

# CITY OF WACO ACTIVITY PERMIT

A permit is required for events taking place on city property or streets, utilizing city services or affecting municipal policies and affairs. Applications must be submitted a minimum of 15 days prior to activity.

**There is a \$35 non-refundable permit fee.**  
**Fees for city facilities and services may also apply.**  
**City assistance must be finalized seven days before event.**

*Activities wishing to request a City of Waco facility, City of Waco equipment, or make use of a City of Waco street must apply for an Activity Permit through the Parks and Recreation Department. The Special Events Committee will review all applications. A letter confirming or denying your event will be sent to you within five business days of receiving your application. Incomplete applications will not be considered and will automatically be denied. In accordance with the city ordinance, unapproved events have two days from the receipt of the denial notification to appeal to the City Manager's office (Sec. 25-271). Additionally, city ordinances prevent the use of certain streets and roads (Sec. 25-267).*

## APPLICATION CHECKLIST

*The following items must be submitted with an application. Applications will be considered incomplete if any information is missing. The committee will deny incomplete applications.*  
*(\* Required per city ordinances)*

- \_\_\_\_\_ Map showing event area or parade route with electrical needs included. The need for street barricades and traffic must be identified.
- \_\_\_\_\_ Description of the event with a schedule/ itinerary.
- \_\_\_\_\_ A letter with a security plan that states what type of licensed security officers will be utilized. If security is not necessary, please include explanation. All parades must include traffic security.
- \_\_\_\_\_ A copy of a letter that notifies area properties of the activity. The letter should include event hours, date and street closures and detour information. Affected businesses and residents may be required to approve street closures and events.
- \_\_\_\_\_ \*Copies of all permits and licenses required for activity (ex. TABC, Vending)
- \_\_\_\_\_ If tax exempt, a copy of the Tax Exempt Certification must be included.  
**(Must be received no later than seven days prior to the event)**
- \_\_\_\_\_ \*Copy of an insurance policy listing the City of Waco as an additional insured.  
**(Must be received no later than seven days prior to the event)**

## **EVENT MANAGER/ORGANIZATION MANAGER**

Activity Manager \_\_\_\_\_

Organization \_\_\_\_\_ Tax id # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_ Fax Number \_\_\_\_\_

## **ACTIVITY INFORMATION**

Name of Activity \_\_\_\_\_

Purpose of Activity \_\_\_\_\_

Date of Activity \_\_\_\_\_

Time of Activity \_\_\_\_\_

Setup time \_\_\_\_\_ Cleanup time \_\_\_\_\_

Location of Activity \_\_\_\_\_

*\*Many event locations and parks are available for rent. For more information on these facilities please call 254.750.5980 or visit [www.waco-texas.com](http://www.waco-texas.com).*

## **EVENT DETAILS**

*Please mark the category that best describes your event:*

\_\_\_\_\_ Non Profit/Community Event

\_\_\_\_\_ Charitable Event

\_\_\_\_\_ Private Event

\_\_\_\_\_ Recreational/Sporting Event

\_\_\_\_\_ Parade/March

\_\_\_\_\_ Price of Admission (Amount per person = \_\_\_\_\_)

\_\_\_\_\_ Free Admission

\_\_\_\_\_ Estimated Attendance

*\* If the event is nonprofit, charitable or ticketed, please list where the proceeds go:*

\_\_\_\_\_

\_\_\_\_\_

## **EVENT NEEDS**

*The City of Waco Special Events Committee reviews event requests on an individual basis.*

*Costs are associated with certain city services. The event organizer is responsible for city equipment. If any equipment is missing, costs will be billed to the organizer after the event. Any change in event needs must be finalized at least seven days before the event.*

**Mark all event needs. Fees for services are listed:**

- Exclusive use of a facility or park (price based on facility)  
*\*If the event will have an attendance of 300 people or more, the city offers several festival areas including Heritage Square, Indian Spring Park and Brazos Park East.*
- Waco Police Department (3-hour min. Price may vary based on event type)  
*\*Traffic security required for parades*
- Trash Dumpster (price based on size)
- Street Sweeper (price based on route and time)  
*\*May be required for parades*

*Trashcans, basic power, cones and barricades will be provided for your event if needed. Charges and restrictions may apply depending on the type, size, location and time of your event. Please mark if needed.*

- Electrical Power  
*\*Requirements: Limited power is available in certain parks and festival areas. Please list all power requirements including power needs for all vendors. Electricity needs must be finalized at least seven days before the event.*

- 
- Street Closures  
*\*Please list all streets that will be affected or closed for the event.*

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- Cones and Barricades (Number requested = \_\_\_\_\_)
  - Trashcans (Number requested = \_\_\_\_\_)

## **REQUIRED PERMITS**

*Depending on the event, various permits may be required. Proof of all permits must be submitted at least seven days before an event.*

*Please mark if the event will include the following. If any items are checked, you will receive further instructions in your confirmation.*

- Sale or distribution of alcohol (TABC Permit)
- Preparation and sale of food (Temporary Food Permit)
- Any type of public or private vending (Open Air Vending Permit)
- Will include more than 300 participants (Public Safety Plan)

## **EVENT PARTNERSHIPS**

*Should an event wish to receive additional assistance from the City of Waco, a partnership proposal outlining any requests must be submitted to the Special Events Committee. The proposal must include why assistance has been requested and the benefits the City will receive for its partnership. Each request will be considered on an individual basis.*

# PLEASE COMPLETE

STATE OF TEXAS

HOLD HARMLESS

AGREEMENT

COUNTY OF MCLENNAN

In consideration of the City of Waco authorizing the temporary closure of certain streets, rights-of-way or other City property, namely:

\_\_\_\_\_, for the use  
(Name of Streets or Parks Involved)

of \_\_\_\_\_ ( Hereafter called Sponsor) in  
(Description of Event)

held on \_\_\_\_\_, 20\_\_\_\_ Sponsor hereby agrees to indemnify, protect, and hold harmless the City of Waco, officers, officials, volunteers and employees from and against any and all liability or alleged liability in any form whatsoever including but not limited to all claims, demands, suits, judgements or causes of action of every kind and character, including the cost of defense thereof, for any injury to, including death of persons and any losses for damages to property caused by or alleged to be caused, arising out of, or alleged to arise out of, either directly or indirectly from any cause whatsoever in connection with or incidental to the temporary closure of certain streets, rights-of-way or other City property, as described above, whether or not said claims, demands, causes of actions are caused by the sole negligence of the City, its officers, officials, volunteers and employees, or whether it is caused by concurrent negligence of the City and a party to this agreement, or whether it was caused by concurrent negligence of the City and some other third party. Notwithstanding the foregoing, the Sponsor specifically agrees to so indemnify, protect, and hold harmless the City from and against any and all liability that may be made or pursued by any agent, employee, officer or other person connected to Sponsor or by any person who is a participant or bystander at Sponsor's event in connection with or incidental to the temporary closure described above which is alleged to be attributed to any condition of or upon the City's property, facilities, material, or equipment. The Sponsor also agrees to waive any and all claims it may have against City resulting from or arising out of claims and suits covered by this Agreement and agrees that any insurance carrier involved shall not be entitled to subrogation under any circumstances against City, its officers, officials, volunteers and employees. Sponsor further agrees to release the City its agents, officers and employees from all claims, demands, suits, causes or action or judgements which Sponsor ever had, now has, or may have in the future or any claim to have against the City, arising out of or in any way connected with the temporary closure described above, whether or not said claims, demands, suits, causes or action or judgements are caused by the sole negligence of the City, its officers, officials, volunteers and employees, or whether it was caused by concurrent negligence of the City and a party to this agreement, or whether it was caused by concurrent negligence of the City and some other third party.

Signed: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Sponsor

By: \_\_\_\_\_  
(Signature)

ACKNOWLEDGED/ATTEST:

\_\_\_\_\_  
(Name & Title)

\_\_\_\_\_  
(Address)

ACCEPTED BY CITY:

\_\_\_\_\_  
(Name and Title)

\_\_\_\_\_  
(Date)

# INSURANCE INFORMATION

**INSURANCE.** Sponsor will provide continuous enforcement of adequate insurance issued by companies authorized to conduct business in the State of Texas covering all employees employed by the Sponsor. The Sponsor shall keep in full force and effect during the term of this agreement insurance in the following types and minimum amounts:

<u>TYPE</u>	<u>AMOUNT</u>
Workers' Compensation Employer's Liability	Statutory \$1,000,000.00
Comprehensive General Liability, Including contractual liability, Injury Liability.	<u>Bodily Injury</u> \$250,000.00 per person \$500,000.00 aggregate <u>Property Damage</u> \$100,000.00 per occurrence \$100,000.00 aggregate
Comprehensive Automobile liability, Including owned, non-owned and Hired car coverage.	<u>Bodily Injury</u> \$250,000.00 per person \$500,000.00 aggregate <u>Property Damage</u> \$100,000.00 per occurrence \$100,000.00 aggregate

The Comprehensive General Liability policy will name the City of Waco its officers, officials, volunteers and employees as additional insured. The Workers' Compensation policy will reflect a "waiver of subrogation" in favor of the City of Waco. All insurance policies shall be subject to the examination and approval of the City for their adequacies as to form, content, form of protection, and insurance company. The Sponsor shall furnish to City's Risk Manager, for the City files, certificates or copies of the policies, plainly and clearly evidencing such insurance, with exclusions, exceptions, or limitations, prior to the execution of this agreement by all parties and thereafter new certificates or policies prior to the expiration date of any prior certificate or policy. Sponsor understands that it is its sole responsibility to provide this necessary information and that failures to timely comply with these insurance requirements shall be cause for termination of this agreement. All insurance policies required herein shall also provide that such insurance shall not be canceled or materially changed without a minimum of thirty (30) days' advance notice in writing to the City. Sponsor further agrees that any insurance carrier involved shall not be entitled to subrogation under any circumstances against the City, its officers, officials, volunteers and employees.