



Galveston County Parks & Cultural Services
4102 Main Street (FM 519), La Marque, TX 77568
Office Hours: Monday-Friday; 8am-5pm
www.galvestoncountytexas.gov
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____ **Moonwalk** - Will you have a moonwalk? (if yes, add \$20) YES NO

____ **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 (if yes, add \$10.00)

Electricity for: _____

Will you need access to water? ____ YES ____ NO (if water is available, you must bring your own water hose)

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:

***Please note that events held within the city limits of League City must use Republic Services (Walter Hall Park & Elva Lobit Park).**



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REQUIRED ATTACHMENTS - Continued

_____ **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.

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.



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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 TCLECOSE 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).

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.

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



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COMPANY PICNIC 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. 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 Applicant 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 Applicant holder agrees, as a condition of the issuance of the Permit to pay such additional charges as are assessed by the Department. Applicants 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 30 days after the conclusion of the event (if applicable).
7. Cleaning & 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. For indoor facility rentals, applicants are responsible for the cleaning of the facility and applicant is allowed to contract cleaning services but must remain on premises until cleaning is complete. Applicant 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, part or all of the deposit will be forfeited and the Applicant may be billed for an additional amount depending on the time required for the cleaning of the facility.
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. No decorations may be applied to the walls, ceilings, or windows at any time. Staples, tacks, or nails may not be used in facilities. Candles, bubbles, sparklers, piñatas, rice, birdseed, confetti, silly string, smoke, fog machines, and glitter are strictly prohibited inside of facility. Only birdseed and bubbles are permitted outside. No powdered materials are allowed on the floors in any facility. If fire alarm is set-off accidentally due to the above, the deposit will be retained.

10. All equipment brought to the facility by Applicant must be removed at the end of the event. The Department will not be responsible for any equipment or personal belongings left in facilities upon the completion of the rental and items will not be held for pick-up at a later date.

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

12. No glass containers are allowed.

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

14. 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.

15. 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.

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

17. 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.

18. 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.

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

20. The Galveston County Department of Parks & Cultural Services, the Galveston County Commissioners' Court and the County of Galveston are released from any liability for physical injuries or property damage sustained by Applicant and their guests, as well as from liability for loss of equipment or supplies.

21. Should your event need to be rescheduled due to a staff/clerical error, health or safety issue, a County function, or unforeseen events (i.e. deaths, sudden illness, loss of employment) or "Acts of God" (i.e. declared emergency and natural disasters), Applicant will be given notice at the earliest opportunity and User/Deposit Fees will be refunded or the event can be rescheduled.



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22. Damages: For indoor facility rentals for either private or public/special events and company picnics, following the conclusion of the Event if the Facility, Grounds or Beach or Dunes located on the Beach area is damaged or if the Facility, Grounds or Beach or Dunes area is not thoroughly cleaned, the Applicant 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 Contractor agree to submit the dispute to mediation. In the event that the County or Contractor 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.

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



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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 Permit Supervisor Checklist

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

Insurance: _____ Sound Permit: _____ Security Scheduled: _____

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:

Company Picnic 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. Company Picnic 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	\$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

INDOOR - FACILITY USER FEES AND DEPOSITS

Center and Capacity	User Fees	
	Individual/Tax-Exempt	Commercial/For Profit
Walter Hall Pavilion Bottom Floor (300)	\$85.00 per hour, three hour minimum	\$170.00 per hour, three hour minimum
Wayne Johnson Community Center (300)	\$85.00 per hour, three hour minimum	\$170.00 per hour, three hour minimum
Bacliff Community Center (100)	\$50 per hour, no hourly minimum	\$80.00 per hour, no hourly minimum
Dickinson Community Center (100)	\$50 per hour, no hourly minimum	\$80.00 per hour, no hourly minimum
Runge Community Center (100)	\$50 per hour, no hourly minimum	\$80.00 per hour, no hourly minimum
Pioneer House (75)	\$50 per hour, no hourly minimum	\$80.00 per hour, no hourly minimum
Walter Hall Pavilion Top Floor (25)	\$20.00 per hour, no hourly minimum	\$40.00 per hour, no hourly minimum
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 300 capacity & \$125 for all others
Overtime Hours:10pm-8am & County Holidays	Additional hour fee \$25.00 per hour
Stage - Wayne Johnson CC Only	\$100.00
PA System	\$50.00
Podium	\$10.00