

Special Event Application Summary (March 1, 2013) *page numbers refer to the Special Event Policy

Does My Event Require A Special Event Permit? Special event permits are required for any temporary gathering open to the public held on City of San Angelo public property where 50 or more persons are expected to attend. For more information regarding your special event, call San Angelo Parks & Recreation at 325-657-4279 or 325-657-4450. **A \$35 Fee applies to the Special Event Application. See page 3 FMI.** Please note: this policy does not apply to events within the boundaries of the Coliseum, Convention Center, El Paseo Pavilions, Farmers' Market, RiverStage, or Auditorium. Special events utilizing these facilities as part of a larger event must comply with both the Special Events Policy and specific policies for the venue. Contact the Civic Events Division at 653-9577 for bookings.

Events Not Requesting City Support must submit a finalized Special Event application at least **30 days** prior to the event. A \$35 Special Event Fee applies. **See page 1 FMI.**

Events Requesting City Services (paid by the applicant) **must submit a finalized Special Event application based on the schedule below.** A \$35 Special Event Fee applies. **See page 1 FMI.**

by **Jan. 31st** for events in **May, June, or July**
by **April 30th** for events in **August, Sept., or Oct.**

by **July 31st** for events in **Nov., Dec., or Jan.**
by **Oct. 31st** for events in **Feb., March, or April**

For-Profit Events (including video/film production and political rally functions) held on City of San Angelo public property must complete a finalized Special Event application and pay all fees and support costs. Submission of a Special Event application is required based on the deadlines above. A \$35 Special Event Fee applies. **See page 2 FMI.**

Private Events (such as birthday parties, weddings, and family reunions) held on City of San Angelo public property will not be required to file a Special Event Application. However, facilities must be **reserved through the Parks & Recreation Department at 325-657-4279/4450.** Reservations are made on a first-come, first-served basis. No application fees apply, although reservation, rental fees, deposits, and insurance requirements may be assessed for certain facilities. **See page 2 FMI.**

Block Parties, Parades, Running, Walking, and Biking / Athletic Events for public or private participation, which exclusively request the closing or use of streets, must obtain a street closure permit from the Inspections & Permits Office, **325-657-4420.** Requests for street closures must be submitted to the Permits Office at least **10 business/working days** prior to the event. A \$35 Fee applies. **See page 2 FMI.**

Concessions, Vending, and Health Permit: All concession sales must be reviewed and approved by the Parks & Recreation Director. The City Concessionaire has an exclusive and contractual right to sell alcoholic beverages on all City property covered by this policy. **If your event intends to sell alcoholic beverages, contact the City Concessionaire at 325-212-8234.** Food/Beverage Vendors should contact the San Angelo Health Department 90 days prior to the event date at **325-657-4493.** **See page 4 FMI.**

Liability Insurance: All sponsors of special events must provide liability insurance. **Contact the City's Risk Management Office at 325-657-4359** to acquire insurance coverage or to answer questions regarding liability insurance for your event. **See page 5 FMI.**

Security: Sponsors of an event must have certified law enforcement officers present, if required by the Parks & Recreation Director. This requirement, as well as the number of officers needed, will depend on the type of event (including activities), number of anticipated attendees, whether or not alcohol will be consumed at the event, as well as other factors. **See page 6 FMI.**

CITY OF SAN ANGELO
SPECIAL EVENTS POLICY
for Public Events on Public Property
(October 20, 2009)

A. Attachments & References:

- Special Events Application – Attached to this policy
Available upon Request:
- Reservation Policy for Small Private Functions on City Property
- Map and List of City of San Angelo Public Properties available for Special Events
- Excerpts of Related City of San Angelo Ordinances

B. Intent of this Special Event Policy

This policy shall apply to all **special events** held on **City of San Angelo public property**. Any organization or individual wishing to sponsor or hold a special event on City of San Angelo property must complete a Special Event Application.

Special events that utilize Civic Events venues (including the Coliseum, Convention Center, Auditorium, El Paseo Pavilions, Farmers’ Market, and RiverStage) as part of a larger event must comply with both the Special Event Policy and specific policies for the venue. Policies regulating Civic Event venues shall not be superseded by this special events policy.

C. Definitions

Certified Law Enforcement Officer – an officer of the law who is legally certified to serve as a law enforcement officer and who is currently employed as a peace officer in the State of Texas.

Event, Special – any temporary gathering **open to the public**, including, but not limited to, arts and crafts shows, fairs, celebratory functions, theatrical exhibitions, musical performances, public shows, entertainment, amusement, sports tournaments, or other exhibitions held on **City-owned public property** with **50 or more persons** expected in attendance.

Non-Profit Organizations – groups with a physical presence (office and/or at least 1 full-time employee who works and is paid for a minimum of 30 hours per week) in Tom Green County possessing non-profit and/or tax-exempt status, including charitable organizations; governmental entities; churches and religious organizations; business leagues; agricultural organizations; fraternal societies; service and social clubs; volunteer and social welfare organizations; veterans and military organizations; and educational and schools-related groups. Groups that are outside the San Angelo city limits must make their requests to the City Council as part of the Council’s regular agenda.

D. Application Procedures

Applications are available from the Parks & Recreation office at 702 S. Chadbourne St. or via the Internet at www.sanangelotexas.us. Parks & Recreation staff will provide a complete review of all special event applications, including consultation with the applicant as may be reasonably necessary to resolve problems, at no charge to event sponsors.

Events Not Requesting City Support must submit a finalized Special Event application at least **30 days** prior to the event.

Events Requesting City Services must submit a finalized Special Event application based on the schedule shown below:

On or before **Jan. 31st** for events in **May, June, or July**
On or before **April 30th** for events in **August, September, or October**
On or before **July 31st** for events in **November, December, or January**
On or before **Oct. 31st** for events in **February, March, or April**

Applications for Street Use *and/or* Closure permits shall be submitted to the Permits Office (**325-657-4420**) at least 10 business days prior to the event. If the street closure is part of a larger event described by this policy then the deadline dates listed above shall apply.

The City may waive the submission deadline only in extreme cases for events involving some type of security issue (*i.e. Presidential Visit*).

E. Types of Events and City Services Support

Small prayer and religious functions including fewer than 50 people and lasting no more than two hours will **not be** considered a special event and will be scheduled in the same manner private functions are. City support will not be available for these events. Please see the information below in “**Private Functions ...**”

Block Parties, Parades, Running, Walking, and Biking / Athletic Events: For public or private events that exclusively request the closing or use of streets, **contact the Inspections & Permits Office at 325-657-4420**, at least ten (10) business / working days prior to the event.

Annual Collective Street Use Permit: Organizations may request an annual collective street use permit. Such requests will be charged the one-time street-use permit fee of \$25.00 and must be accompanied by a written request of the organization on the organization’s letterhead with a complete schedule of all the days, times, events, and locations that are being requested in the collective street use request. Such requests must be submitted to the Permits Office ten (10) business / working days prior to the first scheduled event.

Political Rally Events: The City will allow Political Rally Events providing that the political party, candidate, or political organization pay 100% of all support costs in addition to any facility usage costs, if any. Liability insurance, permit fees, and deposits will not be waived.

For Profit Events: These events must pay 100% of all City costs related to the event and must meet all requirements within this policy. Rent and use fees may apply. Liability insurance, permit fees, and deposits will not be waived.

Private Functions such as Birthday Parties, Weddings, Family Reunions, etc.: Private functions held on City of San Angelo public property will not be required to file a Special Event Application. However, facilities must be reserved through the **Parks and Recreation Department at 325-657-4279 / 657-4450** (Santa Fe Crossing, 702 S. Chadbourne St.), using the approved *Reservation Policy for Small Private Functions on City Property*. Reservations are made on a “first-come, first-served” basis. No application fees apply, although rental fees, deposits, and insurance requirements may be assessed for certain facilities.

F. Fees and Services for Special Events

Fees shall be charged for City services provided to Special Events as follows:

1. **Availability:** City labor, materials, facilities and/or equipment **may not always be available** because of previously scheduled uses. In those instances, special event applicants will be responsible for procuring or providing labor, materials, facilities and/or equipment at their own expense.
2. A **\$35.00 Non-Refundable Permit Fee** will be charged to all special events at the time of application. Applicants will not be charged a special event application fee and a street use/closure permit. Only one (1) \$35 fee will apply. The Parks & Recreation Director will determine which City department/division collects the fee.
3. **Hourly Staff and Temporary Labor Rates:** This will be the hourly rate for any *non-exempt* employee or temporary laborer, working on a special event as required for an event – see the current **Special Event Fee Schedule** attached to this policy. Based on an event’s requirements, City special event coordinating staff can provide an estimate of support costs.
4. **Materials Rental Rates:** City materials (such as tables, chairs, stage sections, etc.) required for an event shall be charged to the event by daily cost. The established rate for materials shall come from the current **Special Event Fee Schedule** attached to this policy. Based on an event’s requirements, City special event coordinating staff can provide an estimate of the City materials rental costs.
5. **Equipment Usage Rates:** This will be the hourly rate for equipment utilized by staff for the purpose of supporting the event (trucks, trailers, loaders, lifts, lights, etc.). The hourly rate will include expenses related to the use of the equipment, including fuel. Based on an event’s requirements, City special event coordinating staff can provide an estimate of the City equipment usage costs.
6. **Trash Receptacles:** The City shall provide a number of trash receptacles (barrels or other approved containers) at no cost. The “City” shall determine the number, placement, and frequency of servicing of all the receptacles based on the type and location of the event. A guideline of one (1) trash receptacle per every 200 persons will be allotted based on the estimated number of people on the Event Application as well as availability of trash receptacles. Trash receptacles will be emptied by City Staff a minimum of one time every day of the event at the hourly rate per employee as noted in the attached **Special Event Fee Schedule**. Event organizers are responsible for coordinating and paying for trash dumpsters if required.
7. **Clean-up and Damage:** The applicant is responsible for returning City property to pre-event condition and agrees to compensate the City for damages or clean-up costs. The “City” may conduct a pre- and post-event survey of City property with the applicant to verify condition of City property. *Costs for clean-up will be charged at hourly staff rates as noted above plus the direct cost of any repairs. All damages will be assessed by the Risk Management Office and the cost will be billed to the Event applicant, deducting from the deposit as needed.* **There are three tiers for clean-up and damage deposits**, based on the size and nature of the event: **Level I (\$100)** – events with up to 150 anticipated attendees where little activity is anticipated and minimal setup is required; **Level II (\$250)** – events with up to 499 anticipated attendees where moderate activity is anticipated and some setup is required; and **Level III (\$500)** – events with 500 or more anticipated attendees where lots of activity is anticipated and lots of setup is required.

- 8. Temporary Utility Hook-ups:** The cost for all temporary utility hookups shall be borne by the applicant. Temporary utility hookups shall be installed by licensed contractors and shall be subject to inspection by City inspectors.
- 9. Existing water *and/or* electrical connections** may be available at a minimum cost of \$15.00 per connection/per day (not counting the first three connections), depending on proposed use and location. This cost includes the daily use of the utility and is applied for each water and/or electrical connection over three connections.
- 10. Restroom Facilities:** As a guideline, the total number of portable toilets required for each event for each day is determined by taking the total number of anticipated attendees and dividing by 250. At least one unisex toilet for the wheelchair-bound disabled is required for each set of 10 restrooms provided, with a minimum of one. The number of toilets required can be reduced by existing fixed or portable restrooms (even if provided by another party). If portable restrooms are required, applicants must coordinate and pay for them. Placement of portable restrooms must also be coordinated with City event coordinating staff. Toilet locations should be well-marked, well-lit (including the surrounding area) if night use is anticipated, serviced (including pump-out portables) on a 24-hour schedule during the event (vehicle access is obviously necessary), and located at least 150 feet away from food storage and food service areas. The City reserves the right to determine the exact number of portable restrooms required based on the location and type of event.
- 11. Barricades:** Should barricades or signs be required for crowd or traffic control to accommodate the special event, *the applicant will be billed \$25 per barricade location per day plus a \$100.00 refundable deposit for each location.* City staff will deliver the barricades at the date, time, and location as specified on the event application.
- 12. Traffic Cones:** Should traffic cones be required for the special event, *the applicant will be billed \$2.50 per set of 10 cones per day, plus a \$10.00 refundable deposit for each set.* City staff will deliver the traffic cones at the date, time, and location as specified on the event application.
- 13. Fencing, Temporary:** Should temporary fencing (portable chain link sections or orange construction fencing with “T” posts) be required for the special event, *the applicant will be billed \$0.40 per linear foot per event, plus labor costs for installation.* City staff will deliver the temporary fencing at the date, time, and location as specified on the event application.
- 14. Structures, Temporary:** Absolutely NO stakes, poles, or posts are permitted to be placed on City property without the written consent of the City. A map showing the location of all temporary structures, including carnival rides, tents, ticket booths, and the like, must be submitted with the original application materials.
- 15. Signs / Banners:** The Special Event Application shall include a description of any advertising signs proposed to be used for the event. The use of signs shall conform to the description contained in the application, or as modified by the City Staff in the approval decision.

G. Concessions, Food Vending, and Alcohol Sales

All concession sales must be approved by the Parks and Recreation Director, as part of the original event application, review, and approval. All food vendors must post a valid temporary Food License as authorized by the City of San Angelo Health Department. Food/Beverage Vendors are responsible for any and all fees related to obtaining a food license. Food/Beverage Vendors are required to comply with all City Health Department rules and regulations for Temporary Food License Facilities.

The City of San Angelo Concessionaire has a contractual exclusive right to sell food at the following venues: Coliseum, Convention Center, RiverStage, and the Auditorium. If your event intends to sell food at one of these venues, contact the Concessionaire at 325-212-8234. The City of San Angelo Concessionaire has a non-exclusive right to sell food at all other City properties overseen by the Parks and Recreation Department.

The City of San Angelo Concessionaire has a contractual exclusive right to sell alcoholic beverages on all City property covered by this policy (all Parks and Recreation properties except Fort Concho and excluding Lake Nasworthy parks). **If your event intends to sell alcoholic beverages, contact the City Concessionaire at 325-212-8234.** Please note that the deeds for the Santa Fe Park properties prohibit any sale of “intoxicating liquors.” Only beer may be sold on these properties.

Sponsors of events, in which food and/or beverage vendors will be present (vendors other than the City Concessionaire), should contact the City of San Angelo Health Department at least 90 days prior to the event date. Temporary event forms and information are found on the City of San Angelo Web site under Departments>Health>Health Environmental>Forms. **Contact the City of San Angelo Health Department at 325-657-4493.** All food/beverage vendors must have the City of San Angelo Health Department approval.

H. Liability Insurance Requirements

The City requires all sponsors of special events to provide liability insurance. Event sponsors may acquire the certificate of liability insurance on their own or may request the City Risk Management Office to acquire it for them at the event sponsor’s expense. The insurance must be issued by a company licensed to do business in the State of Texas. **An event sponsor shall be required to provide a valid certificate of insurance in the minimum amount of \$1M general liability naming the City of San Angelo as an additional insured prior to the event within ten (10) business days prior to the first day of the event. Contact the Risk Management Office at 325-657-4359.** The City may require the sponsor and/or vendor provide higher levels of insurance, coverage, and policies as deemed reasonable and necessary based on specific event risk factors and review by the City’s insurer.

The City may place additional requirements on any event. These requirements may include specific staffing levels for Police, Fire Paramedic, Operations, or other personnel. Expenses for these requirements will be billed to the sponsoring organization under the terms of this policy.

City Administration will review each special event application received and assess the potential liability risk of the City, based on the following categories. Events may fall into one or more categories below. The sale of alcohol at any event will elevate the event’s inherent risk level.

Class I – Low Risk involves no physical activity by participants and no severe exposure to spectators. Examples of events in this category include, but are not limited to, private functions and wedding ceremonies of fewer than 50 people.

Class II – Moderate Risk involves limited physical activity by participants and no severe exposure to spectators. Events in this category include, but are not limited to, amateur team sports, dances, and concerts.

Class III – High Risk involves major participation by participants and/or moderate exposure to spectators. Events in this category include, but are not limited to, festivals, craft shows, circuses, carnivals, food vendors, inflatable games, amusement rides, animal shows, sidewalk sales, political rallies, and flea markets.

Class IV – Maximum Risk involves severe exposure to spectators and/or participants. Examples of events in this category include, but are not limited to, vehicle races, fireworks displays, and professional or collegiate level sporting events.

During review of the Special Events Application, the City may place special conditions on the event. City Staff, under the facilitation of the Parks and Recreation Director, shall be available to meet with event organizers to review the special conditions and ensure that all conditions, including insurance coverage, are met before the event begins. Some events may require that an appropriate member of the City Staff be on site during the event.

The City Manager has the authority to cancel or stop an event, before or during the event, if the conditions required for approval of the event, including insurance coverage, are not being met. In addition, the City Manager and City public safety officials have the authority to cancel or stop an event, or place additional restrictions on the event, if it is deemed that the public health, safety, or welfare is being jeopardized and/or would be better served with additional restrictions.

I. Traffic Control and Safety Requirements:

The event sponsor shall be responsible for complying with all traffic control and safety procedures required by the City during the event. The requirements will be indicated in the notice of approval, and additional requirements may be made by the City during the event as may be necessary for the safety of the public. It should be noted that the City does not allow solicitations of any kind in a street. The City accepts no responsibility or liability for the safety of persons who may, against the policy of the City, make solicitations in City streets.

J. Two or More Applications for the Same Event Date

If two or more applications are received for the same date, time, and location prior to approval of any event, the date and time that each application was received by the City shall determine the order of preference. Once a Special Event approval has been granted, it shall be the policy of the City to not award further permits for the same date, time, and general location. In the event that two or more Special Event Applications are received at the same time for the same date, time, and location, City Administration has the authority to resolve date and time conflicts with the sponsors filing each application.

K. Reservation of Annual Event Dates

If an event is intended to be an annual event at regularly scheduled dates, the current year's application may include the following year's requested dates. Approval of the current year's application may include a reservation for the next year's proposed dates. However, the reservation will not constitute approval of the next year's event, which must have its own timely application submitted for City approval. In general, the City will not approve Special Event Applications for more than one year in advance.

L. Security/Certified Law Enforcement Officers

Sponsors of an event must have certified law enforcement officers present, if required by the Parks & Recreation Director. This requirement, as well as the number of officers needed, will depend on the type of event (including activities), number of anticipated attendees at the event, whether or not alcohol will be consumed at the event, as well as other factors. **If the City provides "in-kind" dollars for security at an event, then the event sponsor must utilize City of San Angelo certified peace officers. The event can utilize outside officers for security; however, the event sponsor cannot utilize "in-kind" funding for those positions.** If certified law enforcement officers other than San Angelo Police officers are provided at the event, the event sponsor must coordinate those officers and inform the City Parks & Recreation office that the officers have been secured for the event.

The San Angelo Police Department will contact the event sponsor to coordinate SAPD law enforcement officers, including payment. **Rates for law enforcement officers vary – see the Services Cost Schedule.**

M. Ordinance Violations Related to the Use of Park Property

Note the following activities are in violation of City of San Angelo Ordinances:

1. to damage, deface, or remove any park properties or facilities (this includes using nails, tacks, pins, or tape on any structure);
2. to dig or remove any soil on/from park property (this includes driving stakes into the ground);
3. to cut or remove any plant material;
4. to attach anything to any tree or plant;
5. to drive or park any vehicle on areas not designated for such use;
6. to leave litter and trash in the park other than in trash receptacles provided;
7. to ride a horse or pony except on designated areas;
8. to create a fire in places not designated (such as barbecue pits);
9. to camp in an area of a park not designated for camping; or
10. to sell or advertise any items or services on park property without authorization and permit provided by a special event permit.

N. "Rain Out" of Scheduled Events

Should an event be cancelled by the organizer due to inclement weather or other unforeseen occurrence, event organizers must not assume the event may be rescheduled on another date at the same time and location since other events may be scheduled at that time and location. Contact the Parks & Recreation Department to confirm if and when the event may be rescheduled.

Policy Adopted: by the City Council on October 7, 2008, to be placed in effect on January 1, 2009. Revised on Sept. 24, 2012, effective October 1, 2012. (Revised March 1, 2013)

Services Cost Schedule		
Item	Refundable Deposit	Fee
Application/Permit Fee	n/a	\$35.00 per event
Barricades	\$100.00	\$25.00 per barricade location
Cones, Traffic	\$10.00 per 10 cones	\$2.50 per set of 10 per day
Tables (8' rectangular)	\$50.00 per 10 tables	\$1.50 each / per day
Chairs	\$20.00 per 10 chairs	\$0.40 each / per day
Benches (8')	\$40.00 per 10 benches	\$1.50 each / per day
Stage Sections (4' x 8' x ~30 ")	\$10.00 each	\$4.00 each / per day
Fencing, Temporary	n/a	\$0.40 per linear foot / per event (plus labor)
Utility Connection (water or electricity)	n/a	\$15.00 per connection / per day (not counting the first three connections)
Clean-Up / Damage Deposit	\$100.00 - \$500.00 per event (depending on size of event)	(only charged if City has to clean or repair damage resulting from the event – charged as a direct expense)
Temporary Laborer	n/a	\$12.00 per person/per hour (four hour minimum)
City Staff – Laborer	n/a	\$15.00 per person/per hour (four hour minimum)
City Staff – Equipment Operator or Supervisor	n/a	\$20.00 per person/per hour (four hour minimum)
City Staff – Technical	n/a	\$25.00 per person/per hour (four hour minimum)
SAPD Security/Officers (contact SAPD directly) 657-4374 x 2107	n/a	\$30.00 per officer/per hour (two hour minimum)