



MAIN STREET PROGRAM

DOWNTOWN USE REQUEST

CENTRAL PARK \_\_\_\_\_
WALNUT SPRINGS PARK \_\_\_\_\_
100 BLOCK EAST GONZALES \_\_\_\_\_
OTHER: \_\_\_\_\_

Event Name: \_\_\_\_\_ Date(s) & Time(s): \_\_\_\_\_
Set Up Start Time: \_\_\_\_\_ Tear Down Time: \_\_\_\_\_
Sponsoring Group: \_\_\_\_\_ Contact Person(s): \_\_\_\_\_
Telephone(s): \_\_\_\_\_ Fax: \_\_\_\_\_
Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

- 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? \_\_\_\_\_ If so which Streets: \_\_\_\_\_
-Use of electric? \_\_\_\_\_ If so, are 110/outlets sufficient? \_\_\_\_\_
(If the 110 outlets are not sufficient, the electric panels require a minimum of 14 gauge, 15 AMP, 125 Volt, 3 prong extension cords)
-Use of additional trash cans? \_\_\_\_\_ If so, how many are needed? \_\_\_\_\_
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? \_\_\_\_\_
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
10. 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, 2013-41 and 2015-56 are available upon request.

Please sign and date this request below.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Downtown Historic District/Central Park rental including bandstand and electrical outlets per day/event .....	\$75
Deposit, single day event .....	\$100
Deposit, multi day event (includes set-up) .....	\$500

Walnut Springs Park rental per day/event.....	\$75
Deposit, single day event .....	\$100
Deposit, multi day event (includes set-up) .....	\$500

Special Event Permit (Races, Walks, Parades, Assemblies, etc.) per day/event.....	\$50
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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.

Street closures and/or barricades or cones, per day/event.....	\$50
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Electric roll-offs/panels for events:

1 <sup>st</sup> roll-offs/panel per day/event.....	\$75
Each additional roll-off.....	\$35
After hour's electric fee (per hour) .....	\$140
Portable Security Light .....	\$25
Deposit for Light .....	\$100

Portable/temporary trash cans:

1 to 5 trash cans .....	\$25
6-10 trash cans .....	\$50
11-15 trash cans .....	\$75
16-20 trash cans .....	\$100
Deposit .....	\$50

Rental includes the cans and one liner with Parks delivery of empty cans and removal of cans with trash inside after event. If the sponsoring organization does not remove any excess trash, leaves overflowing cans, or a can goes missing, the deposit will be withheld.

Picnic Tables, per table, per event (portable) .....	\$10
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Bleacher rental, per bleacher, per day/event.....	\$25
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Alcohol Beverage Consumption Permit, per day/event.....	\$15
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Sale of Goods or Services Permit, per day/event.....	\$35
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Amusement Permit, per day/event (Bounce House, Petting Zoo, Climbing Wall, Trackless Train, etc.), per day/event.....	\$15
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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.

## **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.
- ▶ 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.
- ▶ 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 event sponsor is responsible for teardown of all fencing, booths, lighting and other equipment, and is further responsible for all clean-up in and around within a one block area of the event to include, sidewalks, parking lots, and adjacent private property. If items are left in street/parking spaces barricades must be placed around all remaining items. 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 which will be no later than 6:00 am the following morning if event is held until midnight 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.
- ▶ Sponsoring organization responsible for emptying pedestrian trashcans within a one-block area where event was held. Responsibility of sponsoring organization to place liners in pedestrian trashcans for easy removal of trash.
- ▶ 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.
- ▶ Minimum requirements for extension cords being plugged into the electric panels are 14 gauge, 15 Amp, 125 Volt, 3 prong.
- ▶ Wading and swimming in the fountain in Central Park is prohibited.
- ▶ Only freestanding canopies are allowed.
- ▶ No glass beverage containers are allowed.

- ▶ 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 hand wash station from a private company of your choice. The designated location of portable toilets is the north side of the 200 Block of E. Donegan or as indicated by Main Street Program staff.
- ▶ Carnival/Amusement Rides (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.
- ▶ Deposits and fees will not be refunded in the event of a rain-out or no-show on the day of the event.
- ▶ 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.
- ▶ The Gardeners Market will be setting up on the sidewalk located on the west side of Central Park every Saturday morning until sold out. If you have any questions please call or email Carol Griesemer at 830-660-3103, [ggriesemer@satx.rr.com](mailto:ggriesemer@satx.rr.com).
- ▶ It is the responsibility of the sponsoring organization to notify the County of the event dates, time, location, and of any special conditions for the use of County property. (Do not place stakes in ground. Judge and Commissioners set the requirements.)
- ▶ Sponsoring Group responsible for notifying downtown businesses and affected private property owners regarding scheduled event and of any special conditions for use of private property.
- ▶ Sponsoring Group responsible for notifying local and area media of any news or street closures regarding their event.
- ▶ If perimeter fencing is used the sponsoring organization is required to have access at each corner of Central Park and around the Courthouse to include any locations indicated on the attached map for pedestrian handicap access and to allow access to downtown businesses. Do NOT attach, connect or tie down fencing to any structure or items on private property without the written permission from the property owner.

# 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](http://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.”