



SPECIAL EVENTS PACKET

A GUIDEBOOK FOR
PUBLIC SPECIAL EVENTS

REVISED OCTOBER 1, 2011

To all event coordinators,

Thank you for choosing the City of Buda as the host site for your special event. The Buda Parks and Recreation Department is eager to assist you with the coordination of your special event. This information packet is designed to help you understand and comply with all city policies, regulations, and ordinances related to the production of a public special event. It is the responsibility of the event coordinator to review all information contained in this packet and to comply with all policies, regulations, and ordinances in order for a special event to be approved and successful!

The Buda Parks and Recreation Department requires that the Special Event Packet be filled out and submitted at least 60 days prior to the event. We will check the availability of the facility being requested and put a temporary hold on the date until the event receives final approval from the Parks and Recreation Department and/or the City Council. A member of the Parks and Recreation staff will inform you of the City's decision. If approved, you will need to make payment on the facility rental and applicable fees and sign the paperwork. At this time, a timeline and meeting dates will be setup to discuss the content and focus of your special event, how it will impact city services, park patrons, and ultimately to ensure that participants enjoy a safe and well planned experience.

If your event is less than 60 days away, based on its content and nature; you may not be permitted to proceed with your special event on city property. Regardless, please submit the Special Event Packet for staff and possible City Council review.

The Buda Parks and Recreation Department also requires a post-event meeting be scheduled following the special event to evaluate and make recommendations for future special events.

As an event coordinator, you are undertaking a large responsibility for the production of your special event. The City of Buda will do what we can to facilitate your special event.

Sincerely,

Jack Jones

Jack Jones
Parks and Recreation Director
512-312-0084 ext 104

COMMUNITY & SPECIAL EVENTS CHECKLIST

NAME OF EVENT _____

DATE OF EVENT _____ TIME OF EVENT _____

CONTACT PERSON: _____ PHONE _____

____ PARK RENTAL APPLICATION AND SPECIAL EVENTS PACKET COMPLETE

____ LIABILITY INSURANCE CERTIFICATE
(NAMING THE CITY OF BUDA AS THE ADDITIONALLY INSURED)

____ SECURITY

____ EMERGENCY SAFETY MANAGEMENT PLAN

____ ALCOHOL LICENSING AND PERMITS

____ STRUCTURES (TENTS, AMUSEMENT STRUCTURES, ETC.)

____ ELECTRICIAN AND NEEDS

____ FIREWORKS DISPLAY PERMIT

____ STREET CLOSURES AND BANNERS

____ PORTABLE TOILETS (DELIVERY _____ / PICK UP _____)

____ TRASH COLLECTION (DELIVERY _____ / PICK UP _____)

____ PARKING

____ LAYOUT OF THE EVENT (PARKING AND PARADE ROUTE IF APPLICABLE)

____ MUSIC/SOUND AMPLIFICATION PERMIT

PARK/PAVILION RESERVATION APPLICATION

APPLICANT INFORMATION	
Name _____	Organization Name (if any) _____
Address _____	City _____ Zip Code _____
Work Phone _____	Home Phone _____ Mobile _____
Email Address _____	

PARK RENTAL INFORMATION	
Park and/or pavilion rented _____	
Date(s) of Rental _____ Use Time: _____ to _____ (Park Hours are open 6 a.m. – 10 p.m.)	
Describe in detail purpose of park rental _____	

RENTAL FEES PER DAY			
Description	Resident Rate	Non-Resident Rate	Deposit
Total			
City Park (Large Pavilion)	\$100.00	\$125.00	\$100.00
City Park (Small Pavilion)	\$35.00	\$45.00	\$100.00
Downtown Greenbelt Gazebo	\$35.00	\$45.00	\$100.00
Garlic Creek Park Pavilion	\$35.00	\$45.00	\$100.00
Green Meadows Park Pavilion	\$35.00	\$45.00	\$100.00
Historic Stagecoach Park Pavilion or Amphitheatre	\$50.00	\$65.00	\$100.00
Sportsplex Pavilion	\$35.00	\$45.00	\$100.00
Stoneridge Park Pavilion	\$35.00	\$45.00	\$100.00
Whispering Hollow Park Pavilion	\$35.00	\$45.00	\$100.00
Permit Fees (alcohol, bounce house, dunk booth, sound, sale of goods)	\$10.00	\$10.00	N/A
Water and/or Electric Use	\$10.00	\$10.00	N/A
On-Site Inspection Required? (Director of Parks & Recreation discretion)	\$15.00	\$15.00	N/A
	Non-Profit Rate	For-Profit Rate	Deposit
Bradfield Park/Pond Exclusive Rental (Submit Special Event Packet)	\$250.00	\$500.00	\$500.00
City Park Exclusive Park Rental (Submit Special Event Packet)	\$250.00	\$500.00	\$500.00
Stagecoach Exclusive Park Rental (Submit Special Event Packet)	\$250.00	\$500.00	\$500.00
Downtown Greenbelt Exclusive Rental (Submit Special Event Packet)	\$150.00	\$300.00	\$500.00
Commercial Activity (annual fee of \$100.00) plus hourly rate	\$20.00/hr	\$20.00/hr	N/A

TOTAL DUE

Rental fee will be withheld without a 14 day cancellation notice. Total rental must be paid at time of reservation.

PAYMENT METHOD	
Visa MC Cash Check # _____	NOTE: \$2.75 processing fee is charged to pay via Debit/Credit cards.
Card# _____	Exp. Date _____ CVS# _____ Date Paid _____ Staff Initials _____

The undersigned, both individually and on behalf of the organization, agrees to defend, indemnify, and hold the City of Buda and its officers, employees, and agents harmless and free from any liability of any nature, including, but not limited to liability for damage or injury to any persons or property costs and attorney's fees arising out of or in connection with the use of the city recreational facilities regardless of whether the city was actively or passively negligent, either solely or contributory in connection with such liability. I certify that we have received and read the rules and regulations in the Buda Parks policies and reservations. I, the undersigned, do hereby agree that we will abide by the policies governing the use of this facility and I will be responsible for any damages to the facility, furniture or equipment caused by the occupancy of our organization on the premises.

Signature

Date

EVENT INSURANCE

Any event that is opened to the public must provide public liability insurance from a underwriter licensed to do business in the State of Texas in the amounts NOT LESS than indicated.

Comprehensive General (Public) Liability or its equivalent, with minimum combined single limits of \$500, 000 per person, \$1,000,000 per occurrence, \$1,000,000 products/completed operations aggregate and \$1,000,000 general aggregate per occurrence. This can be in the form of one day event insurance or by including the event as a rider on an existing insurance policy. Organizer of the event shall furnish the City of Buda with certificates of insurance or copies of policies, evidencing the required insurance one week before the event. Organizer shall require insurance provider to name the City of Buda as an additional insurer.

A copy of the insurance certificate must be turned in to the Parks and Recreation Department one week prior to the event.

Certificate received on: _____	Signature: _____ PARD Representative
Insurance Carrier: _____	Policy #: _____

SECURITY REQUIREMENTS

Based on the size and content of your event, the City may require the use of certified/uniformed peace officers (Hays County Sheriffs Department / Buda Police Department/or other licensed peace officer). Security for special events is the responsibility of the sponsoring organization. The sponsoring organization must pay for any cost related to the security.

Security guards must be present 30 minutes prior to the beginning of the event to 30 minutes after the event is over. Officers must receive a schedule of the event and the hours they will be required on site as well as an itinerary for the event. The names, and contact information of these officers will be required by the Parks and Recreation Department and due one week prior to the event.

Guard requirements: two (2) officers for the first 500 people and one (1) officer for every additional 500 participants.

The City of Buda has the right to require additional security

Security information received on: _____	Signature: _____ PARD Representative
<u>NAME OF SECURITY BEING USED FOR THIS EVENT:</u>	
Security Company: _____	Phone#: _____
Officer #1: _____	Phone#: _____
Officer #2: _____	Phone#: _____
Officer #3: _____	Phone#: _____
Officer #4: _____	Phone#: _____
Officer #5: _____	Phone#: _____

SAFETY MANAGEMENT PLAN

Events that are held on City Property must also submit a written Public Safety Management Plan. As the event coordinator, you are responsible for the safety of all participants. Consideration of safety must be a top priority in all aspects of event planning. The following topics are a suggestion and must be covered in your plan.

- Security Name and Schedule
- Crowd Management
- Command Post
- First Aid Station
- Traffic Flow
- Inclement Weather
- Ingress and Egress of Event / Park
- Emergency Services on site if applicable
- Lost Children / Lost and Found Area
- Fencing and Barriers – ingress and egress

A copy of this plan must be submitted to the City of Buda Parks and Recreation Department for obtaining a signature of review from the Fire Marshall and Law Enforcement.

Emergency Plan received on: _____	Signature: _____ PD Representative
Approved: Yes ____ No ____	Signature: _____ Fire Marshall Representative

ALCOHOLIC BEVERAGE POLICY

The Texas Alcoholic Beverage Commission (TABC) controls the sale or distribution of alcoholic beverages. In addition to the rules and regulations set by TABC, the City of Buda has rules that apply to alcoholic beverages.

- a. **Alcoholic beverages:** Possession, consumption, or distribution of alcoholic beverages is prohibited within all City parks and Recreation facilities except as follows.
 - (i) **Except as provided in subsection (ii) below, possession and consumption of alcoholic beverages is limited to beer and wine served on the premises, during community or private special events by individuals or organizations that have obtained all necessary approval and documents required by the Texas Alcohol Beverage Commission, and the City of Buda. The permit holder will hold all liability responsibilities.**
 - (ii) **Possession and consumption of beer and wine is allowed during designated City sponsored events in designated areas. Consumption and possession is limited to wine and beer brought to the site by event Patrons for personal consumption and is limited in time to one hour preceding the event and during the event.**

ALCOHOLIC BEVERAGE POLICY CONT.

- b. **Glass containers:** It shall be a violation for anyone exhibiting, using, carrying or disposing of glass beverage containers in all city parks.

A copy of the TABC license must be provided to the Parks and Recreation Department 1 week prior to the event

Will alcohol be sold at this event: Yes ____ No ____
TABC Certificate received on (if applicable :) _____ Signature: _____
PARD Representative

FOOD SERVICE

To ensure the safety of visitors and citizens it is required that any organization, business or individual selling or distributing food have there food handlers permit through Hays County.

A copy of the Food Handlers Permit must be provided to the Parks and Recreation Department 1 week prior to the event

Will food be sold at this event: Yes ____ No ____
Food Handlers Permit received on (if applicable :) _____ Signature: _____
PARD Representative

TEMPORARY STRUCTURES

All temporary structures, portable buildings, fences, food booths, stands, stages etc. will require a “Temporary Structure” permit available through the Parks and Recreation Department. A map of the event site, detailing the location of all structures must be provided in order to obtain a permit. The sponsoring organization is required to pay for all permit fees.

Structure listing received on: _____ Signature: _____
PARD Representative
Approved: Yes ____ No ____ Permits issued on: _____ Initial: _____

TEMPORARY TENTS, CANOPIES AND MEMBRANE STRUCTURES

Tents and membrane structures having an area in excess of 200 square feet (14'x14') and canopies in excess of 400 square feet (20'x20') shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the Buda Fire Marshal's Office. A map of the event site, detailing the location of all structures must be provided in order to obtain permit. A Permit Fee of \$50 dollars shall be paid to the Buda Fire Department for each tent, canopy or membrane structure.

A Flame Retardant Certificate is required for each “permit required” tent. Flame Retardant Certificates can be faxed to the Buda Fire Marshal's office at 512-295-4248.

Tent Vender: _____	Phone #: _____
Flame Retardant Certificate received on: _____	Signature: _____ Fire Marshal Representative
Inspection of tents Approved: Yes _____ No _____	
Signature: _____, Fire Chief and/ or Fire Marshal Rep.	

ELECTRICAL REQUIREMENTS

The need for electrical services for your event must be carefully considered when planning your event and addressed very early in the planning stages. The cost to design and install electrical services for your event is the responsibility of the sponsoring organization.

A licensed electrician must perform all electrical work and be permitted through ATS inspections, City of Buda inspector and/or Fire Marshall’s office. Any service located on City property that needs alteration for you use, must be restored to the previous condition following the event.

The City of Buda will not pay for your electrical set-up needs. The extent of your electrical use may require a consumption charge or the use of generators.

The following must be considered when speaking to your electrician:

- How many food vending booths will you have that require an electrical source? A list of all electrical items to be used in each booth must be provided to the electrician in order to provide adequate electricity to prevent breakers from tripping. This includes microwaves, crock pots, grills, hot plates, etc.
- If you are having any live or recorded amplified music, a stage plot indicating the amount of electricity required must be provide to the electrician. Live bands can consume large amounts of electricity and will require a generator.
- Do you require electrical service and lighting inside you tents?
- Electrical extension cords must be grounded free of splices and cracks and be UL approved.

The City of Buda reserves the right to approve / deny any electrical work done on city property. A consulting electrician might be required for your event depending on the extent of work performed.
Additional Electrical Source information:

- All plugs and lights located in the park are not necessarily active. Plugs are kept off for safety and fire ant reasons. You will need to discuss the layout of the event with Parks staff before making plans that might not be achievable.

Will your event require any of the previously mentioned electrical sources? Yes _____ No _____
Electricians Name / Company: _____ Electricians Signature: _____
<i>I have read the above information and understand that I am responsible for any damage to the electrical sources that I have performed work on. I am also responsible for any injury that may occur to any person(s) as a result of such work.</i>

STREET CLOSURES

All requests for city street closures must be handled through the Buda Police and Public Works department. The Parks and Recreation Department will assist in the procedure for street closure. Final authorization of the street closure will go through city council. The sponsoring organization will be responsible for all associated costs. A detailed map must be submitted outlining street closure request and times of closures.

Request for street closure received on: _____	Signature: _____ PARC Representative
Council Approved: Yes ____ No ____	Signature: _____ Buda Police Chief
Signature: _____ Fire Chief / Marshal	Signature: _____ Director of Public Works

STREET SIGNS AND BANNERS

Street signs are an effective way to advertise your event and direct participants to designated parking areas. When you choose to use street signs, please be aware that you will need to obtain permission from the appropriate authorities; this will include the City of Buda Code Enforcement and/or the Texas Department of Transportation depending on the location(s) of the sign(s). The Pedernales Electric Company performs the installation of the overhead street banners.

Request for placement of banner received on: _____	Approved: Yes ____ No ____
	Signature: _____ PARC Representative

RESTROOM FACILITIES

Depending upon the size and the location of the event, the addition of portable toilets may be necessary. The following guidelines will help you with the coordination of portable toilets for your event.

- An adequate number of toilets must be provided depending upon the number of participants expected and the duration of the event. Other factors include the ratio of male to female participants and the availability / consumption of alcoholic beverages at the event.
- ADA approved accessible toilets must be provided at the event.
- Toilets must be located on a surface that has adequate water drainage. The location must be approved by the Parks and Recreation Department.

Supplier of Port-O-Cans: _____	Phone #: _____
Date and time of delivery: _____	
Date and time of Pick up: _____	

TRASH AND LITTER REMOVAL

Clean well kept grounds are important to the safety and the satisfaction of the event participants. Large numbers of trash containers placed throughout the event site in high traffic and eating areas will help minimize the amount of trash that ends up on the ground. The use of a rental dumpster is the recommended method for disposing of trash. The following rules and guidelines apply to trash and litter removal.

- The sponsoring organization is responsible for scheduling and paying for dumpsters and trash containers.
- The number of dumpsters necessary will depend on the number of participants at the event, the amount of food and drink available, and the actual size of the event.
- Plans for a clean-up crew are required. Cleaning crews should be working throughout (multiple day events), and at the conclusion of the event. Failure to adequately clean will result in the loss of your deposit.
- Event sites must be cleared of all ground trash immediately following the event or as specified by the Parks and Recreation Department. Dumpsters must be removed no later than 24 hours following the event.

Supplier of Trash Receptacles: _____ Phone #: _____
Number of Dumpsters: _____ Number of trash cans: _____
Date and time of delivery: _____
Date and time of Pick up: _____

PARKING

Parking is very important when planning your event. Residents need access in and out of their homes. Emergency Vehicles will also need to be able to move in and out of the event if necessary. A detailed parking plan is required. The plan needs to include location, transportation, direction, traffic flow etc.

FIREWORKS DISPLAY

All fireworks displays require a Fireworks Display Permit. The permit application can be obtained from the Fire Marshal's Office. The Permit Fee of \$50 dollars shall be paid to the Buda Fire Department. Additional information needed for the permit shall include a diagram of the location at which the display will be conducted, including the site from which fireworks will be discharged; the location of buildings, highways, overhead obstructions and utilities; the lines behind which the audience will be restrained and audience parking.

Request for fireworks display received on: _____ Approved: Yes _____ No _____
Signature: _____ Fire Marshal's Representative

AMPLIFIED MUSIC

Amplified music is permitted and allowed in the following parks

- City Park
- Downtown Greenbelt

PARK CURFEW

All parks are closed from 10 p.m. to 6 a.m.

Any request for extended park hours and the closure of any city streets must be submitted in writing and all departments must review the request. The City Council approves the extension of park hours and the closure of streets.

The undersigned, both individually and on behalf of the organization, agrees to defend, indemnify, and hold the City of Buda and its officers, employees, and agents harmless and free from any liability of any nature, including but not limited to liability for damage or injury to any persons or property costs and attorney’s fees arising out of or in connection with the use of city recreational facilities regardless of whether the city was actively or passively negligent, either solely or contributory in connection with such liability. I certify that we have received and read the rules and regulations I, the undersigned, do hereby agree that we will abide by the policies governing the use of this facility and I will be responsible for any damages to the facility, furniture, or equipment caused by the occupancy or our organization on the premises.

Signature

Date