

Riverside Municipal Airport Hangar Gathering & Event Policy

This policy is intended to establish guidelines to all individuals and businesses who lease a hangar or office unit and wish to host an event or gathering on City premise.

Definitions:

Event- Congregation of 20 or more individuals in an aircraft hangar for any purpose.

Gathering- Congregation of less than 20 individuals in an aircraft hangar for any purpose.

Policy:

Event: A large congregation of 20 or more individuals planned to take place in a tenant's hangar requires a 60-day advance notice to the airport. If the event is open to the public, a special event permit is required from the City of Riverside.

<https://riversideca.gov/cedd/arts-cultural-affairs/forms-permits/special-events>

Airport requirements

- Request to serve alcohol must be approved through ABC (Alcoholic Beverage Control) permit as part of the Special Event application and if approved, may only be consumed within a hangar.
- No entry fee may be charged.
- Tenants are limited to one event per quarter, unless permission is granted by Airport Manager or designee.
- A large event may require additional security, cleanup, etc. at the expense of the tenant. Tenant is responsible for any cleanup outside the hangar directly related to the event or gathering.
- All event activities must be in accordance with local city ordinances.

Gathering: A small congregation of less than 20 individuals are permitted to congregate for any lawful purpose within a tenant's hangar only with the tenant's permission and with the tenant's presence for the duration of the gathering. 7-day advance notice of the planned gathering should be submitted to the Airport Manager for notification.

Airport requirements

- Alcohol may only be consumed inside a hangar.
- No entry fee may be charged.

- Tenants are limited to two gatherings per month, unless permission is granted by Airport Manager or designee.
- All gathering activities must be in accordance with local city ordinances.

Security protocols:

- No food shall be catered without the express written permission of the Riverside Airport Café and the Airport Manager, as the Café has first right of refusal for food prepared and served on airport.
- No piggybacking (i.e., tailgating without authorization) through vehicle gates or pedestrian gates
- No gate codes shall be distributed to attendees.
- Tenant is responsible for entry of all guests and their behavior while on airport.
- No airport perimeter vehicle gates or pedestrian gates/doors shall be propped open at any time.
- All vehicles shall be parked outside the fence. Visitors shall not be permitted to enter the ramp area with their vehicle. The airport terminal parking lot is available for this purpose.

Insurance Requirements for Event Hosts:

Hangar Tenants wishing to host an event or gathering in their rented hangar must comply with the following insurance requirements:

- **Commercial General Liability** coverage with minimal limits of \$1,000,000 each occurrence and \$2,000,000 general aggregate and an additional insured endorsement.
- **Host Liquor Liability** if alcohol is to be served at the event or **Liquor Liability** when alcohol is to be sold at the event.

Insurance Requirements for Caterers:

Caterers and other vendors wishing to provide services on City of Riverside Airport property are required to submit evidence of liability.

- **Commercial General Liability** policy with \$1,000,000 each occurrence/ \$2,000,000 general aggregate with an additional insured endorsement.
- **Commercial Auto Liability** with \$1,000,000 combined single limit and an additional insured endorsement, for vendors utilizing business autos to deliver or prepare food on site.

- **Workers Compensation** policy with a \$1,000,000 per disease including a waiver of subrogation (wos).

Certificate of Insurance Requirements:

- Certificates of Insurance and endorsements shall be submitted to the online portal <https://riversideca.gov/coiportal>.
- Certificates shall list the City of Riverside as the Certificate Holder.