

Thompson Boat Center

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Regatta Application

General Information

Applicant/Organization Name

Party responsible for payment

Race Name (if applicable)

Date of Application

Date(s) of Race

Type of Race

Rowing Race/Regatta

- Event includes teams from off site
- Anticipate spectators
- Anticipate team tent/food tent

Dragon Boat Race/Regatta

Estimated Number of Participants

Estimated Number of Spectators

Total Estimated Number of Attendees

Please Provide a Brief Overview of Your Race

Event Organizational Information

Race Setup Date

Start Time

End Time

Race Date

Start Time

End Time

Race Breakdown Date

Start Time

End Time

Portable Toilet Vendor

*Required for Races that Involve Spectators or Outside Teams
See Event Checklist for Additional Details*

Number of Portable Toilets Ordered

Date of Portable Toilet Delivery

Date of Portable Toilet Pickup

Race Day Requirements

Electricity

Registration/Volunteer Space

Ambulance Parking

Television

Referee Meeting Room

First Aid Station

PA System

Coaches and Coxswains Meeting Space

Other

Contact Information

Contact Person 1

Daytime Phone Number

Evening Phone Number

Email

Contact Person 2

Daytime Phone Number

Evening Phone Number

Email

Race Day Point of Contact

Race Day Phone Number

Evening Phone Number

Email

Payment Contact

Daytime Phone Number

Evening Phone Number

Email

Dockmaster

(if not provided, please select "Dockmaster" under Optional Fees)

Race Day Phone Number

Evening Phone Number

Email

Required Fee Overview

Fees listed will be waived for those events categorized as a "scrimmage." If a race is initially categorized as a "scrimmage" and is later determined to not meet the "scrimmage" criteria, the below fees will be assessed.

Application and Administration Fee

\$30 per hour

Minimum 4 hour charge

\$120.00

Additional organizational and administrative work beyond initial four hours

\$30.00/hour

Staffing Fee

\$30 per hour

Minimum 4 hour charge

\$120.00

Additional organizational and administrative work beyond initial four hours

\$30.00/hour

Grounds Cleaning Fee

\$30 per hour

Minimum 4 hour charge

\$120.00

Additional organizational and administrative work beyond initial four hours

\$30.00/hour

Event Trash Minimum (1 day)

\$25.00

Event Trash-Up to 49 Attendees

\$25.00/day

Event Trash-50-99 Attendees

\$50.00/day

Event Trash-100-199 Attendees

\$75.00/day

Event Trash-200-299 Attendees

\$125.00/day

Event Trash-300-399 Attendees

\$175.00/day

Event Trash-400-499 Attendees

\$225.00/day

Event Trash 500+ Attendees

\$275.00/event

Minimum Required Fees **\$385.00**

Additional required fees will be charged at the rates listed above and added to the minimum required fees for any events that run over four hours, events that required more than four hours of administrative work on behalf of the staff, or events that run across multiple days.

Optional Fee Overview

Additional fees that may be included, based on the nature of your event. Thompson Boat Center reserves the right to review and amend the information provided to account for additional fees that may arise during your event.

Recycling Fee **Actual Cost x 10%**

Charge for on site recycling bins if no Recycling Plan is provided

Dockmaster

Minimum 4 hour charge

\$120.00

Additional organizational and administrative work beyond initial four hours

\$30.00/hour

Skiff (half day)

\$35.00/skiff

Use of additional skiff for up to four hours; Additional contract required

Skiff (full day)

\$55.00/skiff

Use of additional skiff for up to eight hours; Additional contract required

Meal Purchase

*Please see attached menu for meal options. Food order must be finalized seven days prior to the event. *Gluten free and Vegan options may be available at an additional cost.*

- Sandwiches **\$8.50/sandwich**
- Wraps **\$8.00/wrap**
- Salads **\$8.50/salad**
- Meal Upgrade **\$3.75/person**
Select meal upgrade to add chips and drink

Required Fee Worksheet (to be completed by staff)

Application and Administration Fee (4 hours)

120.00

Additional organizational and administrative work beyond initial four hours

\$30.00 x hrs =

Staffing Fee (4 hours)

\$120.00

Additional staff requirements beyond initial four hours

\$30.00 x hrs =

Grounds Cleaning Fee (4 hours)

\$120.00

Additional cleanup beyond initial four hours

\$30.00 x hrs =

Event Trash Minimum (1 day)

\$25.00

Event Trash-Up to 49 Attendees

\$25/day x days =

Event Trash-50-99 Attendees

\$50/day x days =

Event Trash-100-199 Attendees

\$75/day x days =

Event Trash-200-299 Attendees

\$125/day x days =

Event Trash-300-399 Attendees

\$175/day x days =

Event Trash-400-499 Attendees

\$225/day x days =

Event Trash 500+ Attendees

\$275.00

Minimum Required Fees

\$385.00

Additional Required Fees

Total Required Fees

Optional Fee Worksheet (to be completed by applicant)

Optional fees that may be included, based on the nature of your event. Thompson Boat Center reserves the right to review and amend the information provided to account for additional fees that may arise during your event.

Recycling Fee Actual Cost x 10%
Charge for on site recycling bins if no Recycling Plan is provided

Dockmaster \$120.00
Initial charge covers first four hours. Additional time will be charged an hourly rate. \$30.00 x hrs =

Skiff (half day) Number of skiffs x \$35.00 =
Use of additional skiff for up to four hours; Additional contract required

Skiff (full day) Number of skiffs x \$55.00 =
Use of additional skiff for up to eight hours; Additional contract required

Meal Purchase
*Please see attached menu for meal options. Food order must be finalized seven days prior to the event. *Gluten free and Vegan options may be available at an additional cost.*

- Sandwiches Estimated number of sandwiches x \$8.50
- Wraps Estimated number of wraps x \$8.00
- Salads Estimated number of salads x \$8.50
- Meal Upgrade Estimated number of meal upgrades x \$3.75
Select meal upgrade to add chips and drink

Optional Fee Total

Regatta Checklist

Complete Regatta Application

Submit Following Items At least Seven Days Prior to Race

Regatta Application

Certificate of Insurance

A copy of your Certificate of Liability Insurance stating a minimum coverage of \$2,000,000, with an aggregate of at least \$3,000,000 is required. Certificate of Liability Insurance must name Guest Services, Inc, the National Park Service, and Thompson Boat Center as additional insureds.

Recycling Plan (*if not provided, please select "Recycling Fee" under Optional Fees*)

Meal order (*Please select "Meal Purchase" under Optional Fees*)

Obtain Permits for Use of Waterway (if applicable)

Harbor Patrol

Coast Guard

Army Corps of Engineers

Obtain Permit from NPS for Use of Upper Parking Lot (if applicable)

A separate National Park Service Parking Lot Permit With a \$50 fee is required for use of this 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

**Please ensure that Thompson Boat Center Staff are included in the list of approved entries, so that we gain access to the site on the day of your race.*

Obtain Permits to Erect Booths, Exhibits, and/or Tents on Adjacent Property (if applicable)

Please note that no tents can be erected on Thompson Boat Center Property.

Metropolitan Police

National Park Service Police

Order Portable Toilets

Minimum 1 Handicap Unit

500 Attendees: 2-3 units required (min. 1 handicapped)

1000 Attendees: 4-7 units required (min. 2 handicapped)

1000+ Attendance: 8+ units required (min. 3 handicapped)

Establish Financial Arrangement with Thompson Boat Center and NPS for Any Merchandise Sale

Financial arrangements for Retail Sales must be finalized and approved at least 30 days in advance. All agreements, including merchandise sales require NPS approval.

Review NPS Rules and Regulations Pertaining to Thompson Boat Center Use (attached)

NPS RULES & REGULATIONS 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.