



SPECIAL EVENT IN THE PARK PERMIT

Please read the enclosed application materials carefully as some of our policies and procedures have changed. As the event organizer, it is your responsibility to know the guidelines and requirements for your type of event and make sure the application is completed.

- All permit applications require a copy of the site/event plan of the rental area.
- All rental and permit fees are due when packet is submitted.
- Be advised that parks are open to the public and the Parks and Recreation Department cannot be held responsible for the intrusion of members of the public not associated with your reservation. Should you experience any problems during your rental, please contact the non-emergency Police, 512.528.2800.
 - o In case of emergency, call 911.
- The Parks and Recreation Department reserves the right to audit functions for excessive attendance. Additional fees will be assessed if the rental exceeds stated participation and/or the rental can be terminated immediately.

Do not assume your event is approved or start advertising until you have an approved permit.

Name of Event: _____

Name of Organization/Individual: _____

Applicant Name: _____ DOB: _____

Phone Number (Primary): _____ (Secondary): _____

Email Address: _____

Address: _____ City: _____ State: _____ Zip: _____

Rental Area: _____ Estimated Attendance: _____

Date of Rental: _____ Event Start/End Time: _____

Set Up Start Time: _____ Take Down End Time: _____

1. Type of Event: Concert Parade Picnic Walk/Race Other: _____

2. Summary of Event: _____

3. Will the majority of participants be under 20 years of age? Yes No
If yes, number of adults in attendance? _____

Two adult chaperones, 21 years or older, are required for every 50 participants that are 20 years of age or younger. Chaperones shall be present when the rental begins and remain present through the completion of the rental and until all participants 20 years of age or younger have left the park grounds.

4. Will an entry fee be charged? Yes No
If yes, fee amount and type: _____

If walk/run, complete appropriate supplemental permit (attached).

5. Will there be tents larger than 20'x20'? Yes No

If yes, a permit from the City is required. Tents may not be staked into the ground.

6. Will there be more than 100 people attending but less than 1000? Yes No

Two portable toilets and one hand wash station for each 300 estimated attendees are required at each event located at locations that do not have adequate bathroom facilities (trails, Old Town Park, Devine Lake Park, etc.). At least one of the portable toilets must be wheelchair accessible. Portable toilets must be in place no later than three hours prior to advertised start of event and placed in a location approved by the Parks and Recreation Department. Portable toilets must be picked up within one business day after event. The renter is responsible for the care and cleaning of portable toilets. Portable toilets are required for all walks/runs. Receipt or rental confirmation must be submitted prior to rental.

Dumpster requirement: Renter may be required to provide, at minimum, one eight-yard dumpster depending on the level of park use on the day of the event.

7. Will there be food that is not pre-packaged? Yes No

If yes, and rental is open to the public, a temporary or annual Food Permit is required. Contact Williamson County and Cities Health District. If your rental is a private event, complete appropriate supplemental permit (attached).

8. Will there be alcohol at your event? Yes No

If yes, and rental is open to the public, contact TABC for permitting needs. If yes, and your rental is a private event, complete appropriate supplemental permit (attached).

9. Will your rental include athletic fields? Yes No

If yes, coordination with the Athletic Coordinator for field rental is required.

10. Will you be using an oversized grill or catering/food truck? Yes No

If yes, complete appropriate supplemental permit (attached).

11. Will the event include Inflatable Amusement Rides/Games? Yes No

If yes, complete appropriate supplemental permit (attached).

Complete the following permits as applicable to your event.

Applicant Acknowledgment of Special Use Permit Regulations

Initial _____ I agree to indemnify, defend and hold harmless the City of Leander from all liability claims arising from the actions of myself, or my agents, employees, or participants while conducting activities under this permit in City of Leander parks.

Initial _____ I understand that in the case of an emergency or for reasons beyond the City's control, the City reserves the right to cancel the scheduled rental prior to scheduled use without liability. Refunds will be made if cancellation by the City is necessary.

Initial _____ I understand that this is only an application and not a guarantee that a permit will be issued. If a permit is issued, I agree that: (1) if any of the information contained in the application is found to be false; or (2) should my conduct, or the conduct of any participants or guests, not be as described in the application; or (3) should any applicable City, County, State, or Federal rules, regulations, codes or laws be violated, any reservations issued shall automatically become null and void and any activity associated with this application will immediately cease.

Initial _____ I agree that I: (1) am financially responsible for any costs incurred by the City of damages to City property; (2) forfeit all fees and deposits if it is determined that false information was provided on this application; (3) am financially responsible for any City costs that exceed fees and deposits already collected by the City for enforcement of provisions related to this application for reservation.

Initial _____ I agree that I am responsible to see that all debris and trash is picked up from the rental site and placed in appropriate refuse containers immediately after the rental. Any trash removal expenses (for debris left at rental site not placed in appropriate refuse containers) incurred by the City because of this rental are my responsibility.

Initial _____ I understand that permission to hold this rental/activity does not grant exclusive use of any park. The park is to remain open for public use.

Initial _____ I understand that I am responsible to obtain the necessary permits/approvals granted by agencies or City departments other than the Parks and Recreation Department needed to hold this activity. Permission granted by the Parks and Recreation Department to hold this activity does not imply approval of items under other agencies' jurisdictions.

I hereby attest that to the best of my knowledge, the information contained in this application is true and correct. I have received a copy of the Park Rules and the Special Use Permit Regulations that govern park rentals for the City of Leander. I understand that failure to abide by the same could result in denial of any future rentals.

Signature: _____ Date: _____

**Application is not valid without initials and signature of applicant.*

Event organizer must have a copy of the approved Special Event Permit Application on-site during the reservation times of the rental.

Internal Use Only

Permit Approved: Yes No If no, reason: _____

Applicant Contacted: _____ Added to CivicRec: _____

Reviewed By: _____ Date: _____

Additional Requirements:

*Permit and fee required for each vendor to be used

Park or Area(s) Reserved:

- Benbrook Ranch Park Bledsoe Park Devine Lake Park
- Lakewood Park Mason Homestead Northcreek Ranch Park
- Old Town Park Veterans Park

Other: _____

Permit Requested:

- Oversized Grill Catering/Food Truck Vendor/Game Truck

Vendor Name: _____ Phone: _____

Vendor Name: _____ Phone: _____

Vendor Name: _____ Phone: _____

Notes:

Oversized Grill/Vendor Truck Permit Regulations

1. Parks and Recreation has discretion for approval of permits based on activity level on the day of the reservation.
2. Catering/food trucks are not permitted to sell food to park guests other than the party making the reservation.
3. Permit does not guarantee parking space availability. All parking is first come/first served.
4. The use of propane on oversized grills is allowed and must be contained on the trailer/vehicle.
5. Heating of oil, may be done by licensed caterers only and will require proof of liability insurance.
6. All oversized grills must be permanently affixed to a trailer.
7. When parked, trailers must be unhinged from vehicles and not be under trees or on grass.
8. Oversized grills/vendor trucks must fit within two parking spaces. Overall trailer size may not exceed 20' in length.
9. Trailers and trucks must be parked on a hard surface and not extend into the roadway, over grass or turf, or impede traffic.
10. Renter will be responsible for ensuring safe use of grill/truck and proper disposal of all waste and coals.
11. Electric and water hook ups are not provided.
12. Valid permit from Williamson County and Cities Health District must be submitted prior to event.
13. Oversized grill permits may be voided at any time due to current Williamson County burn bans.

By signing below, I certify that I have read the Permit Regulations and that the above information is true and correct.

Name: _____ Signature: _____ Date: _____

*For public events, contact Texas Alcoholic Beverage Commission

Park or Area(s) Reserved:

- Benbrook Ranch Park Bledsoe Park Devine Lake Park
- Lakewood Park Mason Homestead Northcreek Ranch Park
- Old Town Park Veterans Park

Other: _____

Initial ____ Alcoholic beverages will not be made available to members of the public.

Initial ____ Beverages will be from non-glass containers.

Initial ____ Applicant is responsible for ensuring proper alcohol handling and distribution at the private party.

City of Leander Parks and Recreation
Special Events in the Park Permit

I, _____ (Name of Lessee), agree to indemnify, defend, and hold harmless the City of Leander, its agents, officers, and employees from and against any and all liability, expense, including defense costs and legal fees, and claims for damages of any nature whatsoever, arising from or connected with this rental including, but not limited to, liability, expense, and claims for damages of any nature whatsoever, arising from or connected with special event under this agreement, including, but not limited to, liability, expense, and claims for: bodily injury, including death or property damage caused by negligence, creation or maintenance of a dangerous condition of property, breach of express or implied warranty of product, defectiveness of product, or intentional infliction of harm, including any worker's compensation suits, liability, or expense, arising from or connected with services performed by or on behalf of any person pursuant to this agreement.

Name: _____

Signature: _____

Date: _____

By signing below, I certify that I have read the Permit Regulations and that the above information is true and correct.

Name: _____ Signature: _____ Date: _____

Park or Area(s) Reserved:

- Benbrook Ranch Park
- Bledsoe Park
- ~~Devine Lake Park~~
- ~~Lakewood Park~~
- Mason Homestead
- Northcreek Ranch Park
- Old Town Park
- ~~Veterans Park~~

Other: _____

Vendor Name: _____ Phone: _____

Receipt from vendor must be presented when requesting permit.

Vendor must provide a certificate of liability insurance for one million dollars naming the City of Leander as additionally insured and have a current inspection sticker from the Texas Department of Insurance.

Inflatable Amusement Equipment Regulations

1. Inflatable amusements are permitted only within specifically designated park areas with a permit.
2. Inflatable amusements requiring water for operation are prohibited.
3. Inflatable amusements may be no larger than 400sqft. Consideration for larger equipment may be considered by the Parks and Recreation Director or designee.
4. Inflatable amusements may not be staked in the ground, but secured with other means (sand bags, water barrels) to ensure safety of guests.
5. Parks and Recreation shall determine the location of such equipment within the park.
6. A "Hold Harmless and Indemnification Agreement" must be submitted seven days prior to the rental.
7. A certificate of liability insurance of one million dollars will be required. The renter shall name the City of Leander as additionally insured.
8. Inflatable amusements must also have a current inspection certificate from the Texas Department of Insurance.
9. Usage of devices is restricted to the party receiving written permission and is not to be used by the public.
10. A fee to use the device cannot be charged to individuals participating in your event within the park on the day of your reservation.
11. Inflatable amusements must be monitored by an adult (18 years or older) at all times.
12. Inflatable Amusement Permit, receipt from vendor, and insurance certification must be readily available to present on the day of your event.

By signing below, I certify that I have read the Permit Regulations and that the above information is true and correct.

Name: _____ Signature: _____ Date: _____

Inflatable Amusements Hold Harmless and Indemnification Agreement

City of Leander Parks and Recreation
Special Events in the Park Permit

I, _____ (Name of Lessee), agree to indemnify, defend, and hold harmless the City of Leander, its agents, officers, and employees from and against any and all liability, expense, including defense costs and legal fees, and claims for damages of any nature whatsoever, arising from or connected with _____ (Name of Vendor) operations or services for a special event, (ex: inflatable castle/moonwalk, or other rentable amusement devices, etc.), including, but not limited to, liability, expense, and claims for damages of any nature whatsoever, arising from or connected with special event under this agreement, including, but not limited to, liability, expense, and claims for: bodily injury, including death or property damage caused by negligence, creation or maintenance of a dangerous condition of property, breach of express or implied warranty of product, defectiveness of product, or intentional infliction of harm, including any worker's compensation suits, liability, or expense, arising from or connected with services performed by or on behalf of any person pursuant to this agreement.

Name: _____

Signature: _____

Date: _____

**Permit required for walk/races within a park. Walk/races that cross rights of way or city streets will need to apply for a Special Event Permit through the City of Leander.*

Park or Area(s) Requested:

- Benbrook Ranch Park Bledsoe Park Devine Lake Park
- Lakewood Park Mason Homestead Northcreek Ranch Park
- Old Town Park Veterans Park

Other: _____

Walk/Race Start Time: _____ Walk/Race End Time: _____

Will there be a Child's Walk/Race? Yes No

Last Day for Participant Registrations: _____

- Attachments Required:
- Map of walk/race route
 - Map of child's walk/race route (if applicable)
 - Insurance certificate

All walks and races in city parks require the following:

1. Walk/Race Permit
2. Map of route
3. Insurance certificate
4. Review of route by the Parks and Recreation Department
5. Portable restrooms (if required)
6. Solid waste containers (as required)
7. The Parks and Recreation Department reserves the right to audit functions for excessive attendance. Additional fees will be assessed if the rental exceeds stated participation and/or the rental can be terminated immediately.
8. Organization/individual sponsoring the walk/race will be responsible for costs associated with traffic control.

I certify that I have read the Permit Regulations and that the above information is true and correct.

Name: _____ Signature: _____ Date: _____