# DOWNTOWN USE REQUEST

Central Park_____ Walnut Springs Park _____ 100-Blk E. Gonzales _____ Other Location_____

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

Set Up Start Time: _____ Tear Down Time:_____

Sponsoring Group: _____ Contact Person(s):_____

Telephone(s): _____ Fax: _____

Mailing Address: _____ Email:_____

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1. What type of event will be held? _____
2. What is the maximum number of people expected to attend? _____
3. Does your event consist of a race, walk, parade, or assembly? _____
4. Will your event require:

   -A street closure? _____

   -Use of electric? _____ If so, are 110/outlets sufficient? _____

   -Use of additional trash cans? _____

5. Will your event have carnival/amusement rides (bounce house, petting zoo, climbing wall, trackless train, etc.)? _____
6. Are you charging an admission or participation fee? _____
7. Will alcohol be *consumed* during your event? _____
8. Will your group or any authorized vendor

   -Sell alcohol? _____

   -Sell food? _____

   -Sell merchandise? _____

9. Will you set up any tables, chairs, booths or equipment? _____
10. Is the event being held on a Saturday Morning? _____

    Note: Depending on the length of your event and whether or not food is sold or served you may be required to rent a portable toilet and/or a hand wash station from a private company of your choice

11. Please provide any other information here:_____

If you answered "Yes" to any of these questions you may be required to submitted a written request to the City Manager and appear before City Council to receive approval. The written request must include the name of who is hosting the event, when and where the event will be held, how many people are expected to attend, if a street closure is needed, whether a fee is being charged for admission, if merchandise is being sold, or if alcohol is being sold or served. Your request is subject to the attached fees and guidelines. Ordinance Numbers outlining the use and fees for Downtown Use are 03-32, 05-29, 05-31, 09-12, 09-13 and 2013-41and are available upon request.

Please sign and date this request below.

_____ _____

Signature Date

*For more information contact:*
*Seguin Main Street Program*
*P.O. Box 591*
*Seguin, Texas 78156*
*Phone: 830-401-2448 FAX: 830-386-2532*

Revised: 9-19-13

# FEES FOR EVENTS IN THE DOWNTOWN HISTORIC DISTRICT (DHD)

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| Downtown Historic District/Central Park rental including bandstand and electrical outlets per day/event ..... | $75 |
| Walnut Springs Park rental per day/event..... | $75 |
| Special Event Permit (Races, Walks, Parades, Assemblies, etc.) per day/event..... | $50 |

Special Events and Public Events require general liability and/or liquor liability insurance of at least $1,000,000 (One Million Dollars) naming the City of Seguin as an additional insured. Police Officer(s) providing security may be required at an additional cost.

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| Street closures and/or barricades or cones, per day/event..... | $50 |
| Electric roll-offs/panels for events: | |
| 1st roll-offs/panel per day/event..... | $75 |
| Each additional roll-off..... | $35 |
| After hour's electric fee (per hour) ..... | $140 |
| Portable/temporary trash cans, per day/event (max 20 cans)..... | $25 |
| Picnic Tables, per table, per event (portable) ..... | $10 |
| Bleacher rental, per bleacher, per day/event..... | $25 |
| Alcohol Beverage Consumption Permit, per day/event..... | $15 |
| Sale of Goods or Services Permit, per day/event..... | $35 |
| Amusement Permit, per day/event (Bounce House, Petting Zoo, Climbing Wall, Trackless Train, etc.), per day/event..... | $15 |

Amusement venues set up in a City park, or other City property, require general liability insurance and/or carnival insurance of at least $1,000,000 (One Million Dollars) naming the City of Seguin as an additional insured.

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| 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 and Central Park;

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 use of the Memorial Rose Garden on S.Travis Street
Use of the 100 block of W. Washington Street

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

A request to close a street or reserve a City park for use during a one-day event must be submitted to the Main Street Director in writing at least fifteen (15) days before the date of the event. Requests for events that require street closures for more than one day or events where alcohol will be sold must be submitted at least sixty (60) days in advance of the date of the event. An application form may be obtained from the City web site or from the Main Street Program Office. The completed form along with the required deposits and fees shall be submitted with the request. No reservation will be considered final until the deposit and required fees are paid.

An event that includes a street closure and/or the sale of alcohol requires approval of the City Council; however, single-day events located in the 100 block of E. Donegan Street or the 100 block of W. Washington Street and held outside of regular business hours that do not include the sale of alcohol may be approved by City staff without City Council approval.

Park areas that have not been reserved in advance and that do not require City services are available at no cost on a first-come, first-served basis.

All multi-day events require approval of City Council. No more than four multi-day events per year are 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 will be allowed.

The Police Department will review and approve any barricade, street closure, event or alcohol sales requests and will develop, as needed, a security and traffic safety plan. When needed 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 will be hired at the expense of the event sponsor.

Recurring annual events will be given first priority when scheduling 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 for all clean-up in the event area, sidewalks and adjacent private property.
Street sweeping can be provided prior to and after an event. A time for completing teardown and clean-up will be set and the deposit may be held if it is not observed.

When 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 that 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.

Amusements (Bounce House, Petting Zoo, Climbing Wall, Trackless Trains, etc.) set up in a City park, or other City property, requires general liability insurance and/or carnival insurance of at least $1,000,000 (One Million Dollars) naming the City of Seguin as an additional insured.

Private Property, or utilities or services from private property, may not be used without the 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 at least one week in advance of the event. 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.

Event general liability and/or liquor liability insurance of at least $1,000,000 (One Million Dollars) naming the City of Seguin as an additional insured is required for Public Events and Special Events. Police Officer(s) may be required to work events at an additional cost to the sponsor.

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

Note: For reservations not in the Downtown Historic District or Walnut Springs Park, or to secure a permit to consume alcohol please contact the City of Seguin Parks and Recreation Office located in Max Starcke Park at 600 River Drive West.

9-18-13

# CITY OF SEGUIN/MAIN STREET PROGRAM
# TEMPORARY FOOD ESTABLISHMENT REQUIREMENTS

**FOOD PREPARATION:** Food shall be obtained from approved sources and be in sound condition. Food shall be prepared only in permitted or licensed establishments. The Texas Food Establishments Rules (TFER) requires that meat and poultry products be cooked to the following minimum internal temperatures: Poultry-165°F, Ground Meats-155°F, Pork-145°F, and Other Meats-145°F. Potentially hazardous foods (i.e., foods which consist in whole or in part of milk or milk products, eggs, meat, seafood) shall be held at 41°F or lower, or at 135°F or above. Equipment adequate to cook and maintain foods at the required temperatures shall be provided. A properly scaled, metal stem-type thermometer shall be used to monitor the proper internal cooking and holding temperatures of potentially hazardous foods. Packaged foods shall not be stored in direct contact with water or undrained ice if the food is subject to the entry of water. Bake sale items shall be limited to religious or charitable organizations. Religious or charitable organizations are required to show proof of not-for-profit status. Vendors who have canned and or packaged products prepared must have a state food manufacturer license from the Texas Department of State Health Services. Contact information for the Department of State Health Services is 512-834-6626.

**EQUIPMENT:** Food, utensils and single service articles shall be protected from contamination during storage, preparation, display and service. Utensils, including ice scoops and disposable gloves shall be provided to minimize handling of foods. Food contact surfaces shall be easily cleanable and washed, rinsed and sanitized as necessary. Three suitably sized basins, detergent and sanitizer shall be provided for cleaning equipment and utensils. Single service articles must be provided.

**PERSONAL HYGIENE:** Personnel shall maintain a high degree of personal cleanliness and conform to good hygienic practices. They shall be free of infections that may transmit food borne illness. Hands shall be washed as often as needed during food preparation. A hand wash sink or container of water with a spigot, a catch basin, soap and sanitary towels shall be provided for hand washing. Use of tobacco is prohibited.

**WATER**: A sufficient supply of flowing water from an approved source shall be provided. A closed water container with a spigot may be used.

**TOILET FACILITIES & WASTE DISPOSAL:** Conveniently located toilet facilities shall be provided. All sewage and wastewater shall be disposed of through a sewage system according to law. Adequate, covered containers for refuse and garbage shall be provided. Grease must not be disposed of in trash cans; it must be removed from park.

***BOOTH CONSTRUCTION: All food booths are required to have a fire extinguisher. Grill pads must be placed under each grill, fire, grease or other equipment to keep damage and stains from occurring on the grass, sidewalk, bricks or pavement. All cooking equipment, including BBQ grills, stoves, fryers and warmers must be in a secure area and protected from the public. Vendors preparing food for immediate consumption will be located in one area to help prevent food smells and smoke from negatively affecting other vendors and/or other products. No grills, fires, grease or other equipment is allowed that will burn or damage the grass or pavement. Food vendors selling food not prepared on site must submit a copy of their Food Manufacturer License from the Texas Department of State Health Services. Their contact information is as follows, www.dshs.state.tx.us or call 512-834-6626. Floors shall be constructed of concrete, asphalt, dirt or gravel if covered with mats, removable platforms or other suitable materials approved by the City. Ceilings over food preparation areas shall be constructed to protect against weather. Doors walls and screening may be required to restrict the entrance of flying insects.***

**ADVISORY:** Section 229.170 of the Texas Food Establishment Rules provides that "The regulatory authority may impose additional requirements to protect against health hazards related to the conduct of the temporary food establishment, may prohibit the sale of some or all potentially hazardous foods, and when no health hazard will result, may waive or modify requirements of these rules."

Seguin Main Street Program, City of Seguin, P.O. Box 591, Seguin, Texas 78156
Phone: 830-401-2475 Fax: 830-386-2532 email: chopper@seguintexas.gov

E. COURT STREET

GUADALUPE COUNTY COURTHOUSE

E. DONEGAN ST

S. RIVER STREET

CCSCT

BLESSINGS

ATTORNEYS OFFICE

E. DONEGAN ST

S. AUSTIN STREET

GAZEBO/ BANDSTAND

CENTRAL PARK FOUNTAIN

STATUE

E. NOLTE ST

RAYMOND JAMES FINANCIAL SERVICES

DR. VALDAMAR CEVALLOS DDS

ARA REALTY

LOAN OFFICE

E. NOLTE ST

CROCKETT STREET

WELLS FARGO BANK

DRIVEWAY

E. WASHINGTON ST

S. RIVER STREET

CHURCH

E. WASHINGTON ST

PALACE THEATER PARKING LOT

HOUSES

HOUSE

E. LIVE OAK ST

DOLL HOUSE

COUNTY AG BLDG

E. LIVE OAK ST

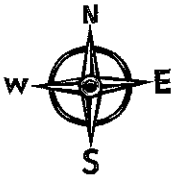
HOUSES

E. CONVENT ST

HERITAGE VILLAGE

E. CONVENT ST

★ **PERIOD LIGHT POLES WITH PULL OUT PLUGS**

☆ **PERIOD LIGHT POLES WITH 110 OUTLETS**

▬ **ELECTRIC PANELS**