



City of Friendswood Parks & Recreation Department  
 910 S. Friendswood Dr., Friendswood, TX 77546  
 281-996-3220 / rec@friendswood.com / www.friendswood.com

**PUBLIC EVENT/SPECIAL EVENT PERMIT APPLICATION**

**FIRST TIME EVENTS:** It is recommended to schedule a meeting with the Parks & Rec Dept. to discuss the application in detail for first time applicants. Please call (281) 996-3220 to make arrangements.

Reservations can be made 12 months in advance for any public event, special event or company picnic.  
 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: \_\_\_\_\_  
 Park Requested: \_\_\_\_\_  
 Facility/Facilities Requested: \_\_\_\_\_  
 \_\_\_\_\_  
 including but not limited to: pavilions, gazebos, sports fields, amphitheater, restrooms, etc.  
 Type of event \_\_\_\_\_ Fair/Festival \_\_\_\_\_ Concert \_\_\_\_\_ Tournament  
 Mark all that apply: \_\_\_\_\_ Fundraiser \_\_\_\_\_ Company Picnic \_\_\_\_\_ Race/Fun Run  
 \_\_\_\_\_ 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 ( ) \_\_\_\_\_  
 Day of Event Contact Name: \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
 Is the event being sponsored, co-sponsored or supported by another organization or group? If yes,  
 attach a list of supporting organization(s). \_\_\_\_\_ YES \_\_\_\_\_ NO  
 Will gate, admission or registration fees be charged? \_\_\_\_\_ YES \_\_\_\_\_ NO  
 If yes, attach a list of proposed fees and their purpose  
 How will the event be promoted? \_\_\_\_\_ TV Ads \_\_\_\_\_ Social Media \_\_\_\_\_ Radio  
 \_\_\_\_\_ Flyers/posters \_\_\_\_\_ Billboards \_\_\_\_\_ Internet  
 \*Separate permit needed for signs \_\_\_\_\_ Signs\* \_\_\_\_\_ Other \_\_\_\_\_  
 Event website: \_\_\_\_\_

**Event Location Layout** - Please list the proposed event location and attach a map of the proposed logistical layout for your event.

**Event Size:** \_\_\_\_\_ # of Participants      \_\_\_\_\_ Total Number of Attendees at one time  
                  \_\_\_\_\_ # of Staff/Volunteers      \_\_\_\_\_ **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      Highest Number of Attendees \_\_\_\_\_  
Previous Name(s) of Event: \_\_\_\_\_  
If your previous year's application is on file, are there any changes from the previous year?  
List: \_\_\_\_\_  
\_\_\_\_\_

**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)    \_\_\_\_\_ Amusements  
\_\_\_\_\_ Other(s), please list: \_\_\_\_\_

You will need to provide sizes of all structures and include means of fire apparatus access along with any flame resistance certifications. Depending on structure sizes, you may need to have a trained crowd manager present.

**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. An event parking map will need to be submitted with this application.

Event Participant Parking Area (vendors, staff, volunteers, media): \_\_\_\_\_  
\_\_\_\_\_  
Event Attendees Parking Area \_\_\_\_\_  
Grass Parking - If you are requesting to utilize a grass parking area, what will you do in the event of inclement weather?  
\_\_\_\_\_  
\_\_\_\_\_

**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:  
\_\_\_\_\_  
\_\_\_\_\_

**\*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. Any event exceeding 500 in attendance may require portable toilets.

\_\_\_\_\_ # of Regular                      \_\_\_\_\_ # of ADA

When will they be delivered? \_\_\_\_\_

\*For multi-day events, servicing of port-a-lets is required!

**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.**

\_\_\_\_\_ Distribution of Alcoholic beverages (The sale of alcohol is not permitted)

**You must obtain a TABC Permit for the distribution of alcoholic beverages and will need permission from the City of Friendswood Parks & Recreation Department To obtain your permit, if required.**

Please state your alcohol control plan, such as limits, enforcement, shuttle services, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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

**Utilities**

Will you need electricity?    \_\_\_\_\_ YES    \_\_\_\_\_ NO    (see page 7, item #14)

Electricity for: \_\_\_\_\_

Will you need access to water?    \_\_\_\_\_ YES    \_\_\_\_\_ NO

Water for: \_\_\_\_\_

**Inclement Weather Plan:**

What are your plans in case of inclement weather? \_\_\_\_\_  
\_\_\_\_\_

Name and phone number of weather monitor: \_\_\_\_\_

**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. Notices should include event date, times, and details.

**Security:**

The applicant is responsible for adequate security for the permitted event, including crowd control, emergency response access and safeguarding the attendees and park property. The City of Friendswood Police Department will determine how many officers will be necessary for your event. The rate for security will be \$55 per officer per hour.

**Insurance Requirements:**

Public liability and property damage insurance is required for all athletic user groups, special event permit applicants, 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.....acts or omissions of the vendor. 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 must 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 damage to or destruction of property in any one occurrence – one hundred thousand and no/100 dollars (\$100,000.00);
- Alcohol - If alcoholic beverages are 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: City of Friendswood, 910 S. Friendswood Dr., Friendswood, TX 77546

**Additional Insured Required:**

The City of Friendswood must be named as additional insured on policies listed in subparagraphs above and must 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 must furnish the City 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 City reserves the right to pursue other remedies permitted by law or in equity.
- In no event must the City 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.

**Indemnification**

Vendor agrees to indemnify, defend and hold harmless CITY, its officers, officials, agents, and employees from any claim, loss, damage, causes of action, suits and liability of every kind, including all expenses of litigation, court costs, and attorney's fees, for injury to, or death of any person, or for damage to any personal or real property, arising out of, or in conjunction with the Vendor's event, or any act or omission of Vendor, its officers, employees, agents, or subcontractors during the conduct of Vendor's event.

**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. Depending on the site, parks may include outdoor picnic shelters, outdoor pavilions and other outdoor amenities. Special Event Applications must be submitted at least 30 calendar days in advance of the event date and are made on a first-come, first serve basis.

Attendance	Deposit	User Fees	
		Non-Profit/Tax-Exempt	Commercial/For Profit
Less than 250	\$600	\$150	\$250
250-500 persons	\$600	\$250	\$500
501-1,000 persons	\$1,000	\$350	\$700
1,001-3,000 persons	\$2,500	\$400	\$800
3,001 or more	\$2,500	\$500	\$1,000

**Cleaning Attendants:**

Any large event with 75 or more people must secure the services of at least two Cleaning Attendants to ensure the integrity of the reserved park is upheld.

- Cleaning Attendants must be scheduled at least two weeks prior to any large event.
- Changes, or event cancellations must be made 48 hours prior to scheduled event. Changes made within 48 hours will be subject to additional fees paid to the City of Friendswood.
- Any additional hours needed and not paid for prior will be taken out of the paid deposit
- Cleaning Attendants are only responsible for the duties assigned on this agreement.
- Cleaning Attendant fee is \$14.25 per hour and paid at time of reservation

**Cleaning Attendants Responsibilities:**

- Cleaning/pick up of trash on park grounds.
- Empty all garbage cans, dispose of bags in dumpsters and refill with new bags.
- Clean and restock all restrooms.
- For maintenance repairs to park facility, please call 281-996-3300 to dispatch a Parks & Recreation staff member.

**Security Fees:**

- City of Friendswood Police Officers will be present at all large events. All security fees are paid to the Parks & Recreation Department at a rate of \$55 per hour per officer. The number of officers needed for your event will be determined by the City of Friendswood Police Department.

**SPECIAL EVENT CONTRACT RULES:** The undersigned applies for a special event permit and agrees to the regulations listed below as established by the City of Friendswood Parks & Recreation Department.

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 & Recreation Director.
3. No motorized vehicles may be driven upon or parked on grass 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 7-calendar days in advance. Failure to comply with these deadlines may 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. The Permit Holder must leave all facilities 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 when the reservation is made and will be deposited. Following the event, a refund will be issued to the permit holder approximately 14-30 days after the conclusion of the event (if applicable).
7. 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, piñatas and glitter are not allowed.
8. No glass containers are allowed.
9. Please note that should the City need to utilize the park for emergency purposes, Applicant will be given notice at the earliest opportunity and User Fees will be refunded.
10. The completed "Public Event/Special Event Permit Application" must be submitted to the Parks & Rec Office a minimum of 30 calendar days in advance but not more than 12 months in advance. Deposit payments are due at the time the reservation is made. The Applicant will be required to pay 100% of all Special Event Permit Fees, seven (7) calendar days prior to the event date. Gate fee applicants must pay required fees at the conclusion of their event.
11. Permit holder is responsible for obtaining any noise/sound or additional permits are required by the City that the event is held in.
12. Sites and Facilities are limited. For this reason, reservations should be made as far in advance as is reasonably possible. Special event reservations can be made up to 12 months in advance.
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. Total amperage required by the applicant may not exceed safe capacity of existing park service.

**SPECIAL EVENT CONTRACT RULES - Continued**

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. 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.
17. All Reservation Application Forms must include a valid telephone number, email address, cell phone number. Facility and/or User Reservation Fees are to be paid by Cash, Personal Check, Cashier's Check, Money Order, or by credit card (Visa, MasterCard, Discover) made payable to the City of Friendswood. A convenience fee of 2.5% will be assessed on all debit card and credit card transactions.
18. The Applicant must provide for the Event, at no additional charge to the public, an adequate number of portable toilets (one per 100 attendees), including a proper ratio of such toilets that meet the Americans with Disabilities Act specifications (ADA).
19. The Permittee must obtain a Fire Inspection (if necessary).
20. Depending on the size and nature of the event, the Permittee may be required to meet with the Development Review Committee (DRC). This informal meeting allows the Permittee and all involving departments within the City of Friendswood to discuss all logistics for the event. DRC meetings are held on Wednesday mornings at 9am, 10am, and 11am.
21. The Permittee may use, for the event, any electrical outlets that currently exist at the site. It is the Permittee's responsibility to contact the Department at least 72 hours before the Event to ensure that the electrical power is turned on. If the Event takes place at a Site where no electrical outlets are currently in place or if the Permittee has additional electrical requirements, it will be the Permittee's responsibility to safely provide for the Event's additional needs.
22. Any misrepresentation of the signed special event application or failure to meet the requirements set forth herein will result in retention of the deposit fee.
23. Following the conclusion of the Event, if the Facility, or Grounds is damaged, the Permittee agrees, as a condition of the issuance of the Permit to pay such charges as are assessed by the City. 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 City and Permittee agree to submit the dispute to mediation. In the event that the City or Permittee desire to mediate any dispute, that party must 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 must 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 file a lawsuit in Galveston County, Texas.

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Checklist / Notes:**

For Office Staff Only:

Staff Initials: \_\_\_\_\_  
Permit #: \_\_\_\_\_  
Receipt Attached \_\_\_\_\_  
Initial Meeting Date: \_\_\_\_\_  
On-Site Meeting Date: \_\_\_\_\_

Routed to other Departments:  
\_\_\_\_\_ Parks & Rec \_\_\_\_\_ CMO \_\_\_\_\_ PD \_\_\_\_\_ EMS \_\_\_\_\_ FMO \_\_\_\_\_ CDD \_\_\_\_\_ GCHD

**Rental Supervisor Checklist**

- Event Layout: \_\_\_\_\_
- Event Parking Map: \_\_\_\_\_
- Copy of Event Flyer \_\_\_\_\_
- Handicap Parking \_\_\_\_\_
- Activity & Structures Listing: \_\_\_\_\_
- Insurance: \_\_\_\_\_
- TABC Permit: \_\_\_\_\_
- Sound Permit: \_\_\_\_\_
- Security Scheduled: \_\_\_\_\_
- Park Attendants Scheduled \_\_\_\_\_
- Street Closure Map: \_\_\_\_\_
- Written Emergency Action Plan (EAP): \_\_\_\_\_
- Fire Inspection: \_\_\_\_\_

Rental Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTES/SPECIAL REQUESTS:**

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