



Galveston County Parks & Cultural Services
4102 Main Street (FM 519), La Marque, TX 77568
Office Hours: Monday-Friday; 8am-5pm
www.galvestoncountytexas.gov
PUBLIC EVENT/SPECIAL EVENT PERMIT APPLICATION

FIRST TIME EVENTS: It is recommended to schedule a meeting with the Rental Supervisor to discuss the application in detail for first time applicants. Please call (409) 934-8102 to make arrangements.

Set-Up Date: _____ Start time: _____ End Time: _____

Event Date(s): _____ Start time: _____ End Time: _____

*Event Date(s): _____ Start time: _____ End Time: _____
(Two-day event) / add additional line for 3+ day event

Break-down Date: _____ Start time: _____ End Time: _____
Reservations can be made 24 months in advance for any public event, special event or company picnic.

Park Requested: _____

*Facility/Facilities Requested: _____

*including but not limited to: pavilions, gazebos, sports fields, cabanas, bunkers, restrooms, etc.

Type of event: _____ Fair/Festival _____ Parade _____ Event exceeds
_____ Circus/Carnival _____ Company Picnic _____ facility capacity
_____ Wedding _____ Race/Fun Run _____ Amusement request
_____ Concert _____ Demonstration/Rally
_____ Other: _____

*Estimated # attending event: _____ (include vendors, staff, volunteers and participants)

Descriptive summary of the event (attach additional sheets if necessary): _____

Event Name: _____

Name of Applicant: _____ (Photo ID req. / age 21+)

Company Name (if applicable): _____

Individual/Tax-Exempt For-Profit or Commercial: _____
(attach proof of current tax-exempt/non-profit status, including IRS form 990)

Mailing address: _____

City: _____ State: _____ Zip: _____

Email address: _____

Cell Phone () _____ Other Phone () _____

Event Day Contact Name: _____ Phone () _____

Certain indoor facilities have additional amenities for rent. Please see page 7 and use the checklist below if you would like to rent:

_____ PA System (Add \$50.00)

_____ *Set-Up & Break Down of Tables/Chairs
(Add \$250 for large facilities or \$125 for small facilities)
*Lay-out required

_____ Podium (Add \$10.00)



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Is the event being sponsored, co-sponsored or supported by another organization or group? If yes, attach a list of supporting organization(s) and describe their role. _____ YES _____ NO

Will gate, admission or registration fees be charged? _____ YES _____ NO
If yes, attach a list of proposed fees and their purpose and also see section 5.1.4 of Facility Permitting Policy.

How will the event be promoted? _____ TV Ads _____ Newspaper Ads _____ Radio
_____ Flyers/posters _____ Billboards _____ Internet
_____ Facebook Other: _____

Event website: _____

REQUIRED ATTACHMENTS - Use the blank space as a check list before submitting your application to the Rental Supervisor.

_____ **Event Location Layout** - Please list the proposed event location and attach a map of the proposed logistical layout for your event.

_____ **Event Parking** - What parking arrangements have been made for your event? If you are using alternate parking lots, an approval letter from the property owner must accompany this application.

Event Set-Up Parking Area: _____

Event Participant Parking Area (vendors, staff, volunteers, media): _____

Event Attendees: _____

Grass Parking - If you are requesting to utilize a grass parking area, what will you do in the event of inclement weather?

_____ **Event Size:** _____ # of Participants _____ # of Staff/Volunteers
_____ # of Spectators _____ **Total Number of Attendees**

_____ **Event History:** Is this a first time event? _____ YES _____ NO

Is this an Annual Event? _____ YES _____ NO

How many years in existence? _____ YEARS

Previous Name(s) of Event: _____

If your previous year's application is on file, are there any changes from the previous year? List: _____



REQUIRED ATTACHMENTS - Continued

_____ **Activities and Entertainment** - Please attach a list of scheduled activities and entertainment with times (i.e. bands, contests, arts & crafts show, cook-off, performers, etc.).

_____ **Structures** - Please check all structural elements that apply.

_____ Tent(s) _____ Booth(s) _____ Table(s) _____ Chair(s) _____ Stage(s)
_____ Fencing _____ Light Tower(s) _____ Generator(s) _____ RV(s)
_____ Other(s), please list: _____

_____ **Utilities**

Will you need electricity? _____ YES _____ NO (see page 9, item #13)

Electricity for: _____

Will you need access to water? _____ YES _____ NO

Water for: _____

_____ ***Portable Toilets:** Indicate the number of portable toilets you will have at your event. The closure of free-standing park restrooms may be required depending on the # of participants expected. Minimum of (1) per one hundred (100) participants is required.

_____ # of Regular _____ # of ADA

When will they be delivered? _____

*For multi-day events, servicing of port-a-lets is required!

_____ ***Event Clean-Up/Trash:**

Who is responsible for the event clean-up? _____

Contact Phone Number: _____

Will your event have a dumpster? _____ YES _____ NO

What size? _____ When will it be delivered? _____

Recycling: Do you have a plan for recycling for the event? If so, please describe:

*Galveston County Parks & Cultural Services may be able to donate a limited number of trash can liners and extra toilet paper to the event, depending on available supplies. ***Please note that events held within the city limits of League City must use AmeriWaste (Walter Hall Park & Elva Lobit Park).**



REQUIRED ATTACHMENTS - Continued

_____ **Food/ Beverages:** Please indicate all food/ beverage elements that apply:

_____ Sale of food/beverages _____ Distribution of food/beverages

A Health Permit is required for each vendor selling or distributing food/beverages.

_____ Sale of Alcoholic beverages _____ Distribution of Alcoholic beverages

You must obtain a TABC Permit for the sale/distribution of alcoholic beverages and will need permission from the Galveston County Parks & Senior Services Division to obtain your permit, if required.

Please state your plan(s) to keep others from bringing alcoholic beverages into your event and to keep patrons from taking alcoholic beverages out of the event.

_____ **First Aid Plan:** Will you have a first aid station on-site? _____ YES _____ NO

What are your plans for a minor/major emergency? _____

Does your event layout provide for emergency vehicle access? _____ YES _____ NO

_____ **Insurance Requirements:** Public liability and property damage insurance is required for all athletic user groups, amusement vendors (i.e. moonwalks), special event organizers Producing events that are open to the public , and for-profit commercial vendors, otherwise known as "vendor" in the amounts set forth below. Insurance must be issued by a casualty company authorized to do business in the State of Texas, and in standard form approved by the Board of Insurance Commissioners of the State of Texas, with coverage provisions insuring the public from any loss or damage that may arise to any person or property by reason of the acts or omissions of the vendor.

Vendor shall at its own expense be required to carry the following minimum insurance coverage:

- For damages arising out of bodily injury to or death of one person in any one occurrence – one hundred thousand and no/100 dollars (\$100,000.00);
- For damages arising out of bodily injury to or death of two or more persons in any one occurrence – three hundred thousand and no/100 dollars (\$300,000.00);
- For injury to or destruction of property in any one occurrence – one hundred thousand and no/100 dollars (\$100,000.00);
- Alcohol - If alcoholic beverages are sold, served, or allowed to be consumed during the event, the insurance certificate must state specifically that it also covers any losses resulting from the consumption of alcohol at the event.



INSURANCE - Continued

Certificate Holder:

The Certificate Holder is: The County of Galveston, 722 Moody (21st Street), Galveston, TX 77550

Additional Insured Required:

The County of Galveston shall be named as additional insured on policies listed in subparagraphs above and shall be notified of any changes to the policy(ies).

General requirements:

- Insurance is to be placed with insurers having a Best rating of no less than A.
- The vendor shall furnish the County with certificates of insurance and original endorsements affecting coverage required by these insurance clauses.
- The insurance certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf.
- Proof of insurance must be provided at least five (5) business days before the start of the event, athletic season, or first permitted date, or the permit/event will be cancelled.
- The County reserves the right to pursue other remedies permitted by law or in equity.
- In no event shall the County be liable for any damage to or destruction of any property belonging to the event organizer/vendor unless specified in writing and agreed upon by both parties.

Security:

The applicant is responsible for adequate security for the permitted event, including crowd control, emergency response access and safeguarding the applicant and park property.

Galveston County Parks & Senior Services requires that: Uniformed "Texas Commission Law Enforcement Officers Standards and Education" (TCLEOSE certified Peace Officers, with the exception of reserve Peace Officers, employed by Law Enforcement agencies located within Galveston County are required for any Public, Special Event, or Company Picnic at which alcohol is present, or any Public, Special, Private Event or Company Picnic with an estimated attendance of 100 or more (including vendors, staff, volunteers, etc.), or events where an admission fee is charged or has live music, bands, or a deejay. Such Peace Officers must also be present at any Event in which, in the opinion of the Director, the anticipated attendance or the planned activity may affect public health or safety. Requirements are listed below. The minimum number of Peace Officers required is two for the first 100 people in attendance; of the two, one of the required Peace Officers must be a TCLEOSE Certified Galveston County Sheriff's Deputy or a Galveston County Constable. If an Event exceeds the attendance as defined below, one additional Officer for each additional 100 people in attendance is required. The Park Patrol Security Supervisor may require additional peace officers, if in their opinion, it appears such additional officers are warranted and can do so at a Minimum of up to 24 hours in advance of the Event. Security is paid when the event begins (not during set-up) until the last event attendee leaves the facility. If officers arrive and the event has already begun, payment for each officer will be due according to the hours of the permit (retroactive).



SECURITY - Continued

It is the Applicant's responsibility to make arrangements for Security by contacting the Park Patrol Security Supervisor, during normal business hours (M-F; 8am-5pm) at either (409) 934-8122 or via cell phone at (409) 443-4608.
 Arrangements for Security under normal circumstances should be made 30 calendar days in advance.

NO ALCOHOL AT THE EVENT	EVENTS WITH ALCOHOL
1-99 = No Officer	1-199 = 2 Officers
100-199 = 1 Officer	199-299 = 3 Officers
200-299 = 2 Officers	300-399 = 4 Officers
300-399 = 3 Officers	400-499 = 5 Officers

Initial - **Event Notification:** The applicant understands that they may be required to serve notices to residents and/or businesses in the area where the event will be held and furnish proof to the Department (initial on line).

_____ **Street/Lane Closures:** Are you requesting any street/lane closures? ___YES___ NO

Please list any street/lane closures you are requesting and attach a map:

See next page for a schedule of fees

Special Event Permit Fees: Fees for these permits are based on the number of people projected to be attending the event and whether or not gate/admission or registration fees are charged. Depending on the site, parks may include outdoor picnic shelters, outdoor pavilions and other outdoor amenities. Special Event Applications must be submitted at least 90 calendar days in advance of the event date and are made on a first-come, first serve basis.

OUTDOOR (PARKS AND AMENITIES) - PARK USER FEES AND DEPOSITS / Parks Open 7:30am-10pm

Attendance	User Fees		Deposit
	Individual/Tax-Exempt	Commercial/For Profit	
Events with 100 persons or less in attendance	\$70	\$140	
101-300 persons	\$145	\$230	\$75
301-500 persons	\$345	\$700	\$200
501-2,000 persons	\$575	\$1,150	\$700
2,001-5,000 persons	\$700	\$1,400	\$1,700
5,001 or more persons	\$700	\$1,400	\$2,700
Events with gate/admission or registration fee	\$1.00 per person (see FPP, section 5.1.4)	\$1.00 per person (see FPP, section 5.1.4)	Use attendance to determine

INDOOR - FACILITY USER FEES AND DEPOSITS / Facilities Open 8am-10pm

Center and Capacity	User Fees	
	Individual/Tax-Exempt	Commercial/For Profit
Walter Hall Pavilion Bottom Floor (300)	\$85.00 per hour, three hour minimum/ \$400 Deposit	\$170.00 per hour, three hour Minimum/ \$400 Deposit
Wayne Johnson Community Center (300)	\$85.00 per hour, three hour minimum/ \$400 Deposit	\$170.00 per hour, three hour Minimum/ \$400 Deposit
Bayside Community Center (200)	\$85.00 per hour, three hour minimum/ \$400 Deposit	\$170.00 per hour, three hour Minimum/ \$400 Deposit
Runge Community Center (120)	\$50 per hour, no hourly minimum/ \$250 Deposit	\$80.00 per hour, no hourly minimum/ \$250 Deposit
Dickinson Community Center (100)	\$50 per hour, no hourly minimum/ \$250 Deposit	\$80.00 per hour, no hourly minimum/ \$250 Deposit
Pioneer House (75)	\$50 per hour, no hourly minimum/ \$250 Deposit	\$80.00 per hour, no hourly minimum/ \$250 Deposit
Walter Hall Pavilion Top Floor (25)	\$20.00 per hour, no hourly minimum/ \$250 Deposit	\$40.00 per hour, no hourly minimum/ \$250 Deposit
Events with gate/admission or registration fee	\$1.00 per person (see FPP, section 5.1.4)	\$1.00 per person (see FPP, section 5.1.4)

ADDITIONAL FEES, IF APPLICABLE	
Set-Up/Break-Down	\$250 for 140-300 capacity & \$125 for all others
Overtime Hours:10pm-8am & County Holidays	Additional hour fee \$25.00 per hour
PA System	\$50.00
Podium	\$10.00



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SPECIAL EVENT CONTRACT: The undersigned applies for a special event permit and agrees to the regulations listed below as established by the Galveston County Department of Parks and Cultural Services.

1. Please have your Permit in possession during your use of the permitted facility.
2. The layout approved for this event denotes the permitted activities and must be followed in the staging and placement of parking, concession stands, booths, inflatables and amusements, trash receptacles, portable restrooms, performance staging and other support amenities. Any deviation from the approved layout, except in the instance of minor on-site adjustments must receive permission from the Parks Supervisor or their representative.
3. No motorized vehicles may be driven upon or parked on turf areas or sidewalks unless approved in the layout.
4. Cancellations: If applicant wishes to cancel the event, the notification must be given in writing at least 30-calendar in advance. Failure to comply with these deadlines will result in the forfeiture of user fees. Cancellations may be charged a \$30 administrative fee.
5. Concession Stands, exhibit booths, tents, awnings, and/or similar support structures may not be attached to, set against, or situated so as to damage any wall, column, tree, post, light standard or any other park amenity.
6. Deposits: The Permit Holder must leave the facility in good or better condition that existed before the event. Following the conclusion of the event all or part of the deposit may be refunded, depending upon the condition in which the facility are left. If the facility is damaged or not thoroughly cleaned, the Permit holder agrees, as a condition of the issuance of the Permit to pay such additional charges as are assessed by the Department. Permit Holders are responsible for damage to any furniture, equipment, and building along with the surrounding grounds. Deposits must be made by check or money order within 30 days of the day the reservation is made and will be deposited. Following the event, a refund check will be issued to the permit holder approximately 45-60 days after the conclusion of the event (if applicable).
7. Trash: Applicant agrees to pick up trash and litter during and after all events. Events are required to remove bags of trash from the Site the same day as the event. Failure to remove trash/litter may result in forfeiture of all or part of the Applicant's deposit. In addition, the Applicant may be responsible for other costs incurred by the Department for the removal of trash/litter from the site.
8. Recognized Holidays & Other Unavailable Dates: Indoor facilities cannot be permitted on County holidays. County holidays are: New Years Day, Good Friday, Easter Sunday, Veterans Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve and Christmas Day; the facility may not be available the Friday prior or Monday after the holiday in accordance with the County's Holiday schedule. County Holidays are subject to change. Martin Luther King, Jr. Day, Memorial Day, July 4th and Labor Day will be available to permit subject to staff availability and with an additional overtime rate of \$25.00 per hour.



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9. No banners, flags, temporary signs, or similar visual effects may be attached to lights, sign posts, trees or secured by stapling, taping, nailing, or other means that may cause damage to park structures or amenities. Rice, birdseed, confetti, silly string, pinatas and glitter are not allowed.

10. Permits that extend beyond park hours are subject to an overtime fee.

11. No glass containers are allowed.

12. All electrical connections and hook-ups installed by the applicant must meet appropriate safety and city or county code requirements. Special event permits are issued for the use of existing electrical systems and outlets only. If the existing electrical system does not meet the event's needs, then the applicant must contract this service with a firm/individual who has a Master Electrician/Electrical Contractor License issued by the City within the park/facility boundaries fall. Such contractor will be responsible for obtaining the necessary permit(s), as well as installation and removal of any temporary power source per article 305 of the National Electrical Code and any city or county codes that pertain. Total amperage required by the applicant may not exceed safe capacity of existing park service. A copy of the electrical permit must be provided before any temporary electrical connection is made.

13. Existing faucets or hose bibs may be used for water connections, but no temporary connections or modifications to the park's water supply may be made without prior approval.

14. Adherence to the date and time allotments of this application/permit are mandatory, and is inclusive of set-up, strike and clean-up.

15. Please note that should the County need to utilize the park for any reason, Applicant will be given notice at the earliest opportunity and User Fees will be refunded.

16. Failure to abide by any of these General Conditions will automatically revoke the Permit and cancel the Reservation. All policies and fees in this application are subject to change.

17. Permit holder is responsible for obtaining any noise/sound or additional permits are required by the City that the event is held in.

18. For Public, Special Events, applicants for permits must submit a "Special Event Reservation/Application" Form. The completed "Special Event Reservation/Application Form" must be submitted to the Permit Office at a minimum of 90 calendar days in advance but not more than two years in advance. Deposit payments are due within 30 days of the day that the reservation is made. The Applicant will be required to pay 100% of the required Site Reservation User Fees, and other Fees as determined by the Permit Office as being applicable to the special event, thirty (30) calendar days prior to the event date unless the applicant is granted a full or partial refund under the requirements of section 2.1 or the event is categorized under section 5.1.4 "Gate Fees". Gate fee applicants shall pay required fees at the conclusion of their event.

19. No "Outdoor Special Event" with attendance of 500 or more will be held within 30 calendar days of another "Outdoor Special Event" within the same park location.



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20. Sites and Facilities are limited. For this reason, reservations should be made as far in advance as is reasonably possible. Public, special events and company picnics can make reservations up to 24 months in advance.

21. All Reservation Application Forms must include a valid telephone number, email address if available, cell phone number and/or fax number as alternative means of contact. Facility and/or User Reservation Fees for both indoor and outdoor facilities and/or grounds are to be paid by Cash, Personal Check, Cashier's Check, Money Order and if applicable by Credit Card (Visa, MasterCard, Discover, etc.) made payable to the Galveston County Parks & Cultural Services Department. Personal checks are only accepted more than 30 calendar days in advance of a reservation. If less than 30 days, cash, cashier's check, money order, or credit card payment is required.

22. For indoor facility rentals for either private or public/special events and company picnics, following the conclusion of the Event if the Facility, or Grounds is damaged or if the Facility, Grounds area is not thoroughly cleaned, the Permittee agrees, as a condition of the issuance of the Permit to pay such charges as are assessed by the Department. If a dispute arises out of or relates to the breach of this Agreement, and if the dispute cannot be resolved through negotiation, then the County and Permittee agree to submit the dispute to mediation. In the event that the County or Permittee desire to mediate any dispute, that party shall notify the other party in writing of the dispute it desires to mediate. Within thirty (30) days after receipt of the written notice of the dispute and the request to mediate, the parties shall attend a mediation conducted by a mutually agreeable mediator. If the parties do not achieve a resolution of the dispute by mediation, within ten (10) days after the mediator declares an impasse, either party may make a written demand for binding arbitration by an impartial and unbiased arbitrator. Mediation is a condition precedent for the filing of suit by the aggrieved party. The demand for arbitration must describe the dispute and the factual basis for the dispute in reasonable detail. The parties may agree, in writing, to appoint an impartial and unbiased arbitrator to hear the dispute. In the event that the parties are unable to agree on the appointment of an arbitrator, either party may file suit in either the county court-at-law or the district court of Galveston County to request appointment by the court of an impartial and unbiased arbitrator to hear the dispute and a referral of the case to the appointed arbitrator to conduct a binding arbitration. The arbitration shall be conducted according the Commercial Arbitration Rules and Mediation Procedures (Including Procedures for Large, Complex Commercial Disputes) of the American Arbitration Association which are in effect on the date of the demand for arbitration is received by a party, except to the extent of a conflict with this Agreement.

23. Cleaning and Trash For Indoor Facility Rentals: Permit Holders are responsible for the cleaning of the facility and Permit Holder is allowed to contract cleaning services but must remain on premises until cleaning is complete. Permit Holder agrees to mop and sweep all rooms including banquet rooms, bathrooms, kitchens and entryways and return tables and chairs to proper locations. Trash cans, bags, mops, brooms, mop bucket and cleaning supplies are provided. Trash cans are for use for trash only. County staff will inspect the facility immediately following the event. If the facility is not satisfactorily cleaned, Section 2.9 of the Facility Permitting Policy will apply.



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24. Cleaning and Trash For Outdoor Facility Rentals, the Permittee must pick up trash and litter during and after all Events. Events where in excess of 100 persons are in attendance will be required to remove bags of trash from the Site the same day of the event. In the event that trash is not removed, the permittee may be responsible for other costs incurred by the Department for the removal of trash and litter from the Site.

25. The Applicant must provide for the Event, at no additional charge to the public, an adequate number of portable toilets (one per 100 attendees), including a proper ratio of such toilets that meet the Americans with Disabilities Act specifications (ADA).

26. The Permittee may use for the Event any electrical outlets that currently exist at the Site at a cost of \$10.00 per outlet. It is the Permittee's responsibility to contact the Department at least 72 hours before the Event to ensure that the electrical power is turned on. If the Event takes place at a Site where no electrical outlets are currently in place or if the Permittee has additional electrical requirements, it will be the Permittee's responsibility to safely provide for the Event's additional needs.

27. Any misrepresentation of the signed special event application or failure to meet the requirements set forth herein will result in retention of the deposit fee.

Applicant's Name

Applicant's Signature

Date



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Checklist / Notes:

For Office Staff Only:

Staff Initials: _____ Permit #: _____

Deposit Fee Paid: _____ Method of Payment: Cash MO# _____
Date: _____ Check# _____ CC

User Fee Paid: _____ Method of Payment: Cash MO# _____
Date: _____ Check# _____ CC

Initial Meeting Date: _____ On-Site Meeting Date: _____

Routed to Internal Departments: _____ Parks _____ GCSD _____ GCFR
_____ Permit Office _____ Director

Rental Supervisor Checklist

Layout: _____ Event Parking: _____ Activity Listing: _____ TABC Permit: _____

Insurance: _____ Sound Permit: _____ Security Scheduled: _____

Street Closure Map: _____

GCPD Staff in charge: _____ Cell: _____

_____ Event Notes: Emailed On: _____

Route to Rental Supervisor for signature and final review _____

Rental Supervisor Signature: _____ Date: _____

NOTES/SPECIAL REQUESTS: