



# City of Leander

## PARKS AND RECREATION

# Special Events Policy and Procedures



City of Leander

Revised October 2022

# Special Events Policy & Procedures

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## General Policy Statement

The City of Leander sponsors, co-sponsors and encourages its residents and businesses to sponsor special events that enhance the quality of life, provide entertainment and other leisure activities, promote local economic health, attract visitors and contribute to the dynamic atmosphere of the community. To facilitate the use of City-owned, leased or managed recreation and park facilities, the city has established policies and procedures to ensure the success of such events by providing a system for advanced planning, standard information, and basic ground rules that allow special event sponsors and facility users to achieve their mutual goals, while minimizing the impact of the event on the community.

It is the purpose of this policy and related procedures to regulate special events held in City of Leander parks and public spaces so that such events can occur with the safety and health of the participants in mind, the protection of public property considered, and the impact on non-participating residents minimized.

## General Information

The City provides a wide variety of facilities for special events and general leisure time use. When planning a festival, race, walk, parade, concert, rally, or any major event on City property, a Special Event Permit Application must be submitted. The City will then determine the review and approval process and the level of involvement or support service provision, if any, that the event requires. Usually, filling out a permit application is just the first step. Once the application is received, City staff will guide applicants through the process for City approval.

## Special Event Permit Requirements

To determine which steps to take for a special event within the City of Leander, refer to the following guide:

Special Event Permit	Special Event in the Park Permit	Reservation Supplement Permit
<p>Apply for your special event permit through the City’s online permitting software if your event includes any of the following:</p> <ul style="list-style-type: none"> <li><input type="radio"/> Estimated attendance is more than 1,000 people</li> <li><input type="radio"/> Event requires blocking, standing, limiting traffic flow in streets, sidewalks, trails, or parking lots</li> <li><input type="radio"/> Event has vendors or others to sell or distribute services or goods on public property</li> </ul>	<p>Apply for your special event permit through the Parks and Recreation Department if your event includes any of the following:</p> <ul style="list-style-type: none"> <li><input type="radio"/> Estimated attendance is greater than 100 people</li> <li><input type="radio"/> Involve a public performance, musical event, or play</li> <li><input type="radio"/> Involve selling alcohol</li> <li><input type="radio"/> Use amplified sound</li> <li><input type="radio"/> Occur within a park or trail</li> </ul>	<p>If your reservation does not meet any previous qualification, but you wish to have any of the following, specific additional permits are required.</p> <ul style="list-style-type: none"> <li><input type="radio"/> Inflatable Amusement Permit</li> <li><input type="radio"/> Private Event Alcohol Permit</li> <li><input type="radio"/> Oversized Grill / Mobile Food Vendor Permit</li> <li><input type="radio"/> Walk/Race Permit *no road closure</li> <li><input type="radio"/> Non-Food Vendor Permit</li> </ul>

## Obtaining/Submitting Applications

The Leander Parks and Recreation Department is responsible for distributing, receiving and processing all applications for special events on City property and for coordinating review of applications by appropriate City. The Parks and Recreation Department is located at 406 Municipal Drive; Leander, Texas 78642. The hours of operation are 8:00am - 5:00pm Monday through Friday. For additional information, please call 512-528-9909. Special Event Permit Applications can be found on the City's website at [www.leandertx.gov/specialeventpermit](http://www.leandertx.gov/specialeventpermit) or by calling 512-528-9909.

The City's Parks and Recreation Department is also responsible for distributing, receiving and processing all facility reservations for the use of City-owned athletic fields, park pavilions, and swimming pools. Reservations at these facilities for the purposes of conducting anything other than a special event do not require a Special Event Permit. Facility reservations can be made online on the City's website at [www.leandertx.gov/parks](http://www.leandertx.gov/parks) or by calling 512-528-9909.

The Special Event Application approval process does not necessarily automatically reserve facilities. Park areas that can be reserved that are impacted by the event will require a facility reservation so not to further impact a park patron. A facility reservation does not provide exclusive use of the entire park and/or facility. The general area of the park, pathway and/or facility must remain open to the public.

## Application Processing Time Frame

While all special events require the same application, the application review and approval period and required permit(s) may vary depending on the type and location. No events should be publicized until the applicant has received all necessary permits and approvals from the City. Permits and approvals for events, facility use or support services are issued on a first-come, first-served basis. Applications should be submitted within the time frames specified for the types of events proposed.

Special Event Permit Applications must be received by the City:

### 90 Days Prior

- Athletic races, walks, and all new events (those events which did not occur in the City within the past year) which involve a public road or street. All new events requiring a road or lane closure or impacting traffic flow will require approval from the Leander Police Department. A renewal of a previously held special event must follow the same policy and procedures as approved for the prior year's event. All organized event walks must take place on pathways unless streets are specifically requested or required due to high anticipated attendance. Law enforcement/security requirements and/or traffic control requirements for walks on pathways will be determined based upon an evaluation of the level of services needed.
- Community Festival - Defined by one or more of the following activities occurring:
  - Attendance of more than 1001 people is expected
  - An admission fee is charged
  - Vendors selling goods, products/wares or services
  - Food and beverage are provided
    - Williamson County health permit may be required
  - Games, amusement rides, or bounce houses are offered
    - Insurance certificate/indemnification may be required
  - Purpose of event is a fundraiser
  - Amplified sound, music and/or bands will be present

- Event is advertised to the general public
- Event will impact parking and movement of pedestrians and vehicular traffic in the area
- Alcoholic beverages are consumed
  - Insurance certificate/indemnification is required
  - Law enforcement and/or security requirements will be determined based upon an evaluation of the event
  - TABC licensing may be required

**30 Days Prior**

- Private events, weddings, ceremonies or parties involving any of the following:
  - Tents larger than 10ft x 10ft
  - Portable restroom facilities (i.e. porta potties)
  - The sale of any product, goods or service
  - Amplified sound
  - Fundraising
  - Estimated attendance is between 300 and 1000 guests

**7 Days Prior:**

- Private events, weddings, ceremonies or parties involving any of the following:
  - Tents larger than 10ft x 10ft
  - Amplified sound
  - Fundraising
  - The sale of any product, goods or service
  - More than 50 but less than 300 anticipated guests

Private events, ceremonies, or parties that anticipate less than 50 people and do not collect any money, sell any products, goods or services including food, beverage or alcohol, do not use roads, streets or pathways and do not have amplified sound or large tents do not require a Special Event Permit. A facility reservation may be required. The City of Leander Parks and Recreation Director may waive the submission deadline in extreme cases of unforeseen events.

**Criteria for Approval/Disapproval**

In issuing a permit for a special event, the City considers whether:

1. The event is reasonably likely to cause injury to persons or property, create a disturbance, cause disorderly conduct or encourage or result in violation of the law, or community standards
2. The positive impact the event may bring to the community
3. The event will unreasonably and substantially interrupt the safe and orderly movement of pedestrians and vehicular traffic in the area
4. The proposed location is adequate for the size and nature of the event
5. The event does not unreasonably interfere with the intended use of the area (e.g. athletic fields, picnic areas, etc.)
6. The Applicant’s apparent ability to execute the event
7. The Applicant’s apparent ability to obtain the appropriate insurance (if applicable)
8. The event unreasonably conflicts with other scheduled special events in the community
9. Approvals by other governing agencies (i.e. County)
10. All permit requirements have been met

## Required Approvals/Appeals Process

The application review process begins when the City's Parks and Recreation Department has received a completed application. Applications for special events must be approved by all appropriate departments. City Ordinance 1.11.034 establishes that in the event an application is denied by the Parks and Recreation Department, the applicant may appeal to the City Manager or their designee in writing within seven (7) days of denial. The decision of the City Manager or their designee is final.

## Fees

City Ordinance A4.004 establishes that a Special Event Application fee is set at \$35.00 per application and an additional \$35.00 for each subsequent review.

City Ordinance 21.073.00 establishes reservation fees for the use of City recreation and park facilities. A refundable security/damage deposit is required to secure the facility for the special event, and reservation fees are due at least one (1) week prior to the event. The reservation fee includes the use of the facility and existing utilities. Special Event Permits are applicable for commercial and non-resident/non-profit events. Additional charges may be incurred by the Applicant if the facility used for the Special Event is damaged or not cleaned up including but not limited to trash, sign/barricade, and traffic control device removal. Permit holder is responsible for all costs associated with the special event such as tents, tables, chairs, sound, trash removal, portable toilets, insurance, security, medical services/first-aid, advertising, etc.

## Traffic Control

If a proposed event utilizes City of Leander roads, the City has policies and requirements for traffic control. Such traffic control plans and City approval must be obtained prior to the final approval of the City and issuance of the Special Event Permit. It is the sole responsibility of the event organizer to obtain these approvals. The City may require a traffic control plan and/or parking plan for Special Events that may impact egress/ingress of the facility and parking in the area. If an event will impact public roads or right of way, the applicant should complete the Special Event Permit through the City of Leander rather than the Special Event in the Park Permit through the Parks and Recreation Department.

## Amplified Sound/Noise

The City of Leander has noise ordinances which prohibit excessive noise before 7:00am and after 10:00pm. The City of Leander Ordinance 4.05.077 allows amplified sound pursuant to a Special Event Permit.

The City of Leander prohibits any activity which may be an annoyance or a nuisance to surrounding owners or residents. It is the sole responsibility of the event organizer to familiarize themselves with these noise restrictions and ensure the event is in compliance.

## Alcoholic Beverages

City Ordinance 4.06.004 prohibits the consumption of any alcoholic beverage on city property without a valid permit. If alcoholic beverages are to be consumed at a special event open to the public the applicant must provide a minimum of \$1,000,000 General Liability Insurance coverage naming The City

of Leander as additionally insured. Additional restrictions may apply (i.e. private event security and permit with TABC).

Private events wishing to provide alcohol to their group (not for sale) may complete the reservation supplement form: Private Event Alcohol Permit.

### **Sale of Food**

Where food is to be offered for sale, organizers are responsible for obtaining appropriate permits through Williamson County Cities and Health District. A copy of the permit(s) will be required prior to the issuance of the Special Event Permit.

Williamson County and Cities Health District      512-260-4240

Certain City facilities may be subject to a contractual exclusive right to sell food which requires consent of the concessionaire for the Special Event Permit holder to sell food.

### **Inflatable Attractions**

Special event organizers may utilize services from inflatable attractions vendors. Certificate of liability insurance coverage in the amount of at least one million dollars (\$1,000,000) single limit, covering both bodily injury and property damage must be provided for each company used. Each inflatable attraction must be included on the event's site map and must provide its own power source. Utilization of park or city property electrical outlets is not permitted. Any power source must comply with Leander Fire Department regulations (one 5lb. ABC fire extinguisher for each generator).

Inflatable attractions are acceptable at Bledsoe Park, Northcreek Ranch Park, Benbrook Ranch Park, and Mason Homestead. Attractions may not be staked into the ground and must use another method to secure (ex: sand bags or water barrels).

### **Petting Zoos**

Special event organizers may choose to utilize services from petting zoo vendors. A separate application must be submitted to the Animal Services Division of the Leander Police Department no later than 14 days prior to the event date.

Petting zoos are acceptable at Bledsoe Park, Devine Lake Park, Northcreek Ranch Park, Benbrook Ranch Park, and Mason Homestead.

### **Political Entities**

All vendors participating in City hosted special events are required to follow the established rules, regulations, and application process, including heeding all deadlines and providing all information requested. Failure to do so are cause to terminate the application and deny participation.

Sponsorship engagements are limited to organizations that are dedicated to improving the quality of life of the citizens of Leander, without the primary purpose being that engaged in influencing local, state, or federal electoral outcomes. All vendors and entities participating in sponsorship engagements are

required to sign a code of conduct. Failure to sign and abide by the terms of the code of conduct are cause to terminate the application and cease participation on the part of the vendor or entity participating in sponsorship engagements.

Special event applicants not working in conjunction with the City may choose the manner in which they work with/do not work with political entities at their event. If allowed, special event organizers must require political entities at events to remain in their designated permitted space and must not interfere with any public that may be at park locations.

## **Insurance**

Special events organizers may be required to carry and provide proof of liability insurance coverage in the amount of at least one million dollars (\$1,000,000) single limit, covering both bodily injury and property damage during the term of the event. Insurance limit may be increased depending on the nature, size and risk of the event. All costs associated with insurance are the responsibility of the event organizer. The certificate must:

1. Name The City of Leander as an "Additional Insured"
2. Be submitted within 14 days of the special event
3. Contain a provision for ten (10) days prior written notice to the City if the policy expires or is canceled or changed
4. Not have exclusions in the insurance coverage regarding publicly owned or leased property or City operations or personnel, employees, licensees or agents

## **Site Plan/Race Course Route Maps**

In order to understand the impact of the special event to the City facility and the community, a detailed site set-up plan and/or route or race course map and parking plan may be required as part of the application process. For walks that only utilize the pathway system a staffing plan (or Pathway Management Plan) is also required to address all pathway/street intersections to ensure the safety of event participants and the movement of traffic. For walks the plan would ensure the movement of vehicles is not delayed by the event.

## **Event Impact Management**

Alternate locations/routes may need to be developed to assist The City in managing the number of events and walks/run in the community so that certain areas are not routinely impacted by events. In order to determine if an alternate location or route is needed, City staff will review the following:

- Community impact issues with the respective walk/run in previous years
- Did a run/walk occur in this location/road/pathway in the previous two weeks?
- Will a run/walk occur in this location/road/pathway next two weeks?
- How many runs/walks are scheduled in this area in the calendar year?
- Is the size of the walk/run suitable for an alternate location?

If staff determines the impact of the event is significant, as defined by the bullets above, they are authorized to work with the organizer to:

- Change the date of the event to other times in the community to reduce the congestion of events in certain months
- Alter the route of the event to minimize the impact to various neighborhoods

- Modify the route to reduce the overall time of the road/lane closure (10K to 5K, 26.2 miles to 13.1 miles)

If the organizer does not agree to the alternate location or date, they have the ability to appeal the decision of staff to the Parks and Recreation Director of The City of Leander. The decision of the Parks and Recreation Director is final.

### **City Services**

All regularly scheduled City services will be provided during the normal work hours whenever possible. The City does not have special event equipment, signs or supplies for loan or for rent.

### **Use of Private Security**

In reviewing applications, the City may require the applicant to provide internal security and a security plan. Private licensed security or off-duty law enforcement officers may be used to meet these requirements. All costs associated with security are the responsibility of the permit holder.

### **Clean-Up**

Permit holders are responsible for providing clean up during and following the event including all trash and litter removal. If it becomes necessary for the City to clean up any given area, the permit holder will forfeit any deposit and may be billed for all costs of the clean up. Applicants may be required to provide, at minimum, one eight-yard dumpster depending on the level of park use on the day of the event.

### **Restrooms**

Organizers of special events may be required to provide portable toilets or make arrangements for restroom facilities, at the event organizer's expense. Portable toilets may be delivered 24 hours in advance of the event and must be removed within 24 hours following the event. The public restrooms at any City facility typically must remain open to the general public during the special event.

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. The renter is responsible for the care and cleaning of portable toilets. Portable toilets are required for all walks/runs. Receipt or confirmation must be submitted prior to rental.

### **Signs and Banners**

All signs and/or banners to be displayed prior to and during the event must be approved prior to issuance of the Special Event Permit. Approval may be required by city staff. Signs are not allowed in the road right-of-way without approval of the City. Signs must be removed immediately after the special event. If it becomes necessary for the City to remove any signs or banners after the approved display time, the permit holder will forfeit any deposit and will be billed for all costs of the removal.



## Special Rules and Additional Procedures

Special rules and additional procedures may be required that are unique to certain City facilities. All rules and regulations contained within City Ordinance Article 4.05, as may be amended from time to time, apply to special events. Most park and pathway areas cannot be reserved or permitted for the exclusive use of one group, and access to the area by the general public may be required to be available at all times. Approval of the event by any other entity does not imply approval by The City of Leander.

**The City of Leander has the authority to cancel or stop an event, before or during the event, if the conditions required for approval of the event are not being met. In addition, the Parks and Recreation Director and public safety officials have the authority to cancel or stop an event, or place additional restrictions on the event, if it is deemed that the public health, safety, or welfare is being jeopardized and/or would be better served with additional restrictions or requirements.**

The City of Leander's approval of a special event and/or issuance of a park permit does not grant or authorize use of "The City of Leander" trademark, brand or domain name.

Please note that City staff and their respective contractors, shall have unrestricted access to the reserved facility or facilities at any time during the event (set up, tear down, event production) to execute the functions of their respective job or contract. City staff and contractors will be identifiable through a uniform or employee ID badge.

## Parks and Recreation Department Event Adoption

In order for outside groups or organizations to have an event adopted by the City of Leander Parks and Recreation Department, special event organizers must meet the following requirements:

- Event must have been offered to the public for two previous years
- Special event organizers must provide detailed written documentation of event budget, staff/volunteer needs, planning process, sponsorships
- Presentation of event to the Leander Parks and Recreation Director and Advisory Board

Adoption of a special event by the City requires approval from the City Manager, Parks and Recreation Director, and Parks and Recreation Advisory Board. Approvals are based on similar internal conditions and processes including the following:

- What positive impacts does the event bring to the City and its citizenship as a whole?
- What are potential negative impacts of this event or program for the City of Leander and its citizenship as a whole?
- What are the financial impacts of this event?
- What will the staffing requirements be for this event?
- Does the event fit into the Department's mission and vision statements?
- What implications will this event have on current special events and programs?

Newly adopted special events and programs will not be added into a current budget year. If adopted, a new program or event will be added into the following budget year, or concurrent year if budgetary process has already begun. Adopted events will be solely organized and planned by the City of Leander Parks and Recreation Department. Groups looking to partner with the City of Leander must be a chartered taxable entity or 501(c)3 organization.