SPECIAL EVENTS CHECKLIST

Name of Event _____

Contact Person: _____ Phone # _____

_____ Contract and Special Events Packet Complete

_____ Liability Insurance Certificate (if event on city property naming the COSM as the additionally insured)

_____ Electrician _____

_____ Trash Collection (Delivery _____/Pickup _____)

_____ Portable Toilets
(Delivery _____ / Pickup _____)

_____ Security

_____ Layout of Event

_____ Emergency Plan

_____ Food Vending Permits

_____ Structures (Tents, Amusement Structures, etc)

_____ Alcohol Licensing and permits

_____ Street Closures and Banners

THE CITY OF
SAN MARCOS

SPECIAL EVENTS

Supplemental Application For
EVENT COORDINATORS

To All Event Coordinators:

The City of San Marcos Marshals Office 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 rules, regulations, and ordinances related to the production of a special event. It is the responsibility of the Event Coordinator to review all information contained in the packet and to comply with all rules, regulations, and ordinances.

The City of San Marcos Marshals Office requires that an application be filled out and submitted to the Facility/Events Coordinator at least 30 days prior to the event. The purpose of this application is to review the content and focus of your event, how it will impact city services, patrons, and ultimately to ensure that participants enjoy a safe and well-planned experience.

If your event is less than a month away, based on its content and nature; you may or may not be permitted to proceed. Regardless, please submit the application for review.

The City of San Marcos Marshals Office Department also requires a post-event evaluation following the event to review and make recommendations for future events.

As an Event Coordinator, you are undertaking a large responsibility for the production of your special event. Remember that advance planning will help ensure that your event runs smoothly.

Sincerely,

Kenneth E. Bell

Kenneth E. Bell
Marshals Office
Neighborhood Services
512-393-8470

CITY OF SAN MARCOS MARSHALS OFFICE
SPECIAL EVENTS CERTIFICATE APPLICATION

NAME OF EVENT: _____

PROPOSED DATE: _____

LOCATION: _____

TIME OF EVENT: _____

ESTIMATED ATTENDANCE: _____

Profit: _____/ Non-Profit: _____ *501(c) (3) Status Only* / Charity: _____
(Check One of the Above)

SUMMARY OF EVENT:

_____
_____
_____
_____

NAME OF ORGANIZATION SPONSORING EVENT:

_____

CONTACT NAME: _____ PHONE #: _____WK #: _____

FAX #: _____ DL #: _____ STATE: _____

ADDRESS: _____

EMAIL: _____ CELL PHONE #: _____

2ND CONTACT NAME: _____ PHONE #: _____WK #: _____

FAX #: _____ DL #: _____ STATE: _____

ADDRESS: _____

EMAIL: _____ CELL PHONE #: _____

Please return this application as soon as possible to the COSM Permit Center at 630 East Hopkins Street, San Marcos, Texas 78666. The application can be mailed to 630 East Hopkins Street, San Marcos, Texas 78666 or faxed to 512-393-8428.

EVENT INSURANCE

Any event that is open to the public and **uses city property:** There must be insurance in the amount of One (1) million dollar liability coverage. 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 an additional insured.

A copy of the insurance certificate must be turned in to the Marshals Office Department one week prior to your event.

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 (COSM Police Dept. / Hays County Sheriff's Dept./ other local law enforcement) for the event. Security for special events is the responsibility of the sponsoring organization. The sponsoring organization must pay for any cost related to 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 Officers names are required prior to the event.

Guard requirements: two (2) officers over 250 to 500 people and one (1) officer for every additional 500 participants. Any alcohol sold or distributed at the event will require officers regardless of the number of persons - minimum of two (2) officers (See TABC Section).

The City of San Marcos has the right to require additional guards for your event if deemed necessary.

NAME OF SECURITY BEING USED FOR THIS EVENT:

Officer Name: _____ PHONE #: _____

Officer Name: _____ PHONE #: _____

Officer Name: _____ PHONE #: _____

SAFETY MANAGEMENT PLAN

Events that are held 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 of what must be covered in your plan:

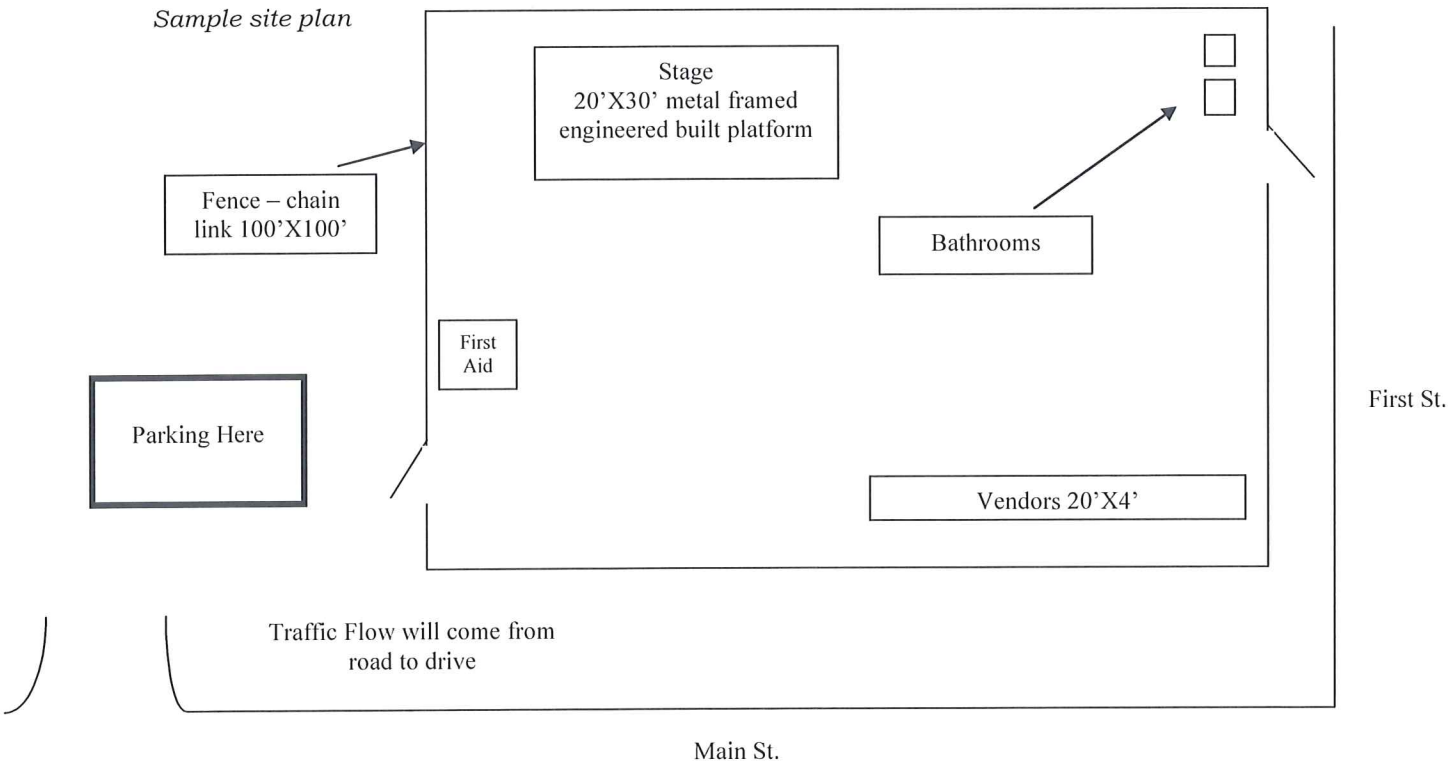
- Security Name and Schedule
- Crowd Management
- Command Post
- First Aid
- Traffic Flow
- Inclement Weather
- Ingress and Egress of Emergency Services
- Lost Children/Lost and Found Area
- Fencing and Barriers-ingress and egress

A copy of this plan must be submitted to the COSM Marshals Office for obtaining a signature of review from the COSM Fire Marshal's Office at least 2 weeks prior to the event.

Please attach site plan and location of the following:
Site plan
Entrance/exit traffic flow
Emergency access
First aid station (if provided or required)
Any fence temporary or permanent

Please put dimensions on all plans

Sample site plan



ALCOHOLIC BEVERAGES

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 San Marcos has rules that apply to alcoholic beverages.

Any event that serves or offers for sale alcoholic beverages must provide on Certified/Uniformed Peace Officer(s) on site.

TABC can be reached www.tabc.state.tx.us (type in Hays County)

WILL ALCOHOL BE SOLD AT THIS EVENT? YES_____ NO_____

Attach TABC Certificate with this application.

GUIDELINES FOR FOOD AND BEVERAGES

Compliance with all state and local health codes must be adhered to through out the duration of your event. The City of San Marcos Environmental Health Department is responsible for the enforcement of all Health Codes. If your event features food, you will need to contact the Health Department to obtain necessary Food Handlers permit(s). The Health Department may be reached at **www.sanmarcos.gov**.

A copy of the permit(s) must be submitted to the Marshals Office Department at least one week prior to the event.

WILL FOOD OR BEVERAGES BE SOLD AT THIS EVENT: YES _____ NO _____

If yes, you must contact the Health Department at www.sanmarcos.gov

TEMPORARY STRUCTURES

All temporary structures, portable buildings, fences, food booths, jump castles, amusement rides, stages etc. may require a "Temporary Structure" permit available through the Development Services 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.

Development Services – Building Inspection www.sanmarcos.gov

Temporary Structures? Yes_____ No _____

TENTS

Any tent over the size of a 10' x 10' will need a permit from the COSM Building Inspection Department before erection. After tents are set up and lights have been installed, a physical inspection by a Building Inspection and/or Fire Marshal representative is required.

A Flame Retardant Certificate is required for each tent.
Flame Retardant Certificates can be faxed to the Marshals Office at 512-393-8428 or www.sanmarcos.gov.

Tent Vendor: _____ **Phone #:** _____

Flame Retardant Certificate can be attached to this application.

ELECTRICAL REQUIREMENTS

The need for electrical service 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 the Development Services – Building Inspection - www.sanmarcos.gov

The sponsoring organization is responsible for paying all permit fees.

The following items 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 provided to the electrician. Live bands can consume large amounts of electricity. Improper planning for electrical needs could cause a total power loss.
- Do you require electrical service 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.

Will your event require any of the previously mentioned electrical sources? Yes___ No ___

Electricians Name: _____ **COSM Permit #:** _____

STREET CLOSURES

All requests for city street closures are handled through the COSM Police Department. The sponsoring organization will be responsible for all permit fees and associated costs.

Police Department Administration www.sanmarcos.gov

Will your event require street closure? Yes_____ No _____

Attach a copy of any street closure permit to the application.

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 San Marcos and/or the Texas Department of Transportation depending on the location(s) of the sign(s). The San Marcos Utility Department performs installation of overhead street banners.

Applications for permits are required to be filed at least 10 days in advance of event

Request to place banners on any city property can be place on the premises no more than 1 (one) day prior to the event. The event being displayed must take place at that facility.

Signs and banners can be assisted through Development Services at www.sanmarcos.gov

Will your event require banners or signs? Yes _____ No _____

Attach a copy of permit or scope of work authorized by the city.

RESTROOM FACILITIES

Depending upon 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.

1. An adequate number of toilets must be provided depending upon 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 male to female participants and the availability/consumption of alcoholic beverages at the event. Contact your vendor for recommended number of facilities.
2. ADA approved accessible toilets must be provided.
3. Portable toilets must be located on asphalt, firm surface that has adequate water drainage.
4. Plans for a clean-up crew are required. Cleaning crews should be working throughout the event. This includes the time during the event, at the close of each evening (multiple day events), and at the conclusion of the event. Failure to adequately clean the area may result in some or all of your deposit being used as a charge for cleaning services provided by the COSM.
5. Event sites must be cleared of all ground trash immediately following the event or as specified by the Marshals Office Department. Dumpsters must be removed no later than 24 hours after the event has ended.

Supplier of Port-O-Cans: _____ Phone #: _____

Number of facilities Men _____ Women _____ ADA _____

Date and Time of Delivery: _____ Date and Time of Pickup: _____

TRASH AND LITTER REMOVAL

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

1. The sponsoring organization is responsible for scheduling and paying for dumpster and trash containers.
2. Dumpsters must be placed on cement or asphalt.
3. 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 site of the event. Discuss these items with your dumpster provider; he/she should be able to help you determine the actual number of dumpsters required.
4. Plans for a clean-up crew are required. Cleaning crews should be working throughout the event. This includes the time during the event, at the close of each evening (multiple day events), and at the conclusion of the event.
5. Event sites must be cleared of all ground trash immediately following the event. Dumpsters brought in must be removed no later that 24 hours after the event has ended.

Supplier of Trash Receptacles: _____ **Phone #:** _____

Number of Dumpsters: _____ **Number of Trash Cans:** _____

Delivery date and time: _____ **Pick-up date and time:** _____

PARKING

Parking for your event will depend upon the location and expected attendance. Public access areas are available when legally placed and parked. Parking conditions must be considered for any event. Preparations and traffic control is the responsibility of the event coordinator. This issue has the largest potential for problems at any event. Regardless of any permit issued, the Police Department is required to enforce all parking restrictions on public roadways and ensure emergency access to private property within the city at all times.

LIVE MUSIC

Live, amplified music is permitted within the rules and limitations of local and state noise ordinances. Again, regardless of any permit that may be issued, the Police Department is required to respond and investigate noise complaints from music or crowds. Festival/Event permits do not allow violations of any local or state code.

This Certificate, should it be issued, is not a "noise permit"

I attest that the information submitted is true and correct. Any misstatement, omission, or incomplete response will be grounds for revocation or permit for this event. I am authorized by and for the above organization(s) to represent the listed groups in this matter for the purposes outlined above.

I understand that this is an application for review from the Fire Marshals Office to hold a publicly accessible event on private property. I understand this application does not grant permission to move forward on any planned event. I understand that only a properly issued permit – in hand – will constitute a planned, permitted event. City departments (such as food, temporary structures, etc.) will require outside review. I understand that successful completion and approval of this application, as well as, the inter-departmental review notification process is required before an event permit is issued. I understand that all permits and required paperwork must be completed and turned into the Marshals Office Department at least 10 days prior to the event. Failure to do so can result in the cancellation or postponement of my event.

I understand the provisions of any application and permit, if issued, must be adhered to in its entirety. Failure to follow the MINIMUM requirements in this application and/or permit is a violation of ordinance. I understand that these events are the responsibility of the property owner/manager and that possession of a permit does not reduce my liability or responsibility to maintain a safe and healthy event.

By my signature, I am acknowledging that I am the responsible party in charge or duly authorized representative of the event. I also understand that I/company must abide by all of the rules and ordinances of the City of San Marcos and State law. All of the information listed in this application is complete and true. I understand that at any time conditions are unsafe or not in compliance with the listed conditions or conditions on-site become unsafe, that any permit, if issued, can be revoked by any agent of the City of San Marcos. A complete application is not a permit, nor is it conditional that a permit be issued. I/company shall maintain our own insurance and coverage assuming all liabilities potential and known. I also understand that this application is not inclusive and other permits may be required by other departments and entities.

Signature of Event Organizer/authorized representative:

X_____ Date_____

Print Name: _____

E-Mail:_____

Date: _____ Staff Signature: _____