



Special Event Permit Policy

1. **Statement of Purpose:** The purpose of this Policy is to establish guidelines for Special Event Permits and processing those requests.
 - A. This Policy is in place to support the City's overall Strategic Plan and alignment with the Council's strategic focus areas and stated strategic objectives.
 - I. Partnerships and Volunteerism: The City Council identified "Partnerships and Volunteerism" as a focus area when adopting the strategic plan in 2005. Since then, an objective has been included on the City strategy map: "Enhancing the sense of community by proactively creating opportunities for community partnerships, volunteer involvement, and citizen engagement." A case can be made, therefore, that this kind of policy would be properly aligned with the City's strategy because an opportunity of this kind brings together community groups and the City to offer high-quality events and volunteer opportunities.
 - II. Safety and Security: The strategy map includes a focus area of "Safety and security." This, coupled with the objective of "Collaborating with select partners to implement service solutions" addresses the matter of the City's commitment to ensure that residents and visitors of Southlake are safe and secure, whatever their activity. If we develop a successful partnership with these community groups, coordinate our efforts, and, perhaps, extend City services, the City has ultimately met this stated strategic objective.
2. **Policy Administration:** This policy will be administered through the City's Department of Economic Development and Tourism (EDT) and/or Community Services Department depending on the size and scope of the event.
3. **Definitions:**
 - A. City: Shall mean the City of Southlake, Texas.
 - B. Coordinator: The City staff person designated by the Director of the Department of Economic Development and Tourism (EDT) or Director of Community Services depending on the size and scope of the event.
 - C. Director: The Director of Economic Development and Tourism (EDT) or Director of Community Services depending on the size and scope of the event.
 - D. Eligible Applicants: Any individual or organization complying with the requirements of this special event permit policy may be considered eligible for a special event

permit. Depending on the size and scope of the event, a Specific Use Permit approved by the City Council may be required.

- E. Special Event: Any gathering of people for a charitable cause, cultural celebration, festival, or other similar type of gathering that is open to the public and is hosted in a public space.
- F. Special Event Permit: Special event permit or “Permit” means the City's written authorization to hold a Special Event.
- G. Policy: Shall mean the Special Event Permit Policy adopted by the Southlake City Council.
- H. City: City staff team works collectively to implement events and process event applications in the city. The members of this team may vary by type of event.

4. **Submittal Requirements:** The following shall be applicable for establishing an adequate submittal for an Event Permit.

- A. Application: An applicant must submit a fully completed application in compliance with the Policy and all items identified in the “**Special Event Requirements**” under **Appendix A**. The Special Event Requirements may be amended periodically by staff if needed to better administer the policy. The completed application shall be submitted to the City via its website. Additional submittal requirements, such as a Specific Use Permit approved by the City Council, may be required once the City reviews the application. This would also require additional processing time on behalf of the City. All of the application items must be completed before submitting a special event permit application.
- B. Items for Submittal:
 - I. Completed Application (submitted 120 days prior to the event if more than 1,000 people are expected / 90 days prior if less than 1,000 people are expected) with all necessary documentation and information required.
 - II. Items identified in the Special Event Requirements form (Appendix A).
 - III. Proof of insurance naming the City as an additional insured.
 - IV. Specific Use Permit (for Mass Gatherings if required).
 - V. Texas Alcohol Beverage Commission (TABC) approval for on-site consumption of beer and wine (if approved by Specific Use Permit).
- C. Submittal Deadlines: Applications must be submitted at least one hundred and twenty (120) days prior to the date of the event if more than 1,000 people are expected or ninety (90) days prior to the date of the event if less than 1,000 people are expected to attend.

5. **Application Review:** Upon receipt of the application, City staff will review the application within 10 business days (excluding holidays). The following shall apply to the review and evaluation of the application.
- A. Evaluation Criteria: The following criteria shall be utilized by the Coordinator when reviewing the application and in consideration of any recommendation for a Special Event Permit.
- I. Application Completeness: Was a completed application submitted with all necessary and required information?
 - II. Safety and Security Efforts: Does the applicant demonstrate how event attendees will be kept safe during the event such as through crowd control measures, traffic management, and security personnel?
 - III. Operations and Logistics: Has the applicant provided all information (including vendor names and contact information) on how logistical operations will be managed, such as but not limited to the following:
 - a. A detailed event site diagram showing the location of the following: street barricades, tents, fencing, restrooms, displays, attractions, dumpster(s) and stage(s).
 - b. Detailed timeline of the event.
 - c. All names and contact information of relevant vendors providing services for or during the event.
 - d. Porter service for trash removal during the event.
 - e. Dumpster/Recycling containers for trash and debris disposal.
 - f. Post-event cleanup such as power washing service by a City approved vendor.
 - g. Road barricades, orange cones, or water barricades for traffic management. (In most situations, the City will coordinate traffic management for the event).
 - h. Tent sizes and how they will be secured to the ground (Park use policy does not allow for tents to be staked to the ground within City parks).
 - i. Restrooms, including ADA-accessible restrooms.
6. **Approval of Application:** The Coordinator will engage with City staff to evaluate the application and determine its eligibility. The Director, upon a recommendation from the Coordinator, shall determine the final eligibility of the application.

- A. Approval of Special Event Permit: Upon review of a completed application and successfully submitting all required documentation, a letter will be provided to the applicant detailing any specific requirements including a \$1,000 deposit. Upon completion of all requirements, a special event permit will be issued by the City.
 - B. The Director may waive certain requirements of this Policy depending on the scope of an event provided it does not impact the safety and security of the event organizers, vendors, or event attendees and the applicant meets the purpose and intent of the Policy.
7. **Denial of Application:** The Director has the authority to deny an application for a special event permit. A letter from the Director will be provided to the applicant if it is determined the application for the special event permit will be denied. The Director may deny an application for any of the following reasons:
- A. The applicant has not provided a complete application and submitted all necessary information and documentation to host the event within the designated time frames for submittal.
 - B. The applicant has a history of not complying with event requirements prior to, during, or after the event.
 - C. The number of events for that space in the City has reached its capacity for public spaces.
 - D. The City does not have the resources or staff to ensure the safety and security of the event and its attendees.
 - E. The event exceeds the capacity of the public space being requested or the space is unavailable for use at the time the event is being requested.
 - F. The Director does not find that the application for the proposed event meets the intent of the Policy.
 - G. The applicant has not met or has outstanding required financial obligations to the City.
8. **Appeal to City Manager:** The applicant may appeal the decision of the Director to the City Manager by providing a letter explaining their basis of appeal. All decisions by the City Manager shall be final.
9. **Post-Event Evaluation:** The applicant shall be required to participate in a post-event briefing meeting with City Staff a maximum of thirty (30) days after the event to identify opportunities, challenges, and recommended improvements for any future events. The applicant is required to schedule this evaluation with City staff.