

DOWNTOWN USE REQUEST

Central Park _____ **Rose Garden** _____ **100-Blk E. Gonzales** _____ **Other** _____

Event Name: _____ Events Date(s) & Time(s): _____

Event Date(s) & Time(s): _____

Set Up Start Time: _____ Tear down _____

Sponsoring Group: _____ Contact Person(s): _____

Telephone(s): _____ Fax: _____

Mailing Address: _____

1. What type of event will be held? _____
2. What is the maximum number of people you expect at attend this event? _____
3. Will your event require the closure of any streets except for the 100 Blk of E. Donegan? ___ yes ___ no
4. Will your event require the use of city services for electrical, trash or barricades? ___yes ___ no
5. Does the event take place over a period of more than one day? ___yes ___no
6. Is the Sponsoring Group or any of its agents or associates charging an admission or participation fee? ___ yes ___ no
7. Will alcohol consumption occur during your event? ___ yes ___ no
8. Will your group or any authorized vendor sell alcohol? ___ yes ___ no
9. Will your group or any authorized vendor(s) sell any food products as part of your event? ___ yes ___ no
10. Will your group or any vendor(s) sell merchandise? ___ yes ___ no
11. Will you set up any tables, chairs, booths or equipment in Central Park? ___ yes ___ no
12. Is the event being held on a Saturday Morning? ___ yes ___ no (NEED TO CONTACT GARDENERS MARKET)
13. If yes, List: _____

If you answered "Yes" to any of these questions then you may be required to submitted a request in writing to the City Manager and appear before City Council to receive approval. The request must include the type of event, date, time, the number of attendees expected, if a street closure is needed and whether or not a fee is being charged for admission, merchandise, or if alcohol is being served. Your request is subject to the attached fees and guidelines. Ordinance Numbers 03-32, 05-29, 05-31, 09-12 and 09-13 are available upon request.

YOUR SIGNATURE IS CONFIRMATION THAT YOU HAVE READ AND UNDERSTAND THE DOWNTOWN USE REQUEST INFORMATION.

Signature

Date

*For more information contact:
Seguin Main Street Program
P.O. Box 591
Seguin, Texas 78156
Phone: 830-401-2448 FAX: 830-401-2358*

Revised 4-13-09

FEES FOR EVENTS IN DOWNTOWN HISTORIC DISTRICT

Street closure, 1 to 3 days, (includes barricades).....	\$50	
Electric Service (roll-offs)		
One roll-off with 8 plugs.....		\$50
Each additional roll-off.....	\$25	
Trash cans: Per day (maximum 20 cans).....	\$25	
Park use per day including bandstand, electricity on bandstand and period light poles.....	\$75	
Rental Fees for Tables (each, per event).....	.	\$10
Rental Fees for Bleachers (each, per day).....	\$25	
Event Damage and Clean-up Deposit		
Single Day.....	\$100	
Multi Day.....	\$500	

**SALE OF GOODS, WARES OR PRODUCE IN PUBLIC PLACES; SALE OR
DISTRIBUTION OF HAZARDOUS ITEMS**

It shall be unlawful for any person to sell, barter, exchange or offer to sell, barter or exchange or to display any goods, wares, merchandise, produce or other articles upon or from any street or alley within the corporate city limits of the City, except as follows:

Pre-approved vendors selling goods at approved public events in the downtown Central Park areas;

Pre-approved not-for-profit vendors selling food, beverages and novelties along the routes of city sponsored parades.

Notwithstanding the foregoing exceptions, the following items may not be sold or distributed on any public property: silly string, fake switchblades, fake cigarettes, poppers, matchstick poppers, anything filled with plastic confetti, or anything which would produce an undue litter problem or public safety hazard.

GUIDELINES FOR EVENTS IN DOWNTOWN HISTORIC DISTRICT

This applies to the following areas:

- Use of any City streets in the Downtown Historic District,
- Use of the 200 block of Live Oak Street; and
- Use of Central Park and the Memorial Rose Garden on S.Travis Street.

Any use of the areas described must comply with the following requirements:

A request to close a street or reserve a City park area for use during an event must be submitted to the Main Street Director in writing at least fifteen (15) days before the date of the event, except that requests for multi-day events or events at which alcohol will be served must be submitted at least sixty (60) days in advance of the event. An application form may be obtained at the Main Street Director's Office and a completed form with required deposits and fees shall be submitted with the request. No reservation shall be considered final until the deposit and required fees are paid.

Park areas not reserved in advance and not requiring City services are available at no cost on a first-come, first-served basis.

Any event that includes a street closure and/or the sale of alcohol shall require approval of the City Council; provided, however, that single day events held by not-for-profit approved organizations in the 100 block of E. Donegan Street outside of regular business hours which require no city services shall not be required to obtain City Council approval.

All multi-day events shall require approval of City Council. No more than four multi-day events per year shall be allowed. Multi-day events shall be limited to no more than three consecutive days.

No more than four (4) events per month which require street closures or the sale of alcohol shall be allowed.

The Police Chief shall review and approve each street closure request, each event request and each alcohol sales request to develop, as needed, a security plan and traffic safety plan using professional officers from the Seguin Police Department, the Guadalupe County Sheriff Department or licensed officers from other law enforcement agencies approved by the Seguin Police Department. If the event requires a street closure but does not otherwise require use of City services, a barricade plan must be approved by the Police Chief.

Recurring annual events will be given first priority when scheduling events for upcoming years.

The closing hours for events in the Downtown Historic District must be observed, with all events ending at or before midnight, unless otherwise approved by City Council. Failure to shut down events on time will result in the loss of the deposit.

The event sponsor is responsible for teardown of all fencing, booths, lighting and other equipment, and is further responsible for all clean-up in the event area, sidewalks and adjacent private property.

Street sweeping will only be provided prior to and after the event, not during the event. The Main Street Director will designate a set time for finalizing teardown and clean-up, which must be observed. Failure to finalize tear-down and clean-up on time may result in the loss of some or all of the deposit.

If food is served, a hand-washing station must be provided along with required health permits. All

cooking equipment, including BBQ grills, stoves, fryers and warmers, must be in a secure area and protected from the public. No grills, fires, grease or other equipment is allowed that will burn or damage the grass or pavement.

No stakes are allowed in the ground or in the street. No tarps or carpets may be placed on the ground in the park.

Streets may not be barricaded before 5:00 p.m. on the day preceding the event.

All areas must be left in the same condition that they were found.

No tape, wire, string or any items may be used to attach garland, flowers, streamers, flags, banners, signs or other items to the bandstand.

No rice, confetti, silly string, poppers or cascarones or anything which would produce an undue litter problem or public safety hazard are allowed in Central Park or the bandstand.

No electrical equipment can be placed on or within 10 feet of the fountain.

Wading and swimming in the fountain in Central Park is prohibited.

Only freestanding canopies are allowed.

No glass beverage containers are allowed.

Amusement devices such as kiddie trains and inflatable castles must be granted permission in advance.

Private Property, or utilities or services from private property, may not be used without the express written permission of the property or business owner, or the deposit will be forfeited.

The event sponsor is required to notify property owners within one block of the event area of the upcoming event at least one week in advance of the event. Such property owners may require the event sponsor to provide barricades or otherwise secure their property from use by the public during the event. Failure to comply with the property owner's request will result in the deposit being forfeited.

If an event is multi-day and/or involves the sale of alcohol or a gate fee, the sponsor of the event must provide proof of general liability insurance coverage in the City's standard required amounts naming the City of Seguin as additional insured. Liquor liability insurance shall be required if alcohol is sold. Carnival Insurance shall be required if a carnival is present.

Deposits and fees will not be refunded in the event of a rain-out or no-show on the day of the event. Cancellations less than two weeks prior to the event will be entitled to a 50% return of their fees and deposits. Cancellations more than two weeks prior to the day of the event are entitled to a 100% return of fees and deposit.