



City of Sachse, Texas

Sachse City Hall
3815-B Sachse Road
Sachse, Texas 75048

Meeting Agenda City Council Workshop

Monday, October 19, 2015

6:30 PM

Council Chambers

The City Council of the City of Sachse will hold a Workshop Session on Monday, October 19, 2015, at 6:30 p.m. in the Council Chambers at Sachse City Hall, 3815 Sachse Road, Building B, Sachse, Texas to discuss the following items of business:

1. Discussion Items.

[15-3086](#) Discuss a special events policy for the City of Sachse.

Attachments: [Presentation](#)

[Draft Application for Special Event Permit](#)

2. Discuss any City Council Meeting Agenda Items.

Please note: These items are for discussion purposes only and no Council action will be taken. The workshop session is for City Council and staff discussion, citizen input is not permitted on this agenda.

3. Adjournment.

State law prohibits the introduction or discussion of any item of business not posted at least seventy-two (72) hours prior to the meeting time.

Posted: October 16, 2015; 5:00 p.m.

Michelle Lewis Sirianni, City Secretary



Legislation Details (With Text)

File #:	15-3086	Version:	1	Name:	Discuss Special Events
Type:	Discussion Item	Status:		Status:	Agenda Ready
File created:	10/15/2015	In control:		In control:	City Council
On agenda:	10/19/2015	Final action:		Final action:	
Title:	Discuss a special events policy for the City of Sachse.				

Sponsors:

Indexes:

Code sections:

Attachments: [Presentation](#)
[Draft Application for Special Event Permit](#)

Date	Ver.	Action By	Action	Result
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Title
Discuss a special events policy for the City of Sachse.

Executive Summary
Discuss developing a special events policy along with an application process for outside organizations requesting the use of City of Sachse property or resources for an event.

Background
Over the last several years we have seen an increase in special event requests from outside organizations. Most of the events consist of races or walks that are used as fundraisers for a variety of organizations. Staff would like to get direction from council on creating a policy along with an application that will assist both the organizations and the city in the process.

Policy Considerations
None tonight, but staff would like to come back in the near future to adopt a special events policy.

Budgetary Considerations
None

Staff Recommendations
Discussion item only.

SPECIAL EVENTS POLICY

Sachse City Council Workshop

October 19, 2015

Purpose

- ▣ Some gatherings or organized activities, due to their size and special requirements, may place unique demands on public resources or pose a danger to public health, safety and welfare. In order to plan for these demands on public resources and to ensure that public health and safety is protected, it is necessary that the city receive advance notice of these special events.

Definition

- ▣ Special event means a temporary event, gathering or organized activity, including but not limited to bike races, marathons, walk-a-thons, fireworks displays, concerts, parades, carnivals, or other types of races and festivals, using city-owned property.

Discussion Items

- ▣ Should fees be charged for the event; i.e. staff, lighting, equipment, barricades and cones, etc.?
- ▣ Should the fees be different for non-profit vs for profit groups?
- ▣ Do we require organizations to reside in Sachse only?
- ▣ Allow alcohol?
- ▣ We would require insurance for all events at minimum 1 million general commercial liability.
- ▣ Should we require organizations to notify the public?
- ▣ Parking – require organizations to gain permission when using non-city property.
- ▣ Department review – PD, FD, Parks, PW, CE, Inspections

APPLICATION FOR A SPECIAL EVENT PERMIT

So that we may assist you in the planning process for a Special Event and to help ensure that the date requested will be available, please complete this application at least 6 months in advance.
Additional information may be needed and requested as the event date approaches.

Please Read the following before completing this Special Event Permit application:

Special Event permits will only be granted to groups, individuals, and/or organizations that reside within the City of Sachse. No alcohol will be permitted on City property for any event.

Event Name: _____

Event Location/Address: _____

Purpose: _____

Approximate Number of Persons Attending Event Per Day: _____

Applicant/Main Contact Information

Name: _____

Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

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: _____ 501c3 Group: Yes ___ NO ___

Address: _____

Authorized Head of Organization: _____

Phone: _____ Email: _____

Is there a fee(s) for participation at this event?

YES ___ NO ___ *If yes, attach fee schedule, and include admissions, registrations, and activities.*

List all activities that will be conducted as a part of this event:

- 1)
- 2)
- 3)
- 4)
- 5)

Event Information

Day 1 - Event Date:	Start Time:	End Time:
Day 2 - Event Date:	Start Time:	End Time:
Day 3 - Event Date:	Start Time:	End Time:
Event Set-Up Date:	Start Time:	End Time:
Event Tear Down Date:	Start Time:	End Time:

Parking

Proposed Parking Locations: _____

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

Please mark all items that will be a part of this event:

___ Closing a public street ___ Sale of merchandise ___ Portable toilets/portable building ___ Inflatables
 ___ Food ___ Loudspeakers ___ Generators ___ Fencing ___ Stage ___ Tent (s)

For Stage: Indicate the size _____

Other _____
Staking of tents, stage, inflatables, etc., on City property must be approved by the City to avoid damage to underground lines. Proposed location(s) and/or the positioning of all items checked above must be indicated on the event site plan.

Food Permits:

If food will be sold or served, event applicant and/or food vendors must obtain the proper food permits as required by the City's Community Development Department. For questions on food permits or to schedule a food service inspection please contact the Sachse Health Services Department at 469.429.4781.

Trash/Sanitation/ Portable Restrooms

Explain how sanitation will be handled by this event. If service is contracted, provide the contractor name.

Portable Restrooms Contractor: _____

Disposal of trash/dumpsters: _____

If this application is for a Run/Walk or Parade, please complete below (see attached City approved run/walk or parade route):

To assist traffic safety planning, provide start time for each distance proposed:

1 mile _____ 5k _____ 10k _____ other distance _____

Onsite registration begins at _____

Onsite preparation and set-up begins at _____

Assembly location (street location) _____

Name of company providing registration/marketing/run timing _____

Event day contact name and phone number _____

Attach Map of Proposed Route - Run/Parade Route, including starting point and disbanding area (see approved run/walk or parade route attached)

Estimated number of participants/people in the run/parade _____

Estimated Number of vehicles/floats _____

Other types of participants (example: animals, etc.) _____

Will signs/banners be utilized for the event?

YES ____ NO ____

If yes, please submit an application to the Community Development Department for review and approval. The Sign Permit Application can be found on the City's website.

Property Owner Information

If any portion of the event will be held on property not owned and maintained by the City of Sachse, (including parking), please provide the following:

Name of Property Owner: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

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

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 to alert them of the event and the possible impact.

How will you notify property owners: _____

Date notice provided to property owners: _____

***** ALL EVENTS MUST INCLUDE A SITE PLAN AND/OR ROUTE MAP *****

Is Site Plan Attached: Yes No

Is Route Map Attached: Yes No

Additional items, city staff assistance, agreements and/or permits may be needed as determined by the City. When the presence of City staff is determined necessary or requested for special events, the applicant shall be responsible for reimbursing the City for the cost for each assigned person.

Special Events Check

DEPARTMENT REVIEW

(FOR CITY USE ONLY)

Event: _____ Event Date: _____

Department: **POLICE**

Date Routed for Review: _____

APPROVED _____ DISAPPROVED _____

CONDITIONS/COMMENTS:

REVIEWED BY: _____ REVIEW DATE: _____

Staff is looking for direction to proceed with
policy and application.

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Is Site Plan Attached: Yes No

Is Route Map Attached: Yes No

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Insurance

Insurance coverage must be provided for the day of the event. The following shall be listed in the Description of Operation; "The City of Sachse, its' officers, officials, employees, boards and commissions, agents, and volunteers are to be covered as "additional insured", as required by contract in respect to: liability arising out of premises owned, occupied or used by the Festival/Event." The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees or volunteers.

Commercial General Liability: \$1,000,000 limit per occurrence for bodily injury, personal injury and property damage, \$2,000,000 Aggregate. If food is being provided to attendees or participants, Festival/Event must provide Product Liability in the amounts listed above. NOTE: The aggregate loss limit applies to each event.

City prefers that insurance be placed with insurers with a Best's rating of A-:VI or A or better by Standard and Poor. Certificate address is *City of Sachse, Attn. Special Events, 3815 B Sachse Rd., Sachse, TX 75048.*

Prior to permit approval, the following items are required. Application submittal does not guarantee permit approval.

- 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 or public property that is not owned or maintained by the City of Sachse
- 3) Detailed Event Site Plan including equipment, map of streets and pedestrian ways
- 4) Certificate of Insurance for event coverage as noted above
- 5) A plan for notifying affected property owners

In the event the City determines, upon review of this application, that this special event requires the special attention and involvement of the City personnel or facilities, the City 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 City 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 City incurred as a result of the special event within five (5) days of the date upon which the City 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 Authorized Event Representative

Date

I, THE UNDERSIGNED APPLICANT, AGREE TO INDEMNIFY AND HOLD HARMLESS THE CITY OF SACHSE, 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 Authorized Organization Representative

Date

Special Events Check

DEPARTMENT REVIEW

(FOR CITY USE ONLY)

Event: _____ Event Date: _____

Department: **POLICE**

Date Routed for Review: _____

APPROVED _____ DISAPPROVED _____

CONDITIONS/COMMENTS:

REVIEWED BY: _____ REVIEW DATE: _____

Special Events Check

DEPARTMENT REVIEW

(FOR CITY USE ONLY)

Event: _____ Event Date: _____

Department: **FIRE**

Date Routed for Review: _____

APPROVED _____ DISAPPROVED _____

CONDITIONS/COMMENTS:

REVIEWED BY: _____ REVIEW DATE: _____

Special Events Check

DEPARTMENT REVIEW

(FOR CITY USE ONLY)

Event: _____ Event Date: _____

Department: **PUBLIC WORKS**

Date Routed for Review: _____

APPROVED _____ DISAPPROVED _____

CONDITIONS/COMMENTS:

REVIEWED BY: _____ REVIEW DATE: _____

Special Events Check
DEPARTMENT REVIEW
(FOR CITY USE ONLY)

Event: _____ Event Date: _____

Department: **PARKS**

Date Routed for Review: _____

APPROVED _____ DISAPPROVED _____

CONDITIONS/COMMENTS:

REVIEWED BY: _____ REVIEW DATE: _____

Special Events Check

DEPARTMENT REVIEW

(FOR CITY USE ONLY)

Event: _____ Event Date: _____

Department: **COMMUNITY DEVELOPMENT**

Date Routed for Review: _____

APPROVED _____ DISAPPROVED _____

CONDITIONS/COMMENTS:

REVIEWED BY: _____ REVIEW DATE: _____