



Parks and Recreation Department

Special Events Application

Please Reference the

Special Events Planning Guide

BEFORE submission 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.



SPECIAL EVENT PERMIT APPLICATION

APPLICATION INFORMATION

Name of Organization _____

Name of Event _____

Event Date(s) _____

Is this an annual event? ___ No ___ Yes

Expected attendance per day _____

Is there a participation fee? ___ No ___ Yes (Participants) \$ _____ and/or (Attendees) \$ _____

EVENT CONTACT INFORMATION

Name _____

Address _____

City/State/ZIP _____

*This is the address the damage deposit will be mailed to.

Work Phone _____ Home Phone _____ Cell _____

Name of individual in charge the day(s) of the event _____

Home Phone _____ Cell Phone _____ E-mail _____

EVENT INFORMATION

Event category: Run/Walk Festival Concert Athletic Event Block Party Other
(event description)

BENEFIT TO THE COMMUNITY

Is this a charitable event? No Yes

If Yes, please detail the applicable fees the target profit and what portion of the events profit will go to charity. Please list all charities to receive donations.

EVENT LOCATION & LOGISTICS

Event Site _____

Rain date _____

Set up Time and date event _____

Time and date event starts _____

Time and date event dismantle/clean-up begins _____

Time and date event concludes _____

Street blockage/closure time(s): from _____ (a.m./p.m.) to _____ (a.m./p.m.)

(A location or route map is REQUIRED for EVERY event. Please insert as needed within the application).

PLANNING INFORMATION

Your event will not be approved until the Parks and Recreation Director has reviewed your event pack including all plans listed below if the event requires it. Including a letter from City Manager for those events that intend to sale or provide alcohol. Please submit complete packet at least 90 days prior to the event in order to expedite the approval process, packets that are incomplete may not be considered.

- Parking control? If so, insert copy of parking plan.
- Traffic control? If so, insert copy of traffic plan and contact information.
- Security? If so, insert copy of medical aid plan and contact information.
- Medical aid? If so, provide copy of medical aid plan and contact information.
- Sale of Merchandise? _____ No _____ Yes
- Tent, canopy or temporary structure? _____ No _____ Yes

Does your event include or involve:

- A fireworks display? _____ No _____ Yes (If yes, a permit is required form the City of Brownsville Fire Department)
- Amplified sound? _____ No _____ Yes (Certain restrictions may apply)
- Alcoholic beverage sales/distribution? _____ No _____ Yes

(If yes, a TABC permit and Brownsville Parks and Recreation Department Alcohol Permit is required) (Also please attach a list of all vendors, their addresses, and contact numbers)

- Food/non-alcoholic beverage sales/distribution? _____ No _____ Yes
(If yes, copies of health permits for each vendor are required)
(Also please attach a list of all vendors, their addresses, and contact numbers)

MISCELLANEOUS PREVISIONS:

- The organization shall prevent patrons from obstructing sidewalks and roadways adjacent to its area

- Toilet Facilities: The Parks and Recreation Department will determine how many portable toilets to be assigned to the event. There will be units for men, women, as well as handicap-accessible units at each location.

- Litter Control: Each organization is responsible for leaving the area free from litter so that it will be in acceptable condition for the next event. In accordance with Parks and Recreation policies, a clean-up deposit of \$250 may be required. The Parks and Recreation Department will supply a sufficient number of trash cans and/or dumpsters to minimize clean-up and avoid possible forfeiture of the clean-up deposit. Any group which leaves the area in a condition which requires special clean-up Parks and Recreation crews shall be assessed the cost of the clean-up.

FOR RACES/WALKS ONLY:

Route Information (Route Map must be attached to this application)

Assembly Location	_____
Assembly Time	_____
Completion Point	_____
Event Start Time	_____
Event End Time	_____
Amount & Locations	_____
Of Signs/Banners	

Click in center of page to add pdf image a "browse" button will appear search for file as normal. If what you "add" is not a pdf file you must change the file format to JPEG.

Parking Plan:

Click in center of page to add pdf image a "browse" button will appear search for file as normal. If what you "add" is not a pdf file you must change the file format to JPEG.

Traffic Control Plan:

Traffic Control Plan Point of Contact Name _____

Phone Number _____

Security Plan:

Security Plan Point of Contact Name _____

Phone Number _____

Medical Aid Plan:

Medical Plan Point of Contact Name _____

Phone Number _____

Click in center of page to add pdf image a "browse" button will appear search for file as normal. If what you "add" is not a pdf file you must change the file format to JPEG.

TABC Site Plan:

Click in center of page to add pdf image a "browse" button will appear search for file as normal. If what you "add" is not a pdf file you must change the file format to JPEG.

Complete Event Site Plan (MAP):

INSURANCE, LIABILITY AND INDEMNIFICATION

General Liability Insurance

Permit holders shall submit a general liability insurance policy certificate in the amount of \$1,000,000 naming the City of Brownsville and its officers and employees as additional insured parties. An original certificate of insurance must be attached to this application.

Liquor Liability Insurance:

If any alcoholic beverage is sold, served, or otherwise made available at the special event, Liquor Liability Insurance must be provided by the alcoholic beverage license holder in an amount of not less than \$1,000,000 for each claim.

Other Insurance:

If a special event includes vehicles, fireworks, aircraft, or other equipment, devices or other any activities which are excluded from coverage in the general liability insurance policy, then separate additional liability insurance coverage for the applicable exclusion(s) must be provided with the same combined single limits of liability for bodily injury and property damage as outlined in the paragraph above for commercial general liability insurance.

Agreement, Liability and Indemnification; Signature

The person/group named in this application will be responsible for the conduct of the group and for the condition of the reserved park area. This permit is subject to all City of Brownsville Ordinances as defined by the City of Brownsville, in addition to all rules and regulations governing the City's Parks and Recreation Department.

The undersigned agrees that during the use of the park facility the sponsoring organization will not exclude anyone from participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination because of person's race, color, creed, national origin or handicap.

The undersigned, as an individual applicant or as a sponsoring organization applying for a special event permit from the City for the Event, does hereby agree to accept full responsibility for and to reimburse the City for any costs incurred by the City in repairing damage or injury due to the actions of the undersigned, and/or by the undersigned's officers, employees or agents, or any person who is under the undersigned's control, including event participants, during the event.

The undersigned has attached all of the appropriate permit applications for this event, and understands that failure to report components of this event/activity may result in the loss of deposit, revocation of permit and/or failure to secure future permits.

By signing below, the undersigned certifies that the information provided above is correct; he/she has read and understood the information contained in this application; and he/she agrees to conduct the special event in compliance with all applicable codes, ordinances, laws and the **conditions** contained in this application.

Application
Submitted by: _____
PRINT NAME / Signature Date

Application
Submitted by: _____
PRINT NAME / Signature Date

Application
Submitted by: _____
PRINT NAME / Signature Date

If Alcohol;

Additional
Approval by: _____
City Manager Date

Application Submission Date _____

Please remember, you need a MINIMUM of 90 days advance submission. And most often, the planning of your event and the acquisition of all of the appropriate permits will take much longer than 90 days. Please hand-deliver your application to the City of Brownsville Parks and Recreation Department, 1338 E. 8th Street, Brownsville, Texas.