



# OUTDOOR EVENT GUIDELINES

**EVENTS DC**  
**SPORTS & ENTERTAINMENT DIVISION**



**BUDGET ESTIMATE**

The parking lot Rental Rate listed in the budget estimate grants a promoter access to the parking lot space only. Events in parking lots are not granted access to restrooms, electrical outlets, water sources, etc. These items must be secured and paid for by the promoter (see [Venue Logistic below](#)).

In addition to the Rental Rate, the promoter is responsible for all staffing costs associated with the event as well as all production and promotion costs (see [Event Staffing below](#)).

**REVENUE RECEIPTS**

<u>DESCRIPTION</u>	<u>% RECEIVED</u>
Ticket Sales	Promoter 100%
Merchandise	Promoter 100%
Sponsorship	Promoter 100%
Food & Beverage	Events DC 100%
Alcohol Sales	Events DC 100%
Parking	Events DC 100%
Facility Maint. Fee	Events DC 100%

**EVENT STAFFING**

Promoter will be responsible for the cost of all event staff hours. The staffing needs are outlined in the Budget Estimate. If any materials will be left in the parking lot overnight,

**Promoter is responsible for directly contracting (and paying) Contemporary Services Corporation for Crowd Management Services.** Staffing numbers in the Budget Estimate are the minimum requirements for the event. Estimate for Crowd Management is NOT included in Grand Total Rent and Expenses in the Budget Estimate.

*Crowd Management (bottle/can/weapon search of patrons, interior security event staff, stage security, etc.)*

EVENTS DC will contract staff from these providers: *(expense to be paid by promoter)*

**Metro Police & Special Police** *(Interior Event, Traffic Control/Pedestrian Cross-Walk Coverage, Parking Lot Patrols)*

**Medical** *(Nurses/Doctors for Patrons)*

**Fire/Emergency Medical Services** *(Fire/Ambulance Service)*

**Janitorial/Maintenance**

**Venue Event Management Staff**

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## Waste Management/Trash Removal

### PROMOTER IS RESPONSIBLE FOR:

- ALL stage, sound, lighting and power equipment including labor.
- ALL fencing to enclose event space and barricade as needed.
- ALL tents, bleachers and other structures/shelters.
- ALL portable restrooms and water sources.
- ALL labor and equipment unless specifically noted in estimate.
- ALL required permits for staging, tenting, generators, pyrotechnics, etc. (See [SPECIAL EVENT PERMIT INFO document for specific details and requirements](#))

### VENUE LOGISTICS

#### Fencing

For ticketed events, or events where alcohol will be served, the promoter is required to rent and install fencing to surround the entire event footprint. Fencing must be a minimum of 6' high and supported by concrete bases.

#### Barricade

The promoter is responsible for the rental of any barricade required within the footprint of the event, including:

**Concert Barricade** – Required to span the length of the front of stage and continue for an additional 20' past each corner of the stage. Concert Barricade is also required to surround the front house/AV booth. Concert Barricade material must be approved by Events DC.

**Bike Rack Barricade** - Required to create entrance gates and continue from edges of Concert Barricade to create backstage area. Bike Rack may also be needed to create VIP areas, surround generators, etc.

#### Portable Restrooms

The promoter is responsible for rental of enough portable restrooms to sufficiently service the expected crowd for every event. According to DC Law, at least 5% of portable restrooms must be handicap accessible/ADA compliant.

#### Generators

The promoter is responsible for the rental of all generators required to power event elements. All generators require a permit from the Department of Consumer and Regulatory Affairs.

#### Water Source

The promoter is responsible for bringing in a portable water source for the event if needed (e.g. to fill water barrels to weigh down tents).

#### Tents

The promoter is responsible for rental of all tents, including the rental of the tents listed below. All tents 10'x10' or larger require a permit from the Department of Consumer and Regulatory Affairs.

**First Aid Tent** – The promoter is **REQUIRED** to provide a First Aid Tent – minimum size 20'x30' with walls, lights, heaters, generator, 2 tables & 12 chairs.

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**Ticketmaster Tent** – For ticketed events, the promoter is **REQUIRED** to provide a Ticketmaster Tent – minimum size 10'x10' with walls, lights, generator, 1 table & 2 chairs.

### Lighting

If the event will run past sundown, the promoter may need to rent portable lights in the event that the parking lot dawn-to-dusk lights are not sufficient.

### ATM Machines

Promoter may want to bring these in as a convenience for patrons (optional).

## FOOD AND BEVERAGE

### Centerplate

Events DC holds an exclusive partnership with Centerplate/NBSE to provide food and beverage services for all Stadium-Armory campus events. To contact Centerplate, please call 202.608.1194.

### Pepsi Exclusive Property

Events DC holds an exclusive pouring rights partnership with Pepsi Beverages Company to provide all non-alcoholic beverage products for service on the Stadium-Armory campus.

## TICKET SALES

The Stadium-Armory campus is a Ticketmaster Exclusive property, which means that all ticketed events must use Ticketmaster as the sales and distribution system for tickets. Through Ticketmaster, event tickets will be available for public purchase at [www.Ticketmaster.com](http://www.Ticketmaster.com), by phone and at Ticketmaster outlets. **Under no circumstances can tickets to events on the RFK Stadium-DC Armory property be sold online anywhere other than Ticketmaster.com.**

## BOX OFFICE

Both RFK Stadium and the DC Armory have independent on-site TicketMaster box offices. On-site box offices will open on the event day and, depending on the type of event, will open anywhere from one to three hours prior to the scheduled event start time. Stadium-Armory box office staffing fees are incurred by the event promoter and will be included in the Budget Estimate.

Tickets purchased at Stadium-Armory box offices do not incur Ticketmaster Service Fees because staffing expense are paid for by the promoter. At the request of a promoter box offices can be scheduled to open in the days/weeks prior to the event to accommodate walk-up sales.

**RFK Stadium/Festival Grounds Box Office Locations:** Main Gate; Gate A & Gate F

**DC Armory Box Office Location:** Inside the DC Armory Main Lobby