

The Legacy of Love Monument at the Oak Lawn Triangle

You can host an event in the heart of Oak Lawn!

Event Application

Things You Need to Know

Private Site

The Legacy of Love Monument at the Oak Lawn Triangle (the Monument) is a private site established and maintained by the Oak Lawn Committee for the enjoyment of the public. The Monument is open from 6 a.m. to 11 p.m. daily. Events must take place during those hours unless otherwise approved in advance.

Events

Events may be held at the Monument only upon obtaining a user agreement issued by the Oak Lawn Committee.

Fireworks or Other Special Effects Are Prohibited

Food/Beverage

Your food/beverage must comply with the City of Dallas laws and rules, such as for a city park. No alcohol or glass containers allowed.

Furniture

Please be considerate of those around you. You may place your chairs and tables on the paved areas only. Do not place anything within the landscaped area or on the plaques. Do not sit on the plaques or walls.

Garden/Grounds

Please enjoy the open area and garden without entering flowerbeds or plantings. All planted areas and walkways need to be protected during your event load-in, load-out, and for the duration of the event. We will work with you to develop a protection plan. Any damage will be billed to the event host. Staking of tents or other structures is prohibited.

Insurance

The event host shall procure and keep in full force and effect for the full duration of the event insurance written by an insurance company approved by the State of Texas and acceptable to the Oak Lawn Committee, and issued in the standard form approved by the Texas Department of Insurance. The Oak Lawn Committee, its executives, and members must be listed as additional insured. **Commercial Liability Insurance** must be provided with combined single limits of liability for bodily injury and property damage of not less than \$1,000,000 for each occurrence.

Parking

Street parking is available in the area. Please respect that area business establishment parking is private and for their customers only.

Pets

Pets are not allowed off leash. Keep pets out of flowers and away from plants. Please clean up after your pet.

Photography and Filming

If you want to use the Monument for a commercial photography or videography shoot that is unrelated to an event, you must submit an application to the Oak Lawn Committee. These shoots will be considered just like any other event on the Monument.

Restrooms

Portable toilets are not permitted on the Monument grounds. Restroom availability is the responsibility of the event host depending on the projected event attendance.

Signage

Hand-held signage is permitted. Signs, banners or any type of decoration may not be affixed to the Monument itself.

Trash Removal

Please help keep our place clean. Please remove all trash and waste.

Weather

All events are rain or shine.

The following are prohibited:

- Panhandling
- Soliciting
- Commercial activity
- Excessive noise
- Camping
- Open flame
- Erecting tents or similar structures
- Driving stakes or poles into the ground
- Drug use
- Glass bottles
- Alcohol

How to Submit

To determine if your proposed event fits at the Legacy of Love Monument at the Oak Lawn Triangle and to quote on an appropriate site-use fee, we ask that you complete the application on the following pages. Provide a clear and complete description of proposed event. Incomplete applications may delay the review process. A minimum of five (5) business days are necessary for review process.

Submission Time

We recommend that for large-scale events you submit your proposal as far in advance as possible, preferably 3 months prior to your desired event date. For

other events, please submit your proposal at least 30 days prior to your desired event date.

You may submit your proposal by mail or email. Submission does not guarantee that your event will occur on the Monument.

By mail: The Oak Lawn Committee
 P.O. Box 190912
 Dallas, Texas 75219

By email: info@oaklawncommittee.org

Attach your completed application in a form appropriate for download, such as Microsoft Word or PDF.

- Please remember that this is a private venue, and the Oak Lawn Committee reserves the right to disallow events based on a variety of factors.
- Please do not send out notices, publicity or invitations listing the Monument prior to obtaining an executed license agreement from the Oak Lawn Committee.

Application

EVENT APPLICATION for the Legacy of Love Monument at the Oak Lawn Triangle

Send to: The Oak Lawn Committee

P.O. Box 190912

Dallas, Texas 75219

Email: info@oaklawncommittee.org

APPLICANT INFORMATION

Organization Name: _____

Contact Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

EVENT INFORMATION

Type of Event: Please describe in detail the concept and purpose of your event.

EVENT LOGISTICS

Proposed date(s): _____

Start and end times: _____

Additional set-up/tear down time: _____

Estimated number of guests/participants: _____

Insurance: Please submit a certificate of insurance contemporaneously with your application. **Your application will not be considered until a valid certificate of insurance is submitted.**

PRODUCTION SPECIFICATIONS

Size of event/production crew: _____

Number and description of vehicles to be unloaded/loaded, if necessary: _____

Sound system/Lighting: _____

ENTERTAINMENT

If there will be musical entertainment, please describe:

Submitting this application is not a confirmation to conduct your planned event. Confirmation, if granted, will be in the form of a user agreement between the Oak Lawn Committee and the organization or person responsible for staging the event.