



**North Shore Riverwalk
Event Rental Application**

North Little Rock Visitors Bureau
P.O. Box 5511, North Little Rock, AR 72119
Tel. (501) 758-1424 Fax (501) 758-5752

APPLICANT INFORMATION

Individual / Organization: _____

Contact Name: _____

Address: _____ City/State/Zip: _____

Phone Number: _____ Fax: _____

Cell Phone Number During Event: _____ Email: _____

Website: _____

SECURITY DEPOSIT REFUND PAYABLE TO:

SAME AS ABOVE ADDRESS? (YES NO) IF NO, PLEASE FILL OUT THE FOLLOWING INFORMATION:

Name: _____

Attention to: _____

Address: _____

City/State/Zip: _____

EVENT INFORMATION

Note: Reservations are issued on a first come, first served basis. Your date will not be confirmed unless the deposit is paid before your event. North Little Rock Visitors Bureau reserves the right to reject any applications or disallow any event at its sole discretion.

1. Type of Event:

- | | | |
|-------------------|-----------------------|----------------------|
| Wedding | Concert | Charity – Walk/Run |
| Reception | Festival | Athletic Competition |
| Wedding/Reception | Family Reunion/Picnic | Other: |

2. Proposed name of your event: _____

3. Has this event been previously held? **YES** **NO**

- If YES , Please list venue, venue contact, date, and phone.

Venue: _____

Venue Contact: _____

Date: _____

Phone: _____



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4. Proposed Dates and Times of your Event: *If event reflects additional days other than the event date, there will be a user fee charge at a discounted rate for use of the venue for load in and load out.*

	START DATE	START TIME	END DATE	END TIME
SET UP	_____	_____	_____	_____
EVENT	_____	_____	_____	_____
LOAD OUT	_____	_____	_____	_____

If event is a concert, list **ALL** artists scheduled to perform: _____

NOTE: All events must end by 11:00 p.m. each day.

5. Is your organization non-profit? YES NO
- If **YES**, please attach a current verification of non-profit status and current roster of Board of Directors.

6. Estimated Event Attendance per day: _____

7. Area (s) of the Park Desired: (Please mark all that apply)

Section A (Broadway Bridge to Promenade Circle area in North Shore Riverwalk)

Section B (Promenade Circle area in North Shore Riverwalk)

Section C (Promenade Circle area to Main Street Bridge in North Shore Riverwalk)

Other:

8. **EVENT ATTRACTIONS:** Describe the activities and entertainment involved in your event in detail:

(attach a separate sheet for additional information if needed):

9. **STAGE:** Available upon request. There is an additional fee associated with use of stage. Please indicate if you would like to inquire about usage along with terms and conditions. **YES NO**



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10. ELECTRICITY: Will your event require the use of electricity? **YES NO** – *Depending on your request, an additional amount will be added to your user fee, electricity is only available in fixed locations. A licensed electrician may be requested to access electricity in certain areas.*

If **YES**, please provide the specific use of electricity such as amperage, voltage, and exact location:

11. TENTS: Will a tent(s) be utilized at your event? **YES NO**

If **YES**, please let us know the size of tent(s) and how it/they will be secured (ex: water barrels, sandbags, cinder blocks). *If your tent(s) needs to be staked, North Little Rock Visitors Bureau must be present due to an underground irrigation system:*

Tents: _____

Length/size of stakes: _____

Rental Company _____ Contact person/Phone Number _____

12. WATER: Will you need water hook-ups? **YES NO** *Water is available in fixed locations.*

If **YES**, please provide specific request and the amount needed:

NOTE: Renters are NOT allowed to charge vendors for water or electrical hook-ups to existing power and water sources.

13. CLEAN –UP: Organization/individual responsible for clean-up of the event (volunteers or company):

Cleaning Company _____ Contact person/Phone Number _____

- *The North Little Rock Visitors Bureau can provide you with additional garbage containers at no charge.*

However, you are responsible for bringing your own bags to use as liners. Depending on attendance, please designate how many you will need

many do you need:

Garbage containers: _____



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14. PORTABLE TOILETS: Will you be providing portable toilets on-site for this event? **YES NO**

Please note that North Little Rock Visitors Bureau may require portable toilets depending on projected event attendance. The North Little Rock Visitors Bureau can order portable toilets for your event. There is an additional charge added to the total cost of using the facility and the price varies depending on type and number ordered.

Please indicate if you would like the North Little Rock Visitors Bureau to order portable toilets for your event. YES NO

15. MEDICAL SERVICES: Will emergency medical providers be stationed at the event? **YES NO**

Have provisions been made in the event plan to allow easy access for medical and other responders in case of an emergency? **YES NO**

Please describe emergency/medical plan: _____

Note: Medical may be required for some events. The on-site manager must have immediate phone access and numbers to contact emergency personnel if not stationed at event.

16. SECURITY: Have you made provisions for on-site security? **YES NO**

(This may not be necessary for all events. If YES, please indicate company, contact, phone numbers and describe security and safety plan: _____

If you need help in developing a plan, our office can assist you and will coordinate with NLR Police Dept.

17. TICKETING: Is a registration, ticket/admission fee required to attend/participate in the event? **YES NO**

If YES, please explain the type of fee, amount and purpose of fee, and collection method.



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18. EVENT ADMINISTRATION: How will the event staff be identifiable during the event? North Little Rock Visitors Bureau prefers that all event staff be identified to the general public and authorities in some way.

19. ALCOHOL: Will alcohol be sold/served at your event? Sold – **YES NO** / Served – **YES NO**

If **YES**, please list the Alcohol Beverage Control permit holder _____

Charity benefitting from alcohol sales: _____

Contact name and number from charity: _____

20. FOOD/NON-ALCOHOL BEVERAGES: Will food and non-alcoholic beverages be: **SOLD SERVED ALLOWED**

All vendors are required to have a business license and an A&P permit to sell food and/or beverages. Please list all vendors, and their contact information, who will be selling food and beverages.

Business/Vendor Name	Owner's Name	Owner's Mailing Address	Owner's Phone #	A & P permit #	NLR Business License #

21. TRAFFIC/STREET CLOSINGS: What is the parking plan for the event? _____

Will public street(s) need to be closed or blocked during the event? **YES NO**

If **YES**, please provide the North Little Rock Visitors Bureau with a list of road closures with corresponding times.

Attach detailed description and maps of necessary closure or obstruction.



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By signing this form, I acknowledge that I have read, understand and agree to abide by the Rules and Regulations governing the North Shore River District. I understand I am responsible for any damages and cleanup to the North Shore River District.

NOTE: Clean-up/Damage Deposit is due 10 business days prior to event

APPLICANT: _____

TITLE: _____

SIGNATURE: _____ **DATE:** _____

Please return completed form to:
Mr. Shannon Harris, North Little Rock Visitors Bureau
PO Box 5511, North Little Rock, AR 72119-5511
Phone: 501-758-1424 FAX: 501-758-5752
e-mail: sharris@northlittlerock.org

ATTENTION RENTER: You will receive a written confirmation, via e-mail, once all approving parties have given their approval to your event request. You will also be given the name and phone number for the City's event staff who will be your on-site contact during the event. Cashier's checks or money orders should be made payable to North Little Rock Visitors Bureau. If you have any questions, please do not hesitate to call me.