

CITY OF BRYAN

SPECIAL EVENT PERMIT APPLICATION

INFORMATION SHEET

ALL APPLICATIONS SHALL BE SUBMITTED AS PER FEE CHART LISTED BELOW. PLEASE NOTE THAT THE ACCEPTANCE OF YOUR APPLICATION SHOULD IN NO WAY BE CONSTRUED AS FINAL APPROVAL OR CONFIRMATION OF YOUR REQUEST.

Term Definitions

Special Event – shall mean an event to be held within the City of Bryan, that is of limited durations, and is likely to attract 100 or more visitors and shall include, without limitation, exhibitions, automobile races, sporting events, festivals, air shows, carnivals, circuses, revivals, tent sales, concerts, parades, runs walks races or motorcades.

Street Closing Event – any activity, including but not limited to special events which require the closing of any public street, sidewalk or alley and which require rerouting of normal or usual traffic flow.

Parade – any march or procession consisting of people, animals, or vehicles or a combination thereof, except funeral processions, upon any public street,, sidewalk, alley, park or other outdoor places owned or under control of the City.

Run – any event that is considered a walk, run, or race consisting of people upon any public street, sidewalk or alley.

Motorcade – any organized procession containing 10 or more motor vehicles, except funeral processions and authorized governmental processions, upon any public street, sidewalk or alley.

Exemptions

The following may be conducted within the City of Bryan without a permit:

1. Special Events, Street Closing Events, Parades, Runs, Walks, Races or Motorcades hosted or sponsored by the City of Bryan (i.e., where the City of Bryan itself is the promoter) shall not require a permit but notice of same shall be given to the Police Department, Fire Department, Public Works Department, Development Services Department and the Brazos County Health Department.
2. Private parties held on residential private property and to which the public is not invited and where there are not more than 100 guests.
3. An event wholly contained on property specifically designed or suited for the special event and which has an appropriate certificate of occupancy, appropriate zoning and adequate parking.
4. Funeral processions

NOTE: City staff will route the Special Event Permit Application through the appropriate city offices for approval or denial of application. Applicant will be notified of approval/disapproval pending compliance with noted concerns within 10 business days of application. Final notice will be given no less than 5 days prior to the date of the event. Applicants may appeal the denial of a Special Event Permit Application or the conditions to be imposed with the permit pursuant to Section 15-192 of the Bryan City Code. If streets need to be closed or solid waste containers are needed, the proper applications need to be completed and the applicable fees paid. Make sure any sketches, maps or additional information as outlined in the application are included.

Special Event Permit and Deposit Fees

The Special Event Permit Fee shall be paid at the time of application. The permit must be present on site at all times during the event. The deposit fees shall be paid when the total amount of all event fees are determined. The deposit fees will be refunded after the event, within 20 business days, less any expenses incurred by the city due to the event.

Event Size	Permit Fee	Permit Deposit Fee	Minimum Days Prior to Event
Under 100 persons	\$30.00	\$0.00	20 working days
100 – 499 persons	\$30.00	\$500.00	20 working days
500 – 999 persons	\$60.00	\$1,000.00	40 working days
1000 – 3999 persons	\$90.00	\$1,500.00	40 working days
4000 + persons	\$120.00	\$2,000.00	60 working days

Cancellation Policy

1. Cancellation notice procedure: Notice must be made in writing **at least 10 working days in advance** of reservation date to qualify for an eighty percent (80%) partial refund. Mail your written notice to Parks and Recreation Office, PO Box 1000, Bryan, TX 77805 or fax to 979-209-5524. Notification date will be the date Parks and Recreation Office receives the written or faxed notice.
2. Groups failing to use their permits and/or failing to cancel permits **at least 10 working days prior** to their event date will forfeit their entire fees paid.
3. Permits may only be transferred or fully refunded with weather exceptions or City preemption. The Parks and Recreation Office must receive written requests for such **within 5 working days** after the original permit date.

Street Closings

Temporary street closing is defined as a street closure for duration of eight (8) hours or less. The deposit fees will be refunded after the event, within 20 business days, less any expenses incurred by the City due to the event.

The City of Bryan will provide temporary street closing using the following method:

- Requesting group or individual will fill out the Temporary Street Closing Application.
- Applicant shall attach a required sketch or drawing of the proposed closure.
- Street closing barricade options:
City delivers, sets and retrieves barricades: \$100.00 for the first location, \$50.00 per location thereafter
Street Closing Deposit: \$200.00 (separate check)

Solid Waste Containers

If solid waste containers are needed, they may be made available for temporary use during special events. The fees shall be (per container)

90 Gallon	300 Gallon	2CY	3CY	4CY	6CY	8CY
\$26.00	\$34.00	\$38.00	\$42.00	\$50.00	\$58.00	\$66.00

Each time (after the first) that a container is serviced, there will be an additional servicing fee of:

90 Gallon	300 Gallon	2CY	3CY	4CY	6CY	8CY
\$16.90	\$22.10	\$24.50	\$27.30	\$32.50	\$37.70	\$42.90

Standard guidelines for determining container needs:

Number of People	Container Size
150	90 gallon
450	300 gallon
900	3 cubic yard (CY)
1200	4 CY
1800	6 CY
2400	8 CY

1. Estimate 1 CY/300 people
2. Events over 4000 people will need to obtain roll-off containers from a permitted waste hauler.
3. Container requirements may increase based on the type of event and potential for waste generation.

Street Sweeping

If street sweeping is requested, the fee is \$75.00 per hour.

Electrical

If use of the electrical outlets (Downtown Bryan) is requested, the fee is \$25.00 per electrical outlet.

Vendor and Alcohol Permits

If there will be vendors at your event, each vendor will need to purchase a Special Event Vendor Permit. The permit will allow vendors to sell food, non-alcoholic beverages, or merchandise at your event. The Special Event Vendor Permit fees are:

Resident	Non-Resident
\$50.00	\$60.00

If food and beverages are served, you may need to purchase a \$55 temporary food permit for food and soft drinks from the Brazos County Health Department. Brazos County Health Department can be contacted at 979-361-4450.

If alcohol is present and/or allowed at the event, you will be required to purchase an Alcohol Permit. The Alcohol Permit fees are:

Resident	Non-Resident
\$50.00	\$60.00

If you provide/sell alcoholic beverage, you will need to contact TABC at 979-260-8222.

Port-O-Potties

The City of Bryan does not provide port-o-potties. It is the responsibility of the event organizers to supply port-o-potties (or restrooms) at a rate of 1 per 150 persons, including at least one that meets ADA requirements.

Security

The Bryan Police Department will determine if and how many police officers will be required for your event. Expenses for the Offices will be paid by the event organizers directly to the Bryan Police Department. If additional police need to be brought in to handle a problem during the event, it will be at the event organizer’s expense.

Booths, Tents or Canopies

If your event will include any tents or canopies, please provide a copy of the “Certificate of Fire Retardant” when submitting the permit application. All booths that will be cooking on-site, must meet all applicable fire codes for the City of Bryan. Fire extinguishers must be supplied for events that include booths, tents or canopies.

Insurance

Insurance is required for all special events at which the attendance is estimated at 500 or more people. It may be required for events with fewer people if food or alcohol is sold or given away or activities are of a physical nature that would warrant insurance. The City reserves the right to review and determine amount of coverage required based on level of activity at the special event.

Amounts of general liability insurance required are:

- Up to 999 people in attendance: General Liability with minimum of \$500,000 Combined Single Limit for personal injury, death, property damage
- 1,000 up in attendance: General Liability with minimum limits of \$1,000,000 Combined Single Limit for personal injury, death, property damage

All events, not matter what size, will be required to have \$1,000,000 liquor liability insurance if any alcohol is being sold or served. Host liquor liability insurance will satisfy this requirement if alcohol is only being served.

Each policy will name the City of Bryan as Additional Insured and a copy of the Certificate of Insurance will be submitted to the Parks and Recreation Department **at least 10 working days prior to the event**. Failure to provide required insurance will result in cancellation of the event and forfeiture of permit fees paid. The City of Bryan will not waive insurance requirements.

Area Notification of Impacted Neighbors

The event organizer, with an expected street closure, shall notify all residence and businesses within the street closure area and within a 300 foot radius of the outer perimeter of the event (as marked by fencing or entrance table indicated on the event diagrams submitted to the City). The event organizer shall obtain signatures of those so notified of the upcoming event. Such signatures do not denote approval but solely signify notification. A diagram of the notification area shall be submitted with the signature sheet.

The event organizer shall leave a notification letter with each signee. This letter shall include the following information:

1. Name of event
2. Dates and times of event
3. Brief description of the event
4. Any closure areas
5. Name and phone number of event contact should they have issues
6. Where attendees will be parking

The signatures of notification, the notification letter and the notification diagram shall be submitted **at least 20 working days prior to the special event**. In addition, the event organizer shall comply with all additional requirements imposed by the City of Bryan with respect to the notification and approval by residents and businesses affected by the special event. Under certain circumstances where events may generate extremely large crowds, loud noise or parking issues, staff by require additional notification time/signatures/outreach.

CITY OF BRYAN
SPECIAL EVENT PERMIT APPLICATION

Date Received: _____

Case #: _____

SPECIAL EVENT shall mean an event to be held within the city, which is of limited duration and is likely to attract 100 or more visitors. Examples include (without limitation) exhibitions, automobile races, sporting events, festivals, air shows, carnivals, circuses, revivals, tent sales, concerts, parades, runs, walks, races or motorcades.

Applicant Name:		Phone Number:
Address:		City, State, Zip:
Event Representative/Chairman (if different from applicant):		
Address:		City, State, Zip:
Daytime Phone:	Message Phone:	Fax:
Sales Tax Number from State of Texas Comptroller's Office:		

Details of event/program (All spaces must be completely filled out)

Type of event/program:		
Proposed location (address) of event/program:		
Opening Date:	Closing Date:	Hours of Operation:
Number of Attendees, including workers – Per Day:		Total:
Will you be closing portions of streets?	_____ Yes _____ No	If yes, complete Temporary Street Closing Form.
Will you need solid waste containers?	_____ Yes _____ No	
How will you dispose of your waste (port-o-potty, dumpsters, trashcans, etc.)?		
Will food and beverages be served or dispensed at event?	_____ Yes _____ No	
If yes, please explain:		
City of Bryan Vendor Permit is required if selling items/food. You may also need to purchase a \$55 temporary food permit for food & soft drinks from the Brazos County Health Department. If you provide alcoholic beverages, you will need to contact TABC for necessary permit.		
Who will provide you with security?		
Description of activities to be conducted at the event/program and advertising/promotional efforts		
Attach a detailed sketch drawing of event site plan, including adequate parking spaces to accommodate attendance.		
Maximum number of units/booths in event:	Certificate of Fire Retardant required if using tents	
Is the sponsoring representative a non-profit corporation engaged solely in public purpose activities? ___ Yes ___ No		

If this is a parade or motorcade, please fill out this section.

Starting time:		Ending time:	
Starting location:		Ending location:	
Proposed route & distance – attach a detailed map or diagram with all necessary information			
Has Bryan Police Department reviewed proposed route? _____ Yes _____ No			
The proposed route includes or intersects with: (check those that apply)			
_____ Any railroad crossing	_____ Any street that has a speed limit in excess of 30mph	_____ Any street outside City Limits	
Number of vehicles:	Minimum Speed:	Maximum Speed: 15 MPH	

If applicable, applicant must submit a copy of their insurance/bonds. See Special Event Permit Instruction Sheet for more information.

I certify that the information is true and correct to the best of my knowledge and agree to furnish all information that might be required by the City during the review process in order that a complete evaluation can be made of this application.

As a permit applicant, I hereby understand and accept all conditions, both regular and special, imposed by the issuance of this permit.

Signature and Title of Representative

Date

CITY OF BRYAN TEMPORARY STREET CLOSING APPLICATION

Applicant Name:		Phone Number:	
Address:		City, State, Zip:	
Type of event/program:		Date of event:	
Street closing location:			
Street closed:	am pm	Streets reopen:	am pm
		Number of barricades required:	
List portions of street to be obstructed or occupied by event			

Attach a detailed map or diagram of street closures

Barricade Fees (To be completed by the City)

Deposit (refundable)	\$200.00	\$
First Location	\$100.00	\$
Each Additional Location	\$50.00	\$
Total Fees:		\$

Applicants Signature Date

Parks and Recreation Representative Date

_____ Approved	_____ Disapproved
_____ Signature	_____ Date

Ordinance requirements prohibiting mobile food vendors from use of public parking places for sales and operation are relaxed when a temporary street closure has been obtained; however, mobile food vendors must still obey the separation requirement prohibiting sales and operation from a mobile food vending unit within one hundred (100) feet from an open and operating food establishment or obtain approval from the food establishment for a variance.

**CITY OF BRYAN
SPECIAL EVENTS NOTIFICATION SIGNATURE SHEET**

Applicant Name:	Date of event:
Name of event:	Time of event:
Location of event:	Approximate attendance:
Description of Event	

	Name	Address	Title	Business Name	Do you have any special issues?
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					



BRYAN FIRE DEPARTMENT

"Dedicated Professionals Protecting Your Life and Property"



SPECIAL EVENT CHECKLIST

WILL YOU HAVE?

- Tent or Canopy
- Open Flames or Candles
- Temporary Sales/ Display Booths
- Open Burning/ Open Fire
- Explosives/ Fireworks
- Sale of food/ beverages

HAVE YOU MADE ARRANGEMENTS FOR?

- Public Safety Plan/EMS Services **Contact the Fire Department for additional information.**
- Electricity / Generators
- Fire Extinguishers for each participant that is cooking (2A;10BC rating)
- Event/ Public Safety Site Plan (**Submit a diagram of your site plan with your completed Contingency plan to Bryan Fire Marshal.**)

FIRE DEPARTMENT REVIEW AND/ OR PERMITS REQUIRED FOR:

- Carnivals, Fairs, Entertainment, Exhibits, Trade Shows, Amusement Buildings
- Tents/Canopies, Open Flames or Candles, Temporary Sales/Display Booths,
- Open Burning/Open Fire, Explosives/Fireworks/Pyrotechnics
- Public Safety Plan
- Fire Extinguishers

EVENT CONCERNS

- Cooking – Fuels used/ storage, disposal of charcoal, separation from combustibles
- Tents – size, material, fire resistant certification if: Tents >200sqft, Canopy >400sqft.
- Electricity – extension cords (at least **12AWG** conductor size or approved multi-tap cords with over current protection), generators (fueling area/ fire extinguishers)
- Crowd management-crowd managers, security, exits, hazards, during emergencies, accountability
- Emergency access
- Flammable and combustible storage areas
- Communications (event staff, emergency personnel, crowd control)
- Parking and Traffic control

CONTINGENCY PLAN

1. **Weather related issues:** rain, severe storms, tornadoes etc:

- If bad weather is forecasted, will the event be canceled? If so how will attendees be notified?
- Develop a plan for sudden onset of severe weather. Where will people go and who is designated to assist in their successful arrival at the safe refuge place?
- Is there an area of safe refuge in case of a tornado?

2. **Medical Issues:**

- Where will ambulance access to the event in case it is needed?
- Who will conduct crowd control in the event of an emergency?
- Will a first aid station, with a trained first aid provider, be designated at the event? Where? How will a patient be moved to a booth?
- If applicable, is there adequate shade to prevent heat stroke? Will water be provided? Where?
- Who will manage barricades?
- Who will work entrance gates? Maintain egress and access?

3. **Security:**

- If volunteers or private agencies provide security, will they have appropriate phone numbers for EMS, Fire and Police?
- Provide communications equipment. Portable radios, cell phones access to land lines.

4. **Event Logistics:**

- Where will there be, or will there be a staging area for support staff?
- What time will the crowd be dispersed?
- **REMEMBER TO MAINTAIN FIRE LANES AND ACCESS ROADS (20 ft. clearance)!**
- Appoint one person to oversee and take responsibility for the event. Who? Where located? How to contact **DURING** event?

Public Safety Site Plan

Provide a schematic drawing of the event site location. The public safety plan must include the following items. Please attach to this sheet.

1. Location of booths, stage, and event structures
2. Location of first aid stations
3. Location of information /ticket booths
4. Boundaries of event
5. Location of fire extinguishers
6. Location severe weather shelters
7. Location of Fire/EMS access road
8. Location of security staff
9. Location of emergency contact event personnel
10. Location of assembly area and approximate occupant amounts
11. Location of event parking

Other

Provide any other information you feel that should be considered.

By signing this form you agree to the request of Bryan Fire Department and that all participants are also aware of these rules and will abide by them.

Signature; _____ Date; _____

Please return to:

Fred Taylor Deputy Fire Marshal
City of Bryan Fire Department
wtaylor@bryantx.gov



BRYAN POLICE DEPARTMENT SPECIAL EVENT Attachment

Applicant acknowledges that a Special Event permit does not grant any exceptions for any City of Bryan ordinances. This includes the City of Bryan noise ordinance.

Section 50-121. – General Prohibition

Any unreasonably loud, disturbing, unnecessary noise which causes material distress, discomfort, or injury to persons of ordinary sensibilities in the immediate vicinity thereof is hereby declared to be a nuisance and, as such, is liable to be abated, is hereby prohibited, and the person guilty of causing, permitting, or suffering them or any of them upon any premises or upon any building, occupied or controlled by him or her in any street, alley, sidewalk, or gutter immediately adjacent to such premises shall, upon conviction, be fined as provided in section 1-14. Any noise of such character, intensity, and continued duration which substantially interferes with the comfortable enjoyment of private homes by persons of ordinary sensibilities is hereby declared to be a nuisance and as such, is liable to be abated, is hereby prohibited, and the person guilty of causing, permitting, or suffering same upon any premises or in or on any building occupied or controlled by or her or in any street, alley, sidewalk, or gutter immediately adjacent to such premises shall, upon conviction be defined as provided in section 1-14.

(Code 1975, 17-20, Code 1988 11-46)

Please reference Section 50-122 Enumeration Ordinance for definition of acts as defined and declared as noise nuisances.

Applicant acknowledges that if the permit is approved it does not provide special privilege to violate any state law or city ordinance. If applicant is determined to be in violation, they may be subject to fine and/or cancellation of event.

Signature: _____ Date: _____

Please provide copy of acknowledgment to:

Lieutenant Bill Rogers

Bryan Police Department

rogersb@bryantx.gov

979-209-5371