

# Thank you for choosing



## Where do I begin?

Thank you for choosing to contribute to the State of Indiana. We understand that the event booking process can be quite intimidating. We have many policies to safeguard our park and to ensure the safety of our guest. We are happy to offer our assistance during this process.

The basics of the City of Indianapolis Permit: If you plan to use any roads or property outside of White River State Park, you'll also have to contact the City of Indianapolis. To apply for a city permit, please go to the City of Indianapolis Special Events link <https://www.indy.gov/activity/special-events-permits>. If you have questions regarding the city permit, please either call 317-327-4316 or email [SpecialEvents@indy.gov](mailto:SpecialEvents@indy.gov).

Entertainment Permit: Any event providing entertainment to the public or wanting to have a platform, stage or tent for their event must also submit an application to the Indiana Department of Homeland Security for an Amusement and Entertainment Permit. This application can be accessed online at: <http://www.in.gov/dhs/2795.htm> or email [Codepermits@dhs.in.gov](mailto:Codepermits@dhs.in.gov). When filling out permit application, please use permit #AE 4922584 if renting Historic Military Park & #AE 4922811 for all other WRSP spaces.

Noise Levels: For the comfort of those guests visiting Indianapolis in local hotels around White River State Park, we request no excessively loud music or speech be amplified before 7:00 a.m. and after 11:00 p.m

Canal Walk at White River: Events wanting to use the entire canal, or reserve the area beyond West St. - 11th St. must also contact either Rusty Carr at [rusty.carr@indy.gov](mailto:rusty.carr@indy.gov) or Cailin Ellis at [cailin.ellis@indy.gov](mailto:cailin.ellis@indy.gov).

Food Permitting: All food vendors participating in your event must have a copy of their Board of Health Permits (Marion County Board of Health @ 317-221-2000) available upon request (failure to do so will result in a fine by the Board of Health and the disruption of your event). A Temporary Vendor License will also be required.

Catering: Please contact your Live Nation Sales Manager at 317-249-2712 for a list of preferred catering companies.

Alcohol Sales: Please check one:

- Yes, alcohol will be sold.
- No alcohol will not be sold or consumed.
- Alcohol will be available for consumption but not for sale.

If alcohol is to be sold or distributed a temporary permit must be obtained from the Indiana Alcohol & Tobacco Commission at least 90 days prior to your event. You may reach the ATC at 317-232-2430 or [www.in.gov/atc](http://www.in.gov/atc). Any space in White River State Park where alcohol will be served must have some type of fencing around it (i.e. bike rack, barricade, stanchions, etc...).

## White River State Park Booking Requirements

A completed and signed application gives you a 15 day hold on our calendar. During this time, you'll be given an invoice which will include the due date of your rental payment. You will also be required to either provide a credit card or a check in full to cover the damage deposit no later than 31 days out from event.

Live Nation will issue the refund of your pre-paid damage deposit if the rented area is in the same condition after the event. Otherwise, the deposit (or a portion of it) will be used to clean and repair any damage. Damage deposit refunds will be issued 30-45 days after the final settlement of event, provided a recent W-9 has been submitted with your application.

No later than 31 days out from your event, we require your certificate of insurance. All requirements for this certificate of insurance can be found on page 8. **The certificate of insurance is mandatory and there are no exceptions to this. Events that do not provide a certificate of insurance will not be permitted to have their event at White River State Park.**

Events must submit **all** necessary documents and payment at least 31 days prior to event date to avoid premium rental pricing. If approved, events booked 15-30 days out from event date may incur an additional 25% price increase, 8-14 days out a 50% increase and 1-7 days out a 75% increase.

## Logistics Meeting Prior to Your Event

We require a walk through with the Park's Events Team a **minimum** of two weeks prior to your event. During the walk through we will review Park policies and procedures, discuss on-site logistics and event details, as well as answer any questions you may have. Any first time event at White River State Park is required to have a site visit months in advance of their event, as well as a walk through a minimum of two weeks prior to event.

## Keep it clean!

Because you are bringing your event to our property, you are responsible for all trash removal and any damages you, or your vendors, create on our property. Before leaving please return the location to its original order. All requirements will be addressed during your walk through.

## Parking Options:

- Surface Lot at White River State Park: Spaces are priced by the hour or event day rate and not available for a buyout. The Surface Lot will not be available if there is a concert at The Lawn@WRSP.
- White River State Park Garage: Spaces are priced by the hour or can be pre-paid and reserved. \*
- Ohio Street & Senate Ave Surface Lot: Lot available after 6:30 p.m. weekdays, and all day Saturdays/Sundays. Spaces are priced by the hour or pre-paid and reserved.\*

\*Please contact your Live Nation Sales Manager at 317-249-2712 for more information

- If holding your event at Waterfront Pavilion or Bison Plaza: please contact Lisa Bockoski, Guest Services Manager for the Indianapolis Zoo to make parking arrangements - [lbockoski@indyzoo.com](mailto:lbockoski@indyzoo.com).

## Location Rental Fees

### I. Flat Fee-rate locations:

Spaces	Full Day Use	Damage Deposit	Half Day (4 hr.) Use
CP Amphitheatre Only	\$1,250	\$750	Inquire
Celebration Plaza Only	\$2,500	\$1,000	Inquire
Celebration Plaza/ Amphitheatre	\$3,000	\$1,750	Inquire
The Oval	\$1,250	\$750	Not available
Pumphouse Amphitheatre	\$500	\$500	Not available
Pumphouse Island	\$550	\$500	Not available
Washington Street Pavilion	\$250	\$500	Not available
Museum Lawn	\$750	\$1,000	Inquire
Old Washington St. Bridge	\$2,250	\$1,000	Inquire
Waterfront Pavilion	\$1,000	\$750	Inquire
Bison Plaza	\$550	\$500	Not available
Promenade Amphitheatre	\$500	\$500	Not available
Children's Maze	\$550	\$500	Not available
Locust Grove	\$550	\$500	Not available
Canal Elbow	\$250	\$500	Not available
New York St/WR Pkwy Overlook	\$250	\$500	Not available
Canal/Butterfly Wall	\$250	\$500	Not available
Urban Wilderness Trail	\$750	\$1,000	Not available
Restrooms/family restrooms *			
<b>Historic Military Park at WRSP</b>			
Military Park at White River –Full	\$4,000	\$3,000	Not available
Military Park quadrant North	\$1,500	\$800	Not available
Military Park quadrant South	\$1,500	\$800	Not available
Military Park quadrant East with Shelter House (open air/covered structure)	\$1,750	\$800	Not available
Shelter House restrooms *			
Military Park quadrant West	\$1,500	\$800	Not available

\*Contact your Live Nation Sales Manager for information.

Photo Shoots/Filming (Price is per hour) \$50  
Drones are not permitted without approval

### Additional Fees

- Attendance Values: Please note that over the following attendance values, surcharges will be applied.

Attendance Surcharge	Fee
5,000 – 7,500	\$500
7,501 – 10,000	\$750
10,001 – 15,000	\$1,000
15,001 – 25,000	\$1,500
25,001 – 40,000	\$2,500
40,001 – 60,000	\$4,000
60,001 & Over	\$5,000

◆ Negotiable rates may be available for those organizations that are interested in recognizing White River State Park as an event sponsor and providing other partnership opportunities. Please contact your Live Nation Sales Manager at 317-249-2712 for more information.

**II. Run/Walk Course Attendance Based Rental** (River Promenade, West Sidewalk Path, Old Washington Street Bridge, East Sidewalk Path, Old National Road, Canal Walk, Urban Wilderness Trail, White River Trail and Cultural Trail). Using routes outside of WRSP may incur additional pricing. Tents, port-o-lets & event gear set-ups require an additional rental of one of the flat fee rental spaces.

Projected Attendance		DAILY RENTAL FEE		DAILY DAMAGE DEPOSIT
		For Profit	Not-for-Profit	
Minimum	Maximum			
1	250	\$250	\$100	\$200
251	500	\$350	\$200	\$250
501	1,000	\$1,000	\$500	\$500
1,001	3,000	\$1,500	\$750	\$750
3,001	5,000	\$2,000	\$1,000	\$1,000
5,001	10,000	\$2,500	\$2,000	\$1,500
10,001	20,000	\$3,000	\$2,500	\$2,000
20,001	40,000	\$3,500	\$3,000	\$2,500
40,001	Over	\$4,000	\$3,500	\$3,000

- Load-in & Load-out days are 50% of base daily rental (for flat fee rental spaces). The fee for load-in/out days apply when any event related item\* is brought into the park before the event day or still remains on-site following the event day. **A representative from the event must be on-site for any load-in and load-out of event gear.** \*An event related item refers to **anything** used for and during the event (equipment, dumpster, tents, port-o-lets, generators, etc...)
- Any space used as storage by an event that was not listed as a rented space on invoice, or approved by WRSP, will be charged and taken out of the events damage deposit.
- A \$50 per hour per staff member charge will be deducted out of damage deposit if cleanup or repairs of any event related space(s) and/or routes are not performed by the event.
- Food truck vendors must be approved by White River State Park. If approved, the WRSP Events Team will designate appropriate placement of the food truck. A list of preferred Food Trucks and guidelines can be obtained by contacting your Live Nation Sales Manager. Space rental is required for food truck vendors and it is mandatory they have plywood/cardboard placed under their trucks/trailers.
- Duradeck is available to rent, please contact your Live Nation Sales Manager for pricing. Events are responsible for having plywood/protective material under any event gear that may cause damage to Park space. If not brought by event, and the Park feels damages will occur without it, the Park may charge the event for the use of Duradeck or plywood.

White River State Park reserves the right to have a presence at a mutually agreed upon location at any public event to inform guests of the many attractions at the park. In addition, the Indianapolis Convention and Visitors Association (ICVA) will also have access to the event to deliver tourism information to attendees. Confirmation of this will be determined at the walk through prior to your event.

Date of Application: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Name of Sponsoring Group: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone (office): \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone (cell): \_\_\_\_\_

Event Website: \_\_\_\_\_

<b>Projected Attendance (include attendees, staff, volunteers, animals, etc...):</b>		<b>Media onsite: (Yes/No &amp; who)</b>	
<b>Load-in Date(s):</b>		<b>Load-in Time(s):</b>	
<b>Event Date(s):</b>		<b>Event Start/End Time(s):</b>	
<b>Load-out Date(s):</b>		<b>Load-out Time(s):</b>	
<b>Walk/Run Registration Time:</b>		<b>Walk/Run Starts:</b>	

**EVENT DESCRIPTION**

- ◆ Is your organization: not-for-profit \_\_\_\_\_ government \_\_\_\_\_ for-profit \_\_\_\_\_ private \_\_\_\_\_
- ◆ What types of activities are planned for this event? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- ◆ Will tickets be sold? \_\_\_\_\_ If yes, ticket price(s): \_\_\_\_\_
- ◆ Are you planning to have Food Truck vendor(s) at this event? \_\_\_\_\_
- ◆ If yes, how many? \_\_\_\_\_ (Approval Required)

**Website info:** Please give a simple description of your event to be posted on the WRSP website including contact information: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**WHICH AREAS OF THE PARK ARE YOU REQUESTING FOR THIS EVENT?**

**Flat Fee Rental Rates:**

Celebration Plaza Only: \_\_\_\_\_

Celebration Plaza Amphitheater Only: \_\_\_\_\_

Celebration Plaza + Amphitheater: \_\_\_\_\_

The Oval: \_\_\_\_\_

Pumphouse Amphitheater: \_\_\_\_\_

Pumphouse Island: \_\_\_\_\_

Washington Street Pavilion: \_\_\_\_\_

Museum Lawn: \_\_\_\_\_

Old Washington Street Bridge: \_\_\_\_\_

Military Park- Full Park: \_\_\_\_\_

Military Park Quadrant East with Shelter House: \_\_\_\_\_  
(If interested in use of restrooms, please inquire)

Military Park Quadrant North: \_\_\_\_\_

Military Park Quadrant South: \_\_\_\_\_

Military Park Quadrant West: \_\_\_\_\_

**Walk/Run Space Fees by Attendance:**

Old Washington Street Bridge: \_\_\_\_\_

Canal Walk at White River State Park (from the River to West Street): \_\_\_\_\_

River Promenade/West Sidewalk Path: \_\_\_\_\_

Waterfront Pavilion: \_\_\_\_\_

Bison Plaza: \_\_\_\_\_

Promenade Amphitheatre: \_\_\_\_\_

Locust Grove: \_\_\_\_\_

Children's Maze: \_\_\_\_\_

Canal Elbow: \_\_\_\_\_

Canal/Butterfly Wall: \_\_\_\_\_

New York St. WR Pkwy Overlook: \_\_\_\_\_

Urban Wilderness Trail: \_\_\_\_\_

Restroom rental : \_\_\_\_\_

**It is mandatory all events announce, advertise, etc... that their event is located at White River State Park (not just the name of the rented space). If your event is in Military Park, you must list the event location as Historic Military Park at White River State Park.**

Old National Road/East Sidewalk Path: \_\_\_\_\_

Urban Wilderness Trail: \_\_\_\_\_

Photo Shoot/Filming: \_\_\_\_\_

Space(s): \_\_\_\_\_

**WALKS/ RUNS: New events wanting to utilize any route that goes in front of the Zoo, the WRSP Visitors Center, any entrance/exit into the WRSP surface parking lot & underground parking garage or requires the closure of Washington Street will NOT be approved.** WALKS/ RUNS: Please include a detailed description of your route with start and finish locations or include a map:

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**Events using the entire canal, beyond West St. to 11<sup>th</sup> St., must also contact either Rusty Carr at [rusty.carr@indy.gov](mailto:rusty.carr@indy.gov) or Cailin Ellis at [cailin.ellis@indy.gov](mailto:cailin.ellis@indy.gov) to reserve this portion of the canal.**

- ◆ Please detail your site clean-up plan (Dumpsters placed in surface parking lot require a bus lane rental):  


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- ◆ Please describe arrangements for security or traffic enforcement: \_\_\_\_\_  


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- ◆ What arrangements have been made for first aid and medical emergencies?: \_\_\_\_\_  


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- ◆ Power needs: One power drop (which is equivalent to a 110 house outlet) is included with rental. A \$75 fee applies for one additional drop. If more than 2 power drops are needed, you must use a generator. (extension cords, surge protectors, etc... are your responsibility). How many power drops will you need?: \_\_\_\_\_  


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- ◆ Generator needs: Are you interested in renting a small generator from WRSP? Rental rate is \$100 per day: \_\_\_\_\_  


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- ◆ Water needs: Water hook ups are a \$50 fee per event day, per hook up. Event is responsible for additional hoses: \_\_\_\_\_  


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- ◆ Wi-Fi needs: Are you interested in renting up to 3 MiFi units from WRSP? Each unit is \$50 per day: \_\_\_\_\_  


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- ◆ Please describe/detail the site plan of your event & attach a site map: \_\_\_\_\_  


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- ◆ Parking Plans: \_\_\_\_\_  


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**Live Nation & White River State Park Development Commission  
Standard Insurance Requirements for Special Use Permits**

- ◆ Certificate of Insurance should list as additional insured: White River State Park Development Commission, and Live Nation Worldwide, Inc.
- ◆ Live Nation Worldwide, Inc. must be listed as the certificate holder with the address at 9100 Keystone Crossing, Suite 700, Indianapolis, IN 46240.

**PUBLIC EVENTS** must provide the following insurance:

- a. **Premises and operations Commercial General Liability:** \$1 million per occurrence and \$2 million aggregate.
- b. **Products Liability:** \$2 million.
- c. **Personal and Advertising Injury:** \$1 million per occurrence and \$2 million aggregate.
- d. **Damage to Property of Others:** \$100,000
- e. **Medical Expense:** \$5,000 per person
- f. **Commercial Automobile Liability for Owned and Non-Owned Automobiles:** \$1 million combined single limit or per occurrence for bodily injury and property damage. Garage liability coverage may be required for persons operating parking areas.
- g. **Excess Liability and/or Umbrella Coverage:** \$5 million. Include liquor liability in coverage.
- h. **Worker's Compensation:** For entities that purchase Worker's compensation insurance, the amount per employee is \$1 million per accident, Coverage B \$1 million per disease, and Employer's Liability \$1 million aggregate for all diseases. Indiana law requires firms to show proof of ability to pay injured workers, but firms can be self-insured. Partnerships and sole proprietors are not required to purchase Worker's Compensation Insurance.
- i. **Other Insurance:** The Commission or the Executive Director may require other insurance. Examples of other possible Insurance include Professional Liability/Errors and Omissions - \$100,000 per person and \$300,000 per occurrence, or for aircraft or watercraft.
- j. **Liquor Liability:** \$1 million per occurrence and \$2 million aggregate.

**PRIVATE EVENTS** must provide the following insurance:

- a. **Personal Liability:** \$1 million per occurrence
- b. **Medical Expense:** \$5,000 per person
- c. **Excess Liability and/or Umbrella Coverage:** Only as needed to bring amount of coverage for any of the above categories up to amount required.



**WHITE RIVER STATE PARK  
SPECIAL EVENT GUIDELINES**

Thank you for considering White River State Park for your special event. We look forward to having you in the Park and ask that you follow these rules to ensure that your event goes smoothly and that Park resources are protected. Failure to comply with these rules could result in the partial or total loss of your damage deposit. Best wishes for a safe and successful event!

**Vehicles**

- ◆ WRSP does not allow vehicles on Park green space without prior approval from WRSP staff or management. This also includes inside Historic Military Park at White River State Park. Failure to comply with this guideline may result in a fine of each vehicle as follows: cars \$100.00, standard trucks \$150.00 and larger vehicles \$300.
- ◆ Unauthorized vehicles must be moved when asked by a park employee to avoid any fines.
- ◆ If permission is granted, a protective material must be placed under the vehicle to prevent damage, staining and/or the contamination of Park grounds.

**We have the authority at any time to prohibit vehicular traffic throughout the park in order to secure the safety of all visitors and maintain the integrity of the park spaces.**

**Dumpster/Trash Removal/General Clean- Up**

- ◆ Please place all trash *in* a trash receptacle. You are responsible for securing additional receptacles and hauling your trash away. *If trash is not removed or overfills a receptacle, any fees for trash removal will be retained from the damage deposit at the rate of \$50 per hour per staff member.*
- ◆ Any event wanting to do chalk art or use chalk to mark their route must get prior approval from park. The approved areas must be washed off immediately following event. Prior approval from park event staff is required to leave chalk beyond the event related days. If tape is used to mark route, it must be removed at the end of your event.
- ◆ Spray paint is not permitted anywhere in White River State Park.
- ◆ Any event promoting the use of confetti, silly string and feather boas at their event needs to keep in mind that all of those items must be out of the space following the event to avoid a clean-up charge.
- ◆ Prior to hanging your event signage on Park property, please discuss with your Live Nation Sales Manager how you plan to secure signage, as some methods may not be permitted.
- ◆ Event is responsible for cleaning up any trash/signage/tape along their walk/run route.
- ◆ WRSP may approve an event to utilize ¼ of their dumpster or possibly rent 1/2 of the dumpster to event.

**Animal Waste Clean-Up**

- ◆ Any event allowing attendees to bring pets must make sure the animal is on a leash and that ALL pet waste is picked up. There will be a \$100 per pet clean-up per staff member fee charged to the event if pet waste is left in space after the event.

**Port-O-Lets**

- ◆ You are responsible for securing the appropriate number of port-o-lets for your event (recommended amount per attendees depends on the type of event).
- ◆ Port-o-lets are to be placed in designated areas approved by Park staff.
- ◆ If port-o-lets require hoses for a water source, the vendor or event must supply the hose.
- ◆ Clean up of space after port-o-lets are picked up is the events' responsibility (loose paper towels, etc..)

**Tents, Staging & All Other Event Related Gear**

- ◆ Any tents for events on Old Washington Street Bridge and the Museum Lawn must be weighed down, not staked.
- ◆ You are responsible for contacting Indiana811.org to confirm irrigation lines before any tent is staked.
- ◆ Stage size & location must have prior approval from WRSP.
- ◆ Tents, tables, chairs, staging, etc.

**Parking**

- ◆ There is a fee to park in the White River State Park underground parking garage and the surface lot. Event rates vary. You may make arrangements to pre-pay for parking for your guests by contacting your Live Nation Sales Manager at 317-249-2712.

**Historic Shelter House restrooms (Historic Military Park at White River State Park)**

- ◆ If approved to rent and utilize restrooms, White River State Park will clean and stock restrooms before event. Your event *must* provide staff to monitor and maintain clean restrooms throughout your entire event. Restrooms must be in good, clean condition at the end of each day of your event. Additional cleaning fees will be charged if restrooms are not in good order. The capacity for usage is limited, please check with your Live Nation Sales Manager for details and rates.

**Food and Drink**

- ◆ Centerplate Catering is White River State Park's preferred caterer. Please contact your Live Nation Sales Manager for a list of other approved catering companies.
- ◆ Non-catered events serving food or beverages must place a protective material around serving areas to prevent staining and/or the contamination of Park grounds.
- ◆ ***NO open flames (portable grills, cooking stoves) of any kind are allowed at WRSP without approval from the Park's Executive Director.*** The dumping/discarding of hot coals or grease on Park property is not allowed! If either is found after an event, the amount for cleaning and removal will be retained from the damage deposit.
- ◆ Any space where alcohol will be served and/or consumed **MUST** have some type of fencing around it.

**Walk-through**

- ◆ Once application has been accepted, and no less than two weeks prior to date of your event, you are responsible for scheduling the "walk-through" of your event with the Parks' Events Team and submitting a site plan and/or route map prior to the meeting. The purpose of the walk-through is to review Park policies and procedures, discuss on-site logistics and event details, as well as answer any questions you may have. Any first time event at the Park is required to have a site visit months in advance of their event, as well as a walk through a minimum of two weeks prior to event.

**Security**

- ◆ WRSP requires events to have police/security on-site during their event. Events expecting 5,000 or more attendees may be required to have additional security. Please contact your Live Nation Sales Manager for more details.
- ◆ If you are requesting a lane closure with the City, you must also have police to direct traffic.
- ◆ WRSP is not responsible for event related items (tents, generators, etc...) left overnight and recommends that an event hires security to watch over their items. Please remember that security must be on foot, or in a golf cart, and are not permitted to drive their vehicles into the space and park overnight.

**Please contact your Live Nation Sales Manager if you would like the suggested vendor list (tents, tables, port-o-lets, generators, security, golf carts, etc...).**

**Drones: Must receive prior written approval from the WRSP Executive Director.**

**To help protect the animals at the Indianapolis Zoo fireworks are NOT permitted in White River State Park**

**If your event has received a sponsorship discount from WRSP but does not adhere to the agreement, the discount may be revoked and/or not be available to you the following year.**

**Rental Fee:**

- ◆ The Park will refund 50% of prepaid fees when cancellations are made at least 30 days before the event. Cancellations made less than 30 days before the event will result in the forfeiture of the entire rental fee.

***All events are rain or shine. White River State Park does not offer a backup plan and/or additional spaces for inclement weather. Please plan accordingly and have your event related emergency and weather back-up plans in place before the walk through meeting.***

**Please Read Carefully**

I, a duly authorized representative of the applicant, hereby affirm that the submitted information is true and correct to the best of my knowledge. As such, I have been authorized by the applicant to apply for this permit and have read, understand and agree to comply with all rules concerning the use of White River State Park. The applicant agrees that while renting the Park, the applicant will not exclude anyone from participation in, deny anyone benefits of, or otherwise subject anyone to discrimination because of that person’s race, color, sex, religion, creed, national origin or ancestry, age or handicap. Under this Special Use Permit, the applicant assumes all responsibility for proper conduct in the Park, including consumption of alcoholic beverages. The applicant agrees to hold harmless, defend and indemnify the White River State Park Development Commission, Murat Centre Concerts, L.P., Murat Center Concerts, Inc. and Live Nation Worldwide, Inc. from and against any and all liabilities, damages, claims, suits, causes of action, costs and expenses (including reasonable attorneys’ fees and court costs) arising out of (I) the applicant’s event, (ii) applicant’s use of the White River State Park, (iii) any acts or omissions of the applicant, its guest, invitees, patrons or volunteers and/or (iv) the conduct of those persons participating in the special event described in this application.

Applicant: \_\_\_\_\_

(Print organization name / Authorized representative requesting permit)

Please provide an email address to receive confirmation of receipt and acceptance of this application.

Email Address \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant or Authorized Representative:

**Holds are placed on the calendar as a courtesy and are good for only 15 days.**

**This application along with the appropriate fees, certificate of insurance, site/route maps and scheduled walk through meeting are required for your event and must be received to secure your date and space. Rental fees and damage deposits are required either in check or credit card form.**

**Checks should be made payable to Live Nation.**

Please return all required documents and payment to: [LauraChernin@livenation.com](mailto:LauraChernin@livenation.com) or mail to: Live Nation, Attn: Laura Dowling-WRSP, 9100 Keystone Crossing, Suite 700, Indianapolis, IN 46240

Received \_\_\_\_\_ Approved by \_\_\_\_\_

Signature of Live Nation Sales Manager