



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

SPECIAL EVENT PERMIT APPLICATION

FIRST TIME EVENTS: It is recommended to schedule a meeting with the Programs Manager to discuss the application in detail for first time special event applicants. Please call (409) 934-8126 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 only be made 24 months (two years) in advance.

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 () _____



Galveston County Parks & Cultural Services
4102 Main Street (FM 519), La Marque, TX 77568

Office Hours: Monday-Friday; 8am-5pm

www.galvestoncountytexas.gov

SPECIAL EVENT PERMIT APPLICATION - PAGE 2

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
_____ Other: _____

Event website: _____

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

_____ **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: _____



Galveston County Parks & Cultural Services
4102 Main Street (FM 519), La Marque, TX 77568

Office Hours: Monday-Friday; 8am-5pm

www.galvestoncountytexas.gov

SPECIAL EVENT PERMIT APPLICATION - PAGE 3

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 Republic Services (Walter Hall Park & Elva Lobit Park).**



SPECIAL EVENT PERMIT APPLICATION - PAGE 4

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

_____ **General Liability Insurance Requirements:** Third party general liability insurance is required in the amounts set forth below. The Certificate Holder is: The County of Galveston, 722 Moody (21st Street), Galveston, TX 77550

Limits of Coverage:

Each Occurrence	\$1,000,000.00	Bodily Injury	\$1,000,000.00
Property Damage	\$1,000,000.00	Personal Injury	\$1,000,000.00
Medical Expenses	\$5,000.00	General Aggregate	\$2,000,000.00
*Alcohol	\$1,000,000.00		

*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.

Additional Insured Required:

-The County of Galveston, the Galveston County Parks & Cultural Services Department and the Galveston County Commissioners' Court must be named as additionally insured on the policy/certificate of insurance.

-Proof of insurance must be provided at least five (5) business days before the beginning of the event, or the event will be cancelled. The Director of the Parks & Cultural Services Department reserves the right to require other types of insurance coverage in other instances if circumstances warrant.

-The insurance certificate must be signed (a stamped signature will suffice).



Galveston County Parks & Cultural Services
 4102 Main Street (FM 519), La Marque, TX 77568

Office Hours: Monday-Friday; 8am-5pm

www.galvestoncountytexas.gov

SPECIAL EVENT PERMIT APPLICATION - PAGE 5

REQUIRED ATTACHMENTS - Continued

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 & Cultural Services requires that: Uniformed "Texas Commission on 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 with alcohol or an estimated attendance of 100 or more, any Mass Gathering, or a Private Event with an estimated attendance of 100 or more, private events in which alcohol is present, or an event with admission fees, live bands, and DJs or amplified music.

The minimum number of Peace Officers required for events with alcohol is two for the first 199 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).

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

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) 771-5855. Arrangements for Security under normal circumstances should be made 30 calendar days in advance.

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:



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

SPECIAL EVENT PERMIT APPLICATION - PAGE 6

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. If indoor facilities are needed, indoor facility fees also apply; please see page 7 for a listing of fees. 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 but not more than two years in advance and are made on a first-come, first serve basis.

Attendance	User Fees		Deposit
	Individual/Tax-Exempt	Commercial/For Profit	
Events with 100 persons or less in attendance	\$70	\$140	\$35
101-300 persons	\$145	\$230	\$75
301-500 persons	\$345	\$700	\$200
501-2,000 persons	\$575	\$1,150	\$1,200
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

Fee Reductions:

On occasion, non-profit corporations, or other governmental entities have contributed significantly to the development or maintenance of a particular park, to the County's park system in general, or to the Galveston County Community at large. In these situations, the Galveston County Commissioners' Court is authorized to determine whether the benefits derived by the County outweigh revenues that would otherwise be collected for a permit. If such a determination is made, the Galveston County Commissioners' Court may consider reducing a permit fee on a case by case basis. Deposit fees and security requirements will not be waived. Please ask the Programs Manager for more details on how to request a reduction.

Gate Fees:

All events for which the organizers or sponsors charge an admission or gate fee shall pay the County a user fee in the amount of one dollar (\$1) for each person charged a gate or admission fee. The user fee shall be paid upon conclusion of the event, and the County may audit attendance. The County, if it determines that the standard use fees are likely to exceed the fee generated from gate or admission charges, may elect to assess the standard use fees in lieu of gate or admission charges. The County shall make any such determination prior to the event.

INDOOR FACILITY - COMMUNITY CENTER FEES - PAGE 7

Center and Capacity	User Fees	User Fees	Optional Fees
	Individual/Tax-Exempt	Commercial/For Profit	
Walter Hall Pavilion Bottom Floor (300) Room size 79' x 68' (5, 372 sq. ft.)	\$85.00 per hour; Three (3) hour minimum. Add'l \$25.00 per hour for overtime (10pm-12am).	\$170.00 per hour; Three (3) hour minimum. Add'l \$25.00 per hour for overtime (10pm-12am).	Set-Up/Break Down \$250.00 PA System \$50.00 Podium \$10.00
Wayne Johnson Community Center (300) Entire multi-purpose room Room size 71' x 67' (4,757 sq. ft.)	\$85.00 per hour; Three (3) hour minimum. Add'l \$25.00 per hour for overtime (10pm-12am).	\$170.00 per hour; Three (3) hour minimum. Add'l \$25.00 per hour for overtime (10pm-12am)	Set-Up/Break Down \$250.00 Stage \$100.00 PA System \$50.00 Podium \$10.00
Wayne Johnson Community Center (150) (1/2 of room) No kitchen access	\$50.00 per hour; No hourly minimum. Add'l \$25.00 per hour for overtime (10pm-12am)	\$80.00 per hour; No hourly minimum. Add'l \$25.00 per hour for overtime (10pm-12am)	Set-Up/Break Down \$125.00 Stage \$100.00 PA System \$50.00 Podium \$10.00
Wayne Johnson Community Center (50-75) (1/4 of room) No kitchen access	\$20.00 per hour; No hourly minimum. Add'l \$25.00 per hour for overtime (10pm-12am)	\$40.00 per hour; No hourly minimum. Add'l \$25.00 per hour for overtime (10pm-12am)	Set-Up/Break Down \$125.00 Stage \$100.00 PA System \$50.00 Podium \$10.00
Bacliff Community Center (100)	\$50.00 per hour; No hourly minimum. Add'l \$25.00 per hour for overtime (10pm-12am)	\$80.00 per hour; No hourly minimum. Add'l \$25.00 per hour for overtime (10pm-12am)	Set-Up/Break Down \$125.00
Dickinson Community Center (120)	\$50.00 per hour; No hourly minimum. Add'l \$25.00 per hour for overtime (10pm-12am)	\$80.00 per hour; No hourly minimum. Add'l \$25.00 per hour for overtime (10pm-12am)	Set-Up/Break Down \$125.00 PA System \$50.00 Podium \$10.00
Runge Community Center (120)	\$50.00 per hour; No hourly minimum. Add'l \$25.00 per hour for overtime (10pm-12am)	\$80.00 per hour; No hourly minimum. Add'l \$25.00 per hour for overtime (10pm-12am)	Set-Up/Break Down \$125.00 PA System \$50.00 (small)
Pioneer House (75)	\$50.00 per hour; No hourly minimum. Add'l \$25.00 per hour for overtime (10pm-12am)	\$80.00 per hour; No hourly minimum. Add'l \$25.00 per hour for overtime (10pm-12am)	Set-Up/Break Down \$125.00 Podium \$10.00
Walter Hall Pavilion Top Floor (25)	\$20.00 per hour; No hourly minimum. Add'l \$25.00 per hour for overtime (10pm-12am)	\$40.00 per hour; No hourly minimum. Add'l \$25.00 per hour for overtime (10pm-12am)	Set-Up/Break Down \$125.00 PA System \$50.00 (if availa- ble) Podium \$10.00 (if available)

***Please note that overtime rates are applied on County holidays and anytime before 8am or after 10pm.**

***Indoor facilities can only be rented until 12:00am (midnight).**

INDOOR FACILITY - COMMUNITY CENTER INVENTORY - Page 8
Subject to change - last updated 8/28/14

Center	*Tables	*Chairs	Stage	PA System	Podium
Walter Hall Downstairs 3,540 sq. ft.	40 - 60" round 15 - 6' rec	300 (no arms) Black mesh	Built into facility	YES - small portable	YES
Wayne Johnson 4,759 sq. ft.	24 - round 6 - 7' rec 4 - 8' rec	200 (no arms) 30 (w/arms) 50 (folding) Black mesh	9 - 8' x 6' sections w/ramp & stairs	YES - Built in sound	YES
Bacliff 1,317 sq. ft.	7 - 8' rec	Metal - 45	NO	NO	NO
Dickinson 1,339 sq. ft.	15 - round (72") 1 - 6' rec 3 - 8' rec	100 (no arms) 10 (w/arms) Black mesh	NO	YES - small portable	YES
Runge 2,300 sq. ft.	18 - 8' rec 2 - 4' rec (wood)	Plastic - 140	NO	YES - small portable	NO
Pioneer House	10 - 6' rec	50 (no arms) Black mesh	NO	N/A	YES
Walter Hall Upstairs 1,066 sq. ft.	8 - 8' rec	25 (no arms) Black mesh	NO	YES, if available	YES, if available



Galveston County Parks & Cultural Services
4102 Main Street (FM 519), La Marque, TX 77568
www.galvestoncountytexas.gov

SPECIAL EVENT APPLICATION - CONTRACT - PAGE 9

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 Operations Manager or their representative.
3. No 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.
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 and will be made available for pick-up within 10 business days at the Permit Office by the Permit Holder or designee, or the deposit check can be requested to be destroyed/shredded. Please call the Permit Office in advance of your arrival so that we can prepare your check for pick-up. Deposit checks are not available to be mailed. Should a deposit or portion of a deposit need to be retained and a deposit check was issued more than six months ago, a new deposit check will be required for payment.
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.



Galveston County Parks & Cultural Services
4102 Main Street (FM 519), La Marque, TX 77568
www.galvestoncountytexas.gov

SPECIAL EVENT APPLICATION - CONTRACT - Page 10

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. Alcohol restrictions: The only types of alcohol that may be consumed in County park facilities are wine and beer; liquor is prohibited.

13. 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 (see page 3).

14. 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.

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

16. 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.

17. 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.

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

I will abide by the signed contract and have notified the Parks Department of any plans and conditions that may affect the fees charged on this application/permit. All other costs associated with or necessitated by the conduct of this event shall be borne by the applicant.

Signature of Applicant

Date

Printed Name



Galveston County Parks & Cultural Services
4102 Main Street (FM 519), La Marque, TX 77568
www.galvestoncountytexas.gov

SPECIAL EVENT APPLICATION - Page 11

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

Program Manager 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 Program Manager for signature and final review _____

Program Manager Signature: _____ Date: _____

NOTES/SPECIAL REQUESTS: