

CITY OF BOERNE PARKS & RECREATION SPECIAL EVENTS CHECK LIST

TODAY'S DATE: _____ EVENT DATE: _____

NAME OF EVENT: _____ ORGANIZATION: _____

FACILITY DESIRED (check all that apply):

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Main Plaza | <input type="checkbox"/> Veterans Park | <input type="checkbox"/> River Road Park | <input type="checkbox"/> Northrup Pavilion |
| <input type="checkbox"/> City Park Pavilion | <input type="checkbox"/> Boerne City Lake | <input type="checkbox"/> Other: _____ | |
| <input type="checkbox"/> City Park – pool, soccer fields, tennis courts | <input type="checkbox"/> Main Street (Parade) | | |

Special Event Permit Form Completed: Yes ____ No ____ Permit Fee Amount: _____ Paid: _____

Damage Deposit Amount: _____ Paid; _____

Rental Form(s) Completed: Yes ____ No ____ Rental Fee(s) Amount: _____ Paid: _____

Damage Deposit Amount: _____ Paid; _____

Parade Information Forms Completed: Yes ____ No ____ Permit Fee Amount: _____ Paid: _____

Damage Deposit Amount: _____ Paid; _____

Contacted Boerne PD _____ TXDOT _____

City Council Contacted _____ Approved _____

Primary Contact: _____ Phone No.: Day (____) _____ Night (____) _____

Secondary Contact: _____ Phone No.: Day (____) _____ Night (____) _____

Set Up Time Commencing At: _____ Event Time From: _____ to _____

Clean Up Completed At: _____ Other: _____

City Council Approval Required: Yes ____ No ____

Has Council Office Been Notified: Yes ____ No ____ Individual Responsible: _____

City Council Approval: Yes _____ No _____ Date Approved: _____

Park Vendor Permit Required: Yes ____ No ____ Item(s) to be sold: _____

If you will have any vendors on City property you will need this.

Temporary Food Permit Required: Yes ____ No ____

Contact Brenda Bell Health Inspector: 830-249-9343- If food is being sold at your event you will need this. Contact BPARD

Banner Request Complete: _____ Event Brochure/Flyer provided to City: _____

To secure a banner Main Street or in Veterans Plaza contact Public Works 830-249-9511. Signage and banners must comply with all applicable ordinances. Banner space fills up fast it is recommended that you make arrangements a year in advance.

Will amplified sound systems be used during event? Yes ___ No ___ Informed of Noise Ordinance: Yes ___ No ___

____ Event Insurance Liability insurance is REQUIRED. See Parks & Recreation Ordinance No. 2005-11, special events. City of Boerne is required to be listed as additional insured if the event is on City property: Your insurance agent will need to know our Address and Phone number: (830)249-9511
402 E. Blanco
Boerne, TX 78006,

Responsible Party for contacting agent _____

____ Street Closure Locations _____

Responsible Party for Contacting PD: _____

Paperwork must be submitted to the POLICE DEPARTMENT 3 months prior to the date of your event. You will also need approval from City Council, the City Manager, and the Chief of Police. If your event is at Boerne City Lake and you plan to run on Kendall County roadways contact the Kendall County Sheriff's Department. If you will be closing Main Street or any other Highway in town TXDOT will also need to be contacted.

Paperwork turned in: Yes ___ No ___

Contacted BPD or KC Sheriff's Dpt: Yes ___ No ___

City Council Approval Yes ___ No ___

Contacted TXDOT Yes ___ No ___

____ Barricades Barricades will be needed if you are having street closures and or a parade.

Responsible Party for Contacting PD: _____ Paid _____

____ Police/Security Is required depending on the size and type of the event. Also if you will have alcohol available or if there will be major street closures event security will be required.

Request Submitted _____ Approved For: _____

Fees/Deposits: _____ Paid: _____

____ Parking Responsible Party _____ Arrangements _____

____ EMS Contact your insurance agent in regards to their EMS/safety precaution requirements. Kendall County EMS- (830) 249-3721

Responsible Party _____ Paid _____

____ Event Clean Up You will be responsible for 100% of your event clean up this includes removal of event waste at the end of the event, Please make arrangements prior to you event to have a cleanup crew.

____ Dumpster(s) Contact Waste Management directly. Albert Perez 210-619-7756 or 1800- 669-5804

Responsible Party _____ Paid _____

_____ Trash Cans	Contact BPARD to determine how many and where. You will need to prepare to replace liners during and after the event. Responsible Party _____ Paid _____
_____ Restrooms	Clean up of public facilities is the event coordinator's responsibility during and after the event. Extra Toilet Paper during the event is the responsibility of the event Coordinator. Be prepared to rent port-o-potties if needed.
_____ Port-A-Potties	Responsible Party _____ Paid _____
_____ Tents	Tents are permitted on Main Plaza but must be secured with water barrels. Stakes will damage the sprinkler system and you will be charged for the repairs. _____
_____ Fire Dept.	_____
_____ Alcohol	Contact the TABC for appropriate permits. Contact the BPARD for an approval letter to sell alcohol on City property _____
_____ Heavy Equipment	_____
_____ Generators	Some parks have very limited electricity (ex: Boerne City Lake Park) plan on bringing generators.
_____ Electrical	Main Plaza has 600 total amps in 3 separate boxes. Special electrical arrangements need to be made in advance. To make changes to electrical boxes you will need to pull an electrical permit 4 business days prior to your event. Contact Becky Milliner with Code Enforcement- 83-248-1529 _____

BOERNE PARD: Contact Tori Bellos to make special arrangements.m

_____ Water Sprinklers	Turn on/off _____
_____ Mow Grass	_____
_____ Fire Ant Treatment	_____
_____ Other	_____

Last updated: 9/10/09