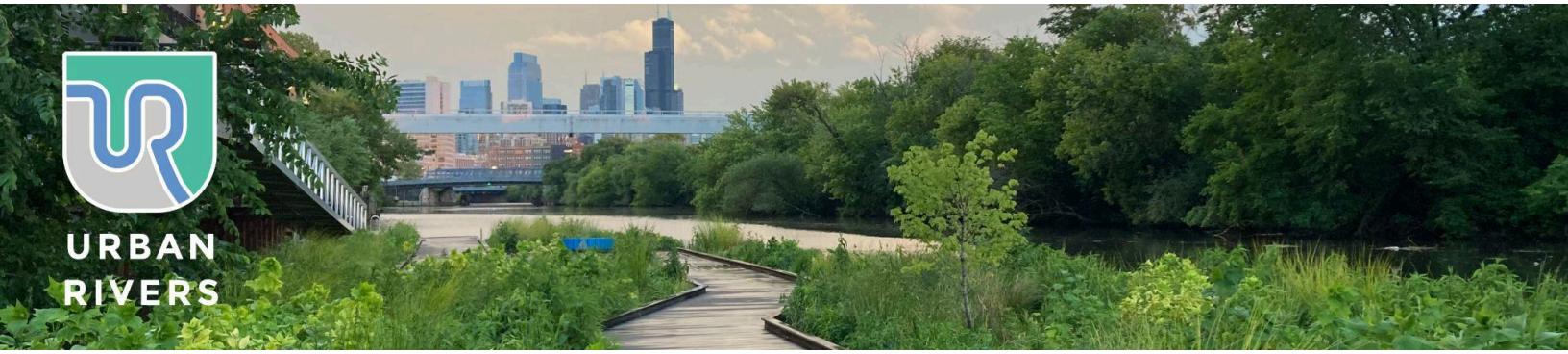


Thank you for your interest in hosting an event at the Wild Mile! Please review the following guidelines and helpful information (page 2), and let us know if you have any questions. Note that these guidelines apply to public events - if you just want to host a picnic, birthday party, or other personal gathering, there's no need to let us know unless you have specific questions or would like to request a tour!

Event Guidelines:

Space Use:
Reflecting our mission of accessibility, Urban Rivers has a policy that the Wild Mile should never be closed to the public for a private event. Event organizers must ensure that a walking path remains unobstructed, so that the park can be enjoyed by passersby for the duration of the event.

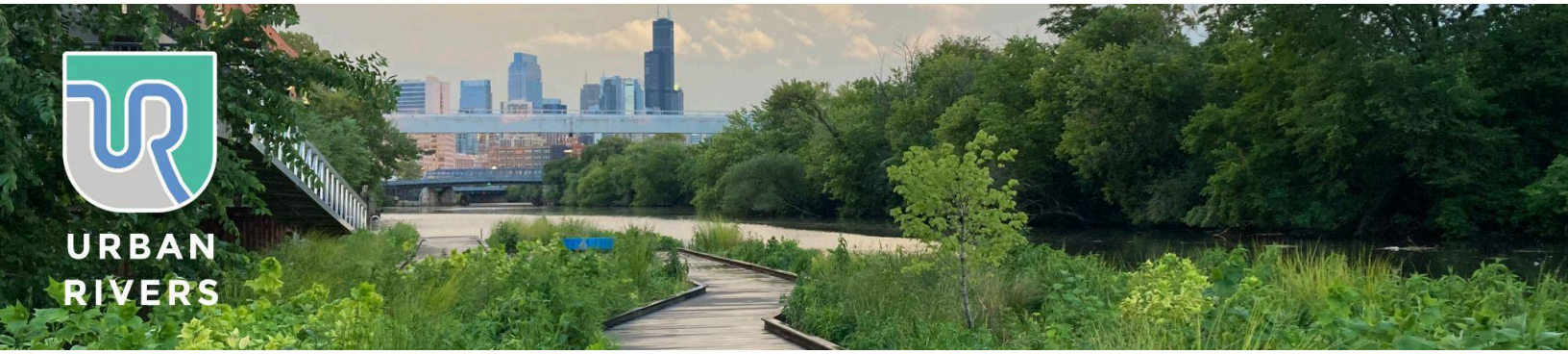
Capacity:
Our maximum permitted attendance for events hosted on the Wild Mile is 50 people at once. All partner events must keep attendance under this maximum at any given time for the duration of the event, unless otherwise discussed.

Timing:
Events hosted at the Wild Mile must end before dark - officially 30 minutes after sunset. As sunset times change throughout the year, please make sure to determine the sunset time on your desired date.

Alcohol:
No alcohol is permitted unless specifically discussed with Urban Rivers staff. Largely a safety consideration, we make this call on a case-to-case basis.

Charging for Tickets:
For events that charge for tickets, Urban Rivers requires a fee equal to 20% of the final amount gathered. This applies to "sliding-scale" and "donation suggested" ticket structures as well, but not to events that are entirely free to the public. This fee helps us support our own free programming! It can be paid by check in person, or via the donation page of the Urban Rivers website.

Liability and Leadership:
With the exception of Urban Rivers' own programming and collaborative programming, events hosted on the Wild Mile are the sole responsibility of the event organizer and/or the organization to which they belong. The event organizer must sign an event agreement/liability waiver in advance of the event. If your event requires the use of Urban Rivers facilities other than the Wild Mile itself (i.e. power outlet, office, etc...), Urban Rivers will need to coordinate a brief orientation meeting with event organizers prior to the event. Please inform us if you would like to request a site orientation meeting!



Helpful Information

Access and Parking:
The Wild Mile is ADA-accessible (details here), and our events are regularly attended by individuals who use a range of different mobility aids. The entryway is at the end of the Eastman Street cul-de-sac, and if you have equipment to unload, you can do so while parked in the cul-de-sac. There is usually room for a few vehicles in the lot at the front of our building (1440 N Kingsbury, on the street-facing side of the brick Carbit Paint building). However, please instruct attendees to seek street parking.

Promotion:
Unless otherwise requested by event organizers, Urban Rivers will promote events on the "events" page of our website, and via our monthly newsletter. Event promotion will include notation that clearly designates the event as a partner event, rather than a part of Urban Rivers' own programming. We are also happy to share event-related posts on our Instagram stories. We're open to incorporating your event into our internal programming provided it is well-aligned with our mission and is respectful of our staff's limited bandwidth - just ask!

Electricity:
We have access to an electrical outlet at street level, which can be connected to equipment on the Wild Mile via extension cord. In the past, it has been successfully used by multiple musical groups, and a mid-sized theater production. If you'd like to use this amenity, make sure to coordinate with an Urban Rivers staff member to schedule an orientation, since the setup is not straightforward. Please also plan to bring your own extension cord and power strip, if necessary.

Seating:
Urban Rivers has about 12 seats we can provide for events, along with about 16 pads for floor seating. If you'd like to use these, please let us know so we can arrange access. Otherwise, please plan to either bring seating or instruct attendees to bring their own chairs!

Scheduling:
Our busiest months are June through October. Though we're able to host multiple synchronous events at the Wild Mile, certain internal events such as large field trips or walking tours may require the entire boardwalk. Therefore, we are not always able to accommodate requests. If the date you want is not available, just let us know, and we can work together to find a date that works.

Done reading? Great. Email team@urbanriv.org (or your staff contact if you already have one) to set a date, fill out our event agreement/waiver, and ask any remaining questions you may have!