



# Special Event & Road Closure Application

## **Special Event, Public or Commercial Rentals**

These are uses that advertise, promote and/or encourage any and all to attend. These uses tend to be commercial or public in nature and the event holder does not know a specific number of guests. These Special Event Rentals require additional information, possible review and approvals before issuance of permits.

The City of Kyle has a multitude of reservable locations to include the Krug Activity Center, Gregg-Clarke Park, Steeplechase Park, Waterleaf Park and more to come. The locations can be found at <https://www.cityofkyle.com/recreation/special-event-facility-rental> along with the fees to reserve.

Any use of the Public Parks, Facilities or Right-of-Ways in Kyle for Public Special Events or Commercial Use are regulated by current City Ordinance and Policies. Please contact the Kyle Parks Administration Office at least 90 days in advance of any proposed uses.

This "Special Event Packet" has been developed to assist you with your planning efforts. Please fill this out in full and return it to the City of Kyle Parks and Recreation Department.

Email to: [parks@cityofkyle.com](mailto:parks@cityofkyle.com)

Mail or drop off to: Lake Kyle Parks Office, 700 Lehman Rd, Kyle TX 78640

City of Kyle Parks and Recreation

Office Hours: Monday – Friday, 7am – 4pm

Phone #512-262-3939



# City of Kyle Special Event & Road Closure Application

<b>CONTACT INFORMATION</b>			
Full Name:		Date:	
Phone Number:		E-Mail Address:	
Mailing Address:			
<b>EVENT INFORMATION</b>			
Name of Event:		Proposed Date:	
Location/Park/Facility:		Event Sponsor:	
Event Type:		Profit/Non-Profit /Charity (501 © (3) attached)	
Event Summary:			
Set up Time:		Event Start Time:	
Event End Time:		Departure Time:	
Estimated Attendance:			

**Hours of Operation of ALL City Parks & Facilities:**

Sunday- Thursday (8:00am-10:00pm)      Friday & Saturday (8:00am – 12midnight)

Park Curfew: No activity shall take place in any park or within any facility between the hours of 12:30am – 6:00am.

**DEPOSIT POLICY:**

Upon application/contract and reserving event date approval, a \$505.00 deposit will be required and \$500 will be refundable.

1. 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. 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 damages or clean-up charges in excess of the deposit will be billed to the responsible person or organization for payment.
3. 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.

**Display of Permit:**

You will be issued a Permit after all forms and fees have been approved and paid. This Permit must be displayed at the event in a clear and obvious location and must be available when requested by any City of Kyle Staff member. Failure to display or make available when requested will void the agreement/contract and event will not be permitted to take place. If lost a duplicate Permit may be purchased for an additional \$25.00.

**Food & Beverage:**

All food & 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 on public grounds or facilities. The fee will include a permit that will need to follow the Display of Permit section. Any person handling open food and beverages must poses a valid Food Handlers Permit and have it readily available. Pre-Packaged food and drink are exempt from the Food Handlers permit.



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**Do you have Event Liability Insurance: O YES or O NO**

The insurance policy must name the City of Kyle as an additional insured 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. **A copy of the insurance certificate must be submitted and approved prior to issuance of use permit.**

Received on: \_\_\_\_\_ by PARD rep: \_\_\_\_\_

**Insurance Carrier:** \_\_\_\_\_ **Policy #** \_\_\_\_\_

**Will you have Tents and Temporary Structures: O YES or O NO**

All temporary structures, portable buildings, 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 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 all structures expected for this event (map must be submitted and approved prior to issuance of use permit):**

Received on: \_\_\_\_\_ by PARD rep: \_\_\_\_\_

**Will you need Electrical or Lighting: O YES or O NO**

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 copy of any work order or contract along with location maps must be submitted and approved prior to issuance of use permit.**

Received on: \_\_\_\_\_ by PARD rep: \_\_\_\_\_

**Will you have Street Signs and Banners: O YES or O NO**

If signs or banners are to be displayed outside of a City of Kyle Park you will need to obtain a sign permit from the Kyle Building Department and/or the Texas Department of Transportation depending on location of the signs or banners. All signs and banners must be put up and removed by event staff. If city staff removes any signs or banners the cost will be deducted from the deposit. **Copy of permits must be submitted and approved prior to issuance of use permit.**

Permit Obtained? Yes / No Received on: \_\_\_\_\_ by PARD rep: \_\_\_\_\_



**Will you need extra Restroom Facilities: O YES or O NO**

Depending on the size and duration of your event, additional portable restrooms may be required and must include an ADA approved and accessible toilet. **A copy of any work order or contract with supplier along with location maps must be submitted and approved prior to issuance of use permit.**

Portable restroom ordered? Yes / No Received on: \_\_\_\_\_ by PARD rep: \_\_\_\_\_

**Will you need extra Trash and Litter Removal: O YES or O NO**

Depending on the size and duration of your event, additional trash containers may be required. The event holder is responsible for trash and debris removal and the park and or facility are to be returned to pre-event conditions. **A copy of any work order or contract with supplier along with location maps must be submitted and approved prior to issuance of use permit.**

Trash containers ordered? Yes / No Received on: \_\_\_\_\_ by PARD rep: \_\_\_\_\_

**Will you need more parking than parking lot: O YES or O NO**

No vehicles are allowed on grass area without permission from the PARD Admin Office. 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 copy of a mapped parking plan must be submitted and approved prior to issuance of use permit.**

Received on: \_\_\_\_\_ by PARD rep: \_\_\_\_\_

**Will you have Live and/or Amplified Music: O YES or O NO**

Live and/or amplified music at no time shall exceed the current Noise Ordinance (Sec. 23-60 Noise Prohibited) of the City of Kyle. **A schedule of any amplified music must be submitted and approved prior to issuance of use permit.**

Received on: \_\_\_\_\_ by PARD rep: \_\_\_\_\_



**This Section to be approved by Public Works Department**

**(Street Closure:** a map outline must be submitted to show the road closure and barricade placement)

Requester's Name:		Phone Number:	
E-Mail Address:			
Subdivision Name:		Closure Date:	
Street to be Closed:			
(If street closure is a State or County Road an approval letter from the State or County Official must be submitted)			
Cross Street #1 Name:		Cross Street #2 Name:	
Closure Start Time:		Closure End Time:	
Will you need Public Works Department, Barricades?		Barricade Cost:	
<p>(Current FEE to close a public street is \$157.50. To use barricades a \$150.00 refundable security deposit will be due per barricade. You will need two (2) six foot (6') wide barricades at each end of the closed street for public safety.)</p>			
List Addresses of all residents affected by this request – please attach list if more space is needed:			
Comments by the Public Works Director:			
Signature of Public Works Director:		Date:	

**This Section is to be approved by Planning Department (IF the event requires a Conditional Use Permit)**

Sec. 53-1047. -Authorized conditional uses that pertain to Special Events:

The following listed conditional uses, and none other, may be authorized subject to the terms of this section on compliance with all conditional terms, regulations and requirements established by the City Council:

- (1)Heliport in CM,W and PUD districts only
- (2)Municipal service facilities and building in all districts
- (3)Circus or carnival, but not within 300 feet of any residential districts
- (4)Privately operated community building or recreation field in all districts
- (5)Telephone, radio or television broadcasting tower or station in T, CM, W and PUD districts only
- (7)Schools, public and denominational but not day care in all districts where not otherwise specifically permitted (to see full ordinance please visit <https://library.municode.com/tx/kyle/codes> Under Chapter 53, Article VI. Conditional Uses)

Conditional Use Permit Required:		Public Hearing Posted:	
Date of Planning & Zoning:		Date of City Council:	
CUP Fees \$		Name & Address of Property Owners within 200' attached?	
Comments by Planning Director:			
Signature of P&Z Director:		Date:	



This Section to be approved by Kyle Police Department

**Security Requirements**

- 1 - 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 = 1 Uniformed Officer for every 2,000 people

\*Security is the responsibility of the event holder. The event holder must pay for any costs related to security. Officers must be present 30 minutes prior to the event and remain 30 minutes after the event is over. Officers must receive a schedule & itinerary of the event and the hours they will be required to remain on site. The Police Department will submit the names and telephone numbers for the officers prior to issuing a use permit. The City of Kyle has the right to REQUIRE additional officers.

**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) Glass containers and kegs are NOT ALLOWED
- 2) A additional Certified Uniformed Peace Officer must be on site during serving and selling hours
- 3) A copy of the TABC License must be provided to the Kyle PARD Admin prior to the issuance of Use Permit. 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. The event holder is responsible for the safety of all participants. The following topics are a suggestion of what must be covered in you plan: Security Staging and Schedule, Crowd Management, Command Post, First Aid, Street Closure, Traffic Flow, Inclement Weather, Entrances and Exits, Emergency Services and Staging, Lost Children, Lost & Found, Fencing & Barricades and Mapping of the Event.

Number of event participants		Number of Officers	
Alcohol at Event		TABC License	
Safety Management Plan submitted?		Approved by:	
Kyle Police Department/Chief of Police Comments/Notes:			
Signature of the Chief of Police		Date	

**ALL ITEMS, PLANS, MAPS, PERMITS, APPROVALS, SIGNATURES, DEPOSITS AND FEES HAVE BEEN RECEIVED AND PAID. THIS EVENT IS APPROVED AS PRESENTED AND INCLUDED IN THIS APPLICATION:**

Director Signature		Permit #		Date Issued:	
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