

SPECIAL EVENT PLANNING GUIDE



THE CITY OF
Rockport, Texas



TABLE OF CONTENTS



PLANNING YOUR EVENT... 4-6

APPLICATION PROCESS & SUBMITTAL... 7-8

SECURITY DEPOSIT & RESERVATION FEES... 9

EQUIPMENT, SUPPLIES & UTILITIES... 10

INSURANCE REQUIREMENT... 11

STREET CLOSURE... 11

PROCESSIONS... 12

PARADES, RACES, RIDES & RUNS... 12-13

EVENTS ON PROPERTY... 13-14

CONTACT INFORMATION... 15

WELCOME TO ROCKPORT



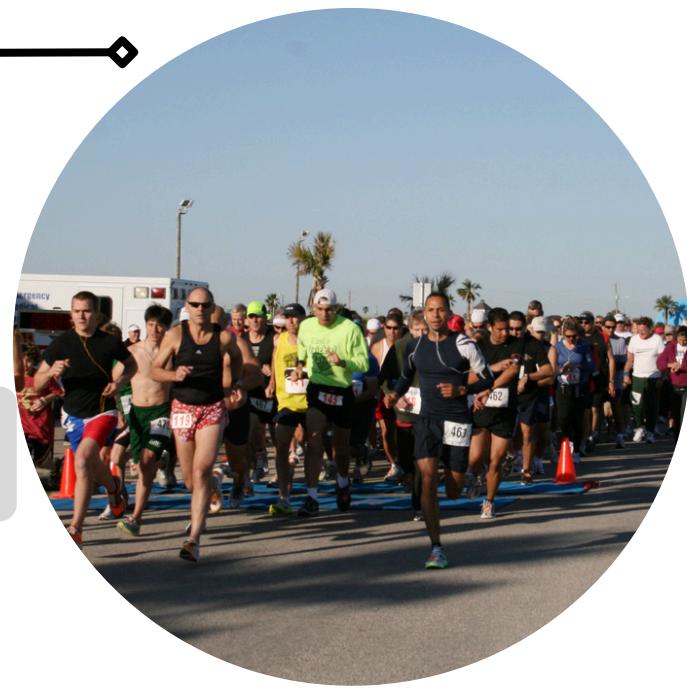
Organizing a special event can be a complex process, but following a clear set of steps can make it manageable. The City encourages special events for the enjoyment of our citizens and visitors, our cultural heritage, and the promotion of our City. The Special Events Guideline will walk you through the process of completing and submitting a special event application. It is our goal to work with event organizers to plan successful events while ensuring the safety of our community.

For more information, please contact Shelley Goodwin at
Ph# 361.729.2213 Ext. 225 or
email: sgoodwin@rockporttx.gov

PLANNING YOUR EVENT

Before planning your event, the City of Rockport recommends reviewing the requirements herein, and the Special Events Ordinance. An application for special events permit is required when an event involves one or more of the following activities within the City.

- Any events open or advertised to the public
- Private Events larger than 300 people at any one time
- Closing or partial closure of a public street
- Blocking City-owned property



Examples of special events requiring a permit include (but not limited to):

- Wedding or company picnics with over 300 attendees
- Parades and Walking Processions
- Bike Races, Marathons, Races, Fun Runs, or Walks
- Concerts, Fairs & Festivals
- Arts & Crafts Shows, Trade or Vendor Show, Book Sales
- Carnivals, Car Shows, Swap Meets, Fundraisers, Farmers Markets and other types of events

Examples of events that DO NOT require a special events permit include:

- Gatherings or religious activities on private property
- Funerals and funeral processions

Please call (361) 729.2213 EXT. 225 to check availability and mention that you are planning a special event. Applying for a special event permit does not guarantee the availability of a park, building, field or other grounds. If your event or route affects the use of any of these areas please make sure to request the area on your application. If you are unsure of the name of the areas please call for assistance.

Applications are accepted one year (12 months) in advance, but no less than 60 days prior to the event. Should you need to submit an application less than 60 days in advance, an expedited application fee will be applied.

The special events team will review your application and advise you of the permits and documents required based on the information provided. The event organizer is responsible obtaining any other permits required. (i.e., TABC or State permits)

PLANNING YOUR EVENT (CONTINUED)

There are other permits and/or requirements your event could be subject to, depending on the scope and nature of the event. Possibilities include:

- Aransas County Health Division: health permits and public health regulations
- Texas Alcoholic Beverage Commission: alcoholic beverage permits
- General liability & host liquor liability insurance
- City sign & noise ordinances
- Security
- Amusement rides, moonwalks/inflatables, or animal activities: general liability insurance Drones/UAV: Federal Aviation Administration permits and approvals
- Americans with Disabilities Act (ADA Requirements)

RAIN DATES:

Unfortunately, due to the amount of private and public events in the city, we are unable to secure additional event dates without a separate security deposit and reservation fees. The city will work with event organizers to reschedule based on availability.

SET-UP AND STRIKE/TEAR DOWN:

If an event needs to set up in the days or day prior to an event date, a reservation fee will be charged if the facility is unable to be reserved for another customer (the event needs exclusive use of the facility). Equipment and supplies must be removed when the reservation ends, otherwise a reservation fee will be charged for items left on-site, if the facility cannot be rented to another customer. Please account for set-up and strike when submitting your application.

TRASH COLLECTION, RESTROOMS, CLEANING & TOILETRY SUPPLIES:

Events organizers are responsible for the cleaning, restocking, and servicing of any public restrooms that are fenced or gated, where admission to the event is the only way to utilize the restrooms. The event organizer is responsible for picking up litter and trash during and after the event. Bags of trash must be removed from the site on the same day of the event. If a dumpster is already on-site on City-property, the event can utilize the dumpster at no cost. The event organizer will be responsible for securing additional dumpsters or trash barrels as necessary.

If it becomes necessary for the City of Rockport to clean-up any event area, the security deposit or any portion thereof may be retained and the event may be invoiced for all clean-up costs, including a clean-up fee of \$50/hour, per employee.

ANIMALS:

If your event includes animals, the City requires a list of the types of animals, the name of the vendor, contact person, telephone number, email and general liability insurance, with the City of Rockport named as both the certificate holder and additional insured. Event organizers are required to ensure animals have water and to keep the event site sanitary, clean, and free of any animal waste during the event. All animals outside of cages or fencing must be on a leash and not left unattended. Animals are not allowed inside of park buildings.

PLANNING YOUR EVENT (CONTINUED)

PAVEMENTS MARKING GUIDELINES:

The City of Rockport discourages the use of pavement markings, even if labeled "temporary." The City encourages use of signage and volunteers to mark routes and courses. All signs shall be removed immediately following the event. If pavement markings are approved and used:

- If markings have not faded to an acceptable level within 14 days, the event will be responsible for their removal
- All pavement markings shall be of non-permanent, chalk-based, or "fade-away" paint or tape; permanent paint is prohibited.
- The markings must be placed away and not interfere with traffic control devices, utility signs, and survey markers.

WATER CONSERVATION MEASURES:

In order to conserve the available water supply and protect the integrity of water supply facilities, with particular regard for domestic water use, sanitation, and fire protection, and to protect and preserve public health, welfare, and safety, and minimize the adverse impacts of water supply shortage or other water supply emergency situations. There will be instances where a water variance will need to be obtained (i.e. pressure washing after a festival).

ACCESS TO YOUR EVENT:

City of Rockport staff and their vendors & contractors shall have unrestrictive access to the event site at any time during the event to execute the functions of their job or contract.

CANCELLATIONS:

Special Event Permits may be canceled by the Applicant, in writing. The first day rental fee for all events which reserve an entire park or another City property will not be refunded if the City receives written notice of cancellation less than 30 days prior to the event. Subject to the foregoing sentence, if an event does not occur, fees paid in advance for City services which have not already been performed by City shall be refunded. No refund of security deposits, reservation fees, pavilion fees, or other fees will be granted due to inclement weather unless the cancellation is a decision made by the City.



APPLICATION PROCESS & SUBMITTAL

THE PROCESS TO OBTAIN A SPECIAL EVENTS PERMIT

01

Step One

Please verify availability and submit the completed special event application and required documents no more than 365 days in advance and no less than 60 days prior to the event.

02

Step Two

The Special Events Team will review your application and provide a response within 10 business days.

03

Step Three

Ensure that all required deposits and fees are paid and attend the special events committee meeting if requested.

04

Step Four

Please fulfill all necessary requirements, including obtaining insurance, securing health permits, and scheduling security, among other obligations.

05

Step Five

Permit Granted



The Special Event Permit Application will be processed and reviewed pursuant to the Special Events Rules and Regulations and the Special Events Planning Guide, which shall be promulgated by the City Manager based on health and safety concerns, the reasonable availability of City resources which may be required, and on other applicable City Ordinances or Code provisions.

A special event application will be reviewed once the following documents have been received:

FIRST-TIME EVENTS (no less than 60 days in advance but no more than 365 days):

- Completed special event application and preliminary site plan/route(s)/layout/aerial
- \$100 non-refundable application fee, checks made payable to "City of Rockport"

ANNUAL/RECURRING EVENTS (no less than 60 days in advance but no more than 365 days):

- Completed special event application and preliminary site plan/route(s)/layout/aerial

Applicable forms and documents should also be included, if available (i.e. proof of non-profit status, insurance).

The special events team will send an application response letter and invoice for security deposit and reservation fees within 20 business days of receipt.

SITE, PARKING & TRAFFIC PLANS, LAYOUTS, ROUTE & PHOTOS

Event site plans, routes, layouts, and/or a photo must be submitted with your application. Plans should include the following details listed on the next page:

APPLICATION PROCESS & SUBMITTAL (CONTINUED)

SITE, PARKING & TRAFFIC PLANS, LAYOUTS, ROUTE & PHOTOS (CONTINUED)

- Staging areas (for parades and races, etc.)
- Entrance and exits, evacuation routes, first aid station, restrooms, dumpsters and hand-wash stations
- Street closures and parking areas
- Tents & canopies
- Amusement rides, moonwalks/inflatables, animals
- Booths (ticket, information, retail, food & beverage, sponsors) stages & generators
- A Traffic Plan and Parking Plan must be submitted with your Application. You will also need to schedule a meeting with the Police Department.
- A Safety Plan will also be required to be attached to your Application.

Please see the appendix for examples of past event site plans, layouts, routes and photos.

ADDITIONAL INFORMATION

Event organizers should disclose the entire scope and nature of the event using extra sheets of paper and attaching the documentation to the application. Any additional items not covered by the planning guide will be reviewed and any fees that will be assessed shall be at the discretion of the City Manager or their designee. It is the responsibility of the applicant to submit any amendments or revisions to the application in writing.

Staff will provide applicants consultation to troubleshoot issues, resolve problems, provide feedback, and answer questions. City staff does not plan events. Depending on the size and type of event, the organizer may be required to attend a special event committee meeting with City staff before a permit is issued.

APPLICATION SUBMITTAL:

MAIL: City of Rockport

Attn: City Secretary

2751 S.H. 35 Bypass

Rockport Texas, 78382

SCAN & EMAIL: sgoodwin@rockporttx.gov

Applications must be complete and include all required documents. Applications received that are deemed incomplete, will be returned to the applicant. Please note that submittal of your application should in no way be construed as final approval or confirmation of your event.

SECURITY DEPOSIT & RESERVATION FEES

SECURITY DEPOSIT:

Number of Participants and Spectators at the Event	Minimum Number of Peace Officers Required	Hourly Rate/Daily Rate
0 to 100	1	*\$55.00 per officer
100 to 300	2	*\$55.00 per officer
301 to 1,000	4	*\$55.00 per officer
1,001 to 5,000	6	*\$55.00 per officer
Over 5,000	6, plus 1 Peace Officer for every 1,000 participants and spectators over 5,000 at the event	*\$55.00 per officer

*Peace Officer fees will be paid directly to officers working the event

The Chief of Police or designee may increase or decrease the number of certified Peace Officers from those required in the table above, if:

- Any alcoholic beverage is sold, served, or otherwise made available at the event.
- Event or Special Event requiring traffic control will be based upon the route and required street closures.
- Special needs for an increase or decrease in security, crowd control, or traffic control are created by:
 - i. The topography of the site or size of the event; or
 - ii. Weather conditions during the event; or
 - iii. The time of day during which the event is conducted.
- The Rockport Police Department Office Duty Employment Coordinator must be contacted at (361) 790-1110 to make security arrangements.

RESERVATION FEES (NON-REFUNDABLE):

- Application fee for first-time events.
- Expedited application fee (applications submitted less than 60 days in advance of event date)
- Race, Run, Walk or Ride fee
- Reservation fees are based on the facility reserved. Non-profit organizations are eligible for a 50 % discount off reservation fees with proof of non-profit status using IRS Form 990.

FEES CONTINUED

All requests for a reduction, waiver of fees, or any other exceptions must be approved by City Manager and must be submitted at a minimum of two (2) months in advance of event date.

ADDITIONAL COST:

- Food Handler Permits-Contact Aransas County
- Texas Alcoholic Beverage Commission (TABC) Permit- Contact TABC
- Trash Cans and Dumpsters-Contact Texas Disposal

EQUIPMENT, SUPPLIES & UTILITIES

EQUIPMENT & SUPPLIES

The City of Rockport does not rent or lease the equipment or supplies listed below. Events are free to work with vendors of their choice to secure these items, if needed. This is not an all-inclusive list, however, items to consider are:

- Tents and canopies
- Stages
- Portable restrooms and handwash stations
- Trash receptacles, recycling bins, and dumpsters
- Sound system/PA and lighting (portable light towers, string lights)
- Water hoses (including potable) & extension cords
- Ladders
- Temporary fencing
- Generators, portable coolers and heaters
- Food & beverage equipment

EQUIPMENT DELIVERY AND PICK-UP:

The event organizer or representative must be present at the time of equipment and supply deliveries to ensure proper placement. Equipment shall be picked up as soon as possible after the conclusion of the event (typically no more than 48 hours after event conclusion). If equipment is left and the City is unable to rent a facility due to the placement of the equipment, reservation fees will be charged to the event. Barricade rental \$100.00 barricade per day.

INSURANCE REQUIREMENTS

Submission Requirements:

- The applicant must submit a permit bond, insurance, and/or a cash deposit before a permit is issued.
- The bond and/or insurance must be valued up to \$20,000.00 City Managers discretion pending the complexity of the event.
- The cash deposit up to \$10,000, City Managers discretion pending the complexity of the event.

Purpose of Bond/Insurance/Cash Deposit:

- These funds are intended to cover the estimated cost of cleaning up debris or other personal or property damages created from the event.
- They also cover required City services and potential property damage or injury.

Validity and Usage:

- The bond must remain valid for at least 30 days after the event ends.
- The City can use the bond, insurance, or cash deposit to cover the costs of cleaning and repairing the City property or other personal or property damage created from the event or by the applicant or their employees due to the event.

Refund Conditions:

- If the City uses the bond, insurance, or cash deposit any remaining amount, after deducting incurred costs, will be refunded to the applicant.

This ensures that the City is financially protected against any expenses related to the event's aftermath.

STREET CLOSURE

Applications must be filed no earlier than 365 calendar days before the commencement of the proposed Street Closure, and no later than 60 calendar days before the commencement of the proposed Street Closure.

When a timeframe or deadline established in this results in an application or other information is due on a weekend or a day the City is closed for business, the application or other information shall be due on the first business day immediately following said weekend or day the City is closed for business.

A Communication form must be completed by the business on both sides of the street closure.

PROCESSIONS

Procession approval requests should be made one (1) month in advance of the event date to the special events coordinator. The Rockport Police Department will have the authority to approve or deny the request, and may require paid officers to escort the procession, based on the number of attendees, streets & intersections crossed, and to ensure the safety of participants.

PARADES, RACES, RIDES AND RUNS

All parades must be approved by City Council due to the associated costs and staff-time required. Please check with the Special Events Team before submitting an application for a parade.

- All vehicles in the parade must be able to navigate the entire parade route and make all turns and clearances without difficulty. It is the responsibility of each driver to see to it that their vehicle or float clears all obstacles and can maneuver turns. If the route includes a U-turn, parade entries must be able to maneuver and make a U-turn in one motion (no reversing). Participants must design their entry in length, width, and height to meet this requirement. Floats and entries cannot exceed a 13'6" ft. height limit from ground to top of float/entry.
- To reduce gaps, vehicles should maintain their speed to the pace of a slow walk and stay within two to three car-lengths of the preceding entry.
- Entries are not allowed to stop or impede the forward motion of the parade at any time with performances, dancing, stopping to rev engines, or any other action that alters parade movement. Performing groups should choreograph routines to maintain forward motion always.
- No jumping on or off moving entries: Parade participants may not jump, dance, ride, bike, roller skate, roller-blade, skateboard, or move in any way onto or off any moving float or vehicle.
- Entries should never stop on the parade ending street/road at any time for unloading to allow for all entries to safely exit the parade route.
- No music, sirens, air-horns, firing of re-enactment weapons, or other noises that exceed 85 decibels without prior approval from the City of Rockport.
- If issues arise with your entry not following set rules during the parade, it could be cause for removal from the parade route by Rockport Police, City Staff or parade organizers or be cause for non-acceptance in any future Rockport parades.

PARADES, RACES, RIDES AND RUNS (CONTINUED)

In addition, below are the parade rules set by the City of Rockport that organizers must adhere to:

- Parade organizers shall provide the City of Rockport with a copy of all parade entry forms at least three (3) business days before the parade for review. Parade organizers can continue to accept entry forms less than three (3) business days in advance and provide the City with forms as they come in. The entry form, at a minimum, must include the following information: name of business/organization, contact name, contact phone number, a detailed description of the entry including height, length, and width (if vehicular) and the type of entry (vehicle along with the make, model and year; equestrian and number of horses; commercial and how many vehicles; float; or walking along with the number of walkers).
- The City of Rockport may exercise the authority to decline any aspect of the parade that they feel poses an unreasonable risk of injury or danger to the public. While exercise of this action should be prudent, and certainly permit event organizers to revise any objectionable part of a plan, public safety must ultimately be the responsibility of the police department, fire department, and related public agencies.

ROUTES FOR RACES, RIDES, WALKS, RUNS & PARADES:

Event organizers must include a copy of their proposed route with their special event application. Rockport Police Department will review the proposal and contact the event organizer with any recommendations or requirements. The Police Department may also request a route/course change for your event if it is deemed to negatively impact the community.

For races, rides and runs without Rockport Police Department support, your event will be considered a "rules of the road" event. Participants must obey all traffic regulations along the route. Stop signs, rights of way, and traffic signals must be obeyed during the event and event staff or volunteers may not stop traffic for your participants.

EVENTS ON PARKS PROPERTY

Event organizers may wish to use park property that traditionally has not been used to host an event. In addition to the special event requirements listed herein, events using other park property in their event footprint must adhere to following:

EVENTS ON PARKS PROPERTY (CONTINUED)

PARK ADMINISTRATIVE RULES:

- The event organizer must leave all facilities in a clean condition. All litter must be put in trash receptacles. Large events must provide additional trash receptacles at event's expense.
- Any damages to the facilities (inside and out) are agreed to be paid for by event organizer, even if it is more than the deposit.
- All animals must be on a leash and not left unattended. Animal waste must be removed. Animals are not allowed inside park buildings.
- Event organizers must bring their own hoses and extension cords. Potable water requires use of food-grade water hoses.
- The location of signs and banners must be indicated on the event site plan and comply with the City's sign ordinance.

PROHIBITED PRACTICES:

- No tape, staples, glitter, confetti, piñatas, or rice are to be used.
- No open fires are allowed.
- No damaging, removing or defacing of property, including grass, plants and trees.
- No hunting or releasing of any animals.
- No indecent or abusive language, or any activity, which creates a public nuisance.
- No grey/waste water or grease shall be dumped, dispersed or spilled on any areas. Grease needs to be removed and properly disposed of off-site immediately following the event.





CONTACT



(361) 729-2213 EXT.225



www.rockporttx.gov



sgoodwin@rockporttx..gov



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