



SPECIAL EVENTS PACKET

A GUIDEBOOK FOR
PUBLIC SPECIAL EVENTS

CONTACT INFORMATION:

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Welcome to Buda!

Thank you for choosing the City of Buda as the host site for your special event. The Buda Parks and Recreation Department is happy to assist you with the coordination of your special event. This information packet is designed to help you understand the policies, regulations and ordinances related to the production of a public special event here in Buda. We are available to answer any questions you might have as you move through the approval process.

The Special Event Packet should be submitted at least 60 days prior to the planned event. Once submitted we will reserve the date until all approvals are obtained. If City Council action is necessary, a representative for the event sponsor is requested to attend the meeting to answer any questions that might arise.

Staff will assist you with all aspects of the planning process as necessary. Our goal is to help you have a safe and successful event. The City of Buda is glad you chose our community to host your special event and we look forward to working with you to make sure your event is truly special!

Greg Olmer

Director, Parks and Recreation Department

General Event Information

Name of Event: _____

Contact Name: _____

Organization: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: _____ **Secondary Phone:** _____

E-Mail: _____

Dates of Event: _____ to _____

Location: _____

Description of Event: _____

Approximate Number of Participants: _____

ADVERTISING IN BUDA

Advertising may be done on the city’s electronic reader board at a cost of \$20 for 30 days for Non-profit organizations only. Contact the Community Development Department at 512-312-5745.

ALCOHOL LICENSING, PERMITS and Miscellaneous

The Texas Alcoholic Beverage Commission (TABC) controls the sale or distribution of alcoholic beverages. In addition to the rules and regulations set by the 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 public parks and recreation facilities without obtaining a city alcohol permit except as follows.

(1) Possession and consumption of alcoholic beverages is limited to beer and wine served and/or sold 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. The permit holder will hold all liability responsibilities.

(2) Possession and consumption of beer and wine is allowed during designated city organized events in designated areas.

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

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

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

City Alcohol Permit issued on _____ Signature: _____
Director of Parks

Parks and Recreation Phone 512-295-7170

AMUSEMENT RIDES

All amusement rides must meet the Amusement Ride Safety Inspection and Insurance Act, and the Texas Occupations Code Chapter 2151. An amusement owner/operator must file with the Texas Department of Insurance an insurance policy with certain minimum limits for bodily injury for person using the ride and an annual amusement ride safety inspection certificate.

What’s considered as an amusement ride?

Most mobile carnival rides, also include, but not limited to the following: concession go-carts, rock-climbing walls, bungee jumps, zip lines, mechanical bulls, trackless trains, continuous airflow inflatable rides/devices and various simulators.

Company/Owner Name _____	Phone _____
Email _____	
___ Received copy of Insurance Policy	
___ Received copy of Inspection Certificate for each ride	
Inspection of the amusement/device Approved? YES ___ NO ___	
Fire Marshal Signature: _____	Date _____
Fire Department Phone 512-295-2232	

AMPLIFIED SOUND AND MUSIC

All sounds and music produced by the Special Event must comply with City Ordinance No. 2013-34 which includes the following restrictions:

1. Maximum of 80 decibels during the day and 65 decibels during the nighttime.
2. If an exception to this standard is desired, please fill out the following:

Company/Owner Name _____	Phone _____
Email _____	
I request an exemption to allow a maximum sound level of _____decibels until no later than ___pm	
City Planner Signature: _____	Date Approved by Council: _____
City Planning Department Phone 512-312-5745	

ELECTRICAL SERVICES

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 Marshal’s office. Any service located on City property that needs alteration for your 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 your 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.

Will your event require any of the previously mentioned electrical sources? Yes_____No _____

Electricians Name / Company: _____ Phone_____

Electricians Signature:_____

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.

EXEMPTIONS

Specific changes or exemptions from the requirements of the Special Events Packet may require City Council approval. All such requests must be made when the Special Event Packet is approved by the City Council.

FOOD SERVICE

To ensure the safety of visitors and citizens, it is required that any organization, business, or individual selling or distributing food must have their food handler’s permit through Hays County.

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

<p>Will food be sold at this event: Yes ____ No ____</p> <p>Food Handlers Permit received on (if applicable)_____ Signature: _____</p> <p style="text-align: right;">Director of Parks</p> <p>Parks and Recreation Phone 512-295-7170</p>

INSURANCE

Any event that is opened to the public must provide public liability insurance from an 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 (1) week prior to the event.

<p>Certificate received on: _____ Signature: _____</p> <p style="text-align: right;">Director of Parks</p> <p>Insurance Carrier:_____ Policy #: _____</p> <p>Parks and Recreation Phone 512-295-7170</p>
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JACKSON TYLER NORRIS MEMORIAL SKATE PARK

JTNM Skate Park or part thereof is not available for rental except for special events.

PARKING

The City of Buda is committed to providing useful and appropriate facilities to serve special events of all sizes, from intimate weddings to regional attractions. By design, different sites provide venues appropriate for different size events. Neighborhood parks like Whispering Hollow have shelters that are perfect for small birthday parties while City Park is designed to accommodate thousands of people. Buda venues both large and small have been designed to meet the needs of the users with shade, drinking fountains, tables, and in most cases parking and restrooms without detracting from the comfort and safety of our residents. Facility users are expected to utilize the facilities for their designated purposes to prevent undue hardship on adjacent residents and the City at large. Of primary concern is downtown parking during large events at City Park. The City of Buda has invested tremendous resources to provide sufficient parking for these different events to prevent problems for area residents. To minimize safety concerns and conflicts with residents while encouraging off street parking, the City requires Facility Users to provide free parking at the City Park location. A Parking Plan will be required for all venues. The plan will include location, transportation, direction, traffic flow, emergency access and handicapped parking. The plan requires approval of the Chief of Police and the Director of Public Works.

Parking Plan received on: _____	Signature: _____ Director of Parks
Council Approved: Yes ____ No ____	Signature: _____ Buda Police Chief
	Signature: _____ Director of Public Works
Parks and Recreation Phone 512-295-7170	
Police Department Phone 512-312-1001	
Public Works Phone 512-312-2876	

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.

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.,
 Except Jackson Tyler Norris Memorial Skate Park which is open 6 a.m. to dusk)
 Describe **in detail** purpose of park rental _____

RENTAL FEES PER DAY

Description	Resident Rate	Non-Resident Rate	Deposit
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	\$50.00	\$65.00	\$100.00
Stoneridge Park Pavilion	\$35.00	\$45.00	\$100.00
Whispering Hollow Park Pavilion	\$35.00	\$45.00	\$100.00
Permit Fees (bounce house, electric, water, sound, etc. if applicable)	\$10.00	\$10.00	N/A
On-Site Inspection Required? (Park Director's 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
Jackson Tyler Norris Memorial Skate Park (Submit Special Event Pkt.)	\$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 # _____
 Staff Initials _____
 Card# _____
 Expiration Date _____
 CVS# _____
 Date Paid _____

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 Park's 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 _____

RESTROOM FACILITIES

The provision of restroom facilities is the responsibility of the sponsoring organization. Permanent restrooms at City Park are not available for use during special events. 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: _____

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 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 to obtain approval from the Fire Marshal and Police Chief.

Emergency Plan received on: _____	Signature: _____ Director of Parks
Approved: Yes ____ No ____	Signature: _____ Buda Police Chief
Parks and Recreation Phone 512-295-7170 Police Department Phone 512-312-1001 Fire Department Phone 512-295-2232	Signature: _____ Fire Marshal

SECURITY REQUIREMENTS

Based on the size and content of your event, the City may require the use of certified/uniformed Peace Officers (Hays County Sheriff’s 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 itinerary for the event. The names and contact information of these Officers will be required by the Parks and Recreation Department and due one (1) week prior to the event.

The City of Buda has the right to require additional security for your event if deemed necessary

Security information received on: _____	Signature: _____ Director of Parks
Parks and Recreation Phone 512-295-7170	
Police Department Phone 512-312-1001	
Event Security Approved: Yes ____ No ____	Signature: _____ Police Chief
Security Company: _____	Phone#: _____
Officer #1: _____	Phone#: _____
Officer #2: _____	Phone#: _____
Officer #3: _____	Phone#: _____
Officer #4: _____	Phone#: _____
Officer #5: _____	Phone#: _____

SITE PLAN

All temporary structures, portable buildings, fences, food booths, stands, stages etc. will require a “Temporary Structure” permit available through the Buda Fire Department (See next page). A map of the event site, detailing the location of all structures must be provided in order to obtain a permit.

Site Plan received on: _____	Signature: _____ Director of Parks
Approved: Yes ____ No ____	Signature: _____ Librarian
Parks and Recreation Phone 512-295-7170	

STAGE

Stages and elevated platforms are the responsibility of the Sponsoring Organization. All such structures are subject to inspection and approval by the Fire Marshal.

TENTS AND TEMPORARY 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 Vendor: _____	Phone #: _____
Flame Retardant Certificate received on: _____	Rec'd by _____ Fire Marshal or representative
Inspection of tents Approved: Yes ___ No ___	Signature _____ Fire Marshal
Fire Department Phone 512-295-2232	

TRAFFIC CONTROL and STREET CLOSURES

All requests for city street closures must be handled through the Buda Police and Public Works Departments. The Parks and Recreation Department will assist in the procedure for street closure. Final authorization of the street closure must be approved by the City Council. The sponsoring organization will be responsible for all associated costs of required traffic control devices and signage. A detailed map must be submitted outlining the street closure request and should include times of closures.

Request for street closure received on: _____	Signature: _____ Director of Parks
Council Approved: Yes ___ No ___	Signature: _____ Police Chief
Parks and Recreation Phone 512-295-7170	Signature: _____ Director of Public Works
Police Department Phone 512-312-1001	
Public Works Phone 512-312-2876	Signature: _____ Fire Marshal
Fire Department Phone 512-295-2232	

TRASH AND LITTER REMOVAL

Clean, well kept grounds are important to the safety and the satisfaction of the event participants. Sponsoring Organizations are responsible for maintaining a clean site during the event as well as leaving the venue clean after the event. The City will supply 10 sixty gallon trash receptacles in City Park for use by the Sponsoring Organization during special events. Any additional needed trash receptacles or dumpsters are the responsibility of the Sponsoring Organization. Event sites must be cleared of all ground trash immediately after the event. Failure to properly clean the event site will result in charges against the deposit in an amount relative to the cost of labor and materials required by the City to clean the event site.

Supplier of Trash Receptacles: _____	Phone #: _____
Number of Dumpsters: _____	Number of Trash Cans: _____
Date and time of Delivery: _____	
Date and time of Pick up: _____	

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

Printed Name

Address City State Zip

Phone

Email address