



CITY OF WACO

PARKS AND RECREATION DEPARTMENT

Post Office Box 2570
Waco, Texas 76702-2570
254 / 750-8080
Fax: 254 / 750-8087

September 24, 2018

ATTENTION: EVENT HOLDERS

RE: AMENDED OUTDOOR EVENTS AND PARADE ORDINANCE

This is to announce that City Council approved an updated Outdoor Events and Parades Ordinance on September 4. The ordinance went into effect on October 1, 2018.

The purpose of the ordinance is to streamline the event organization process, while accounting for the increased demands on services and infrastructure. The ordinance focuses on improved event planning and public safety.

A full copy of the ordinance is attached in this email. You can also view the ordinance at www.waco-texas.com.

Highlights of the new ordinance and guidelines include:

- **Definitions of When a Permit is Required**
 - More than 150 people on public property.
 - More than 50 people on public property if vending or if equipment present.
 - Street closures / obstruction of traffic whether on public or private property.
 - First Amendment events that are requesting street closures, city services or exclusive use of public property.
- **New Event Permit Application**
 - A complete application and permit fee is required with all submissions.
 - The permit is available at www.waco-texas.com. Old applications will not be accepted.
- **Modified Permit Submission Deadlines**
 - Applications accepted 365 days in advance
 - 5 days (First Amendment events)
 - 45 days (Attendance less than 500)
 - 60 days (Attendance 501-4,999)
 - 180 days (Attendance more than 5,000)
- **Requirements for Law Enforcement and Emergency Staff**
 - Depending on crowd size and the classification of event, a certain number of law enforcement and medical staff may be required.

- **Adjustments for National Night Out and Neighborhood Association Events**
 - Applications hosting a National Night Out or Neighborhood Association event may be exempt from the permitting process or eligible for a waiver.
- **Modified Requirements for Insurance and Public Safety Plans**
 - All event permits require a certificate of insurance along with a Public Safety Plan. Examples are available at www.waco-texas.com.
- **Creation of Neighbor Notification and Attendance Estimate Affidavits**
 - Before a permit can be issued, a signed affidavit confirming the notification of neighbors and an attendance estimate for the event is required.
- **Implementation of Costs Estimates, Deposits and Payments**
 - No later than 15 days before an event, the applicant will receive a cost estimate for city services.
 - No later than 10 days before an event, a payment of the full cost of real property, along with a security deposit that is equal to one-third of the remainder of the estimated City costs and fees.
 - The applicant shall pay any remaining fees owed the City for the event within sixty (60) days after the event ends.

We look forward to working with you through the ordinance process to ensure safe and successful events. Please feel free to contact us if you have any questions.

Thank you,

Jonathan B. Cook
City of Waco Events Manager
jonathanc@wacotx.gov
254-750-5781

Megan J. Davis
City of Waco Events and Promotions Coordinator
megand@wacotx.gov
254-750-5627