

RESOLUTION NO. 22-R-24

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF ALVIN, TEXAS, ADOPTING THE AMENDED CITY OF ALVIN COMMUNITY WIDE EVENT APPLICATION; ESTABLISHING AN EFFECTIVE DATE; AND SETTING FORTH OTHER PROVISIONS RELATED THERETO.

WHEREAS, the City of Alvin, Texas, supports community wide events such as festivals, parades, marches, and other events sponsored by schools, civic clubs, businesses, and other groups; and

WHEREAS, these community wide events contribute significantly to the City’s social and economic well-being; and

WHEREAS, the City of Alvin Community Wide Event Application (Exhibit A) sets out the list of criteria and procedures to follow for obtaining the necessary permission, permits, and fees to hold community wide events;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ALVIN, THAT:

Section 1. Findings. The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

Section 2. The City Council hereby approves and adopts the Community Wide Event Application, a copy of which is attached hereto as Exhibit “A” and incorporated herein by reference.

Section 3. It is hereby officially found and determined that this meeting was open to the public, and public notice of the time, place and purpose of said meeting was given, all as required by the Open Meetings Act, Chapter 551 of the *Texas Government Code*.

Section 4. Effective Date. This Resolution shall take effect upon its passage.

PASSED AND APPROVED on this 15th day of September 2022.

CITY OF ALVIN, TEXAS

ATTEST

By: _____
Paul A. Horn, Mayor

By: _____
Dixie Roberts, City Secretary



Parks & Recreation

City of Alvin
 1100 W. Highway 6
 Alvin, TX 77511
 Phone: 281.388.4299
 Alvin-TX.gov

Event Application

Submit completed online application with required supplementals and payment of \$25 application fee (if applicable). Refundable deposit becomes due at time of reservation. Methods of payment include credit card, cash or check made payable to the City of Alvin, c/o Parks & Recreation Department. This Application must be received at least sixty days (60) prior to the proposed event start date.

Event Name:			
Event Start Date:		Event End Date:	
Annual Event: <input type="checkbox"/> Yes <input type="checkbox"/> No	1 st Time Event: <input type="checkbox"/>	Longevity of Event:	Alcohol Served: <input type="checkbox"/> Yes <input type="checkbox"/> No
Event Category: (Check all that apply)	Community Festival: <input type="checkbox"/>	Concert: <input type="checkbox"/>	Circus: <input type="checkbox"/>
	Parade: <input type="checkbox"/>	Athletic Event: <input type="checkbox"/>	Bike Race/Tour: <input type="checkbox"/>
	Other (specify): _____		
Organization/Requesting Entity:	Non-Profit Organization: <input type="checkbox"/> Yes <input type="checkbox"/> No *if yes, attach proof with application		
Street Address:			
City:	State:	Zip:	
Primary Contact:	Phone #:	Email:	
Safety Liaison:	Phone #:	Email:	
Event Sponsors:			
Description of Event: (Provide thorough details of event activities, programs and schedule)			
Event Venue/Site(s): (Name, address & activities at each)			
Admission/Entry Fee: In Advance: \$ Day Of: \$			
Overall Attendance Estimate:		Largest One-time Attendance Estimate:	

Event Venue Set-up, Break-down & Inclement Weather Information		
Event Venue Set-up Date(s):	Set-up Start Time:	Set-up Finish Time:
Venue Break-down Date(s):	Break-down Start Time:	Break-down Finish Time:
Additional Venue(s) or Site(s) required for Event Set-up or Staging of Equipment:		
Requested Street(s) to be Closed: (Street closures may require City Council approval)		
Proposed Date(s) & Times of Street Closures:		
Inclement Weather Plan: (Include alternative dates)		

Event Schedule		
Event Start Date:	Time Open to Public:	Time Closed to Public:
	Actual Event Start Time:	Actual Event End Time:
	Music / Sound Start Time: (including sound checks)	Music / Sound End Time:
	Alcohol Service Start Time:	Alcohol Service End Time:
2nd Event Date:	Time Open to Public:	Time Closed to Public:
	Actual Event Start Time:	Actual Event End Time:
	Music / Sound Start Time: (including sound checks)	Music / Sound End Time:
	Alcohol Service Start Time:	Alcohol Service End Time:
3rd Event Date:	Time Open to Public:	Time Closed to Public:
	Actual Event Start Time:	Actual Event End Time:
	Music / Sound Start Time: (including sound checks)	Music / Sound End Time:
	Alcohol Service Start Time:	Alcohol Service End Time:
4th Event Date:	Time Open to Public:	Time Closed to Public:
	Actual Event Start Time:	Actual Event End Time:
	Music / Sound Start Time: (including sound checks)	Music / Sound End Time:
	Alcohol Service Start Time:	Alcohol Service End Time:

Event Equipment / Elements You Will Be Supplying
(Check & complete all that apply)

Dumpsters:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:	
Portable Toilets:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:	
Trash Cans:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:	
Recycling Containers:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:	
Banners or Signs:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:	
Fencing, Barricades:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Type:	
Special Lighting:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe:	
Shuttle Service:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe:	
Site Decorations:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe:	
Catered Food:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe:	
Live Entertainment:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe:	
Security:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe:	
Traffic Control:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe:	
Stage, bleachers or other structures:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:	Describe:
Event Web site or hot-line phone #:	<input type="checkbox"/> Yes <input type="checkbox"/> No	URL or Phone #:	
Booths, exhibits or displays:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:	Describe:
Tents or canopies:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:	Size – Sq. Ft.:
Vehicles / Trailers:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:	Describe:
Animals:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:	Describe:
VIP Area:	<input type="checkbox"/> Yes <input type="checkbox"/> No		Describe:
Amplified Music / Sound:	<input type="checkbox"/> Yes <input type="checkbox"/> No		Describe:
Rides, inflatables other amusement items:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:	Name of Provider & Description:

Event Equipment / Elements Needed from the City of Alvin

(Check and complete all that apply. Fees will vary)

Electrical Service:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe:
Water Service:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe:
First Aid Service:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe:
Barricades:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe:
Unique Grounds Preparation Needs:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe:
Traffic Control:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe:
Security:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Duties:
Portable Restroom:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe:
Other City Services:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe:

Event Merchant & Vendors Information

Food Served / Sold at Event: <input type="checkbox"/> Yes <input type="checkbox"/> No	# Vendors:	# Non-Profit Vendors:	# For-Profit Vendors:
	# Food Vendors Needing Electricity:		# Food Vendors Needing Water:
Cooking Method: (Check all that apply)	Charcoal: <input type="checkbox"/>	Gas/Propane: <input type="checkbox"/>	Electric: <input type="checkbox"/> Other: <input type="checkbox"/>
Merchandise Sold at Event: <input type="checkbox"/> Yes <input type="checkbox"/> No	# Vendors:	# Non-Profit Vendors:	# For-Profit Vendors:
	# Food Vendors Needing Electricity:		# Food Vendors Needing Water:
Other Items / Services Sold: <input type="checkbox"/> Yes <input type="checkbox"/> No	Describe Items/Services:		
	# Vendors:	# Non-Profit Vendors:	# For-Profit Vendors:
	# Vendors Needing Electricity:		# Vendors Needing Water:

Describe your anticipated needs for crowd control, Police, Event Security, First Aid Services and Disabled Parking.

Outline in detail the duties your event staff will perform during the event, include such items as staffing entry and exit points, beer/wine garden area(s), stage area(s), cleanup of debris and litter during and post-event, supervision of parking areas, etc. How many Event staff members will you have on site during the Event, and how will you obtain these event staff?

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Describe your plans for notifying residents and businesses whose traffic patterns and operations are affected by your Event?

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Outline your plans for marketing and promoting your Event, include information on all media and other sources of promotion.

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Liability Insurance Information

A current Certificate of Insurance spanning the event dates shall accompany the event application.

Insurance Agency:		Agent's Name:	
Business Phone:	Policy #:	Policy \$ Limits:	
Address:			

Indemnity Agreement

In consideration for the City of Alvin granting the undersigned Event Organizer representative permission to hold the proposed event on public property and to display, sell or offer for sale wares, services, and/or food or merchandise within the perimeters of their event venue, the undersigned agrees to assume the defense of and indemnify and save harmless the City, its employees, officers and agents against any and all claims, liabilities, judgments, costs, causes of action, damages, expenses, and shall pay all attorney's fees, court costs and other costs incurred in defending such claims, which may accrue against, be charged to, be recovered from or sought to be removed from the City, its employees, officers and agents by reason of or on account of any personal injury or death or damage to property arising from the undersigned's event and associated activities, if such personal injury or death or damage of property is caused by the acts or omissions or negligence of the undersigned, or the undersigned's employees and agents or by such acts, omissions or negligence of any other person subject to the undersigned's control. The City, its employees, officers and agents shall not have to give the undersigned any specific types of notice of such claims.

Signature of Applicant (Event Organizer)

Date of Application

Affidavit of Applicant:

I certify that the information contained in this Event Application is true and correct to the best of my knowledge and belief that I understand, and agree to abide by all regulations, provisions and rules governing Special Events as set forth by the City of Alvin. That I understand that this Application is made subject to the rules and regulations established by the Alvin City Council. I agree to abide by these rules and further certify that, on behalf of the organization, I am authorized to commit that organization, and therefore agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the Event to the City of Alvin.

Signature of Applicant (Event Organizer)

Date of Application

A signed electronic copy of the Indemnity Agreement and Affidavit of Applicant portions of this Application must be provided to the City before an Application will be considered fully executed.

Alvin Parks & Recreation
216 W Sealy, Alvin, Texas 77511 Phone: 281.388-4299

Email: MBeltran@cityofalvin.com