



CITY OF GATESVILLE SPECIAL
EVENT/PARADE GUIDEBOOK

SPECIAL EVENT DEFINITION

A Special Event Permit is required for a temporary for-profit or non-profit event, gathering, or organized activity held outside the confines of a building or permanent structure including but not limited to meetings, entertainment, performances, shows, exhibitions, street fairs, rallies, races, concerts, carnivals, or amusements held on city-owned or private property and sponsored by an applicant that is expected to draw over 100 attendees. If the Special Event is providing sale and/or consumption of alcohol, then a Special Event Permit is required regardless of attendance number.

EXEMPTIONS

The following events may be conducted without a special event permit:

1. An event in a residential structure.
2. An athletic event held in facilities designed for athletic events.
3. An event wholly contained on property specifically designed or suited for the event and which holds a certificate of occupancy for such use including adequate parking. (Additional security may be required)
4. Organizational functions including, but not limited to, grand openings and ribbon cutting ceremonies solely contained on the organization's property not providing for the sale or consumption of alcohol.

APPLICATION PROCESS

Special Event permit applications should be submitted 30 days prior to the scheduled event.

Applications can be found at www.cityofgatesvilletx.com under Forms, Permits, and Applications. Please submit your completed application to jclark@gatesvilletx.com.

Once the application has been submitted, it will be reviewed by the appropriate City Departments. The review time for a Special Event Permit application is approximately five (5) business days upon receipt for first initial review comments. Additional time may be needed if additional documents are needed.

Department Reviews:

1. Police
2. Fire
3. Public Works
4. Administration
5. Parks and Recreation

APPLICATION REQUIREMENTS

In addition to the detailed information regarding the event, the following items may be required as part of the Special Event Permit application:

- Application fee (see fee schedule)
- Insurance Policy
- Site plan drawn to scale including location of adjacent structures, points of ingress/egress, fire hydrants, fire lanes, parking spaces, signage, sanitary facilities / trash containers, and area designation for alcohol sales if applicable.
- Tents/Canopy locations
- Traffic Control Plan (if closing a road)

FEES

APPLICATION FEE: \$25

Paid by the Event Coordinator/Organization. Waived for non-profit organizations

CLEANING DEPOSIT: \$100

Paid by the Event Coordinator/Organization. City property only – refundable if no damage is found

FOOD VENDORS: \$25 per event or \$75 for an annual permit

Each Vendor will pay this fee directly to the City of Gatesville. This is applicable to anyone preparing and selling food at the event (Food Trucks or Catered under a Tent). Proof of a valid Health Permit and Insurance will be required.

OTHER VENDORS: \$25 per event or \$75 for an annual permit

Required for any Vendor selling items at the event. Each Vendor will pay this fee directly to the City of Gatesville.

ALCOHOL SALES: \$100

Paid by the Event Coordinator/Organization. Any event providing alcohol sales or consumption is required to have a valid permit or license to sell or serve alcoholic beverages issued by the Texas Alcoholic Beverage Commission (TABC).

TENT FEE: \$75

Only required if tent is larger than 400 square feet or canopy is larger than 700 square feet. Proof of Flame-Retardant Certificate will be required for any tents with walls.

NOTE: Additional fees may be required for Security, EMS, Fire, or Street Closures.

SITE PLAN REQUIREMENTS

The City Manager, Chief of Police, or designee shall have final authority on approval of a Site Plan. Applicants are encouraged to coordinate with the Chief of Police when deciding on the required elements of the plan. The following items are required to be shown on the submitted site plan:

- Location of adjacent structures
- Location of points of ingress/egress (Entrance/Exit)
- Location of fire hydrants
- Location of fire lanes for use by emergency equipment with minimum width of 20 ft and minimum height clearance of 14 ft
- Location and size of parking area
- Location of sanitary facilities and trash containers
- Area designated for alcohol sales and/or consumption
- Any proposed Street Closures – additional approval may be required from TXDOT
- Additional information required for parades:
 - Staging areas before and after
 - Portion of street to be occupied
 - Route of parade
 - How many floats, vehicles, and/or participants are expected
 - TxDOT approval if applicable

If your event is using a tent that requires a tent fee or other temporary structures the Fire Marshal's Office will conduct an inspection prior to the start of the event.

All Food Service Vendors will be inspected by the City of Gatesville Inspector prior to the start of the event, and before any food sales will be allowed. Food Vendors must have a valid Health Permit and Insurance on hand.

SALE OR CONSUMPTION OF ALCOHOL

Any event providing alcohol sales or consumption is required to have a valid permit or license to sell or serve alcoholic beverages issued by the [Texas Alcoholic Beverage Commission \(TABC\)](#).

Additional Security will be required for any events providing alcohol. See below:

SECURITY, FIRE, & EMS

The applicant shall provide Certified Police Officers through the Gatesville Police Department for security, crowd control, and/or traffic control at the event in accordance with the following:

Number of Attendees	Minimum Number of Officers Required
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100 - 399	2
400-650	3
651-1000	4
1000 or more	Coordinate with the Chief of Police.

The City Manager, Chief of Police, or designee may increase or decrease the number of Certified Police Officers from those required in the table, if:

- Any alcoholic beverage is sold or served
- There are special needs for increased security
- The event requires street closures or re-routing of traffic
- The history of the event indicates a need for a greater or lesser number of Officers

SECURITY FEE: \$50/Hour per Officer (Minimum of 2 hours)

When the presence of Certified Police Officers is necessary, every applicant shall pay for the services of such Personnel **PRIOR TO THE EVENT**. If additional Security is needed, then the difference for the additional hours will be paid for upon completion of the event. Please reach out to the Gatesville Police Department at 254-865-2226 for more information or to schedule Security.

SITE INSPECTION

Depending on the size, location and whether alcohol will be present, some special events may require on-site Fire/EMS crews which will come at an additional cost. If Fire/EMS crews are needed all fees must be paid before the permit is issued. Please reach out to the Gatesville Police Department at 254-865-2226 for more information.

FIRE DEPARTMENT FEE: \$250/Hour for each hour of standby per company.

CONTACT INFORMATION

For additional questions regarding Special Events in the City of Gatesville:

Chief Jeffrey Clark

Gatesville Police Department

jclark@gatesvilletx.com

254-865-2226