



# Special Events Guide

*For public events on public or City property*

**For events with an attendance *over* 150, an application must be submitted a minimum of 60 days in advance.**

**For events with an attendance *under* 150, an application must be submitted a minimum of 21 days in advance.**

Please read the enclosed guidelines thoroughly, and then submit all forms that apply to your particular event. If you have any questions along the way, please free to contact our staff for assistance.

### How do you know what you're planning is considered a special event?

A special event is defined as: An infrequent event outside of normal activities which is likely to attract visitors, and is an opportunity for leisure, social or cultural experiences by attendees. Such special events may include, but are not limited to, any public amusement or event that will take place on a public right-of-way, exhibitions, automobile shows, tournaments, running/biking events, festivals, carnivals, group garage sales, outdoor shows/concerts, craft fairs, block parties, parades and religious events.

### STEP 1 – REVIEW THE APPLICATION PACKET

Review the entire application packet in its entirety.

### STEP 2 – COMPLETE THE SUPPLEMENTAL QUESTIONNAIRE

By completing both pages of the Supplemental Questionnaire, you provide us with a better understanding of what you are planning. If you answer "yes" to any item on the questionnaire, the Special Event Permit Application and applicable backup will be required. See "Special Event Rules and Regulations" for the City of Marshall's requirements.

### STEP 3 – COMPLETE YOUR SUBMISSION PACKET

When completing your submission packet, please include the following information:

1. A Special Event Permit Application
2. A Supplemental Event Questionnaire
3. An "Event map" of your proposed setup with an explanation of the event; and
4. Additional applications/inspections, as followed:

IF	THEN
You are providing food	Complete a Temporary Health Permit Application. fees may apply
You are having a bounce house on <b>public</b> property	You will need inspection approval from the fire department and/or provide copy of State Inspection.
You are having fireworks or open fires	You will need permitting and inspection approval from the fire department.
Your event requires street closures	Complete a Street Closure Application (other fees may apply).
You are serving alcohol	You must meet all TABC regulations, as well as city ordinances. See TABC rules and regulations at: <a href="https://www.tabc.state.tx.us/licensing/fundraising_and_temporary_permits.asp">https://www.tabc.state.tx.us/licensing/fundraising_and_temporary_permits.asp</a>
Your event is at Telegraph Park	You will need to confirm the date is available with the Main Street Office, 211 N. Washington (903) 702-7777
Your event is on the Courthouse parking lot	You will need to complete a usage form from the Harrison County Historical Courthouse

### STEP 4 – SUBMIT YOUR APPLICATION PACKAGE

Turn in your completed application, supplemental questionnaire and back up information to the City of Marshall Permit Department located at City Hall, 401 S. Alamo St., Marshall, TX 75670.

## FESTIVAL GUIDELINES

### Public Safety

- I. Depending on the nature of your event, you may be required to have public safety officials on hand at the discretion of the City Manager. Additional fees apply, see fee layout below.
- II. Festivals and large scale organizers must designate a specific area for first aid and lost children and indicate such area on the festival/ large event layout map, which must be included in the original permit package.
- III. In an effort to ensure that activity is successful and safe, the following guidelines should be observed if using an open or closed flame, or preparing food that produces fumes:
  1. All food vendors must have one five (5) pound ABC Dry Chemical Extinguisher with a current State Fire Marshal inspection tag attached.
  2. Fire/Safety Inspections will be performed the day of the event.
  3. All electrical systems must be in safe, working condition.
  4. All electrical wires should be secured to prevent trips and falls.
  5. Compressed gas cylinder (such as those containing helium) must be secured using a durable device such as a chain or webbed strap.
  6. Access for emergency vehicles must be maintained at all times. Events that will restrict roadway access should provide a site plan and receive approval prior to the event.

### Insurance

For large scale festivals & parades, organizations must provide proof of insurance. The organization must forward Certificates of Insurance to the City **at least 2 weeks prior** to the event. The insurance required shall be procured and maintained in full force and effect for the duration of the event. The insurance shall name the City of Marshall as an additional insured.

### Fees

#### Police Officers

- \$30/hour per Police Officer
- \$35/hour per Police Officer if serving alcohol

#### Firefighters/Emergency Medical Services

- \$30/hour per Firefighter/EMT
- \$120/day if you would like an ambulance/fire truck at the event

Street Closure Fee on Public Property (See Street Closure Form for more details) Downtown Events are exempt from this fee.

- Up to 2 hours - \$30
- 2-6 hours - \$60
- More than 6 hours - \$120

#### Water

- City does not provide water services for events, downtown or otherwise.

## Points of Contact

- Marshall Convention Center, Smith and Lion Community Centers- contact Patty Munds for information at (903) 935-4414
- Parks and Recreation Facilities- contact Joy Fisher for information at (903) 935-4470
- City Arena- contact Byron Ford for information at (903) 935-4504
- Telegraph Park Downtown - contact Rachel Skowronek at (903) 702-7777
- Health Inspection- for Catering or food vendor information contact Christine Gross at (903) 935-4427
- Street Closures- contact Laurie Thompson at (903) 935-4516

**\* City organized events are exempt from the fee schedule.**

## Parades/Marches

- I. Downtown parades are required to use the standard parade route. Any other routes must be approved in writing by the permit office.
- II. All parade participants who drive floats or motorized vehicles must have a valid driver's license and vehicle liability insurance.
- III. No candy or materials may be thrown along the parade route. The distribution of gifts, merchandise, literature or other material along the parade route is prohibited unless prior approval is given by the City of Marshall.
- IV. Squirt guns, silly string or other items potentially dangerous to spectators or participants are prohibited during the parade.
- V. No alcoholic beverages of any kind will be allowed in or on the float in tow.
- VI. Floats must not exceed 20 feet in width and must not be taller than 15 feet (overall height). Maximum length for a float is 55 feet (front to back). No 18 wheelers will be allowed, unless they are a flat bed being used as a float.
- VII. Portable generators used in conjunction with float lighting must be securely mounted on a vehicle or other substantial base. All floats with a generator must have a fire extinguisher.
- VIII. The driver should have perfect visibility of the road ahead. Once the float is in position in the line-up area, the driver must be in attendance at all times and available to move the unit as necessary. No one will be allowed to ride on floats, cars or other vehicles unless properly secured to such. No one will be allowed to ride on hoods of vehicles, etc.
- IX. Organizers are responsible for debris clean up immediately following the parade.
- X. Wire and lighting devices must have sufficient capability for the use intended for them on the float. Wiring should be properly secured to the float to avoid mechanical damage and injury.
- XI. All livestock must be diapered.
- XII. Failure to follow any of these rules may result in future permits not being granted for the organization.

### **Runs, Races, Walks & Other Sporting Events**

- I. Organizers must utilize one of the pre-approved 5K routes.
- II. For runs, walks, races, and cycling events of different lengths, a route must be submitted for approval and is subject to the City of Marshall's approval.
- III. It is recommended that these types of events utilize thoroughfares with minimal traffic, and occur at an optimal time of day to prevent accidents.
- IV. The City of Marshall does not close streets for these types of events.
- V. Organizers are responsible for providing volunteers to man all intersections.
- VI. Organizers are required to provide EMT support for all sporting events.
- VII. Volunteers must wear safety vests along the route.

### **Clean Up**

- I. Event coordinators are responsible for trash and litter clean up.
- II. Trash and litter must be monitored and cleaned during the festival as well as immediately after.
- III. Festival and event coordinators are responsible for requiring each vendor booth to provide at least one trash receptacle per booth.
- IV. Each vendor is responsible for disposal of all trash from the vendor booth and trash must be disposed of in the provided dumpster. It is the responsibility of the coordinator to make this request on the permit application.
- V. Festivals, parades, and event organizers are responsible for removal of all items immediately following the event.
- VI. All signs, banners, stages, canopies, or any other equipment must be removed within 24 hours after the conclusion of your event.
- VII. A minimum fee of \$500 shall be assessed to reimburse the City of Marshall the cost incurred to complete trash pickup.

### **Vendor Booths & Activities**

- I. Event coordinators are responsible for each vendor booth, including placement of the booth.
- II. All vendor booths must be spaced an appropriate distance apart.
- III. Vendors are not allowed to block public entrances, fire hydrants, emergency exits, sidewalks, or handicap ramps.
- IV. Vendors must follow all local and state health codes.
- V. Vendor equipment may not be setup for more than 4 hours before or after an event.

### **Failure to Comply**

- I. The City of Marshall reserves the right to stop a festival, parade, or event at any time if deemed a public safety issue.
- II. Failure to comply with any of the above policies may result in the refusal of future special event permits to the organizers of the festival/event.