



Dear Applicant,

Thank you for your interest in hosting a special event in the City of Georgetown. Within this permit guidelines packet, you will find information about the application form, frequently asked questions and special events ordinance. Taking time to review this packet will help you through the entire permitting process and guide you on how to complete the application form.

To ensure that all special event permits can be processed on time before the event, we request that the application be submitted at least 45 days in advance of the event. Staff is happy to assist you with questions and will work with you to help make your event successful. If you should have any further questions or concerns after reviewing this permit guidelines packet or completing the application form, please contact the special events team at 512-930-6534 or e-mail specialevents@georgetown.org

Sincerely,

Special Events Team

City of Georgetown

- ***Application cover letter, page 1***
- ***Special events permit guide, pages 2-5***
- ***Frequently Asked Questions, pages 6-9***
- ***Sample Application, pages 10-15***
- ***Maps for approved downtown event locations, pages 16-18***
- ***Example of Event Layout needed, pages 19-20***
- ***Private Property Owner's Release Example, page 21***

Special Event Permit Application Form

Event Information: The event name, brief description of the event, event location/address, event start and stop time including set up and cleaning completion time.

Approximate number of people attending per day: If this is a multi-day event, describe the crowd sizes for each day.

Proposed Parking: location and number of parking spots provided. If parking location is a private lot, please check “use of private property”.

Check all that apply. If any of the items below are checked, they must be included on the site plan.

- ☐ Closing a Street
- ☐ Use of Private Property not owned by event organizer.
- ☐ Tents or Canopies
- ☐ Portable Toilets
- ☐ Fencing
- ☐ Generators
- ☐ Loudspeakers
- ☐ Sale of Merchandise
- ☐ Food or Beverages (alcoholic or non)
- ☐ Blocking of streets or public property
- ☐ Will this be held in a City Park?
- ☐ Black Powder or Replica Arms
- ☐ Fireworks or Pyrotechnics
- ☐ Run/Walk or Parade
- ☐ Amusement Rides / Bounce House
- ☐ Signs / Banners
- ☐ Animals (other than pet on a leash)
- ☐ Will you need EMS, Fire Department, or Police personnel?
- ☐ Will you be using TDS for Waste Management?
- ☐ Have you notified Cars of Street closure?
- ☐ Have you notified Williamson County of Courthouse usage?

EMS, Fire, and Police presence require separate fees. Please contact Fire and Life Safety Division for EMS or Fire personnel request (fls@georgetown.org) or Police Department for Police personnel request (pdvertime@georgetown.org).

Property Owner: You must have written permission from property owner for use of private property.

Detailed Event Site Plan: A detailed site plan must be submitted with the application. The site plan needs to include a plan drawn to scale, including measurements of the site and the location of any site furnishings such as barricades, tents or canopies,

tables, inflatables, food trucks, stages, bathrooms, generators, fencing, signs/banners, cooking, etc. Example included at end of packet.

Detailed Traffic Control Plan: Details regarding event traffic control plan should include locations of barricades, signage diverting traffic, and must be an engineer-stamped document by a licensed traffic engineer. Map(s) showing streets and pedestrian ways that are impacted as well as site setup indicating all equipment that will be used by the special event.

The following is an approved vendor that provides barricade rental and traffic control plans. Primetex 512-598-3063

Waste Management Reservation Plan: You must contact Texas Disposal Systems at 512-930-1715 to determine if additional waste services would be needed or a letter from TDS stating you have sufficient service.

Certificate of Insurance for event coverage: 1,000,000.00 liability coverage and the City of Georgetown to be listed as additional insured.

Park Permit: A Park Permit will be required if the event is located in any City of Georgetown park. The permit is available at <https://parks.georgetown.org> or call 512-930-3595.

Applicant Information: Organization name, address, Event chairperson or Contact, Event Day contact and phone number.

Generators: All generators need to be cordoned off to prevent public access. You must contact the fire department at least 30 days prior to the event to obtain an Operational Permit or inspection. Please list the number of generators and the size.

Tents/Canopies: How many tents and sizes of each, please note if you will have sides and if any will be closed. Make sure they are all listed on your site plan. Each tent must have 40 lbs. weight for each leg and a fire extinguisher if you have an open flame. If you will be cooking or have an open flame, the tent must be fire-resistant and the tag must be in place. If you have any questions, please contact Fire and Life Safety Division at fls@georgetown.org If any tents or canopies are over 400 square feet you must apply for a tent structure permit, this should be applied for 60 days out from the event. This type of permit has associated fees. <https://www.mygovernmentonline.org/>

Amusement Rides / Bounce Houses: Must be located on the site plan, Proof of Insurance (this is different than the general event insurance). Please contact the Fire Department at least 30 business days prior to your event to determine if you will require an Operational Permit. You will also be required to turn in a current state inspection.

Food & Beverages: A food service permit must be obtained from the Williamson County Health Department at 512-943-3600. Please contact the Fire Department at least 60 business days prior to your event to determine if you will require an Operational Permit.

If you are having mobile food vendors (food trucks or trailers) the mobile food vendor needs to have a vendor permit through the Georgetown Fire Department. This type of permit has associated fees.

Alcoholic Beverages: If alcoholic beverages will be served or sold, include copies of any licenses, or permits issued by Texas Alcoholic Beverage Commission. **(Include a copy of the TABC alcoholic beverage permit with the application.)**

Parades: Must include start and stop time, location, event contact person and phone number, number of participants, number of vehicles/floats and Route Map.

Animals: What kind of animals and how many of each. The location must be indicated on the event site plan. A hand washing station must be provided and indicated on the site plan. Animal exhibits and petting zoos shall comply with the minimum standards as stated in City of Georgetown – Code of Ordinances Sec.7.03.050.

Surrounding Property: If the event will impact surrounding owners, notice must be sent to abutting property owners at least two weeks before the event. You must submit a list of all addresses notified. A sample notification letter is available in the guidebook.

Sanitation: Explain how waste will be disposed of.

Portable Bathrooms: List of how many bathrooms, handwashing stations and location on the site plan.

Black Powder / Replica Arms: If your event will include use of black powder or replica arms, please contact the Fire Department at least 60 days prior to your event for information on the Black Powder Operation Permit. This type of permit has associated fees.

Fireworks or Pyrotechnics: If your event will include the use of fireworks or pyrotechnics, please contact the Fire Department at least 60 days prior to your event for information on the Operational Permit and Inspections. This type of permit has associated fees.

Fencing: Please include any fencing on the site plan.

Frequently Asked Questions

The following information is provided for frequently asked questions. The answers are not a replacement for a thorough review of the Special Events Ordinance adopted by the City of Georgetown, [Sec. 12.24.010 Events and Celebrations](#).

What is considered a Special Event? Special event means a temporary event, gathering or organized activity, including but not limited to parades, bike races, marathons, walk-a-thons, fireworks displays, concerts, carnivals, other types of races and festivals, First Amendment events, and seasonal special events which involves one or more of the following activities:

1. Closing a public street;
2. Blocking or restricting City-owned property;
3. Blocking or restricting access to City parks unless otherwise authorized by the City Parks and Recreation Department;
4. Sale of merchandise, food, or beverages on City-owned property;
5. Erection of a tent equal to or greater than 200 square feet in area on City-owned property;
6. Installation of a stage, band-shell, trailer, van, portable building, grandstand, or bleachers on City-owned property;
7. Placement of portable toilets on City-owned property;
8. Placement of temporary no-parking signs in a public right-of-way or on City-owned property; or
9. Placement of pedestrian boundary markers on City-owned property.

Please check with the Georgetown Fire Marshall's Office for their special event permits that are required under the adoption of the International Fire Code regardless if on private or public property. www.flis@georgetown.org

A special event permit is not required for:

1. An event conducted entirely on the property of a religious institution, educational institution, college, or university campus. City streets or parking lots for multitenant buildings, regardless of location, shall not be considered part of a religious institution, educational institution, college, or university campus;
2. Property owned or controlled by the City subject to a contract, lease, or management/operating agreement with a private party where the agreement addresses events on the property, or the event is included within the permitted uses in the agreement;
3. Processions of vehicles operated in compliance with ordinary traffic laws or a procession of pedestrians along or upon public sidewalks, public parks, or private property;
4. Events held for National Night Out;
5. First Amendment activity conducted entirely on sidewalks, in public parks or on private property; or
6. Events conducted under the supervision of or with the permission of a governmental entity on property owned, leased, or operated by a governmental

entity on property owned, leased, or operated by a governmental entity other than the City, if the event does not require the closing or rerouting of a public street, the entity employs certified peace officers to provide security for the event, and the entity adopts and provides to the City, a written plan addressing emergency services, crowd, traffic and parking control.

Is there a fee for the Permit?

Yes, there is a \$100.00 application fee for events less than 5,000 attendees and \$250.00 for events over 5,000 attendees.

1. Applicant shall pay all required fees with the special event permit application. The applicant shall also be required to pay all fees and costs required by other City ordinances to conduct specific activities in conjunction with or as part of a special event.
2. If the City determines that a special event may require the special attention and involvement of City personnel or City facilities, the City shall notify the applicant prior to issuance of a special event permit.
3. Applicant and City shall agree upon the additional costs the City will incur as a result of the special event and applicant shall pay those costs to the City; and
4. Applicant shall agree in writing to pay any additional costs to the City incurred as a result of the special event within five days of the date upon which the City informs the applicant of the amount of such additional costs.
5. No special event permit fee shall be charged for a First Amendment event. An applicant for a special event permit shall pay fees for street closures to conduct specific activities in conjunction with or as part of a First Amendment event, but the amount of the fees shall not be in excess of the City's cost to close the street(s) for traffic control.

Application process and review.

The special event permit application will be processed and reviewed pursuant to the special events rules and regulations. The City Manager or designee may appoint an events committee or an individual designee responsible for the application process.

Standards for issuance of special event permit.

A special event permit will be issued only if the City Manager, or designee, finds that the following standards for issuance of special event permit are met:

1. The special event will not unnecessarily interrupt the safe and orderly movement of traffic near its location or route.
2. The special event will not require the diversion of a number of police officers to properly police the special event locale or line of movement and the adjacent areas as to prevent adequate police protection for the City.
3. The concentration of people, animals, and vehicles at assembly points will not unduly interfere with proper fire and police protection or ambulance service to areas near such assembly points or the City.
4. A parade is scheduled to move from its point of origin to its point of termination without unreasonable delays in route.

5. Other licenses and permits, restrictions, regulations, fees for the City services, safeguards or other conditions deemed necessary by individual City departments for the safe and orderly conduct of a special event are requested, submitted, and approved. (i.e., health permit applications, agreement with police department for police coverage, agreement with public works department regarding cost associated with street closure, etc.)

Denial or revocation of a permit.

The City Manager or designee shall deny issuance of a special event permit if:

1. The special event will conflict in time or location with another special event or event.
2. The applicant fails to comply with, or the special event will violate, the special event rules and regulations, any City ordinance, or any other applicable law.
3. The applicant makes or allow the making of false or misleading statement or omission of material fact on a special event application.
4. The applicant has violated the Chapter or has had a special event permit revoked within the preceding 12 months.
5. The applicant fails to provide proof of a license or permit required by a City ordinance or by other applicable law for the special event.
6. The applicant fails to provide proof that the insurance requirements for the special event have been met.
7. The special event would severely hinder the delivery of normal or emergency public services or constitutes a public threat.

If the City Manager or designee determines that the special event permit shall be denied, the City Manager or designee shall consider alternatives to the time, place or manner of the special event that would allow the special event to occur.

A special event permit shall be revoked upon the following conditions:

1. If the police chief, fire chief, risk manager, building official or other City official, or their designated representatives, find that any of the provisions of this Chapter, another City ordinance, special event rule or regulation, or other applicable law is being violated, they shall immediately notify the City Manager or designee and based on that information, the City Manager or designee shall determine whether the special event permit shall be revoked.
2. When, in the judgment of any of the above-named City officials, a violation exists which requires immediate abatement, the City official shall have authority to revoke a special event permit in the absence or unavailability of the City Manager or designee.
3. The applicant made or allowed to be made a false or misleading statement or omission of material fact on a special event application that was not discovered until after the special event permit was issued.

Appeal.

If the City Manager or designee denies the issuance of a special event permit, or if the City revokes an issued special event permit, the applicant shall promptly be notified in writing. Such written notice shall include the reasons for the decision to deny or revoke the special event permit. The applicant or permittee may appeal the denial or revocation to the City Manager who shall promptly make a ruling on the appeal.

A complete application and fees are due at least 45 days before the start of the event. A non-refundable application fee and the fees for city services are due with the filing of the final permit application.

Please note this is a Sample application, you must complete the application online.

Event Information

Event Name _____

Brief Description of Event _____

Event location/address _____

Event Start Date _____

Event End Date _____

Set-up start date and time _____

Cleaning completion date and time _____

Approximate number of people attending per day
if this is a multi-day event, describe the crowd sizes for each day

Proposed Parking locations and number of parking spots provided.
if parking location is a private lot, please check "use of private property" below

Check all that apply. Note: Each option below that is checked must be included on the site plan

- ☐ Closing a Street
- ☐ Use of Private Property not owned by event organizer.
- ☐ Tents or Canopies
- ☐ Portable Toilets
- ☐ Fencing
- ☐ Generators
- ☐ Loudspeakers
- ☐ Sale of Merchandise
- ☐ Food or Beverages (alcoholic or non)
- ☐ Blocking of streets or public property
- ☐ Will this be held in a City Park?
- ☐ Black Powder or Replica Arms
- ☐ Fireworks or Pyrotechnics
- ☐ Run/Walk or Parade
- ☐ Amusement Rides / Bounce House
- ☐ Signs / Banners

- ☐ Animals (other than pet on a leash)
- ☐ Will you need EMS, Fire Department, or Police personnel?
- ☐ Will you be using TDS for Waste Management?
- ☐ Have you notified Cars of Street closure?
- ☐ Have you notified Williamson county of Courthouse usage?

EMS, Fire, and Police presence do require separate fees. Please contact Fire and Life Safety Division for EMS or Fire personnel request (fls@georgetown.org) or Police Department for Police personnel request (pdovvertime@georgetown.org).

Written permission from property owner for use of private property
(attach file)

document to include name, address and phone number of private property owner

Detailed Event site plan
(attach file)

With all applicable items noted: generators, fencing, tents or canopies with dimensions, barricades, signs/banners, amusement rides, bounce houses, animals, hand washing stations, stage, portable toilets, cooking, and loud speakers.

Attach detailed Traffic control plan
(attach file)

Details regarding event traffic control plan should include locations of barricades, signage diverting traffic, and must be an engineer-stamped document by a licensed traffic engineer. Map(s) showing streets and pedestrian ways that are impacted as well as site setup indicating all equipment that will be used by the special event.

The following is a approved vendor that provides barricade rental and traffic control plans.
Primetex – 512-598-3063

Waste management reservation plan
(attach file)

if you have already arranged with TDS for Waste management, please attach the documentation they have provided you

Certificate of Insurance for event coverage
(attach file)

City of Georgetown listed as an additional insured

Park permit
(attach file)

Required if event is located in any City of Georgetown park. The permit is available at <https://parks.georgetown.org> or call 512-930-3595

Applicant Information

Organization Name _____

Address _____

Phone _____

Email _____

Event Chairperson/Contact _____

First Name _____ Last Name _____

Event Day Contact Phone same as above

☐ Yes ☐ No

Event Day Contact Names and Phone Number _____

Generators

All generators need to be cordoned off to prevent public access. Please contact the Fire Department at least 30 days prior to the event to obtain an Operational Permit or inspection

Number of Generators _____

Size of Generators _____

Tent/Canopies

The size(s) and location(s) of tents, canopies or other membrane structures must be indicated on the event site plan.

All tents and canopies require 40 lbs. of weight per leg, tied through the frame. A fire extinguisher is also required 2A10BC. If you will be cooking or having an open flame, the tent must be fire-resistant and the tag must be in place. For questions, please contact Fire and Life Safety Division at fls@georgetown.org

If tent is over 400 square feet you must apply for a tent structure permit at <https://www.mygovernmentonline.org/> This should be applied for 60 days before the event. This type of permit has associated fees.

How many tents or canopies _____

Dimensions/size _____

Any tent over 700 sq ft will need to be inspected by the Georgetown Fire Department who will issue an Operational Permit.

Will the tent have sides? Yes _____ No _____

How many sides will be closed _____

Amusement Rides / Bounce Houses

The location(s) must be indicated on the event site plan. Proof of insurance must be provided no later than 30 days before event for permit approval. **Rides and/or attractions associated with Special Events shall conform with the statutory rules and regulations set forth in Chapter 21, Article 21.53 of the Texas Insurance Code, designated the Amusement Ride Safety Inspection and Insurance Act, as amended. Certificates of Inspection and copies of inspection reports will be required. It is the Applicant's responsibility to provide a written TDI opinion exempting that specific ride(s).

Additionally, please contact the Fire Department at least 30 days prior to your event to determine if you will require an Operational Permit. You will also be required to turn in a current state inspection.

Proof of Insurance for the ride/bounce houses
(attach file)

[This is different than the general event insurance](#)

Food / Beverages

List of food/beverage vendors names, addresses and contact phone numbers

A Food Service Permit must be obtained from the Williamson County Health Department at 512-943-3600 in conjunction with the Special Event Permit.

Each vendor must be in current compliance with the Williamson County Health Department rules.

Please contact the Fire Department to determine if your cooking equipment will require an operational permit or inspection at least 60 days prior to your event.

Are you bringing mobile food vendors (e.g. food trucks or trailers)?

☐ Yes ☐ No

[Mobile food vendors need to have a Mobile food vendor permit through the Georgetown Fire Department](#)

Are you bringing in non-mobile food vendors who will be cooking on site?

☐ Yes ☐ No

Will chafing fuel or a fryer be utilized?

☐ Yes ☐ No

[If yes, please ensure that you have a Class K Fire Extinguisher prior to the inspection. Please check <https://fire.georgetown.org> for information or call 512-930-3473](#)

Will alcohol be sold or allowed (BYOB) at this event?

☐ Sold

☐ Allowed

☐ No

Host Liquor Liability
(attach file)

TABC Permit
(attach file)

Run/Walk Parade

To assist in traffic safety planning, what time will the first participant leave the start line? _____

Onsite preparation, registration, and set-up begins at _____

Assembly location (street Location) _____

Event day contact, phone number, company name, and alternate contact for barricading _____

Number of participants/people in the run/parade _____

Number of vehicles/floats _____

Amount of space between parade units (ft.) _____

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

Route Map – Attach required map to application
(attach file)

Animals

What kind of animals and how many of each type? _____

The location(s) must be indicated on the event site plan. A hand washing station must be provided and indicated on the site plan for permit approval. Petting zoo: Some type of hand sanitizer must be present preferably. Animal exhibits and petting zoos shall comply with the minimum standards as stated in City of Georgetown – code of ordinances Sec. 7.03.050

Surrounding Property

If the event will impact surrounding owners, notice must be sent to abutting property owners at least two (2) week before the event date. *The Applicant shall submit a copy of notification letter and a list of addresses notified.* A sample notification letter is available with the Events guidebook

Date notice provided to abutting property owners: _____

Copy of Notification Letter Given to Property Owners
(attach file)

List of addresses notified _____

[List of addresses here or upload the list of addresses in the field below](#)

List of addresses Notified
(attach file)

Sanitation

Explain how waste will be disposed of by event? _____

Additional Information

Black Powder / Replica Arms

[If your event will include the use of black powder or replica arms, please contact the Fire Department at least 60 days prior to your event for information on the Black Powder Operational Permit. This type of permit has associated fees.](#)

Fireworks or Pyrotechnics

[If your event will include the use of fireworks or pyrotechnics, please contact the Fire Department at least 60 days prior to your event for information on the Operational Permit and Inspection. This type of permit has associated fees.](#)

Fencing

[Location\(s\) and/or the positioning of the fencing must be indicated clearly on the event site plan.](#)

Contact Information:

Fire Department
(512)-930-3473

Police Department
(512) 930-3510

Inspection Services
(512) 930-2550

Signature of Applicant

I, THE UNDERSIGNED APPLICANT, HAVE READ THE ABOVE LIST OF ITEMS REQUIRED AND ATTEST I HAVE INCLUDED ALL NECESSARY ITEMS FOR EVENT AND HEREBY CONFIRM THAT THE INFORMATION STATED ABOVE IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I AGREE TO PAY THE FEES LISTED IN THE APPLICATION.

I, THE UNDERSIGNED APPLICANT, AGREE TO INDEMNIFY AND HOLD HARMLESS THE CITY OF GEORGETOWN, 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 _____



Special Event Locations

9th St between Main St and Church St

Max Capacity: 600





Special Event Locations

Founder's Park at 9th St

Max Capacity: 850





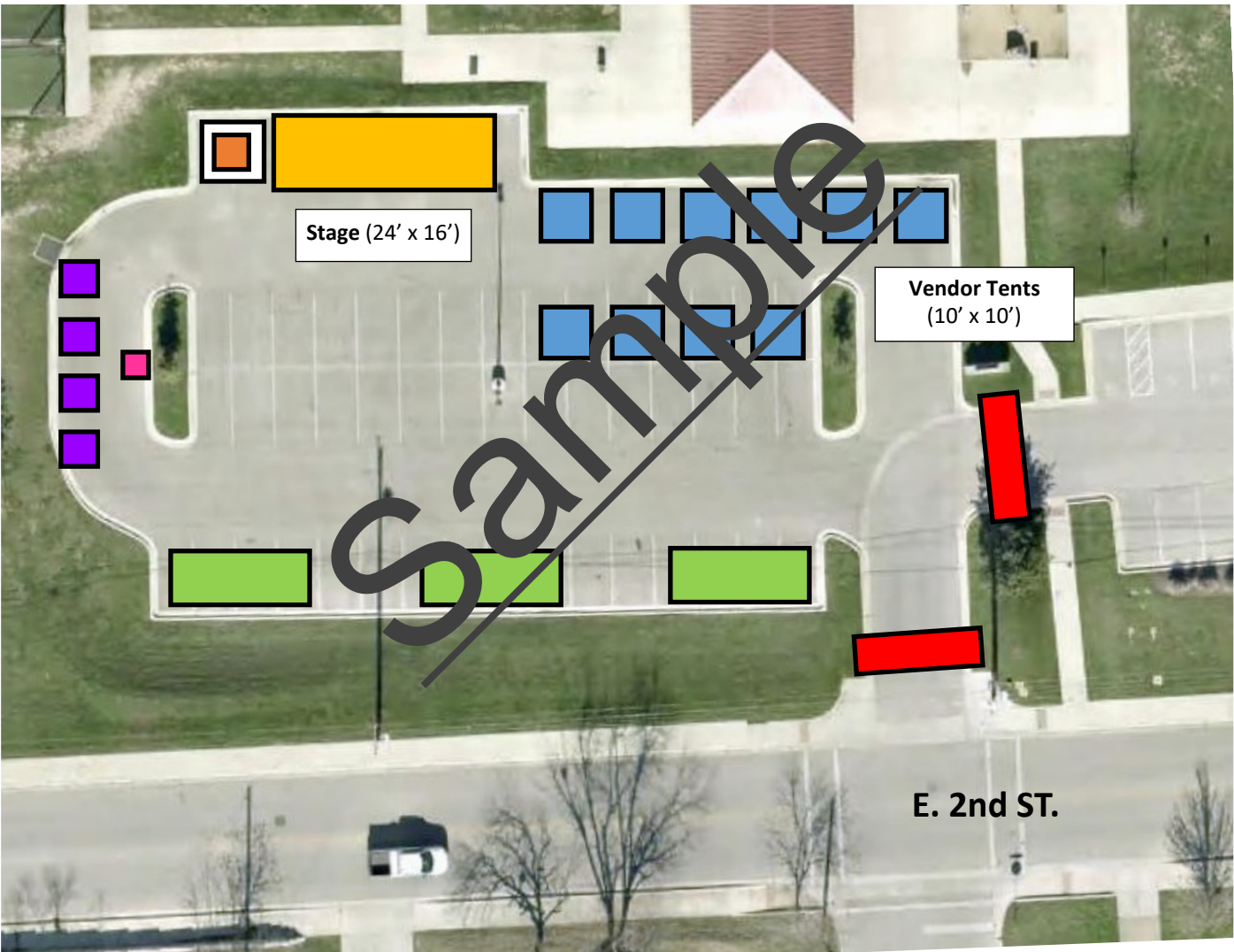
Special Event Locations


8th St Library Lot C

Max Capacity: 750

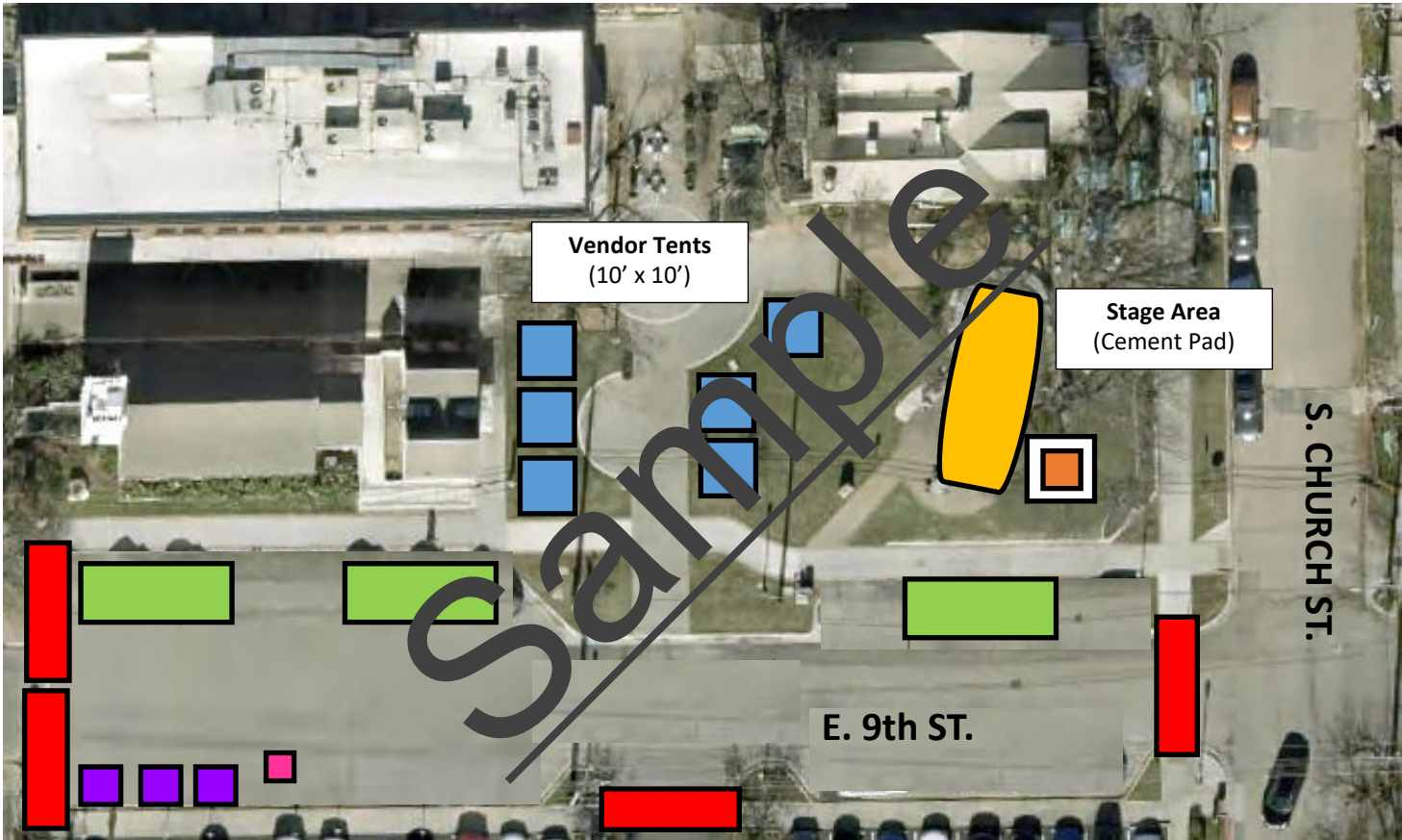


Event Name:
Location:
Event Date:
Expected No. of Attendees:



- | | |
|--|---|
|  Vendors (10 Expected) |  Portable Bathrooms (x4) |
|  Barricades (x2) |  Handwashing Station (x1) |
|  Stage |  Generators x1 |
|  Food Trucks (x3)
<i>*Required to be 10' apart</i> |  Fencing
<i>*Fencing required around generators</i> |

Event Name:
Location:
Event Date:
Expected No. of Attendees:



- | | |
|--|---|
|  Vendors (6 Expected) |  Portable Bathrooms (x3) |
|  Barricades (x4) |  Handwashing Station (x1) |
|  Stage |  Generators x1 |
|  Food Trucks (x3)
<i>*Required to be 10' apart</i> |  Fencing
<i>*Fencing required around generators</i> |

Private Property's Owners Release

Example

Date:_____

I hereby grant the Applicant and any affiliated organization permission to use my property in connection with the Special Event to wit: **<Event Name>**

Property Location:_____

By signing below, I hereby swear or affirm I am in care custody and control of the property(s) described above.

Property Owner (print):_____

Property Owner Signature:_____

Phone Number:_____

Property Location:_____

Email:_____