



Forest City
Small Town. Deep Roots.

Welcome to the Forest City Pavilion On Park Square (POPS), where enjoyment is as much about atmosphere and environment as it is about entertainment. When the Town of Forest City decided to undertake this multi-million dollar project, we were committed to creating a state of the art venue consistent with the high quality of life that is our community's hallmark, and we did!

Completed in 2019, POPS is unlike any other venue in the area. Designed by a team led by Odom Engineering, PLLC, POPS has been described as truly magnificent. Located adjacent to historic downtown Main Street and the brand-new Thermal Belt Rail Trail, POPS offers multiple themes for public enjoyment.

We hope you accept our personal invitation to join us at the Pavilion On Park Square!

THE PAVILION ON PARK SQUARE RENTAL & BOOKING BROCHURE

During 2019, we only plan to rent the entire park for public and private events. From Memorial Day to Labor Day in 2019, there are no plans to rent the park for private events while the Town determines the operations of the park. Read on to see the many ways POPS can play host to your next function.

The Pavilion On Park Square

The entire Pavilion On Park Square is available for rent. The park includes an 1,100-seat amphitheater, a covered stage, a colonnade extending across the top of the amphitheater, two splash pads and a plaza with concession support and restrooms.

RESERVING DATES

Booking priority is given to events presented by the Town of Forest City. Due to the large size of the amphitheater space, first-year rental events may be encouraged to contact other Town of Forest City facilities such as the Forest City Clubhouse or the shelters at Crowe Park for additional rental options.

No date is guaranteed or should be considered firm until a contract is issued along with payment of all applicable deposits.

All quoted fees and charges are subject to change at any time up until time of contract execution.



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RENTAL AREAS, RATES AND DAYS/HOURS OF OPERATION

Rental hours include set-up and tear-down time required for event.

RENTAL AREA	CAPACITY	RENTAL RATES (per day)	NON-PROFIT RENTAL RATES (per day)
Pavilion On Park Square	1,100	\$2,500.00 + \$1,500.00 for additional day(s)	\$1,500.00 + \$750.00 for additional day(s)

*** There is a 15% increase in rental rates for events scheduled on Town of Forest City holidays.*

The Town provides maintenance and custodial support in the rental fee. The rental fee does not include the use of tables, chairs, tents, audio/visual equipment, concessions, security, etc. A list of providers is available upon request.

Rental space hours of operation for both private and public events are listed in the chart below. **Please note that parking spaces are extremely limited for events that may occur during a weekday before 6:00PM.**

The park are hours are 8:00AM - 11:00PM, seven days a week, unless extended hours are needed based on the event time and schedule.

Community 5K Run/Walk Events – For events that do not want to use the entire park, organizers will need to apply for a Town of Forest City Parade Permit to secure the use of the park and any surrounding roadways for Community 5K Run/Walk events. The permit application fee is \$50.00. Races that want to use the Thermal Belt Rail Trail will need to discuss their plan with the Town of Forest City at least 90 days in advance of the event.

The permit application can be found by visiting www.townofforestcity.com/permits. The permit must be secured at least 60 days in advance of the event.

The amphitheater has approved routes that may be used for 5K Run/Walk events. Please note that these routes are not certified by USA Track and Field organization.



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NON-PROFIT STATUS

Eligibility for the non-profit rental rate requires proof of non-profit status by providing a copy of the organization's IRS Tax exempt 501(c)(3) status letter and the Federal tax ID number. The event to be booked at POPS must be directly connected to the non-profit mission.

RENTAL DEPOSITS

The deposit for rentals will be equal to 50% of the base rent. The deposit is due the date the contract is executed and before any promotion or advertising is released for the contracted event. The deposit must be in the form of a cashier's check or paid with a debit or credit card. An event will not be considered confirmed until the contract is executed and the deposit has been received by the Town of Forest City. The entire rental fee is due the date before the event.

If Licensee elects to cancel the event for any reason, only 50% of the deposit will be returned.

POLICE SERVICES

The Town will dictate the number of officers required on an event-by-event basis. Beer and/or wine is allowed at gatherings; there is a \$40.00 per hour fee for an off-duty officer if alcohol will be consumed on premises.

PRODUCTION EQUIPMENT/PERSONNEL

Please refer to the attached AEGM Production and Rental Agreement.

[AEGM Production and Rental Agreement](#)

INSURANCE REQUIREMENTS

All events must provide a Certificate Of Insurance to the Town of Forest City at least five (5) days before the event date. The COI must list the event date (including any load-in and post-event dates) along with the additional insured entity: Town of Forest City. The COI must include no less than \$1,000,000.00 in comprehensive general liability, bodily injury and property damage coverage.

ADVERTISING

The POPS-approved logo **MUST** be in all event advertising produced by Licensee. A fine of \$200.00 per ad will be assessed if the logo is not included. As part of your rental fee, POPS will



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support your event by including it on our website calendar, social media accounts and other promotions.

VENUE SIGNAGE

Per the Town of Forest City, no corporate logos are permitted in the viewing area of the stage or from roadways/parking lots without approval by the Town. This includes all entrance gates, the sound-mix position and the stage. Nor can the trees at POPS serve as “signage” placement. This policy assists in maintaining the natural setting of the venue that both patrons and artists treasure. POPS management can work with you on finding adequate signage displays for your event.

VENUE SOUND POLICY

The playing of any radio, phonograph or other musical instrument in such manner or with such volume, particularly during the hours between 11:00PM and 7:00AM, as to annoy or disturb the quiet, comfort or repose of any person or persons in any dwelling, hotel or other type of residence.

CONTACT INFORMATION

The Town of Forest City looks forward to working with you to execute a first-class event! For a rental application, please contact Courtney Ashley at courtneyashley@townofforestcity.com. Please allow 72 hours for your rental application to be processed.