



Open Public Event Packet

Welcome!

The City of San Marcos Parks and Recreation Department is eager to assist you with the coordination of your open public event. This information packet is designed to help you, the event coordinator, understand and comply with all rules, regulations and City ordinances related to the production of your event. It is the responsibility of the event coordinator to review the information contained within this packet and comply with the guidelines listed.

The Parks and Recreation Department requires that an [application](#) be filled out and submitted to the department at least 60 days prior to the event. We will check the availability of the facility being requested and place a temporary contract on the event date while approval is being determined by the Parks and Recreation Director. You will then be informed of the decision via email. If your event is approved, the details of this packet will need to be reviewed and the required next steps will need to be taken. A checklist with due dates has been provided to ensure communication and compliance.

If your event is less than 60 days away, you may not be permitted to proceed. Regardless, please submit the application for review.

Please note that you may be required to meet with City staff from multiple departments both before and after your event. Staff will be discussing with you the details of your event, how it will impact city services, park patrons and ultimately, to ensure that participants enjoy a safe and well-planned event experience.

As the event coordinator, you are responsible for the behavior of the event participants. Unlawful behavior and/or damages to the event location and/or facilities could result in event cancellation and/or further action as deemed necessary by the appropriate authorities. Failure to comply with any part of the guidelines contained within this packet could result in cancellation/additional fees/removal from premises/loss of future renting privileges. As the event coordinator, you are undertaking a large responsibility for the production of this open public event. Advance planning will help ensure your event runs smoothly.

Thank you for choosing the Parks and Recreation Department. We look forward to getting to know you!

Sincerely,

City of San Marcos Parks and Recreation
ParksInfo@sanmarcostx.gov
512-393-8400

Event Preparation Checklist

Not all items on this checklist may be required for your event. Parks and Recreation Department Staff can assist with any questions you have about what you are required to complete.

More details on each requirement can be found in the following pages.

60 DAYS PRIOR TO EVENT

___ Submit event application to Parks and Recreation Department

45 DAYS PRIOR TO EVENT

___ Submit General Liability Event Insurance to Parks and Recreation naming City as additionally insured

___ Submit Liquor Liability Insurance naming City as additionally insured to Parks and Recreation

___ Submit TABC License

___ Inform Parks and Recreation Staff of need for event security

___ Contact SMPD / Permit Center/ TxDOT for road closures

___ Contact Environmental Health

___ Contact Resource Recovery

___ Contact Animal Services (live animals, adoptions, petting zoos)

___ Inform Parks and Recreation if bringing own tent(s)

___ Inform Parks and Recreation of need for Amusement Permit (jump castles / trains)

___ Contact tent rental company / Fire Marshal's Office for permit(s) for tent(s) over 20' x 20'

___ Request from Parks and Recreation of number of tents needed for rental

___ Discuss electrical needs with Parks and Recreation

___ Request use of street signs / banners through TxDOT and/or SMEU

___ Request signs / banners to be placed on park property

___ Secure portable toilet restroom facilities

30 DAYS PRIOR TO EVENT (to be submitted to Parks and Recreation)

- ___ Submit peace officer(s) names
- ___ Submit approval for road closures
- ___ Submit approval from Environmental Health
- ___ Submit approval from Resource Recovery
- ___ Submit approval from Fire Marshal's office for tent(s) larger than 20' x 20'
- ___ Submit Flame Retardant Tent Certificate
- ___ Finalize electrical needs
- ___ Submit approval for street signs / banners from SMEU/TxDOT
- ___ Install banners on park property (10 days prior)
- ___ Submit portable toilet delivery/removal dates
- ___ Submit Safety Management and ADA Compliance Plan to Parks and Recreation. This includes an upload of your event map with locations of portable toilets, jump castles /amusements, tents, electrical locations, vendors, food booths. Link will be provided by staff.
- ___ Submit signed, last page of Open Public Event packet
- ___ Make payment to Parks and Recreation

AFTER EVENT

- ___ Walk through grounds to ensure trash and litter is removed
- ___ Dispose of trash / recycling / compost as directed; return eco-stations
- ___ Take down signs / banners (within 48 hours)
- ___ Ensure removal of portable toilets (within 48 hours)
- ___ Turn in assigned keys and discuss with staff success / failure of event (next business day)

BEFORE YOUR EVENT

FEES AND SETUP

For a complete list of fees administered through the Parks and Recreation Department, please visit: sanmarcostx.gov/facilityrental.

Please note: Your event may require additional fees to be paid to other City departments.

The Parks and Recreation Department does not provide tables and chairs for your event if your event takes place outdoors. Some facilities do include the use of tables and chairs, which are to remain inside the facility at all times.

EVENT INSURANCE

Any event that is open to the public and on City property must obtain a one (1) million-dollar general liability insurance policy. This can be in the form of a one-day event insurance or by including the event as a rider on an existing insurance policy. The insurance policy must name the **CITY OF SAN MARCOS** as the additional insured and be submitted to the Parks and Recreation Department prior to your event. Payment for the cost of the insurance policy is the responsibility of the organization or individual coordinating the event. Please note that some events may require more than a one (1) million-dollar general liability insurance policy.

SECURITY REQUIREMENTS

Based on the size of your event and/or if alcohol will be present, the City may require the presence of uniformed peace officer(s). Parks and Recreation staff will coordinate with the City Marshal's Office / San Marcos Police Department (SMPD) on the details of your event and begin the process of recruiting officer(s). Additional fees will apply and are to be paid directly to the recruited officer(s). Additional information on security requirements can be obtained by calling Parks and Recreation at 512-393-8400 or SMPD at 512-753-2108. You are required to submit the peace officer(s) name(s) and proof of payment to the Parks and Recreation Department prior to your event.

The officer(s) must be present 30 minutes prior to the beginning of the event and must stay 30 minutes after the event has ended. The officer(s) will be provided relevant event details including expected number of participants and the event coordinator's name and phone/email.

The presence of alcohol will require security officer(s) regardless of the size of event.

The Parks and Recreation Department reserves the right to require additional security officers for your event if deemed necessary by the City Marshal / SMPD.

ALCOHOLIC BEVERAGES

The Texas Alcoholic Beverage Commission (TABC) controls the sale and/or distribution of alcoholic beverages. In addition to the rules and regulations set forth by the TABC, the City of San Marcos has rules that apply to alcoholic beverages at open public events.

- The event must be covered by a one (1) million-dollar general liquor liability insurance policy naming City as additionally insured
- Any event that serves or offers alcoholic beverages must have uniformed peace officer(s) present.

- A copy of the TABC license must be provided to the Parks and Recreation Department. Alcohol will be allowed only at the event location and must be kept within the designated boundaries set forth by the Parks and Recreation Department.
- Glass and Styrofoam containers are prohibited in all city parks.

The TABC can be reached by phone at: 512-396-2808 or by visiting: <https://tabc.texas.gov/services/tabc-licenses-permits/>.

Additional fees may apply through the TABC.

SMOKING AND VAPING

Per [Sec. 34.257](#) of City Code, smoking and vaping are not allowed on city property or in city facilities.

PARKING

Parking for your event will depend upon location and expected attendance. Public parking lots are for use by the general public. Parking lots will not be blocked off for specific events without prior approval from the Parks and Recreation Director. Absolutely no vehicles/campers/driving allowed on grass areas.

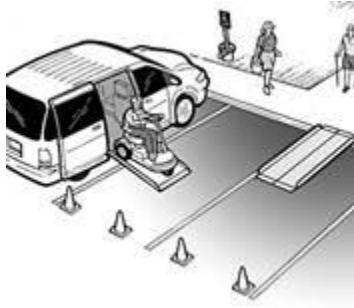
ROAD CLOSURES

If your event requires road closures, or if your event will involve a rolling parade, march or of similar type of activity which could disrupt usual traffic flow, please contact SMPD at 512-753-2108.

Additional fees may apply with SMPD.

ADA REQUIREMENTS

- Walkway surfaces must be at least 36 inches wide, without abrupt level changes (no level change greater than ½ inch), and the surface must be stable, firm, and slip resistant. Curb ramps should not be too steep (no steeper than 1:12).
- The use of temporary ramps can provide access over steps or high thresholds.
- Parking provided at the event must meet specific minimum width requirements for spaces and access aisles so attendees with mobility disabilities can get out of their car or van. Generally, the access aisle must be of at least 60 inches wide for cars and 96 inches wide for vans. Van spaces can also have an access aisle at least 60 inches if the width of the van parking space is at least 132 inches. A sign, with the International Symbol of Accessibility, must mark each accessible parking space. Van-accessible spaces must be designated as such on the sign at these spaces. If only one accessible space is provided, it must be a van-accessible space. Accessible parking spaces must be in a level area with no steep slopes and on the shortest accessible route from parking to the accessible entrance.



- A van parked in a temporary accessible parking space marked with traffic cones to create the access aisle and accessible route and a temporary ramp provides access to the sidewalk.
- Protruding objects may pose hazards to attendees with vision disabilities, who may bump into them if they are not detectable by a sweep of a cane.

Safety Considerations

- No tripping hazards including all electrical cords and guidewires must be covered or marked.
- Potential fire hazards

SAFETY MANAGEMENT PLAN

As the event coordinator, you are responsible for the safety of all participants. The [Safety Management and ADA Compliance Plan](#) will assist you in planning a safe event and must be submitted to the Parks and Recreation Department prior to your event.

FOOD AND BEVERAGES

If your event involves the distribution or sale of food/beverages, you will need to contact [Environmental Health](#) to obtain the necessary permit(s). Compliance with all state and local health codes must be adhered to throughout the duration of your event and permit(s) must be submitted to Parks and Recreation prior to your event. Environmental Health can be reached by phone at 512-393-8440 or by emailing HealthInfo@sanmarcostx.gov.

Additional fees may apply through the Environmental Health Department.

Food trucks/trailers/grills are only permitted in pre-designated parks and may never be parked on the grass.

Glass and Styrofoam containers are prohibited in all city parks.

Only compostable products can be used in city parks.

LIVE ANIMALS

If your event involves live animals (petting zoo, animal exhibition, adoption, etc.), you will need to reach out to the Animals Services Department at 512-805-2655. There is an application, associated fees and inspection involved.

WASTE MANAGEMENT

All events are required to have waste management. Please contact [Resource Recovery](#) prior to your event to schedule a time to meet with Staff. Resource Recovery will provide you with information to guide you in a successful, eco-friendly event. They will also direct you on how to acquire and return materials as well as how to dispose of the trash, recycling

and compost collected during and after your event. Resource Recovery can be reached by phone at 512-393-8419 or by emailing RecyclingInfo@sanmarcostx.gov.

Additional fees may apply through the Resource Recovery Department.

The event site must be cleared of all trash immediately following the EVENT. Failure to adequately clean event grounds will result in additional charges and/or loss of future renting privileges.

Glass and Styrofoam containers are prohibited in all city parks.
Only compostable products can be used in city parks.

TEMPORARY STRUCTURES

Temporary structures, portable buildings, tents, food booths, jump castles, amusement rides, stages, etc. require advance notice and a permit through the Parks and Recreation Department. A map of the event site detailing the location of all structures must be submitted to the Parks and Recreation Department prior to the event. Payment for the cost of the temporary structure is the responsibility of the organization or individual coordinating the event.

Jump castle/amusement trains - approved vendors can be found by visiting:
<https://sanmarcostx.gov/3222/Amusement-Vendors>. Ground staking of jump castles is prohibited in all city parks.

Tents – 10 x 20’ tents are available for rental through the Parks and Recreation Department. Please visit sanmarcostx.gov/facilityrental for a complete list of Parks and Recreation Department fees, including staff setup charges. Tents rented from Parks and Recreation do not require a permit.

Any tent over the size of 20’ x 20’ will need a permit from the [Fire Marshal’s Office](#). The Fire Marshal’s Office can be reached by phone at 512-805-2600 or by email at fireplan@sanmarcostx.gov.

Tent rental companies need to notify the Parks and Recreation Department to schedule setup and take down times.

Tents are only permitted in pre-designated parks.

Ground staking of tents is prohibited in all city parks.

A Flame-Retardant Certificate may be required for certain tents. Certificates must be submitted to the Parks and Recreation Department prior to the event.

If you have electrical needs for inside your tent, please see the electrical section below.

ELECTERICAL NEEDS

Electrical needs must be clearly communicated to the Parks and Recreation Department prior to your event. Parks and Recreation Department staff will administer the powering up and powering off of electricity both before and after your event.

The cost to design and setup ADDITIONAL electrical services beyond what is provided by the Parks and Recreation Department is the responsibility of the organization or individual coordinating the event. A licensed electrician must

perform all electrical work and be permitted through the [Building Inspection](#) and/or [Fire Marshal's Office](#). Any electrical service located on city property that needs alteration for your use must be restored to the previous condition following the event. Not all alterations will be approved and not all electrical connections will be available for your event. The extent of your electrical use may result in additional consumption charges.

Additional fees may apply through the Building Inspection and/or Fire Marshal's Office.

The following items must be considered when speaking with 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 provided to the electrician. Live bands can consume large amounts of electricity.
- Do you require electrical services and lighting inside your tents?
- Electrical extension cords are not permitted to touch the ground in any area. Plan ahead to ensure that you have enough outlets. If you do require the use of an extension cord, make sure that it is in good condition. Extension cords must be grounded, free of splices and cracks and be UL approved.

Additional electrical source information (San Marcos Plaza Park):

- Plugs in the park are GFI receptacles (15 amp), thus total load per duplex receptacle may not exceed 1500 watts (see your main plate on the equipment that is to be plugged in to these receptacles; the total wattage per receptacle should not exceed 1500 watts)
- Keep extension cords as short as possible (to keep voltage drop down). Cords should be at least 14 gage. 12 gage is preferred. Cords should not have any splices or cracks and should be one of three wire grounded type. No cords are allowed on the ground.
- The plugs on the stage are 110-volt GFI type. There are 4 of these receptacles. Additional plugs or electrical hookups for bands will need to be installed by a licensed electrician.
- There is no staking in the park. Do not tie any electrical equipment in the park.
- All electrical panels in the park are kept locked. For stage lights for multi-day events, a key for the panel will be checked out to you.
- All plugs and lights located in Plaza Park are not necessarily active. Plugs are kept off for safety and fire ant reasons. This is why it is imperative for you to discuss the layout and electrical needs of your event with Parks and Recreation Department staff before making plans that may not be achievable.

The Parks and Recreation Department reserves the right to deny any electrical work done on City property.

Improper planning for electrical needs could result in a total power loss.

LIVE MUSIC

Live, amplified music is permitted in the following parks and facilities:

- San Marcos Plaza Park
- Pauline Espinosa Community Hall (inside only)
- San Marcos Activity Center (inside only)
- Dunbar Recreation Center (inside only)
- Veramendi Plaza Park (special permission only)
- Eddie Durham Park (special permission only)

PARK CURFEW AND PARK RULES

11pm – 6am

Park rules can be viewed at: <http://sanmarcostx.gov/889/Park-Rules-Permits>

STREET SIGNS AND BANNERS

Street signs are an effective way to advertise your event and direct participants to designated parking areas. If you would like to use street signs and/or banners, you will need to contact [TxDOT](#) and/or the San Marcos Electric Utility Department ([SMEU](#)), depending on the location(s) of the sign(s). SMEU performs installation of overhead street banners. You will also need to provide the Parks and Recreation Department with confirmation of approval.

Additional fees may apply through these entities.

Requests to place banners on park property need to be made to the Parks and Recreation Department prior to your event. Banners can be placed where authorized no more than ten (10) days prior to the event. The event being displayed must be taking place at the facility. Signs must be removed no more than 48 hours after the event.

RESTROOM FACILITIES

Depending on the size and 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 on the number of participants expected and the duration of the event. Other factors that will determine the number of toilets needed include: the ratio of female participants and the availability/consumption of alcoholic beverages at the event.
- ADA toilets must be provided.
- Portable toilets must be located on an asphalt, firm surface that has adequate water drainage. The location must be approved by the Parks and Recreation Department prior to your event.
- If portable toilets are already in place at your event location, a portable toilet cleaning fee will be assessed and a key will be checked out to you. These portable toilets remain locked before your event and must be re-locked after your event.
- It is the responsibility of the organization or event coordinator to secure and pay for the necessary portable toilet facilities.
- Portable toilets must be removed no more than 48 hours after the event.

CANCELLATIONS/REFUNDS

Requests for cancellation are subject to the Parks and Recreation Department's [refund policy](#). Some fees through other departments might not be refundable.

Should your event need to be cancelled/rescheduled due to imminent weather, please reach out to the Parks and Recreation Department to discuss your options.

It is the organization or event coordinator's responsibility to contact all necessary departments/vendors if the event is cancelled.

AFTER YOUR EVENT

All events must end at the scheduled departure time. You will incur additional charges if your event does not end as scheduled.

Clean up - All event locations and facilities must be cleaned to the condition in which they were received. Additional charges/loss of future renting privileges are possible if staff cleanup is necessary.

Acknowledgement and Agreement

I attest that the information submitted is true and correct. Any misstatement, omission or incomplete response will be grounds for revocation of permit for event.

I understand that this is an agreement with the Parks and Recreation Department to hold an open public event in the City of San Marcos parks system and it is my responsibility to contact all required department/entities necessary to conduct a safe, permitted and eco-friendly event. All plans are subject to change to meet the approval of all parties involved. This application is not all-inclusive and other permits may be required from other departments/entities. All plans that impact other city departments (such as food permits, street closures, etc.) will require review and approval from those departments and it is my responsibility to pay the associated fees and submit the necessary documentation to the Parks and Recreation Department during the timeframe provided within. Successful completion and approval of all required steps, as well as the inter-department review and notification is a process that is required before event approval. I understand that all approvals, signatures, submissions and payments to the Parks and Recreation Department must be made fourteen (30) days prior to my event. Failure to do so will result in a cancellation/postponement of my event.

I am signing this document as the sole event coordinator and/or I am authorized by the below organization(s) to represent the listed organization(s) in this matter for the purposes outlined in my application. I understand that I/organization must abide by all the rules, regulations and City ordinances as well as State Law. I understand that at any time if conditions on-site become unsafe the event can be cancelled. I also also understand that I/organization shall maintain our own event insurance and coverage, assuming all liabilities both potential and unknown.

I understand that the use of City property for political advertising is prohibited by law. As the event coordinator, I am responsible for compliance and enforcement. I hereby agree that I will not cause or allow political advertising, including banners and signs, to be displayed or placed on City property during the event.

Name of Organization (please print) _____

Name of Event Coordinator (please print) _____

Phone number of Event Coordinator _____

Email of Event Coordinator _____

Date of Event _____

Location of Event _____

Signature of Event Coordinator _____

Signature of Parks and Recreation Department Representative _____