

ORDINANCE NO. 1940

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ROCKPORT, TEXAS AMENDING CODE OF ORDINANCES CHAPTER 86, STREETS, SIDEWALKS AND OTHER PUBLIC PLACES, BY DELETING ARTICLE V, PARADES AND REPLACING SAID ARTICLE V AS SPECIAL EVENTS IN THE ATTACHED FORM, AND AS MAY BE MODIFIED IN THE FUTURE BY ORDINANCES; ADOPTING PENALTIES FOR VIOLATION OF THIS ORDINANCE IN AN AMOUNT NOT TO EXCEED \$500.00 PER VIOLATION; REPEALING ALL OTHER ORDINANCES IN CONFLICT THEREWITH; PROVIDING FOR SEVERABILITY, EFFECTIVE DATE, AND PUBLICATION.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROCKPORT, TEXAS:

SECTION 1. AMENDMENT

That Chapter 86, Streets, Sidewalks and Other Public Places, Article V Parades be deleted in its entirety and is hereby amended to wit.

ARTICLE V. SPECIAL EVENTS

Sec. 86-100. Purpose.

Standards for special events are set forth to minimize adverse effects to the public health, safety, or convenience; to ensure compatibility with nearby uses; to avoid creating traffic hazards or congestion; and to curtail any interruptions with the normal conduct of uses and activities in the vicinity; while providing opportunities for hosting limited events.

Sec. 86-101. Definitions.

As used in this article, the following words and terms shall have the meaning ascribed thereto:

Applicant means a person who has filed a written application for a permit.

Carnival means and includes amusement activities, rides, merry-go-rounds, booths for the conduct of games of skill, food dispensing facilities, and sideshows. A carnival shall not include gambling devices, games of chance, lotteries, or other activities in violation of State law.

Circus means and includes public entertainment consisting of, but not limited to, performances by people and/or animals.

Commercial parade means a parade sponsored other than by a nonprofit organization, the purpose of which is to advertise a product, whether tangible or intangible, to advertise or promote an exhibition or theatrical performance, or otherwise operate to the pecuniary benefit of the sponsor.

Event means a temporary event, gathering or activity, including but not limited to bike race, carnival, circus, concert, festival, firework display, marathons, menagerie, sideshow, concession, parade, walk-a-thon, or special event that involve one or more of the following activities:

- (1) Closing or partial closing of a public street; or
- (2) Blocking or restricting city-owned property; or
- (3) An event, gathering, or activity held on city-owned property that is open or advertised to the general public; or
- (4) Sale of merchandise, food, or beverages on city-owned property; or
- (5) Erection of a tent equal to or greater than 200 square feet in area on city-owned property; or
- (6) Installation of a stage, band-shell, trailer, van, grandstand, bleachers, or other portable building or structure on city-owned property; or
- (7) Placement of portable toilets on city-owned property; or
- (8) Private event, gathering, or activity held on city-owned property, reasonably expected to have attendance of 300 or more people, per day; or
- (9) Placement or temporary no-parking signs in a public right-of-way or on Property within the City limits;
- (10) Placement of pedestrian boundary markers on city-owned property.

Menagerie means and includes a collection of live animals on exhibition.

Nonprofit association means an association in which no part of its income is distributed to its members, directors or officers.

Parade means an assembly of three or more persons gathering for the common design of moving in or upon any public street from one location to any other location, whether on foot, on horseback, or by mechanical conveyance, as a part of a procession, march, pageant, ceremony, or like event.

This term does not include:

- (1) Funeral processions supervised by a licensed mortuary proceeding by a reasonable route from a funeral home, church, or residence of a deceased to a memorial service or place of interment;
- (2) Sidewalk processions conducted in accordance with all traffic regulations and other applicable laws and ordinances;
- (3) Processions, convoys, marches, or similar activities conducted by members of the armed forces of the United States or the State of Texas while acting in the regular course and scope of their duties;
- (4) Processions, convoys, or the like conducted by members of the Rockport Police Department while acting in the regular course and scope of their duties;
- (5) Wedding processions preceding by a reasonable route by and between the residence of a member of the matrimonial party, the place of performance of the matrimonial service, the place of the reception or matrimonial celebration;
- (6) Official motorcades escorted by members of the Rockport Police Department.

Permit means a written consent or permit to conduct an event or parade issued pursuant to written application and approval hereunder.

Permittee means a person to whom a permit has been granted under this article.

Sideshows and concessions mean and include circuses, menageries, carnivals, and other amusement enterprises, which are open to the public and for which a fee is charged for admission.

Seasonal Special Event means an event that occurs in a specific season and is scheduled throughout the season on non-sequential days and may use a single Special Event Permit.

Special Event means a temporary event, gathering or activity, including but not limited to parades, bike races, marathons, walk-a-thons, fireworks display, concerts, carnivals other types of races and festivals, which involve one or more of the following activities:

- (1) Closing or partial closing of a public street;
- (2) Blocking or restricting City-owned property;
- (3) An event, gathering, or activity held on City-Owned property, that is open or advertised to the general public;
- (4) Sale of merchandise, food or beverages on City-owned property;
- (5) Erection of a tent equal to or greater than 200 square feet in area on City-owned property;
- (6) Installation of a stage, band-shell, trailer, van, grandstand, bleachers or other portable building or structure on City-owned property;
- (7) Placement of portable toilets on City-owned property;
- (8) Private event, gathering, or activity held on properties within the City limits, reasonably expected to have an attendance of 300 or more people, per day;
- (9) Placement of temporary no-parking signs in a public right-of-way or on City-owned property; or
- (10) Placement of pedestrian boundary markers on City-owned property.

Special Event Permit means written authorization from the City Manager to hold a Special Event.

Special Event Rules and Regulations means the guidelines, rules, regulations, policies and procedures developed pursuant to this Chapter 86, Article V. Special Event Rules and Regulations may include, but are not limited to, the following: processes; procedures; cost recovery for City-provided services; safety regulations; resource requirements; and surety and insurance requirements. Special Events must additionally adhere to the Special Events Planning Guide adopted by the City, and all other relevant City Ordinances and local, state, or Federal law.

Street means the entire width between the boundary lines of every road or way publicly maintained when any part thereof is open to the use of the public for vehicular traffic.

¹*Street closure* means the closing or denying access or the ability to drive through a street for an event or for temporary use (not pertaining to City Street Closures for work).

Sec. 86-102. Applications Required

(a) It shall be unlawful for any person or entity to hold a Special Event, sponsor a Special Event, or cause a Special Event to be held, without first having submitted an Application.

(b) An Application is not required for:

- (1) events conducted entirely on the property of a religious institution, educational institution, college, or university campus. City, State, or Federal streets or parking lots for multi-tenant buildings, regardless of location, shall not be considered part of a religious institution, educational institution, or college or university campus;
- (2) events on property owned or controlled by the City subject to a contract, lease or management/operating agreement with a person or entity where the agreement addresses events on the property or the event is included within the permitted uses in the agreement;
- (3) processions of vehicles operated in compliance with traffic laws or a procession of pedestrians excluding organized walks, runs, parades and the like, in compliance with traffic laws along or upon public sidewalks, public parks, or private property;
- (4) events held for National Night Out;
- (5) funerals and funeral processions;
- (6) Activities conducted entirely on sidewalks, in public parks or on private property in compliance with traffic laws and any other applicable City Ordinances (for example, handbills, placing property in rights-of-way, health laws etc.);
- (7) events conducted under the supervision of or with the permission of a governmental entity on property owned, leased, or operated by a governmental entity other than the City; or
- (8) Private events, gatherings, or activities on private property with anticipated attendance of less than 300 people, per day.

Sec. 86-103. Contents of Special Event Application

(a) An Applicant shall file a Special Event Application with the City upon forms promulgated by the City.

(b) The Special Event Application shall set forth a minimum requirement in the Application Appendix A

(c) The Applicant is responsible for updating the Special Event Application information as necessary prior to the event. The City requirements may be amended based on changes in the expected number of attendees or other circumstances. The minimum attendance will be determined by the number of advance sales or registrations for the event.

(d) Within 30 days following the submission of the Special Event Application, the City Manager shall notify the Applicant of any supplemental information requested, using the contact information on the Application.

Sec. 86-104. Permit required.

(a) It shall be unlawful for any person or entity to hold a Special Event, sponsor a Special Event, or cause a Special Event to be held, without first having obtained a Special Event Permit from the City.

(b) No Special Event Permit shall be denied nor shall the Applicant be given less favorable consideration as to time, manner, or place-based upon:

- (1) race, color, creed, religion, gender, domestic relationship status, parental status, sexual orientation, transgender status, gender identity or expression, national origin, political affiliation, or any other prohibited characteristic of the Applicant and/or participants of the Special Event. All must comply with Ordinance No. 1940; or
- (2) the message of the Special Event, or the identity or associational relationships of the Applicant and/or participants; or
- (3) any assumption or predictions as to the amount of hostility which may be aroused in the public by the content of speech or message conveyed by the Special Event, provided that reasonable accommodation as to time, manner, and place may be required in order for the City to provide the resources necessary for police, fire and emergency services to preserve and protect public health, safety and welfare.

(c) A permit will be issued by the city manager based upon the information submitted in the application. The City Manager may reasonably interpret the information in the application and may consider past experience with the type of event and inaccuracies or omissions in the application.

Sec. 86-105. - Complete Application for a permit or Street Closure Request is required.

A Special Event Permit shall not be issued until a completed Special Event Application, together with any additional information requested, proof of insurance, and payments of all applicable fees, if any, are received by the City.

The Special Event Application must demonstrate compliance with this ordinance, the Special Event Rules and Regulations, the Special Events Planning Guide, and all other applicable law.

A Street Closure Request shall not be presented to the City Council until a completed Application, together with any additional information requested and payment; if any, are received by the City.

Sec. 86-106. - Fees and costs.

- (a) Applicable Special Events Permit fees will be found in Appendix B Fees.
- (b) Applicant shall pay all required fees, including site rental, with the Special Event Permit Application, and Applicant shall at the same time be required to pay all fees and costs required by other City ordinances to conduct specific activities in conjunction with or as part of a Special Event.
- (c) If the City determines that a Special Event may require the special attention and involvement of City personnel or City facilities, the City shall notify the Applicant. Prior to issuance of a Special Event Permit:
 - (1) Applicant and City shall agree upon the additional costs the City will incur as a result of the Special Event and Applicant shall pay those costs to the City; and
 - (2) Applicant shall agree in writing to pay any additional costs to the City incurred as a result of the Special Event within five days of the date upon which the City informs the Applicant of the amount of such additional costs, but in no event less than seven business days prior to the event.
- (d) 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.
- (e) Application fees for events under this article shall be used for the purpose of defraying the expenses of the City in regulating and inspecting the event and cleaning any public facilities used by the permittee. The fees prescribed in Appendix B are in addition to any other fees, taxes, or other charges imposed by law. The City Manager can waive fees required in this section if the applicant is a nonprofit corporation engaged solely in public purpose activities.

Sec. 86-107. - Timeframes and deadlines.

Special Event

(a) A Special Event Application must be filed no earlier than 365 calendar days before the commencement of the proposed Special Event, and no later than 60 calendar days before the commencement of the proposed Special Event. The City Manager may consider an Application that is filed less than 60 calendar days before the commencement of the proposed Special Event if the Applicant could not have met the deadline because the event had not been planned for more than 60 days, the event will not place an undue burden on the City staff or resources, and all applicable expedited application fees are paid.

(b) When a timeframe or deadline established in this Chapter 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.

Sec. 86-107A. Street Closure

(a) 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.

(b) 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.

Sec. 86-108. - Application process and review.

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.

Sec.86-109. - Standards/requirements for issuance of special event permit.

(a) Special Event Permit will be issued only if the City Manager finds that the following requirements, as applicable to the Special Event, have been met or that adequate provision therefor will be made:

- (1) requirements of City Ordinances/Code provisions and of the State and Federal Governments are met;
- (2) the Special Event will not unnecessarily interrupt the safe and orderly movement of traffic near its location or route;

- (3) the Special Event will not require the diversion of a number of police officers to properly police the Special Event locale or movement of a procession or parade along the route and the adjacent areas which will significantly impair adequate police protection for the City as a whole;
- (4) the concentration of people, animals, and vehicles at assembly points will not significantly impair proper fire and police protection or ambulance service to areas at or near such assembly points or the City or County as a whole;
- (5) A parade is scheduled to move from its point of origin to its point of termination without unreasonable delays in route;
- (6) all licenses and permits, restrictions, regulations, fees for the City services, if any, safeguards or conditions as set forth in any Special Event Rules and Regulations as promulgated by the City Manager have been submitted, and approved; and
- (7) successful completion of all required pre-event inspections.

(b) The City Manager is authorized to interpret the requirements in this Article, and has the authority to modify the same, to fit individual circumstances where the standard cannot be strictly met, is inapplicable to the specific Special Event, or if additional modifications are deemed necessary by individual City departments for the safe and orderly conduct of a Special Event. The City Manager is further authorized to require an Applicant to institute other safeguards or activities to protect the public's safety from circumstances that may arise from a specific Special Event or Street Closure.

(c) It is understood that no Applicant is assured the ability to close a street. All street closures are subject to approval by, and authorization from, the City Manager, as set forth in the City's Code of Ordinances and applicable City policy.

Sec. 86-110-197. - Public conduct during parades.

Interference. No person shall unreasonably hamper, obstruct or interfere with any parade or parade assembly or with any person, vehicle or animal participating or used in a parade.

Driving through parades. No driver of any vehicle, except an authorized emergency vehicle as defined in V.T.C.A., Transportation Code § 541.201, shall drive between the vehicles or persons comprising a parade when such vehicles or persons are in motion and are conspicuously designated as a parade.

Parking on a parade route. The city manager, director of public works, and police chief, or their designees shall have authority, when reasonably necessary, to prohibit or restrict the parking of vehicles along a highway or part hereof constituting a part of the route of a parade and post signs to such effect. It shall be unlawful for any person to park or leave unattended any vehicle in violation thereof.

Sec. 86-110. - Denial or revocation of a permit.

(a) The City Manager shall deny issuance of a Special Event Permit if:

- (1) The Special Event will conflict in time or location with another Special Event or event for which an Application has been submitted or approved prior to the one subsequently requested;
- (2) The Special Event, if held, would violate the Special Event Rules and Regulations, the Special Event Planning Guide, any City ordinance or any other applicable law;
- (3) The City Manager determines that there is a false or misleading statement or omission of material fact on a Special Event Application, and the same is not corrected within the time for submission of an application;
- (4) The Applicant has violated this ordinance or has had a Special Event Permit revoked within the preceding 12 months;
- (5) The Applicant fails to provide proof of a license or permit required by any City ordinance or other applicable law for the Special Event;
- (6) The Applicant fails to provide proof that the insurance requirements for the Special Event have been met; or
- (7) The Special Event would significantly impair the delivery of normal or emergency public services or constitute a public health or safety threat.

(b) If the City Manager determines that the Special Event Permit shall be denied, the City Manager shall consider alternatives to the time, place or manner of the Special Event that would allow the Special Event to occur.

(c) Revocation of a Special Event Permit:

- (1) If the Police Chief, Public Works, Building Official, Code Enforcement Officer, or Director of Parks and Recreation (known collectively as "City Official"), or their designee, finds that any of the provisions of this ordinance, another City ordinance, Special Event Rule or Regulation, Special Event Planning Guide, or other applicable law is being violated, he or she shall immediately notify the City Manager and based on that information, the City Manager shall attempt to solve the issue at hand and if it cannot be resolved, the City Manager will determine whether the Special Event Permit shall be revoked. Notice and an opportunity to be heard by the City Manager shall be given to the Applicant prior to revocation if reasonably possible and if the cause for revocation does not involve an imminent threat to the health and safety of any individual or property. If revoked, the Special Event shall immediately terminate and cease activity upon notification to the Applicant. Failure to terminate the activity following revocation of said permit shall constitute a separate offense.

- (2) When, in the judgment of any of the above designated City Official, a violation exists which requires immediate abatement, and the Applicant does not abate the violation immediately upon notice from said City Official, the City Official shall have authority to revoke a Special Event Permit in the absence or unavailability of the City Manager. If revoked, the Special Event shall immediately terminate and cease activity upon notification to the Applicant.
- (3) The City Manager, or other City Official in the absence of the City Manager as described above, may revoke a permit wherein a material false or misleading statement or omission of material fact on a Special Event Application is discovered after the Special Event Permit was issued, so that the terms of the permit would require significant revision or if the scope of the Special Event has so changed that the terms of the original permit require significant revision which presents an unreasonable burden on the City resources.

Sec. 86-111. - Appeal.

(a) If the City Manager denies the issuance of a Special Event Permit, or revokes an issued Special Event Permit, the Applicant shall promptly be notified in writing. Such written notice shall include the reasons for the decision to deny or revoke the Special Event Permit. The Applicant may appeal the denial or revocation to the City Council which shall make a ruling on the appeal, if time permits prior to the event. The City Council shall not be required to call a special meeting to accommodate an appeal.

(b) If a City Official other than the City Manager revokes an issued Special Events Permit, the Applicant shall promptly be notified in writing. Such written notice shall include the reasons for the decision to deny or revoke the Special Event Permit. The Applicant may appeal the denial or revocation to the City Manager which shall make a ruling on the appeal and attempt to resolve the issue if time permits prior to the event. If no resolution can be made, the Applicant may appeal the revocation to the City Council which shall make a ruling on the appeal if time permits prior to the event. The City Council shall not be required to call a special meeting to accommodate an appeal.

(c) If a Special Event Permit is revoked the event shall cease. No fees, whether they are application fees, or fees paid for City services shall be refunded if a Special Event Permit is revoked. The City shall not be liable for any costs or damages associated with denial of or revocation of a Special Events Permit.

Sec. 86-112. Penalty; enforcement.

Any person conducting, commencing, aiding or engaging in an event without a permit, or otherwise violating any provisions of this article, is guilty of a misdemeanor and, upon conviction, shall be punished by a fine not to exceed \$500.00.

The Chief of Police or any officer of the Rockport Police Department is hereby authorized to issue

summons and citations, as applicable, for violations of this article.

Sec. 86-113. Cumulative effect.

The provisions of this article are cumulative, and nothing herein shall prevent, alter or diminish the applicability or enforcement of other ordinances restricting, regulating or governing the subject matter hereof.

Sec 86-114 Permit Bond and/or Insurance and/or Cash Deposit for Events on City property

(a) Submission Requirements:

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

(b) Purpose of Bond/Insurance/Cash Deposit:

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

(c) Validity and Usage:

- (1) The bond must remain valid for at least 30 days after the event ends.
- (2) 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.

(d) Refund Conditions:

- (1) 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.

Sec. 86-115 Contract

The applicant, in tendering an application and receiving a permit, agrees and contracts with the City not to exclude at any time any authorized City official on duty for the purpose of inspecting, maintaining, and assuring the health, safety, and welfare of the City.

Sec.– 86-116 Reserved.

SECTION 2. REPEALER

Any previously adopted ordinances, and any subsequent amendments to them, which are in conflict with this Ordinance, are all repealed.

SECTION 3. SEVERABILITY

If any provision, section, sentence, clause or phrase of this Ordinance, or the application of same to any person or set of circumstances is, for any reason held to be unconstitutional, void or invalid, the validity of the remaining portions of this Ordinance shall not be affected thereby, it being the intent of the City Council in adopting this Ordinance that no portion hereof, or provisions or regulations contained herein, shall become inoperative or fail by reason of any unconstitutionality of any other portion hereof, and all provisions of this ordinance are declared severable for that purpose.

SECTION 4. EFFECTIVE DATE

This ordinance shall become effective upon adoption on second reading by the Rockport City Council.

APPROVED on the first reading the 23rd day of July, 2024.


ADOPTED on the second and final reading the 13th day of August, 2024.

City of Rockport, Texas



Tim Jayroe Mayor

ATTEST:



Shelley Goodwin, City Secretary

Street Closure/Event Application

Completed applications are due at least 60 days in advance of the event. Applications are to be submitted to the City Secretary.



APPLICATION INFORMATION

Name of Organization/Business _____

Applicant Name/Event Organizer _____

Full Address _____

City _____ State _____

Zip Code _____ Phone # _____

Email Address _____

Organization/
Business Type: ☐ For-Profit; Event Proceeds go to : _____
☐ Non-Profit; attach IRS letter, Form 990

EVENT INFORMATION & LOCATION

Event Name _____ Event date (s) _____

Event History (Number of years) _____ Estimated attendance _____

Move-in & set up

First day of move-in: Date _____ Start Time _____ End Time _____

Indicate Date/Times Open to Attendees

Event Date (first day): _____ Start Time _____ End Time _____

Event Date (second day): _____ Start Time _____ End Time _____

Event Date (third day): _____ Start Time _____ End Time _____

Event Date (fourth day): _____ Start Time _____ End Time _____

Move-out (final day):

Move Out Date: _____ Start Time _____ End Time _____

On-Site Event Contact Name _____ Phone _____

Event Website: _____

Is the event free and open to the general public? _____

EVENT COMPONENTS

Animals _____	Bike Race _____	Car Show _____
Carnival _____	Concert/Live Music _____	Cook-Off _____
Company Picnic _____	Demonstration/Rally _____	Fair/Festival _____
Family Reunion _____	Fireworks _____	Fundraiser _____
Parade _____	Run/Race/Walk/Ride _____	Sporting Event/Tournament _____

Trade, Vendor, or Art Show _____ Wedding _____

Other _____

Event Size: _____

Parking Locations: _____

Overflow Parking Locations: _____

STREET CLOSURE

Closure Area: _____ Entire Street _____ Parking Lane Only _____ Partial Street _____ Blocking City-owned property _____
Side of street: _____ (N,S,E,W) Side of street: _____

Location: _____

Additional details (attach additional pages as needed for more streets and describe details of use below):

Street Closure Details

Street Name	Between (cross street)	And (cross street)	Start Date	Start Time	End Time	End Date
Example: Cornwall	Austin	Magnolia	6-20-2024	8:00 a.m.	11:30 p.m.	6-21-2024

COMMUNICATIONS

If the event will impact surrounding property owners, please have all those that are impacted sign the attached notification letter 60 days before the event date. The notification letter(s) must be submitted with your application.

SECURITY

The Rockport Police Department Office Duty Employment Coordinator must be contacted at (361) 790-1110 to make security arrangements.

A Traffic Plan and Parking Plan must be submitted with your Application. You will also need to schedule a meeting with the Police Department.

ASafety Plan will also be required to be attached to your Application.

Do you plan to have alcohol at your event? _____ If yes, then a copy of your TABC Alcohol Beverage Permit is required to be attached to your Application.

EQUIPMENT

If you supplement the on-site restrooms with portable toilets and handwash/sanitizer stations, please indicate below by adding the quantities of each, along with delivery, servicing, and pick-up details. The event organizer or representative must be present for the delivery of equipment to ensure proper placement.

Regular Portable Restrooms _____

Sanitation Company Name & Phone Number: _____
Equipment will be delivered on (enter date): _____ Picked up on _____

Trash and clean-up are the responsibility of the event organizer. Depending on the size and scope of the event, additional trash receptacles or dumpsters may be required at the event organizer's expense.

Will a dumpster be delivered? _____
Yes; If yes, list the size(s) below and indicate the location on a site map

Street location for barricades _____
Public Works will let you know if you need additional barricades and signage to ensure the traffic flows.

Barricades cost is \$100.00 per day per street.

A Trash Plan must be attached to your application. Additional trash cans or dumpsters must be provided through Republic Trash Company and at the expense of the applicant.

Miscellaneous

General Liability Insurance is required naming the City of Rockport (2751 S.H. 35 Bypass, Rockport, Texas 78382) as the certificate holder and additional insured. Insurance must be received at least 10 days prior to move-in. A bond or cash deposit may be accepted in addition to or in place of the Insurance for any event held on City property.

Printed Name: _____

Signature: _____ Date: _____

CITY OF ROCKPORT USE ONLY

Application Fee Paid: _____

Date Received: _____ Signature: _____

Street Closure Request Additional Documents

_____ Attached Neighborhood Communication Form(s) including a copy of the notification letter and list of addresses to the letter will be sent to

_____ Attached a Traffic Management Plan _____ Attached a Safety Plan
_____ Attached a Trash Plan _____ Fee for barricades paid, if applicable

Police Department: _____ Date: _____

Public Works Department: _____ Date: _____

Parades and Special Events Additional Documents

_____ Attached a Traffic Management Plan _____ Attached a Trash Plan
_____ Attached a Safety Plan _____ Fee for barricades paid, if applicable
_____ Attached copy of the TABC Alcohol Beverage Permit
_____ Attached Site Plan with dumpster location (s) are identified
_____ Attached copy of General Liability Insurance
_____ Fee (s) for permit paid

Police Department: _____ Date: _____

Parks Department: _____ Date: _____

Public Works Department: _____ Date: _____

City Manager: _____ Date: _____

_____ City Council Meeting

_____ Requestor was notified of the City Council Meeting

Appendix B - Fees

Special Event Application Processing Fees	
Special Event Application	\$100 non-refundable (Non-profit \$50.00)
Expedited Special Event Application Fee (application submitted less than 60 days in advance of the event date)	\$300 non-refundable (Non-profit \$150.00)
Security Deposits	
100 to 1,000 (City-owned property)	\$1,000 (Non-profit \$500.00)
1,000 and above (City-owned property)	\$3,000 (Non-profit \$1,500)
Swimming Pool Special Events	
Parties 1-25 people	\$250.00 2 hours for 1 pool \$400.00 2 hours for 2 pools
Parties 1-50 people	\$325.00 2 hours for 1 pool \$475.00 2 hours for 2 pools
Parties 51 -75 people	\$400.00 2 hours for 1 pool \$550.00 2 hours for 2 pools
Additional Hours	\$75.00 each hour/ call Parks Department for additional charges
Other Fees	
Barricade	\$100 per barricade per day
Clean-up	\$50.00 per person per hour

Peace Officers Rate Table

<i>Number of Participants and Spectators at the Event</i>	<i>Minimum Number of Peace Officers Required</i>	<i>Hourly Rate/Daily Rate</i>
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

Appendix B - Fees

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
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*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:

- a. Any alcoholic beverage is sold, served, or otherwise made available at the event.
- b. Event or Special Event requiring traffic control will be based upon the route and required street closures.
- c. 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.

Additional Cost

Food Handler Permits-Contact Aransas County

Texas Alcoholic Beverage Commission (TABC) Permit- Contact TABC

Trash Cans and Dumpsters-Contact Texas Disposal

Communication Form



This Form is for Special Events and Street Closures. All businesses and neighborhoods within 200 feet.

Date of Notice: _____

Event: _____

Event Location: _____

Event Date and Time: _____

Organization: _____

Event Contact: _____

Event Description: _____

Amplified Sound Time: _____

Street Closure Date and Times: _____

Parking Restrictions: _____

Detour Information (suggestion to include a map): _____

I, _____ (name) of _____
(address or business name) have been notified of the above-mentioned event/street closure. I realize that
I may be impacted by this event/street closure, and I support or do not support (circle or underline one)
this request.

(signature)

(contact information)