



Town of Rancho Viejo
3301 Carmen Avenue
Rancho Viejo, Texas 78575
Phone: (956) 350-4093

Website: www.ranchoviejotexas.com
Email : townhall@ranchoviejotexas.com

Special Event Application

A complete application is due at least **30 days** before the start of the event.

Application fee: \$50

This form is not a permit. Please read this application in full. Completion of this application does not constitute an automatic approval and does not guarantee that a permit will be issued. Application fees are non-refundable. Applications will not be processed until the application fee (including late fee, if applicable) is paid in full.

Event Name: _____

Brief Description of Event: _____

Event Location/Address: _____

Event Start (date & time): _____ Event End (date & time): _____

Approximate Number of Persons Attending Event, Per Day: _____

Name of Applicant: _____ Phone: _____

Email Address: _____

Address: _____
City State Zip

If the event is to be held by or for any person/organization other than the applicant, the applicant shall attach a written statement from that other person/organization showing authority to make this application.

Organization Hosting Event

Organization Name: _____

Address: _____

Email: _____ Phone: _____

Event Chairperson/Contact

Name: _____

Address: _____
City State Zip

Email: _____ Phone: _____

Property Owner Information

If any portion of the event will be held on private property (including parking), please provide the following:

Name: _____ Phone: _____

Address: _____
City State Zip

Applicant shall submit copy of letter from property owner giving written permission for event use if applicable.

Proposed Parking Locations and Number of Parking Spaces Provided: _____

Applicant shall submit written permission for use of parking from property owner. Parking location(s) must be indicated on the site plan.

NOTE: If any item in lines 1-8 is applicable, additional Special Administrative Rules apply to each item, and must be followed to ensure the safety of this Special Event.

1. Please circle all that apply as part of this Special Event, and each must be included on the site plan:

- | | | |
|-------------------|--------------------------|--------------------------------------|
| Closing a Street | Inflatable/Bounce houses | Loudspeakers |
| Tents or Canopies | Fencing/Barriers | Sale of Merchandise |
| Portable Toilets | Generators | Cooking |
| Stage or Music | Amusement Rides | Blocking of Streets/ Public Property |

For Street Closures*:

What streets: _____

**Attach detailed traffic plan to application.*

From when to when: _____

For Generators, quantity and sizes: _____

For Fencing/Barrier: _____ *Location(s) and/or the positioning must be indicated on the event site plan.*

For Tent(s): How many: _____ Dimensions/size: _____

Will the tent(s) have sides? **YES / NO** *If yes, how many sides will be closed?* _____

The size(s) and location(s) of tents, canopies or other membrane structures must be indicated on the event site plan.

2. Will food and/or beverages be available or served? **YES / NO**

If yes, a Food Service Permit must be obtained from the Cameron County Health Department at (956)247- 3685 in conjunction with this Special Event Permit.

Please attach a list of vendors: name, address, and contact number. Each vendor must be in current compliance with the Cameron County Health rules and have a current Fire Inspection certificate from the Brownsville Fire Department.

Will chafing fuel or a fryer be utilized? **YES / NO**

Will alcohol be sold or allowed (BYOB) at this event? **SOLD / ALLOWED / NO**

*If **SOLD**, provide a copy of TABC Permit. For alcohol approval, Host Liquor Liability insurance must be provided.*

3. If this application is for a **Run/Walk or Parade**, please include:
 - a. To assist in traffic safety planning, what time will the first participant leave the start line? _____
 - b. Onsite preparation and set-up begin at: _____
 - c. Onsite registration begins at: _____
 - d. Assembly location (Street Location): _____
 - e. Name of company providing registration/marketing/run timing: _____
 - f. Name of rental company setting out barricades, event day contact name and phone number or will you use the Town of Rancho Viejo: _____
 - g. Run/Parade Route, including starting point and disbanding area: _____
 - h. Estimated number of participants/people in the run/parade: _____
 - i. Number of vehicles/floats: _____
 - j. Amount of space between parade units (ft.): _____
 - k. Other types of participants (example: animals, etc.): _____
 - l. Route Map -Attach required map to application: _____

4. If the event will impact surrounding property owners, notice must be sent to abutting property owners at least two (2) weeks before the event date. *Applicant shall submit a copy of notification letter and a list of addresses notified.* A sample notification letter is available under the Forms page on the town website. Date notice provided to abutting property owners: ___/___/___

5. Will signs/banners be utilized for the event? **YES / NO**
If yes, please submit a list of signage sizes and locations. Signage must be indicated on the event site plan and adhere to the Town of Rancho Viejo sign ordinance.

6. Will amusement rides/bounce house(s) be used in conjunction with the event? **YES / NO**
*If yes, the location(s) must be indicated on the event site plan. Proof of Insurance must be provided no later than 15 business days before event for permit approval. **Rides and/or attractions associated at special events shall conform with the statutory rules and regulations set forth in Chapter 21. Article 21.53 of the Texas Insurance Code, designated the Amusement Ride Safety Inspection and Insurance Act, as amended.*

Certificates of Inspection and copies of inspection reports will be required. From time to time a question arises concerning whether a ride is subject to the requirements of the Texas Amusement Ride Safety Inspection and Insurance Act. (The Act lists rides that are included and excluded, but there are still instances where questions arise.) In those cases, the Town of Rancho Viejo's position is that the ride is included unless the applicant can provide written documentation from the Texas Department of Insurance (TDI) that the specific ride(s) have been reviewed and determined not to fall under the Act. It is the Applicant's responsibility to provide a written TDI opinion exempting that specific ride(s).

7. Will animals (other than pets on a leash) be used in conjunction with the event? **YES / NO**
If yes, what kind and how many?_____ The location(s) must be indicated on the event site plan. A hand washing station must be provided and indicated on the site plan for permit approval.

8. Explain how sanitation will be handled by the event. How will this event dispose of trash? If a service is contracted, please provide the name of the service company. _____

Prior to permit approval, submittal of the following items is required:

1. Written authorization granting Applicant permission to submit this permit application on behalf of event host
2. Written permission from property owner for use of private property
3. Detailed Event Site Plan with all applicable items noted in this application
4. **Certificate of Insurance** for event coverage with the Town of Rancho Viejo listed as a **Certificate Holder** and **Additional Insured (if required by Risk Management)**
5. Copy of notification letter and a list of addresses notified
6. Payment of non-refundable Permit Application Fees
7. Payment of department fees if applicable.

In the event the Town determines, upon review of this application, that this special event requires the special attention and involvement of the Town personnel or facilities, the Town shall so notify the applicant. In such event, prior to the issuance of a permit for this special event, the applicant shall pay to the Town the cost estimated for policing, closure of roadways, and applicable fees, along with any required Clean - Up Deposit and Surety Bond. Should actual costs for policing and cleaning exceed the estimated amount, the applicant agrees to pay any additional costs to the Town incurred as a result of the special event within five (5) days of the date upon which the Town informs the applicant of the amount of such additional costs.

I, the undersigned, hereby confirm that the information stated above is true and correct to the best of my knowledge.

Signature of Applicant

Date

I, THE UNDERSIGNED APPLICANT, AGREE TO INDEMNIFY AND HOLD HARMLESS THE TOWN OF RANCHO VIEJO, ITS OFFICERS, EMPLOYEES, AGENTS, AND REPRESENTATIVES AGAINST ALL CLAIMS OF LIABILITY AND CAUSES OF ACTION RESULTING FROM INJURY OR DAMAGE TO PERSONS OR PROPERTY ARISING OUT OF THE SPECIAL EVENT.

Signature of Applicant

Date

By signature, Town Administrator or designee approves this Event subject to the above requirements:

Signature

Date

Fee Schedule Special Events Permit Application Requirements

Deadlines

A completed application must be received at least 30 days before the event: 45 days is recommended to ensure adequate planning time. If you plan to serve alcohol at your event, we recommend that you submit a completed application 90 days in advance to ensure adequate planning time.

Payment

Fees and deposits are due within 48 hours upon notification of approval. Checks may be made payable to the Town of Rancho Viejo. First Amendment type activities are exempt from fees. "First Amendment Activity" means an expressive and associative activity on public right-of-way or public property that is protected by the United States and Texas Constitutions, including speech, press, assembly, and the right to petition, but does not include commercial advertising, revenue-generating activities, fundraising, or a parade as defined herein.

PERMIT FEES AND COST RECOVERY

Materials cost (if available)

- **Trash Cans: \$10/can (trash must be disposed of by applicant)**
- **Barricades: \$10/barricade**
- **Sandbags: \$5/bag**
- **Tents: \$10/tent**

Police Department

Police Officer: \$30/hr per officer (minimum of two officers)

Damages

The Town of Rancho Viejo reserves the right to charge event organizers for any damages to public property, facilities, equipment, and rights-of-way resulting from actions related to permitted events, their organizers, or event attendees. Should damage be documented, organizers may be charged for the cost of the repair.

Emergency Services

EMS Paramedics (HOURLY RATE AS APPLICABLE AT TIME OF APPLICATION)

Security and Damage Deposit

Applicants are required to pay a security deposit of **\$250** to cover the cost of any cleanup or damage incurred by the Town of Rancho Viejo as the result of the event. Deposits are based on potential damage of the event on the area. Refunded deposits are issued 15 to 30 days following the event.

Electricity

All extension cords must be properly grounded, secured and covered to avoid creating a trip hazard.

NOTIFICATION OF SPECIAL EVENT IN THE TOWN OF RANCHO VIEJO

WHAT: _____ [Name of Special Event]
WHERE: _____ [Location of Special Event] See attached location map.
DATE(s): _____ [Date(s) of Special Event Impact]
TIME(s): _____ [Time(s) of Special Event Impact]
WHO: _____ [Organization Name]
CONTACT: _____ [**On-site contact during event and call**]

On [Date], our organization [Name] will be producing a special event in the [Location]. This area has been chosen as the location for this event because [reason]. We looking forward to hosting an event in this area, and it's important to us that we are communicating clearly with you, the neighbors.

EVENT DESCRIPTION:

- Event hours are from [start hour to end hour] on [date(s)].
- We will be loading in beginning at [hour] on [date], and will load out until [hour] on [date].
- We will leave your neighborhood as we found it: litter and recycling will be handled by [name of contractor]
- During the event hours, we expect between [Low # and High #] attendees per day.
- Streets may be closed or have limited vehicle and/or pedestrian access between the hours of [Time] on [Date] through [Time] on [date.] See the attached map for specifics.
- We will have amplified sound during the hours of [Time start/finish] on [Date].
 - [Describe amplified music, public address, pre-recorded or live music. Outdoors or indoors?]
 - [Include location of amplified music on the map you attach]

We are currently in the process of applying for a special event permit from the Town of Rancho Viejo and this notification is a required step. Our goal is to create an enjoyable and positive experience in your neighborhood.

If you or any of the surrounding residents and businesses have questions or comments about impacts of this event, please contact us at:

[Contact Name, Title]
[Organization]
[Address]
[Address]
[Email]

Neighbor Notification Date