



---

## **OUTDOOR EVENT AND PARADE SERVICE FEES**

Dear Event Organizers,

Thank you for your time and dedication in bringing special events to the City of Waco. We appreciate your commitment and the value these events bring to our citizens and the community.

Each year the City of Waco City Council approves the fiscal year budget, which includes fees for select services and rentals offered through Waco Parks and Recreation and various department that support outdoor events. Below is a comprehensive list of council-approved fees for FY 20/21. Please note, some fees may not apply to all events.

### **Parks and Recreation Outdoor Event and Parade Fees**

- Permit fee must accompany all submitted outdoor event and parade applications
  - \$50.00 per application
- Event grounds/parade fee for events held in non-festival areas or parks that will require city services
  - \$500.00 per event
- Festival Areas (Brazos Park East, Indian Spring Park/Suspension Bridge, Heritage Square, Northern Gateway)
  - \$1,000.00 per day/\$500 refundable deposit
- Pavilion Rentals
  - \$100.00 - \$200.00
- Event Electricity Panel (electricity requests in areas other than existing electrical outlets)
  - \$100.00 per panel

### **Public Works/Traffic Service Fees**

- Traffic Control Plan design and/or review by professional engineer
  - \$75.00 per hour
- Standard delivery/pickup (during normal working hours)
  - \$250.00 per event
- On-call assistance for closure on day of event:
  - Non-business hours - \$155.00 per hour, per staff
  - Business hours - \$105.00 per hour, per staff (no minimum)
- Pickup of barricades and cones by customer during business hours
  - \$105.00 per hour, per staff
- Traffic control plan inspection fee
  - \$155.00 per hour
- Events will be charged for missing or damaged materials

### **Waco Fire Department Fees**

- Fire Marshal's Tent Permit Fee
  - \$50.00
- Operational/Special Activities Fees
  - Pyrotechnical Display-Use of Explosives - \$125.00
  - Special Assembly Activity - \$125.00
  - Fire Department standby for above activities - \$250.00 per hour/per FD unit

### **Waco Police Department Fees**

- Off-Duty Officer Fees
  - \$50.00 pe officer/ per hour – minimum of 3 hours

### **Environmental Health Permit Fees**

- Temporary Food Establishment Permit Application Fee
  - \$45.00 – covers up to 14-day event (must be submitted at least 5 working days prior to event)
  - \$90.00 – Late fee for permit application (within 5 days of event)

### **Solid Waste Fees**

- Roll-Off Container
  - 10 Cubic Yard - \$112.56 + \$9.29 (tax) = \$121.85
  - 13 Cubic Yard - \$158.42 + \$13.07 (tax) = \$171.49
  - 20 Cubic Yard - \$223.72 + \$18.46 (tax) = \$242.18
  - 30 Cubic Yard - \$285.22 + \$23.53 (tax) = \$308.75
  - 40 Cubic Yard - \$377.53 + \$31.15 (tax) = \$408.68

For questions, please contact Waco Parks and Recreation at (254) 750-5980 or Public Works at (254) 750- 5440.

Sincerely,

Megan Davis  
Program Manager, City of Waco