



SERVICE FEE INCREASE NOTICE - 10/01/20

Dear Event Organizers,

Thank you for your time and dedication in bringing events to the City of Waco. We appreciate your commitment and the value these events bring to our citizens and the community. As we enter a new fiscal year, we wanted to make you aware of changes to our fee structures.

The City of Waco City Council approved the fiscal year 2020-2021 budget, which includes fee increases for select services and rentals offered through the Waco Parks and Recreation Department along with traffic services provided through the Public Works Department. Event applications submitted after October 1, 2020, will be subject to the new fees. If traffic closures are requested, estimates will be provided once the application is submitted for approval.

The new rates as of October 1, 2020 are as follows:

Facility Rental Increases for Approved Events (Waco Parks and Recreation)

- 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
- Cameron Park Clubhouse rental
 - \$1,100.00 all day
- Multi-Purpose Center rental
 - \$350.00 for four hours (minimum)

Traffic Service Increases for Approved Outdoor Events (Public Works)

- 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

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

Sincerely,

Megan Davis

Promotions Manager, City of Waco