



# Special Events Guideline

## **What qualifies for a Special Event?**

An event including street fairs, craft fairs, trade shows, assembly events, races, runs, arts and craft shows, carnivals, circuses, rallies, public entertainments, parades, block parties requiring neighborhood road closures, or other events that:

- (1) Interfere with the normal flow or regulation of pedestrian or vehicular traffic; or
- (2) Require City services, including but not limited to, street closure, provision of barricades, parking arrangements, or police services.

## **Fire Marshal Office Requires Permits**

Even if it appears that a Special Event is not required, please contact their office (512) 401-5200 for their permit requirements.

## **When Do I Need to Apply?**

- (a) At least thirty (30) calendar days before the date of the Special Event if City services are requested;

## **Event Exemptions:**

- (1) Events which are officially sponsored by a governmental entity;
- (2) Events which are solely confined to property, excluding right-of-way, owned by governmental entities;
- (3) Funeral processions

## **Exempt from Special Event Fees:**

- (1) Non-profit organizations; and
- (2) Other tax exempt entities

## **Event Layout Information: Drawings are required to be to scale.** (see ordinance for detailed guidelines)

- ✓ Proposed location of parking areas & the number of spaces provided for the Special Event in accordance with requirements stated in *Article 6.03, Sec. 6.03.014*.
- ✓ Proposed indoor/outdoor layout(s) are to include: location, size and number of stages, seating, tents, awnings, canopies, inflatables, amusement rides, food service booths, mobile food vendors, first aid stations, portable restrooms, or other temporary structures.

- ✓ Proposed location of entrances and exits and a plan of evacuation in case of emergency, which shall include a plan or for directing the arrival of emergency services through the event to the site of the emergency.
- ✓ Location of fire extinguisher & alarms devices.
- ✓ Location of the event and the traffic access and circulation planned
- ✓ Electrical details (generator or power supply) location(s), if applicable.

**Additional Information Required:**

- ✓ If food or beverages will be served or sold, copies of any licenses or permits are required by *Article 4.09, Food Establishments Regulations* and *Article 6.06, Mobile Food Establishments*.
- ✓ Written permission from the owner of the property or an authorized representative
  - Applicable if any portion of the Special Event, including parking, is to be held on private property.
- ✓ Copy of certificate of insurance (*Sec. 6.03.019*)
  - Applicable if the event is partially or fully contained on City property.
- ✓ A **\$2,000.00** surety bond or cash deposit
  - Applicable if the event is partially or fully contained on City property. (*Sec. 6.03.021*)
- ✓ Application fee of **\$100.00**
  - Nonprofits or other tax exempt entities are exempt (*Sec. 6.03.003*)
- ✓ Communication plan (*Sec. 6.03.007(p)*)
- ✓ Copies of electrical, plumbing, or other permits required by code of ordinance

**When is Notice to Abutting Property Owners Required?**

At least ten (10) calendar days prior to the date of the Special Event, the permittee shall send written notice of the event to each residential property owner, as indicated by the most recently approved municipal tax roll, of real property within 300 feet of the property on which the Special Event is proposed. The notice may be served by its deposit in the municipality, property addressed with the postage paid, in the United States mail.