



S C I S S O R T A I L

— P A R K —

For Everyone

# EVENT RENTALS PACKET

- **Venue Descriptions & Map**
  - **Event Sizes**
  - **Venue Rental Rates**

**Revised: September 3, 2019**

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Scissortail Park (“Park”) is able to host a multitude of outdoor and shaded events accommodating (10) to more than (250,000) guests, including birthdays, weddings, engagement proposals, concerts, food fests, arts festivals, corporate events and more.

If you would like to reserve a venue at the Park, please visit <https://scissortailpark.org/rentals> to submit your Event Rental Application online. Please note, all rental policies, rates and equipment charges are subject to change without notice and supersede any version of this document prior to September 3, 2019.

For questions, please contact Kaley Washington, Rental Sales Manager, at [kwashington@scissortailpark.org](mailto:kwashington@scissortailpark.org).

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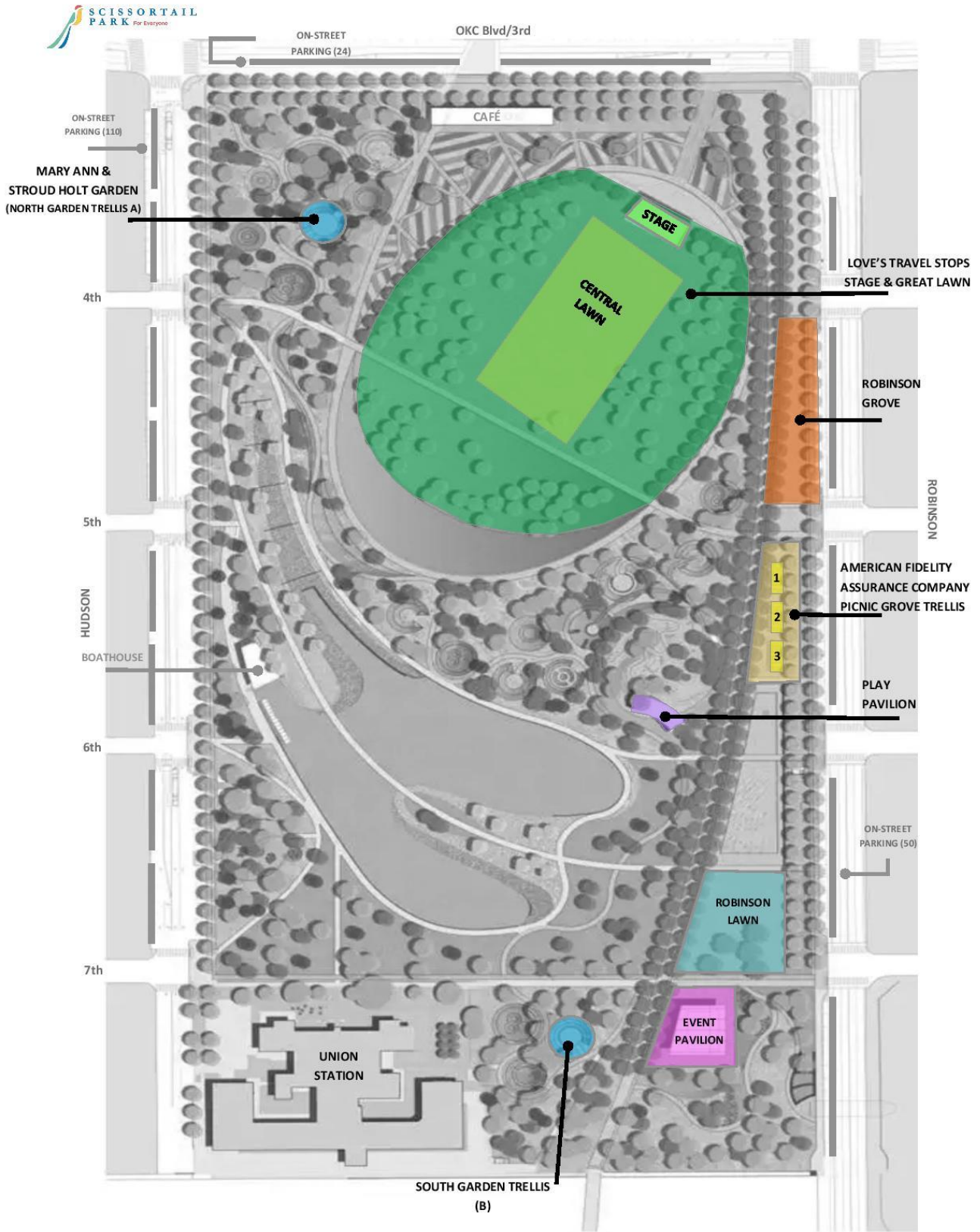
## VENUE DESCRIPTIONS

**Please note: Event schedules must allow adequate time for lawns to rest. Lawns may be unavailable for use in wet weather and for rest periods after new grass has been planted.**

The 36-acre Upper Park is filled with places and features that will appeal to all ages year-round with the expectations of hundreds of thousands of visitors a year to the site. The Upper Park's major event venues include:

- **Garden Trellises:** We have (2) beautiful crescent-shaped gardens with raised sides to provide an intimate gathering; both have (2) 2-amp duplex electrical outlets.
  - Mary Ann & Stroud Holt Garden (North Garden Trellis): Northwest side of the Park by Hudson Ave; (1,255) square feet; capacity for (95) reception-style, or (65) seated. Restrooms nearby in Spark Café.
  - South Garden Trellis: Southeast side of the Park between Union Station and Robinson; (1,015) square feet; capacity for (75) reception-style, or (50) seated. Restrooms nearby in Event Pavilion.
- **American Fidelity Assurance Company Picnic Grove Trellis:** Communal picnic tables covered by beautiful garden trellis. The overall space can accommodate (10) food trucks.
  - Trellis (1, 2, and 3): Each Trellis has (6) picnic tables, seating for (50) guests; (1) 20-amp duplex electrical outlet.
  - Picnic Grove can be rented altogether for a gathering of (150-200) guests; total of (11) 40-amp electrical outlets.
- **Play Pavilion:** Perfect for children's birthday parties and family gatherings. This curved, covered pavilion is (1,280) square feet with a capacity up to (75) guests and direct access to the Playground; (1) 100-amp and (1) 20-amp electrical outlets; designated restrooms.
- **Robinson Lawn:** Is a gorgeous "blank canvas" with over (24,475) square feet of reinforced lawn space along Robinson Ave. Capacity: (2,000) seated/standing reception, (1,200) lawn seating, (1) 16'x30' mobile trailer stage, (1) 40' x 40' modular stage, (1) inflatable house, or (2) 20' x 40' tents. (1) 150-amp (for temporary stage) and (1) 20-amp electrical outlets. Restrooms nearby in the Event Pavilion. The entire lawn and sections of the lawn may be rented for private parties.
- **Event Pavilion:** The largest covered event space with over (6,220) square feet and temporary skating rink. Pass through window great for bar set ups. Capacity: (25) 10' x 10' tents, (460) reception-style, (350) seated, or (150) skating; (1) 150-amp and (1) 20-amp electrical outlets, and designated restrooms. Sections may be rented for private parties.
- **Robinson Grove:** This (12,804) square foot paved space can accommodate (5) food trucks, (60) portable restrooms, or (30) 10' x 10' tents. Perfect for festivals, art exhibits, and markets that require vehicular access. Public access along Robinson Ave.
- **Love's Travel Stops Stage & Great Lawn:** Our Great Lawn is the heart of the Park, directly in front of our Stage, with (194,000) square feet; ideal for concerts, recitals, music and arts festivals, and corporate events; capacity up to (25,000) guests standing. Restrooms available at the Stage.
  - Stage: A covered platform 60' x 40' with (1000)-amp electrical service; green room space for VIP or bridal dressing room and designated restrooms.
  - Central Lawn: Offers an open (54,000) square feet of reinforced lawn great for theater and audience style seating.

## VENUE MAP



## EVENT SIZES

**PRIVATE EVENT** Any event where guests attend by invitation only (i.e. wedding, birthday party, retirement party, corporate events, networking, etc.). Typically (1) venue space impacted. No special event permit required.

**SPECIAL OR PUBLIC EVENT** Any event open to the general public (festival, exhibition, entertainment, etc.); may be free or ticketed event; multiple venue spaces may be impacted. Special event permit required due to sales of food, alcohol and/or other goods to the public.

**SMALL EVENT** Capacity: (25-1,500) guests/attendees Duration: (5) or (6) times a year  
Space Needed: Min. (2,400 sf)  
Mandatory Requirements: no fencing or tickets required; no crowd control required.  
Impact: Public restrooms & parking not affected. Same day setup/teardown. Up to (1) venue utilized.

**MEDIUM EVENT** Capacity: (1,500 – 10,000) guests Duration: (2 - 3) times a year  
Space Needed: Min. (4,000) sf  
Mandatory Requirements: temporary fencing optional; crowd control required  
Impact: Post event lawn renovation; additional restrooms, waste and clean up fees required. Day before event setup and tear down necessary. Up to (3) venues utilized.

**LARGE EVENT** Capacity: (10,000 – 15,000) Duration: (1 - 2) times a year  
Space Needed: Min. (226,500) sf  
Mandatory Requirements: ticketed event, temporary fencing and controlled gates; sponsor’s and vendor areas; permanent stage used as back of house; access for (1) or (2) semi-trucks behind stage parking; crowd control required (uniformed and off duty security).  
Impact: On-street parking reserved and managed for event tour bus parking close to stage; surrounding streets half-closed and managed; post event lawn renovation; additional restrooms, waste and clean up fees required. Multi-day setup and tear down necessary.

**FESTIVAL OR SPECIAL EVENT** Capacity: (10,000 – 250,000) guest Duration: (1 - 2) times a year  
Space Needed: 75% use of Upper Park  
Mandatory Requirements: multi-day ticketed event, permanent and temporary fencing and controlled gates; sponsor’s, VIP’s and vendor areas; permanent stage used as back of house; access for (1) or (2) semi-trucks behind stage parking; crowd control required (uniformed and off duty security). Secondary stages; additional power and A/V required.  
Impact: Permanent utility service above the Park’s basic services; on-street parking reserved and managed for event; surrounding streets closed and managed; post event lawn renovations; additional restrooms, waste and clean up fees required. Multi-day setup and tear down necessary.

**RENTAL PERIOD** Rental periods include set up and tear down time.

<u>Daytime Rental Period:</u>	6:00 AM – 4:00 PM	Min. of 2-hour rental
<u>Evening Rental Period:</u>	5:00 PM - 11:00 PM	Min. of 4- hour rental

**INCLUDED IN RATE** At least (1) event coordinator to supervise set up and escort guests; (1) Park Ranger if necessary; event furniture and equipment may be included in pricing. Please ask Rental Manager for details.

**DISCOUNTS** A 20% discount on rental fees for non-profit 501(c)(3) organizations, schools and veterans is available. Discounts are also available for certain Park membership levels.

**PERCENTAGE OF ON PREMISES SALES** A percentage rate on gross sales on admissions fees, food, alcohol, non-alcoholic beverages, merchandise or any other goods sold on premises may apply.

## VENUE RENTAL RATES

<b>Birthdays &amp; Family Gatherings</b>	<b>Private Parties &amp; Events</b>	<b>Non-Profits &amp; School Functions</b>	<b>Corporate &amp; Networking</b>	<b>Wedding Ceremonies &amp; Receptions</b>	<b>Festivals, Exhibits, Concerts &amp; Entertainment</b>
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EVENT VENUE	SUNDAY-THURSDAY RATE	FRIDAY-SATURDAY RATE
<b>Mary Ann &amp; Stroud Holt (North Garden Trellis)</b> (1,255 sf) (95) Reception, or (65) Seated	Starts at \$75 per hour	Starts at \$95 per hour
<b>South Garden Trellis</b> (1,015 sf) (75) Reception, or (50) Seated	Starts at \$65 per hour	Starts at \$85 per hour
<b>North Garden Trellis</b> Impromptu Ceremony (75) Guests	\$275 for 1 hour max	N/A
<b>South Garden Trellis</b> – Impromptu Ceremony (50) Guests	\$225 for 1 hour max	N/A
<b>N/S Garden Trellis</b> – Proposals	Starts at \$100 per hour; Packages available.	N/A
<b>Play Pavilion</b> (1,280 sf) (75) Guests - Children's Birthdays Big curved pavilion; designated restrooms & direct access to Playground	Starts at \$50 per hour; 2-hr min. Additional hour \$75. Packages available.	Starts at \$50 per hour; 2-hr min. Additional hour \$75. Packages available.
<b>Picnic Trellis 1, 2 or 3</b> (970 sf) (50) Seated	Starts at \$50 per hour	Starts at \$80 per hour
<b>American Fidelity Assurance Company Picnic Grove (Picnic Trellises 1, 2 3, &amp; surrounding area)</b> (17,442 sf) (150) Seated/Standing Reception	Starts at \$150 per hour	Starts at \$175 per hour
<b>Robinson Grove</b> (12,804 sf) (5) Food Trucks, (60) Portable Restrooms, or (30) 10' x 10' Tents	Starts at \$150 per hour	Starts at \$175 per hour
<b>Robinson Lawn</b> (24,475 sf) Up to (2,000) Seated/Standing Reception, (1,200) Lawn Seating, (1) 16' x 30' Mobile Trailer Stage, (1) 40' x 40' Tent, or (2) 20' x 40' Tents	Starts at \$225 per hour	Starts at \$300 per hour
<b>Event Pavilion</b> (6,220 sf) (460) Reception, (350) Seated, (150) Skaters, or (25) 10' x 10' Tents	Starts at \$200 per hour	Starts at \$400 per hour
<b>Love's Stage</b> (2,380 sf) (180) Reception, or (120) Seated	Starts at \$450 per hour	Starts at \$650 per hour
<b>Central Lawn</b> (54,000 sf) (7,500) Theater Style, or (2,700) Lawn Seating	Starts at \$3,500 for all day access. Ask Rental Manager for details.	Starting at \$5,000 for all day access. Ask Rental Manager for details.
<b>Love's Travel Stops Great Lawn + Stage</b> (193,850 sf) (25,000) Standing, (750 – 1,500+) Reception, or (450-1,000+) Seated	Ask Rental Manager for details	Ask Rental Manager for details