



PUBLIC & SPECIAL EVENT PROCESS & APPLICATION



To All Event Coordinators:

The City of Kyle Parks and Recreation Department is ready to assist you with the coordination of your event. This information packet is design to help you understand and comply with all City Ordinances, Policies and Regulations related to the production of your event. It is the responsibility of the Event Coordinator to review all the information contained in this packet and to comply with all the rules, regulations and ordinances.

What is a Special Event:

No event is too big or too small. Unless you are holding a private event with a specific number of guests, your event is considered a Public or Special Event. This event could be held in one of the City's Parks, on a public street or in a municipal building. This event could be a recreation or sporting activity or carnival or concert. This event could be sponsored by Kyle citizens, business groups, civic organizations, non-profits or anyone wishing to organize a gathering for virtually any purpose on City or Public property.

Application Prior Date:

The City of Kyle Parks and Recreation Department requires that an application be filled out and submitted to the Parks Administration Office at least ninety (90) days prior to the event. We will check the availability of the facility being requested and put a temporary contract on the date, with receipt of deposit, until the event receives final approval from all City Departments involved. Your application may have to be presented to the Parks and Recreation Committee, Kyle Planning & Zoning or the Kyle City Council before receiving final approval. At the time of final approval, all fees must be submitted to complete the contract/agreement.

If your event is less than 90 days away, please submit your request anyway. Due to the content and nature of your event, you may not require the full 90 days for approval. In any case, no event can occur without a completed application.

Annual Events:

If your event plans to be an annual event, the City of Kyle Parks and Recreation Department requires a post-event meeting be scheduled within 30 days after the event to evaluate and make recommendations for future events.

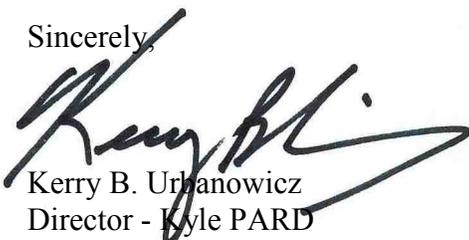
Alcohol Use:

Special events (any event open to the public) that include the servicing of alcoholic beverages shall be conducted under the laws of the State of Texas and the rules and regulations of the TABC. You are required to contact the TABC for information regarding such rules and regulations.

Any event that includes the selling of alcoholic beverages requires a TABC license and such license shall be filed with the Kyle PARD prior to Use Permit being issued.

Finally - As the Event Coordinator, you are undertaking a large responsibility for the production of your event. Remember that advance planning will help ensure that your event runs smoothly. Last minute planning may create unnecessary heartaches and situations. Please do your part and plan a great event.

Sincerely,



Kerry B. Urbanowicz
Director - Kyle PARD
(512) 262-3939

Process subject to change with or without notice



City of Kyle Parks And Recreation Department Special Events Application

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City of Kyle Parks And Recreation Department Special Events Application

Name of Event _____ Proposed Date _____

Location of Event _____

Time of Event (from) _____ (to) _____ Estimated Attendance _____

Profit _____ / Non-Profit _____ *501(c)(3) Certificate Attached / Charity* _____
(Check one of the Above)

Summary of Event:

Name of Organization Sponsoring Event: _____

Contact/Event Coordinator _____ Cell Number _____

Mailing Address _____

Email Address _____

2nd Contact Info:

Contact Name _____ Cell Number _____

Mailing Address _____

Email Address _____

Deposit Policy:

Upon submission of application/contract and reserving event date, a **\$500 Refundable Security Deposit** will be required.

1. A deposit established in Appendix I to protect the city against possible clean up, lost key, and repair expenses. The deposit is to be paid with cash, check or money order. **Any refund of deposit will be repaid by the city with a city check within thirty (30) working days after the event.**
2. Any keys are to be returned to the City the day after the event. It shall be an offense under this ordinance for anyone to duplicated, retain or copy any such key. If the key is not returned, the entire deposit will be forfeit.
3. All damages and clean-up charges, if any, **will be deducted from the deposit prior to the City providing any refund as described under this subsection.** Any and all damage or clean-up charges in excess of the deposit will be billed to the responsible person or organization for payment to the city.
4. Should any person or organization responsible fail to pay for any additional damage or clean-up charges within fifteen (15) days of notification by the city, that person or organization shall be barred from using the facility as deemed appropriate. Appeals pursuant to this policy shall be made to the City Council. Council shall have final authority to waive or lower charges, to extend the deadline for payment, or to shorten or waive the penalty.



**City of Kyle Parks And Recreation Department
Special Events Application**

Park and/or Facility Requested _____

Time of Use From: _____ to _____ (What time will you be setting up before your event and when will you be leaving after cleaning up?)

Special Requests/Needs from PARD Staff _____

The section below to be completed and approved by **Kyle Parks Department**

Parks and Recreation Committee Recommendation _____

Rates for Park and/or Facility as set by Ordinance Appendix \$ _____

Total number of Staff _____ x Total number of hours _____ x \$30 = \$ _____

Any event requiring the assistance of the Parks and Recreation Department and Staff to help with the set up or take down of your event will be charged at the rate of \$30 per hour per staff member.

Other City of Kyle Parks and Recreation Equipment requested for rental use:

Total Kyle PARD Equipment rental use \$ _____

Total Usage Fees for Kyle Parks Department \$ _____

(Transaction Code 602)

Receipt # _____

Hours of Operation of All City Parks & Facilities:

Sunday - Thursday - 8:00am-10:30pm Friday & Saturday - 8:00am - 12midnight

Other Park Rules:

1. Events with loudspeakers, live music, or any activity which involves amplification equipment/devices of any kind shall not commence prior to 5:30 p.m. Monday – Friday, and shall terminate by 10:30 p.m. Monday – Thursday and 12midnight on Friday & Saturday.
2. It shall be unlawful for any person exercising ownership, care, custody, or control of a pet or animal to allow such pet or animal, which animal has not been licensed as required by law, upon any public property, playground, or park area located within the city. City leash laws apply within the confines of all city parks. Pets and/or animals are not permitted within the playscape areas, or any play areas that are designed for children. It shall also be unlawful for any person exercising ownership, care, custody or control of a pet or animal to allow such animal knowingly, intentional or negligently to deposit feces on any City property, unless said person removes the feces once deposited.
3. No glass containers permitted in parks

Any person who violates the Park Ordinance or part thereof shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not less than \$50.00 nor more than \$500.00. Each day that such violation continues shall be deemed a separate offense.

Comments by Park Administration/Director:

Signature of Parks Administration/ Director _____ Date _____



City of Kyle Parks And Recreation Department Special Events Application

This Section to be approved by Public Works Department

Requester's Name: _____

Requester's Phone Number: _____

Requester's Email Address: _____

Other Contact Name: _____

Other Contact Phone Number: _____

Streets to be closed, if any: ** _____

**Notification of the Kyle Police Department and Kyle Volunteer Fire Department for all Street Closings. See Safety Management Plan on Page 8

Is Street Closing within a Residential Area? _____

Subdivision Name (if yes): _____

Is Street Closing on a State or County Road? _____

Approval letter from State or County Official attached (if yes) _____

Date for closure: _____

Time requested for closure: _____

Are Public Works Department barricades needed? _____ Cost \$ _____

(Current fee to close public street is \$157.50. To use Public Works or Parks Dept barricades require a \$150 per barricade refundable security deposit. The need for two (2) six foot (6') wide barricades at each end of closed Street has been established for public safety)

Names & Addresses of all residents affected by this request - Please attach list if more space is needed:

Comments by Public Works Administration/Director:

Signature of Public Works Administration/ Director _____ Date _____



City of Kyle Parks And Recreation Department Special Events Application

This Section to be approved by Kyle Police Department

Security Requirements

The following chart shall be used to properly provide security at your event:

- Up to 500 people = **1 Uniformed Officer**
- 500 - 1,000 people = **2 Uniformed Officers**
- 1,000 - 2,500 people = **3 Uniformed Officers**
- 2,500 - 4,000 people = **4 Uniformed Officers**
- 4,000 plus people = **4 Uniformed Officers** plus 1 for each additional 2,000

Security for special events is the responsibility of the sponsoring organization. The sponsoring organization must pay for any costs related to security. Security Officers must be present 30 minutes prior to the beginning of the event to 30 minutes after the event is over. Officers must receive a schedule of the event and the hours they will be required on site as well as an itinerary for the event. The names, addresses and telephone numbers for these officers will be required by the Kyle Parks Administration and **must** be turned in prior to issuing a **Use Permit**.

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

Alcoholic Beverages Policy

The Texas Alcoholic Beverage Commission (TABC) controls the sale and/or distribution of alcoholic beverages. In addition to the rules and regulations set by TABC, the City of Kyle has rules that apply to alcoholic beverages in public areas:

- 1) Any event on Public Grounds that serves or offers for sale alcoholic beverages must provide an additional Certified Uniformed Peace Officer on site during serving and or selling hours;
- 2) Glass containers and kegs are prohibited in all city parks, buildings, facilities and public grounds;
- 3) A copy of the TABC License must be provided to the Kyle PARD Admin prior to issuance of Use Permit.
- 4) Contact TABC at (512)393-7744 or (512)451-0231

Safety Management Plan

Events that are held on Public Grounds or 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 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; Street Closing; Traffic Flow; Inclement Weather; Ingress & Egress; Emergency Services; Lost Children; Lost & Found; Fencing & Barricades.

A copy of this plan must be submitted to and approved by the Kyle Police Department.

***A copy of this approved plan must also be delivered to the Kyle Volunteer Fire Department.**

The approved plan must be submitted to the Kyle Parks Admin prior to issuance of Use Permit.

Security Required _____ Number of Officers _____
Alcohol at event _____
Safety Management Plan Submitted to Kyle Police Department _____
Safety Management Plan Approved by the Kyle Police Department _____
*Safety Management Plan copy delivered to the Kyle Volunteer Fire Department _____
Additional Comments by Kyle Police Department/Chief of Police: _____ _____
Signature of Kyle Police Department/Chief of Police _____ Date _____



City of Kyle Parks And Recreation Department Special Events Application

This Section to be approved by Planning Department

Does this Event require a Conditional Use Permit as described under the current Zoning Ordinance:

Section 63. Conditional Use Permits.

(a) Purpose. The City Council may by ordinance, adopted by an four (4) affirmative votes after receiving the recommendation of the Commission, grant a conditional use permit in compliance with this Section for the conditional uses as listed in (b) below. The City Council may impose appropriate conditions and safeguards, including a specified period of time for the permit, to protect the Comprehensive Plan and to conserve and protect property and property values in the neighborhood.

(b) Authorized Conditional Uses. The following listed conditional uses, and none other, may be authorized subject to the terms of this subsection and compliance with all conditional terms, regulations and requirements established by the City Council.

- (i) Heliport (CM, W and PUD only);
- (ii) Municipal service facilities and buildings (All Districts);
- (iii) Circus or carnival; but not within three hundred (300) feet of any Residential District);
- (iv) Hospital, clinic or institution, provided that any hospital or institution permitted in any Residential District shall be located on a site of not less than five (5) acres, shall not occupy more than ten percent (10%) of the total lot area and shall be set back from all property lines at least two (2) feet for each foot of building height (All Districts);
- (v) Private operated community building or recreation field (All Districts);
- (vi) Telephone, Radio or television broadcasting tower or station (T, CM, W and PUD only);
- (vii) Churches (All Districts where not otherwise specifically permitted);
- (viii) Cemeteries (A, TU, E; CBD-2; RS; W; CM; or PUD);
- (ix) Schools - Public and Denominational -Not Daycare (All Districts where not otherwise specifically permitted);
- (x) Manufactured Homes - In the limited areas as specifically authorized by this Ordinance; and
- (xi) Alcoholic Beverages-On Premises and Alcoholic Beverages-Mixed Drink for those specific uses and in the specific zoning districts (CBD-2; RS; W; CM; E).

(c) Procedure. Before authorization of any of the above conditional uses, public notice shall be given and public hearings shall be held as provided in *Chapt. 211, Tex. Loc. Gov't. Code*; provided that a conditional use permit for a period not to exceed seven (7) calendar days may be given for a use set forth in (b)(iii) or (b)(iv) above after a public hearing is held by the City Council after having received a report and recommendation from the Commission concerning the effect of the proposed use on the adjacent and neighboring properties and neighborhoods.

Conditional Use Permit Required _____	Names & Addresses of Property Owners within 200' Attached _____
Public Hearing Posted _____	Date of P&Z _____
Date of City Council _____	CUP Fees \$ _____ Collected _____
Comments by Planning Department Administration/Director: _____ _____	
Signature of Planning Department Administration/ Director _____	Date _____



City of Kyle Parks And Recreation Department Special Events Application

Event Liability Insurance

Any event that is open to the public must have insurance in the amount of One Million Dollars (\$1,000,000) liability coverage This can be in the form of a one (1) day event insurance or by including the event as a rider on an existing insurance policy. The insurance policy must name the **City of Kyle** as an additional insured.

A copy of the insurance certificate must be turned in to the Kyle Parks Administration Office with all usage fees. Failure to do so will void this agreement/contract.

Certificate received on _____ By (PARD Rep) _____

Insurance Carrier _____ **Policy #** _____

Security Guard Information

Name of Security Company Being Used For This Event:

Name of Company _____	Phone _____
Officer's Name _____	Phone _____
Officer's Name _____	Phone _____
Officer's Name _____	Phone _____
Officer's Name _____	Phone _____

List additional Names and numbers on back of this page

List received on _____ By (PARD Staff) _____

Display of Permit

After all forms have been completed, after all fees have been paid and after all the approvals required have been received, the Event Coordinator will be issued a **Use Permit**. This **Use Permit** must be displayed at the event in a clear and obvious location. This **Use Permit** must be available when requested by any City of Kyle Staff member. Failure to display or make available will void the agreement/contract and event will not be permitted to take place. Duplicate Permits, for lost **Use Permit** may be purchased at the Kyle PARD Admin Office for an additional \$25.00.

Guidelines For Food & Beverage

All food and beverages served and/or sold on any City Property or Public Grounds shall comply with all state and local health codes. This includes concessions, cook-offs, benefit plates and booth vendors. There is a fee for serving and/or selling any type of food or beverages in public grounds or facilities. A Use Permit is required and must be properly displayed. Any person handling open food and/or beverage items must poses a valid Food Handlers Permit. They must present this Permit at any time while handling food and/or beverages. Food Handlers Permits may be obtained by contacting any City, County or State Health Department Office. Pre-Packaged food and drink are exempt from the Food Handlers permit requirement.



City of Kyle Parks And Recreation Department Special Events Application

Tents and Temporary Structures

All temporary structures, portable building, tents (over 10'x10'), fences, food booths, jump castles, amusement rides, stages and similar items will require a reference map showing the location of any and all of these structures. A flame retardant certificate is required for each tent. In-ground staking of tents and/or structures is not allowed without prior approval by PARD due to underground utilities.

List of all structures expected for this event:

Map received on _____ By (PARD Rep) _____

Electrical or Lighting Requirements

The City Facilities and Parks have limited electrical and lighting available. If your event requires additional electrical or lighting needs, a licensed electrician or commercial vendor are only permitted to perform electrical or lighting needs. A list of commercial electrical and lighting vendors may be obtained through the Kyle PARD Admin Office. A copy of any work order or contract along with location maps must be submitted prior to Use Permit being issued.

Contract & Map received on _____ By (PARD Rep) _____

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 sign permits from the Kyle Building Department and/or the Texas Department of Transportation depending on location of signs and banners. The City of Kyle does not install signs or banners. The labor required to remove signs and banners after your event will be deducted from your deposit. In no case will permission be granted to place your signs and banners more than 7 days prior to your event.

Sign Permit Obtained on _____ By (Kyle Building Official) _____

Copy of Permit received on _____ By (PARD Rep) _____

Restroom Facilities

Depending on the size and duration of your event, additional portable restrooms may be required. Please work with the Kyle PARD Admin Office to determine the number and location of these services. You are to supply adequate clean up crews and additional supplies to make sure your event is a pleasant one. ADA approved and accessible toilets must be supplied. Copy of agreement with supplier needed prior to issuance of Use Permit.

Number of Portables Needed _____ Company supplying _____

Copy of Permit received on _____ By (PARD Rep) _____



City of Kyle Parks And Recreation Department Special Events Application

Trash and Litter Removal

Clean well-kept grounds are important to the safety and satisfaction of the event participants as well as returning the Public Grounds back to pre-event conditions. Placing large numbers of trash containers throughout the event, especially in high traffic and eating areas, will help reduce the amount of trash ending up on the ground or floor. Use of rental dumpsters to remove and dispose of trash is highly recommended. Facility dumpster are not to be considered when planning your event. The Event Coordinator is responsible for scheduling, paying for and removal of all trash generated by the event. Rented dumpsters may be place only in pre-determined locations approved by the Kyle PARD Admin Office. The size and number of rental dumpsters will be determined by the Kyle PARD Admin Office. The Event Coordinator is responsible for clean up crews to remove all trash and debris and return the park or facility back to pre-event conditions within 24 hours of conclusion of event. All cost associated with removing trash and debris after 24 hours of event will be deducted from the deposit. Copy of dumpster rental agreement must be submitted to Kyle PARD Admin Office prior to issuance of Use Permit.

Number of Dumpsters Required _____ Location Map Supplied _____

Copy of Dumpster Rental Agreement Received By PARD Staff _____

Date/Time of Dumpster Delivery _____ Date/Time of Removal _____

PARD Staff has Approved All Trash/Dumpster Related Issues _____

Parking Plans and Regulations

No vehicles are allowed on grass areas without permission from the PARD Admin Office. Adequate parking must be provided for your expected number of guests and participants. Any damage caused by parking, including but not limited to, tire ruts, damage to trees, poles and structures will be deducted from the deposit. A Parking Plan must be submitted and approved by the Kyle PARD Admin Office prior to issuance of Use Permit.

Parking Plan received on _____ By (PARD Rep) _____

Live and/or Amplified Music

Live and/or amplified music may be permitted Gregg-Clarke Park, Kyle Pool, Steeplechase Park and Kyle Vista Park as well as inside the Community Rooms at all City Facilities. However, at no time shall the noise level exceed the current Noise Ordinance of the City of Kyle. A schedule of any amplified music must be submitted and approved prior to issuance of Use Permit.

Music Schedule received on _____ By (PARD Rep) _____

Park Curfews

All City Parks and Facilities have scheduled hours of operations and curfews. No activity shall take place in any park or within any facility between the hours of 12:30am and 6:00am without permission from the Kyle PARD Admin Office. A schedule of any activities during these hours must be approved prior to issuance of Use Permit

Curfew Schedule received on _____ By (PARD Rep) _____



City of Kyle Parks And Recreation Department Special Events Application

Acknowledgement and Authorization

(To be sign by person responsible for Event)

I, _____, residing at _____,
(Print Full Name) (Mailing Address, City and Zip)

representing _____,
(List the Organization(s) you are seeking a Use Permit for)

for the purposes of _____,
(Name of Event or Purposes for Use Permit)

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 further understand that this is an application for approval from various Departments within the City of Kyle to hold a public event in the City of Kyle on city property, parkland or facility managed and maintained by the Kyle Parks and Recreation Department. This application does not grant permission for any of the above purposes or plans submitted as part of this application. All plans are subject to change to meet approvals of all parties involved. All plans that impact other City of Kyle Departments will require review and approval from each department. Successful completion and approval of this application is required before an event is approved. And I further understand that all approval, signatures and paperwork MUST be completed and turned into the Kyle Parks Administration Office before a Use Permit can be issued. 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 and my associates and/or company/organization must abide by all of the rules and ordinances of the City of Kyle and the laws of the State of Texas. 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 the conditions on-site become unsafe, that any permit, if issued, can be revoked by the City of Kyle. A complete application is not a permit, nor is it conditional that a permit be issued. All fees shall be paid in full prior to the issuance of a Use Permit. I/Company shall maintain our own insurance and coverage assuming all liabilities potential or known. I understand that this application is not inclusive and other permits may be required by other City of Kyle Departments and/or entities.

Signature of Person listed above _____

Day Time Phone _____

Email _____

Date of Signature _____

Received by Kyle PARD Staff _____

Date Received _____

SPECIAL EVENTS CHECKLIST & STAFF APPROVAL

Name of Event _____

Date of Event _____ **Time of Event** _____

Event Contact _____ **Phone** _____

Completed Application/Contract shall be returned to:
Kyle Parks and Recreation Administrative Office
P O Box 40 (100 W. Center St)
Kyle, Texas 78640

Kyle PARD Contact info: Office - (512) 262-3939
Email - parks@cityofkyle.com
Website - www.kylepard.com

____ **(Page 4) Application/Contract Form Complete**

____ **(Page 5-8) City Department Sign Off Pages Complete**

____ **(Page 9) Liability Insurance Certificate naming City of Kyle as additional insured, Security, Permit Display and Food & Beverages**

____ **(Page 10) Structures, Electrical, Signs and Restrooms**

____ **(Page 11) Trash, Parking, Music and Curfews**

____ **(Page 12) Acknowledgement & Authorization**

All items, plans, maps, permits, approvals and signatures have been received.
All payments, fees and deposits have been receipted.
This event is approved as presented and included in this application.

Signature of PARD Staff _____

Use Permit # _____ **has been issued on this date** _____