



PARK EVENT RENTAL AGREEMENT PACKET- GUIDELINES

To All Customers:

The City of San Marcos Parks and Recreation Department 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 Parks and Recreation Department requires that an application be filled out and submitted to the Facility/ Events Coordinator at least 90 days prior to event. We will check the availability of the Facility being requested and put a temporary contract on the date until the event receives final approval from the Parks Director and possible Parks Board. You will be called to inform you of the decision and at that time you will need to come in and make payment on the facility and sign the contract. At this time a timeline and meeting dates will be set. The purposed of this meeting is to discuss the content and focus of your event, how it will impact city services, park patrons, and ultimately to ensure that participants enjoy a safe and well-planned experience.

If your event is less than 3 months away, based on its content and nature; you may or may not be permitted to proceed. Regardless, please submit the application for review. ***ALL PAPERWORK AND REQUIRED DOCUMENTS MUST BE COMPLETE AND TURNED IN TWO (2) WEEKS PRIOR TO THE EVENT DATE.***

The City of San Marcos Parks and Recreation Department also requires a post- event meeting be scheduled following the event to evaluate and make recommendations for future events.

As an Event Coordinator, we are undertaking a large responsibility for the production of your special event. Remember that advance planning will help insure that your event runs smoothly; last minute planning will create havoc and headaches.

Sincerely,

Daniel Montemayor
Parks and Recreation
Facility/ Events Coordinator
512-393-8401



CITY OF SAN MARCOS PARKS AND RECREATION EVENT APPLICATION FORM

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#: _____

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

FAX #: _____ DL #: _____ STATE: _____

ADDRESS: _____ CITY: _____

Please return this application as soon as possible to the COSM Parks and Recreation Dept. at 401 East Hopkins Street, San Marcos, Texas 78666. The application can be mailed to 630 East Hopkins Street, San Marcos, Texas 78666 or faxed to 855-271-7633.

Any event requiring the assistance of the Parks and Recreation Department to help with the setup of your event will be charged at a rate of \$50.00 per hour (minimum two hours) to the person/ persons hosting the event. The City of San Marcos DOES NOT provide tables and chairs to the event.

EVENT INSURANCE

Any event that is open to the public must have 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 the additional insured.

A copy of the insurance certificate must be turned in to the Parks and Recreation Department two weeks prior to your event.

Certificate received on: _____	Signature: _____
<i>Insurance Carrier:</i> _____	<i>Policy #:</i> _____
	<i>PARD Representative</i>

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. and/ or Park Rangers) for the event. Security for special events will be scheduled through the Parks Department and the event coordinator will be given names of the officers as they sign up for contact purposes. Payment for the officers is the responsibility of the organization or individual coordinating the event. Payment will be due to the Parks Department prior to the event and officer will collect payment from them the following business day.

Security officers must be present 30 minutes prior to the beginning of the event to 30 minutes after the event is over. Officers will be provided with information of the event, expected number of participants, time of event, location and event coordinator information and number.

Guard requirements: two (2) officers for the first 500 people and (1) officer for every additional 500 participants.

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

NAME OF SECURITY COMPANY BEING USED FOR THIS EVENT:	
Security Company: _____	PHONE #: _____
Guard Name: _____	PHONE #: _____
Guard Name: _____	PHONE #: _____
Guard Name: _____	PHONE #: _____

SAFETY MANAGEMENT PLAN

Events that are held on City property 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

(Example available for review with Parks Department Staff)

A copy of this plan must be submitted to the COSM Parks and Recreation Department for obtaining a signature of review from the COSM Fire Marshall’s Office at least 2 weeks prior to the event.

Emergency Plan received on: _____	Signature: _____ PARD Representative
Approved: Yes _____ No _____	Signature: _____ Fire Marshall Representative

ALCOHOL BEVERAGES POLICY

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.

- 1). Any event that serves or offers for sale alcoholic beverages must provide on Certified/ Uniformed Peace Officer on site. **A copy of the TABC License must be provided to the Parks and Recreation Department TWO (2) WEEKS in advance of the event. TABC can be reached by calling 512-396-2808**
- 2). **Glass** and **Styrofoam** containers are prohibited on all city properties.
- 3). Alcohol will be allowed only at the event and kept within the boundaries as stated by the Parks Department.
(The City of San Marcos prohibits the display and consumption of alcoholic beverages on any city property, excluding Special Events or rented facilities, but must be confined to that specific location).

WILL ALCOHOL BE SOLD AT THIS EVENT?	Yes _____	No _____
TABC Certificate received on (if applicable): _____ Signature _____		

GUIDELINES FOR FOOD AND BEVERAGES

Compliance with all state and local health codes must be adhered to throughout 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 512-393-8440.

STYROFOAM and GLASS ARE PROHIBITED ON ALL CITY PROPERTIES

A copy of the permit(s) must be submitted to the Parks and Recreation Department at least two (2) weeks prior to the event.

<p>WILL FOOD OR BEVERAGES BE SOLD AT THIS EVENT: YES _____ NO _____</p> <p>Vendor Permit(s) received on: _____ Signature _____ <i>Environmental Health Rep.</i></p>
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TEMPORARY STRUCTURES

All temporary structures, portable buildings, tents. Food booths, jump castles, amusement rides, stages, etc. will require a "Temporary Structure permit available through the Parks and Recreation 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.

<p>Structure listing received on: _____ Signature: _____</p> <p><i>Approved: Yes</i> _____ <i>No</i> _____ <i>Permit(s) issued on:</i> _____ <i>Initial:</i> _____</p>
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Tents

Any tent over the size of a 10' x 10' will need a permit from the COSM Building Inspection Department before setup. After tents are set up and lights have been installed, a physical inspection by a Building Inspection and/ or Fire Marshall Representative is required. Tent rental companies will need to notify the Parks and Recreation Department to schedule set up and take down dates and times.

In ground staking of tents is not allowed without prior approval due to underground electrical, utility lines, and irrigation systems.

A Flame Retardant Certificate is required for each tent. Flame Retardant Certificates can be faxed to the Parks and Recreation office at 512-353-7273

<p>Tent Vendor: _____ Phone #: _____</p> <p>Flame Retardant Certificate received on: _____ Signature: _____ <i>PARD Representative</i></p> <p>Inspection of tents Approved: Yes _____ No _____</p> <p>Signature _____, <i>Building Inspection and/ or Fire Marshall Rep.</i></p>
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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 COSM building Inspection and/ or Fire Marshall's Office. Any service located on city property that needs alteration for your use, must be restored to the previous condition following the event.

The city of San Marcos will not pay for your electrical set- up needs. The extent of your electrical use may require a consumption charge. 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 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.

The COSM reserves the right to approve/ deny any electrical work done on city property. A consulting electrician might be required for your event depending on the extent of work to be performed.

Additional Electrical Source Information (San Marcos Plaza):

- 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 better. Cords should not have any splices or cracks and cord should be one of three wire grounded type. NO CORDS ARE ALLOWED ON THE GROUND.
- The plugs on stage are 110 volt GFI type, there are 4 of these receptacles, additional plugs or electrical hookups for bands will need to be done 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. Keys for these panels will need to be obtained from the Parks and Recreation Department, by a licensed electrician.
- All plugs and lights located in the park are not necessarily active. Plugs are kept off for safety and fire ant reasons. You will need to discuss the layout of the event with Parks staff before making plans that might not be achievable.

Will your event require any of the previously mentioned electrical sources? Yes _____ No _____

Electricians Name: _____ COSM Permit #: _____

Signature of Electrician: _____ Date: _____

I have read the above information and understand that I am responsible for any damage to the electrical sources that I have performed work on. I am also responsible for any injury that might occur to any person(s) as a result of such work.

STREET CLOSURES

All requests for city street closures are handled through COSM Administrative and Police Department. The Parks and Recreation Department will assist you in obtaining street closure permits for your event. The sponsoring organization will be responsible for all permit fees and associated costs.

Request for street closure received: _____	Signature: _____ <i>PARD Representative</i>
Approval: Yes _____ No _____	Signature: _____ <i>SM. Police Dept. Representative</i>

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 (4) weeks in advance of event

Request to place banners on any city property can be placed on the premises no more than ten (10) days prior to event. The event being displayed must take place at the facility.

Request for placement of banner received on: _____	Approval: Yes _____ No _____
Signature: _____, <i>PARD Representative</i>	

Restroom Facilities

Depending upon the size and location of 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 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 male to female participants and the availability/ consumption of alcoholic beverages at the event.
2. ADA approved accessible toilets must be provided.
3. Portable toilets must be located on asphalt, firm surface that has adequate water drainage. **The location must be approved by the Parks and Recreation Department.**
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 Parks and Recreation Department. Dumpsters must be removed no later than 24 hours after the event has ended.

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

As of January 1, 2015, the Parks Department adopted a sustainability policy for all special events. All events will have recycling and composting. The event coordinator must make an appointment to meet with the Resource Recovery staff at least 3 weeks before the event. At the appointment the event coordinator will provide a map of the event and discuss all vendors. The Resource Recovery staff will help guide optimal placement of the stations and provide direction in acquiring and returning materials, and disposing of the trash, recycling and composting.

STYROFOAM and GLASS ARE PROHIBITED ON ALL CITY PROPERTIES.

The following rules and guidelines apply to trash and litter removal:

1. The sponsoring organization is responsible for scheduling the appointment with the Resource Recovery staff.
2. The City dumpsters can be utilized depending on the size of the event.
3. The number of eco-stations 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 the Resource Recovery staff; he/she should be able to help you determine the actual number of eco-stations 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. 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. Volunteers should at a minimum check the stations throughout the event for contamination in the compost and recycling containers, and remove the contamination.
6. Event sites must be cleared of all ground trash. Immediately following the event or as specified by the Parks and Recreation Department. Dumpsters must be removed no later than 24 hours after the event has ended.

Number of Eco- Stations: _____

Pick-up date and time: _____ Return date and time: _____

Appointment with Resource Recovery staff: _____

_____ Date: _____

Resource Recovery staff: (512-393-8407)

SMOKING BAN

Effective January 1, 2014 the COSM Adopted a Smoke Free Zone for all city owned properties. This will include all complexes with rental facilities and their surrounding grounds, city offices, parks, parking lots, easements, etc.

PARKING

Parking for your event will depend upon location and expected attendance. Public parking lots are for use by the general public. Parking lot may not be blocked for specific events without the approval from the Parks and Recreation Department.

Absolutely no vehicles or campers allowed on the grass areas.

LIVE MUSIC

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

- San Marcos Plaza Park
- Recreation Hall in City Park (inside only)
- San Marcos Activity Center
- Dunbar Recreation Center (inside only)
- Veramendi Plaza (by special permission only)

PARK CURFEWS

San Marcos Plaza Park: 11:00 p.m. to 6:00 a.m.

Recreation Hall in City Park: 11:00 p.m. to 6:00 a.m.

All other areas: 11:00 p.m. to 6:00 a.m.

Any request for extended hours must be submitted in writing and all departments must review the request.

In the event of inclement weather- please contact COSM Information Line at 512-393-8488 of the SMPD or Non- Emergency Line at 512-753-2108

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 approval from the Parks and Recreation Department to hold a public event in the City of San Marcos Park System. This application does not grant permission for any of the above plans. All plans are subject to change to meet approval of all parties involved. All plans that impact other city departments (such as food, temporary structures, etc.) will require a review and approval from this department. Successful completion and approval of this application, as well as, the inter-departmental review notification process is required before an event is approved. I understand that all approval, signatures and paperwork MUST be completed and turned into the Parks and Recreation Department at least **two (2) weeks** prior to the event. Failure to do so will result in the cancellation or postponement of my 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 the City of San Marcos. A complete application is not a permit, nor is it a conditional that a permit be issued. All fees shall be paid prior to the event and in full. 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: _____

Date: _____ PARD Staff Signature: _____

The use of city property for political advertising is prohibited by law. The event organizer is responsible to ensure compliance and is responsible for enforcement. The event organizer hereby agrees that it will not cause or allow political advertising, including banners and signs, to be displayed or placed on city property during the special event.

Signature of Event Organizer: _____

Initial: _____