

Appendix A: Special Event Requirements



Special Event Permit Process

1400 Main Street, Suite 460 • Southlake, TX 76092
(817) 748-8919 • Events@ci.southlake.tx.us
SouthlakeEvents.com

All Special Events in the City of Southlake are required to be conducted and held pursuant to a Special Event Permit Policy adopted by the City of Southlake. Event hosts are required to obtain approval from the City and work with City staff to ensure a safe and enjoyable event is held. Applications that are submitted for special events are reviewed on a case-by-case basis and may be denied based on any of the provisions outlined in the Special Event Permit Policy. The following requirements in this Appendix must be followed for public Special Events being held within public spaces within the City of Southlake.

Hosting a special event can be challenging and rewarding. This information is intended to provide event organizers with the necessary information to ensure a successful and safe event is held. To provide event organizers an overview of what to expect, please read the process outlined below:

- Read and review the Special Event Permit Policy and Special Event Requirements. This will assist you in preparing for your first meeting with the City.
- Schedule an initial meeting with the Festivals and Events Coordinator for the City of Southlake. In this meeting you will be provided with guidance on what is necessary for you to conduct your event. City staff will also be present to help you determine if a Specific Use Permit approved by the City Council or other permits are required for your event.
- Plan and gather all necessary items and information in order to conduct your event. This will be the most time consuming part. Please allow enough time for yourself to adequately prepare to host an event.
- Fill out the Special Event Permit Application online. If attendance is expected to be greater than 1,000 people, submit the application at least 120 days before the event date. If attendance is expected to be less than 1,000 people submit the application at 90 days before the event date.
- City staff will review the application and provide an approval or denial for the event. If approved, the City will require and provide information such as inspection requirements, contact information for specific items, etc... for the event organizer to add to their event planning.
- Event briefings before and after the event will be scheduled with City staff to ensure effective communication and areas of concern are being addressed.
- Upon completing all City-related requirements a Special Event Permit will be issued to the organizer for the event.



Pre-Application Requirements

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Each of the following items below must be completed prior to the submittal of the Special Event Permit Application to the City:

- Read and understand the adopted City of Southlake Special Event Permit Policy
- Read and understand Special Event Permit Process, Application Preparation for Event Organizers and Reference Information
- Draft a detailed description of the event including purpose and proposed location
- Draft a detailed schedule of the proposed event including performances, music or entertainment and times for setup, breakdown and cleanup
- Complete a detailed event layout map that includes the following:
 - General location and estimated quantity of vendors
 - Location of restrooms, trash bins, and dumpsters
 - Location of stages for entertainment or performances
 - Location of signage (including off-site signage)
 - Streets being blocked for the event (if any)
- Schedule an initial event planning meeting with the City's Festival & Events Coordinator**
 - This can be done by calling (817) 748-8919 or emailing city staff at Events@ci.southlake.tx.us

The information on the "Application Preparation" page will be necessary to submit a Special Event Permit application found online on **SouthlakeEvents.com**. Once all the information and documentation has been obtained, proceed with the application submittal.

- If the proposed event **anticipates more than 1,000 people**, the Special Event Permit application must be submitted at least **120 days** prior to the event.
- If the proposed event **anticipates less than 1,000 people**, the Special Event Permit application must be submitted at least **90 days** prior to the event.



Application Preparation

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The following information is needed prior to submitting a Special Event Permit application online at SouthlakeEvents.com. Use the following checklist to ensure all information and documentation is readily available for submitting the application:

- Event Organizer Name, Address, Mobile Number and Email Address
- Secondary Event Contact Name, Address, Mobile Number and Email Address
- Event Name, Dates, Time, Location, and Anticipated Attendance
- Detailed event layout map that includes the following:
 - Location and quantity of vendors (tents, food trucks, etc...)
 - Location of restrooms, trash bins, dumpsters, portable lighting
 - Location of stages for entertainment or performances (including their size)
 - Streets being blocked for the event (if any)(Event layout map must be uploaded at time of application.)
- Number of tents and their size(s)
- How will the event supply electricity (if needed). Location and types of generators being used (if any)
- Location, number and size of event signs being used for the event
- Preliminary list of vendors (merchandise, food, services, alcohols sales) participating in the event with names, address, mobile number and email address. This includes but is not limited to vendors such as porter service, tent company, food vendors, etc... (a final list shall be submitted to the City 30 days prior to the event with final payment for all vendor permits due prior to the event)
- Number of event staff or volunteers for the event
- Detailed event timeline or schedule including performances, music or entertainment and times for setup, breakdown and cleanup (this can be uploaded in the application as well).
- Valid and current general liability insurance policy naming the event organizers / organization hosting the event and the City of Southlake under the coverage for the event and providing coverage with the following minimum amounts:
 - Personal Injury / Death: \$1,000,000 per occurrence
 - Property Damage: \$100,000 per occurrence
 - General Aggregate: \$1,000,000
- A Specific Use Permit has been approved by the City Council of the City of Southlake (if applicable for consumption of alcohol or event size)



Reference Information

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The following information is provided to event organizers as reference material for conducting special events in the City of Southlake. Upon reviewing the Special Event Permit Application, City staff will provide the event organizer with specific requirements as they apply for their event. The information below is intended to be for quick reference purposes only and not all inclusive of all requirements. For any specific questions or assistance interpreting this information please contact the City at Events@ci.southlake.tx.us.

Landscaping and Natural Features in Event Area

Trees, underbrush, large rocks and other natural features shall be left intact and undisturbed whenever possible, and natural vegetative cover will be retained, protected, and maintained so far as possible to facilitate drainage, prevent erosion, and preserve scenic attributes. Grounds shall be maintained free from accumulations of refuse and any health and safety hazards. The event organizer will be responsible for the event area being cleaned and unharmed before, during and after the event.

Event Briefings with City Staff

City staff will organize event briefings with the event organizers, which are mandatory, after the application is approved. These briefings will be held to ensure areas of concern are addressed, effective communication is had and all items required by the City are submitted. At a minimum, one briefing 30 days prior to the event and one briefing 30 days after the event will be held. The City will work with the event organizer to determine the number of briefings to be held. The event organizer will be required to attend all event briefings.

Trash and Dumpsters

The event organizer shall ensure trash and litter are picked up during and after the event. Based on the size of the event, the organizer may be required to provide a dumpster for trash removal at the organizer's expense. The event organizer also understands the following about trash and litter disposal:

- Trash and litter shall be collected, stored, and transported in a manner that protects against odor, infestation of insects and/or rodents and any other condition, which poses a threat to the health, safety, and welfare of the patrons of the event or the public.
- Trash and litter containers shall be clearly marked and readily accessible.
- Trash and litter containers in the event area shall be emptied at a minimum every 4-hours during the event.
- Trash and litter containers shall be removed from the event area at the conclusion of the event and disposed of appropriately.
- The event area and immediate surrounding property shall be cleared of all trash and litter immediately following the event.



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Sidewalks and Streets

The event organizer shall work with the City to complete power washing of the entire event footprint after the event. The service should be completed overnight by a City approved vendor. The City will work with the event organizer to ensure the sidewalks and streets are cleaned appropriately. It is also an option for the event organizer to have the City complete this service for a fee.

Selling or Distribution of Alcohol

Security is required for any event in which alcohol is served or sold and any event in which the anticipated attendance or the planned activity may affect public safety. The City also requires approval of a Specific Use Permit for any event where alcohol will be served. Compliance with all Texas Alcoholic Beverage Commission Regulations is required. More information can be obtained from the **TABC Arlington Regional Office (2225 East Randol Mill Road, Suite 200, Arlington, TX 76011) at 817-652-5912.**

A copy of the TABC license will be required by the City prior to the date of the event.

Food Trucks and Food Vendors

Food preparation, service and storage shall comply with the Texas State Department of Health or the Tarrant County Health Department, whichever is more stringent. The event organizer will need to ensure all food trucks and food vendors are in compliance with Tarrant County Health Department Regulations. A permit from Tarrant County Health Department is required prior to the event and an inspection by the City of Southlake Fire Marshal's office are required for each food truck and vendor.

- Tarrant County Health Department: (817) 248-6299
- City of Southlake - Office of the Fire Marshal: (817) 748-8233

Food Trucks and Food Vendors are also required to obtain a food vendor permit from the City for a fee.

Event Signage

All proposed signs for the event (on-site and off-site), including directional signage, must be noted on the Special Event Permit application. City staff will review compliance with the City's Sign Ordinance and ensure all necessary permits are provided to the event organizer. For questions about event signage contact the Planning & Development Services Department at (817) 748-8621.



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Event Tents

The event organizer must ensure all tents be a minimum of 10'x10', and that they must be held down by water barrels or concrete blocks. Tent Stakes are strictly prohibited in City Parks. Any tents in excess of 400 square feet require a permit and inspection by the City's Building Inspections division. For more information about requirements for tents over 400 square feet contact the City's Building Inspections office at (817) 748-8236 or (817) 748-8237.

Merchandise Vendors

All merchandise vendors shall comply with required State of Texas and City of Southlake Tax Code and obtain a current City vendor permit. The City will provide the event organizer with a Sales Tax letter and it will be the responsibility of the organizer to ensure all vendors have a vendor permit issued by the City. The event organizer shall provide the Sales Tax Letter to all vendors that sell merchandise at the event.

Restroom Facilities

For all public events, it will be the responsibility of the event organizer to provide an adequate number of portable restroom facilities, including mobility impaired accessible units, at the organizer's expense. City facilities with interior restrooms such as Town Hall or The Marq will not be available.

Event Electrical Needs and Lighting

The City's electrical system is limited and therefore the event organizer should use generators whenever possible. If the organizer wishes to connect to the City's electrical system, they must provide the necessary information on the Special Event Permit Application. City Staff will assess the City's ability to provide the events electrical needs. Any cords and cables shall not inhibit walking paths in any way.

If a proposed event is held after sunset, the event footprint shall also be adequately lighted. The City may require the event organizer to rent an adequate number of light towers to be strategically placed in locations determined by City staff. The lighting shall not unreasonably reflect beyond the event area boundaries unless adjacent properties are uninhabited and must comply with the City's Lighting Ordinance. The City will provide direction in this area upon receiving the application.

Sound and Noise

The event organizer may be required to apply for a Temporary Noise Exemption Permit. When planning the event consideration should be taken into account of adjacent property owners. City staff will determine if a permit is needed upon application review.



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Safety and Security

It shall be the responsibility of the event organizer to work with the City of Southlake Police Department & Fire Department to ensure a safe environment is provided. The City will determine the number of security officers an event warrants. The City reserves the right to require additional security measures in all instances in which the circumstances warrant. If the event organizer intends to use private security officers, then the identity and number of such officers shall be described in the special event permit application.

Any and all medical buildings or tents with adequate medical supplies shall be accommodated for in a convenient location and shall be clearly identified on the event map. The event organizer will work with the Southlake Police & Fire Department to ensure appropriate measures are taken for medical response. The City will contact hospitals in the local area prior to the date of the event to advise them of event.

For events with over 1,000 attendees, the City's Office of Emergency Management will work with, Police, Fire and the event organizer to complete an Event Action Plan to lay out all safety and security actions taken for the event. The event organizer will be provided with a copy of this plan. Emergency Management will also monitor weather and hazardous conditions during the event. Emergency Management will contact the event organizer if conditions meet delay or cancellation of the event. The organizer should also be aware that Emergency Management may require event space for portable sirens. The organizer must work with the City to provide space for sirens within the event footprint.

Traffic Control

In coordination with the Southlake Police Department, a traffic management plan will need to be developed. This plan will be formed upon submittal of the application to the City. Working with the event organizer, the City will develop a plan to address traffic control and safety. Examples of traffic management devices include road barricades, orange cones, or water barricades (in most situations, the City will coordinate traffic management for the event).

Water Supply

Any water transported to the event shall be obtained from an approved source, stored and dispensed in an approved manner. An approved manner means in compliance with standards adopted by the Texas State Department of Health, Tarrant County Public Health and the City of Southlake.

If the event organizer needs access to a fire hydrant and meter reader, they must include this on the application request. The costs for City water use will be assessed and added to the final invoice.



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Event Setup and Breakdown

For safety reasons, all food / sales vendors and/or exhibitors must be completely set up and vehicles removed from the event footprint a minimum of one (1) hour prior to the event. The organizer is responsible for making sure vendors and exhibitors are abiding by this rule. The event organizer is expected to begin setup and complete breakdown at the dates and times provided within their application.

The event organizer shall be responsible for any and all expenses to the City related to clean up, damage to property and/or facilities or other expenses. The City shall not be responsible for damage or loss of materials used or left in any public spaces and does not assume liability on groups or individuals attending or participating in an event within said public spaces. The event organizer by applying for a Special Event Permit is agreeing to return the property and/or facilities to a clean and orderly condition, with all City of Southlake property in its original location by dates and times stated in the application. The use of any permanent or semi-permanent markings to hardscape such as sidewalks and concrete is prohibited.

City Fees and Event Costs

If the application is approved, the **event organizer will have 30-days to submit a \$1,000 deposit** upon receiving their approval. This amount will be deducted from the final invoice or reimbursed if there are no costs incurred by the City after the event is held. The City can provide an estimate of costs upon receiving the application if requested.

It is the responsibility of the event organizer to submit all required payments to the City. This includes payments required prior to the event and also includes dumpsters, power washing, traffic control measures, vendor permits, off-duty police officers, fire inspections, water supply, lighting, etc...

City Staff will provide the event organizer a final invoice by email for all City Services provided within thirty (30) days after the event. The invoice must be paid within thirty (30) days. The payment may be made by cash, check, or credit card at the City's Utility Billing Department (in-person only), located inside Southlake Town Hall, 1400 Main Street, Southlake, TX 76092.