

Application # \_\_\_\_\_  
 Date Received \_\_\_\_\_ Accepted by \_\_\_\_\_  
 Date Complete \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_  
 Conditions \_\_\_\_\_



## PERMIT FOR SPECIAL EVENTS ON CITY PROPERTY CITY OF DRIPPING SPRINGS, TEXAS

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 which can be 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.

	Applicant	Property Owner
Name		
Entity (if applicable)		
Mailing Address		
Phone		
Email		
Date		

All actual events active 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: \_\_\_\_\_

Property Owner's  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### INSTRUCTIONS

- 1) Submit the completed application to the City Administrator at City Hall, in person to 511 Mercer Street (or by mail to PO Box 384), Dripping Springs, Texas 78620 between 8:00 am and 5:00 pm Monday through Friday.
- 2) The completed application must be submitted **at least thirty (30) days prior to the start of the event** being considered.
- 3) The applicant will remove all temporary furnishings, fixtures, equipment and signs installed for the event within twenty-four hours of the cessation of the event, unless the applicant shows a good cause for the City Administrator to allow additional time.

Name of the Event	
Purpose of the Event	
Location (Street Address or Property Tax ID)	
Date(s) of the Event <small>(If this is a recurring event, please attach separate list of dates and times)</small>	
Start Time	
End Time	
Set-Up Begins	
Clean-Up Ends	
Estimated Attendance	

## **SPECIAL EVENT PERMIT**

Please submit documentation that the Special Event complies with the following standards:

- 1) Site Plan: Provide a reasonably accurate representation of the boundaries of the site and the location and character of uses of any property abutting the property on which the event is to occur, including ingress and egress of vehicles if applicable. Include items below.
  - a. Toilets at least one toilet for each 250 attendees with substantiation that the toilets will be clean, sanitary, functioning, and useable throughout the event.
  - b. Hand washing sinks
  - c. Parking lawful and sufficient for the anticipated attendance.
  - d. Tents (include tent sizes)
  - e. Food vendors
  - f. Beverage vendors
  - g. Alcoholic beverage vendors including type (draft beer, canned beer, or wine) and provide proper TABC permits
  - h. Fire extinguishers
  - i. Stages or amplified sound
  - j. Bleachers
  - k. Retail merchants
  - l. First Aid and/or EMS
  - m. Garbage receptacles
  - n. Recycling containers
  - o. Location and number of barricades
  - p. Trailers, vehicles, storage facilities
  - q. Fire lane
  - r. Sign or banners with dimensions
  - s. Temporary lighting (must be shielded and comply with City Code)
  - t. Security
  - u. Generator/electricity
  - v. Assembly areas
  
- 2) Sound Control
  - a. Provide evidence of workable plans to mitigate and limit the sound from the event so that the effects of excessive noise are minimized.
  - b. Abide by the plans and control excessive noise which occurs despite the plan.
  - c. All noise associated with the event shall cease by 10:00 p.m.
  - d. 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 musical entertainment to cease because it may incite a crowd to become unruly and risks injury.*

- 3) Maintenance and Clean Up: Provide a workable plan for the control of solid waste during the event and a cleanup plan for after the event.
- 4) Monitoring and security:
  - a. 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.
  - b. Include at a minimum the placement, duties, and authority of personnel.
  - c. 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.
  - d. Provide contacts for nearby occupants and owners.
- 5) Neighborhood Notification
  - a. Contact persons owning and occupying property within 500 feet of the event site and provide Special Event contact information: name, telephone numbers (including cell number available and operating during the event) and hours of special event operation.
  - b. Provide documentation to the City of Dripping Springs that the neighbors have been notified.
- 6) Bond: Provide a bond or other acceptable security 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 or 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 been obtained to cover this event.
- 8) License: All itinerant vendors, as defined on the City of Dripping Springs City Code that are participating in the event must have a City of Dripping Springs Itinerant Vendor's License. Contact (512) 858-4725 for license information.