphitheater Commission:_____

EVENT DETAILS:

Must use ENTIV ticket procedures and Pit Stop Concessions for all food and beverage.

Use of ticket booths: yes_____ no:_____

Will Call: yes_____ no:_____

Alcohol Sales: yes_____ no:_____

Food/Soda Sales: yes_____ no:_____

Merchandise Sales: yes:_____ no:_____

Audio/lights: flown:_____ stacked:_____ lifted_____

ADVERTISING:

Samples of advertising must be approved by the Amphitheater Commission prior to printing and/or distribution. Send final ad proofs via email to Brett Stawar at bstawar@visitalton.com

Newspapers(name)_____

TV (stations)_____

Radio (stations)_____

Websites_____

Facebook_____

Poster/Fliers (describe/location)_____

Direct Mail (quantity)_____

Other (specify)_____

PRODUCTION INFORMATION

Name, phone, and email information of Production Company : _____

Lights/Sound: Set up Date & Time:_____

(trucks must be away from stage at least 6 hours prior to show time)

Performer: Load in Time:_____

(must be unloaded at least 3 hours prior to show and must be out of stage fenced area if leaving before end of event). Fence will not be removed until performance is over.

FOR OFFICE USE ONLY

Date deposit received _____ Date balanced received _____

Damage fee date received _____ attach copy of check to this sheet
(separate check \$1,500)

CVB staff signature and date: _____

Walkthrough date & time scheduled w/APR department: _____
(10-14 days)

City Comptroller signature _____ date of COI _____
(30 days)

Advertisement Due date: _____

*****Please attach copy of Renters Driver's License*****

SECURITY INFORMATION

Number of Police Officers requested by Alton Police Department _____

Time Officers will be working start to end _____

Name of Lead Security person night of event _____

Time Security will work event start to end _____

Determined by APR for the times above from information obtained from contract for traffic and back stage set up times.

Traffic Control Set up Time: _____ (Located 1-1.5 hours prior to gates opening)

Backstage Fence Set Up Time: _____ (must be 1.5 hours prior to start time)

