

CITY OF LA VERNIA, TX SPECIAL EVENT PERMIT DETERMINATION



Date of Event: _____

Event Start Time: _____ am/pm Event End Time: _____ am/pm

Setup Date: _____

Setup Time: _____ am/pm Event End Time: _____ am/pm

Name of Event _____

Race/Run/Walk Parade Firework Display Concert/ Festival Vendor Market Other _____

Event Address _____

Is this City Property? _____

If yes, you must provide proof of insurance in the amount of \$1,000,000 naming the "City of La Vernia" as an additional insured before issuance of the permit. All city park rules must be followed.

Applicant Contact Information

Name	_____
Mailing Address	_____
Phone Number	_____
Email	_____

Organization Hosting Event: _____

Anticipated / Estimated Attendance: _____

Please provide a summary describing your event. Include all activities that will be conducted as part of this event: _____

Does your event require a road, lane, sidewalk and/or parking space closure? Yes No

Will alcohol be served or available or at the event? Yes No

Is this event open to the general public? Yes No

Who can attend? _____

Is there a charge or fee for admission? Yes No

How much is admission? _____

VENDORS:

Will this event have vendors selling items? Yes No

If Yes- Please List: _____

Will, they be inside or outside of your establishment/building? Inside Outside Both

Will this event have any food vendors or food trucks? Yes No

If Yes- Please List: _____

Food vendors are required to have a food permit. Please Reference our Food License Permit.

Will this event have any bounce houses/amusement rides or large tents (over 400 sq ft)? Yes No

Will there be:

Any tents larger than 400 sq ft? Yes No Comments:

Temporary structures or Stages over 120 sq ft? Yes No Comments:

Temporary Fencing? Yes No Comments:

Amusement/carnival rides? Yes No Comments:

Live animals or petting zoo? Yes No Comments:

Amusement train? Yes No Comments:

Inflatables/Bouncy house(s)? Yes No Comments:

Fireworks/Pyrotechnics Yes No Comments:

PARKING:

What type of parking will be utilized by this event? On-site Off-site Both

(You must have written consent you can provide the city if parking will be located on another property owner/business's property).

Please list number of parking spots available _____

TRAFFIC:

Are you proposing any street closures? Yes No

Please list what streets? _____

Will you be requesting that La Vernia PD help direct any traffic? Yes No

Note: Additional approval through TXDOT may be required for some streets.

SIGNS:

Will you have signageto advertise your event? Yes No

Where are the signs to be located? _____

Will you have directional and/or ingress/egress signs? Yes No

Note: All signs must be in compliance with city ordinances and TXDOT state law.

ALCOHOL:

Are you planning on serving alcohol at this event? Yes No

If yes – Any event providing alcohol sales or consumption is required to have a valid permit or license to sell or serve alcoholic beverages issued by the Texas Alcoholic Beverage Commission (TABC). Any alcohol sales conducted without a TABC permit will result in a fine, a Class C Misdemeanor, and immediate shut down of your event. All alcohol must be in a contained (fenced) off area and additional security will be required for any events providing alcohol.

What type of alcohol will be served? (Check all that apply) Beer Wine Drinks

No glass bottles are allowed in city park

PARADES

Please list what streets?

Will there be animals participating Yes No

Have you coordinated with LVPD for Road Closers? Yes No

Do you have a TXDOT Permit? Yes No

AMPLIFIED SOUND AND MUSIC:

Will you have music at this event? Band DJ Other:

What time does the music start? _____ What time does the music end? _____

All sound and music must comply with city ordinance.

RESTROOMS:

How many restrooms will be accessible at the event? _____

If you are having portable restrooms delivered, please list the date and time of delivery.

Please list the restroom vendor and phone number: _____

SECURITY

Will you be requesting officers to work Security during your event?

Yes No If Yes – How Many? _____

Security will be required for any event that provides alcohol.

Number of Attendees	Minimum Number of Officers Required
100	1
101-300	2
301-600	3
601+	4+

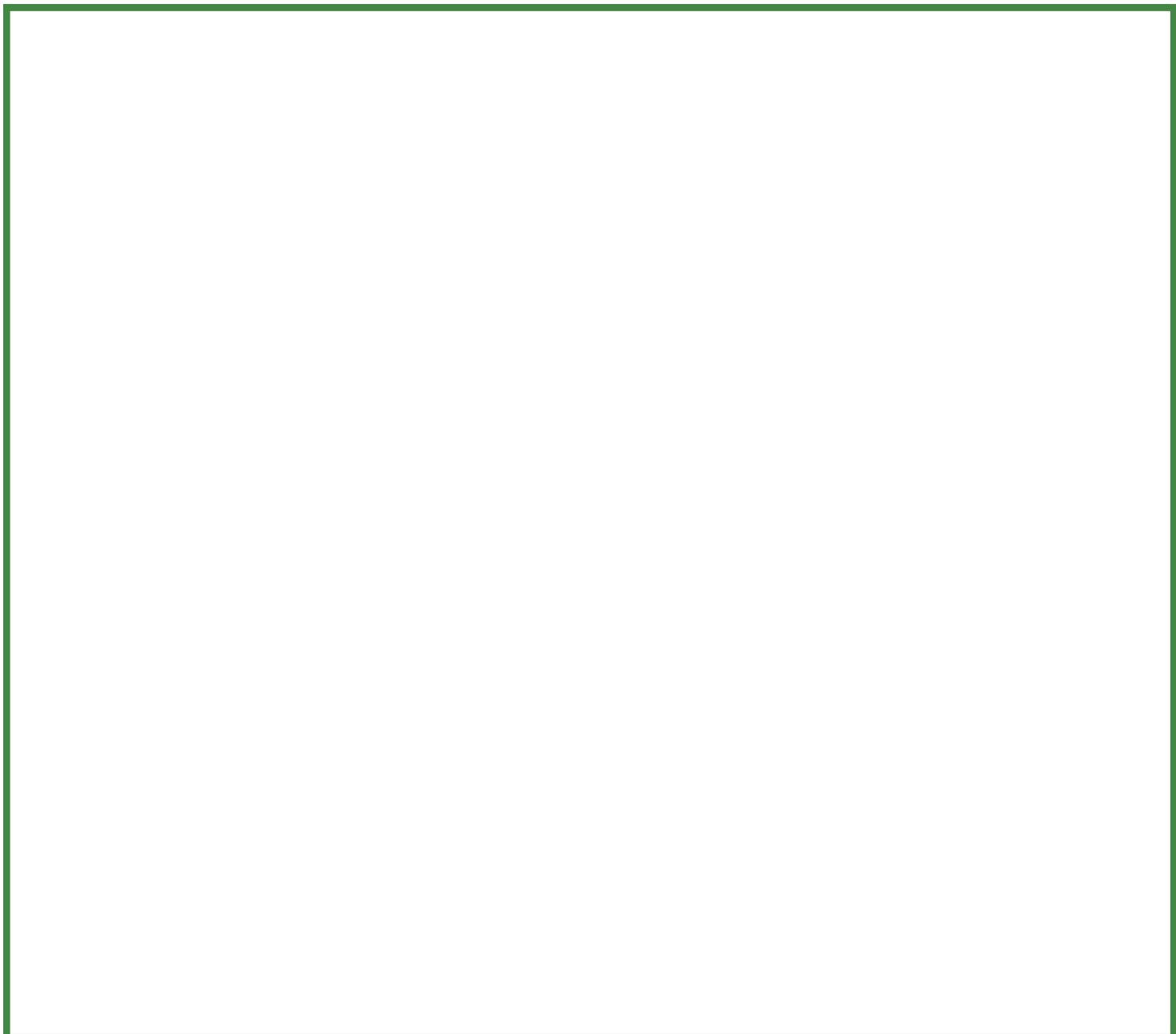
SECURITY FEE: When the presence of certified police officers is necessary, every applicant shall pay for the services of such personnel BEFORE THE EVENT. If additional security is needed, the difference for the additional hours will be paid upon completion of the event.

Please contact the La Vernia Police Department at 830-779-4541 for more information on cost or to schedule security.

SITE PLAN

Please sketch a site plan to scale in the spacebelow, or attacha print out of GoogleEarth with locationsof the items below:

- Location of adjacent structures and mobile structures (stages, tents, bleachers, etc.)**
- Location of pointsof ingress/egress (Entrance/Exit)**
- Location of fire lanes for use by emergency equipment with min. width of 20 ft and min. height clearance of 14 ft.**
- Location and size of parking area**
- Location of band, music, DJ**
- Location of sanitary facilities and trash containers**
- Area designated for alcohol sales and/or consumption**
- All signage**
- Route Map (for parades)**
- Any proposed street closures – additional approval may be required from TXDOT**



FEES:

TYPE	COST	Notes
Special Event Permit	\$0	1
Street Closure	-	Contact City Office
Food Vendors	varies	Contact City Office
Park Facilities	varies	See Park Rental Application for facility fees.

Security Request (4hr minimum)	COST
General Security	\$40 Per Hour
Police Bicycle Certified Officer	\$55.00 Per Hour
Long-term Contract requests (received less than 48 business hours)	\$40 Per Hour
Emergency situations (requests received less than 48 business hours)	\$50 Per Hour
Emergency situations (requests received less than 48 business hours) Supervisors, when required (determined by the complexity of the request)	\$60 Per Hour
Holiday or Plain-clothed Officers or Specially Trained Officers	\$65 Per Hour

	Special Event Permit Application – Permit application completely and properly filled-out.
	Applicable Event Fees and Deposits
	Event Site Plan– Include information about: Restroom Facilities/Portable Toilets, Parking Plan, Race and Parade Routes, Signs, Electrical Plan, Fencing and Barriers, Street Closures, Vendor/Exhibitor Booths, Stages, Tents, Trashcans / Dumpsters, Event Staging and Transition Areas, and other activities related to the event.
	Event Liability Insurance – Comprehensive General(Public) Liability in the amount of \$1,000,000 naming the “City of La Vernia” as an additional insured. - City of La Vernia's mailing address is PO Box 225, La Vernia, TX 78121.
	Traffic Management Plan – Include information about ingress and egress for the event, parking information, rode closure information, etc.
	Inclement Weather Plan – Include information on severe weather procedures and rainouts.
	Cleanup Plan– Include information on how public property will be cleaned up during and after the event.
	Restroom Facilities/Portable ToiletsPlan – An adequate number of toilets with hand sanitizers must be provided depending upon the number of participants expected and if alcoholic beverages area being offered.
	Rental Application - Fees and application if renting the gazebo/pavilion/fields/volleyball courts, etc.
	Alcohol Permit – If you will be selling alcohol at your event, you will need a permit from the Texas Alcoholic Beverage Commission (TABC). Submit your TABC Permit with this application.
	Security - Security hired and all fees paid depending on event size, location, activities, and if alcohol will be sold or consumed at your event.
	List of Vendors/Exhibitors/Food Services – Include what they will be selling at your event. Food vendors must be registered with the city with all fees paid for that year.
	Additional Supporting Information – All flyers, promotional materials for the event, written permission/agreement letter for property and/or parking use, etc.

LA VERNIA SPECIAL EVENTSUPPORTING DOCUMENTATION

Type of Event	Application Requirements
Parade/Assembly	<ul style="list-style-type: none"> • Completed Permit Application 60+ days in advance • Liability Insurance Certificate • Staging Area and Parade Route Map • Streets to be Closed • Safety/ Security Management Plan • Traffic Management Plan • Inclement Weather Plan • Event Cleanup Plan • Restroom Facilities/ Portable Toilets Plan • All flyers/ promotional material • Any Additional Supporting Documents • If Applicable: <ul style="list-style-type: none"> ◦ Facility Rental ◦ Electrical Plan ◦ Temporary Food Permit
Festival Carnival Exhibition	<ul style="list-style-type: none"> • Completed Permit Application 60+ days in advance • Liability Insurance Certificate • Event Layout Map • Parking Plan/Map • Event Cleanup Plan • Safety/ Security Management Plan • Traffic Management Plan • Inclement Weather Plan • Restroom Facilities/ Portable Toilets Plan • All flyers/ promotional material • Electrical Plan • Temporary Food Permit • Any Additional Supporting Documents • If Applicable: <ul style="list-style-type: none"> ◦ Facility Rental ◦ TABC Permit ◦ Streets to be Closed
Race Bike Race Walk	<ul style="list-style-type: none"> • Completed Permit Application 60+ days in advance • Liability Insurance Certificate • Staging Area Map • Race/Walk Route Map • Streets to be Closed • Safety/ Security Management Plan • Traffic Management Plan • Inclement Weather Plan • Event Cleanup Plan • Restroom Facilities/ Portable Toilets Plan • All flyers/ promotional material • Any Additional Supporting Documents • If Applicable: <ul style="list-style-type: none"> ◦ Facility Rental ◦ Electrical Plan ◦ Temporary Health Permit

ACKNOWLEDGMENTS:

PUBLIC NOTIFICATION:

City may require that applicant deliver written notice to all owners or occupants of real property abutting the boundaries of the area in which the event will be conducted. The notice must include the following information: event date, time, location, and a statement that an application for a Special Event Permit has been filed.

CLEANLINESS:

Applicant shall return public spaces to a clean and orderly condition and replace all City property to its original location. Applicant shall pay for the cost of replacement or repair of any damage to the facility or equipment within that public space caused from the use thereof. Appliance shall refrain from applying any permanent or semi-permanent markings to roads and pedestrian pathways without prior approval.

DAMAGE OR LOSS OF MATERIALS:

When events are not operated or sponsored by the City, the City shall not be responsible for damage or loss of materials used or left in any public spaces and does not assume liability on groups or individuals attending an event within said public spaces.

INSURANCE:

No event permit shall be issued for a special event until the applicant has filed a certificate of insurance, indicating that the required insurance to repair or replace any damage to publicly owned property within or adjacent to the event.

The insurance policy shall be in force and effect during the period of time of the event and lists the City as an Additional Insured.

Such an insurance policy must be in the face amount of not less than (\$1,000,000.00 and issued by a company licensed to issue such a policy in Texas. This provision may be satisfied by either a special policy issued solely for the event or by a standing liability policy maintained by the applicant year-round, so long as it meets the minimum requirements of this subsection.

Applicants have the right to show cause when the insurance requirement should be reduced or waived, and to attach such a request to the submitted permit application.

The City Manager will review requests and may increase, decrease, or remove the insurance requirement based on the event application.

An applicant may be required to furnish additional liability insurance based on the type of event, equipment, machinery, location, alcohol-related exposures, number of people involved, and other pertinent factors or risks associated with the event. The final determination of the amount of additional insurance necessary will be made by the City Manager.

INDEMNITY AGREEMENT:

1. As a condition of a Special Event Permit being issued, the applicant agrees to protect, indemnify and hold harmless, the City of La Vernia, its officers, agents and employees, from and against suits, actions, claims, losses, liability or damage of any character, and from and against costs and expenses including attorney fees incidental to the defense of such suits, actions, claims, losses, damage or liability on account of injury, death or otherwise, to any person or damage to any property, arising from any negligent act, error or omission of the undersigned, its officers, employees or agents, arising out of, resulting from, or caused by any act occurring as a result of the exercise of the privileges granted by this permit.
2. Applicant agrees that this indemnity agreement is intended to be as broad and inclusive as is permitted by the laws of the state of Texas, and that if any portion is held invalid, the remainder shall, notwithstanding, continue in full legal force and effect.
3. This indemnity agreement contains the entire agreement of the undersigned and the City of La Vernia, and may not be modified or altered without the express written consent of the City of La Vernia.
4. This indemnity agreement shall be construed in accordance with Texas law and is preferable for all purposes in the County of Wilson, State of Texas.

I do solemnly swear (or affirm) that all answers given and statements made on this application are true and correct to the best of my knowledge and beliefs. I agree to comply with the requirements described in this application.

APPLICANT SIGNATURE**DATE**

If the event is held on private property, please have this portion signed by the owner of the private property where the special event is going to be held.

I hereby grant the applicant and any affiliated organization permission to use my property in connection with the special event described above

Property Owner Signature**Date:**

Please return the completed application, the application fee, the deposit, and all other required documentation to the City of La Vernia. Allow up to five (5) business days for processing.

Appeal must be filed with the Administrative Office no later than one full business day following the receipt of the denial of the permit by the City Administrator or their designee and Police Chief. The committee shall meet to consider the denial within three (3) business days of the filing of the appeal and shall render its decision within 24 hours of meeting.

FOR OFFICE USE ONLY

CITY ADMINISTRATION APPROVAL:

YES

NO

DATE

Comments

POLICE DEPARTMENT APPROVAL:

YES

NO

DATE

Comments

FIRE DEPARTMENT APPROVAL:

YES

NO

DATE

Comments
