

# Harborside Parking Area Rental Guidelines

When reserving the Harborside Event Center parking lot, the following rental guidelines apply. Please be sure to speak with your assigned HEC client services coordinator if you have any questions or concerns.

If the full parking lot is being rented, the client must reserve six offsite parking spaces to replace the existing handicap spaces.

Two (2) barricades are necessary for each of the entrances on Edwards Drive and each of the entrances on Bay Street that are to be closed. Use of eight barricades is included in the lot rental fee. Client is responsible for retrieving and setting up the barricades from the Harborside Event Center Dean Street Ramp located on the East side of the building adjacent to the parking area. Additional barricades are available at prevailing rental rates, if client desires to configure the parking lot differently.

The client shall provide an adequate number of individuals to control and regulate the parking of vehicles. HEC management suggests no less than two parking attendants. All necessary labor needed to load-in, setup, run, and teardown the event, must be provided by the client, including setting up barricades and signage in parking lot the day of the event.




If tents are being placed in the parking area, HEC requires barrels for smaller tents (20 x 20 or smaller). However, we do allow staking for larger tents as long as the asphalt is cold patched properly immediately following the removal of the tent stakes. If the surface is not repaired properly, there will be a charge to repair the asphalt. We also suggest that you take wind in consideration when the tents are set-up so that they are adequately secured and safe. All city tent permits must be applied for in advance at the City Building and Zoning Office located on Hendry Street.

No heavy vehicles will be permitted to drive on any grass or median areas without pre approval from Harborside Event Center Management. Clients will be responsible for the repair of any damaged ground or landscaped areas. Damaged ground includes, but is not limited to, car & truck rut repairs; damaged meters, removed or broken parking blocks. Damage repair will be billed at the prevailing rate of each repair.

Electricity is not available in the parking lot. Arrangements for electricity must be made by the client, at the client's sole expense. Generators and lighting are required for night time events.

Food Service - Our exclusive food service division, Boston Culinary Group, must be used on all parking lot events, unless a Right-of-Refusal payment or other arrangement has approved.

### Legend

-  Entrance Point  
Barricade Location
-  Limited Power  
By Request
-  Hydrant Water  
By Request

