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THE
Depot Park
SPECIAL EVENT GUIDE
& APPLICATION



DEPOTPARK.ORG
DEPOTPARK@CITYOFGAINESVILLE.ORG
352-393-8510



RENTABLE AREAS

(TWO HOUR MINIMUM ON ALL RENTALS)

1. PAVILIONS A & B

Description

Pavilions A and B are adjacent to the parking lot, restrooms, and children's play area. You can rent one or both. Each pavilion has three picnic tables measuring 96" x 30" with seating for 18-24 people and two charcoal grills.

Pavilions do NOT have electrical outlets or water.

Size Each pavilion is 24' x 24'.

Availability

Pavilions are rented in four-hour blocks, 8am-12pm and 1-5pm. Set up and clean up must be completed within that four-hour block.

2. WEST OR EAST OVERLOOK

Description

Circular overlooks are available for smaller events, weddings, and ceremonies.

West Perimeter: Inner circle 113.8', Outer 252.2'

East Perimeter: Inner circle 83.6', Outer 174'

3. THE PAD

Description

Concrete area located directly in front of the Pop-a-Top General Store. Ideal location for pop-up and tabling events.

Size Approximately 30' x 30'

4. LITTLE LAWNS (A, B, C)

Description

Small open grassy areas ideal for small tabling events, games, and gatherings. [Note: Little Lawns A, B, and C are rented separately.]

5. THE WHEEL

Description

Located on the northeast corner of the park and adjacent to the children's play area. Ideal for small gatherings or tabling events.

Size 72' diameter

6. THE BIG D

Description

Located on the northwest corner of the park at the intersection of Main Street and Depot Ave.

7. THE BOULEVARD

Description

Concrete walkway connecting the Big D to the West Overlook.

Size 17' wide x 267.3' long

8. PROMENADE (FULL OR HALF)

Description

Concrete walkway along the pond. The West and East Overlooks are included with this rental. Ideal for festivals, food trucks, etc.

Size Approximately 76' Long x 20' wide

9. OPEN LAWN (FULL OR HALF)

Description

Open, grassy area on the northwest corner of the park near the historic Depot Building. Ideal for larger events such as festivals, games, and company picnics.

Size Approximately 44k ft², perimeter 886'

10. THE HILL

Description

Large hill centrally located in the park. Ideal for corporate events and more.

Size Approximately 37,705 ft², with an outer perimeter of 613'

11. MOBILE STAGE

Description

Sound shell stage offers convenient setup and excellent sound projection. PA system is not provided. More details upon request.

Size 14' x 36'

12. CHILDREN'S AREA FLATCAR STAGE

Description

Small stage inside play area. Ideal for educational activities, puppet shows, etc. Seats 12-15 people. [Please note: food and drink are not permitted in the children's play area.]

Stage size Approximately 8' x 12'

13. HISTORIC DEPOT BUILDING

Leased by double 18, inc.

For all inquiries about the Depot Building, visit TheTopHub.com or email

TheDepotGainesville@gmail.com



Depot Building

Cade Museum

Visitor Center

Parking

Parking

6

7

9

4A

2

4B

8

3

4C

10

11

12

5

1

2

13

SPECIAL EVENT RENTAL FEES & DEPOSITS

(TWO HOUR MINIMUM ON ALL RENTALS)

AREA	RENTABLE	FEE	DEPOSIT
Pavilion A.....	8a-12p and/or 1-5P.....	\$65.....	\$65.....
Pavilion B.....	8a-12p and/or 1-5P.....	\$65.....	\$65.....
West Overlook.....	Per Hour.....	\$40.....	\$40.....
East Overlook.....	Per Hour.....	\$40.....	\$40.....
The Pad.....	Per Hour.....	\$40.....	\$40.....
Little Lawn A.....	Per Hour.....	\$40.....	\$40.....
Little Lawn B.....	Per Hour.....	\$40.....	\$40.....
Little Lawn C.....	Per Hour.....	\$40.....	\$40.....
The Wheel.....	Per Hour.....	\$40.....	\$40.....
The Big D.....	Per Hour.....	\$40.....	\$40.....
The Boulevard.....	Per Hour.....	\$40.....	\$40.....
Promenade.....	Per Hour.....	\$125.....	\$125.....
Promenade.....	Per Day.....	\$850.....	\$500.....
Promenade-Half.....	Per Hour.....	\$75.....	\$75.....
Promenade-Half.....	Per Day.....	\$500.....	\$300.....
Open Lawn.....	Per Hour.....	\$125.....	\$125.....
Open Lawn.....	Per Day.....	\$850.....	\$500.....
Open Lawn-Half.....	Per Hour.....	\$75.....	\$75.....
Open Lawn-Half.....	Per Day.....	\$500.....	\$300.....
The Hill.....	Per Hour.....	\$125.....	\$125.....
Mobile Stage.....	Per Day.....	\$850.....	\$250.....
Mobile Stage.....	4-hour Block.....	\$650.....	\$250.....
Flatcar Stage.....	Per Hour.....	\$25.....	\$25.....

[TO BE COMPLETED BY DEPOT PARK MANAGEMENT]

RENTAL FEES & DEPOSITS

The total due must be paid to secure event date and time.

- Rental Fees: \$
- Deposits: \$
- Total Due: \$

Approved by Depot Park Manager: Date:



SPECIAL EVENT APPLICATION

ATTENDANCE & ADMISSION

Is the Event open to the public? Yes No

If there is a fee associated with your event? If so: \$ 25/\$50/\$100/\$230

Anticipated Attendance (estimated number of people who will attend or watch your Event): 6K Per Day

Anticipated Participants (estimated number of staff, volunteers, vendors, etc., you anticipate will provide support services to your Event): 100 Per Day

If the number of Anticipated Attendance or Participants changes prior to the Event, the Licensee shall notify the Depot Park Office in writing, to DepotPark@CityofGainesville.org, no later than 14 days prior to the Event.

TENTS & CANOPIES

If applicable, list the size and quantity of all Tents and Canopies.

Tent Sizes & Quantities: 10' x 10' 22-25 Other size: 2 @ 20x20 / 1 @ 30x20

Tents and Canopies larger than 10' x 10' require a tent permit from the City of Gainesville. Absolutely no staking in Depot Park, the park is a brownfield site and the ground cannot be penetrated. In lieu of staking tents, sand bags, bricks, or water jugs are often used.

SOUND

Will you be using amplified sound: Yes No

If yes, your Event Timeline will need to include the name of the company you are renting from (if applicable) and the delivery and pickup time. Depending on the time and noise decibels of your event, you may be required to complete a noise permit by the City of Gainesville.

ELECTRICITY

Generators are prohibited in Depot Park. In addition to the electricity required by vendors, will you require electricity? Yes No If yes, detail needs: 2 @ 125kw / 1 @ 70kw

CITY OF GAINESVILLE PERMIT

If it is determined that your Event needs Fire and/or Police services, you will need to contact the Gainesville Police Department by emailing GPDSpecialEvents@CityofGainesville.org. The City of Gainesville Special Event Coordinator will review the details of your event and determine if additional City permits or services are necessary. There will be additional fees associated with applying for a permit and there may be additional fees for the use of City services.

SIGNATURE

By signing below you acknowledge you have read, understand, and agree to the contents of this Special Event Guide & Application.

Signature of Applicant: Adam Hohlt
Adam Hohlt (Sep 30, 2021 15:28 CDT)

Date: Sep 30, 2021

SPECIAL EVENT APPLICATION

(MAY BE SUBMITTED AS EARLY AS 6 MONTHS BUT NO LATER THAN 60 DAYS PRIOR TO EVENT)

ABOUT THE EVENT

Event Title: Full Moon Fever Festival Event Date(s): October 22 and 23 2022

Host Organization/ Applicant: Petty Legacy, LLC

Contact Person: Adam Hohlt Phone #: (317) 946-1991

Email: adam.hohlt@redlightmanagement.com

Mailing Address: PO Box 340020 Nashville, TN 37203

Website/Social Media: tompetty.com/FB tompetty/IG tompettyofficial/Twitter @tompetty

Specific and accurate description of the Event:

A 2 Day Music & Arts Festival Celebrating the Life and Music of Tom Petty
Featuring original sets by national, regional, and local artists
A portion of proceeds to go to local charity organizations TBD

If applicable, list the sponsors of your Event:

N/A

AREA'S REQUESTING TO BE RESERVED

(Check all that apply)

Pavilion A

Pavilion B

West Overlook

East Overlook

The Pad

Little Lawn A

Little Lawn B

Little Lawn C

The Wheel

The Big D

The Boulevard

Promenade

Open Lawn

The Hill

Mobile Stage

Flatcar Stage

PERIOD OF USE

Setup Date: Oct 19, 2022 Setup Time: 07:00

Event Start Date: Oct 22, 2022 Event Start Time: 13:00

Event End Date: Oct 23, 2022 Event End Time: 23:00

Exit Park Date: Oct 24, 2022 Exit Park Time: 17:00

CANCELLATION POLICY

All cancellations must be sent via email to DepotPark@CityOfGainesville.org and confirm receipt

- 30 days or more prior notice of cancellation..... Full refund of rental fees and full deposit
- Between 15 and 29 days prior notice of cancellation.....50% refund of rental fees and full deposit
- Less than 14 days' prior notice of cancellation.....No refund of rental fees or deposit



SPECIAL EVENT PROCESS

- STEP 1** Complete and sign the 'Special Event Application' for Depot Park Management review
- STEP 2** Meet with Depot Park Management for application review and approval
- STEP 3** Pay rental fees and deposits in full to secure your event date and time
- STEP 4** Submit all applicable items listed below in 'Your Special Event Checklist'
- STEP 5** Meet with Depot Park Management at least 14 days prior to event to review final details and sign the 'Special Event License Agreement'

YOUR SPECIAL EVENT CHECKLIST

(ALL ITEMS MUST BE SUBMITTED AT LEAST 14 DAYS PRIOR TO EVENT)

- Certificate of Insurance listing the City of Gainesville as an Additional Insured
- Proof of City of Gainesville permit application(s) if required
- COVID Safety Description
- Event Timeline
- Event Layout
- Completed 'Depot Park Vendor Application' from each vendor
- Load-in/Load-out Plan
- Security Contact(s) if required
- Final attendance and participation numbers

RULES & REGULATIONS

This form is an application only and spaces are not guaranteed until deposits and rental fees have been paid in full and a permit is generated by the Depot Park Office.

Depot Park Manager reserves the right to refuse rental requests.

Confetti, glitter, bounce houses, large inflatables, and water balloons are prohibited.

Selling food, drinks, merchandise or services in the park requires special permission from the Depot Park Manager and rental of the space.

The Children's Play Area is designed for children ages 2-12 children must be accompanied by an adult at all times. The Splash Pad is running when the temperature outside is above 70 degrees. The Play Area is open from dawn to dusk.

Absolutely no staking in Depot Park. The park is a brownfield site and the ground cannot be penetrated. In lieu of staking, sand bags, bricks, or water jugs are the recommended methods for securing tents, tables, and chairs.

For events requiring directional signage, the paths can be marked with tape, chalk, cones, or temporary decals. Any signage that penetrates the ground is prohibited.

Alcohol, intoxicating substances, and smoking are prohibited in Depot Park. However, you can purchase beer and wine from the Depot Building to enjoy in the designated spaces in and around the Depot Building.

Fishing is prohibited in Depot Park. The ponds are filled with runoff from Downtown Gainesville and are lined with a plastic liner which can easily be damaged by hooks.

Personal grills are prohibited in Depot park. There are two grills located in each pavilion, these are only available if the pavilions are not rented. Depot Park does not provide a place to dispose of your charcoal, so whatever you bring in, you must also take out and dispose of properly.

Event decorations and signage may only be attached with tape or zip ties to avoid damaging the park.

Pets are permitted only when leashed. There are no off-leash areas in Depot Park.

Only service animals are permitted in the Children's Play Area.

**ADDITIONAL REGULATIONS, LAWS AND ORDINANCES APPLY
CITY OF GAINESVILLE CODE OF ORDINANCES APPLY
CHAPTER 15-6 NOISE ORDINANCE
CHAPTER 18 at WWW.CITYOFGAINESVILLE.ORG**

HELLO!

DEPOT PARK is a 32-acre public park featuring a custom play area with a splash pad inspired by a local clear water cavern, picnic pavilions, ponds and wetlands, a water's edge promenade with scenic overlooks, a conservation area with bicycle and walking trails, open lawns, accessible restrooms, a historic train depot building, and a museum. The Historic Depot Building located along Depot Avenue is listed on the National Register of Historic Places and houses Parkside Convenience Store, Depot Event Space, Goldie's Burgers, and Boxcar Beer & Wine Garden. The Cade Museum for Creativity and Invention is nestled in the northwest corner of Depot Park and focuses on community connectivity and education.

Depot Park offers a variety of rentable areas for special events such as birthdays, weddings, family reunions, corporate events, festivals, concerts, community gatherings, and more.

To assist you in hosting your event at Depot Park, we have developed a simple five-step process outlined here in our Special Event Guide.

We look forward to helping make your event special in Depot Park!

DEPOT PARK VISITOR CENTER

100 S.E. 10th Avenue
Gainesville, FL 32601

DepotPark@CityOfGainesville.org

352-393-8510

HOURS

Monday-Friday
8am-5pm

DEPOT PARK

874 SE 4th Street
Gainesville, FL 32601

HOURS

Nature Preserve and Children's Play
Area open dawn to dusk. Lit areas
open dawn to 11:30pm.

DEPOT PARK IS MANAGED BY
THE CITY OF GAINESVILLE
DEPARTMENT OF PARKS, RECREATION AND CULTURAL AFFAIRS

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