

CITY OF ROSENBERG
2220 4th Street • Rosenberg, TX 77471
Telephone: (832) 595-3500 • Fax: (832) 595-3501

Special Event Permit Conditions

1. Application shall be filed no less than thirty (30) days before the date on which the special event is to take place.
2. If deemed necessary by the city, Rosenberg police officers, the number of which shall be determined by the police chief, shall be available on-site during the entire time the event takes place. Upon approval by the police chief, other certified peace officers may be approved in addition of or in lieu of Rosenberg police officers.
3. The event shall be terminated in sufficient time to clean up the immediate and surrounding areas affected by the event in order that the public area may be reopened at the time set by the City.
4. The applicant is responsible for returning the city property to pre-event condition and agrees to compensate the city for damages and/or clean-up costs. The city may conduct a pre- and post-event survey of city property with the applicant to verify the condition of city property. The appropriate time for clean-up shall be determined by staff, but in no case exceed twenty-four (24) hours after the event has ended. Cost for clean-up will be charged at actual hourly staff rates plus the direct cost of any repairs. All damages will be assessed by the city and the cost will be billed to the event applicant, deducting from the paid deposit as needed. Clean-up and damage deposits based on the size and nature of the event shall be provided for in a schedule of fees established by resolution by the city council.
5. If deemed necessary by the City, portable toilets shall be provided on site. When provided, at least 5% but not less than one toilet unit per cluster shall be handicap accessible and in compliance with the Texas Accessibility Standards. In the alternative, the applicant may present a diagram showing sufficient existing toilet facilities and written certification that the facilities are available for public use during the event. If this alternative is accepted, the location of the toilets should be clearly marked on the site of the event.
6. If the event will take place on a street and/or sidewalk area, the applicant shall attempt to contact all property owners or residents of property fronting on the portion of street and/or sidewalk area sought to be closed prior to the date an application is filed. A list of person contacted, their address and telephone listing and a statement indicating whether each such person favors or opposes the closure shall be attached to the application. This information shall be taken into consideration in determining whether to grant a permit and under what conditions. If an approved date is later adjusted to satisfy a request of the applicant, it shall be the responsibility of the applicant to contact abutting property

owners in person or by telephone and advise them of the change in schedule no less than twenty-four (24) hours in advance of the actual planned event.

7. If deemed necessary by the City, event organizers shall rope off lawn or other properties of residents, which are on private property immediately adjacent to and abutting the area where the event is to take place, who desire such protection. Such security measures shall not impede access to or from the property.
8. If deemed necessary by the City, monitor(s) shall be provided by the applicant to be stationed at each exit to discourage alcoholic beverages being taken from the area where the event is to take place. The number and location of such monitors shall be determined by the City.
9. The applicant shall pay the fee as provided herein.
10. If the city co-sponsors an event, said fees and related costs may be waived by the city manager upon review of the event application.
11. Any services requested from the City must be listed in writing and attached to the application form. If the City agrees to provide such services, the applicant shall reimburse the City for the cost of all personnel (including salary, fringe benefits, and overtime) and equipment and vehicles used by the City in setting up for the event. The rates will be determined by the City using F.E.M.A. schedules and shall be payable before the event is to take place.
12. The applicant shall secure a parade permit, if applicable, as well as any alcoholic beverage permits, itinerant vendor permit, food dealer's permit, carnival permit, or other permit or license required by city, state and federal laws or regulations.
13. If the applicant wishes to have alcoholic beverages at the event, this information should be provided at the time the application is made. No alcoholic beverages shall be allowed on any city-owned property unless in full compliance with the City of Rosenberg Code of Ordinances, and pursuant to all other state and federal regulations.
14. The application shall require that the permit holder protect, indemnify and hold harmless the city from any claims for damages to any person or property arising from the permitting of the event.
15. An insurance policy providing comprehensive general liability coverage over any and all areas used by the participants of the event throughout the duration of the event, issued by an insurance company authorized to do business in the state, must be submitted naming the City of Rosenberg as an insured party for any event being requested whenever the event is being held by a private organization. The amount of insurance required from the permit holder will be for no less than one million dollars (\$1,000,000). If the city determines that any activity is abnormally dangerous or ultra-hazardous, including amusement rides, motor vehicle races, or similar high-risk activities, the amount of insurance required from the permit holder will be adjusted to cover said high-risk activities.



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SPECIAL EVENT PERMIT APPLICATION
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Event Date: _____ Rain Date of Event: _____ No. of Hours: _____

Start & End Time of Event (including set-up & clean-up time): _____

Location of Event: _____

Name of Individual(s) or Organization(s) Sponsoring Event: _____

Contact Person's Name: _____ Phone No.: _____

Address: _____ E-mail: _____

Purpose and Description of Event (including proposed events/entertainment/activities): _____

Approximate Number of Participants: _____ Staff: _____

Will the event occupy all or a portion of the streets? (A map or drawing is required): _____

Type of Structure(s) utilized in Event (booth, stage, shelter, canopy, tent (fire rating certificate required, etc): _____

Will Alcohol be Served? Yes (submit copy of alcohol permit) No

Will Food be Served? Yes (temporary food permit is required) No

I certify that the information listed above is true and correct. Any misrepresentation made in this application, intentional or otherwise, is valid grounds for permit denial both in the present and at all future times.

Signature of Applicant: _____ Date: _____

The State of Texas
County of Fort Bend

Before me, the undersigned authority, this day personally appeared _____, to be known, and acknowledged that he/she signed, executed the foregoing permit application for a special event, dated the _____ day of _____, 20_____.

(Seal)

Notary Public, In and For State of Texas

Please attach the following documentation with your application:

1. A permit fee according to the hours of closure. This is a non-refundable fee for processing the application.
 - For events requiring closure for up to 2 hours.....\$ 10.00
 - For events requiring closure for up to 4 hours.....\$ 25.00
 - For events requiring closure for up to 8 hours.....\$ 50.00
 - For events requiring closure for more than 8 hours.....\$100.00

2. An insurance policy providing comprehensive general liability coverage over any and all areas used by the participants of the event throughout the duration of the event, issued by an insurance company authorized to do business in the state must be submitted naming the city as an insured party for any event being requested. The amount of insurance required from the permit holder will be for no less than one million dollars (\$1,000,000.00). If the city determines that any activity is abnormally dangerous or ultra-hazardous, including amusement rides, motor vehicle races, or similar high-risk activities, the amount of insurance required from the permit holder will be adjusted to cover said high-risk activities.

3. Clean-up and damage deposit based on the size and nature of the event.
 - Level I (\$100)** – events with up to 150 anticipated attendees where little activity is anticipated and minimal setup is required;
 - Level II (\$250)** – events with up to 499 anticipated attendees where moderate activity is anticipated and some setup is required;
 - Level III (\$500)** – events with up to 999 anticipated attendees where major activity is anticipated and major of setup is required, and
 - Level IV (\$1000)** events with up to 3,000 anticipated attendees where maximum activity is anticipated and maximum setup is required.
 - Level V (\$2,000)** events with over 3,000 anticipated attendees where maximum activity is anticipated and maximum setup is required.

4. A list of all property owners contacted, abutting right-of-way where event will take place which will be closed, including name, address, telephone number, and whether closure is favored or opposed.

5. A list of any specific services requested from the City.

6. Rental agreements for area/property/park to be utilized for the special event (if applicable) .

7. List of vendors (if applicable) to be at the event.

For City Use Only							
Assistant City Manager Approval	Police Dept. Approval	Parks Dept. Approval	Fire Chief Approval	Fire Marshal Approval	Civic Center Approval	Health Dept. Approval	Communications & Discover Downtown Approval