



Special Event Permit Application

Parks and Recreation Division for the Hondo, Texas and Medina County

Mailing Address • 1600 Avenue M, Hondo, TX 78861 **Office Hours** • M – F 8:00 am – 5:00 pm
Phone • 830-426-2475

Applicant / Event Representative Name: _____

Organization: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Phone Numbers: Home: () _____ Cell: () _____ Work: () _____

Email: _____ Event Website: _____

Event On-Site Coordinator Name: _____ Cell: () _____

Event Information (please use additional sheet to provide details for the event; safety plan must also be provided)

Which park are you requesting: _____

Is there a specific area or venue within this park where you want to host your event? Please provide details:

Name of the Event: _____

Event Type: Festival Concert Walk/ Run Fundraiser Wedding/ Reception Rally/ Protest

Picnic/ Gathering Other (provide a description) _____

Event Date(s) and Hours of Operation: _____

If your event is open to the public, please provide a phone number or email contact: _____

Event Set Up Date(s) and Times: _____

Event Break Down Date and Anticipated Time of Completion: _____

Anticipated Maximum Attendance: _____ Persons Per Event Day: _____

Event Components: Please check all items that apply and include any additional details in the space provided.

<input type="checkbox"/> Amplified Sound / PA or Audio System	<input type="checkbox"/> Alcohol Sales	<input type="checkbox"/> Alcohol Served at Event
<input type="checkbox"/> Electricity Request	<input type="checkbox"/> Fundraising Event	<input type="checkbox"/> Tents Erected: How Many _____
<input type="checkbox"/> Inflatable or Bounce Attraction	<input type="checkbox"/> Stage Erected; Size: _____	<input type="checkbox"/> Park Road Closure Request
<input type="checkbox"/> Admission Fee to Enter Event	<input type="checkbox"/> Entry Fee to Participate in Event	<input type="checkbox"/> Providing Food & Drink for Free
<input type="checkbox"/> Merchandise Sales; # of Vendors: _____	<input type="checkbox"/> Food Sales; # of Vendors: _____	<input type="checkbox"/> Water Access Requested

Special Event Permit Application

Signing this application verifies that you have read and understand all terms and conditions on this application.

1	The discovery of false or misleading information regarding the applicant or the described event activities or attendance on this application will result in the rejection of approval of use on the park property and denial of future request to access park property.	INITIAL HERE _____
2	Permits will not be granted to any event with a past due balance to City of Hondo Parks and Recreation or Hondo Police Department. Past due balances must be paid in full, without exception, before new applications will be accepted.	INITIAL HERE _____
3	Event organizer is responsible for trash disposal on all permitted days including setup and tear down. Organizer must submit a plan for event clean up with name of vendor if one is used. No permit will be issued until this plan is approved. If event space is not clean after the event, the permit holder will be billed \$17.86 per hour of cleanup performed by City staff.	INITIAL HERE _____
4	It is the permit holder's responsibility to immediately contact Hondo Police Department once an event date has been approved by the City of Hondo. The contact information will be provided by the Parks and Recreation Division who may determine that permit holders must hire off-duty police officers for appropriate security measures for the event.	INITIAL HERE _____
5	Events with 250 attendees or more may be required to hire a maintenance staff person to monitor event activities and serve as the Parks and Recreation Division staff representative. Events requiring staff on overtime must be paid within two weeks in advance.	INITIAL HERE _____
6	All special events held in the Parks requesting amplified music must be considered by the Parks and Recreation Division. Requests for amplification must be received no later than two weeks prior to event. Any amplified music will all regulations as outlined by the City of Hondo Ordinances.	INITIAL HERE _____
7	Unless permitted by the City of Hondo, alcoholic beverages are not allowed in Park facilities. The City of Hondo shall assume no liability for the actions of individuals as the result of issuance of any alcoholic beverages. All sales and service of alcohol must cease 30 minutes prior to the event ending. Event applicants must also submit a \$1 million of general liability insurance with additional liquor liability coverage naming City of Hondo as additionally insured. The permit holder will be responsible for monitoring the behavior of individuals attending the event.	INITIAL HERE _____
8	Keys may be required for your event. We require a deposit of \$50 to ensure the return of all keys. The deposit drop off and key pick up must be made the day prior to the event and keys must be returned the day following the event. If keys are not returned after two business days, deposits will not be refunded.	INITIAL HERE _____

SIGNATURE: _____ DATE: _____

Special Event Permit Application

Please keep pages 3 - 4 for your records they do not need to be returned with the event application.

All fees are due upon receipt of invoice. Event is subject to cancellation if the invoiced amount is not paid 7 days prior to the event date.

Maintenance fees must be paid within 14 days of invoicing. All fees are fully refundable if you notify Parks and Recreation that the event is cancelled 30 days prior to the event date.

1) Completed Permit Applications and documents should be submitted to:

By Mail: Hondo Parks and Recreation

1600 Ave M

Hondo, Tx 78861

Emailed: lwquintero@hondo-tx.org

2) The City of Hondo has first priority in scheduling events in all parks and / or facilities. All dates are reserved on a first come, first served basis. Event dates are not confirmed until an event application has been received and approved. An event permit will not be issued until all related fees have been paid.

3) Permits for fundraising events may only be requested by persons or organizations that hold a 501(c) 3 status with the IRS.

4) If the event will include elements added to Park Facilities, such as staging, tents, rides, booths, inflatables, etc., a certificate of insurance must be submitted with this Permit Application. The policy must be in force for the duration of the Event and be issued by an insurance company licensed to do business in Texas, specifying public liability and property damage insurance with a single limit of not less than one million dollars (\$1,000,000), naming the City of Hondo 1600 Avenue M, Hondo, Tx 78861, as additionally insured. No permit will be issued unless this certificate has been received. The City of Hondo may require additional coverage based on the scope of the event.

5) The City of Hondo prohibits the reservation of park facilities by applicants that discriminate on the basis of age, color, disability, national origin, race, religion, sex, in the admission to, access to, or operation of their programs, services, or activities.

6) Any changes to the event description submitted with this Permit Application must be submitted in writing to the Rick Taylor Recreation Center. Any aspect of the event not fully described in the Permit Application or an addendum submitted in accordance with this paragraph will not be covered by the permit or allowed in Park facilities.

7) Any event that has an impact outside of the rented Park Facility including streets and sidewalks will also require a Special Event Permit from Public Works. For more information, call Karissa Gonzalez at 830-426-2475 or contact her by email at kgonzalez@hondo-tx.org

8) All events held on Hondo Parks property must fit within the following guidelines:

A) The proposed activity or use of the Park must not unreasonably interfere with or detract from the general public's enjoyment of the Park.

B) The proposed activity or use will not unreasonably interfere with or detract from the promotion of public health, welfare, safety and recreation.

C) The proposed activity or use will not include violence, crime, disorderly conduct, or obscene language.

9) Any permit holder utilizing the services of a professional event organizer, promoter or the like must identify that person or organization in writing as per No. 5 of the Permit Application.

10) All special events to be held in parks requesting permission to have amplified music will be considered by the City of Hondo on a case by case basis. Each will be monitored by a Park staff member to assure proper sound levels. The staff member shall have the right to request a lowering of sound levels, or to stop the performance if deemed absolutely necessary and in the best interest of the Parks and Recreation Division and the immediate neighborhood.

11) Prior to but not earlier than six hours before each Event, the permit holder must perform an inspection of all Parks Facilities to be used and must report in writing to the Parks and Recreation Division the presence of any damage or trash on the premises. All damage evident or trash remaining on the premises after the Event and not previously and specifically reported to the Parks and Recreation Division as required in the preceding sentence will be considered to have resulted from the Event and must be rectified at the sole expense of the permit holder. Larger events may require that a representative of City of Hondo inspect the Park facilities with the event organizer. This will be determined by the Parks and Recreation Manager.

12) It is the permit holder's responsibility to return the park to the condition it was in prior to the permitted event or pay fees related to returning property to condition prior to event. Permit holders are responsible for ALL clean up after each event. The Parks and Recreation Division reserves the right to require any permit holder of events where we determine an anticipated attendance of 250 or more, to post a \$250 - \$5000 deposit depending on size of event. The posting of a deposit does not relieve the Event permit holder from the responsibility for performing all clean up and correcting all damage relating to any Event. The permit holder agrees to reimburse the City for all costs incurred in performing cleanup and repairs which, in the judgment of the City, the permit holder has failed to perform. Cleanup and repair costs shall accrue at the rate of \$25 per man-hour. If cleanup or repair takes place on a holiday the cost shall accrue at the rate of \$50 per man-hour. These

Special Event Permit Application

rates do not include any additional cost of cleaning supplies, basic landscaping materials and the like. The permit holder's deposit will be applied to cleanup and repair costs accruing under this paragraph. In addition, the permit holder agrees to reimburse the City for cleanup, repair and material costs accruing under this paragraph that exceed \$500. Unused portion of a deposit, if any, will be refunded to permit holder.

13) The Parks and Recreation Division reserves the right to require permit holders to provide, at their expense, as many off-duty Police Officers as the City deems necessary to assure the safety of the public and Park Facilities. Event organizer must complete the City of Hondo Security Policy form with Hondo Police Department.

14) Permit holders must adhere to all ordinances, rules and regulations of the Parks and Recreation Division and the City of Hondo. Applicants must obtain all necessary City Permits before a permit for Park use will be issued. Parks and Recreation Manager will make every effort to inform Event Organizer of all related City Permits based on information in this application. Examples of other necessary permits include: Solicitor Permit, food, beverage and vending licenses.

15) Unless permitted by the Parks and Recreation Division, alcoholic beverages are not allowed in Park Facilities. If you plan to sell alcoholic beverages at your event, you must have approval from the City of Hondo prior to receiving a permit from the State Alcoholic Beverage Commission. The City of Hondo shall assume no liability for the actions of individuals as a result of issuance of a permit to consume alcoholic beverages on Park property. The permit holder will be responsible for monitoring the behavior of individuals attending the event. The permit holder will be responsible for hiring adequate security to maintain public safety and adhere to all rules and regulations of the City of Hondo.

16) All signage, advertising, publicity, exhibits or displays to be used must have the prior approval of the Parks and Recreation Division.

17) Absolutely no banners or flags of any kind are to be flown from Parks Facilities flagpoles

18) All Events must end not later than 11:00 p.m. unless approved in advanced by the City of Hondo.

19) Appropriate park personnel of the Parks and Recreation Division must be provided access to Events upon request in order to monitor Event activities and ensure compliance with ordinances, rules and regulations.

20) The City of Hondo has the authority to revoke a permit upon finding a violation of any rules or ordinances upon good cause.

21) In the event of noncompliance with any provision of these terms and conditions, the Parks and Recreation Division may, in its sole discretion, ban any event sponsor or professional event organizer, promoter or the like from further sponsorship or promotion of any Event in Parks Facilities for a period of two years.

22) By submitting a Permit Application, the event organizer agrees to the following additional terms:

a) the event organizer will indemnify and hold harmless the City of Hondo from any and all claims, damages, costs and attorney fees for injuries or damages arising, in part or in whole, from the organization's use of Parks Facilities and areas described in this Permit Application and any claims, damages, costs and attorney fees arising from any failure of the organization, its officers, employees and agents to observe applicable laws, ordinances, rules and regulations;

b) The event organizer assumes all risk and responsibility for any dangerous or defective conditions on the grounds of Parks Facilities, whether known or unknown;

c) The event organizer agrees to restore Parks Facilities to the condition prior to the Event;

d) This document sets forth the entire agreement of the parties;

e) A financial statement of the Event or Program proceeds must be mailed each month with commission payment.

f) The individual executing this document on behalf of the event organizer affirms that he is authorized to do so;

g) no modification of this document shall be valid unless in writing and signed by the City of Hondo; and Texas law shall govern any dispute arising from this document, and any suit relating in any way to this document shall be brought in a court of competent jurisdiction in Medina County, Texas.