



Date Received: \_\_\_\_\_ Accepted By: \_\_\_\_\_

Date Complete: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

Conditions: \_\_\_\_\_

\_\_\_\_\_

Name of Event: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**PERMIT FOR SPECIAL EVENT WITHIN CITY LIMITS CHECKLIST:**

Site Plan \_\_\_\_\_

Sound Control Plan \_\_\_\_\_

Maintenance and Clean Up Plan \_\_\_\_\_

Monitoring and Security Plan \_\_\_\_\_

Neighborhood Notification Letter and Documentation of Notification \_\_\_\_\_

Refundable Deposit \_\_\_\_\_

Certificate of Liability Insurance \_\_\_\_\_

Licensing \_\_\_\_\_

**Additional Permits If Applicable:**

Street Closure Permit - \$250+ \_\_\_\_\_

Itinerant Vendor Permit - \$35 - \$70 per Vendor \_\_\_\_\_

Special Event Food Vendor Permit - \$30 - \$150 per Vendor \_\_\_\_\_

Facility Rental Application - Various Fees \_\_\_\_\_

Commercial Activity in DS Parks - \$30-\$800 \_\_\_\_\_



## A Letter to Event Coordinators:

The City of Dripping Springs is eager to assist you in the coordination of your special event. This information packet is designed to help you understand and comply with City rules, regulations, and ordinances related to the production of a special event. It is the responsibility of the Event Coordinator to review all information contained in the packet and comply with all rules, regulations, ordinances, and conditions.

The City of Dripping Springs Parks & Community Services Department requires that an application be filled out and submitted at least 30 days prior to the start of the event. The purpose of this application is to review the content and focus of your event, how it will impact city services and patrons, and ultimately ensure that participants enjoy a safe and well-planned experience.

Applications will not be accepted if your event is less than 30 days away.

As an Event Coordinator, you are undertaking a large responsibility for the production of your special event. Remember that advance planning will help ensure that your event runs smoothly.

Thank you,  
City of Dripping Springs Parks & Community Services Department



**PERMIT FOR SPECIAL EVENT WITHIN CITY LIMITS**

City Code §6.02.071 requires a permit for a Special Event. Such events can and often do impact surrounding properties and public rights of way, as well as the general health, safety, and welfare of the public. Sponsors of an activity open to the public expected to have fifty (50) or more people in attendance need a permit. A permit applicant must complete the following information prior to being issued a permit and must conform to permit requirements and conditions.

**Name of the Event:** \_\_\_\_\_ **Estimated Attendance:** \_\_\_\_\_  
**Summary of Event:** \_\_\_\_\_  
**Location:** \_\_\_\_\_  
**Date(s) of Event:** \_\_\_\_\_  
**Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_ **Set Up Begins:** \_\_\_\_\_ **Clean Up Begins:** \_\_\_\_\_

**Applicant**

**Property Owner**

<b>Name:</b> _____	_____
<b>Entity (if applicable):</b> _____	_____
<b>Mailing Address:</b> _____	_____
<b>Phone:</b> _____	_____
<b>Email:</b> _____	_____
<b>Date:</b> _____	_____

All actual events must be in compliance with the descriptions, disclosures, and other representations of the applicant, and the applicant warrants by the signature below that all material facts are fully described in this permit application and attached submittals. The approval of this permit does not relieve the sponsor, tenant, or owner from abiding by any other law applicable to the use of the property, including but not limited to applicable zoning, or applicable to the conduct of activity during the event. The City's sole action is to deny, approve, or approve with conditions the event as described; and the City is in no way responsible or liable for acts and omissions of the permitted or others associated with the event.

**Applicant's**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Property Owner's**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**APPLICATION CONTINUED ON NEXT PAGE →**

As the Event Coordinator, you are responsible for the safety of all participants. Consideration of safety must be a top priority in all aspects of event planning. If the topics mentioned are not applicable to your event, please notate with N/A. Please attach documentation that the Special Event complies with the following standards. Be sure to include dimensions on all plans.

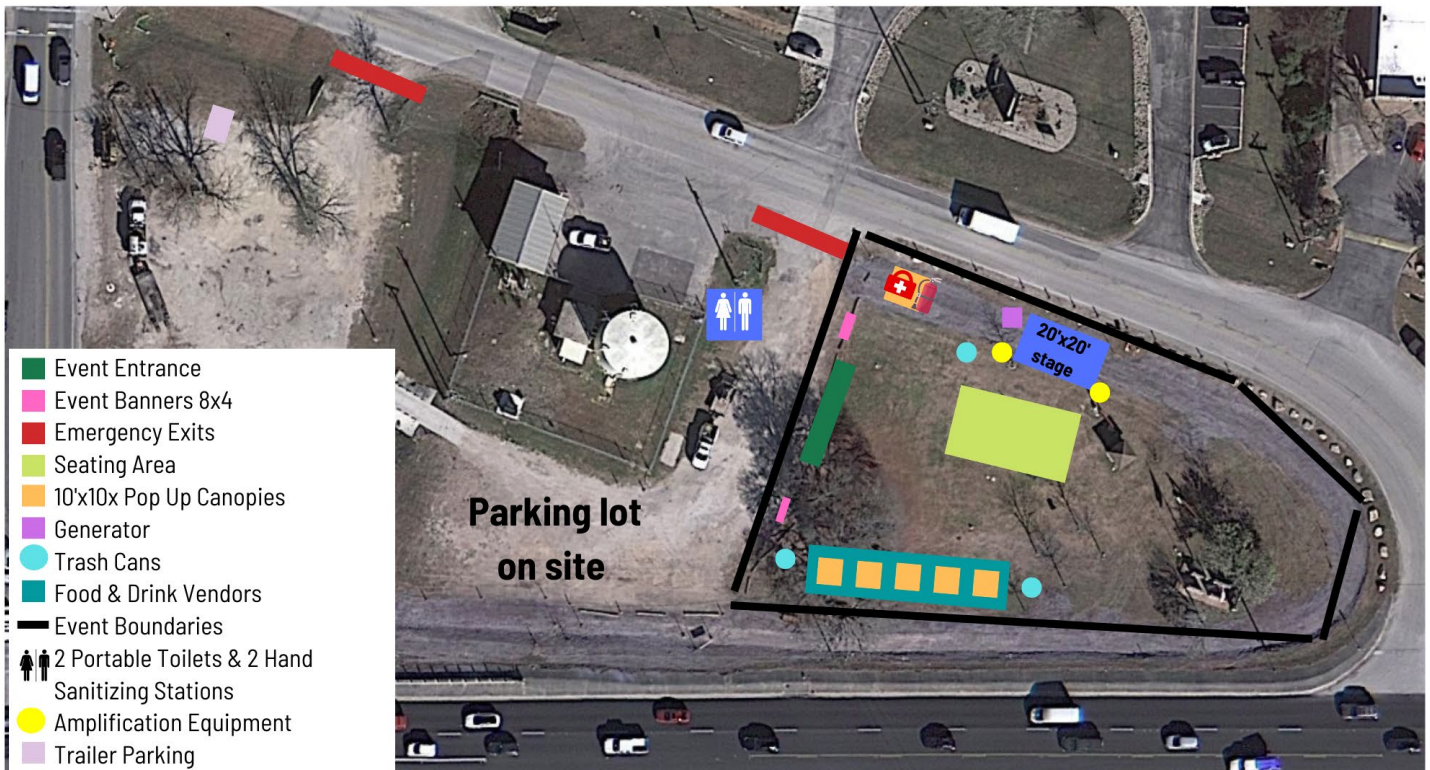
- Submit the completed application with all supporting documents to the Community Events Coordinator - [parks@cityofdrippingsprings.com](mailto:parks@cityofdrippingsprings.com)
- The completed application must be submitted at least 30 days prior to the start of the event.
- The applicant will remove all temporary furnishings, fixtures, equipment, and signs installed for the event within 24 hours of the cessation of the event, unless the applicant shows a good cause for the City Administrator to allow additional time.

1) Site Plan:

- i. **On a map, please provide a reasonably accurate representation of the boundaries of the site and location where the event is to occur.** For each of the following items, notate where they will be located and provide plans for traffic control if applicable.
- \*First Aid and/or EMS – At a minimum, a first aid kit is required at all events
  - \*Fire extinguisher – Required at all events
  - Toilets- At least one toilet for each 250 attendees with substantiation that the toilets will be clean, sanitary, functioning, and useable throughout the event. Additional portable toilets may be required at parks or locations that do not have restroom facilities
  - Hand washing sinks
  - Parking – Verify that parking is lawful and sufficient for the anticipated attendance
  - Tents and Canopies – Please include dimensions, anything larger than 10x10 will require a fire inspection. If tent/canopy is located on city owned property or the city co-sponsors the event, each tent/canopy must comply with the city's Canopy Safety Ordinance.
  - Food vendors – Vendors will be required to apply for a special event food vendor license
  - Beverage vendors – Vendors will be required to apply for a special event food vendor license
  - Alcoholic beverage vendors – including type (draft beer, canned beer, or wine) and provide proper TABC permits
  - Stages – Include dimensions. Stages may require a Building Permit.
  - Bleachers – Include dimensions
  - Retail merchants- Merchants will be required to apply for an Itinerant Vendor License
  - Garbage receptacles
  - Recycling containers
  - Location and number of barricades
  - Trailers, vehicles, storage facilities
  - Fire lane
  - Signs or banners- Include dimensions and image(s) of design
  - Temporary lighting (must be shielded and comply with City Code)
  - Security
  - Generator/electricity
  - Assembly areas

**APPLICATION CONTINUED ON NEXT PAGE →**

Sample Site Plan:



2) Monitoring and security:

- i. Provide a description of the method for monitoring activity and general crowd movement including pedestrian safety, as well as a description of security measures and personnel.
- ii. Include at a minimum the names, placement, duties, and authority of personnel.
- iii. Provide owners' and tenants' written authorization. The signatures of the property owner and tenant or other lawful occupant, if different from the owner, or a written affirmation that they are both aware of the event and that they authorize the occurrences.
- iv. Provide contacts for nearby occupants and owners.

3) Sound Control

- i. Provide workable plans to mitigate and limit the sound from the event so that the effects of excessive noise are minimized.
- ii. Abide by the plans and control excessive noise which occurs despite the plan.
- iii. All noise associated with the event shall cease by 10:00 p.m.
- iv. Provide voice and music amplification schedule, including start and finish times as well as any sound check times.

Please note a Hays County Sheriff's Department Deputy or other Peace Officer may determine that noise during a permitted event is offensive to others and may require applicant to stop or reduce

activities causing the noise. Also, the City of Dripping Springs may order an event to cease because it may incite a crowd to become unruly and risks injury.

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4) Maintenance and Clean Up

- i. **Provide a workable plan for the control of solid waste during the event and a cleanup plan for after the event.**
  - ii. Include at a minimum the names, placement, duties, and authority of personnel
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5) Neighborhood Notification – Required for all Special Events

- i. Include a drafted Notification Letter with the permit application. Upon review of the application, delivery of letter will be based on the impact of your event.
  - Contact persons owning and occupying property within 200 feet of the event site and provide neighbors with Special Event contact information: name, telephone numbers (including a phone number that will be available and operating during the event) and hours of special event operation.
  - Provide a list of addresses that were notified and attach it to the permit application.**

6) Bond: Provide a bond or other acceptable security deposit of \$200.00 to cover the costs attributable to the costs of clean up and repair of nearby streets, other public property, and private property for litter and damage reasonably attributable to event sponsors of attendees. Absent a need to draw down upon the bond, it will be released in full within 48 hours of the event.

7) Proof of Insurance: Provide proof that insurance has been obtained to cover this event. If the event is on City Property the insurance policy must name the **City of Dripping Springs** as additional insured.

<b>WILL ITEMS (MERCHANDISE, FOOD AND/OR DRINKS) BE SOLD AT THIS EVENT?</b>	<b>YES</b>	<b>NO</b>
<b>WILL YOUR EVENT REQUIRE STREET CLOSURE?</b>	<b>YES</b>	<b>NO</b>