



Dear Applicant,

Thank you for your interest in hosting an event in a City of Georgetown Park. Within this permit guidebook, you will find information about the application form, park event guidelines and approval process. Taking time to review this packet will help you through the entire permitting process and guide you on how to complete the application form.

To ensure that all park event permits can be processed on time before the event, we request that the application be submitted at least 30 days in advance of the event. Additional parkland fees will apply for any set-up outside of a pavilion reservation space.

Staff is happy to assist you with questions and will work with you to help make your event successful. If you should have any further questions or concerns after reviewing this permit guidebook or completing the application form, please contact the Parks and Recreation Department at (512) 930-3595.

Sincerely,

Parks and Recreation  
City of Georgetown

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## **Park Event Permit Guide**

**Contact Information:** Main Contact Name, Organization, Email, Phone Number, and Address.

**Event Information:** Event Name, Event Type, Private or Public Event, Brief Description of Event, Admission/Registration Fees, Multiple Event/Setup/Cleanup Days, Event Start and End Date(s), Event Start and End Times including Set-up Time and End of Clean-Up Time if applicable, Requested Location/Area, Set-Up Details if applicable, Activities, and Age Group.

**Total Expected Number of Guests:** If over designated capacity, parkland reservation fees will apply. This includes participants and spectators. If this is a multi-day event, describe the crowd sizes for each day.

### **Park Event Permit Required if any of the following are included:**

- Signs/Banners/Markers
- Bounce House/Inflatable
- Using Generators
- Amplified Music/Sound
- Race/Run/Walk/5K
- Tents/Canopies
- Cooking (other than park pavilion grill)
- Food Truck/Mobile Food Vendors
- Sale of Food, Beverage, or Merchandise
- Alcohol served or sold
- Guests Exceeding Maximum Capacity of Rental Space
- Utilizing Park Space Outside of Your Reservable Area
- Extended Hours Request
- Animal Exhibits
- Use of Drones or Remote-Controlled Vehicles
- Fireworks or Pyrotechnics
- Discharge of Weapons
- Black Powder or Replica Arms
- Temporary Fencing
- Portable Toilets
- Installing a Stage, Band-Shell, Trailer, Van, Portable Building, Grandstand, Bleachers, Screen, etc.
- Parade
- Closing a Street
- Extra Trash Receptacles/Dumpsters/Pickup Service

\*After review, some of these items may also require a City of Georgetown Special Event Permit.

**Admission/Registration Fees:** Will admission/registration fees be charged for the event? How will admission fees be charged? (e.g., Onsite/On Event Day, Online/In Advance, etc.) What is the range of ticket prices?

**Certificate of Insurance for Event Coverage:** \$1,000,000.00 liability coverage and the City of Georgetown to be listed as additional insured.

**Detailed Event Site Plan:** Required if your event extends into open park space. A detailed site plan must be submitted with the application. The site plan needs to include a plan drawn to scale, including measurements of the site and the location of any site furnishings such as barricades, tents/canopies with dimensions, tables, bounce house/inflatables, food trucks, stages, bathrooms, generators, fencing, signs/banners/markers, cooking, amplified music/sound equipment, animals, hand washing stations, portable toilets, etc. Example included at the end of the guidebook.

**Detailed Traffic Control Plan:** Details regarding event traffic control plan should include locations of barricades, signage diverting traffic, and must be an engineer-stamped document by a licensed traffic engineer. Map(s) showing streets and pedestrian ways that are impacted as well as site setup indicating all equipment that will be used by the park event.

**Set-Up Details:** Please include any equipment used and amplified sound equipment used.

**Signs/Banners/Markers:** All signs must be kept at your pavilion. If you are wanting to display signs outside of your reservable park space, you will need to obtain a City of Georgetown Special Event Permit. Signs may NOT be staked in the ground. You may NOT use adhesive of any kind to attach the signs to any structure or tables.

**Bounce House/Inflatable:** Please list the dimensions of the bounce house(s) and how many. The location(s) must be located on the event site plan. **If the bounce house/inflatable is for public use, proof of insurance of the bounce house/inflatable company (this is different than the general event insurance) and a state inspection of the bounce house/inflatable must be provided no later than 30 days before event for permit approval.** Water features are prohibited. Staking into the ground/grass is prohibited. Driving onto the grass to unload is prohibited, it will need to be brought to the area with a dolly or a wagon.

**Generators:** Please list the number of generators and the size of generators. As per 2021 International Fire Code 3107.16, generators shall be 20 feet from any structure or canopy and isolated from the public.

**Amplified Music/Sound:** What type of amplified music/sound? (e.g., Bluetooth Speaker, Loudspeaker, Megaphone, Live Music, DJ, Karaoke, etc.)

**Race/Run/Walk:** What type? (e.g., 5K Race/Run/Walk, Cross Country/Track Meet, etc.) What is the maximum capacity of runners allowed (race cap)? Will there be coordinated Wave Start times? What is the time interval between each Start? How many people will be in each Wave? Please provide a map of the race/run/walk route including the starting point, ending point/finish line, and all locations.

San Gabriel Park has an approved 5K race route utilizing the Randy Morrow Trail and race capacity is set to 200 participants.

#### 5K Route – Randy Morrow Trail



- Start Point: Legacy Pavilion
- Race Route: Randy Morrow Trail to Rivery Park and back.
- Race Capacity: 200

**Tents/Canopies:** List how many and size(s)/dimension(s) of each, please note if you will have sides and if any will be closed. The size(s) and location(s) of tents, canopies, or other membrane structures must be indicated on the event site plan. Each tent/canopy must have 40 lbs. weight for each leg, tied through the frame. They may NOT be staked into the ground. A fire extinguisher is also required 2A10BC if you will be cooking or have an open flame. The tent must also be fire-resistant, and the tag must be in place. If you have any questions, please contact Fire and Life Safety Division [fls@georgetown.org](mailto:fls@georgetown.org) If any tents or canopies are over or equal to 400 square feet you must apply for a tent structure permit at <https://www.mygovernmentonline.org/>, this should be applied for 60 days out from the event. This type of permit has associated fees. Any tent over 700 square feet will need to be inspected by the Georgetown Fire Department who will issue an

Operational Permit. You must also apply for a City of Georgetown Special Event Permit.

**Cooking:** Are you cooking for a private party or a public event? What type of cooking equipment? Personal grills and smokers on trailers are acceptable if there is no burn ban. The trailers must be parked in a designated parking space. The smaller grills must be rolled in, not driven in the park area. Everything must be self-contained so that grease, coals, and ash do not fall on to the ground. All remains from grilling must be removed from the park and disposed of properly.

If you are going to be cooking/serving food to the public, you must obtain a [Williamson County & Cities Health Department Temporary Food Establishment Permit](#).

**Food Trucks/Mobile Food Vendors:** How many and what kind of food trucks/mobile food vendors? A Parkland Reservation Fee of \$25 will be required to have the food truck/mobile food vendor at your pavilion rental.

A [City of Georgetown Mobile Food Vendor Permit and Inspection](#) is required and obtained through the Georgetown Fire Department. A valid City of Georgetown Mobile Food Vendor Permit and Inspection must be obtained no less than 2 (two) weeks prior to reservation date. This type of permit has associated fees.

A [Williamson County & Cities Health Department Mobile Food Establishment Permit](#) is required. This application must be submitted to and approved by the Williamson County & Cities Health Department prior to the reserved date(s). A fee will be required. A valid WCCHD Mobile Food Establishment Permit must be obtained no less than 2 (two) weeks prior to reservation date.

If mobile food vendors are serving to the general public, they must provide a copy of [Certificate of Insurance](#) showing proof of liability coverage. Coverage must include a minimum of \$1,000,000 general liability. City of Georgetown must be listed as 'additional insured' through reservation date(s).

All mobile food vendors must be self-contained. If chafing fuel or a fryer is utilized, please ensure that you have a Class K Fire Extinguisher prior to the inspection. Please check <https://fire.georgetown.org> for information or call (512) 930-3473.

**Sale of Food, Beverage, or Merchandise:** Please list vendors names, addresses, contact phone numbers, and types of goods being sold. A [Williamson County & Cities Health Department Temporary Food Establishment Permit](#) is required for the sale of food or beverage and each vendor must be in current compliance with the Williamson County Health Department rules.

**Burn Ban:** Park grills are onsite at most pavilions but may not be used during a burn ban. Any open flame during a burn ban is prohibited. A county wide burn ban could

affect your reservation if you plan to cook on an open flame. Check for Williamson County Burn Ban status at [Wilco.org](http://Wilco.org).

**Alcohol:** If alcoholic beverages will be served or sold, include copies of any licenses, or permits issued by Texas Alcoholic Beverage Commission. **(Include a copy of the TABC alcoholic beverage permit with the application.)** Selling of Alcohol will require final approval from the Parks and Recreation Department.

**Guests Exceeding Maximum Capacity of Rental Space:** Depending on event, additional fees may apply for exceeding maximum capacity of rental space. This could include renting additional pavilions, and/or a parkland reservation fee.

Additional Guests Parkland Reservation Fees:

\$25 fee	0 - 25 additional guests
\$50 fee	26 - 50 additional guests
\$100 fee	51 - 100 additional guests
\$200 fee	101 - 200 additional guests

**Utilizing Park Space Outside of Your Reservable Area:** If utilizing park space outside of your reserved pavilion/area, a parkland fee will apply of a \$25 fee per set-up.

**Extended Hours Request:** Park hours are 5:00AM-10:00PM unless otherwise posted. Extended hours may only be authorized by the Director of Parks and Recreation.

**Animal Exhibits:** What type of animal exhibit? (e.g., Petting Zoo, Pony Rides, etc.) What kind of animals and how many of each? The location(s) must be indicated on the event site plan. A hand washing station/hand sanitizer must be provided and indicated on the site plan for permit approval. Animal exhibits and petting zoos shall comply with the minimum standards as stated in City of Georgetown – Code of Ordinances Sec.7.03.050. All remnants of the exhibition must be removed from the park.

**Use of Drones or Remote-Controlled Vehicles:** Model or remote-control drones, boats, planes, gliders, rockets, vehicles, etc., are prohibited from being used inside City parks.

**Fireworks or Pyrotechnics:** If your event will include the use of fireworks or pyrotechnics, you will be required to contact the Fire Department at least 60 days prior to your event for information on the Operational Permit and Inspections. This type of permit has associated fees. This request will also require a City of Georgetown Special Event Permit, and associated fees will apply.

**Discharge of Weapons:** It is unlawful for any person to fire or discharge any air powered weapon, archery device, firearm, or other weapon for any reason, including

but not limited to hunting, sporting, target practice or competition within the City limits of Georgetown.

**Black Powder or Replica Arms:** If your event will include use of black powder or replica arms, you will be required to contact the Fire Department at least 60 days prior to your event for information on the Black Powder Operation Permit. This type of permit has associated fees.

**Temporary Fencing:** Location(s) and/or positioning of the fencing must be indicated clearly on the event site plan. Staking is prohibited.

**Portable Toilets:** Include the number and location of portable toilets and hand washing stations on your site plan. Depending on location and type of event, you may be required to provide one portable toilet per one hundred (100) people. One portable toilet must be ADA.

**Installing a Stage, Band-Shell, Trailer, Van, Portable Building, Grandstand, Bleachers, Screen, etc.:** What are you installing? Depending on event type and location, these items will only be allowed in designated areas approved by the Director of Parks and Recreation or designee.

**Parade:** Must include event start and stop time, when the first participant will leave the start line, onsite preparation/registration/set-up times, assembly location (street location), alternate event day and barricading contacts/phone number/company name, number of participants/people, number of vehicles/floats, the amount of space between parade units (ft.), any other types of participants (e.g., animals, etc.), and Parade Route Map.

**Closing a Street:** Closing any public street(s) will require a City of Georgetown Special Event Permit.

**Sanitation:** Explain how waste will be disposed of. Extra trash receptacles/dumpsters/pickup service may be required depending on the size and extent of your event. Additional fees may apply.



## ***Additional Information***

**Decorations:** Do not use any materials that would damage the pavilion, concrete pad, sidewalks, or turf surrounding the pavilion. Remove all decorations by the end of your reserved time. Synthetic or colored flower petals, confetti, rice, seeds, glitter, pinatas, sidewalk chalk, silly string, water balloons or anything that would leave sticky residue behind or any item that you cannot remove from the pavilion, concrete, or the surrounding turf is not permitted.

### **Application process and review.**

The park event permit application will be processed and reviewed pursuant to the park event rules and regulations. The Director of Parks and Recreation or designee may approve or deny applications that may be determined to directly impact the nature use of the park for public enjoyment or may damage park property. Some events may require a City of Georgetown Special Event Permit; additional fees may apply.

### **Standards for issuance of park event permit.**

A park event permit will be issued only if the Director of Parks and Recreation, or designee, finds that the following standards for issuance of park event permit are met:

1. The park event will not unnecessarily interrupt the safe and orderly movement of traffic near its location or route.
2. The park event will not require the diversion of a number of police officers to properly police the park event locale or line of movement and the adjacent areas as to prevent adequate police protection for the City.
3. The concentration of people, animals, and vehicles at assembly points will not unduly interfere with proper fire and police protection or ambulance service to areas near such assembly points for the City.
4. A parade is scheduled to move from its point of origin to its point of termination without unreasonable delays in route.
5. Other licenses and permits, restrictions, regulations, fees for the City services, safeguards or other conditions deemed necessary by individual City departments for the safe and orderly conduct of a park event are requested, submitted, and approved. (i.e., health permit applications, agreement with police department for police coverage, agreement with public works department regarding cost associated with street closure, etc.)
6. The park event will not unnecessarily or negatively impact general use of the park.

### **Denial or revocation of a permit.**

The Director of Parks and Recreation or designee shall deny issuance of a park event permit if:

1. The park event will conflict in time or location with another park event or event.
2. The application fails to comply with, or the park event will violate, the park event rules and regulations, any City ordinance, or any other applicable law.
3. The applicant makes or allow the making of false or misleading statement or omission of material fact on a park event application.
4. The applicant has violated any park event rule or regulation or has had a park event permit revoked within the preceding 12 months.
5. The applicant fails to provide proof of a license or permit required by a City ordinance or by other applicable law for the park event.
6. The applicant fails to provide proof that the insurance requirements for the event have been met.
7. The park event would severely hinder the delivery of normal or emergency public services or constitutes a public threat.

If the Director of Parks and Recreation or designee determines that the park event permit shall be denied, the Director of Parks and Recreation or designee shall consider alternatives to the time, place or manner of the park event that would allow the park event to occur.

A park event permit shall be revoked upon the following conditions:

1. If the Police Chief, Fire Chief, Risk Manager, or other City official, or their designated representatives, find that any park event rule or regulation, a City ordinance, or law is being violated, they shall immediately notify the Director of Parks and Recreation or designee and based on that information, the Director of Parks and Recreation or designee shall determine whether the park event permit shall be revoked.
2. When, in the judgment of any of the above-named City officials, a violation exists which requires immediate abatement, the City official shall have authority to revoke a park event permit in the absence or unavailability of the Director of Parks and Recreation or designee.
3. The applicant made or allowed to be made a false or misleading statement or omission of material fact on a park event application that was not discovered until after the park event permit was issued.

**Appeal.**

If the Director of Parks and Recreation or designee denies the issuance of a park event permit, or if the City revokes an issued park event permit, the applicant shall promptly be notified in writing. Such written notice shall include the reasons for the decision to deny or revoke the park event permit. The applicant or permittee may appeal the denial or revocation to the Director of Parks and Recreation who shall promptly make a ruling on the appeal.

**Additional Contact Information:**

City of Georgetown Special Events (512) 930-6534

Fire Department: (512) 930-3473

Police Department: (512) 930-3510

Inspection Services: (512) 930-2550

## Example of Event Site Plan

**Event Name:**

**Location:**

**Event Date:**

**Expected No. of Attendees:**



 **Vendors/Tents (x8)**

 **Portable Toilets (x3)**

 **Bounce House**

 **Food Truck**