

WASHINGTON PARK

Washington Park Services Menu

Stage Lighting Rental: \$100 per hour

Washington Park boasts a 36'x24' stage that is covered and has an LED lighting system. This system includes a NSI MC7516 Lighting Console with (18) Chauvet Colorado 1 IP Fixture. Only Washington Park A/V staff may operate the equipment so there will be A/V Tech charges as well.

Portable Bose System Rental: \$50 per hour

The portable Bose sound system is ideal for announcements or even small acoustic performances. Included in the cost is a small mixer with sixteen (16) inputs and up to two (4) wired mics with stands. If you prefer a wireless mic, please specify wireless. If recorded music is to be played, client will provide music on .mp3 player (such as an iPod). If multiple tracks are to be played, client will provide a written run of show with track numbers clearly marked. Only Washington Park A/V staff may operate the equipment so there will be A/V Tech charges as well.

Full PA Rental: \$100 per hour

The PA is used for performances by live musical acts. Only Washington Park A/V staff may operate the equipment so there will be A/V Tech and Sound Engineer charges as well. You are not required to use our PA, but a third-party PA may not be flown from the truss. If you do not use our PA, you must submit a full spec sheet of your equipment at least a week prior to your event. Also, you must abide by the City of Cincinnati sound ordinances. A representative from Washington Park Management Group will be on site monitoring the production and will have final say of the levels.

Sound Engineer: See rates below:

2-hour event (minimum):	\$225
3-hour event:	\$300
4-hour event:	\$375
5-hour event:	\$450
6-8 hour event:	\$525
Over 8 hours:	\$525 + \$85 per hour over 8

If you use our PA, you must use our sound engineer. Sound engineer arrives two hours before show start. Earlier call times are billed at \$85 per hour.

A/V Tech: \$60 per hour (two hour minimum)

The number of A/V techs and the hours they work will be determined by the services ordered (e.g., stage, PA, sound curtain, etc.), load-in time, event duration, and load-out time.

Movie Projector: \$100 per hour

A portable 16,000 Lumen XGA 3LCD projector that has rear and front projection capabilities.

Movie Screen: \$100 per hour

The screen is attached on the main stage at the Civic Lawn. The viewable width is 260" by 146" tall. Keep in mind when using the screen it must be used after sunset, it is light sensitive.

Alcohol Package: Please contact us for a quote

Concession Stand: Please contact us for a quote

The concession stand can be used when caterers are present for your events. It includes 2 warming ovens, a prep area and running water.

Green Room: Please contact us for a quote

The Green Room is located on the first level of the Washington Park garage. This room includes private restrooms and a small kitchenette.

WASHINGTON PARK

10' x 10' Pop-up Tents (includes weight bags. no sidewalls): \$75 each

Sandbags/weights: \$5 each

Pop-up tents must be weighted. Customers may supply their own weights or rent from us.

Pop-up tent sidewall (10'x10' section): \$5 each

8' by 30" tables: \$15 each

Includes setup. You are advised to supply your own table cloths or covers.

Bistro tables: \$10 each

Includes setup, if desired, you can supply your own table cloths or covers.

Folding chairs: \$1 each

Cable mats: \$10 each

Cords & cables that cross pedestrian paths must be covered. Customers may bring their own or rent from us.

Extension cord and/or power strip: \$10 each

Ice (22 lb. bag): \$5 each

Barricades (7'): \$5 each

Trash receptacles: \$5 each

Park Setup, Breakdown & Cleaning

Most events require some labor. Contact us for a quote at csamad@3cdc.org or 513-621-4400 x120.

Security

Please contact us for a quote at csamad@3cdc.org or 513-621-4400 x120.

Parking/Storage

We do not provide free or discounted parking for events or on-site storage.

If you would like to pre pay for parking for guests of your event or have any questions regarding the Washington Park Parking Garage, please contact Reid VanPelt, rvanpelt@spplus.com with Central Parking directly.

Beverages

Washington Park has an exclusive agreement with Coca Cola that all vendors must abide by. A vendor can sell this product when Washington Park Restoration is not but must place an order with Andi Schultes (501-472-5324) no later than 14 days prior to event date.

WASHINGTON PARK

Washington Park Services Order Form

If you need assistance completing this form, please contact us at 513-621-4400.

Name of Event _____ Date _____ Start Time _____ AM/PM

- Lighting System*: \$100 x _____ hours = _____
- Portable Bose sound system*: \$50 x _____ hours = _____
- PA*: \$100 x _____ hours = _____ + Sound Engineer: _____ = _____
- A/V Tech: \$60 x _____ # of A/V Techs x _____ hours = _____
- Alcohol Package: TBD
- Concession Building: TBD
- Green Room: TBD
- 10'x10' pop-up tent*: \$75 x _____ quantity = _____
- Sandbags/weights*: \$5 x _____ quantity = _____
- Pop-up tent sidewall (10'x10' section)*: \$5 x _____ quantity = _____
- 8' by 30" tables*: \$15 x _____ quantity = _____
- Bistro tables*: \$10 x _____ quantity = _____
- Folding chairs*: \$1 x _____ quantity = _____
- Cable mat, extension cord, power strip, or drip mat*: \$10 x _____ quantity = _____
- Bag of ice*: \$5 x _____ quantity = _____
- Barricades*: \$5 x _____ quantity = _____
- Trash receptacles*: \$5 x _____ quantity = _____
- Park setup, breakdown & cleaning: _____
- Security: _____
- 6.75% Tax (charged on all items indicated with an asterisk) _____
- Coordination Fee (15% of all services: _____ = Total: _____

WASHINGTON PARK

Payment for Services

Visa, MasterCard, or American Express

Credit Card Number: _____
Expiration Date: _____
Security Code*: _____ (3-digit code on back of MC/Visa or 4-digit code on front of AmEx)
Name on Card: _____
Billing Address: _____
Billing City, State and Zip: _____

You must provide a credit card number to reserve services. If payment is not received by check 5 business days prior to the event, estimated charges will be put on your credit card. If your card is declined, services will be cancelled.

Check

Made payable to Washington Park Restoration LLC

Once you have completed this form, you may:

- Fax it to 513.621.5900
- Mail it to 3CDC, 1203 Walnut St. 4th fl, Cincinnati, OH 45202
- Hand deliver it to 1203 Walnut St. 4th fl, Cincinnati, OH 45202 Monday through Friday between 9 A.M. and 5 P.M. (excluding national holidays)

Payment for services must be made in full at least 5 business days prior to the event.

Changes

- Changes to services within three business days of an event are subject to a change fee.

Cancellation of Services

- Cancellation of services must be received at least 24 hours prior to the start of the event to qualify for a full refund of service fees.
- If cancellation occurs less than 24 and more than 4 hours prior to the start of the event, 50% of service fees will be refunded, less any actual costs already incurred by WPMG.
- If cancellation occurs less than 4 hours prior to the start of the event, service fees will not be refunded.
- To cancel, the event organizer should directly contact a representative of Washington Park Management Group either by live phone call (not a voice mail) or by email or text that is received and acknowledged.