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Rose Kennedy Greenway Park Use Guidelines for Public Programming, Special Events and General Use

Rose Fitzgerald Kennedy Greenway Conservancy, Inc.
Adopted: June 2010; Revised December 2020

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I. BACKGROUND ON THE ROSE FITZGERALD KENNEDY GREENWAY CONSERVANCY, INC.

The Conservancy has sole responsibility for managing all aspects of the Rose Kennedy Greenway, including horticulture, programming, public art, maintenance, and capital improvements.

We envision a vibrant, inclusive, and evolving gathering place that offers

- healthy green space,
- fun, engaging, and thought-provoking experiences, and
- a testing ground for new ideas.

We pursue our mission through

- park care that sustains year-round beauty, ensures safety, and models environmental stewardship;
- robust programming that showcases and supports the ingenuity and breadth of our community; and
- temporary exhibitions of contemporary public art that facilitate artistic experimentation and speak to our current moment;

raising the standard of excellence for urban park management.

The Massachusetts Department of Transportation (MassDOT), which owns the land that comprises The Greenway, has entered into a lease agreement with the Conservancy for the management, maintenance and operation of The Greenway (the MassDOT Lease), in accordance with Chapter 306 of the Acts of 2008, as amended by Chapter 242 of the Acts of 2012 (the Enabling Act).

II. PUBLIC USE AND ENJOYMENT

A. DEFINITION OF GREENWAY PARK PROPERTY

The Greenway park property governed by these Park Use Guidelines is defined by the Enabling Act and by the MassDOT Lease. These documents can be found on the Conservancy website: www.rosekennedygreenway.org.

B. OPEN HOURS AND PARK REGULATIONS; EMERGENCY CONTACT

1. **Park Operating Hours:** To maintain a safe and secure environment at all times, general operating hours for The Greenway parks are from 7:00 AM to 11:00 PM. No park use, except for pedestrian passage through The Greenway along the park paths, is allowed from 11PM-7AM, except with the specific prior approval of the Conservancy.
2. **Park Operating Rules and Regulations:** Certain park rules are posted in The Greenway for the information of park visitors. Use of The Greenway shall be in accordance with the following rules and regulations, as well as all applicable City and State laws, ordinances, regulations, and policies.

- a. Organized Athletics, Fitness Classes:* Please note that there are no athletic facilities on The Greenway. To avoid wear and tear on the parks and probable conflict with other park users, organized sports, fitness classes, and other repetitive, active uses of The Greenway shall be permitted only with the specific prior approval of the Conservancy. Please see Section III for event permit details.
- b. Unauthorized Vehicles:* To ensure the public's safety and protect park furniture and planting beds, skateboards, segways, rollerblades, bicycles, Pedi cabs, scooters, personal motorized devices and horse-drawn carriages are prohibited. Driving these vehicles or unauthorized vehicles of any type is prohibited in the parks. Motorized personal devices required by persons with impaired mobility are permitted. Park visitors with a bicycle, skateboard, scooter, etc. must dismount and walk with it while in the parks. Bike lanes are located on the public streets that run along either side of The Greenway; use Atlantic Avenue for northbound travel and Surface Road for southbound travel.

The Conservancy works with MassDOT, the City of Boston, and other public and private stakeholders to increase accommodation for bicycles along The Greenway corridor.

- c. Pets:* To ensure clean, safe spaces for a wide variety of users, strict on-leash and clean-up policies will be enforced within The Greenway. "Clean up after your pet" practices are required. Dogs and other pets are not permitted in any of the park fountains, water features, or planting beds. Per City ordinance, dogs must be kept on a leash no longer than eight feet. Conservancy staff reserve the right to ban specific dogs or other pets from the premises at their discretion if such animals pose a hazard

or nuisance.

- d. Littering, Dumping, and Unattended Property: Littering in the park is prohibited. Park users shall utilize receptacles provided for the disposal of refuse. No person shall deposit household or commercial refuse in any park receptacle. No person shall store or leave unattended personal belongings within or adjacent to any Greenway park.
- e. Obstruction of Sitting Areas and Open Areas: No person shall use benches, other seating areas, or open space, for storing or maintaining belongings or other materials, or otherwise use such areas for other than their intended use, so as to interfere with their use by other persons.
- f. Fountains and Water Features, Park Buildings, Monuments, Structures: No person shall use any fountain, water feature, drinking fountain, or any other water within the park for the purpose of washing or cleaning themselves, their clothing or other personal belongings, or for washing any animal under their control. It is prohibited for any person to spit or expectorate in or upon any fountain or water feature, or park building, monument or structure.
- g. Trees and Other Vegetation: It is unlawful for any person to cut, injure, deface or damage any tree or plant on park property. No signs or related hardware (ropes, wires, nails, staples, etc.) are to be attached to any tree. Pets, bicycles, and other vehicles shall not be tied, locked, or otherwise attached to any tree or plant. No chemicals, cleaners, pesticides, or other liquids are to be deposited in the park. BBQ's, portable gas grills, heat generating equipment, and materials shall not be placed near any tree trunks or under the branches of any tree. Because the tree root zone is critical to the overall health of the tree, particular attention will be paid to protection of this vulnerable area from vehicles, turf aeration, material storage, special event equipment, heavy pedestrian traffic and dog damage.
- h. Disorderly Behavior: Disorderly behavior in the park, including but not limited to the examples set forth below, is prohibited:
 - vandalism;
 - obstructing or rendering dangerous any part of a park or park path, or otherwise obstructing pedestrian traffic;
 - fighting or assaulting any person;
 - sexual activity;
 - any course of conduct or act that endanger the safety of others;
 - throwing stones or any other objects;
 - setting fires or dropping a lighted match, cigarette, cigar or other burning substance; and
 - having or discharging any firecracker or fireworks.
- i. Alcohol: Alcohol consumption in the parks is prohibited except with the prior approval of the Conservancy and any City agencies or departments responsible for licensing such consumption. Permits for serving or consuming alcohol must be obtained and all applicable City and state laws, ordinances, rules, and regulations apply.

- j. Smoking: Smoking is prohibited in all Greenway parks. Cigarette “buttlers” are located in key areas at popular entrances to the parks.
- k. Glass: Due to safety concerns, no glass containers are allowed in Greenway parks without prior approval of the Conservancy.
- l. Care of Park Infrastructure and Plant Materials: The following rules are in effect in order to protect The Greenway parks and the safety of park visitors:
- Seating is restricted to grass areas, park furniture, benches and walls designed for such purpose (granite and seawall areas). It is prohibited to sit, lie, or climb on any balustrade, railing, fence, wall, roof, monument, fountain, shrub, tree or other park element not meant to accommodate seating. Lying down on park benches is prohibited.
 - Visitors shall not enter any flower bed or restricted lawn; or dig up, cut, break, remove, deface, defile, or take part of any tree, shrub plant, turf, rock, gravel, soil, building, structure, fence, railing, sign or other thing connected affixed to or located within the parks.
 - For lawn health, the Conservancy shall from time to time close lawns for aeration, over-seeding, rest, and recovery.
 - It is forbidden to disturb any bird's nest, eggs or young of any wildlife; injure or take possession of any wild animal or bird; or set any trap or snare.
- m. Photography and filming: Use of The Greenway for commercial photography/film/videography, or other such use that is potentially disruptive to regular park use, must apply for a permit from the Conservancy. See Section III for application procedures. Permission from any individuals photographed or filmed for commercial purposes must be obtained. Photographers must leave the park space as they found it and must adhere to all other park rules.
3. Public Safety, Emergencies: Policing in the park is performed by the Boston Police Department. For emergency assistance, please call 911.

III. PUBLIC PROGRAMS AND EVENTS: GUIDELINES AND APPLICATION PROCESS

A. PROGRAMMING VISION AND PRINCIPLES

These guidelines provide a framework both to assist those wishing to hold events on The Greenway with useful planning information, and to ensure continual informal enjoyment of the parks.

As keeper of this public park, the Conservancy's primary goal is to keep the park open for public use. The Greenway Conservancy curates innovative park experiences, consistent with its stewardship of a beautiful and welcoming Greenway. The Conservancy balances park activation—such as fitness classes, concerts, markets, performances, exhibits, celebrations, and other events and gatherings – with the need to ensure passive enjoyment of the park and to provide excellent care of the horticultural collections, the sidewalks and paved areas, the fountains, and the lawns. Regularly scheduled festivals, concerts, markets, and events, are open and free to the public; in a typical year, these free events number ~400. The Conservancy works collaboratively with companies, organizations, and other groups seeking to hold public events on The Greenway; the Conservancy itself organizes and funds a limited number of activities and events.

Demonstrations and other expressions of free speech on The Greenway are guaranteed by the Constitution of the United States, subject to such reasonable regulations as the Conservancy and/or the City of Boston may apply consistent with these Guidelines and applicable law. Demonstrations and the exercise of free speech rights taking place at or near programs, events, or other activities are allowed so long as such protest is not disruptive to such activity. Rules for public assembly established by the City of Boston will apply. If a demonstration or other expression of free speech requires any set up (including but not limited to tables and chairs, tents, podiums, or amplified sound), a permit is required from the Conservancy and any other applicable City agencies or departments.

The Conservancy may accommodate appropriate fee-based and private uses. For example, the Conservancy permits and/or operates park-appropriate revenue-generating uses, such as food vending and The Greenway Carousel at the Tiffany & Co. Foundation Grove.

- The Conservancy may permit public, ticketed events such as performances, but they will annually be fewer than 10% of the number of free Greenway events. Public, ticketed event proposals must propose to share revenue with the Conservancy to financially benefit The Greenway.
- The Conservancy may issue temporary licenses for private use of small areas of park space (<2000 SF and <5 hours in duration). Private licensed uses will incur fees to financially benefit The Greenway.
- Any event that is not free and open to the public must be planned to minimize disruption of public access and enjoyment of The Greenway. At all times, at least 90% of Greenway

acreage will be available for public enjoyment.

- The Conservancy may hold up to four fundraisers annually in the parks to benefit The Greenway.

The Conservancy may permit events or grant private licenses that depart from these guidelines only with advance written approval from MassDOT.

B. APPLICATION PROCESS - RESERVATIONS, PERMITS AND EVENT MANAGEMENT COSTS

The event permitting process is designed to manage the overall park schedule, maintain a balance in park activation, protect park infrastructure, and avoid conflicts with existing permitted events or with scheduled maintenance by the MassDOT or the Conservancy. Any use of The Greenway requiring a permit under other provisions of these Guidelines shall be subject to this Section III (B). In general, all public and private classes, performances, exhibits, celebrations, and other events and gatherings requiring set up of tables, chairs, booths, tents, or any other equipment, require a permit as set forth herein, as does the sale or promotion of any product or service within The Greenway. The Conservancy reserves the right to require a permit for any other use of The Greenway that may interfere with the public's use and enjoyment of the parks or with The Conservancy's or MassDOT's maintenance of the parks, or that may cause excessive wear or damage to The Greenway.

If the Conservancy grants an event permit, the applicant shall be subject to the Conservancy's rules and regulations, to all applicable federal, state and City laws, ordinances, regulations, and policies, and to the specific terms of such permit.

Permit application process

The first step is to submit a Reservation Form to the Conservancy (<https://www.rosekennedygreenway.org/event-planning-form/>). An individual applicant must be at least 18 years of age.

See the maps of each park in Appendix A for easy visual reference and dimensions. Guidance on appropriate locations for different events will be provided by Conservancy staff during the event approval process.

Larger events may then be required to obtain permits through the City of Boston's Special Events process. Applicants are responsible for securing all necessary permits and approvals from the applicable City departments, which may include, but are not limited to, Boston Police Department, the Boston Fire Department, the Boston Inspectional Services Department, and the Boston Entertainment Licensing Board. Conservancy staff will work with the event organizer, assisting them with the process. The City of Boston's special event permit is accessible at www.cityofboston.gov/arts/guidelines.asp

Conservancy Staff Assistance

Park programming is overseen by the Conservancy staff. The Conservancy coordinates with

MassDOT and all appropriate City departments, including the Boston Parks and Recreation Department, the Boston Police Department, the Boston Fire Department and EMT Services, the Department of Transportation, the Health Department, the Special Events Office, and any other City entities that regulate events.

At least one Conservancy staff person is assigned to each event leading up to and during an event. Conservancy services may include:

- on-site meetings and visits to review program needs;
- assistance to obtain appropriate permits;
- telephone and email correspondence;
- marketing and community outreach;
- on-site staffing during the event installation; and,
- break down and additional clean up as required.

Insurance

Insurance coverage (including workers comp, auto, general liability, and umbrella insurance) will be required for most events. If the Conservancy requires insurance, the City of Boston, MassDOT, and the Rose Fitzgerald Kennedy Greenway Conservancy, Inc. must be named as additional insured. On a case by case basis a bond or other security may be required to cover the costs of possible cleanup, repair of damage, and equipment removal.

Information about public programming

Information about public programming will be distributed through the use of the Conservancy website, periodic brochures and postcards, direct community outreach at community meetings, Conservancy public meetings, and Conservancy social media channels.

Event Management Fees

Based on the nature, size, type of organizational entity, and needs of an event, some fees are required. Revenue generated from fees helps offset the costs of the Conservancy's free programming on The Greenway.

Fees are determined by the following factors, among other considerations:

- Whether the event is corporate, promotional, informational, non-profit, or neighborhood-based;
- The duration and complexity of planning, permitting, load-in and load-out procedures requiring the presence of one or more Conservancy staff beyond normal working hours to assist; and,
- Size of the event. For example, large events using a bigger portion of the park and requiring staff time, permitting and planning, furniture moving and so forth will be subject to a higher fee.

If fees represent a financial hardship for an organizer of a non-commercial event with a significant public benefit, the applicant organization may request special financial assistance from the Conservancy.

A fee schedule is presented to the Board annually for approval. See Appendix B for current fee structure. It generally includes—but is not limited to—the following categories:

- 1) Non-Refundable Application Fee – paid at time of event proposal submission to the Conservancy

- a. Discounted fee for non-profit organizations
- b. Fee for for-profit organizations

Applications not submitted at least 30 days in advance of the proposed event date will be subject to an additional fee.

- 2) Furniture Moving – The Greenway has hundreds of moveable tables, chairs and umbrellas in in the park. Should furniture need to be relocated, a fee will be charged based on the labor required.
- 3) Programs staff support – Should Conservancy programs staff be required either after normal business hours or on weekends, an hourly fee will apply.
- 4) Commercial and promotional activities - Should an organizer or vendor wish to offer product samples or promote a product, service, or organization, a fee will be charged.

The fee will vary based on duration, location, footprint, and nature of event.

- a. Sampling and Promotion – Proposals for giveaways/promotions will be assessed to assure general public enjoyment of the park. Certain set-ups, footprints, and locations may not be possible. Fees will be assessed to assure that there is benefit to The Greenway.
- b. Markets – The Greenway hosts park-appropriate commercial markets, such as farmers' markets or artisans' markets. Fees will be based on a revenue-share.
- c. Other events including commerce – For events with a money-making component for the organizer, a fee will be charged so that there is also a financial benefit to The Greenway. Fees can be structured as an upfront flat amount or as a revenue share, depending on the nature of the event.

- 5) Deposits for damage and cleaning – If a program or event 1) has an expected attendance of more than 1,000 participants, 2) is recurring or 3) proposes to use lawn areas on The Greenway, the Conservancy reserves the right to require a deposit in advance of the event. Lawn replacement and hardscape cleaning fees are on a per-square foot basis, and deposits will be based on the size of the event and the footprint of lawn or hardscape used. All park grounds must be protected from damage during load-in, load-out, and throughout your event. We will work with you to devise an appropriate protection plan. Event organizers are required to leave the park in as good condition as when they began load-in. If trash, debris or additional clean-up is required, the Conservancy may also charge an hourly rate for clean-up in excess of the deposit.

A 50% deposit of the total estimated costs is required three weeks in advance of the event. Final payments are due no later than the start of set-up for the event or program on The Greenway.

C. EVENT POLICIES

ADA Compliance

All events must comply with the Americans with Disabilities Act (ADA) standards. The Greenway is ADA-accessible.

Alcohol

Unless expressly permitted by the Conservancy (and subject to City approvals), the consumption of alcohol is prohibited. Alcohol has been permitted for Conservancy fundraisers and for a limited number of public events.

Amplified Sound

Applicants for event permits must comply with City of Boston sound ordinances relating to amplified sound, including the payment of all applicable fees. Your event may be subject to sound metering for compliance with state and local law.

Catering & Food Preparation

All food uses must comply with relevant city and state health and safety policies and procedures, and pay all applicable fees.

Clean up, Trash Removal & Recycling

The applicant is responsible for site cleanup. The site shall be cleared and cleaned immediately following the event. All waste generated from an event must be bagged and removed from the park at the end of the event. Trash cannot be left next to garbage cans or on the curb. If you need assistance with identifying trash removal and recycling services, please contact the Conservancy. Plaza areas that were used should be swept with brooms & dustpans (metal rakes or other tools that may cause damage are not permitted for clean-up) and washed as needed. Power washing can be performed by the Conservancy or its approved contractor at an additional cost.

Decoration & Event Signage

- Arrangements may be made with the Conservancy's Events Coordinator to display banners or signs.
- The size and location of decorations must be approved by the Conservancy.
- No decorations, signs or related hardware (ropes, wires, nails, staples, etc.) may be affixed to any trees, plants, or other surfaces, walls, or built structures within the parks.
- Because of clean-up issues and the health of small animals, decorating with, and throwing of small confetti-like items such as rice, birdseed, glitter, confetti, rose petals, etc., is not permitted.
- Due to the negative impact on wildlife and the marine environment, balloons are not permitted on The Greenway.
- Unless expressly permitted (and subject to City approvals), fireworks, candles, pyrotechnics and explosives of any kind are not allowed on the premises.

Documentation

The permit holder must have the original approved permit and all documentation required by the City of Boston in their possession at the site while the event is taking place.

Electricity

Electrical needs will be assessed when the applicant makes a site visit with Conservancy staff. Most of the parks in The Greenway are equipped with electricity. It is the responsibility of the applicant to supply additional electricity if needed. Note that use of a generator requires a special permit from the Boston Fire Department. All equipment for the event, electrical cords, speakers,

etc. shall meet the Massachusetts electrical code.

Inclement Weather

The Conservancy encourages lawn use as part of an event for seating and low impact infrastructure (e.g. lawn games, light furniture). Locating equipment (e.g., tents, stages, flooring, tarps, ballast, etc.) on lawns is prohibited without the specific prior approval of the Conservancy. Event organizers planning to use a lawn area as a part of an event must also have an alternate plan in case the approved lawn area becomes unavailable. The availability of all lawn areas depends on weather conditions for the duration of the event from set-up through breakdown. In case of wet conditions, the Conservancy will determine whether the event is to be modified, cancelled or postponed in as timely a manner as possible, but often within 24 hours prior to the event.

Lawn Rest

The regular use of a park for special events causes wear and tear, requiring special maintenance on lawns and other surfaces. The Conservancy reserves the right to limit or relocate an event, depending on the nature of the event, size, and location. The Greenway's lawn care and use management strategies are designed to ensure that the park will continue to be used and enjoyed for many years to come. Key strategies include:

- Lawns are closed when they need to recover from heavy use during large events, when they are especially susceptible to damage (such as when the turf is dormant or wet), and for necessary maintenance.
- Activities and behaviors that can significantly impact the lawns are prohibited (organized sports like soccer or football, vehicles on lawns, etc.)
- Active use of lawns (fitness classes) are rotated regularly to allow sections of turf to recuperate.

Lighting

While the parks are generally well lit, any additional lighting must be permitted by the Conservancy and costs are the responsibility of the applicant. All additional lights need to be free standing, may not be attached to any park infrastructure and need to be aimed carefully so as not to negatively impact abutters.

Parking & Public Transportation

There is no parking on The Greenway. Getting to and from all portions of The Greenway is very convenient by public transportation, please check our website at www.rosekennedygreenway.org for details. For directions from the closest MBTA station, please see the specification pages for each individual park in Appendix A.

Restrooms

There are no public restrooms on The Greenway. Portable toilets may be required for certain events, and costs are the responsibility of the applicant. Public restrooms are located in North Station, South Station, and Faneuil Hall Marketplace, among other locations.

Recycling

In keeping with the Conservancy's commitment to environmentally responsible practices, at special events hosted by any third parties, we strongly encourage recycling of all products that are used in the parks. Visitors must be able to easily separate their trash from recycling.

Staging, Tents and Other Structures

Placement of staging, tents, lighting, portable toilets, and other structures requires approval from the Conservancy prior to event. All canopies must be weighted instead of staked to avoid damage to electrical, irrigation, and water lines. A stage must be free-standing and not attach to any existing structures for support. No nails or staples shall be attached to any existing surface. Surfaces, including lawns, must be protected at all times. Plywood sheets or other protective barriers must be placed on the ground underneath the stage. Flooring may also be required for certain activities. All permitted equipment for the event, including electrical cords, speakers, pop-tents, etc. must be secured/weighted to keep the public safe at all times.

Tents, decorations or other equipment must be installed and removed the day of the activity, unless permission is granted by the Conservancy in advance. A detailed schedule for event load in and load out is required no later than 15 days before an approved event. The Conservancy will not be responsible for any decorations, signs or other items left after an event. Security for event equipment, decorations, etc. is the responsibility of the event organizer and may be required by the Conservancy.

After an event is over, if any event infrastructure remains after the agreed upon removal time, a per-hour charge will be assessed to the permit holder until the tent and/or other equipment is removed [See Appendix B for current fee structure].

Vehicular Access

There is no vehicular access in any of The Greenway parks without approval from the Conservancy. Proposals should request vehicular access in the event application to the Conservancy, understanding the spaces and access are limited and priority must be given to pedestrian usage of the park. Generally, later or last minute requests cannot be authorized. If approved, commercial auto insurance will be required.

Water

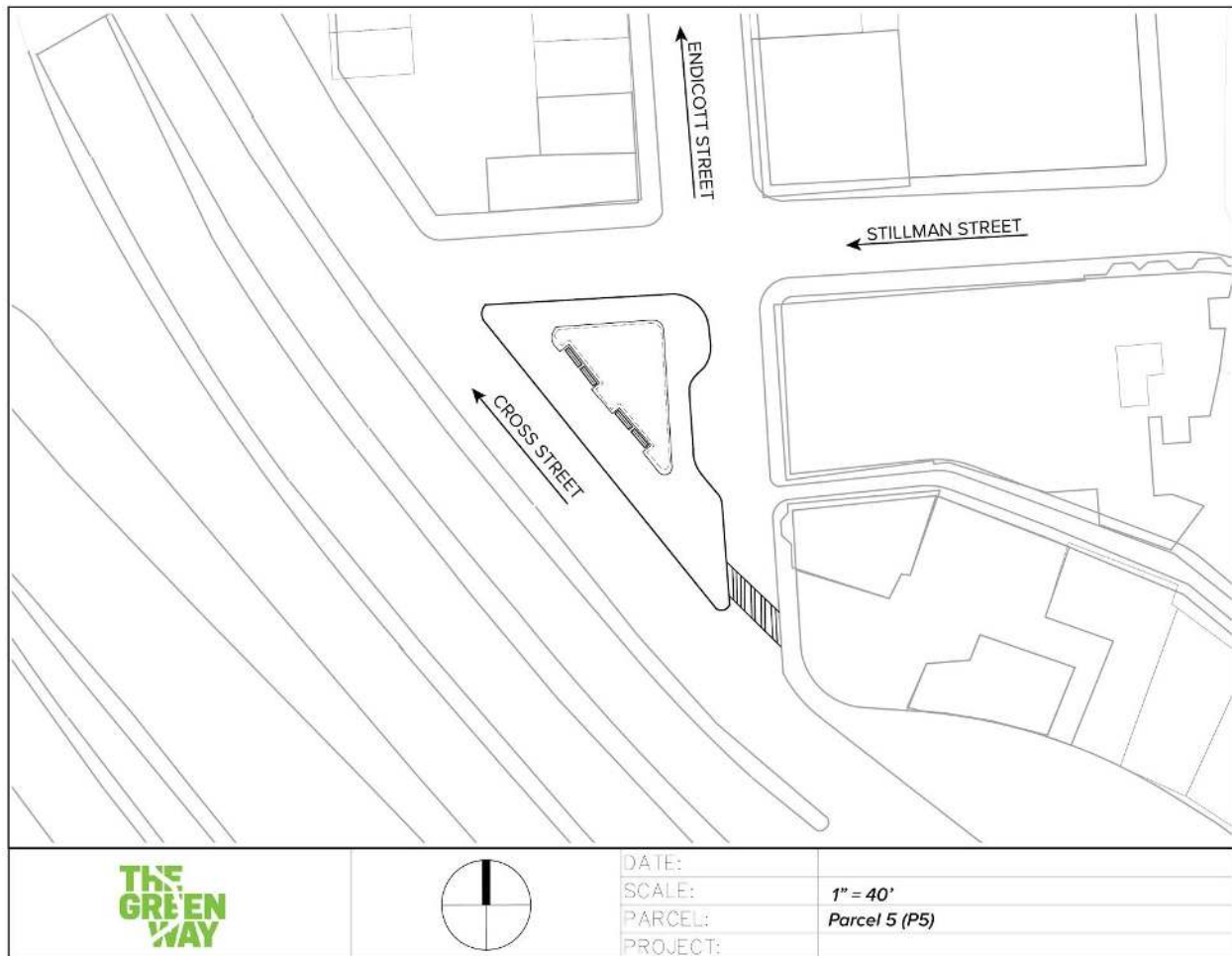
There is no access to potable water on The Greenway, apart from a drinking fountain located on Parcel 14 between Clinton and State Streets. All drinking water must be provided by the event organizer. Water and other liquids used at events must be properly disposed of off-site and not in planting beds or lawns.

North End Parks

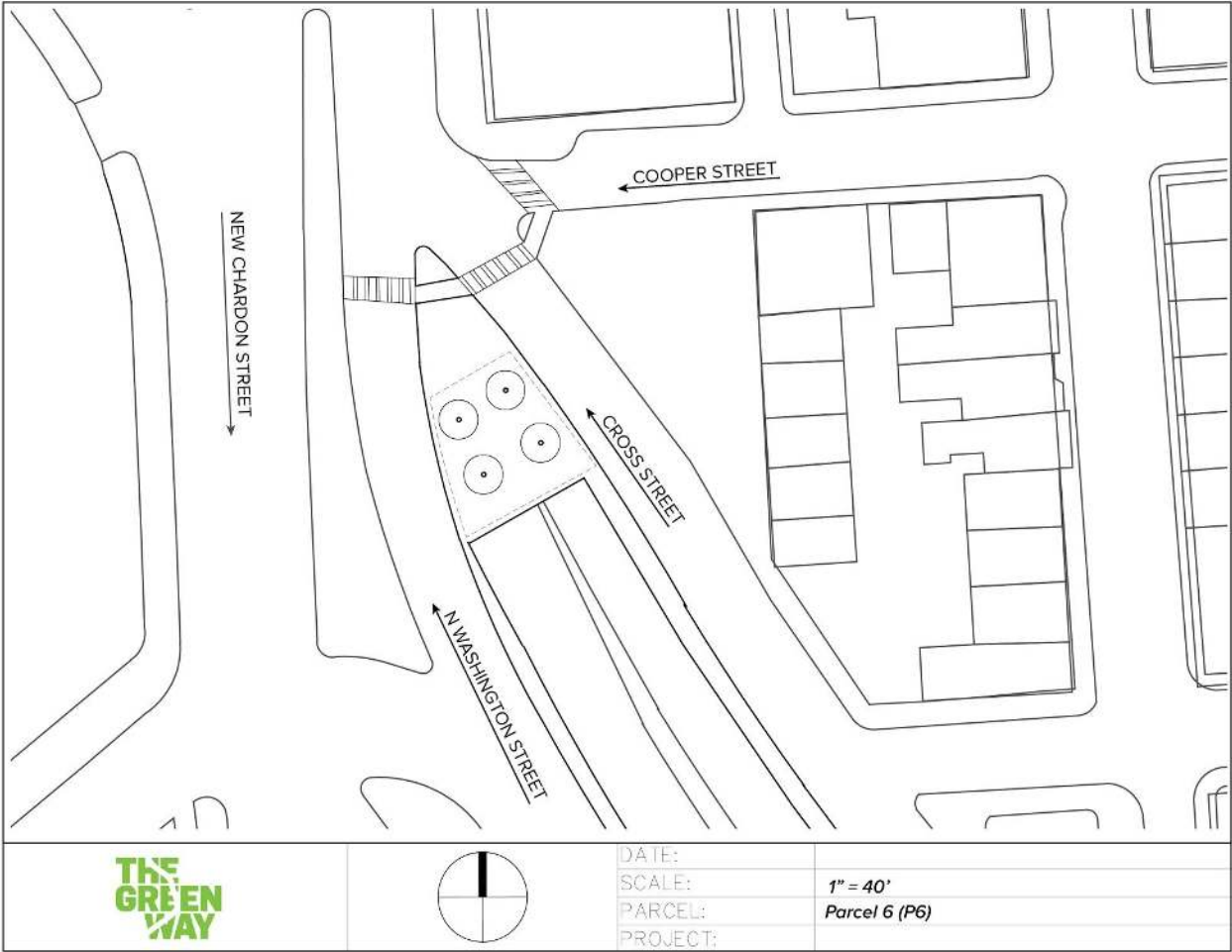
Accessible by MBTA:

Orange Line: Haymarket Station
Green Line: Haymarket Station
Blue Line: Aquarium Station
Commuter Rail: North Station

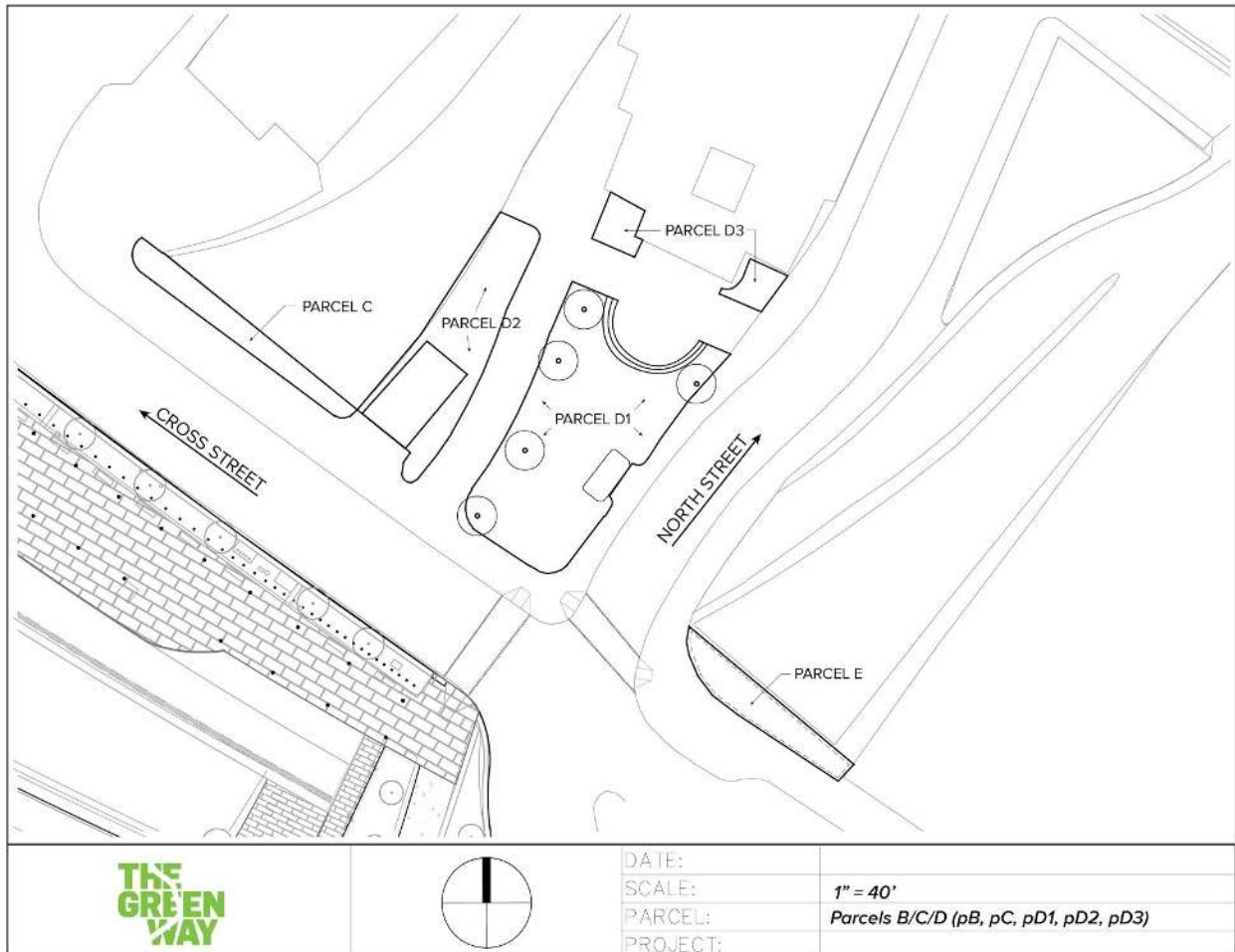
Parcel 5: Stillman Street and Cross Street



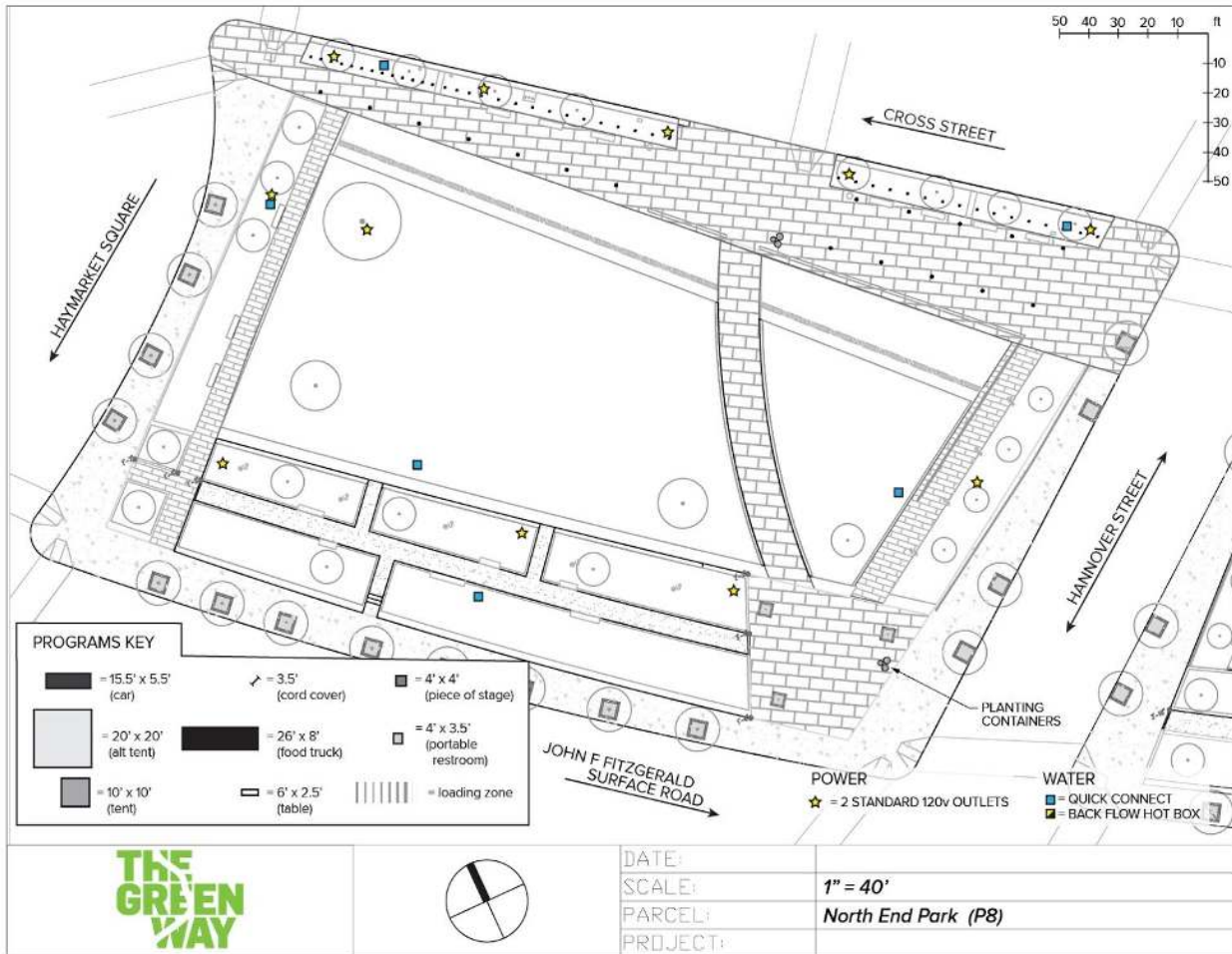
Parcel 6: Cooper Street and Haymarket Square



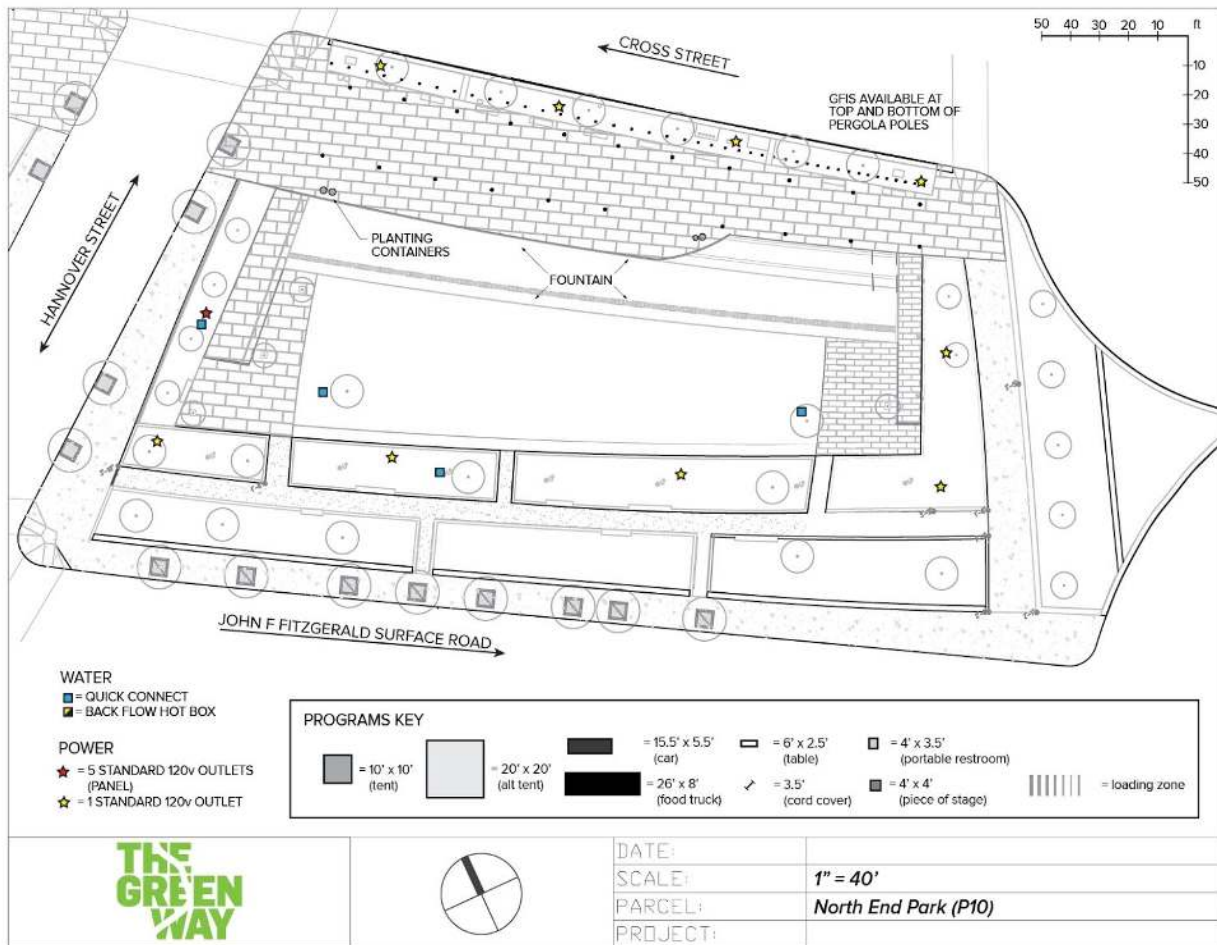
Parcels C, D and E: along Cross Street



Parcel 8: Hanover Street and Haymarket Square

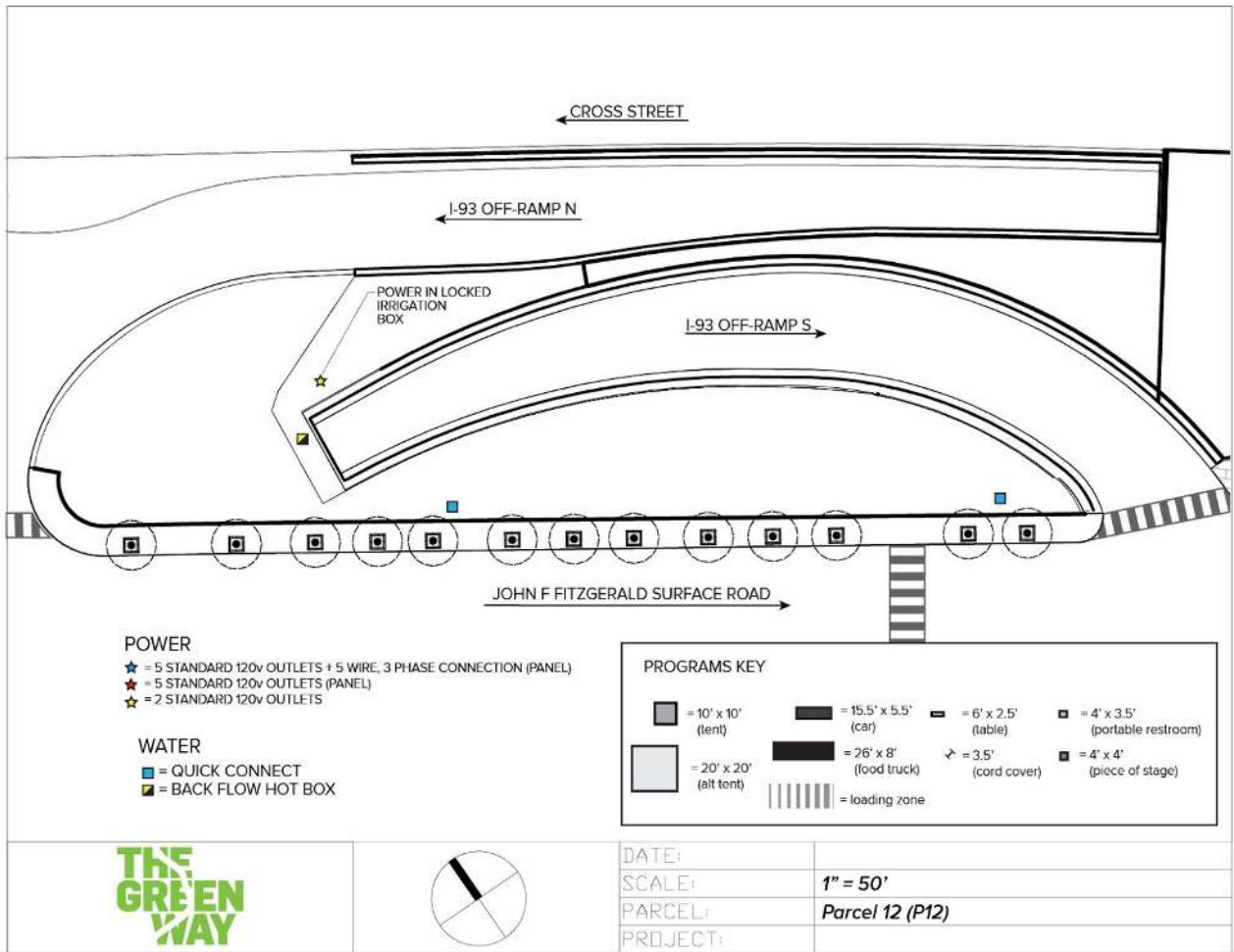


Parcel 10: North Street and Hanover Street



Ramp Parcel

Parcel 12: Clinton Street and North Street

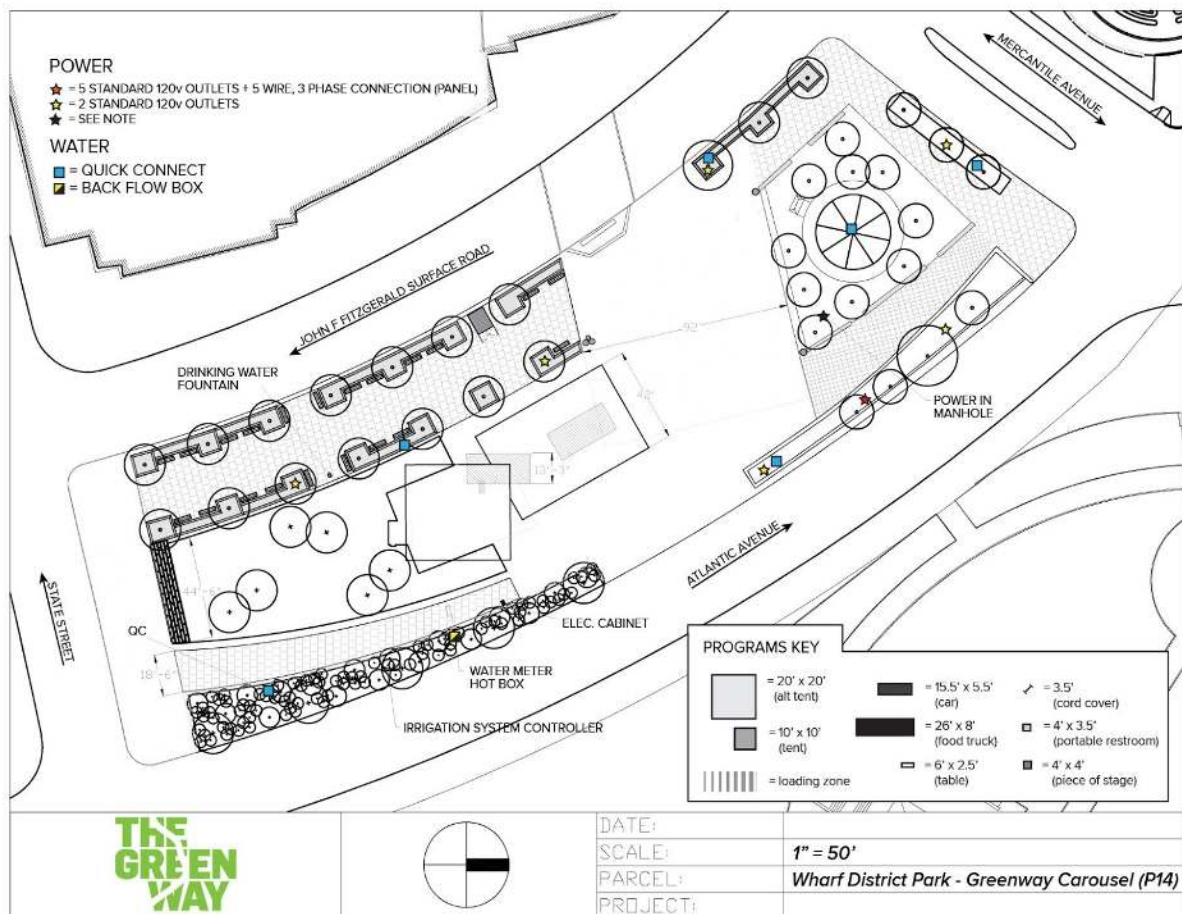


Wharf District Parks

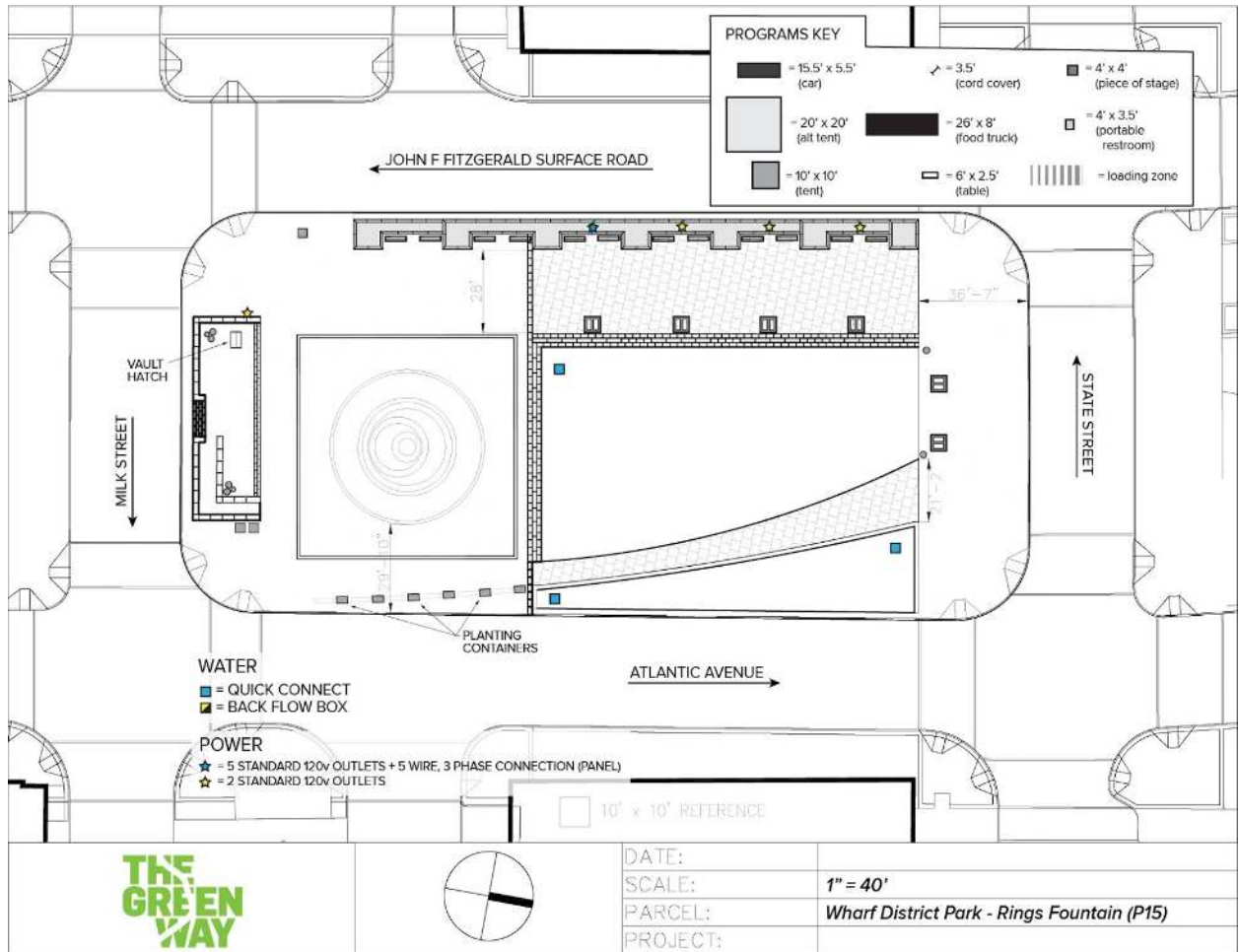
Accessible by MBTA:

Orange Line: State Street Station
 Green Line: Government Center Station
 Blue Line: Aquarium Station
 Red Line: South Station
 Commuter Rail: North and South Stations

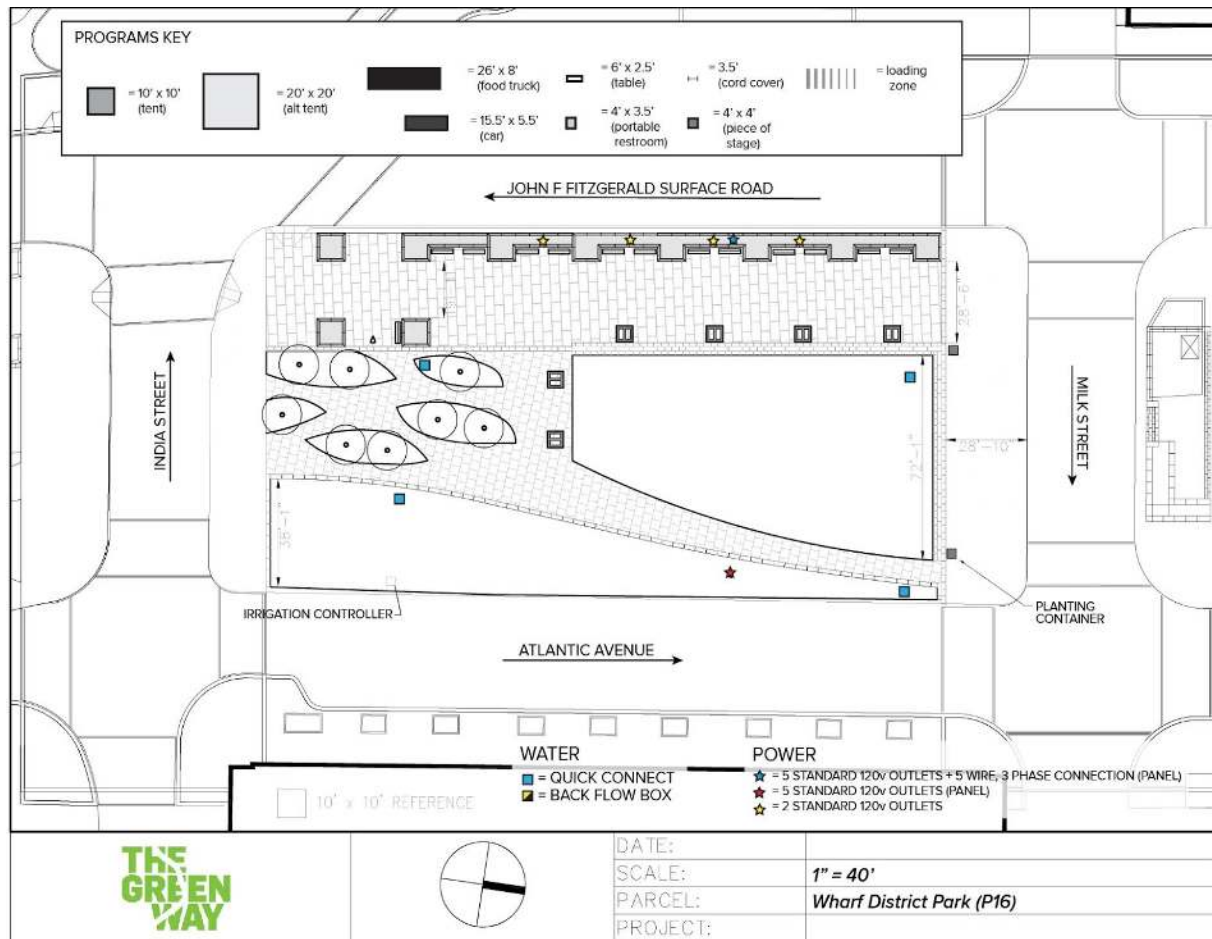
Parcel 14: State Street and Mercantile Avenue



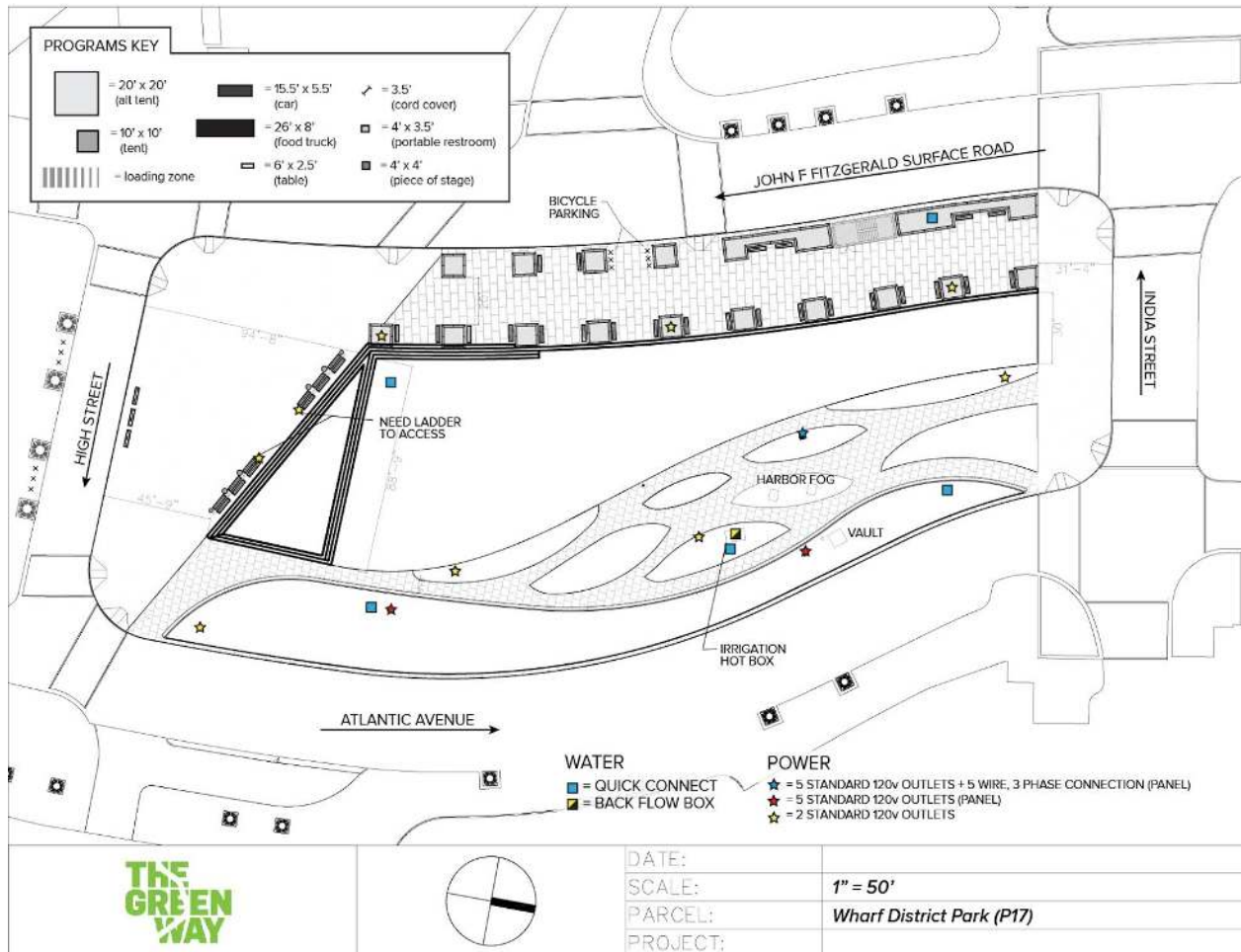
Parcel 15: Milk Street and State Street



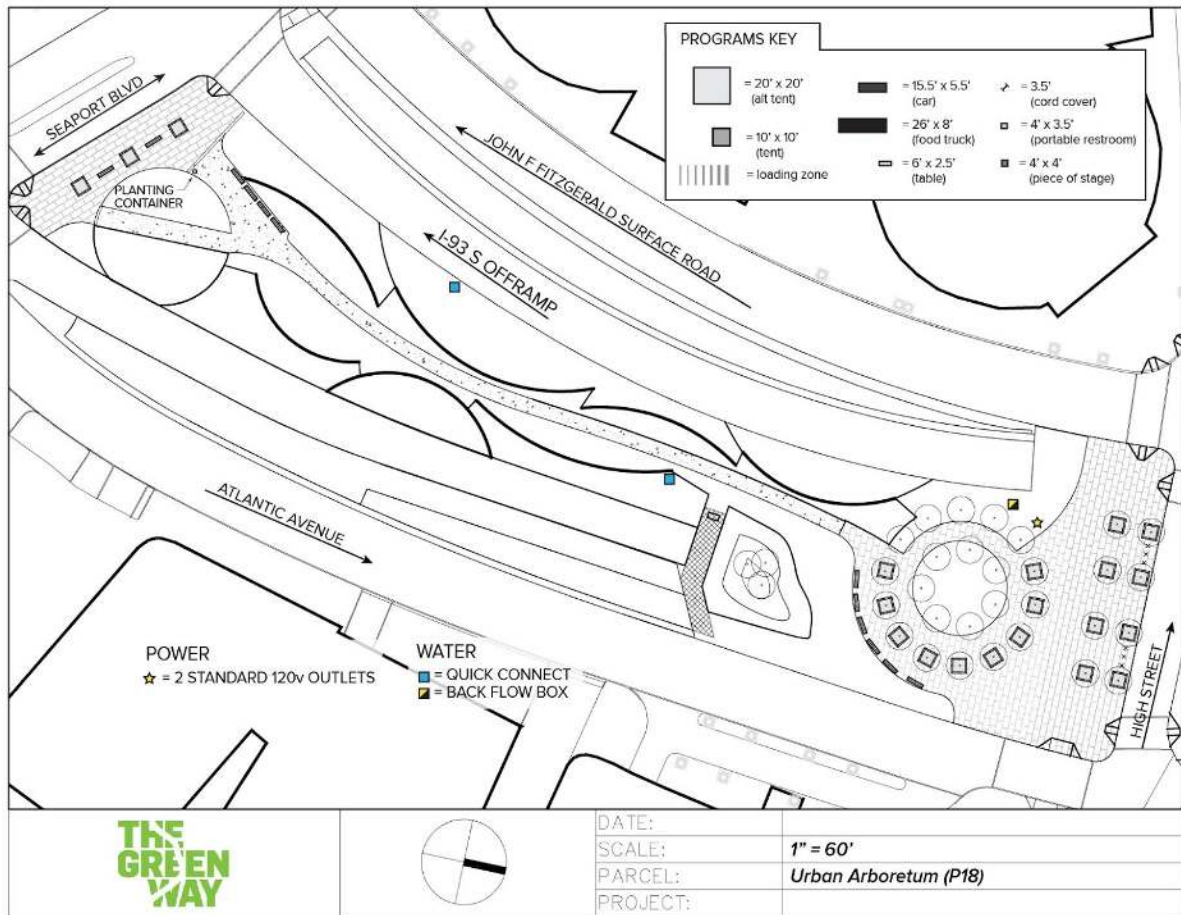
Parcel 16: India Street and Milk Street



Parcel 17: High Street and India Street



Parcel 18: Seaport Boulevard and High Street

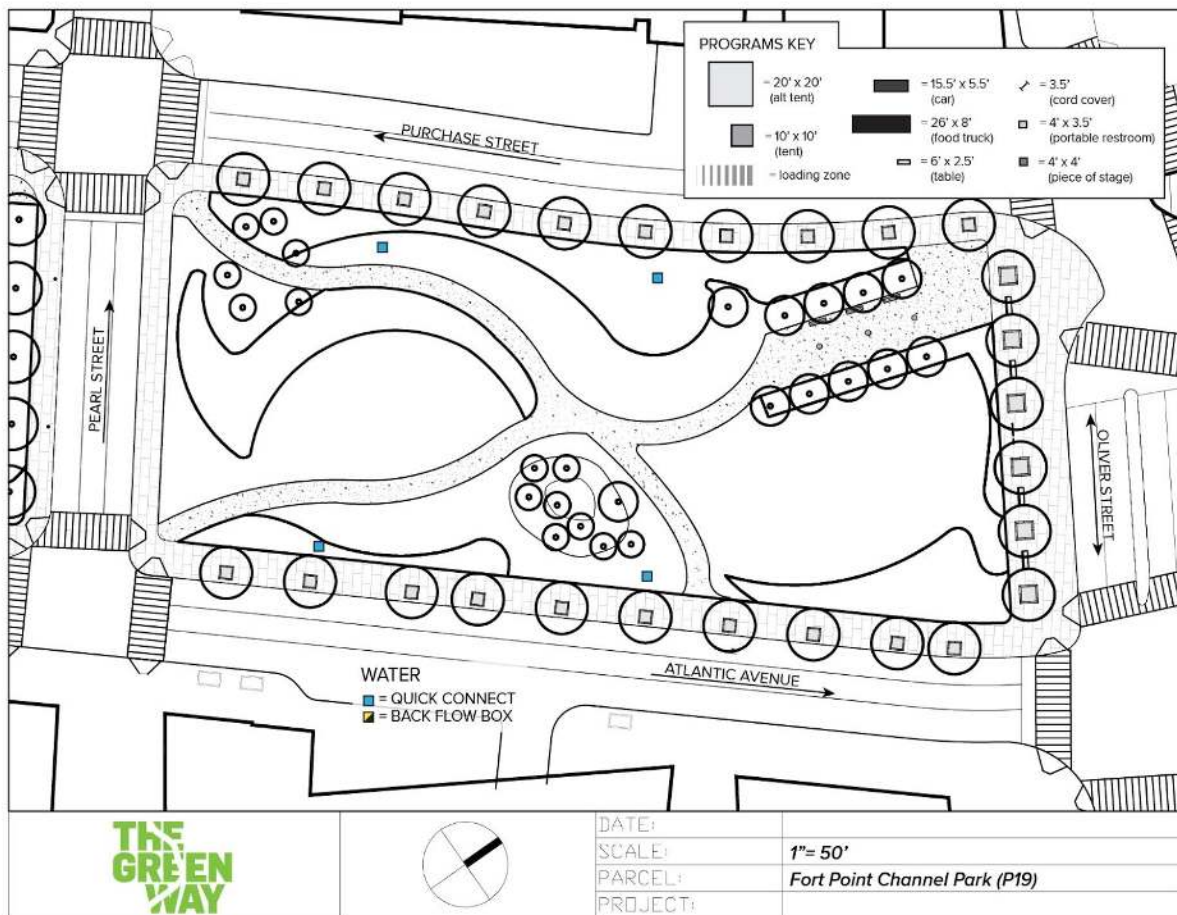


Fort Point Channel Parks

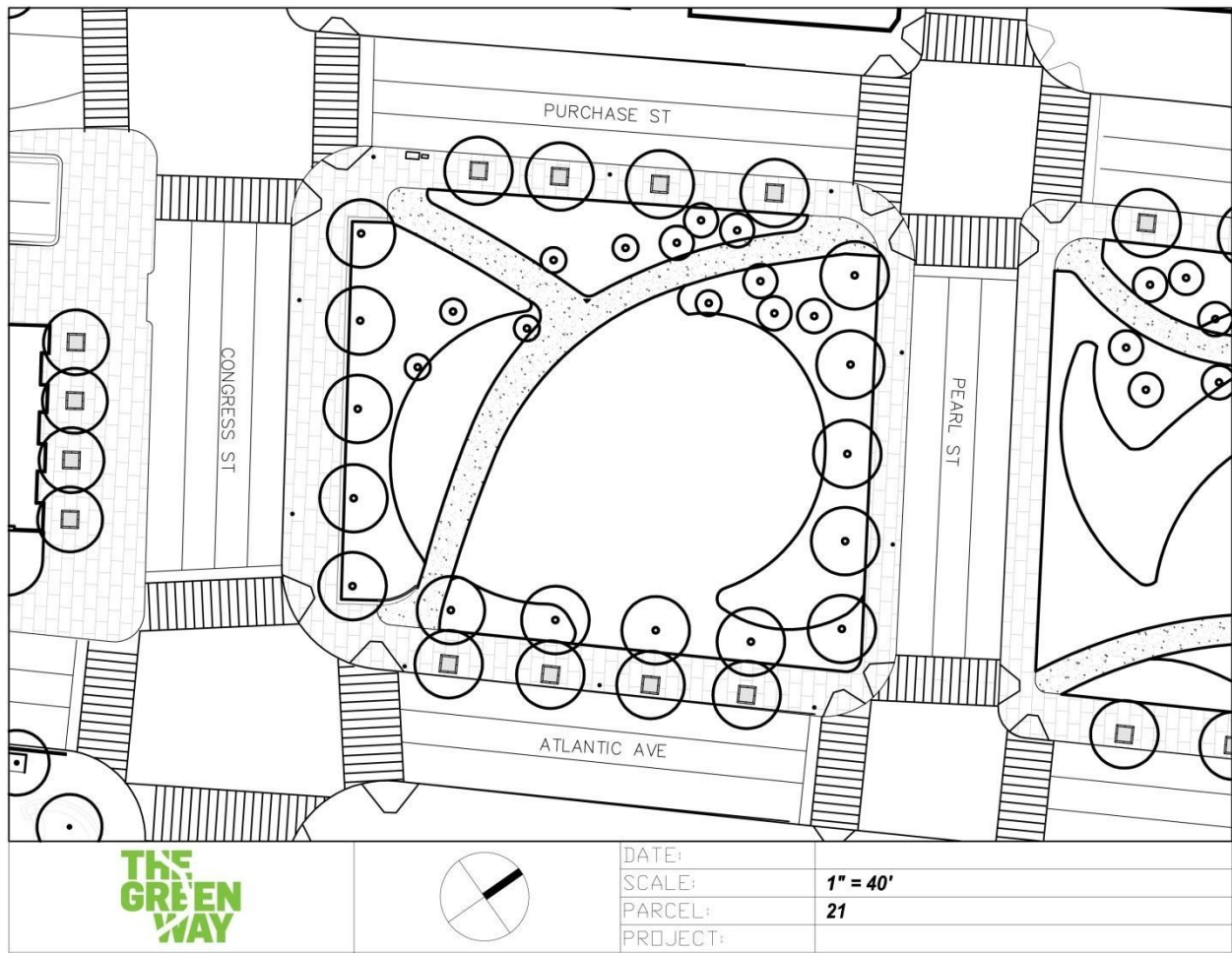
Accessible by MBTA:

Orange Line: Downtown Crossing
Red Line: South Station
Silver Line: South Station
Commuter Rail: South Station

Parcel 19: Pearl Street and Oliver Street



Parcel 21: Congress Street and Pearl Street

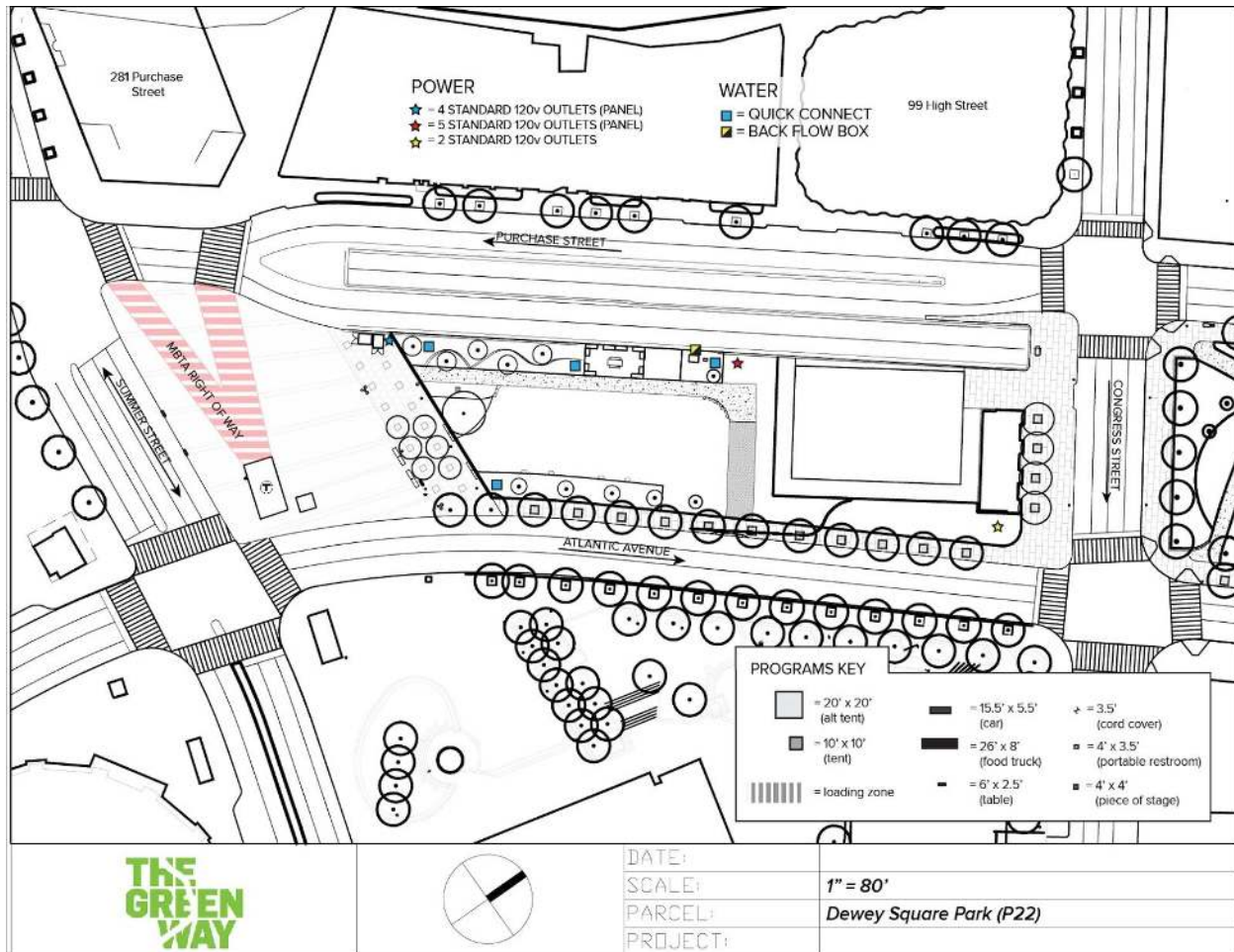


Dewey Square Park

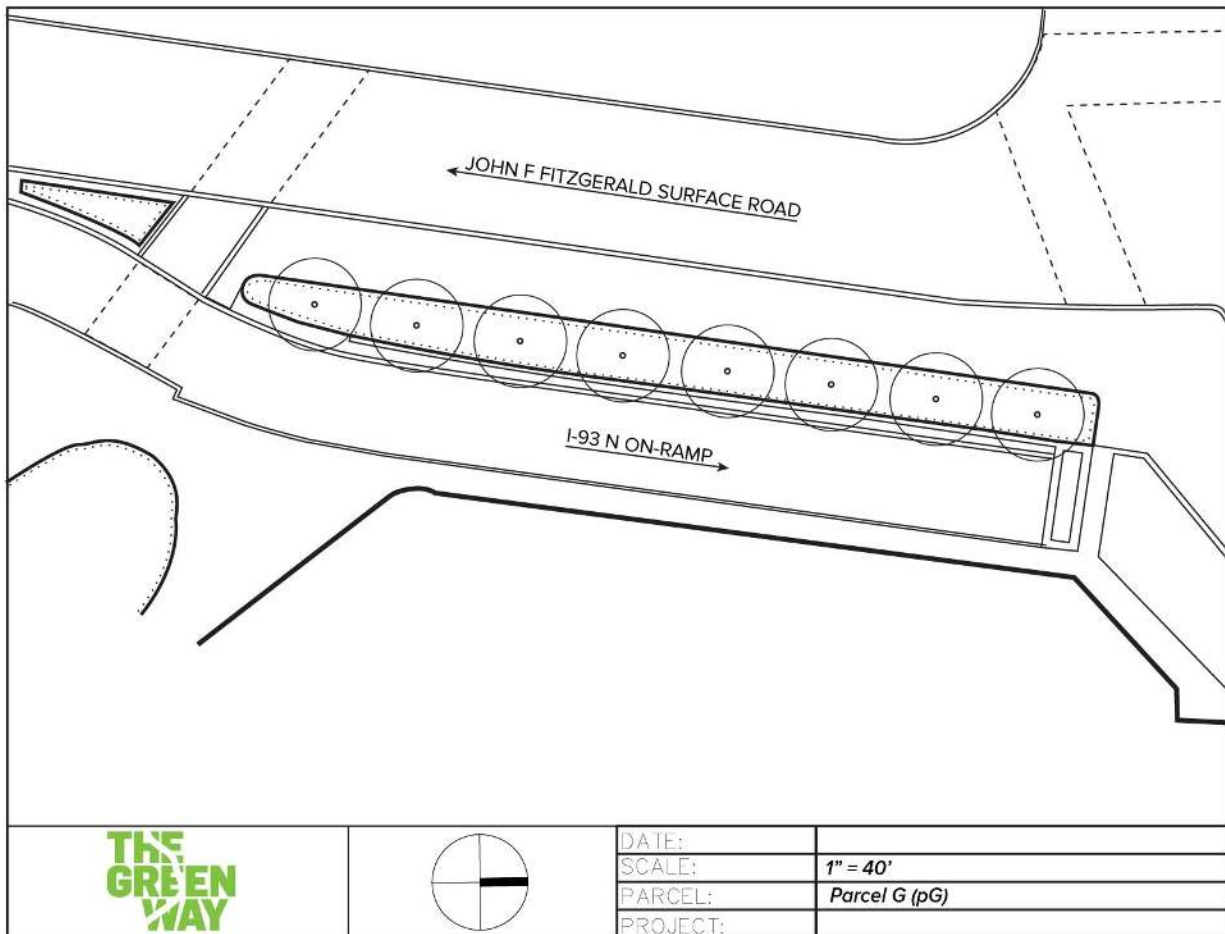
Accessible by MBTA:

Orange Line: Downtown Crossing
 Red Line: South Station
 Silver Line: South Station
 Commuter Rail: South Station

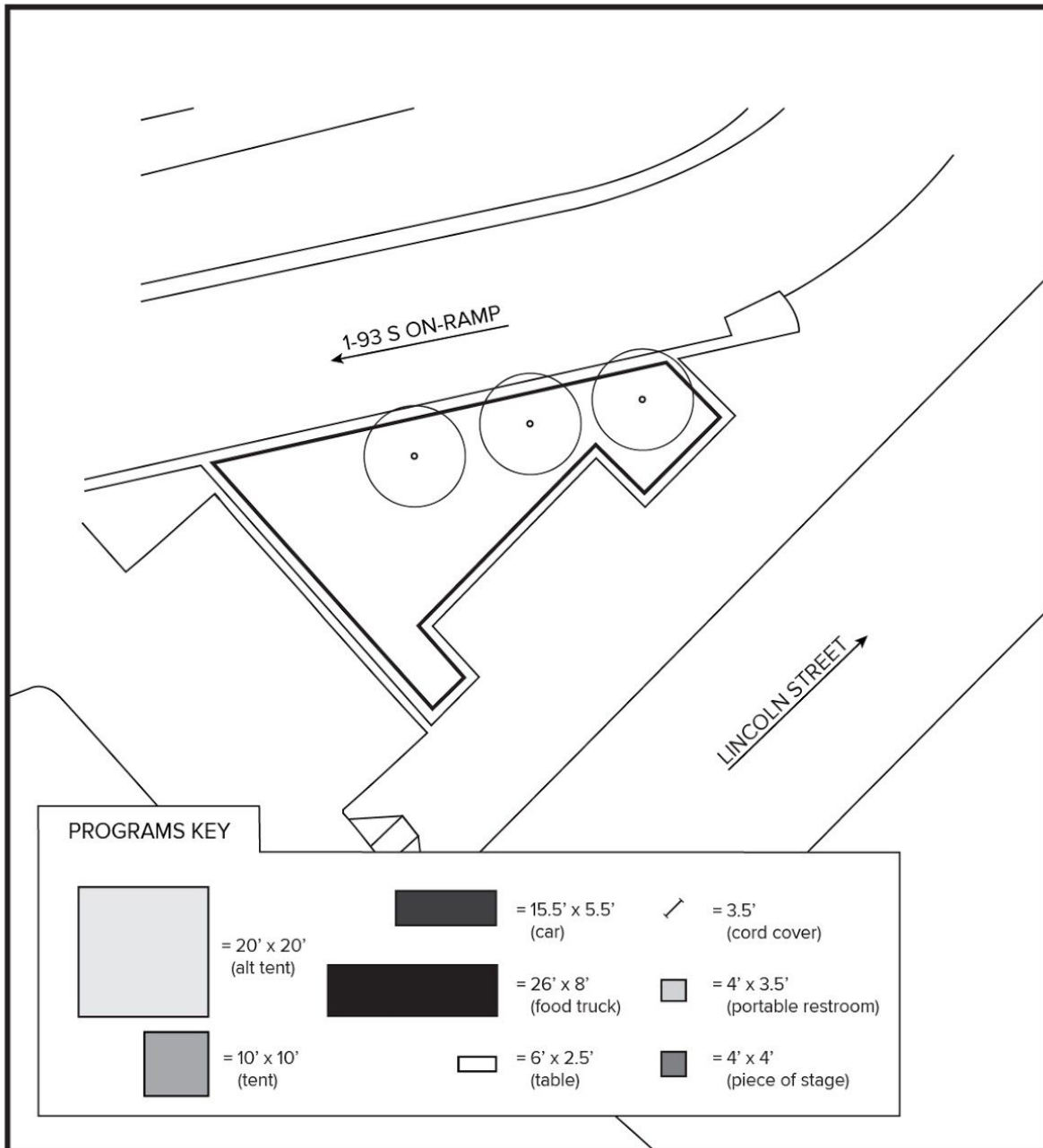
Parcel 22: Summer Street and Congress Street



Parcel G: Summer Street and Essex Street



Parcel H: Lincoln Street and Tufts Street



**THE
GREEN
WAY**



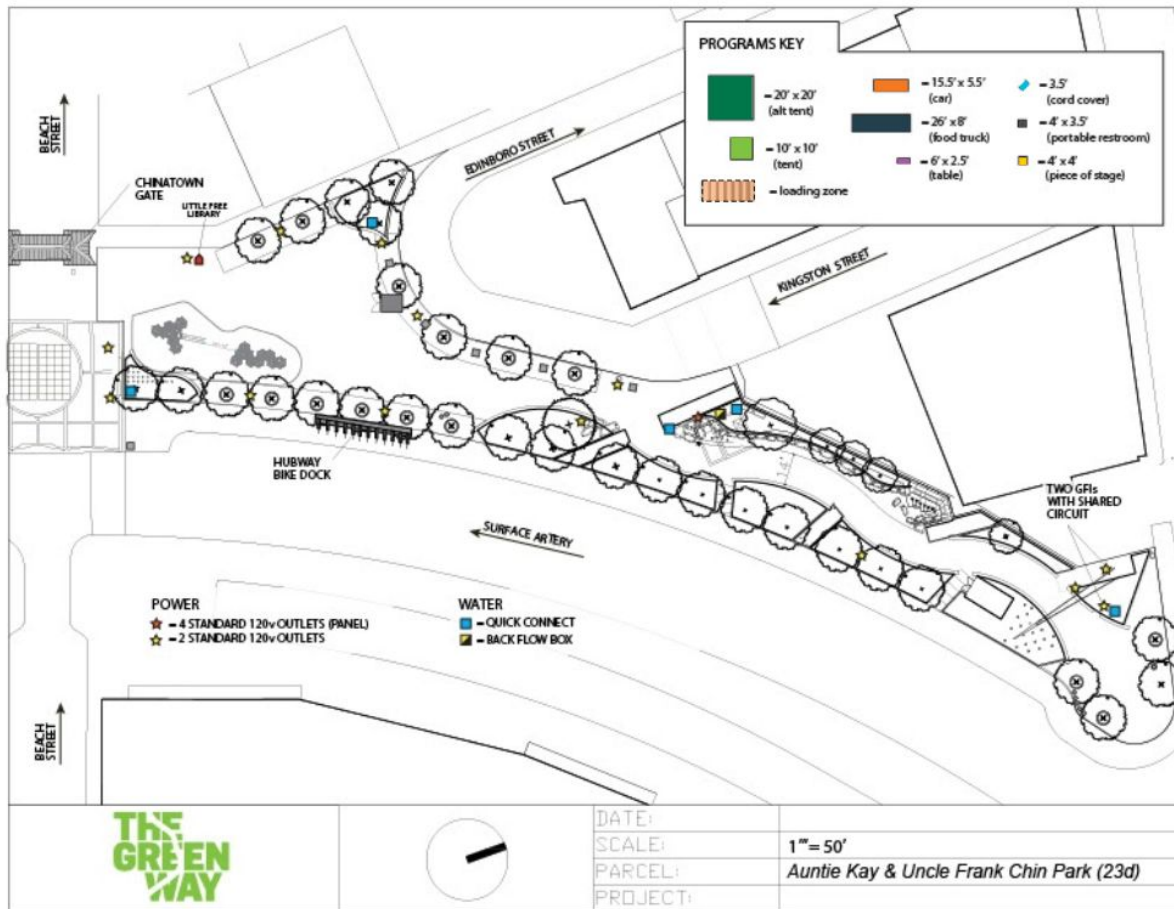
DATE:	
SCALE:	1"= 20'
PARCEL:	Parcel H (pH)
PROJECT:	

Auntie Kay & Uncle Frank Chin Park

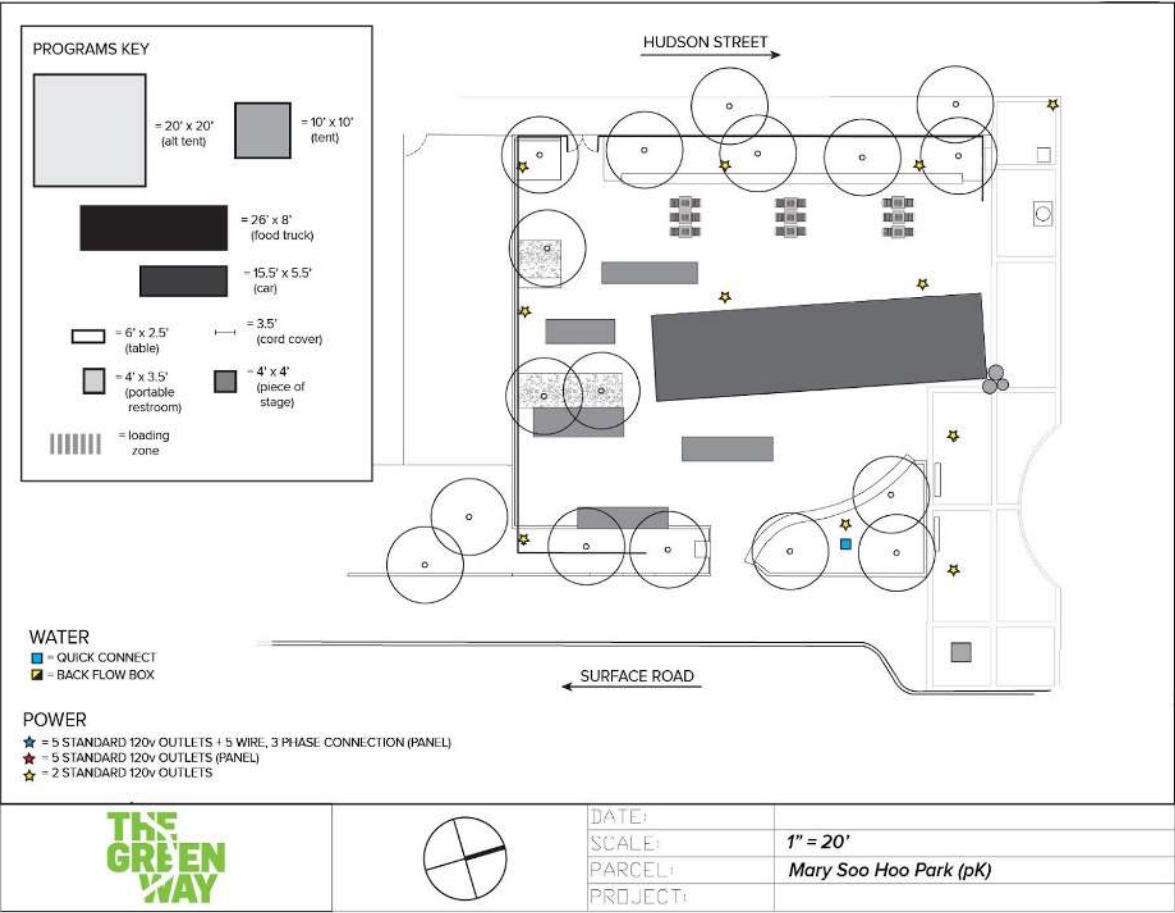
Accessible by MBTA:

Orange Line: Chinatown Station
Red Line: South Station
Silver Line: South Station
Commuter Rail: South Station

Parcel 23: Essex Street and Beach Street



Parcel K/Mary Soo Hoo Park: Beach Street



V. APPENDIX B: 2021 FEE STRUCTURE

Approved December 2020

- 1) **Non-Refundable Application Fee** – paid at time of event proposal submission to the Conservancy
 - a. Discounted fee for non-profit organizations: \$25
 - b. Fee for for-profit organizations: \$100Applications not submitted at least 30 days in advance of the proposed event date will be subject to an additional fee: \$50
- 2) **Furniture Moving** – The Greenway has hundreds of moveable tables, chairs and umbrellas in in the park. Should furniture need to be relocated, a fee will be charged based on the labor required: \$300 - \$800
- 3) **Programs staff support** – Should Conservancy programs staff be required either after normal business hours or on weekends, an hourly fee will apply: \$50/hour for non-profit organizations, \$100/hour for for-profit organizations
- 4) **Commercial and promotional activities** - Should an organizer or vendor wish to offer product samples or promote a product, service, or organization, a location fee will be charged. The fee will vary based on duration, location, footprint, and nature of event.
 - a. **Sampling and Promotion** – Proposals for giveaways/promotions will be assessed to assure general public enjoyment of the park. Certain set-ups, footprints, and locations may not be possible. Fees will be assessed to assure that there is benefit to The Greenway. Season partnerships or large-scale, high-value activations bringing public enjoyment may be eligible for bulk rate discounted fees. Standard location fees begin at \$375/hour for Dewey Square Park, \$325/hour for Rowes Wharf Plaza, \$275/hour for other Wharf District and North End Parks and \$150/hour for other locations.
 - b. **Markets** – The Greenway hosts park-appropriate commercial markets, such as farmers' markets or artisans' markets. Fees will be based on a revenue-share: 20-25% for-profits organizers, 5-15% non-profit organizers
 - c. **Other events including commerce** – For events with a money-making component for the organizer, including film shoots, a fee will be charged so that there is also a financial benefit to The Greenway. Fees can be structured as an upfront flat amount or as a revenue share, depending on the nature of the event.
- 5) **Deposits for damage and cleaning** – If a program or event 1) has an expected attendance of more than 1,000 participants, 2) is recurring or 3) proposes to use lawn areas on The Greenway, the Conservancy reserves the right to require a deposit in advance of the event. Lawn replacement and hardscape cleaning fees are on a per-square foot basis, and deposits will be based on the size of the event and the footprint of lawn or hardscape used. Lawn replacement rate: \$10 per square foot.

All park grounds must be protected from damage during load-in, load-out, and throughout your event. We will work with you to devise an appropriate protection plan. Event organizers are required to leave the park in as good condition as when they began

load-in. If trash, debris or additional clean-up is required, the Conservancy may also charge an hourly rate for clean-up in excess of the deposit: \$300/hour.

- 6) Fee accommodations for COVID-19**– During the COVID-19 health crisis, fees may be reduced or discounted when appropriate to account for lower/restricted foot traffic. However, at no point will fees be waived in their entirety for commercial or promotional activities.

A 50% deposit of the total estimated costs is required three weeks in advance of the event. Final payments are due no later than the start of set-up for the event or program on The Greenway.