



Garey Park Event Permit Guide

Events at Garey Park require approval and coordination with the Parks and Recreation Department and, in some cases, a City of Georgetown Special Event Permit. Within this permit guidebook, you will find information about the application form, park event guidelines and permit approval process. Taking time to review this packet will help you through the entire permitting process and guide you in completing the [application form](#).

Garey Park offers a variety of rentable spaces for all types of events. Rental fees vary and are determined by season, expected attendance, and rental area. Some events will be required to provide proof of insurance as well. Please review the available rental spaces and inquire with us if you have a space in mind that is not listed.

Staff are 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 Garey Park at (512) 930-6800.



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Garey Park Event Permit Application Guide

Please review the guide prior to submitting the [Garey Park Event Permit Application](#). Use the key below to determine which questions will be applicable to your request/event type.

PE = Private Event/Gathering (e.g. Birthday, Reunion, Shower; typically occur at Play Ranch)

LP = Large or Public Event (e.g. Concert, Festival, Foot Race; applies to any public event and private events with more than 200 attendees)

MF = Media/Film Production (Any filming within Garey Park)

Contact Information ----- **PE LP MF**

Event Information ----- **PE LP MF**

- Event name, date, type, location, and description.

Request Type----- **PE LP MF**

- Private Event/Gathering (e.g. Birthday, Party, Reunion, Shower, etc. Typically occur in Play Ranch.)
- Large or Public Event (e.g. Concert, Festival, Foot Race, etc. Applies to any public event and private events with more than 200 attendees.)
- Media/Film Production (Any filming with Garey Park.)

Who are the intended participants for the event?----- **LP**

What is the maximum daily attendance? ----- **LP**

What is the estimated number of parking spaces required to accommodate each event day? ----- **LP**

- Paved parking available near Meadow/Small Meadow/Garey House: 167 spaces + 7 ADA
 - Additional vehicles may be parked in adjacent grass areas with written approval.
- Paved parking available near Play/Dog Ranch: 177 spaces + 6 ADA
- Paved parking available near Equestrian Center: 8 spaces + 2 ADA (gravel parking area can accommodate approx. 20-25 trailers)

Will admission/registration fees be charged for attendance?----- **LP**

Will there be spectators present? ----- **LP**

Time Setup Begins Each Day----- **LP MF**

Time Setup Completed Each Day ----- **LP MF**

Time Activities Begin Each Day----- **LP MF**

Time Activities End Each Day ----- **LP MF**

Time Cleanup is Completed----- **LP MF**

Requesting to leave supplies, equipment, vehicles, etc. overnight? ----- **LP MF**

Requesting to have staff/crew/security stay onsite overnight? ----- **LP MF**

Which types of vehicles will be onsite? ----- **LP MF**

- Average-sized vehicle, Box truck, RV, Semi-18-wheeler, Bus/School bus, 15-passenger van

Requesting exclusive use of the area (i.e. blocked off from public use)? ----- **LP MF**

- Applies to Meadow, Small Meadow, and Trails

Describe how you plan to transport supplies and equipment to the area. --- **LP MF**

- Applies to Small Meadow and Trails

Film/Movie/Video/Company or Product Name----- **MF**

Project Type ----- **MF**

- Commercial/Infomercial, Documentary/Travelogue, Feature Film, Music Video, Public Service Announcement, Short Film, Stock Video/Film, Student Film, TV Movie/Series, Other

Shoot Details ----- **MF**

- Provide a detailed narrative of the shoot, shots and/or filming, including any effects and/or large props.

Number of Cast & Crew ----- **MF**

Certificate of Insurance ----- **LP MF**

Detailed Site Plan ----- **LP MF**

- 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 end of packet.

Event Details ----- **PE LP MF**

A Garey Park Event Permit is required for any of the following activities, no matter the size of the event:

- Animals (other than pet on leash)
- Black Powder or Replica Arms
- Bounce House/Inflatable
- Camera Crane or Dolly
- Camera Car
- Closing a Street
- Discharge of Weapons
- Drones or Remote-Controlled Vehicles
- Fencing (Temporary)
- Fireworks or Pyrotechnics
- Food or Beverages (alcoholic beverages, catering/food service, food trucks, cooking other than park pavilion grill)
- Generators
- Light towers
- Music/Amplified Sound (bullhorn/megaphone, DJ, live music, speakers, public address system)
- Portable Toilets
- Night use/extended hours request
- Race/Run/Walk/5K
- Sale of Merchandise
- Signs/Banners/Markers
- Stage, Band-Shell, Trailer, Van, Portable Building, Grandstand, Bleachers, Screen, etc.
- Tents/Canopies
- Trash Receptacles/Dumpsters/Pickup Service

*Upon review, some events/activities may also require a City of Georgetown Special Event Permit

See detailed requirements listed alphabetically beginning on Page 4.

Detailed Requirements

Animals (other than pets on leash)

What type of animal exhibit? For public events, the location(s) must be indicated on the event site plan. For events occurring at a Play Ranch pavilion, animal exhibition activities will be designated to set up inside the Round Pen adjacent to the Equestrian Center and will be granted time coinciding with the pavilion rental time. An additional rental fee of \$20 Resident \ \$30 Nonresident per half-day is required to reserve the round pen for exclusive use. **Animals, other than an on-leash pet, are never permitted inside the Play Ranch.**

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.

Vendors must provide a copy of their Certificate of Insurance showing proof of liability coverage. Coverage must include a minimum of \$1,000,000 general liability & products completed. City of Georgetown must be listed as 'additional insured' through event date(s).

A handwashing station must be supplied during reservation time. Hand sanitizer is acceptable.

Black Powder or Replica Arms

If your event will include use of black powder or replica arms, you will be required to contact the Georgetown 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. Any questions regarding the need for and requirements for obtaining the appropriate permits should be directed to the issuing entity.

Bounce House/Inflatable

Bounce Houses will not be approved in or around the Play Ranch area. For events in other park areas, please list the dimensions of the bounce house(s) and how many. The location(s) must be marked on the event site plan. The vendor must provide a copy of their Certificate of Insurance showing proof of liability coverage. Coverage must include a minimum of \$1,000,000 general liability & products completed. City of Georgetown must be listed as 'additional insured' through event date(s). The vendor must also provide a copy of their state inspection documentation. 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.

Camera Crane or Dolly

Areas of use must be noted on the event site plan.

Camera Car

Areas of use must be noted on the event site plan.

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.

Drones or Remote-Controlled Vehicles

Use of model or remote-control drones, boats, planes, gliders, rockets, vehicles, etc. is not permitted in City parks without specific approval through an Event Permit. Proof of license or certification may be required.

Extended Hours/Night Use

Garey Park hours are 8:00 a.m.-8:00 p.m. in April-September and 8:00 a.m.-6:00 p.m. in October-March, unless otherwise posted. Extended hours may only be authorized by the Director of Parks and Recreation.

Fencing (Temporary)

Location(s) and/or positioning of the fencing must be indicated clearly on the event site plan. Fencing may not be staked in the ground without prior approval of the specific location. Otherwise, underground irrigation and other systems could be damaged at the expense of the event organizer.

Fireworks or Pyrotechnics

Fireworks, pyrotechnics, fog machines, smoke-generating devices, or faux smoke-generating devices require permitting by the City of Georgetown Fire Department and are not permitted without prior written approval from the City. Any questions regarding the need for and requirements for obtaining the appropriate permits should be directed to the issuing entity.

Requests for fireworks will require further approval through a City of Georgetown Special Event Permit.

Food and Beverages

Alcoholic Beverages

All sales of alcoholic beverages are to be made in compliance with the Texas Alcoholic Beverage Commission. Anyone who will be selling alcohol (i.e. cash bar, tickets, and drinks for a fee) is required to provide a license from the TABC. Liquor sales must, by law, be conducted by an entity licensed to do so by the TABC. If Client and/or seller are not licensed, Client must contract with a licensed party to conduct any liquor sales.

If alcoholic beverages will be served or sold, include copies of any licenses or permits issued by Texas Alcoholic Beverage Commission with the application. Selling of alcohol will require approval from the Parks and Recreation Director.

Any questions regarding the need for and requirements for obtaining the appropriate TABC licenses or permits should be directed to the TABC.

Catering/Food Service

Any vendor or individual serving food to the public is required to have the following documentation and permits:

- A Certificate of Insurance showing proof of liability coverage. Coverage must include a minimum of \$1,000,000 general liability & products completed. City of Georgetown must be listed as additional insured through event date(s).
- A food handler's license.
- A food permit issued by the county in which the food is prepared OR a temporary permit from the Williamson County and Cities Health Department.

Any questions regarding the need for and requirements for obtaining the appropriate permits should be directed to the issuing entity.

Non-perishable, pre-packaged food and non-alcoholic beverage items may be brought in without permit.

Cooking, other than park pavilion grill

Use of personal grills or smokers within Garey Park requires written approval. If approved, trailers must be parked in a designated parking space, and smaller grills must be rolled in and not driven in the park area. All cooking/grilling 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. Grills and/or open flames may not be used if a burn ban is in effect.

Any cooking/serving food to the public must adhere to Catering/Food Service requirements.

Food Trucks

For events occurring at a Play Ranch pavilion, food trucks will be required to set up in the designated space adjacent to the Play Ranch. An additional rental fee of \$30 will be required.

All Food Trucks operating within Garey Park are required to have the following documentation and permits:

- A copy of Certificate of Insurance showing proof of liability coverage. Coverage must include a minimum of \$1,000,000 general liability & products completed. City of Georgetown must be listed as additional insured through event date(s).

- A City of Georgetown Mobile Food Vendor Permit obtained through the Georgetown Fire Department. This permit requires inspection and includes a fee.
- A Williamson County & Cities Health Department Mobile Food Establishment Permit. A Temporary Food Permit may also be accepted. This application must be submitted to and approved by the WCCHD prior to the event date(s).

Any questions regarding the need for and requirements for obtaining the appropriate permits should be directed to the issuing entity.

Generators

Please list the number of generators and the size of generators in your application and mark their locations on the event site plan. Generators shall be 20 feet from any structure or canopy and isolated from the public (*2021 International Fire Code 3107.16*). Please direct any questions to the Georgetown Fire Department.

Light Towers

Areas of use must be noted on event site plan.

Music/Amplified Sound

What type? Includes bullhorn/megaphone, DJ, live music, speakers, and/or public address system. Amplified music/sound is generally prohibited in and around the Play Ranch. Where permitted, any amplified music or sound must adhere to the [City of Georgetown's Noise Ordinance](#), which states that music/amplified sound is limited to 72 decibels during the daytime (7 a.m. to 10 p.m.) and 65 decibels at nighttime (10 p.m. to 7 a.m.).

Portable Toilets

Include the number and location of portable toilets and hand washing stations on the event site plan. Depending on location and type of event, you may be required to provide one portable toilet per one hundred (100) people with one being ADA compliant. If event occurs over multiple days, include what frequency they will be serviced.

Race/Run/Walk/5K

Which type? What is the maximum capacity of runners allowed?

Events of this type are permitted to occur in the Meadow and Small Meadow and utilize trails on the East side of the park (i.e. trails that do not cross a road).

A base fee for use of the parkland is required. A parking fee will be collected from event spectators onsite, and a per runner fee will be collected after the conclusion of the event.

Event organizer is required to purchase a \$1,000,000 Liability and Property Damage Insurance Policy. This insurance policy shall be endorsed naming City of Georgetown as additional insured on the policy.

The proposed race route is subject to approval.

Sale of Merchandise

Please list the vendors and types of goods being sold on your application.

Signs/Banners/Markers

Signage will only be permitted in the specified event area. Directional and/or informational signage may be placed in other park areas with written permission.

Signs may not be staked in the ground without prior approval of the specific location. Otherwise, underground irrigation and other systems could be damaged at the expense of the event organizer. Adhesive of any kind may not be used to attach signs to any park structures or tables.

Stage, Band Shell/Stand, Trailer, Portable Building, Grandstand, Bleachers, Screen, etc.

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. Specify each item's proposed location on the event site plan.

Tents/Canopies

List how many and size(s)/dimension(s) of each. Please note if any tents will have sides or be enclosed. 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.

If there will be any cooking or open flame, a fire extinguisher is required, the tent must be fire-resistant, and the tag must be in place. Please direct any questions to the City's Fire and Life Safety Division at fls@georgetown.org.

If any tent will be greater than 400 square feet, you must contact the Georgetown Fire Department to inquire about any regulations, requirements and/or additional permits required. Additional permits may have associated fees.

Trash Receptacles/Dumpsters/Pickup Service

Explain how waste will be disposed of. Extra trash receptacles/dumpsters/pickup service may be required to be contracted by the renter depending on the size and extent of the event. Additional fees may apply.

Application process and review.

The Garey Park Event Permit Application will be processed and reviewed pursuant to the Georgetown Parks and Recreation rules. The Director of Parks and Recreation or designee may deny applications that are determined to negatively impact use of the park for public enjoyment or cause damage to 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 event will not unnecessarily interrupt the safe and orderly movement of traffic near its location or route.
2. The 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 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 allows 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.

Attachments

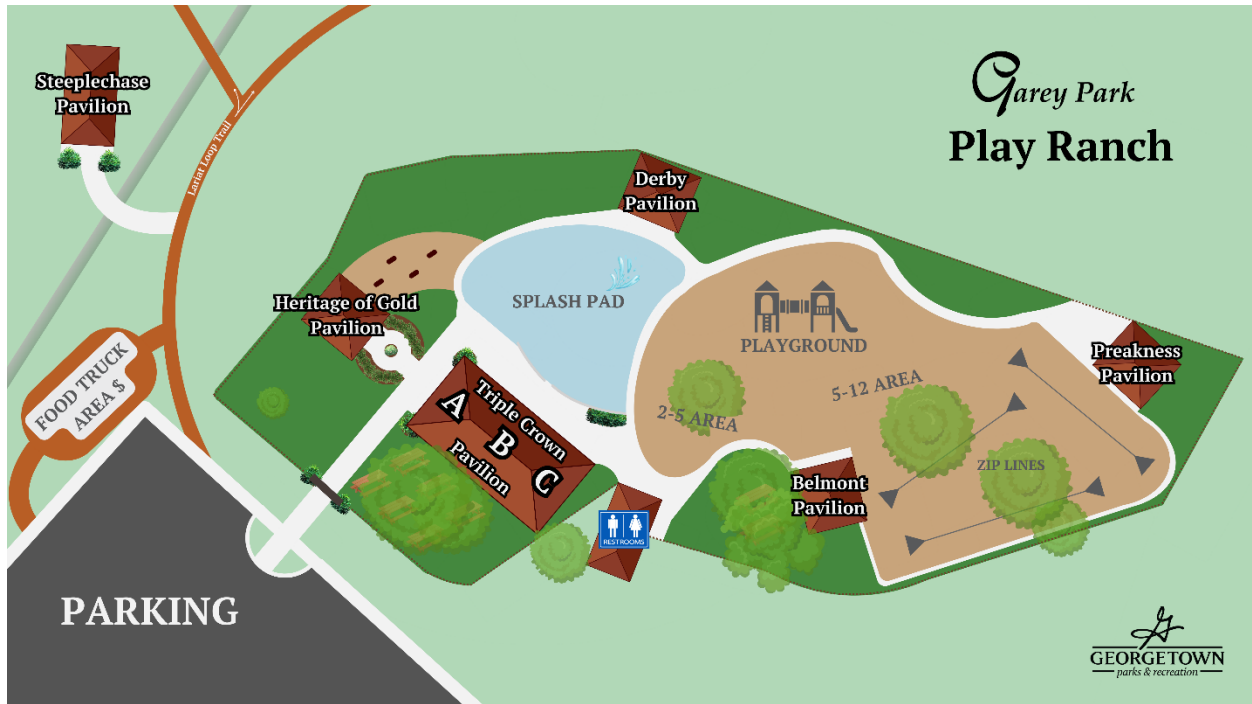
Open Parkland Rentable Spaces



Equestrian Center Rentable Spaces



Play Ranch Rentable Spaces



Example Site Plan



Contact Information

Garey Park

Gatehouse/Main Line -----512-930-6800
Madison Diener, Recreation Supervisor -----512-930-6802
Andrea Robisheaux, Recreation Program Coordinator -----512-930-6803
Terry Young, Park Foreman -----512-930-6804

Garey House

Candice Wheeler, Venue Coordinator ----- 512-930-6801

Georgetown Fire Department ----- 512-930-3473

Georgetown Police Department -----512-930-3510

City of Georgetown Special Events ----- specialevents@georgetown.org

Williamson County and Cities Health Department (Food Permits) ----- 512-248-7620