



# THE CITY OF BOERNE SPECIAL EVENT PERMIT APPLICATION

Return **COMPLETED** permit applications (including all required signatures & fees as noted below) to the Parks and Recreation

**Department no less than 30 business days prior to the first day of the event or no less than 90 business days for a Main Street Closure/Parade.**

We cannot accept an incomplete permit application.

**Fax :** (830) 331-9652

**Mail to:** City of Boerne  
Attn: Parks and Recreation  
P.O. BOX 1677  
Boerne, TX 78006

**Drop-off:** Parks & Recreation Administration Office  
1017 Adler Rd.  
Boerne, TX 78006

The special event permit application will be reviewed by City of Boerne department heads and you will be contacted about your event's approval status.

**Approval of the permit is not guaranteed.**

**You are required to obtain a signature from the indicated person in each department stating that you have met with that department and have taken the appropriate actions required by that department to approve your permit.**

*\*Some larger events may encompass multiple types of events. Permit information, fees and deposits may be required for each individual component of the event. Please submit all required information, fees & deposit along with your completed permit application form.*

## TERMS AND CONDITIONS: SPECIAL EVENTS AND/OR CITY FACILITIES

- **Please do not advertise your event prior to receiving your permit approval.**
- All groups wishing to rent/use city facilities must be in good standing with the city at the time of application. Good standing status means that the group or organization is current on all amounts owed to the city.
- Public events may require a special event permit to determine any impact to city infrastructure.
- All city parks uses are primarily intended for nonprofit, nonsectarian organizations for a maximum of twenty-four (24) hours. Uses longer than twenty-four (24) hours must have prior approval by the city manager or his/her designee and shall not be permitted more than 5 days in total length.
- The city reserves the right to close and/or cancel any scheduled event/rental due to inclement weather and/or in the case of poor facility conditions. If such closure occurs, the city will return on all monies paid by the group or organization for such event/rental. The City's liability for any cancellation due to inclement weather and/or in the case of poor facility conditions is limited to the amounts paid for such event/rental. The City of Boerne encourages events to explore event cancellation insurance.
- Reservations are made on a first come-first serve basis.
- All fees (rental and damage deposits) are due at the time of reservation and will be deposited by the City of Boerne. Checks should be made payable to the City of Boerne.
- The City of Boerne reserves the right to increase a deposit fee depending on event.
- **Facility Refund Policy:**
  - Cancellation >2 weeks prior to rental/full refund for rental less \$25 administrative fee;
  - Cancellation < 2 weeks prior to event/25% refund for rental plus \$25 administrative fee
  - No Show on date of rental loss of rental fee.
- Damages above the deposit amount will be charged at a rate of **\$40.00 per hour per staff** plus any out of pocket expense incurred. The individual, group or organization will be invoiced for any repairs made as a result of damages that occurred during the rental and/or trash that was left behind for which the deposit does not cover. Damage Deposit Refunds checks will be processed and mailed within 30 days after the date of the event
- Renter shall abide by all governmental laws, ordinances and any regulations established by the City of Boerne. See Ordinance online [www.ci.boerne.tx.us](http://www.ci.boerne.tx.us) under Municipal Code.
- Renters are responsible for cleaning the park and city facilities that are a result of their event. This includes restroom cleaning and restocking of all products, picking up all ground litter, emptying trash cans, disposal of trash and replacing trash can liners. Please leave the park in the same, if not better, condition that you found it.
- Renter acknowledges that he/she has fully inspected the premises and accepts them as suitable for leased purpose.
- Renter agrees not to make changes of any kind to the premises, or to display any signs in or about the premises without prior written consent from City of Boerne.
- Renter shall not permit premises to be used for any purpose which would render the insurance void or create hazards that increase insurance risk.
- The City of Boerne shall have unrestricted access and right of entry. City of Boerne shall endeavor, however, to abide by Renter's direction in respecting use of entrances and exits during the time period covered by this agreement.
- City of Boerne shall not be liable for any injury to person or damage to property on or about the premises due to any cause whatsoever, and Renter agrees to indemnify City of Boerne and hold it harmless from any loss, expense or claim arising from such injury or damage. If, due to any breach of default of Renter's contract agreement, it shall become necessary for City of Boerne to employ an attorney to enforce or defend its rights or remedies, Renter agrees to pay reasonable attorney's fees incurred by City of Boerne.
- Renter assumes all responsibility for the behavior of all persons admitted to the premises or any portions of the building or grounds by the Renter or its representatives or employees. Renter agrees to employ at its expense the number of policemen deemed necessary by City of Boerne for the protection of persons and property. City of Boerne reserves the right to remove or instruct removal of any person(s) whose behavior is objectionable. Renter waives any right, claim or cause of actions against City of Boerne arising from use of this authority and Renter further agrees to indemnify City of Boerne and hold it harmless from any loss, expense or claim arising as a result.
- Upon request by the City of Boerne, Event Organizer shall procure, at its own expense, general liability insurance with a minimum per occurrence limit of one million dollars (\$1,000,000.00), with a hold harmless clause naming the city as additional insured, which shall protect City of Boerne against all liability or claims due to injury to person or damage to property occurring in or about the premises during use by Event Organizer.
- Renter shall not sublet this lease or the premises or any part without City of Boerne's prior written consent.

- All advertisements in connection with Renter's use of the premises, including but not limited to admission tickets, window cards, radio and Television announcements and telephone solicitations are subject to City of Boerne prior approval of form and content.

## AMPHITHEATER

- All rental requests falling outside the set hours will be reviewed on a case by case basis.
- Open flames are strictly prohibited.
- The use of fireworks or pyrotechnics inside or outside of the building is strictly prohibited. Smoking (except where designated) is prohibited on Library Premises.
- Hazardous chemicals and materials are prohibited.
- Outside food/beverages are permitted at the amphitheater with prior approval.
- Displays may not be affixed directly to the walls of the amphitheater without prior consent. Fixtures may not be removed from the walls.
- Pins, tacks, nails or other puncturing devices are prohibited. Scotch, masking, duct tapes and glue are not allowed on any surface. All other adhesives must be approved.
- Glitter, confetti, sand, rice or any substance that causes litter or debris on the grounds is prohibited
- Glass containers are prohibited.
- City staff is not available for set up or takedown of any event.
- Renters are responsible for cleaning city facilities that are a result of their event. This includes restroom cleaning and restocking of all products, picking up all ground litter, emptying trash cans, disposal of trash and replacing trash can liners. Please leave the Amphitheater in the same, if not better, condition that you found it. All cleanup must be concluded at the end of your event.
- All personal materials, equipment and furnishings must be removed at the conclusion of the event.

### Use of Alcohol:

- The City does not have a liquor license. If Renter wants to sell alcohol at their event(s), Renter must contact the Kendall County Clerk's Office at 830-249-9343 to make appropriate arrangements. **Applicable permit/license to sell alcohol must be provided no later than FOURTEEN (14) DAYS prior to event(s).**
- The Boerne Police Department will determine if security officers are needed for events where alcoholic beverages will be permitted. The ratio of officers to guests will be determined by Boerne Police Department.
- The security costs will be paid by the Renter prior to the event. Fee will be paid directly to the officers. The Officers must stay until the event is over and all guests have left.
- Alcohol Consumption is not allowed in parking lots.

## LAKE

- Events at Boerne Lake Park require a pavilion rental.
- If utilizing the Water Treatment Plant at Ranger Creek Rd – A police officer is required to be present at the gate to the facility while it is open for any event
- Any group over 100 people will be required to use designated overflow parking.
- Any group over 200 people will be required to have 2 portable toilets, each additional 200 will require 2 additional portable toilets.

### Parade Rules: Event Coordinators must dismiss Violators from the parade immediately!

- All parades will begin at North Main and Fredrick St.
- Any parade entry that involves horses or other animals must have some sort of manure catcher attached to the animal.
- No alcoholic beverages will be allowed on any parade float and no alcoholic beverages of any kind will be disseminated to the crowd or spectators.
- No items will be thrown from any parade float, vehicles, or trailers. Those who wish to give items away to the spectators may do so by having volunteers walk along the parade route and hand out these items. This includes, candy, toys, beads, beverages etc... (NO FLYERS ALLOWED)
- The final parade clean-up crew will fall in directly behind the last float. The clean-up crew must maintain a reasonable distance behind the last float or group and not fall behind as to interfere with any of the road openings by police officers.

Type of Event	Requirements	Approval Signature
Parade or Main Street Closure Event	*Completed Permit Application <b>90+ business days</b> in advance. *Liability Insurance *Staging and Parade Route Map *Street Closure Application & *Supporting Documents *Event Cleanup Plan  <b>If Applicable:</b> *Facility Rental *TABC Permit *Park Vendor Permit *Temporary Health Permit	<b>Section I, II, III, IV &amp; V</b> <b>Section VI</b> (if utilizing any county roads or property)  <b>Additional Approval/Contact:</b> *TXDOT -Chad Lux-(830)816-2430 *City Council Approval - Through Police Department *TABC- 830-221-1175 *Kendall County Health Inspector Brenda Bell-(830)249-9343 ext 214
Festival/Community Event	*Completed Permit Application 30+ business days in advance *Liability Insurance *Event Layout *Event Cleanup Plan  <b>If Applicable:</b> *Facility Rental *TABC Permit *Park Vendor Permit *Temporary Health Permit *Street Closure Application	<b>Section I, II, III, IV &amp; V</b> <b>Section VI</b> (if utilizing any county roads or property)  <b>Additional Approval/Contact:</b> *TABC- 830-221-1175 *Kendall County Health Inspector Brenda Bell-(830)249-9343,214

Check List	
Date Submitted	
	<b>Event Layout Map-</b> Include information about: Restroom Placement, Parking, Vendor/Exhibitor Booths, Stages Tents, Trash Cans, Street Closures, Transition Areas and other programming or activities.
	<b>Special Event Liability Insurance-</b> Contact your insurance agent and request that the City of Boerne be an additional insured. They will need the City of Boerne's Address: 402 E. Blanco Boerne, TX 78006 and Phone Number: 830-249-9511. This is an easy process but if you have problems have your agent contact the Parks and Recreation Admin. Office 830-248-1635.
	<b>Facility Reservation Fees-</b> If you are renting a park or pavilion be sure that the space has been reserved in advance and fees and deposits have been paid in advance. Vendor fees and athlete special event fees can be paid after the event has concluded for an accurate count.
	<b>Special Event Permit Fees &amp; Deposits-</b> Refer to the top of page 1 of this permit application for permit fees. Other fees may be applicable depending on the event.
	<b>Street Closure Application-</b> After contacting the Boerne Police Department please include the APPROVED Street Closure forms & criteria with your Special Event Permit. Please pay appropriate Closure Fees in advance.
	<b>TABC Permit-</b> If you will be selling alcohol at your event you will need a permit from TABC. Please submit your TABC Permit with this application or as soon as you have received it.
	<b>List of Vendors/Exhibitors-</b> Please include what they will be selling and where they will be located at your event.
	<b>Additional Information- A.</b> On a separate sheet of paper (typed) please include plans for all that apply to your event: Clean Up, Parking, Security, Advertising, EMS, Port-O-Potties, &, Electrical. <b>B.</b> See additional restrictions information for special event permit.

**Section I:**

**Police Department Approval**

Rebecca Foley, [Rfoley@ci.boerne.tx.us](mailto:Rfoley@ci.boerne.tx.us)

**IN ADDITION TO APPROVAL SIGNATURE YOU MUST NOTIFY BOERNE POLICE DEPARTMENT BY PHONE ONE WEEK PRIOR TO YOUR EVENT.**

**PHONE: (830) 249-8645**

Boerne Police Department  
124 Old San Antonio Rd.

Make appointments between 8:00am and 5:00pm  
*Street Closures, Carnival on City Property, Parade on City Streets, Race on City Streets, Sale of Alcohol, Events requiring security*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section II:**

**Public Works Department Approval**

Mike Mann, Public Works Director  
[mmann@ci.boerne.tx.us](mailto:mmann@ci.boerne.tx.us), 830-249-9511

400 E. Blanco

Make appointments between 8:00am and 5:00pm  
Through Sherry Sanddal

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section III:**

**Fire Marshal Approval**

Robert Lee, Deputy Fire Marshal  
[rlee@boerne-tx.gov](mailto:rlee@boerne-tx.gov), 830-249-9511 ext. 61217  
726 North Main St.

Make appointments between 8:00am and 5:00pm  
**ALL PERMITS NEED TO BE APPROVED.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Does this event require an inspection? Yes or No?  
 Yes  No  
If yes, Fire Permit must be attached.

**Section IV:**

**Community Services Department**

Donnie Bergmann, Parks Superintendent,  
[dbergmann@boerne-tx.gov](mailto:dbergmann@boerne-tx.gov), 830-248-1635 1017 Adler St. Boerne Tx. 78006

Make appointments between 8:00am and 5:00pm  
*Tent on Main Plaza, Vendors/Exhibitors in a Park, Sale of Alcohol in a Park, Amplified Sound in a Park, Live Music in a Park, Non-Pet Animals in a Park*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section V**

Victor Longoria, Streets Superintendent,  
[vlongoria@boerne-tx.gov](mailto:vlongoria@boerne-tx.gov), 830-248-1538 1017 Adler St. Boerne, TX 78006

*Street Closures, Carnival on City Property, Parade on City Streets*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section VI:**

**Kendall County Sheriff Department Approval**

Sgt. Kevin Klaener  
[kevin.klaener@co.kendall.tx.us](mailto:kevin.klaener@co.kendall.tx.us), 830-249-9721

6 Staudt St. Boerne Tx. 78006

Make appointments between 8:00am and 5:00pm  
*Events & Programs that will take place in part on Kendall County roads and or property.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PART I – APPLICANT INFORMATION**

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Title \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Day of Event On-Site Contact Person (If different from above): \_\_\_\_\_

Phone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**PART II-EVENT GENERAL INFORMATION**

Official Name of Event: \_\_\_\_\_

Set Up Start (Date & Time): \_\_\_\_\_

Event Start (Date & Time): \_\_\_\_\_ Event End (Date & Time): \_\_\_\_\_

Clean Up End (Date & Time): \_\_\_\_\_

*Please include a separate schedule if there are more complex details or sub events for your event.*

Event Type (check all that apply): Exhibition Musical Event Parade Festival Dance

Drama Carnival Trade Shows Fair Firework Display Other: \_\_\_\_\_

Facilities to be used (circle): Park \_\_\_\_\_ Street \_\_\_\_\_

Amphitheater Sidewalk Private Property Parking Lot Other \_\_\_\_\_

Briefly describe your event. Be sure to include the purpose of the event and other planned activities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does your entertainment involve any type of open flame? \_\_\_\_\_ Theatrical Fire Permit required (located under permits)

Has this event been produced previously? No Yes

If yes, please list dates and locations: \_\_\_\_\_

**ATTENDANCE INFORMATION:**

Estimated Total Attendance: \_\_\_\_\_

Registered Participants: \_\_\_\_\_ Spectators: \_\_\_\_\_ Volunteers: \_\_\_\_\_ Staff: \_\_\_\_\_

Public Participation Fee: No Yes If yes, how much? \_\_\_\_\_

How will you collect the fee or admission? \_\_\_\_\_

**VENDOR & EXHIBITOR INFORMATION:**

Vendor Fees: \_\_\_\_\_ Estimated Number of Vendors: \_\_\_\_\_

Exhibitor Fees: \_\_\_\_\_ Estimated Number of Exhibitors: \_\_\_\_\_

\*include a vendor list with location, description of items for sale, and State Sales Tax ID on a separate page.

\*note: Per the Mobile Food Vendor Ordinance. Vendors will no longer be able to remain overnight in the right of way.

**Part III- MAIN STREET CLOSURE EVENTS**

An event requiring a Main Street closure must be an event where exhibits, booths and all other materials associated with the event must be able to be removed from the street for re-opening of Main Street at the end of each event day.

**Damage deposit is to be paid in full at the time of the requested closure to the Boerne Parks & Recreation Department. The event coordinator will be billed after the event for barricades and City staff time.**

**Additional Main Street Closure Requirements for new events:** Please submit supporting documents with the Street Closure Application to the Boerne Police Department at least 90 business days prior to the event.

- Proof of a positive history of the event:
  - Should include Budget Information, financial statements of previous event(s) held, letters of reference from City Administrators, Chamber of Commerce, Convention & Visitors Bureau, hotel industry, Merchants Association etc.
- Impact of the event on the local economy:
  - Impact Statement from: local hotels & Main Street merchants
- Impact of the event on the community:
  - Documentation that affected property owners, tenants, businesses, residents and specified organizations and agencies affected by the street closure have been made aware of and voiced their opinion regarding the street closure either pro or con. (Signature Sheet provided with Street Closure Application)
- Financial ability to pay for expenses associated with hosting the event.
  - Fees & deposits of the City
  - Liability Insurance (listing the City of Boerne as an additional insured)
  - Clean up expenses
  - Logistical expenses such as utilities, dumpsters, restroom facilities, security, supervision, event staff etc.

Once you have received approval from the Boerne Police Department and the City Manager for your Main Street Closure please submit the SIGNED Street Closure Application and the supporting documentation to the Parks & Recreation Department along with your Special Event Permit Application. Please remember that the Special Event Permit Application and other required documents are due to Boerne Parks & Recreation no later than 30 business days prior to the event.

**Part IV-PARADE INFORMATION**

Parade Coordinator: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Assembly time for event participants: \_\_\_\_\_ Start time of event: \_\_\_\_\_ End time of event: \_\_\_\_\_

Parade staging area: (please list all streets) \_\_\_\_\_

Parade End: (please list intersection) \_\_\_\_\_

Entry fee: \_\_\_\_\_ Estimated # of entries: \_\_\_\_\_ Estimated # of spectators: \_\_\_\_\_

Any additional information that should be considered:

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**Part IIV-IMPORTANT PHONE NUMBERS TO HAVE ON DAY OF EVENT**

**(210) 573-5262** Park On-call – use this number for any park related issues

**(830) 249-8645** Police Dispatch – use this number for all other non-emergency issues

## **PART V – FEES**

<b>SPECIAL EVENT PERMIT FEES</b> <i>(Note: multiple permit fees may apply depending on your event)</i>		
<b>Class A</b>	<500 ppl: Non-Profit-\$25, For Profit-\$50	
<b>Class B</b>	500-1000 ppl- Non-Profit-\$100, For Profit- \$200	
<b>Class C</b>	1000+: Non-Profit-\$150, For Profit-\$300	
<b>Class D- Parade/ Street Closure</b>	Non-Profit-\$250, For Profit-\$500	
<b>FEES/DAMAGE DEPOSITS FOR THIS EVENT</b>		
<b>Facility Rental</b>	Dependent on date of event	
<b>Facility Damage Deposit</b>	Dependent on size of event	
<b>Special Event Damage Deposit Fee</b>	\$300	
<b>Main Street Closure Damage Deposit</b>	\$1000 refundable	
<b>Parking Lot Use Damage Deposit</b>	\$600 refundable	
<b>Special Event Permit Fee</b>	Class _____ Event	
<b>Street Closure Fees</b>	Contact PD for barricade rental fees	Paid directly to Boerne PD
<b>Police Officer and Park Staff</b>	Contact PD for per man hour fees	Paid directly to Boerne PD
<b>Police Vehicles</b>	Contact the PD for fees	Paid directly to Boerne PD
<b>Operational Fire Permit Fee</b>	\$50	
	<b>Total Fees for this Event</b>	<b>\$</b>

**CHECKS CAN BE MADE PAYABLE TO:                    THE CITY OF BOERNE**

## **PART VI – WAIVER OF LIABILITY**

I assume all risks associated with the use of the property identified in the permit. I do hereby, on behalf of myself, the Organization, any heirs, executors, administrators, successors and assigns, in consideration of being allowed to use the property identified herein, agree to indemnify the City of Boerne and the City of Boerne Parks and Recreation Department, its employees, elected officials, appointed officials, and agents from any and all damages, liabilities, actions, causes of actions, losses, costs, expenses, claims and demands arising out of the use of the property specified herein including, without limitation, death, personal injuries or loss of consortium, damage to or loss of use of property, which may be incurred as a result of the such use, I agree to abide by all City of Boerne rules and regulations formulated by the City Council for the use of buildings, property and athletic facilities and to adhere to all specifications and limits listed herein. I certify by my signature below that I am duly qualified representative of my organization, of legal age and authorized to sign this agreement. I further certify that I have read and understand all terms and conditions contained herein. Nothing herein shall be deemed as a waiver of Governmental immunity from liability.

### **Applicant:**

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Event Coordinator Name: \_\_\_\_\_

Event Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_