



Parks and Recreation Department

Special Events Planning Guide

**Please complete the separate
Special Events Application
using this packet as a guideline.**

SPECIAL EVENTS INFORMATION PACKET

To conduct a special event at a City of Brownsville Parks and Recreation Facility, this application must be filled out completely and returned to the Parks and Recreation Department Office, which is located at 1338 E. 8th street. The following Special Events Information Packet was developed to assist you, the event organizer, through this permit and process. As the event organizer, it is your responsibility to ensure that event participants are provided with a safe and enjoyable event. It is our goal to assist you in planning a safe and successful event.

SCHEDULING YOUR EVENT

As the event organizer, it is your responsibility to research appropriate dates for your event. The Brownsville Parks and Recreation Department encourages you to check the event schedules of the large annual events. It is also your responsibility as the event organizer to reserve the appropriate site. Submission of this Special Events packet, paying the holding fee or damage deposit or hosting the event during the previous year does not guarantee your event the use of the park or facilities.

NEW SPECIAL EVENTS

If you are organizing a new event, your event request will require approval from the Brownsville Parks and Recreation Department Director. You are required to submit a one page narrative along with the attached application. This narrative will be reviewed by the Parks & Recreation Director. It is imperative that you plan your event far enough in advance to have time to obtain approval. Proposals submitted less than 90 days prior to your event may not be approved.

RETURNING SPECIAL EVENTS

If the plans of your event differ significantly from the previous year's event, your event may require the Department Director's approval. Examples of changes that require prior approval are: expansion of venue, gated admission, selling beer or alcoholic beverages, additional stages or structures, and increased anticipated attendance. It is your responsibility as the event organizer to allow for appropriate planning time to secure the Department Director's approval as well as any additional permits. All Special Events will need to submit the special event packet application in order for the event to be given approval.

RENTAL RATES AND DAMAGE DEPOSITS

It is the event hosts responsibility to verify the current user rates for the site of the requested event and abide by the sites damage deposit and or holding fee deadlines.

Please reference the applicable City Ordinances when planning your event:

City Ordinance (Ord. No. 898-AA-2000, § 1(24-19), 8-22-2000)

A permit from the Parks and Recreation Department shall be required for the reservation of any park or park facility for usage by any agency, business, team, or other organization of ten people or more.

(Code 1971, § 24-12; Ord. No. 707-B, § 1, 10-13-1992; Ord. No. 898-AA-2000, § 1(24-12), 8-22-2000; Ord. No. 2009-898-BB, pt. 1, 6-16-2009)

- (a) Fees. The city commission authorizes the city manager, or his designee, to establish usage fees, rental rates, and policies and regulations governing the use of all facilities, property, equipment, or programs managed or operated by the parks and recreation department now or in the future, including but not limited to: All parks and recreation facilities; the Brownsville Events Center; Lincoln Park; Morningside Park; Dean Porter Park; Ringgold Civic Pavilion; the Brownsville Sports Park; athletic ball fields; tennis courts; skate parks; swimming pools; picnic pavilions; recreation membership rates; player fees; program fees; and recreational equipment.
- (b) Deposit required. A damage deposit is required on all rentals and refunded if no damage occurs. Any and all reservations must be cancelled seven days in advance of a date to be eligible for a deposit/paid amount of refund. The deposit must be paid as determined by the city manager or his designee.

PARK HOURS

All Brownsville Parks are closed at 10:00pm Sunday – Thursday, and 11:00pm Friday – Saturday. The park hours are regulated in accordance with the City of Brownsville Ordinances. **What this means for your special event is that clean-up of the event must be completed by 10:00pm. If that is not possible, you must have made prior arrangements and/or rented the park area for the following day as well.** Request for extended hours will require administrative review. Request can only be approved by the Parks and Recreation Director and must be submitted no later than 60 days prior to the reservation date.

(Code 1971, §§ 24-8—24-11; Ord. No. 95-898-A, § 1, 3-21-1995; Ord. No. 898-AA-2000, § 1(24-8—24-11), 8-22-2000; Ord. No. 2005-898-B, 6-21-2005)

- (a) Schedule. All municipal parks within the city shall be operated under the following schedule:
 - (1) Sunday through Thursday: open from 8:00 a.m. to 10:00 p.m.; closed from 10:00 p.m. to 8:00 a.m., except on those days where scheduled park activities require the park to remain open until 12:00 midnight.
 - (2) Friday and Saturday: open from 8:00 a.m. to 11:00 p.m.; closed from 11:00 p.m. to 8:00 a.m., except on those days where scheduled park activities require the park to remain open until 12:00 midnight.
- (b) Presence during closed hours. It shall be unlawful for any person, other than city personnel conducting city business therein, to occupy or be present in the municipal parks during any hour in which the parks are not open to the public.

- (c) Authority to close parks to public. Any section or part of the municipal parks may be declared closed to the public by the recreational services director at any time and for any interval of time, either temporarily or at regular or stated intervals.
- (d) Penalty for violation. Any person, except city personnel conducting city business, in any of the municipal parks in the city during the closed hours stated in subsection (a) of this section shall be guilty of a misdemeanor and, upon conviction of any such violation, shall be punishable by a fine as may be set by ordinance or law.

EVENT SET-UP AND TAKE-DOWN

As the event organizer, it is your responsibility to make proper arrangements for the set up and clean-up of your event. This includes making proper reservations of the park and park facilities, and providing sufficient event staff and volunteers to set up, clean up and safeguard the park and the park property during your event, it is the responsibility of the host to return the site in the same condition of not better than they received it.

ACCESSIBILITY

All request for special events within the City of Brownsville Parks must include site plans with provisions for accessibility by persons who are disabled. All individuals will structure activities to ensure that they are barrier-free and offer equal opportunity access. When portable toilets are brought into a park for special events with large attendance, the event sponsor must provide an adequate supply of accessible toilets. Accessibility shall also be addressed in your medical, security and parking plans in the special events packet.

ORGANIZING MEETING

During your organizational planning meetings regarding your event, it is important to include the Parks Event Staff, Police & Fire Departments, Traffic and other applicable City Departments that may require permits of their own or other approvals. Working with the City Departments during the planning phase is an excellent way to prevent potential problems and ensure good communications. An on-site meeting between your group and the Parks and Recreation Department is required.

PERMITS

As the event organizer, YOU are responsible for obtaining permits that the City of Brownsville requires for special events. You must include all pertinent information before this application will be reviewed by staff. Some permit applications and regulations are attached to this Special Event packet. Other permit applications must be obtained from other City Departments. Copies of any permit must be submitted to the Parks Department no later than 30 days prior to the event.

CITY ALCOHOL PERMIT

If you intend to sell alcohol during our event, a City Alcohol Permit (as well as a permit from the Texas Alcohol and Beverage Commission) is required.

FIREWORKS PERMIT

If you intend to display fireworks during your event, please contact the City of Brownsville Fire Department at (956) 546-3195

VENDING PERMIT

This permit can be obtained from the Parks and Recreation Department and is required of ALL vendors selling items at your special event. All vendors must return their permit application 15 days prior to the event, or they may not participate in the event. Forms are available at the Parks and Recreation Department.

HEALTH PERMIT

This permit is required if food or beverages will be sold or served at the event. To obtain application and permit contact the City of Brownsville Health Department. Please provide copies of health permits to the Parks and Recreation Department prior to the event.

VENDING IN A BROWNSVILLE PARK

To sell in a park at a special event, a vendor must have permission from the event sponsor. An event sponsor may choose to charge a vendor for participating in an event. Vending applications from every vendor participating in your special event must be received in the Parks Office 15 days prior to the event.

CERTIFIED FOOD VENDORS

Information on a food permit and requirements for the safe handling of food at the event is provided by the City of Brownsville Health Department. Vendors must contact the City of Brownsville Health Department to determine if a temporary health permit is needed. A copy must be given to the Parks and Recreation Department 15 days prior to the event.

CONDITIONS AND OPERATIONS FOR CONSUMPTION OF ALCOHOL IN A CITY PARK

The event organizer must:

1. Obtain Alcohol Permit from the Parks and Recreation Department (application attached).
2. Must be approved by the Parks and Recreation Department Director and City Manager.
3. Obtain TABC permit for selling alcoholic beverages.
4. Abide by all of the following regulations:
 - Each sponsoring organization shall have its beer garden area specifically delineated by a fence for selling, serving, and consumption of beer. The fence shall completely enclose the area except for space for ingress and egress. A city of Brownsville Police Department officer(s) will be assigned to the ingress/egress space.
 - One or more Brownsville Police Officers shall be on duty at all times during the operation of the area to prevent entry of minors or intoxicated people into the area and to prevent alcoholic beverages from being carried out or past experience or special concerns about the event.
 - **NO GLASS CONTAINERS ARE ALLOWED IN THE PARKS**
 - Each organization shall provide a reasonable number of signs indicating that drinking alcoholic beverages is prohibited on city streets and public ways, and that City Ordinances prohibit carrying out open containers containing alcohol from designated areas.

- No person under the age of twenty-one (21) shall participate in serving or delivering beer to patrons.
- All permits and outdoor sales of beer shall expire at such times as designated by the Parks and Recreation Director, and shall never extend beyond 12:00am.

(Code 1971, § 24-13; Ord. No. 92-1067-E, § 1, 5-4-1992; Ord. No. 99-1067-F, § 1, 8-17-1999; Ord. No. 898-AA-2000, § 1(24-13), 8-22-2000; Ord. No. 2009-898-BB, pt. 2, 6-16-2009)

- (a) Definition. As used in this section, the meaning of the term "alcoholic beverage" is as defined by V.T.C.A., Alcohol and Beverage Code.
- (b) Possession or consumption. It shall be unlawful for any person to possess or consume alcoholic beverages within the confines of any municipal park located within the city limits, including all streets and parking areas therein, with the following exceptions:
 - (1) In Morningside Park, alcoholic beverages will be allowed only within the confines of the softball complex concession stand area with a permit from the parks and recreation division and with due consideration to all laws, regulations and contractual provisions. Security guards will be required for all functions serving alcohol at a minimum ratio of one guard for 25 to 50 guests and one guard for every 50 guests thereafter.
 - (2) Alcoholic beverages may be sold, possessed, and consumed at Washington Plaza during Sombrero Fest.
 - (3) Alcoholic beverages may be possessed or consumed at Dean Porter Park, within the Outdoor Pavilion or Ringgold Civic Pavilion, or inside the Camille Lightner Playhouse, confined to the building itself.
 - (4) Alcoholic beverages may be possessed and consumed at the Brownsville Sports Park, the Brownsville Golf Center, and the Brownsville Events Center, as determined by the city manager.
- (c) Signs. In every park with a street entrance and where possession or consumption of alcoholic beverages is unlawful, signs shall be posted at the street entrance clearly stating that such possession or consumption of alcoholic beverages is unlawful within the park. In a park without a street entrance and when such park is bounded only by streets or public rights-of-way, signs shall be posted at a reasonable distance along the boundary of such park clearly stating that such possession or consumption of alcoholic beverages is unlawful within the park.

(Code 1971, § 24-14; Ord. No. 898-AA-2000, § 1(24-14), 8-22-2000)

- (a) It shall be unlawful for any person to take or permit the taking of any glass beverage container of any kind onto any city park or playground or public picnic or recreation area within the corporate city limits. This shall not apply to the confines of any public building located or any of such areas.
- (b) It shall be unlawful for any person to take or permit the taking of any glass beverage container of any kind onto any city parking lot near or adjacent to any municipal park or playground or public picnic or recreation area within the corporate city limits.
- (c) Any person in any of the municipal parks in the city found to be in violation of this section shall be guilty of a misdemeanor and, upon conviction of any such violation, shall be punishable by a fine as may be set by ordinance or law.

TEMPORARY STRUCTURES IN THE PARKS

Temporary structures are tents (larger than a 10' x 10' pop up), staging, trailers, inflatables, and dunk tanks. Due to increasing numbers of underground utilities and irrigation systems, the Parks and Recreation Department must be involved when installing any temporary structure that penetrates the ground in a public park. No permit is required for the placement of chemical toilets, or pop up tents that are 10' x 10' or smaller. There is absolutely no staking in the parks.

MARKETING OF EVENT

Please ensure that you have conditional approval of your event before you begin to promote, market or advertise your event. Please include information on how this event will be marketed, promoted, or advertised. If co-sponsorship has been approved by the Parks and Recreation Department, the City of Brownsville will be listed as a sponsor and the department logo will be placed on all event marketing materials.

SITE PLAN

To ensure proper review of your event, please attach a site plan (if applicable). These site plans may be blueprints, CAD, drawings, or legible sketches. Site plans should include, but are not limited to, the following information: location of tents that are fenced, clear signage, accessible paths for wheelchairs as well as ample disabled parking, and any other related event components not listed above. Your site plan will also include the areas within the requested park you will need for the event including the parking lot, shelter, and any other specific park feature.

PARKING AND TRAFFIC PLAN

As an event organizer, it is important that you plan for safe arrival, departure, and parking of the event attendees, participants, and vendors. The Brownsville Police Department does monitor and ticket illegally parked vehicles at the events. As the event organizer, you are responsible for informing all participants, volunteers, attendees, and vendors of the parking regulations. This includes providing adequate lighting and accessible entry. Should your event require traffic wardens or street closure, etc. you must coordinate this with the Traffic Department and Police Department Traffic Wardens.

(Code 1971, § 24-2; Ord. No. 898-AA-2000, § 1(24-2), 8-22-2000)

It shall be unlawful for any person to park or permit the parking of any vehicle on places, streets and roadways in and bounding parks and golf courses that are a part of such parks and courses within the city as posted.

SECURITY AND MEDICAL PLAN

As an event organizer, you are required to provide a safe and secure environment for your event. This is accomplished through sound planning. If your event will have over 250 attendees, you must consult with the Brownsville Police Department Security & the Fire Department for emergency services, crowd control, venue safety, communication plans, etc. These plans may be subject to review by the City of Brownsville Police and Fire Department who may make additional recommendations. For a review of your security and medical plans, please contact the Fire Department and the Police Department. For large events or on a case by case basis, Police & Fire Department should be invited to planning meeting. A copy of the plan must also be submitted to the Parks and Recreation Department.

SPECIAL EVENT FEES

The Parks and Recreation Department has established user fees for use of City parks and facilities. Please contact the site facility for the updated user rates, holding fees, deposit requirements and cancellation fees. All special events, for-profit and non-profit alike, are required to pay all of the fees associated with conducting a special event.

The Parks and Recreation Department **does not and cannot** honor request of waived fees for any portion of your event costs. Co-sponsorship is with Parks and Recreation Department Director approval only.

No individual, group, or organization shall be granted permission to hold an event in the park if there is any unpaid balance from a previous event.

Cancellation of any event, for any reason, shall result in charges for actual services, labor and materials provided.

If you need assistance in determining the fees for your particular event, contact the site or the Parks and Recreation Department (956) 542-2064.

Electrical availability may vary by location. You may need to provide generators in order to supply the level of service required for your event. Contact the Parks and Recreation Department in advance with any concerns.