



# Thompson Boat Center

2900 Virginia Avenue NW, Washington DC 20037 Phone: (202) 333-9543 Fax: (202) 625-0394  
[www.thompsonboatcenter.com](http://www.thompsonboatcenter.com)

## Event and Regatta Application

DATE(S) REQUESTED: \_\_\_\_\_

TITLE: \_\_\_\_\_

PURPOSE: \_\_\_\_\_  
\_\_\_\_\_

IF A REGATTA REQUEST, DESCRIBE TYPE: Dual Meet \_\_\_\_\_, Tri Meet \_\_\_\_\_, Scrimmage \_\_\_\_\_  
Other \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME OF EVENT PARTICIPANTS (ATTACH LIST IF NECESSARY):  
\_\_\_\_\_  
\_\_\_\_\_

TOTAL ANTICIPATED ATTENDANCE:

\_\_\_\_\_ Participants & \_\_\_\_\_ Spectators

\_\_\_\_\_ Total Participants & Spectators

**SITE USE (Describe Physical Boundaries):**

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**INCLUDE SITE PLAN & PARKING LOT DIAGRAMS (See Attachments)**

**SCHEDULE**

SETUP: Start \_\_\_\_\_ AM/PM to Finish \_\_\_\_\_ AM/PM

ACTUAL: Start \_\_\_\_\_ AM/PM to Finish \_\_\_\_\_ AM/PM

TAKE DOWN: Start \_\_\_\_\_ AM/PM to Finish \_\_\_\_\_ AM/PM

**EVENT CONTACTS**

SPONSORING ORGANIZATION CONTACT NAME: \_\_\_\_\_

MOBILE PHONE: (\_\_\_\_) \_\_\_\_\_ DAYTIME PHONE: (\_\_\_\_) \_\_\_\_\_

EVE. PHONE: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_

DAY OF EVENT CONTACT NAME: \_\_\_\_\_ MOBILE PHONE#: \_\_\_\_\_

**INSURANCE**

PROVIDER NAME: \_\_\_\_\_

*A copy of your Certificate of Liability Insurance stating a minimum coverage of \$2,000,000. and naming Guest Services, Inc. and Thompson Boat Center as additional insured's must be provided with your application and prior to final approval of the event.*

**PLEASE INDICATE APPLICABILITY OF THE FOLLOWING ITEMS TO YOUR EVENT:**

----- **MERCHANDISE SALES (IE, T-SHIRTS, OTHER)** Financial arrangements for Retail Sales must be finalized and approved at least 30 days in advance. All agreements, including merchandise sales require NPS approval.

----- **FIRST AID FACILITIES AND AMBULANCES** – Describe arrangements, emergency contact numbers and provide “Safety Plan” (On & Off Water)

----- **DOES YOUR EVENT REQUIRE ELECTRICITY? SOURCE:** \_\_\_\_\_

----- **BOOTHS, EXHIBITS, DISPLAYS AND/OR ENCLOSURES** (Requires NPS approval)

----- **PARKING - VEHICLES AND TRAILER:**

(Provide List of Approved Parking Users - DIAGRAM & PERMIT REQUIRED )

----- **FACILITY GROUNDS** (First Aid Facility, Booths, Tents...)

----- **FACILITY 2<sup>ND</sup> FLOOR** (Electrical Use, Sign-up Table set-up, Sound System...)

----- **DOCK USE**

----- **Harbor Patrol Permit(s), \_\_\_\_\_ Coast Guard Permit(s), \_\_\_\_\_ Army Corps of Engineers, if applicable**

----- **Metropolitan Police & Park Service Police Permit(s), (required for use of grounds adjacent to Thompson Boat Center), if applicable**

## **REGATTA FEES**

**APPLICATION PROCESSING AND ADMINISTRATION** (incl. Planning meetings, permit contacts, etc) ..... \$25/Hr (min. \$100 per Application) \$ \_\_\_\_\_

**EVENT/REGATTA SUPERVISION** .....\$25/Hr (min. four hrs) \$ \_\_\_\_\_

**DOCK AREA SUPERVISION** (Provide name of Dockmaster, If Required) .....\$25/Hr (min. four hrs) \$ \_\_\_\_\_

**GROUNDS CLEAN UP** (Must Provide Work Committee list) Fee assessed if not done.....\$25Hr (min. four hours) \$ \_\_\_\_\_

**PARKING SUPERVISION** (Must Provide Work Committee list & Authorized to Park List) .... \$25/Hr/ (min. four hours) \$ \_\_\_\_\_

**PORTABLE TOILET REQUIREMENTS:**

Minimum 1 Handicap Unit	\$ PAID DIRECT
500 Attendance/2-3 units required (min. 1 handicapped)	\$ PAID DIRECT
500-1000 Attendance/4-7 units required (min. 2 handicapped)	\$ PAID DIRECT
1000+ Attendance/8+ units required (min. 3 handicapped)	\$ PAID DIRECT

**RECYCLING PLAN** (Must be submitted in writing. If none provided, charges for recycle containers is Actual Cost plus 10%) \$ \_\_\_\_\_

**BASIC TRASH SERVICE** (fee is \$20 per event day) \$ \_\_\_\_\_

**ADDITIONAL TRASH SERVICE** (Required for groups over 500. Fee is Actual Cost plus 10%) \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

*Thompson Boat Center reserves the right to bill the event/regatta for any additional fees and/or services that may arise during the course of the event.*

**Make checks payable to Guest Services Inc., or to the appropriate service provider, as applicable.**

## **NPS REVIEW AND PERMITTING\***

**A SEPARATE NATIONAL PARK SERVICE PARKING LOT PERMIT WITH \$50 FEE IS REQUIRED FOR USE OF PUBLIC PARKING LOT.**

**\*AN NPS RANGER MAY BE REQUIRED AT THE DISCRETION OF THE NATIONAL PARK SERVICE AFTER REVIEW OF APPLICATION DOCUMENTS. APPLICANT IS RESPONSIBLE FOR PAYMENT OF ALL FEES AND COSTS PRIOR TO PERMITTING.**

## **NPS RULES & REGS PERTAINING TO THOMPSON BOAT CENTER USE:**

### 36 CFR 5.3: Business operations

Engaging in or soliciting any business in park areas, except in accordance with the provisions of a permit, contract, or other written agreement with the United States, except as such may be specifically authorized under special regulations applicable to a park area, is prohibited.

### 36 CFR 7.96 (h): Soliciting

Soliciting or demanding gifts, money, goods or services is prohibited.

### 36 CFR 7.96 (k): Sales (1)

No sales shall be made nor admissions fee charged and no article may be exposed for sale without a permit except as noted in the following paragraphs.

- (2) The sale or distribution of newspapers... without the aid of stands.
- (3) The sale or distribution of newspapers... from fixed locations within the Kennedy Center.

### 36 CFR 2.13: Fires

(a) The following are prohibited:

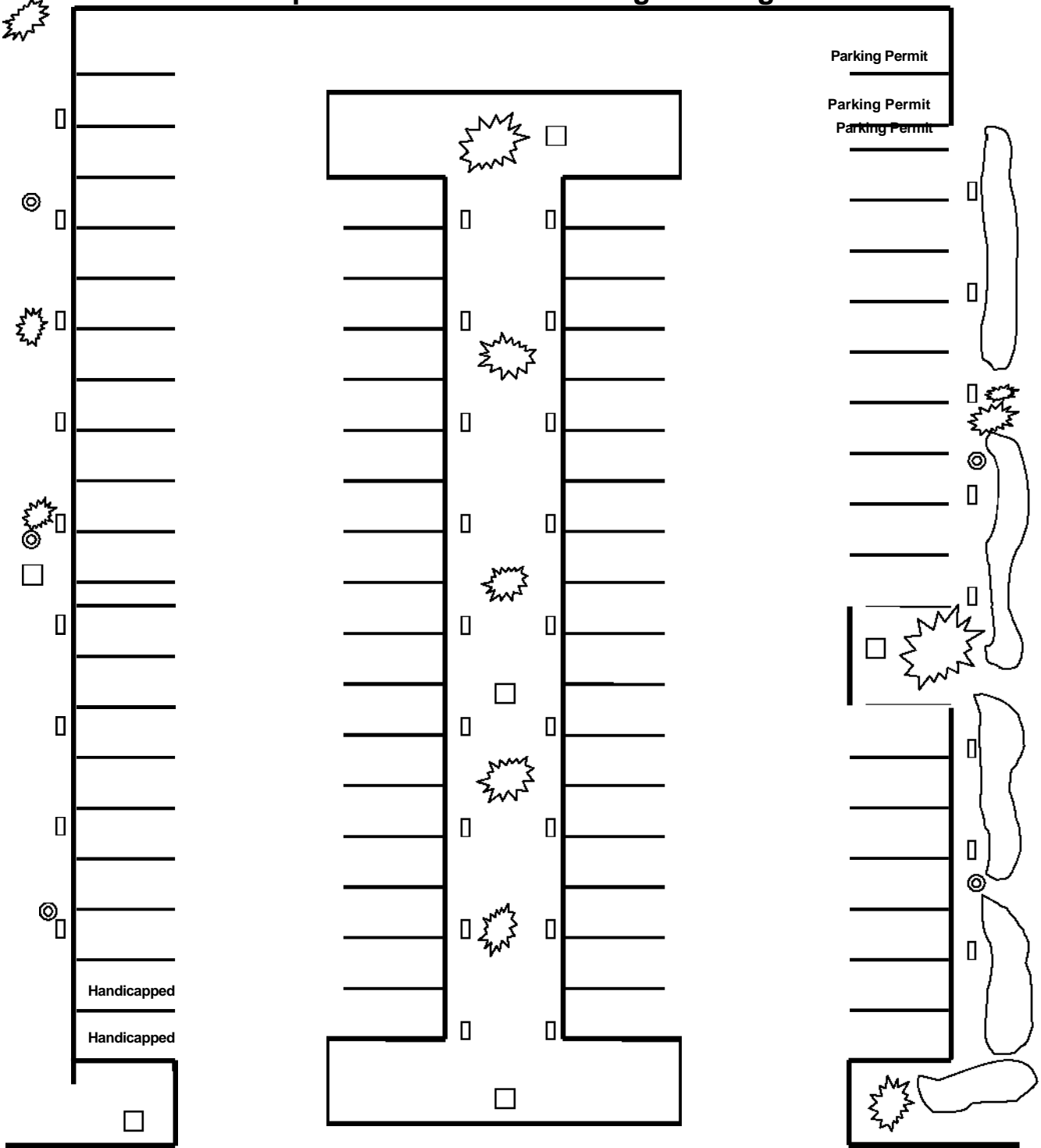
- (1) Lighting or maintaining a fire, except in designated areas or receptacles and under conditions that may be established by the superintendent.
- (2) Using stoves or lanterns in violation of established restrictions.
- (3) Lighting, tending, or using a fire, stove or lantern in a manner that threatens, causes damage to, or results in the burning of property, real property or park resources, or creates a public safety hazard.
- (4) Leaving a fire unattended. (5) Throwing or discarding lighted or smoldering material in a manner that threatens, causes damage to, or results in the burning of property or park resources, or creates a public safety hazard.

The National Park Service preserves unimpaired the natural and cultural resources and values of the National Park System for the enjoyment, education, and inspiration for this and future generations. The Park Service cooperates with partners to extend the benefits of natural and cultural resource conservation and outdoor recreation throughout this country and the world.

NO PARKING ON GRASS AT ANYTIME

# Thompson Boat Center Parking Lot Diagram






NO  
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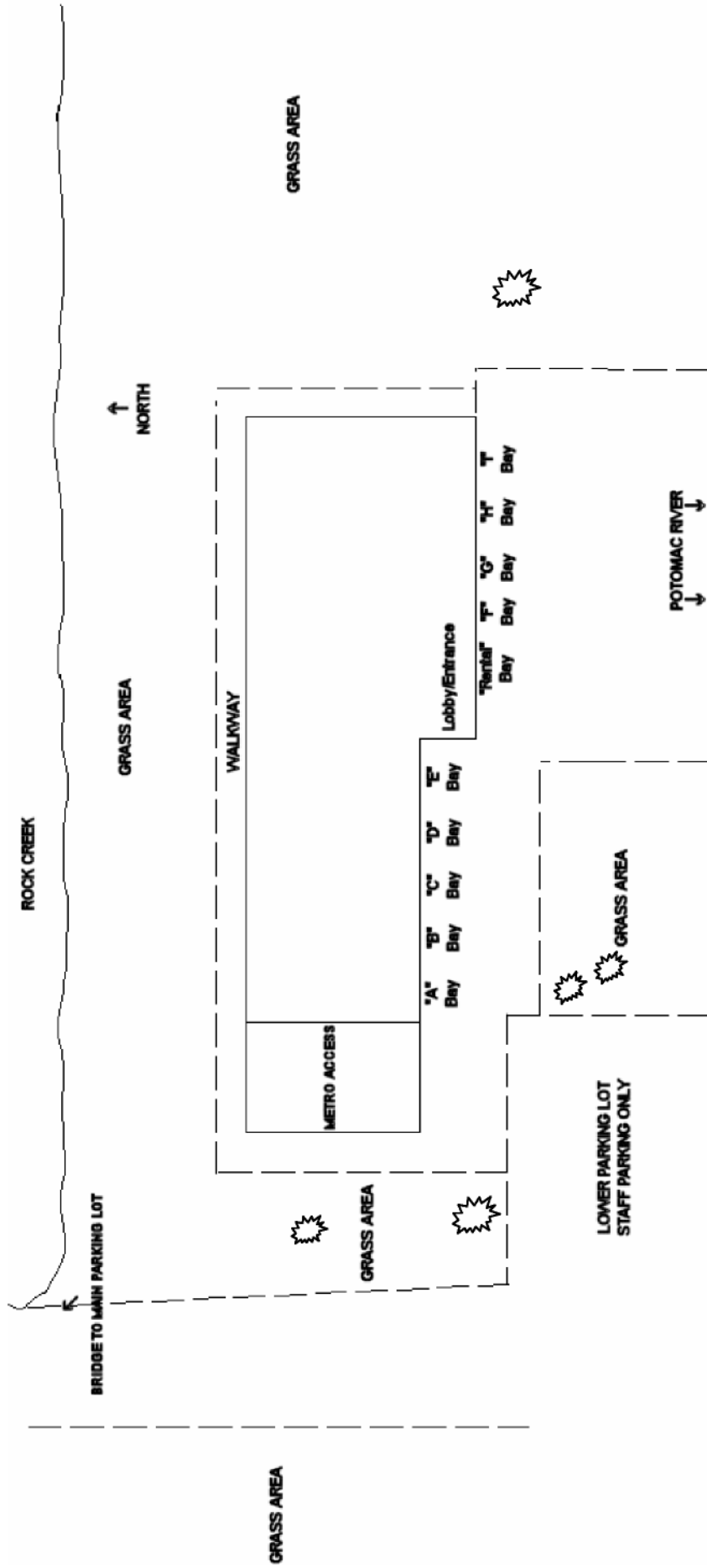
Parking Permit  
Parking Permit  
Parking Permit

← Thompson Boat Center

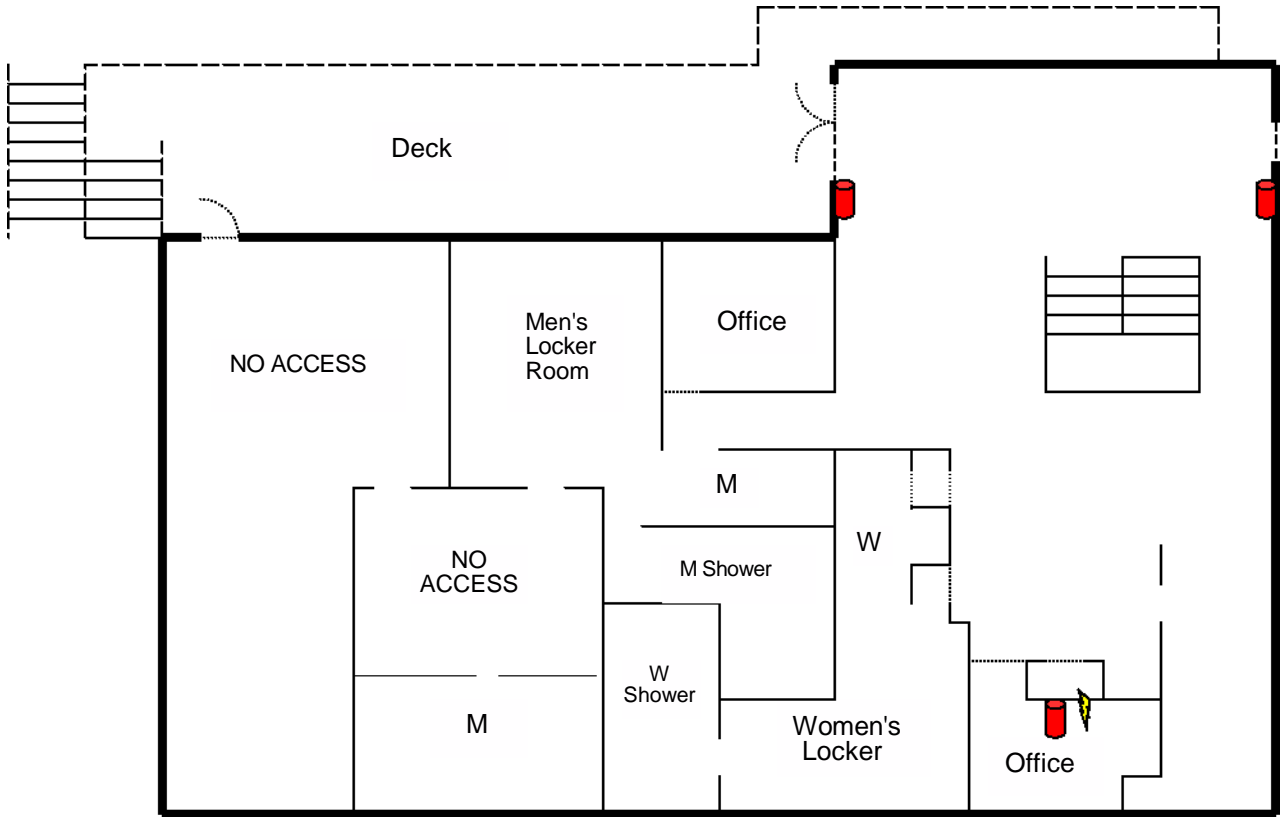
GW Parkway →

	Tree
	Light pole
	Trash Can
	Shrub
	Meter

# MAIN FACILITY PERIMETER DIAGRAM



Office  
Thompson Boat Center  
Second Floor Diagram



Not to scale. 03/00  
R. Gunther

# TBC Dock Diagram

Upstream →

