



PANTHER
ISLAND ★ PAVILION
FORT WORTH, TEXAS

VENUE RENTAL GUIDE

PANTHER ISLAND PAVILION IS MANAGED BY

trwd Tarrant Regional Water District







PANTHER ISLAND PAVILION

FORT WORTH, TEXAS

VOTED
BEST OUTDOOR VENUE
BY FORT WORTH TEXAS MAGAZINE
THREE YEARS IN A ROW

HOME OF
THE ONLY WATERFRONT STAGE IN TEXAS

FORT WORTH'S PANTHER ISLAND PAVILION
ONE OF TEXAS' BEST MUSIC VENUES
DALLAS MORNING NEWS

HOSTED 80,000 PEOPLE AT THE LARGEST SINGLE-DAY FESTIVAL IN FORT WORTH

THE BEST VENUE FOR YOUR EVENT

Panther Island Pavilion (PIP) is a picturesque venue located in the heart of Fort Worth along the banks of the Trinity River with the downtown skyline as its backdrop. Because we are a large venue, we require events have a minimum attendance of 1,000 patrons. But whether you're producing a festival, concert or sporting event – this is the best venue in the Dallas/Fort Worth metroplex.

We know it's a bold claim, but keep reading and you'll see exactly why Panther Island Pavilion truly is the ideal venue to hold your event.

LOCATION. LOCATION. LOCATION.

From Panther Island Pavilion your guests will have easy access to **Sundance Square,** which is home to world-class shopping, restaurants and bars. They will also be walking-distance to some of Panther Island's favorite attractions, **Backwoods Paddlesports**, a kayak and paddleboard rental, **Panther Island Brewery**, an award-winning craft brewery and **Coyote Drive-In**, a modern drive-in movie theater. Due to our ideal location at the confluence of the Clear Fork and West Fork of the Trinity River, guests will appreciate your event's easy trail access. **The Trinity Trails** weave throughout all of Fort Worth for 100+ miles and Panther Island Pavilion is smack dab at the center of that network.





This venue guide is to be used by event producers interested in hosting an event at Panther Island Pavilion. While it is a comprehensive document, it may not contain all the information required for specific events.

If you need additional information, please contact us **at:**
817-698-0700 or PantherIslandPavilion.com/contact

WHY CHOOSE FORT WORTH?

Glad you asked! The City of Cowboys & Culture is the **12th-largest city** in the United States and is one of the top tourist destinations in Texas, welcoming **9.1 million visitors** annually. Fort Worth is conveniently located **17.5 miles from DFW International Airport**. With 64 million customers every year, DFW Airport serves as a gateway for visitors from around the globe, making Fort Worth an easily accessible international and domestic leisure destination. It's home to **942,323 people** (2020 estimate) and has a growth rate of **3.9%** a year.

Looking at these numbers, it's hard to deny Fort Worth is the perfect city for your event and Panther Island Pavilion is the perfect venue.





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PANTHER ISLAND PAVILION FACILITIES

Panther Island Pavilion has three separate zones available to rent. Each zone provides a variety of amenities making PIP the perfect place to produce an event. Whether you're hosting a waterfront concert, organizing a music festival on the river bank, producing a run along the Trinity Trails or holding a concert in The Shack, our venue is customizable and can fit all of your needs.

Our staff looks forward to working with you to create a successful event – making your life easier is just one more of our many perks.

THE BEST VENUE FOR YOUR EVENT



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ZONE HIGHLIGHTS

NORTH SHORE:
FEATURING THE MAIN STAGE

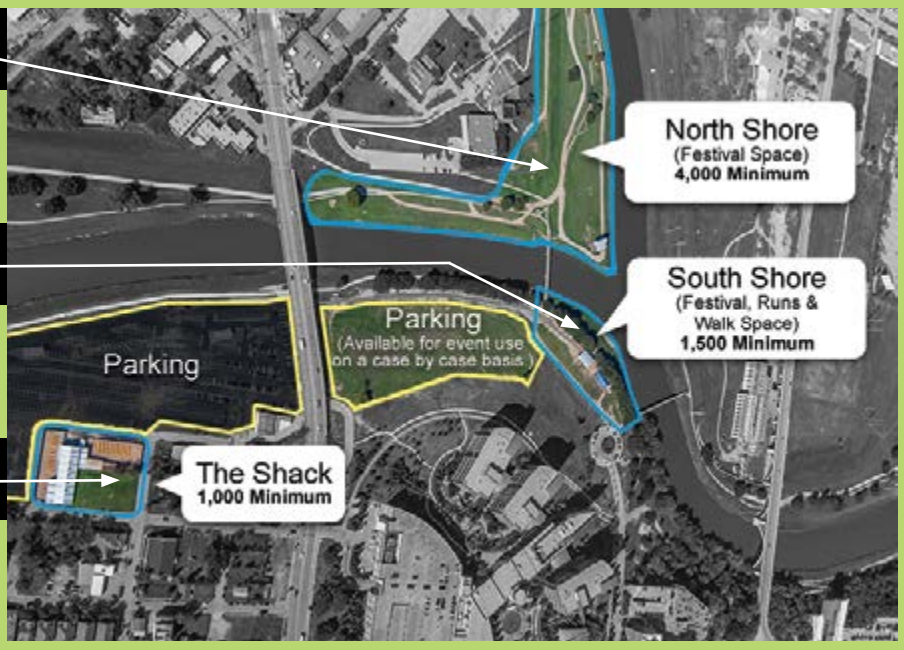
4,000+ ATTENDANCE REQUIREMENT
Massive festival grounds with the iconic skyline for a backdrop.

SOUTH SHORE:
FEATURING OPTIONAL USE OF WATERFRONT STAGE

1,500+ ATTENDANCE REQUIREMENT
The only waterfront stage in the state! Need we say more?

THE SHACK:
FEATURING PERMANENT A/C UNITS

1,000+ ATTENDANCE REQUIREMENT
Literally the coolest indoor venue in all of Fort Worth. End of story.





NORTH SHORE FEATURING THE MAIN STAGE

- Must have expected attendance of 4,000 or more to utilize this zone
- Vendors and bands entrance separate from public entrance
- 50’ x 40’ permanent stage structure with pavilion with (2) 8’x8’ wings
- 6’ perimeter fence is included with standard venue configuration
- All-weather road surrounding the entire area for easy load in and stage access
- Elevated area allows for hillside seating and upper-level views
- Pedestrian bridge connects to the South Shore and on-site parking
- A pre-established trail reroute allows event producers to fully utilize the space without the interruption of everyday trail users. Trail users can still maintain a continuous route using the dedicated special event trail reroute.
- Must bring in your own generator power for the Main Stage

Water

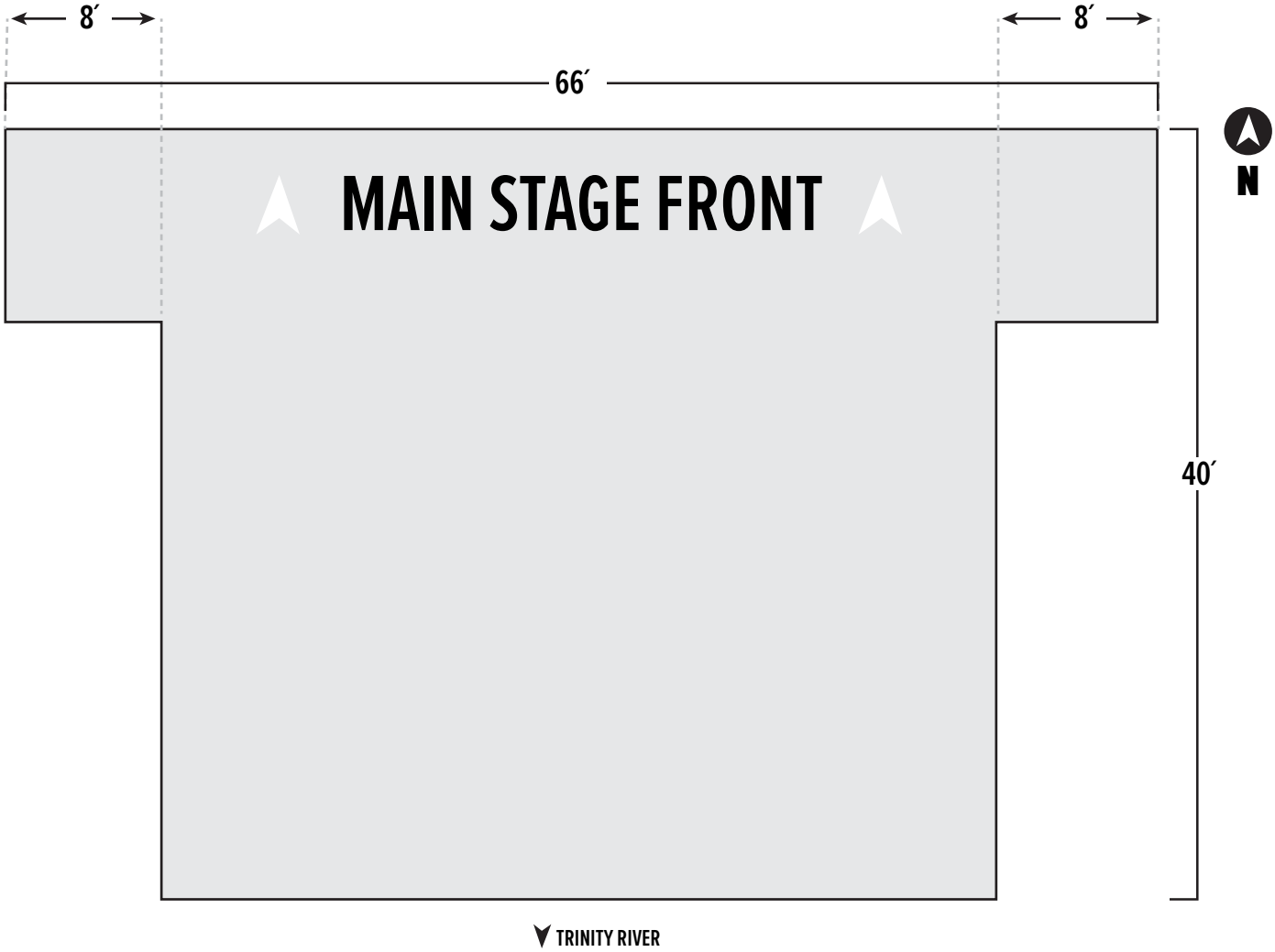
There are four water spigots on-site

- Map of spigots can be provided upon request
- Hoses to be provided by event producer

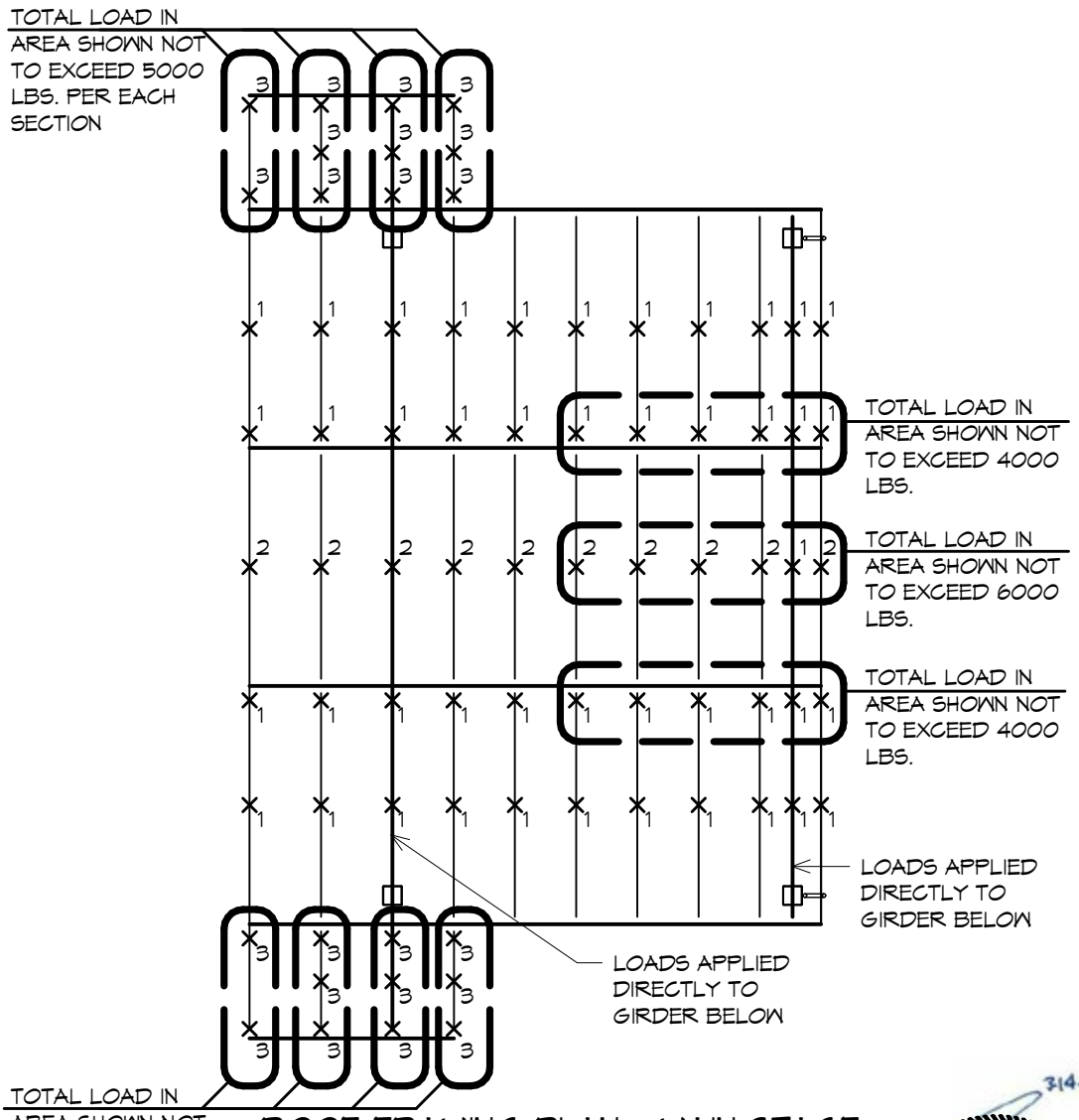
TOC PG. 5



MAIN STAGE DIAGRAM (NORTH SHORE)



MAIN STAGE LOAD-IN DIAGRAM (NORTH SHORE)



ROOF FRAMING PLAN - MAIN STAGE

NO SCALE

ALLOWABLE LOADING

LOAD POINTS ARE DENOTED BY "X" ON PLAN. MAXIMUM LOAD AT EACH POINT IS AS FOLLOWS:

X^{1} - 2000 LBS. X^{2} - 4000 LBS. X^{3} - 5000 LBS.

314-19

STATE OF TEXAS
STEPHEN H. LUCY
62420
LICENSED PROFESSIONAL ENGINEER

shaping the built environment

JQ ENGINEERING, LLP
100 GLASS STREET DALLAS, TEXAS 75207
214.752.9098 JQENG.COM
PROJECT NO: 3133545 TBPE FIRM F-1294

PROJECT			
SHADE PAVILION LOADING DIAGRAMS			
CLIENT			
TARRANT REGIONAL WATER DISTRICT			
REF.	REV.	DATE	SHEET
3133545	-	03/14/2019	SSK-1

SOUTH SHORE



- Must have expected attendance of 1,500 or more to utilize this zone
- 20’ x 50’ covered waterfront stage (featuring optional use of waterfront stage)
- 40’ x 60’ permanent lighted pavilion
- Sand beach with Trinity River access
- Two pedestrian bridges connect the waterfront stage, South Shore and the North Shore
- Boat ramp (to be used by event producers only)
- Two permanent light poles
- Two permanent water fountains
- Two permanent shower/foot rinse stations

ELECTRICAL

There are eight total power trees on site

- (7) power trees are 60A 240V
- (1) is 100A 240V
- Each power tree has (2) 110V plugs, (1) 30A 240V, and (1) 50A 240V

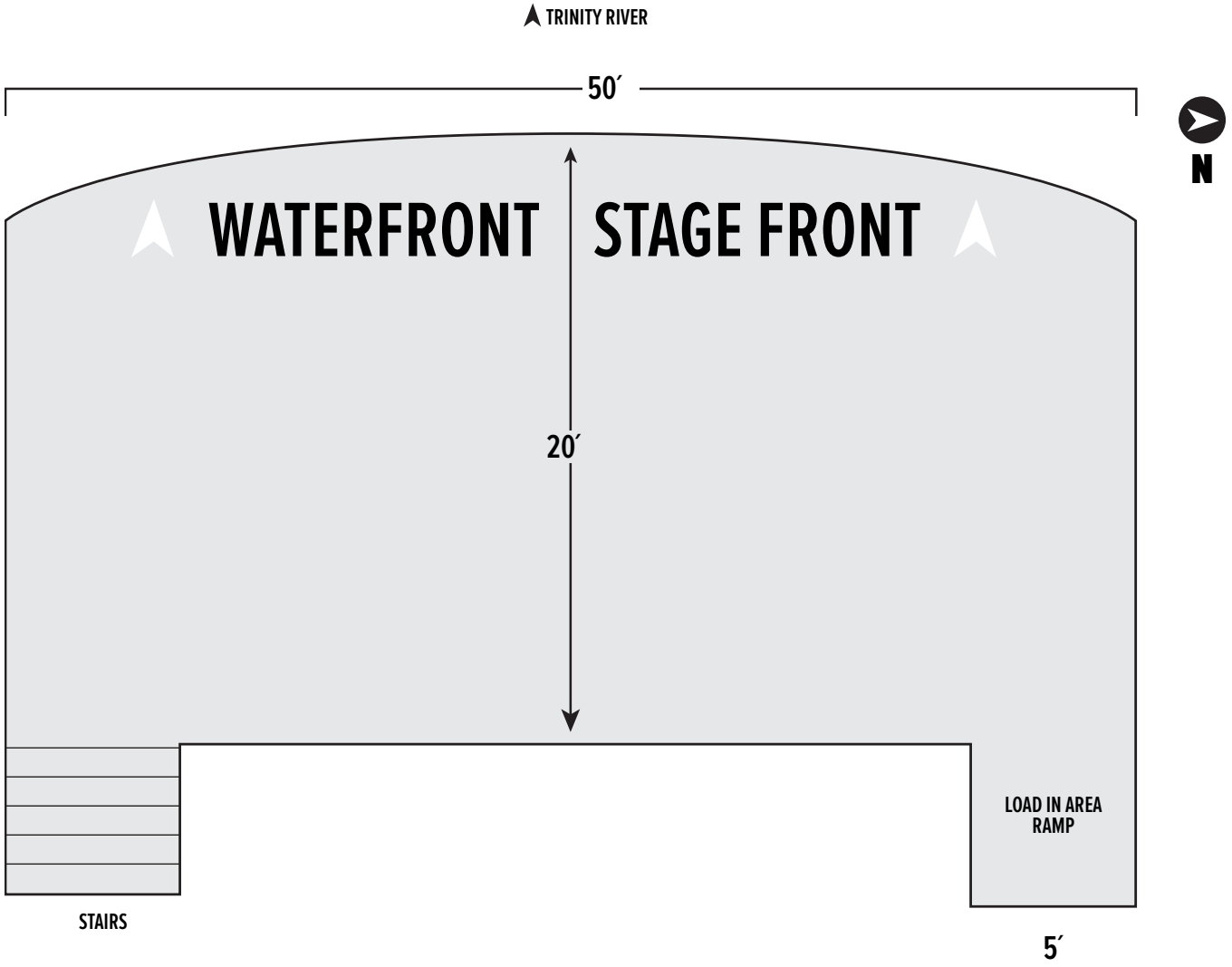
WATER

There are two water spigots on-site

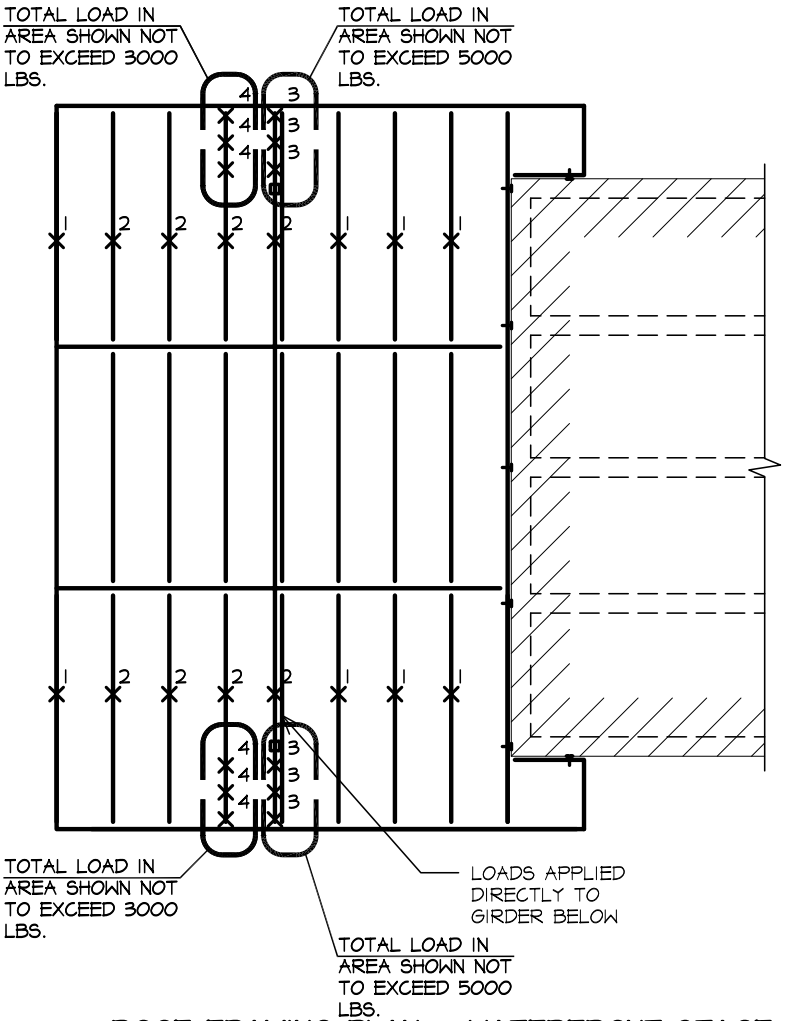
- (1) spigot is next to the pavilion
- (1) spigot is near the beach parking
- Hoses to be provided by event producer



WATERFRONT STAGE DIAGRAM (SOUTH SHORE)



WATERFRONT LOAD-IN DIAGRAM (SOUTH SHORE)



ROOF FRAMING PLAN - WATERFRONT STAGE

NO SCALE

ALLOWABLE LOADING

LOAD POINTS ARE DENOTED BY "X" ON PLAN. MAXIMUM LOAD AT EACH POINT IS AS FOLLOWS:

- X^1 - 750 LBS.
- X^2 - 2000 LBS.
- X^3 - 5000 LBS.
- X^4 - 3000 LBS.

07.31.13

STATE OF TEXAS
R. RENE AVILA
92630
LICENSED
PROFESSIONAL ENGINEER

shaping the built environment JASTER-QUINTANILLA DALLAS, LLP 2105 COMMERCE STREET, DALLAS, TEXAS 75201 214.752.9098, JQENG.COM TBPE FIRM F-1294	PROJECT: SHADE PAVILION LOADING DIAGRAMS			
	CLIENT: TARRANT REGIONAL WATER DISTRICT			
	REF.: 3133545	REV.: -	DATE: 7/31/13	SHEET: SSK-2



THE SHACK

- Must have expected attendance of 1,000 or more to utilize this zone
- 10,300 sq. ft. building
- 45'x24' permanent stage inside the Main Hall
- (2) open-air beer gardens on either side of the building
- (2) built-in bars inside the Main Hall
- (1) ticket booth located at the entrance
- (43) 16' picnic tables available for use
- Private greenroom for backstage/band use
- (2) 60-ton permanent A/C units w/heat
- (3) "Big Ass Fans"

ELECTRICAL

There are (20) 110V plugs located throughout the building

- (4) 110V quad boxes on stage
- (5) 110V quad boxes in the Main Hall
- (8) 110V 2-outlet in the main bar
- (2) 110V quad boxes in the rear bar

EAST BEER GARDEN ELECTRICAL

(6) 110V 2-outlet

WEST BEER GARDEN ELECTRICAL

- (1) 50A 240V RV plug
- (1) 30A 240V plug
- (4) 2 outlet 20Amp 110s

MAIN HALL STAGE ELECTRICAL

- (1) 100A Road Show disconnect on the back of the stage
- (2) 3-phase 200A 480V disconnects each with 3/0 cam locks

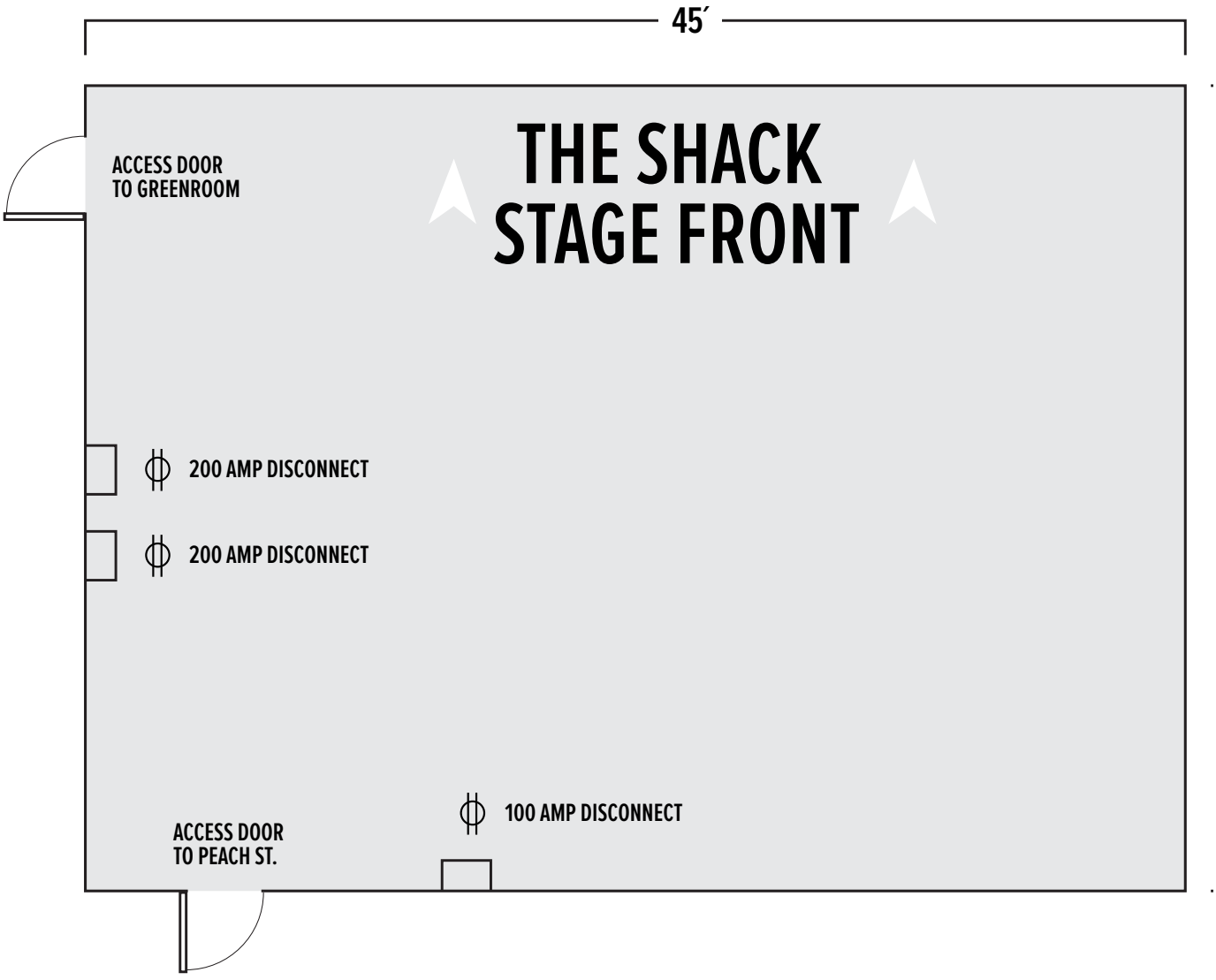
WATER

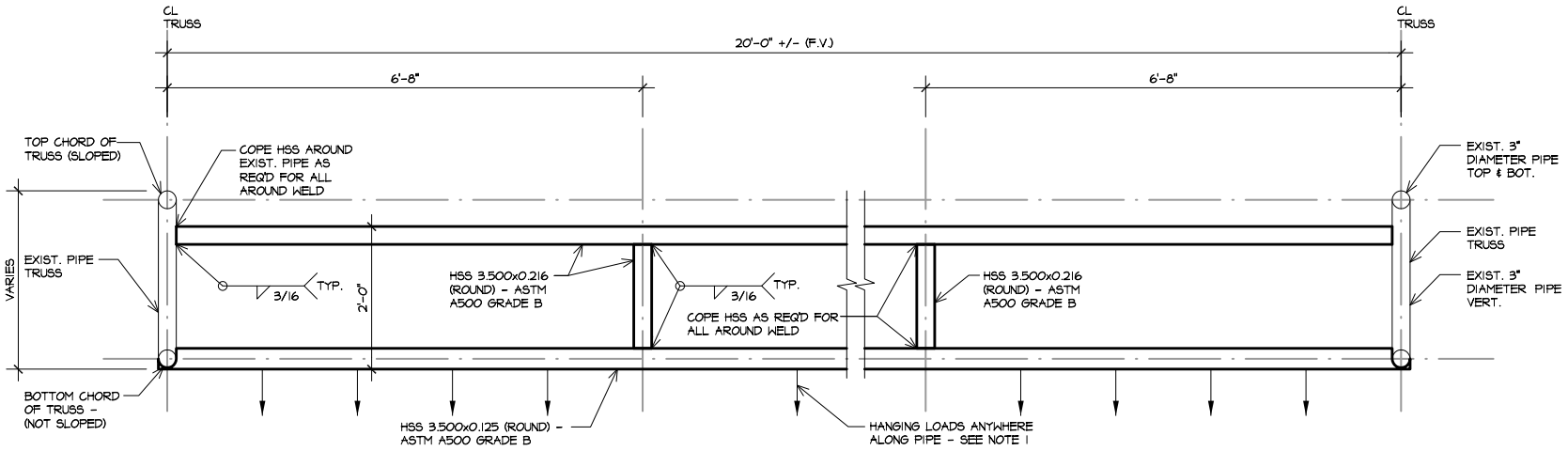
There are two water spigots on site and a hand washing station for food handling.

- (1) hand washing station located in the Main Hall bar and (1) spigot in the back bar.
- (1) hand washing station located in the back bar
- (1) is located in the east beer garden
- Hoses provided by venue



THE SHACK STAGE DIAGRAM





NOTES:
1. THE TOTAL OF ALL HANGING LOADS SHALL NOT EXCEED 1250 LBS
2. WELDS SHALL CONFORM TO ANSI/AWS B1.1 LATEST EDITION.
3. ROOF DECK & PURLINS NOT SHOWN FOR CLARITY.

SPEAKER SUPPORT
NO SCALE

3/26/15
STATE OF TEXAS
RONALD R. ISHMAEL
109987
REGISTERED PROFESSIONAL ENGINEER

JASTER-QUINTANILLA DALLAS, LLP 1301 WEST 7TH STREET, SUITE 141 FORT WORTH, TEXAS 76102 817-546-7200 JQENG.COM JQ JOB NO: 3150082 TBPE FIRM F-1254	PROJECT	PANTHER ISLAND "THE SHACK" FORT WORTH TX - SPEAKER SUPPORT	
	CLIENT	TRINITY RIVER VISION AUTHORITY - J.D. GRANGER	
	REF.	REV.	DATE 03/26/2015 / SHEET SSK-1

FREQUENTLY ASKED QUESTIONS

HOW MUCH PARKING IS AVAILABLE?

Parking is not an issue at Panther Island Pavilion. The venue has 1,032 paved parking spots on site plus over 700 spots in the grassed overflow lot (weather permitting). Our parking lot is well-lit and has two separate entrances allowing for great traffic flow. If that isn't enough, there are additional lots nearby that can be obtained for use on a case-by-case basis.

HOW EASY IS THE VENUE TO GET TO? WHAT ARE TRANSPORTATION OPTIONS?

Located at the heart of Fort Worth, Panther Island Pavilion's strategic location offers a variety of convenient transportation options guaranteed to make every event thrive. You already know PIP is located at the center of a 72-mile network of bicycle and pedestrian trails, but that's not all it boasts. PIP's central urban location makes it a quick drive for all Fort Worth residents plus it's only 1.3 miles from the Fort Worth Intermodal Center, which allows for quick and easy access to and from Dallas thanks to the Trinity Railway Express and from DFW Airport and northeast Tarrant County via TEXRail.

A Fort Worth Bike Sharing station is also located on site and has proven to be a wildly popular option for event-goers. To top it all off, we have built a relationship with the Uber DFW team which has resulted in established pick up and drop off locations.

WHAT HOTELS ARE CONVENIENT TO THE VENUE?

Fort Worth has an abundant and diverse supply of hotels to accommodate event guests. Due to its superior location, Panther Island Pavilion is within walking distance of numerous hotels in Downtown Fort Worth.

In addition, the PIP team has a close relationship with the Visit Fort Worth, which means we can help facilitate a connection with the organization for our event producers. This can result in fantastic promotional opportunities!

Fort Worth Hotel Inventory as of January 2019

- **Total Hotel/Motels: 155**
- **Hotel Inventory Rooms: 14,000**
- **Rooms Downtown: 1,800+ (committable)**

We even have a handy tool guests can use to help find and book their hotel stays:

www.FortWorth.com/Hotels

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IS THERE A SOUND ORDINANCE?

Because Panther Island Pavilion is classified as an entertainment venue having a capacity of 1,000 or more in TU Trinity Uptown (Panther Island), ***it is exempt from the city's sound ordinance requirements***. For details, check out the City of Fort Worth Ordinance No. 20191-05-2012 under Section 1, Item (e), "Exemptions".

THE APPLICATION PROCESS

HOW / WHEN DO YOU SUBMIT AN EVENT APPLICATION?

At least 90 days prior to the event, fill out the online application at:
PantherIslandpavilion.com/Application

Please note: to hold an event at PIP, event producers are only required to obtain a Panther Island Pavilion permit. Our venue is exempt from City of Fort Worth special event permits but all events are required to follow any city and state required permitting including, but not limited to:

- **TABC permit**
- **Health permits**
- **Road closures**
- **Police and Fire safety**
- **Building codes**

HOW LONG WILL IT TAKE FOR PIP TO EVALUATE AN EVENT APPLICATION?

It will take **5-7 business days** to evaluate a standard event application.* This time allows our team to ensure that event information is complete, to coordinate with other proposed and/or scheduled events, to review the application and evaluate an event's impact on the venue and our operations team.

Once all materials are submitted and all questions have been answered, an on-site walk through may be arranged with the Panther Island Pavilion on-site venue manager and the programming manager. The original application may require revisions due to time and space restrictions, Panther Island Pavilion rules, timing of other events or logistical complications. Event producers will be notified when their application has been approved and will be supplied with a schedule of fees for your event upon approval.

** Applications for larger and/or complicated events can take longer than 7 business days to evaluate. TRWD reserves the right to deny a permit application based on information derived from other venues, references or other sources.*

WHAT HAPPENS AFTER AN EVENT APPLICATION IS APPROVED?

Once your application is approved, you will start the **permitting process**.

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THE PERMITTING PROCESS

Once an event application is approved, the event producer will be asked to sign the venue permit. The venue permit will describe the event, include the permit fee and the terms and conditions regarding the event's use of Panther Island Pavilion.

Event producers will be required to submit a signed permit along with the permit fee and security deposit in order to secure the event date. Event dates will not be reserved or confirmed until a permit is executed. If this is the first time event is beign held at PIP, event producer will be required to submit 3 references. References will be contacted prior to application approval.

Event producers will not be allowed to advertise their event until an executed permit, permit fee and deposit have been received by TRWD.

WHAT WILL BE DUE? WHEN WILL IT BE DUE?

EVENT APPLICATION

90 days prior to event. This will help us learn more about the event and gather the information needed to schedule the event. Applications submitted less than 90 days from the proposed event date will not be considered.

RUN / WALK ROUTE

Due with permit if applicable. Certain walk/run routes require us to coordinate with the City of Fort Worth and/or TRWD to ensure the event's route will not impact other permitted events on the trails. Event producers are requires to use one of the venues's certified routes if the route length is a 5K. Route lengths greater than a 5K must be approved by venue staff.

PUBLIC RELATIONS FORM

Due with signed permit. This form gives us all of the information necessary to advertise the event. Until this form is received we will not publish the **event on our calendar, nor can event publish on event website.**

More information on additional marketing exposure provided by the venue can be found on page 26.

SIGNED PERMIT

Due upon booking your event. This is the formal agreement between event producer & TRWD.

SECURITY DEPOSIT

With the signed permit. This deposit shall cover damages to venue and/or costs born to TRWD not specifically covered by permit such as extra cleaning required, staffing, over time hours or other additional costs caused by the event. The deposit will be returned to event vendor following a post-event inspection by TRWD pending there are no damages and the site is left as it was found.

PERMIT FEE

With the signed permit. This is the fee required to rent the venue.

GENERAL LIABILITY INSURANCE

30 days prior to event. *See Insurance Requirements section on* *page 27*.

FESTIVAL & EVENTS GUIDELINES AGREEMENT

30 days prior to event. This can be found on the last page of the Festival Events and Guidelines document. The agreement acknowledges that the event producer has read and understands the agreement.

SITE PLAN

30 days prior to event. This is the event set-up in its entirety, including all electrical requirements. Please note, this is also required in order to receive a permission letter from TABC.

TRWD ACCESS FORM

30 days prior to event. This form is needed to issue event producers a gate code which provides access to all Panther Island Pavilion gates on the trail system.

EMERGENCY ACTION PLAN (EAP)

30 days prior to the event. Event Producer must provide copy of EAP. Event Producer is REQUIRED to contact TRWD's representative from the Fort Worth Police Department to assist with calculating the number of police officers required for traffic and on-site security. Number of officers is based upon the type of event, expected attendance, sales, cash handling, weather and traffic control. All officers must be certified TCLEOSE officers.

MEDICAL PLAN

30 days prior to the event. Event Producer must provide a copy of Medical Plan. Event Producer is REQUIRED to utilize MedStar for Medical Plan, on-site personnel and transport. On-site Venue Manager will do a site walk-through prior to gates opening to ensure event producer has followed all MedStar's recommendations and requirements.

TABC PERMIT

14 days prior to event if applicable. This is the permit issued from the Texas Alcohol and Beverage Commission granting an event permission to sell and distribute alcoholic beverages at an event.

HEALTH PERMITS

14 days prior to event. These are issued by the City of Fort Worth Consumer Health Department to ensure food safety protocol is met during at an event. *Any food services including charcoal or propane grills, food trucks, etc. must follow Fort Worth Fire Department and Consumer Health Department regulations and provide all necessary certificates. This includes all food prepared on site, regardless if it is given away or sold.*

PORTA-POTTY PLAN

30 days prior to the event. A minimum of one porta-potty per 150 expected attendees is required.

POST-EVENT WALK THROUGH

No later than 5 p.m. on the Monday after the event. Must walk through the entire site with the Panther Island Pavilion on site manager to ensure the venue has been left the way it was found and all tear down protocol was followed.

WHAT HAPPENS AFTER EVERYTHING IS SUBMITTED?

PRE-EVENT MEETING

Event producers must meet with TRWD representative no less than 30 days prior to the first day of event set-up for a mandatory review of the event's course route, site map and event plan.

MANDATORY PRE-EVENT WALK-THROUGH

On-site Venue Manager will perform a site walk-through the day before event or prior to gates opening. Event Producer must be on-site during the pre-event walk-through.

WHAT IF IT RAINS?

If an event has rented the North Shore zone for a concert or a festival and paid the extra fee, the event will have the option to use The Shack as a backup plan. Advance coordination with PIP staff will be required. **All events must submit two separate site maps**; one of the event's normal setup and the other of a rain back up plan. If event producers decide to cancel the event, see next question.

WHAT IF THE EVENT IS CANCELLED?

Cancellation of an event by the event producer must be submitted in writing to:

Tarrant Regional Water District
301 Arthur Street
Fort Worth, TX 76107

CANCELLATION FEES

If a cancellation letter is received 60 days or more before the event date, the event producer will be refunded 75% of permit fee and 100% of deposit.

If a cancellation letter is received 59 days or less before the event date, the event producer will not be refunded permit fee and will be refunded 100% of deposit.

RULES AND GUIDELINES FOR EVENTS

ATTENDEE CONDUCT

The event producer is responsible for his/her actions and actions of event attendees.

VEHICULAR ACCESS

On-site contact must have a TRWD-issued car tag and will be considered the responsible party. Motorized vehicles must stay on maintenance roads and designated driving areas. Maximum speed is 10 mph. Pedestrians have the right of way.

DAILY HOURS

The Trinity Trails and TRWD greenbelt are open for public use from 5:00 a.m. until 10:00 p.m.

DISPOSAL OF WASTE MATERIALS

- Trash must be properly disposed of in dumpsters or trash barrels. Trash must be placed in trash bags.
- All dumpsters must have a cover to prevent trash from blowing out and into the river.
- Loose trash must be bagged & placed in approved receptacle no later than noon the day after event.
- Dumpsters must be removed from the site as soon as possible and no later than 12:00 p.m. the Monday following the event.
- Trash is not to be left in flowerbeds or on grass.
- Left over ice may be placed in barrels or spread out on hard surfaces to melt.
- Due to potential damage to vegetation and the sewer system, hot coals and grease must be properly disposed of off-site.

GLASS BOTTLES/CONTAINERS

Glass bottles and containers are prohibited.

ACTIVITIES

A thorough description of all event activities must be listed on the application and pre-approved by TRWD. This includes the use of dyed powder for color runs, carnival rides, music, etc.

DESTRUCTION OF PROPERTY

It is unlawful for any person, other than authorized personnel, to mark, remove, break, climb upon or in any way injure, damage or deface the trees, shrubs, plants, turf or any of the buildings, fences, bridges, monuments, fountains, stages, or other structures or property with or upon the floodway or other recreational facility. Usage of paint or any permanent substance on concrete trails or any foliage surrounding trails is prohibited. Violators will be fined per location damaged, and TRWD reserves the right to deny the permit holder from having future events at Panther Island Pavilion and any other land owned or controlled by fee ownership or easement by the TRWD on the Fort Worth Floodway. Failure to comply will result in forfeiture of security deposit. If the cost of damages exceeds the security deposit amount, then violator will owe TRWD the difference.

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EVENT EQUIPMENT NEEDS

The event producer is responsible for providing all necessary equipment and services, including but not limited to: canopies, tents, fencing, stages, bleachers, generators, sound systems, chairs, tables, scaffolding, portable toilets, hand sinks, water or water containers, trash receptacles, trash pick-up, recycling and clean-up crews.

PORTABLE TOILETS AND TRASH RECEPTACLES

The event producer is responsible for providing an adequate number of portable toilets, trash receptacles and hand-sinks when applicable. Existing facilities, including restrooms and dumpsters, are for general park users and may not be used in place of or to supplement event requirements. A minimum of one porta-potty per 150 expected attendees is required.

STAKING

Staking is allowed on non-concrete/asphalt areas with permission only. Staking is PROHIBITED on any area that has concrete, asphalt, or decomposed granite. TRWD must approve all stake locations at the pre-event walk through. Electric and water lines are located throughout the site that must be avoided. The Event Producer is required to arrange the dig test and to notify TRWD when scheduled.

RECYCLING

TRWD promotes maintaining a green and sustainable community. We encourage event producers to provide recycling at their event. Please inquire on recycling resources and procedures.

SIGNAGE AND MILE MARKERS

No spray paint will be allowed along the Fort Worth Floodway as mile markers. Chloroplast signage or other non-permanent signage should be used as an alternative. Attaching signs, banners, fliers, or decorations to any structure (i.e. buildings, monuments, fences, and benches) or vegetation is prohibited. “Event in progress” signage is recommended for trail users passing through an event area. Usage of paint or any permanent substance on concrete trails or any foliage surrounding trails is prohibited. Violators will be fined per location damaged, and TRWD reserves the right to deny the event producer form having future events at Panther Island Pavilion and any other land owned or controlled by fee ownership or easement by the TRWD on the Fort Worth Floodway.

ACCESS

Gate codes or keys to the Fort Worth Floodway will be provided to the event producer should they be needed. Gate codes will not be released until producer has met all event requirements, including a pre-meeting, a pre-event walk through and event approval. The keys should be returned promptly after the event is held. Only approved gates, as directed in pre-event meeting, shall be used to access the floodway. Authorized vehicles needing to drive in floodway will need to display signage indicating their purpose.

ROADWAY GATES

Do not block gates. Vehicles will be towed at owner’s expense.

PARKING
Parking will not be allowed along the Fort Worth Floodway unless pre-approved by TRWD. The Fort Worth Floodway and Trinity Trails shall remain clear at all times in case of emergency. If using parking lots located on TRWD property such as the Panther Island Pavilion Special Event Property or near LaGrave Field, pre-approval will be needed in the pre-meeting.

FENCING
TRWD will need to pre-approve the fencing plan. Other alternatives such as rope and "pig tails" should also be explored.

PERIMETER FENCING
Gates cannot be closed and locked by event producer earlier than 10:00 p.m. 48 hours prior to the event. Gates shall reopen no later than 5:00 p.m. on Monday. See map attached to show all access points. Please note, when the gates are locked, trail users are forced to take the pre-established trail re-route. If gates are not kept locked on Friday during load-in, trail users will ride into the site creating confusion for everyone.

TRAIL BARRIERS
TRWD will install orange and white rider dismount barriers on Saturday morning. These barriers will be moved on to the trail to force through traffic to dismount and walk their bike across the pedestrian bridge during the event, so as not to conflict with event patrons accessing the event site.

BOLLARDS
This is locked. If an event needs to use this ramp for any load-in, the event producer will have to request a key that will need to be returned to PIP.

EVENT PRODUCER
Must remain on site until all vendors have left the area and breakdown and clean-up is complete.

POST EVENT WALK/FINAL CLEAN UP
Event producer must meet with PIP representative the day after the event for a final walk through regarding clean up. Failure to comply will result in additional clean-up charges.

CLOSURE OF TRINITY TRAILS
No closure of the Trinity Trails will be allowed unless otherwise approved by TRWD staff. If closure is approved, a reroute is required and must include signage. Reroute proposals and the materials they require will be considered on a case-by-case basis.

ACCESS TO RAMPS AND/OR WATER CROSSINGS
Use only approved ramps to access Floodway levees before, during and after the event. Approval will be given by TRWD staff.

REOPENING

At the end of each event, the venue is to be restored to its original state and reopened. This includes, but not limited to: site clean-up, event equipment removal, steel post replacement, barricade removal and gates opened or closed.

EVENT SITE PLAN

A plan of the event layout detailing activity areas, parking, location of porta-potties, hand sinks, trash receptacles, staging and sound equipment, signage, vendor booths, etc., must be submitted to TRWD no later than 30 days prior to event. Venue maps are available upon request. If event publicity is released before site plan has been approved, TRWD will not be held responsible for costs incurred due to changes. The permit is not valid until an approved event site diagram has been provided.

RUNS/WALKS/ BICYCLE ROUTE DIAGRAM

A course map of the proposed route/walk, indicating start/finish lines, sound system location, location of signage, and barricade placement, must be submitted in conjunction with the Event Site Plan. Every race must submit the final route with the permit.

WAVES

Runs/walks with 400 or more participants MUST start the race in waves (groups). Number of waves and time in between waves are dependent on number of participants. Schedule of the waves and number of participants in each wave must be approved by PIP.

RULES AND GUIDELINES FOR THE SHACK

In addition to the applicable festival & event rules & guidelines stated above.

Important: This information only pertains to those items that are within TRWD's jurisdiction. It is the event producer's sole responsibility to meet all other Federal, State and City of Fort Worth requirements including, but not limited to: food service health licensing, leash laws, sound ordinance, alcohol permitting, gambling, etc. A copy of the health certificates for all food service vendors and alcohol permit from TABC must be submitted to TRWD 14 days prior to the event. This is mentioned in the application process section.

IMPORTANT SET-UP REMINDERS

- Events must use concrete blocks, water barrels, sandbags or any other fixture that has been approved by venue manager. NO STAKING ALLOWED!
- Water spigots are provided but water hoses are not
- Extension cords are not provided

DECORATION RESTRICTIONS

- No confetti or glitter allowed
- Staples, tacks or screws in the decorative wood walls are only allowed in the concession area
- Candles need to be approved by venue manager and will be considered on a case by case basis

SITE CLEAN-UP

- The venue must be left the way it was found. It should be left in "broom clean" condition
- Event producer must remove all string, tape, zip ties, staples and other items used for decorating
- Trash must be completely removed from the site by 12:00 p.m. the day following the event. This includes trash from ground, trash bags, trash barrels, etc.
- If your event is on a Friday or Saturday, porta-potties fencing, tents and any remaining infrastructure must be removed no later than 5:00 p.m. on the Monday following the event. At this time, the site should be completely clean and clear. Even if your event is on a Sunday, the Monday at 5:00 p.m. deadline still applies.

KEYS

Event producers will be able to check out keys to the venue the day before their event. Keys will need to be returned at 5:00 p.m. on the Monday following your event at the post event walk through.

Make sure all doors and gates remained locked and/or that the event has sufficient overnight security in place to protect belongings. While the keys are checked out, the event producer is responsible for anything that is lost and/or stolen from the premises.

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BONUS EVENT MARKETING INCLUDED WITH RENTAL FEE

As we've stated, hosting an event at Panther Island Pavilion has its perks. It's a one-of-a-kind venue and you can't beat the location. Our team is extremely professional and are here to make your life easier. But the icing on the cake that sets our venue apart from others is the additional marketing exposure we provide event producers. We're proud of the events our venue hosts and we want to make sure all events get as much exposure as possible. **That's why we back all permitted events with a comprehensive and strategic marketing campaign** – call us over achievers but we like to go the extra mile to make your event succeed.

Permitted events will be promoted using the following channels:

WEBSITES

- www.PantherIslandPavilion.com
- www.TrinityTrailsFW.com

WEEKLY CALENDAR PRINT ADS

- Select Print Publications

RACK CARD

Handy PIP calendar of events that is distributed throughout community

WEEKLY EBLAST

Panther Island Pulse (**13,280+** subscribers)

TRWD TRINITY TRAILS SMARTPHONE APP

Events that impact the Trails will be added to the event section.

SOCIAL MEDIA

Facebook

- Panther Island Pavilion page (**48,558+** likes)
- Sponsored ads promoting upcoming events at Panther Island Pavilion

Twitter

- @PantherPavilion (**5,441+** followers)

Instagram

- @PantherIslandPavilion (**20,200+** followers)

MARQUEE BILLBOARD AT PIP

The billboard at Panther Island Pavilion is used to advertise upcoming events on site. Billboard has great visibility from the Trinity Trails.

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INSURANCE REQUIREMENTS

- **General Liability:** $1,000,000 per occurrence.
- **General Liability:** $2,000,000 aggregate
- If the event producer offers any type of alcoholic beverage on a complimentary or for-charge basis, the event producer must provide liquor liability in the amount not less than $1,000,000 per occurrence, with a $1,000,000 general aggregate
- Allowances for lower limits must be approved by the TRWD's Risk Manager
- Insurance certificates must be received at least 30 days prior to the event and contain the following:
    + Tarrant Regional Water District (TRWD) named as additional insured
    + TRWD provided a Waiver of Subrogation
    + TRWD to be named as certificate holder at the following address

      Tarrant Regional Water District
      800 E Northside Drive
      Fort Worth, Texas 76102

    + Tarrant County College District to be named as certificate holder and additional insured at the following address

      Tarrant County College District
      1500 Houston Street
      Fort Worth, Texas 76102

    + City of Fort Worth to be named as certificate holder and additional insured at the following address:

      City of Fort Worth
      1201 Houston Street
      Fort Worth, Texas 76112

NOTE: Other Certificates of Insurance may need to be provided upon request depending on the rental agreement.

HELPFUL CONTACTS



TARRANT REGIONAL WATER DISTRICT

DAY-OF PRIMARY CONTACT:

Matt Mancino
On-Site Venue Manager
(o) 817-698-0700
Matt.Mancino@TRWD.com

SECONDARY CONTACTS:

Shanna Cate
Director of Programming
(o) 817-698-0700
Shanna.Cate@TRWD.com

Stacy Beeson
Permitting and Contracting Administrator
(o) 817-698-0700
Stacy.Beeson@TRWD.com

CITY OF FORT WORTH CONSUMER HEALTH DEPARTMENT

Jordan Balusek

Sr. Consumer Health Specialist
682-215-2630
Jordan.Balusek@fortworthtexas.gov
http://fortworthtexas.gov/health

CITY OF FORT WORTH POLICE DEPARTMENT

Scott Keenum

Lieutenant, Police Department/
Commander-Tactical Medic Unit/Air Support Unit
(o) 817-392-4752
(c) 817-228-8448
Scott.Keenum@fortworthtexas.gov

DIG TEST SCHEDULING

1 (800) DIG–TESS (344-8377)

FIRE DEPARTMENT

Captain Daniel Cearley

Special Events Coordinator
(c) 817-392-6831
Daren.Partridge@fortworthtexas.gov

MEDSTAR

Tina Martin

(c) 817-372-2123
BMartin@medstar911.org

TEXAS ALCOHOLIC BEVERAGE COMMISSION

Tana Travis

Regional Licensing Supervisor,
Arlington Licensing Division
(o) 817-607-2417
Tana.Travis@tabc.texas.gov



trwd Tarrant Regional Water District

ABOUT TRWD

The Tarrant Regional Water District provides raw water to more than 2.1 million people in 11 North Texas counties, making it one of the largest water suppliers in Texas. It also manages a 27-mile floodway system along the Trinity River in Fort Worth, and provides numerous recreational opportunities for the many communities within its service area such as the 100+ mile **Trinity Trails** system in Fort Worth, Eagle Mountain Park in northwest Tarrant County and 2,200 acres of wetlands at Richland-Chambers Reservoir.

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