

SPECIAL EVENT PROVISIONS TO BE INCLUDED IN SPECIAL EVENTS MANUAL

A. APPLICATION

The application for an event permit shall set forth the following information:

- (1) The name, address, and telephone number of the person seeking to conduct such event;
- (2) The names, addresses, and telephone numbers of the headquarters of the organization for which the event is to be conducted, if any, and the authorized and responsible heads of the organization;
- (3) The requested date of the event;
- (4) If a parade or a running, walking, or cycling event, the route to be traveled, including the starting point and the termination point;
- (5) If a parade, the approximate number of persons who will be marching in the parade, and the number and type of animals (if any) and a description and number of motor vehicles involved (if any);
- (6) The hours when such event will start and terminate;
- (7) Anticipated peak attendance times;
- (8) The location by street, address, or place of any assembly area(s) for such event;
- (9) If a street is involved, a statement as to whether the event will occupy all or only a portion of the width of the street(s) proposed to be traveled, and whether temporary street closure is necessary or desired;
- (10) The time at which units of the event will begin to assemble at any such area;
- (11) If a parade, the intervals of space to be maintained between units of such event;
- (12) If the event is designed to be held by or on behalf of any person other than the applicant, the applicant for such permit shall file a letter from that person authorizing the applicant to apply for the permit on their behalf;
- (13) The type of public assembly, including a description of activities planned during the event;
- (14) A description of any recording equipment, sound amplification equipment, banners, signs, or other attention-getting devices to be used in connection with the event;
- (15) If a Special Event other than a parade, the anticipated number of participants, and the anticipated number of employees or volunteers involved in staging and running the event;
- (16) The anticipated number of spectators;
- (17) Designation of any public facilities or equipment to be utilized;
- (18) Signed approval from the property owner(s) if the event is located in whole or in part on private property;

- (19) Proposed location of portable restrooms, if required. Generally, such facilities shall be placed so that the doors face away from the street;
- (20) Temporary and mobile food vending operations, if proposed, shall comply with Code of Ordinances, Article 10.03: Food Service and Food Products;
- (21) Fireworks, if proposed, shall comply with Code of Ordinances, Article 8.02: Fireworks; and
- (22) Any additional information that the assistant city manager or authorized designee finds reasonably necessary to make a fair determination as to whether a permit should be issued.

B. NOTIFICATION TO OTHER OFFICIALS

Upon the filing of a special event permit, the assistant city manager or authorized designee shall send a copy thereof to the following for review and comment:

- (1) The director of each city department;
- (2) Lake Travis Fire and Rescue.

C. CONTENTS OF PERMIT

Each event permit shall state the following information:

- (1) Purpose and name of the event;
- (2) Name(s) and contact information of person(s) responsible for conducting the event;
- (3) Starting and approximate ending time;
- (4) If a parade is involved, the maximum and minimum speed of parade units, maximum and minimum intervals of space to be maintained between parade units, portions of the streets that may be occupied by the event, and the maximum length of the parade in miles or fractions thereof;
- (5) Any special conditions regarding particular events, number of animals, level of noise allowed, maximum number of persons allowed in any building at one time, insurance requirements, or other conditions specific to the event;
- (6) Authorization to use or restrictions on use of particular public property;
- (7) Such other information as the assistant city manager or authorized designee shall find necessary to the enforcement of the article.

D. OBLIGATIONS OF PERMITTEE

- (1) The event chairman or other person heading such activity shall carry the event permit upon his or her person during the conduct of the event.
- (2) Prior to the issuance of a permit, the applicant shall be required to file with the assistant city manager or authorized designee security in an amount which will cover the estimated costs of barricading, policing (including but not limited to, all

costs relating to traffic-control devices and any on-duty and overtime police services required for the event), and cleaning up the event site and/or parade route.

- (3) Upon submission of the application, the assistant city manager or authorized designee shall calculate the estimated costs based on the information contained in the application.
- (4) No less than thirty (30) days before the event is proposed to commence, the assistant city manager or authorized designee will provide the cost estimate to the applicant. The applicant shall deposit cash, bond, money order, or cashier's check (no personal checks will be accepted) sufficient to cover these estimated expenses. This deposit shall be made no later than fifteen (15) days prior to the date which the event is proposed to commence.
- (5) After the event has been completed, the assistant city manager or authorized designee shall deduct the costs of barricading, policing, and cleaning up the event site and/or parade route from the deposited amount. The city shall then return any remaining balance from the deposit to the permit holder within thirty (30) days after the event.
- (6) In the event that the assistant city manager or authorized designee underestimated barricading, policing, and cleanup costs and there remains a balance due after applying the deposited amount toward these expenses, the permit holder will receive from the city a bill for the difference. The city shall provide such bill to the permit holder within fourteen (14) days after the event.
- (7) The payment for the outstanding balance of the cost of the event shall be due to the city within thirty (30) days after the date of the event.