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Welcome!

The City of San Marcos Parks and Recreation Department is eager to assist you with the coordination of your open public event. This information packet is designed to help you, the event coordinator, understand and comply with all rules, regulations and City ordinances related to the production of your event. It is the responsibility of the event coordinator to review the information contained within this packet and comply with the guidelines listed.

The Parks and Recreation Department requires that an application be filled out and submitted to the department at least 60 days prior to the event. We will check the availability of the facility being requested and place a temporary contract on the event date while approval is being determined by the Parks and Recreation Director. You will then be informed of the decision via email. If your event is approved, the details of this packet will need to be reviewed and the required next steps will need to be taken. A checklist with due dates has been provided to ensure communication and compliance.

If your event is less than 60 days away, you may not be permitted to proceed. Regardless, please submit the application for review.

Please note that you may be required to meet with City staff from multiple departments both before and after your event. Staff will be discussing with you the details of your event, how it will impact city services, park patrons and ultimately, to ensure that participants enjoy a safe and well-planned event experience.

As the event coordinator, you are responsible for the behavior of the event participants. Unlawful behavior and/or damages to the event location and/or facilities could result in event cancellation and/or further action as deemed necessary by the appropriate authorities. Failure to comply with any part of the guidelines contained within this packet could result in cancellation/additional fees/removal from premises/loss of future renting privileges. As the event coordinator, you are undertaking a large responsibility for the production of this open public event. Advance planning will help ensure your event runs smoothly.

Thank you for choosing the Parks and Recreation Department. We look forward to getting to know you!

Sincerely,

City of San Marcos Parks and Recreation

ParksInfo@sanmarcostx.gov
512-393-8400
Event Preparation Checklist

Not all items on this checklist may be required for your event. Parks and Recreation Department Staff can assist with any questions you have about what you are required to complete.

More details on each requirement can be found in the following pages.

60 DAYS PRIOR TO EVENT

___Submit event application to Parks and Recreation Department

45 DAYS PRIOR TO EVENT

___Submit General Liability Event Insurance to Parks and Recreation naming City as additionally insured
___Submit Liquor Liability Insurance naming City as additionally insured to Parks and Recreation
___Submit TABC License
___Inform Parks and Recreation Staff of need for event security
___Contact SMPD / Permit Center/ TxDOT for road closures
___Contact Environmental Health
___Contact Resource Recovery
___Contact Animal Services (live animals, adoptions, petting zoos)
___Inform Parks and Recreation if bringing own tent(s)
___Inform Parks and Recreation of need for Amusement Permit (jump castles / trains)
___Contact tent rental company / Fire Marshal’s Office for permit(s) for tent(s) over 20’ x 20’
___Request from Parks and Recreation of number of tents needed for rental
___Discuss electrical needs with Parks and Recreation
___Request use of street signs / banners through TxDOT and/or SMEU
___Request signs / banners to be placed on park property
___Secure portable toilet restroom facilities
30 DAYS PRIOR TO EVENT (to be submitted to Parks and Recreation)

___Submit peace officer(s) names

___Submit approval for road closures

___Submit approval from Environmental Health

___Submit approval from Resource Recovery

___Submit approval from Fire Marshal’s office for tent(s) larger than 20’ x 20’

___Submit Flame Retardant Tent Certificate

___Finalize electrical needs

___Submit approval for street signs / banners from SMEU/TxDOT

___Install banners on park property (10 days prior)

___Submit portable toilet delivery/removal dates

___Submit Safety Management and ADA Compliance Plan to Parks and Recreation. This includes an upload of your event map with locations of portable toilets, jump castles/amusements, tents, electrical locations, vendors, food booths. Link will be provided by staff.

___Submit signed, last page of Open Public Event packet

___Make payment to Parks and Recreation

AFTER EVENT

___Walk through grounds to ensure trash and litter is removed

___Dispose of trash / recycling / compost as directed; return eco-stations

___Take down signs / banners (within 48 hours)

___Ensure removal of portable toilets (within 48 hours)

___Turn in assigned keys and discuss with staff success / failure of event (next business day)
BEFORE YOUR EVENT

FEES AND SETUP
For a complete list of fees administered through the Parks and Recreation Department, please visit: sanmarcostx.gov/facilityrental.

Please note: Your event may require additional fees to be paid to other City departments.

The Parks and Recreation Department does not provide tables and chairs for your event if your event takes place outdoors. Some facilities do include the use of tables and chairs, which are to remain inside the facility at all times.

EVENT INSURANCE
Any event that is open to the public and on City property must obtain a one (1) million-dollar general liability insurance policy. This can be in the form of a one-day event insurance or by including the event as a rider on an existing insurance policy. The insurance policy must name the CITY OF SAN MARCOS as the additional insured and be submitted to the Parks and Recreation Department prior to your event. Payment for the cost of the insurance policy is the responsibility of the organization or individual coordinating the event. Please note that some events may require more than a one (1) million-dollar general liability insurance policy.

SECURITY REQUIREMENTS
Based on the size of your event and/or if alcohol will be present, the City may require the presence of uniformed peace officer(s). Parks and Recreation staff will coordinate with the City Marshal’s Office / San Marcos Police Department (SMPD) on the details of your event and begin the process of recruiting officer(s). Additional fees will apply and are to be paid directly to the recruited officer(s). Additional information on security requirements can be obtained by calling Parks and Recreation at 512-393-8400 or SMPD at 512-753-2108. You are required to submit the peace officer(s) name(s) and proof of payment to the Parks and Recreation Department prior to your event.

The officer(s) must be present 30 minutes prior to the beginning of the event and must stay 30 minutes after the event has ended. The officer(s) will be provided relevant event details including expected number of participants and the event coordinator’s name and phone/email.

The presence of alcohol will require security officer(s) regardless of the size of event.

The Parks and Recreation Department reserves the right to require additional security officers for your event if deemed necessary by the City Marshal / SMPD.

ALCOHOLIC BEVERAGES
The Texas Alcoholic Beverage Commission (TABC) controls the sale and/or distribution of alcoholic beverages. In addition to the rules and regulations set forth by the TABC, the City of San Marcos has rules that apply to alcoholic beverages at open public events.

➢ The event must be covered by a one (1) million-dollar general liquor liability insurance policy naming City as additionally insured
➢ Any event that serves or offers alcoholic beverages must have uniformed peace officer(s) present.
➢ A copy of the TABC license must be provided to the Parks and Recreation Department. Alcohol will be allowed only at the event location and must kept within the designated boundaries set forth by the Parks and Recreation Department.
➢ Glass and Styrofoam containers are prohibited in all city parks.

The TABC can be reached by phone at: 512-396-2808 or by visiting: https://tabc.texas.gov/services/tabc-licenses-permits/.

Additional fees may apply through the TABC.

**SMOKING AND VAPING**
Per Sec. 34.257 of City Code, smoking and vaping are not allowed on city property or in city facilities.

**PARKING**
Parking for your event will depend upon location and expected attendance. Public parking lots are for use by the general public. Parking lots will not be blocked off for specific events without prior approval from the Parks and Recreation Director. Absolutely no vehicles/campers/driving allowed on grass areas.

**ROAD CLOSURES**
If your event requires road closures, or if your event will involve a rolling parade, march or of similar type of activity which could disrupt usual traffic flow, please contact SMPD at 512-753-2108.

Additional fees may apply with SMPD.

**ADA REQUIREMENTS**
➢ Walkway surfaces must be at least 36 inches wide, without abrupt level changes (no level change greater than ½ inch), and the surface must be stable, firm, and slip resistant. Curb ramps should not be too steep (no steeper than 1:12).
➢ The use of temporary ramps can provide access over steps or high thresholds.
➢ Parking provided at the event must meet specific minimum width requirements for spaces and access aisles so attendees with mobility disabilities can get out of their car or van. Generally, the access aisle must be of at least 60 inches wide for cars and 96 inches wide for vans. Van spaces can also have an access aisle at least 60 inches if the width of the van parking space is at least 132 inches. A sign, with the International Symbol of Accessibility, must mark each accessible parking space. Van-accessible spaces must be designated as such on the sign at these spaces. If only one accessible space is provided, it must be a van-accessible space. Accessible parking spaces must be in a level area with no steep slopes and on the shortest accessible route from parking to the accessible entrance.
A van parked in a temporary accessible parking space marked with traffic cones to create the access aisle and accessible route and a temporary ramp provides access to the sidewalk.

Protruding objects may pose hazards to attendees with vision disabilities, who may bump into them if they are not detectable by a sweep of a cane.

Safety Considerations
- No tripping hazards including all electrical cords and guidewires must be covered or marked.
- Potential fire hazards

SAFETY MANAGEMENT PLAN
As the event coordinator, you are responsible for the safety of all participants. The Safety Management and ADA Compliance Plan will assist you in planning a safe event and must be submitted to the Parks and Recreation Department prior to your event.

FOOD AND BEVERAGES
If your event involves the distribution or sale of food/beverages, you will need to contact Environmental Health to obtain the necessary permit(s). Compliance with all state and local health codes must be adhered to throughout the duration of your event and permit(s) must be submitted to Parks and Recreation prior to your event. Environmental Health can be reached by phone at 512-393-8440 or by emailing HealthInfo@sanmarcostx.gov.

Additional fees may apply through the Environmental Health Department.

Food trucks/trailers/grills are only permitted in pre-designated parks and may never be parked on the grass. Glass and Styrofoam containers are prohibited in all city parks. Only compostable products can be used in city parks.

LIVE ANIMALS
If your event involves live animals (petting zoo, animal exhibition, adoption, etc.), you will need to reach out to the Animals Services Department at 512-805-2655. There is an application, associated fees and inspection involved.

WASTE MANAGEMENT
All events are required to have waste management. Please contact Resource Recovery prior to your event to schedule a time to meet with Staff. Resource Recovery will provide you with information to guide you in a successful, eco-friendly event. They will also direct you on how to acquire and return materials as well as how to dispose of the trash, recycling...
and compost collected during and after your event. Resource Recovery can be reached by phone at 512-393-8419 or by emailing RecyclingInfo@sanmarcostx.gov.

Additional fees may apply through the Resource Recovery Department.

The event site must be cleared of all trash immediately following the EVENT. Failure to adequately clean event grounds will result in additional charges and/or loss of future renting privileges.

Glass and Styrofoam containers are prohibited in all city parks.
Only compostable products can be used in city parks.

**TEMPORARY STRUCTURES**
Temporary structures, portable buildings, tents, food booths, jump castles, amusement rides, stages, etc. require advance notice and a permit through the Parks and Recreation Department. A map of the event site detailing the location of all structures must be submitted to the Parks and Recreation Department prior to the event. Payment for the cost of the temporary structure is the responsibility of the organization or individual coordinating the event.

**Jump castle/amusement trains** - approved vendors can be found by visiting: https://sanmarcostx.gov/3222/Amusement-Vendors. Ground staking of jump castles is prohibited in all city parks.

**Tents** – 10 x 20’ tents are available for rental through the Parks and Recreation Department. Please visit sanmarcostx.gov/facilityrental for a complete list of Parks and Recreation Department fees, including staff setup charges. Tents rented from Parks and Recreation do not require a permit.

Any tent over the size of 20’ x 20’ will need a permit from the Fire Marshal’s Office. The Fire Marshal’s Office can be reached by phone at 512-805-2600 or by email at fireplan@sanmarcostx.gov.

Tent rental companies need to notify the Parks and Recreation Department to schedule setup and take down times.

Tents are only permitted in pre-designated parks.

Ground staking of tents is prohibited in all city parks.

A Flame-Retardant Certificate may be required for certain tents. Certificates must be submitted to the Parks and Recreation Department prior to the event.

If you have electrical needs for inside your tent, please see the electrical section below.

**ELECTRICAL NEEDS**
Electrical needs must be clearly communicated to the Parks and Recreation Department prior to your event. Parks and Recreation Department staff will administer the powering up and powering off of electricity both before and after your event.

The cost to design and setup ADDITIONAL electrical services beyond what is provided by the Parks and Recreation Department is the responsibility of the organization or individual coordinating the event. A licensed electrician must
perform all electrical work and be permitted through the Building Inspection and/or Fire Marshal’s Office. Any electrical service located on city property that needs alteration for your use must be restored to the previous condition following the event. Not all alterations will be approved and not all electrical connections will be available for your event. The extent of your electrical use may result in additional consumption charges.

Additional fees may apply through the Building Inspection and/or Fire Marshal’s Office.

The following items must be considered when speaking with your electrician:

➢ How many food vending booths will you have that require an electrical source? A list of all electrical items to be used in each booth must be provided to the electrician in order to provide adequate electricity to prevent breakers from tripping. This includes microwaves, crock pots, grills, hot plates, etc.
➢ If you are having any live or recorded amplified music, a stage plot indicating the amount of electricity required must be provided to the electrician. Live bands can consume large amounts of electricity.
➢ Do you require electrical services and lighting inside your tents?
➢ Electrical extension cords are not permitted to touch the ground in any area. Plan ahead to ensure that you have enough outlets. If you do require the use of an extension cord, make sure that it is in good condition. Extension cords must be grounded, free of splices and cracks and be UL approved.

Additional electrical source information (San Marcos Plaza Park):

➢ Plugs in the park are GFI receptacles (15 amp), thus total load per duplex receptacle may not exceed 1500 watts (see your main plate on the equipment that is to be plugged in to these receptacles; the total wattage per receptacle should not exceed 1500 watts)
➢ Keep extension cords as short as possible (to keep voltage drop down). Cords should be at least 14 gage. 12 gage is preferred. Cords should not have any splices or cracks and should be one of three wire grounded type. No cords are allowed on the ground.
➢ The plugs on the stage are 110-volt GFI type. There are 4 of these receptacles. Additional plugs or electrical hookups for bands will need to be installed by a licensed electrician.
➢ There is no staking in the park. Do not tie any electrical equipment in the park.
➢ All electrical panels in the park are kept locked. For stage lights for multi-day events, a key for the panel will be checked out to you.
➢ All plugs and lights located in Plaza Park are not necessarily active. Plugs are kept off for safety and fire ant reasons. This is why it is imperative for you to discuss the layout and electrical needs of your event with Parks and Recreation Department staff before making plans that may not be achievable.

The Parks and Recreation Department reserves the right to deny any electrical work done on City property.

Improper planning for electrical needs could result in a total power loss.

**LIVE MUSIC**

Live, amplified music is permitted in the following parks and facilities:

➢ San Marcos Plaza Park
➢ Pauline Espinosa Community Hall (inside only)
➢ San Marcos Activity Center (inside only)
➢ Dunbar Recreation Center (inside only)
➢ Veramendi Plaza Park (special permission only)
➢ Eddie Durham Park (special permission only)
PARK CURFEW AND PARK RULES
11pm – 6am
Park rules can be viewed at: http://sanmarcostx.gov/889/Park-Rules-Permits

STREET SIGNS AND BANNERS
Street signs are an effective way to advertise your event and direct participants to designated parking areas. If you would like to use street signs and/or banners, you will need to contact TxDOT and/or the San Marcos Electric Utility Department (SMEU), depending on the location(s) of the sign(s). SMEU performs installation of overhead street banners. You will also need to provide the Parks and Recreation Department with confirmation of approval.

Additional fees may apply through these entities.

Requests to place banners on park property need to be made to the Parks and Recreation Department prior to your event. Banners can be placed where authorized no more than ten (10) days prior to the event. The event being displayed must be taking place at the facility. Signs must be removed no more than 48 hours after the event.

RESTROOM FACILITIES
Depending on the size and location of the event, the addition of portable toilets may be necessary. The following guidelines will help you with the coordination of portable toilets for your event.

➢ An adequate number of toilets must be provided depending on the number of participants expected and the duration of the event. Other factors that will determine the number of toilets needed include: the ratio of female participants and the availability/consumption of alcoholic beverages at the event.
➢ ADA toilets must be provided.
➢ Portable toilets must be located on an asphalt, firm surface that has adequate water drainage. The location must be approved by the Parks and Recreation Department prior to your event.
➢ If portable toilets are already in place at your event location, a portable toilet cleaning fee will be assessed and a key will be checked out to you. These portable toilets remain locked before your event and must be re-locked after your event.
➢ It is the responsibility of the organization or event coordinator to secure and pay for the necessary portable toilet facilities.
➢ Portable toilets must be removed no more than 48 hours after the event.

CANCELLATIONS/REFUNDS
Requests for cancellation are subject to the Parks and Recreation Department’s refund policy. Some fees through other departments might not be refundable.

Should your event need to be cancelled/rescheduled due to imminent weather, please reach out to the Parks and Recreation Department to discuss your options.

It is the organization or event coordinator’s responsibility to contact all necessary departments/vendors if the event is cancelled.
AFTER YOUR EVENT

All events must end at the scheduled departure time. You will incur additional charges if your event does not end as scheduled.

**Clean up** - All event locations and facilities must be cleaned to the condition in which they were received. Additional charges/loss of future renting privileges are possible if staff cleanup is necessary.
Acknowledgement and Agreement

I attest that the information submitted is true and correct. Any misstatement, omission or incomplete response will be grounds for revocation of permit for event.

I understand that this is an agreement with the Parks and Recreation Department to hold an open public event in the City of San Marcos parks system and it is my responsibility to contact all required department/entities necessary to conduct a safe, permitted and eco-friendly event. All plans are subject to change to meet the approval of all parties involved. This application is not all-inclusive and other permits may be required from other departments/entities. All plans that impact other city departments (such as food permits, street closures, etc.) will require review and approval from those departments and it is my responsibility to pay the associated fees and submit the necessary documentation to the Parks and Recreation Department during the timeframe provided within. Successful completion and approval of all required steps, as well as the inter-department review and notification is a process that is required before event approval. I understand that all approvals, signatures, submissions and payments to the Parks and Recreation Department must be made fourteen (30) days prior to my event. Failure to do so will result in a cancellation/postponement of my event.

I am signing this document as the sole event coordinator and/or I am authorized by the below organization(s) to represent the listed organization(s) in this matter for the purposes outlined in my application. I understand that I/organization must abide by all the rules, regulations and City ordinances as well as State Law. I understand that at any time if conditions on-site become unsafe the event can be cancelled. I also also understand that I/organization shall maintain our own event insurance and coverage, assuming all liabilities both potential and unknown.

I understand that the use of City property for political advertising is prohibited by law. As the event coordinator, I am responsible for compliance and enforcement. I hereby agree that I will not cause or allow political advertising, including banners and signs, to be displayed or placed on City property during the event.

Name of Organization (please print) _______________________________________________________

Name of Event Coordinator (please print) ___________________________________________________

Phone number of Event Coordinator _______________________________________________________

Email of Event Coordinator _______________________________________________________________

Date of Event _________________________________________________________________________

Location of Event_______________________________________________________________________

Signature of Event Coordinator __________________________________________________________

Signature of Parks and Recreation Department Representative _______________________________
This product is for informational purposes only and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries.
Third Party Barricade Companies:

AWP Safety: [https://www.awpsafety.com/](https://www.awpsafety.com/)

Barricades Unlimited: [https://barricadesunlimited.com/](https://barricadesunlimited.com/)

Flasher Equipment Company: [https://flasherequipment.com/](https://flasherequipment.com/)

*The City is open to allowing reclaimed water to be utilized to fill water barricades, please contact the water department at 512.393.8003 for interest.

**If you would like to be added to this list please contact Elizabeth Ehlers at [eehlers@sanmarcostx.gov](mailto:eehlers@sanmarcostx.gov)
DOWNTOWN COMMUNICATION OF ROAD CLOSURES

COORDINATION WITH MAIN STREET

Downtown events which are closing streets for festivals, parades, etc. should work with the city’s Main Street office to notify businesses of these closures which may impact daily operations and on-street parking.

- Finalized event details (including day of timelines) and a map of road closures should be submitted to Main Street staff at least one month prior to the event. Main Street will provide this information to downtown businesses.
- The event organizer is responsible for hanging signs on lamp posts in areas where road closures will take place. The signs should be hung a minimum of one day prior to the event closure. See example provided. Signs must be removed by the event organizer immediately upon reopening of streets and parking.

NO PARKING

[DAY, MONTH, DATE] FROM [START - END TIME]

[STREET NAME] STREET WILL BE CLOSED FOR [EVENT NAME] HOSTED BY [ORGANIZATION NAME].

FOR QUESTIONS, CONTACT [EVENT ORGANIZER NAME] AT [PHONE NUMBER] OR [EMAIL].

202 N CM ALLEN PKWY
SAN MARCOS, TX 78666
(512) 393-8430
MAINSTREET@SANMARCOSTX.GOV
WWW.DOWNTOWNSMTX.COM
[EVENT NAME]  
[LOCATION] | [DAY, MONTH, DATE, YEAR]  
INFO: [EMAIL] OR [PHONE NUMBER]  

[Include your event description here. Detail which streets will be closed and what type of activities will take place.]  

[DATE] PARKING/STREET CLOSURES  

SCHEDULE  

[Time] - [Time]  
Road closes  
[Time] - [Time]  
Activities begin  
[Time] - [Time]  
Parade starts  
[Time] - [Time]  
Festival begins  
[Time] - [Time]  
Event cleanup  
[Time] - [Time]  
Roads reopen  

Please contact [organizer name] at [email] or [phone number] if you have any questions.
NO PARKING

[DAY, MONTH, DATE]
FROM [START - END TIME]

[STREET NAME] STREET WILL BE CLOSED FOR [EVENT NAME] HOSTED BY [ORGANIZATION NAME].

FOR QUESTIONS, CONTACT [EVENT ORGANIZER NAME] AT [PHONE NUMBER] OR [EMAIL].
AMENDED AND RESTATED
PROPERTY USE POLICY

Effective September 12, 2023
AMENDED AND RESTATED
PROPERTY USE POLICY

EFFECTIVE September 12, 2023

OVERVIEW

This Property Use Policy (“Policy”) is intended for use as a guide to the public and Hays County staff regarding the use of Hays County Properties (“Property”) by other local governmental entities, private entities, and citizens.

When used with good judgment and common sense, the Policy will enable the Hays County staff to provide safe and reasonable access to County Properties for approved events. County staff involved in the sponsoring of property use should be familiar with, and adhere to, the guidelines set forth within this Policy. Staff cooperation is essential if the County is to provide the most fair and open access to County Properties.

While this Policy does not answer all questions related to property use, it does provide the means for County employees to provide a consistent response to requests for use of County Properties, in particular, the Historical Hays County Courthouse grounds.

This Property Use Policy is subject to revision. Circumstances and needs related to use of County Properties can change on short notice. Though it may change from time to time, this Policy should provide objective, equitable guidelines that can be followed by County staff and Licensees.

I. GENERAL USE OF HAYS COUNTY PROPERTY

A. DEFINITIONS. The following words and terms, when used in this Article I shall have the following meanings, unless the context clearly indicates otherwise.

1. “General Function(s)” shall mean any activity held on the grounds involving twenty (20) or fewer people that does not meet the definition of a Class I, II, or III Event (e.g. picnics, dog walking, picketing, etc.)

2. “Class III Event(s)” shall mean any performance, ceremony, presentation, or activity held in the interior portions of the property that warrants coordination by the County and hosts fewer than twenty (20) people. A Class III Function has the option of using an exterior quadrant. Organizer shall execute a standard Class III License Agreement.

3. “Class II Event” shall mean an event that:
   a) hosts twenty (20) or more, but does not exceed two hundred (200) attendees; or
   b) uses the existing electricity outlets on the Property, without additional setup; or
   c) brings items onto the Property that, in the opinion of the Hays County Judge’s Office, presents some risk to the Property or people visiting the property (e.g. grills, bounce houses, etc.); or
   d) calls for the temporary, exclusive use of space on the Property.
4. “Class I Event” shall mean an event that:
   a) exceeds two hundred (200) attendees, or
   b) requires more complex electricity setup than exists on the County Property (e.g. circuit boards, electrical panels, or generators).

5. “County Contact” shall mean the Hays County Judge Office, 111 E. San Antonio Street, Suite 300, San Marcos, Texas, (512) 393-2205.

6. “County Properties” or “Property” shall mean any property owned or leased by Hays County, a political subdivision of the State of Texas, on which an Event may be held.

7. “County Official Sponsor” shall mean an elected official of Hays County.

8. “Organizer” shall mean the individual or entity responsible for planning and hosting the Event.

9. “Equipment” shall mean any material or tools such as sandbags, cones, fencing, etc. that is being utilized by or assisting an Event.

10. “Cancellation by County” shall mean the decision to cancel an event due to weather or other reasons as determined by the County. The County, by and through its designated representative, shall provide written and/or verbal notice to the Organizer as soon as reasonably possible of any need to cancel an Event. In the event the cancellation is weather related, the decision will be made as soon as possible for the safety and welfare of the citizens of Hays County and the in the interest of property owned by Hays County.

11. “Cancellation by Organizer” shall mean the decision and written notice by the Organizer that an Event will not take Place.

B. DOCUMENTARY REQUIREMENTS.

1. General Functions. No advanced written notice shall be required for General Functions.

2. Class III Events. Organizer shall provide an Application for Class III Event for events that are expected to attract an attendance of less than twenty (20) people. Notice shall be provided to the County Contact at least ten (10) business days prior to a Class III Event. Hays County reserves the right to designate, by advanced written notice, a specific area on the Property within which the Class III Event must be held. When presented by the County, organizer shall execute a standard Class III License Agreement; the contents of the Agreement shall not require Organizer to secure Special Event Insurance.

3. Class II Events. At least ten (10) days prior to a Class II Event, Organizer shall provide an Application for Class II Event for events that are expected to attract more than twenty (20), but less than 200 (200) attendees. The Organizer will then receive and execute a Class II License Agreement issued by Hays County. Although Organizer is not required to secure special event or general liability insurance under the Class II License Agreement, it is recommended.
4. **Class I Events.** At least ten (10) days prior to a Class I Event, Organizer shall submit an Application for Class I Event for events that are expected to attract over two hundred (200) attendees. Organizer will then receive and execute a standard Class I License Agreement issued by Hays County, the contents of which shall require Organizer to secure Special Event Insurance or General Liability Insurance.

C. **DEPOSIT FOR USE OF COUNTY PROPERTIES.**

1. Organizer of Class I and Class II Events may be required to submit a deposit, the amount of which shall be set by the Hays County Judge. Deposits may be paid by Cashier’s Check, Money Order, or GovPay and delivered to the County Contact no later than twenty-four (24) hours prior to the Event. These amounts are subject to change:
   - a) Class I Events $450
   - b) Class II Events $250
   - c) Class III Events $250
   - d) Public Displays, Fixtures, or Symbols $450
2. The County may deduct from the deposit:
   - a) the cost of damage to the County Properties that is a direct result from the event or activity; and
   - b) the cost of extra labor directly attributable to the Event or activity.
3. Organizer will be held responsible for clean-up of the area, including the restrooms located inside the Courthouse. Any deposit will be refunded following an inspection of the area to determine that the area has been adequately cleaned. The deposit refund process takes approximately two (2) weeks from the date of the event. A $35 per hour fee for clean-up of the County Property will be charged, if necessary.
4. Violation of any of the County Policy will result in Event cancellation and loss of security deposit.

D. **SECURITY.**

Organizer of Events that anticipate one hundred (100) or more attendees shall be required to hire one (1) officer to act as security during Event times. An Organizer may also be required to hire security during set-up and clean-up times, before and after the Event. Organizer shall utilize off-duty officers from the Hays County Sheriff’s Office or from a Constable’s office within Hays County, as required by the Collective Bargaining Agreement between Hays County and the Hays County Law Enforcement Association, as may be amended from time to time. Additional security may be required if, in the opinion of the Hays County Judge’s Office, additional security is needed for safety and/or protection of Hays County property.

E. **MISCELLANEOUS PROVISIONS.**

1. The individual granted authority to oversee a County Property under Article IV may, at his/her own discretion, reasonably restrict the duration of any Event held on that property.
2. The individual granted authority to oversee a County Property under Article IV may, at his/her own discretion, reasonably dictate the times of day during which any Event may be held on that property.
3. The individual granted authority to oversee a County Property under Article IV may, at his/her own discretion, reasonably designate, by advanced written notice, a specific area or areas on the Property within which any Event must be held on that property.

4. Approval of an Event or activity may not be granted if it is determined that the event:
   a) may cause physical damage to County Property;
   b) may endanger the health and safety of Hays County employees or the public;
   c) may invoke violence, riot, or any criminal act;
   d) may have the intent of intimidating any person, or protected class; and/or
   e) is being held by an Organizer who has a record of violating County policy.

5. Property use may not interfere with any Commissioners Court session or the regular use of County business. Use of County property may be subject to content-neutral, security restrictions enforced by the Hays County Sheriff’s Office or Hays County Constable’s Office.

6. Sound equipment, chairs, podiums, tents, or other equipment required for ceremonies, presentations, performances, rallies, or press conferences must be approved in advance of installation by the County Judge but furnished and installed by the requesting party. Installation approval is subject to inspection by County Staff and the County Fire Marshal.

7. The County may allow up to two (2) signs advertising an upcoming Event beginning two (2) weeks prior to the Event. Location of signage shall be arranged through the Hays County Judge’s Office and shall be determined based on several factors, including but not limited to space needed for other Events and obstruction of views. Signs may be no larger than 4’ x 10’. Any deposit required for the Event shall be paid prior to the placement of signage under this Section.

8. Uses of County Property may not violate local, state, or federal law. The time, place, and manner of use of County Property may be subject to reasonable, content-neutral, limitations and/or restrictions.

9. No signs, placards, or visual displays may be carried into the County Properties (inside buildings) or placed on the County Properties. No signs, placards, or visual displays may be attached to any part of the County Properties, including, but not limited to walls, fences, lampposts, flagpoles, trees, etc., except as approved by the Hays County Judge’s Office.

10. No use of stakes, anchors or any other objects to secure tents or other equipment shall be used. Tents and/or other equipment shall only be secured in place by sandbags or weights.

11. Other than bathroom access, no use of the interior portions of a County Property shall be allowed without sponsorship of the Event by a County Official Sponsor. A County Official Sponsor, or that Sponsor’s designee, must be present at the Event.

12. Soliciting charitable donations, contributions, or collecting private debts on County Property is prohibited. Commercial soliciting, vending, and displaying or distributing commercial advertising on County Property is prohibited, except when in conjunction with an event approved by the Commissioners Court.

13. No discharge of firearms is allowed on Hays County Properties without written consent of
the Hays County Judge after authorization by the Hays County Commissioners Court.

14. Events may last no longer than three (3) consecutive days.

15. Equipment left overnight requires advance special approval from the Hays County Judge’s Office.

16. Equipment may not be provided by the County. Equipment provided by Organizer must not obstruct or damage walkways or property.

17. If inclement weather were to occur prior to an Event, Organizer is responsible for rescheduling. If the Organizer desires to withdraw their activity prior to the Event, a full refund of the security deposit will be allowed.

18. Cancellation by an Organizer must be in writing and submitted to the Hays County Judge’s Office at least two (2) days prior to the Event.
II. USE OF HAYS COUNTY PROPERTIES FOR PUBLIC ELECTIONS AND POLLING LOCATIONS

A. AUTHORITY.

Pursuant to Chapter 61 of the Texas Elections Code (Code), as amended, Hays County enacts the following policies and regulations concerning the time, place, and manner of electioneering on county-owned property outside the area described in Section 61.003(a) of the Code which is within 100 feet of an outside door through which a voter may enter the building in which a polling place is located. The regulations are not intended to and do not prohibit electioneering outside the 100 feet of an outside door through which a voter may enter the building in which a polling place is located as described in Section 61.003(a) of the Code, but are to provide reasonable viewpoint-neutral regulations for electioneering on property owned by Hays County that is outside the 100 feet radius as described in Section 61.003(a) of the Code.

B. DEFINITIONS.

For the purposes of this Article II, the following definitions apply:

1. “Camping” shall mean the posting of political signs, including the use of tents, chairs, booths, tables or other furniture to post, use or distribute political signs or literature.

2. “Early Voting Period” means the period prescribed by Section 85.001 of the Texas Election Code.

3. “Voting Period” shall mean the period beginning when the polls open for voting and ending when the polls close or the last voter has voted, whichever is later.

4. “Runoff Election” shall mean any election held pursuant to Section Chapter 2, Subchapter B of the Texas Election Code.

C. PURPOSE.

The purpose of this Article II is to provide reasonable regulations for electioneering on county owned property when such property is used as an election polling place. The regulations contained herein are to mitigate against any safety concerns, prevent damage to public property, and ensure that the property is sufficiently available for the public.

D. REGULATIONS.

The following regulations are enacted, adopted and apply to property owned by Hays County that is outside the 100 feet radius as described in Section 61.003(a) of the Code:

1. It shall be a violation of these regulations for any person to leave any campaign sign or literature on county-owned property that is used as a polling place other than as follows:

   a) For polling places that offer an Early voting Period and a Voting Period, beginning at 5:00 p.m. on the Friday before the start of the Early Voting Period and running through the Voting Period and until 36 hours after the polls close for the designated Voting Period;
b) For polling places that only offer an Early Voting Period, beginning at 5:00 p.m. on the Friday before the start of the Early Voting Period and running until 36 hours after the polls close for the designated Early Voting Period;

c) For polling places that only offer a Voting Period, beginning at 5:00 p.m. on the Friday before the start of the Voting Period and running until 36 hours after the polls close for the designated Voting Period. Runoff Elections shall be treated as their own Voting Period for the purposes of this Section.

2. It shall be a violation of these regulations for any person to engage in Camping on sidewalks, driveways, or parking areas during or within 1 hour of the business hours of any county facility on the premises of a polling location. If the business hours of a county facility are not posted, the business hours of that facility shall be Monday through Friday from 8:00 a.m. to 5:00 p.m. This Section shall not apply to campaign signs that are attached to vehicles that are lawfully parked (outside the 100 feet radius) on a premises used as a polling location, granted that the signs are not blocking the view of vehicles entering or leaving the parking areas. Likewise, this Section shall not apply to electioneering activity that is conducted on foot and without the use of tents, chairs, booths, tables or other furniture to post, use or distribute political signs or literature. However, this Section shall not be construed to permit any electioneering whatsoever within 100 feet of an outside door through which a voter may enter the building in which a polling place is located.

3. It shall be a violation of these regulations for any person to attach, place or otherwise affix any campaign sign literature or material to any building, tree, shrub, pole, fixture, or other improvement on a premises used as a polling location. A violation of this Section by a candidate or the agents of a candidate that results in damage to County property may result in financial liability of the candidate and action by the County to recover the costs of damages.

4. It shall be a violation of these regulations for any person to place a sign in the right-of-way of the public road way adjacent to county-owned property where a polling location is located pursuant to Texas Transportation Code, Section 393.002. Violation of this regulation is also a violation of state law, and the violator may be charged with a Class C Misdemeanor.

5. Placement of signage requiring a metal T-post or stake that has to be driven into the ground for support will only be allowed in designated areas to protect irrigation systems and landscaping. The Hays County Commissioners Court shall designate these areas and make copies of such designations available in advance of the period in which electioneering is permitted under Regulation 1. A violation of this Section by a candidate or the agents of a candidate that results in damage to County property may result in financial liability of the candidate and action by the County to recover the costs of damages.

6. Tents, covered canopies or any other camping structures that are anchored to the ground may not be placed on a premises used as a polling location.

7. The Hays County Commissioners Court reserves the right to institute parking regulations within the parking lot(s) of any County-owned property, which may affect the duration of time a vehicle, including but not limited to vehicles to which campaign signs are attached, may remain on a premises used as a polling location.
8. This Article II relates only to signage that qualifies as Political Advertising as defined by Title 15 of the Texas Election Code. Placement of signage that is not Political Advertising on Hays County property may be regulated by the general provisions of the Hays County Property Use Policies under Article I, and therefore may be subject to an application procedure in advance of posting.

E. VIOLATIONS.

1. Any violation of these policies and regulations may result in the removal of items from the premises being used as a polling location. Items removed under these policies and regulations will be held for a minimum of 72 hours after removal and a Hays County representative will attempt to contact the candidate or entity that is believed to own such an item. However, it is not the responsibility of Hays County to ensure any candidate or entity is actually notified of the removal of items, and items may be discarded or destroyed after a period of 72 hours from the time of removal.

2. Individuals found to be violating these policies and regulations will be asked to cease and desist the volatile activity. If that individual continues to violate these policies and regulations, he/she may be provided with a Criminal Trespass Warning and ordered to leave the premises being used as a polling location. Recipients of a Criminal Trespass Warning who return to the premises in violation of the terms of said Warning may be subject to arrest.
III. USE OF HAYS COUNTY PROPERTY FOR PUBLIC DISPLAYS, FIXTURES OR SYMBOLS

A. DEFINITIONS.

For the purposes of this Article III, the following definitions apply:

1. “Display” or “Fixture” or “Symbol” shall mean an item(s) to be installed on County Property that is not necessarily tied to an Event held on County Property, but may represent an Organizer’s desire to attract public viewing of the item(s) by the general population.

2. “Installation” shall mean to make a prominent exhibition of a Display, Fixture, or Symbol in a location that can be viewed by the general population temporarily, which shall not exceed more than ten (10) days of its initial installation.

3. “Equipment” shall mean any material or tools, such as sand bags, cinderblocks, canopies, that will assist and/or is helpful to the structure of a Display, Fixture, or Symbol.

4. “Organizer” shall mean the individual or entity responsible for representing, planning, and installing a Display, Fixture, or Symbol.

B. PURPOSE.

The purpose of this Article III is to provide reasonable regulation of citizens using county-owned property. Regulation of Public Displays, Fixtures, or Symbols shall be content neutral. The regulations contained herein are intended to mitigate against any safety concerns, prevent damage to public property, and ensure that the property is sufficiently available for the public.

C. DOCUMENTARY REQUIREMENTS.

1. Display, Fixture, or Symbol. At least 10 days prior to its initial installation, an Organizer shall submit an Application for Public Displays, Fixtures or Symbols. When presented by the County, the Organizer shall execute a standard License Agreement for Displays, Fixtures or Symbols, the contents of which shall require the Organizer to secure Special Event Insurance, General Liability Insurance, or the like. An Organizer is required to state what the content of the Display, Fixture, or Symbol will be, stating that Hays County is not liable for any damages that the Display, Fixture, or Symbol may incur during its placement on Hays County Property. An Organizer shall place a sign on the Display, Fixture, or Symbol disclaiming an endorsement or participation by the County.

D. DEPOSIT FOR USE OF COUNTY PROPERTIES.

1. Organizer of public Displays, Fixtures, or Symbols will be required to submit a deposit in the amount of $450 and is subject to change by the County Judge. Deposits may be paid by Cashier’s Check, Money Order, or GovPay and delivered to the County Contact no later than forty-eight (48) hours prior to the Display, Fixture, or Symbols’ initial placement. The County may deduct from the deposit:

a) The cost of damage to County Property that is a direct result from the Display, Fixture, or Symbol; and
b) The cost of extra labor to directly attributable to the damage caused by the Display, Fixture, or Symbol.

2. The deposit refund process takes approximately two (2) weeks from the date of the event. A $35 per hour fee for clean-up of the County Property will be charged if necessary.

3. Any violation of these policies and regulations may result in the removal of the Display, Fixture or Symbol from the premises. Items removed under these policies and regulations will be held for a minimum of 72 hours after removal and a Hays County representative will attempt to contact the Organizer that is believed to own the Display, Fixture, or Symbol. However, it is not the responsibility of Hays County to ensure any Organizer is notified of the removal of the Display, Fixture or Symbol. The Display, Fixture or Symbol may be discarded or destroyed after a period of 72 hours from the time of removal.

E. REGULATIONS.

1. Displays, Fixtures, or Symbols may only be installed after execution of a License Agreement for Displays, Fixtures or Symbols.

2. Approval may not be granted if it is determined that the Display, Fixture, or Symbol:
   a) may cause physical damage to County Property;
   b) may endanger the health and safety of Hays County employees or the public;
   c) may invoke violence, riot, or any criminal act;
   d) may have the intent of intimidating any person, or protected class; and/or
   e) is being installed by an Organizer who has a record of violating County policy.

3. Organizer must place a sign on the Display, Fixture, or Symbol disclaiming an endorsement or participation by the County.

4. Displays, Fixtures, or Symbols that are placed on County Property shall be for a duration of no more than 10 days from initial placement.

5. Any Equipment that assists the structure of a Display, Fixture, or Symbol will not be provided by the County, and must not obstruct sidewalks or pathways.

6. In the event of inclement weather, Displays, Fixtures, or Symbols may be taken down and stored away by a county employee to prevent damage to County property.
   a) If inclement weather were to occur prior to a Display, Fixture, or Symbol set up, the County may require postponement of the installation. Organizer is responsible for rescheduling a time to set up their Display, Fixture, or Symbol. If an Organizer wishes to withdraw the installation, a full refund of the security deposit will be provided.

7. A Display, Fixture, or Symbol’s dimension shall not exceed past the dimension of the designated area. However, the Hays County Judge’s Office shall determine the appropriate dimensions of the Display, Fixture, or Symbol.
8. Sound equipment, chairs, podiums, tents, or other equipment required for a Display, Fixture, or Symbol must be approved by the Hays County Judge’s Office in advance of installation and must be furnished and installed by the requesting party. Installation approval is subject to inspection by County Staff and the County Fire Marshal.

9. All public Displays, Fixtures, and Symbols will be located in Quadrant 4 of the Hays County Courthouse (See Diagram 1 attached hereto).
IV.  HAYS COUNTY PROPERTY USE OVERSIGHT

Subject to the provisions above, the following individuals are hereby granted the authority to oversee the use of the following Properties. Use of any County Property not enumerated below shall be considered under the authority and oversight of the County Judge. Some County Properties (e.g. the Hays County Government Center) are not considered Traditional Public Forums, and use of those Properties will be determined by the limitations of that particular forum. Some County Properties are a mix of forums, featuring areas that are Non-Public Forums (e.g. offices, storage areas, etc.) and areas that are Limited Public Forums (e.g. Hays County Government Center interiors are for functions sponsored by Governmental entities only). Questions regarding public forum designations may be directed to the Designated Authority or legal counsel for Hays County.

<table>
<thead>
<tr>
<th>COUNTY PROPERTY</th>
<th>DESIGNATED AUTHORITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Hays County Jail and Sheriff’s Office** 1307 Old Uhland Road San Marcos, Texas 78666</td>
<td>Sheriff Gary Cutler** (or successor)</td>
</tr>
<tr>
<td>2. Precinct 1 Right of Way</td>
<td>Commissioner Debbie Ingalsbe (or successor)</td>
</tr>
<tr>
<td>3. Broadway Building 418 Broadway Street San Marcos, Texas 78666</td>
<td>Commissioner Debbie Ingalsbe (or successor)</td>
</tr>
<tr>
<td>4. Precinct 2 Office(s) and Right of Way 5458 FM 2770 Kyle, Texas 78640</td>
<td>Commissioner M. Cohen (or successor)</td>
</tr>
<tr>
<td>5. Precinct 3 Office(s) and Right of Way 200 Stillwater, Suite 103 Wimberley, Texas 78676</td>
<td>Commissioner Lon A. Shell (or successor)</td>
</tr>
<tr>
<td>6. Precinct 4 Office(s) and Right of Way 195 Roger Hanks Parkway Dripping Springs, Texas 78620</td>
<td>Commissioner Walt Smith (or successor)</td>
</tr>
<tr>
<td>7. Courthouse Grounds 111 East San Antonio Street San Marcos, Texas 78666</td>
<td>County Judge Ruben Becerra (or successor)</td>
</tr>
<tr>
<td>8. Hays County Government Center 712 South Stagecoach Trail San Marcos, Texas 78666</td>
<td>County Judge Ruben Becerra (or successor)</td>
</tr>
<tr>
<td>9. Precinct 5 Office(s) 500 Jack C Hays Trail Buda, Texas 78610</td>
<td>Commissioner Walt Smith (or successor)</td>
</tr>
</tbody>
</table>
10. Elections Office  
   120 Stagecoach Trail  
   San Marcos, TX 78666  
   County Judge Becerra  
   (or successor)

11. Public Safety Building**  
   810 S. Stagecoach Trail  
   San Marcos, TX 78666  
   Sheriff Gary Cutler**  
   (or successor)

12. Countywide Operations/Local Health Dept.  
   101 Thermon Drive  
   San Marcos, Texas 78666  
   County Judge Ruben Becerra  
   (or successor)

13. Transportation & Development Services  
   2171 Yarrington Road  
   Kyle, Texas 78640  
   County Judge Ruben Becerra  
   (or successor)

14. County Parks and Open Space Projects  
   Corresponding Precinct Commissioner

**The Hays County Sheriff or Hays County Constables shall have authority over all activities that do not rise to the level of an Event as defined above. All outdoor Events held at the Hays County Jail and Sheriff’s Office shall be subject to the authority and oversight of the Hays County Judge and/or the Hays County Commissioners Court.
APPLICATION FOR CITY OF SAN MARCOS
PEDICAB BUSINESS OPERATING PERMIT

Pursuant to Section 90.200 of the City Code of San Marcos City, the following
information is required to be filed with the City of San Marcos City Clerk’s Office. If the
space provided is insufficient, please attach separate sheets.

1. Name and address of applicant: (If at the current address for less than 2 years, list
   previous address)

   __________________________________________________________

   Type of ownership: _______ Proprietorship _______ Partnership _______ Corporation

   _______ Other (specify): __________________________________

2. The financial status of the applicant, including the amounts of all unpaid judgments
   against each applicant and the nature of the transaction or acts giving rise to the
   judgments. List all suits against the applicant during the past 5 years, involving the
   operation of a motor vehicle and the outcome of each suit.

   __________________________________________________________

   __________________________________________________________

   __________________________________________________________

   __________________________________________________________

3. If the applicant is a partnership, the information in question 1, 2 and 5 must be
   supplied for each partner.

4. If the applicant is a corporation, provide the name and place of residence of all
   officers of the corporation; a duly certified copy of its charter and by-laws; the
   amount of capital stock; the character and value of its assets; its liabilities and the
   security provided; and, if the corporation is a foreign corporation, a duly certified
   copy of its certificate of authority to transact business in the State of Texas.

   __________________________________________________________

   __________________________________________________________

   __________________________________________________________
5. Describe your experience in the transportation of passengers.


6. Any facts which the applicant believes tend to prove that the public convenience and necessity in San Marcos require the granting of a permit.


7. The name, usual trade description, seating capacity, equipment, vehicle identification number, state license plate number, and rated horsepower of each motor vehicle to be operated or controlled by applicant, and the year in which each automobile was manufactured.


8. The location at which the taxicab(s) will remain when not in actual service.


9. The name and address of the person who will be in active charge and control of the pedicab business.


10. The proposed fares:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

11. The color scheme or insignia to be used to designate the vehicles of the applicant.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

12. Insurance as required by Section 90.202 of the San Marcos City Code. Attach a copy of the insurance policy to the application.

Name, address, and telephone number of carrier of Insurance Policy:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Name of Pedicab Company

By: __________________________
Owner of Pedicab Company

STATE OF ________________

COUNTY OF ________________

SWORN TO AND SUBSCRIBED BEFORE ME, the undersigned authority, this _____ day of ________________, 20__, by ____________________:

________________________________________
Notary Public, in and for the State of Texas
ADA Accessibility Example

Accessible curb ramps leading to open sidewalks cannot be blocked or obstructed and must remain accessible and in compliance with the standards set for in the Americans with Disabilities Act.
Vendor Type (Check one)

☐ Temporary Booth
Requirements:
• All food preparation areas must have adequate overhead cover
• Temporary hand wash station with soap and paper towels
• Temporary 3 compartment wash station with wash, rinse, and sanitize bins
• Food Handlers Certification
• Issued Temporary Food Permit posted on site at event

☐ Temporary Food Truck/Mobile Food Unit
Requirements:
• Passing Fire Inspection prior to event
• Hand sink with soap and paper towels
• 3 compartment sink
• Food Handlers Certification
• Issued Temporary Food Permit posted on site at event

Vendor Information

Name of booth/truck: ______________________________
Operator name: __________________________________
Phone number: __________________________________
Email: ________________________________________

Drivers License or State ID number: ________________
Event address: __________________________________
Date(s) of event: _________________________________
Hours of operation: ______________________________
Menu items: ____________________________________

By signing below, I acknowledge that the information provided is correct, and that no food may be prepped or stored at home for my event. Additionally, no refunds will be issued for cancelled events or permits that fail inspection(s) and do not operate. Applications may also be submitted online at www.mygovernmentonline.org.

Signature of applicant: ______________________________ Date: __________

Fee’s for non-profit organizations may be waived with proof of 501(c)3 status. This application should be submitted in person or to our email inbox at healthinfoesanmarcostx.gov. A food permit is required for anyone serving food or drinks, including samples, to the public regardless of whether or not a fee is charged.
Temporary Event
Permit Requirements
for a Mobile Food Unit

Any food truck or trailer that will be operating in San Marcos for a temporary event is required to schedule and pass a fire inspection prior to permit issuance. The truck or trailer must meet all San Marcos fire requirements regardless of what jurisdiction the unit may have been previously inspected in.

Food trucks/trailers are strongly encouraged to apply and pay their permit fees at least one week in advance of the temporary event due to limited scheduling availability. It is recommended that fire inspections be scheduled as far in advance as possible so that corrections can be made should the unit fail inspection.

Food trucks/trailers that do not have a passing fire inspection will not be allowed to operate at the temporary event and will be required to remove the unit from the premises.

San Marcos
We’d love your company.
SAN MARCOS MOBILE FOOD UNIT REQUIREMENTS

List of Items that will be inspected and must be in compliance in order to pass the annual fire department inspection in mobile food units.

1. Proof of an approved annual LPG gas pressure test must be provided upon request at the time of the inspection.
2. LPG tanks must be secured in an upright position and installed in accordance with NFPA 58.
3. All connections and hoses used in an LPG system must be UL approved, in good shape, and connected properly.
4. LPG connections and hoses must be protected from sharp bends or any other issues that could possibly damage these items.
5. All electrical wiring must be cleanly presented and defect free from cuts, abrasions, or insulated cover damage.
6. If using generator power, the generator must be of appropriate size to supply the mobile units’ electrical demands.
7. If using generator power, the generator must be located a minimum of 10 feet away from the structure.
8. All breakers in the electrical panel must be labeled.
9. All breaker locations in the panel must be covered by a breaker or a service blank so that there are no open areas on the panel.
10. All light switch plates and electrical sockets must include the appropriate covers.
11. Electrical devices (examples of electrical devices: extension cords, 4-way plugs, circuit protectors, etc.) are not allowed to be connected to each other, they must be used separately.
12. Extension cords are not allowed to be used as permanent wiring.
13. Must have a minimum of one 2A-10BC portable fire extinguisher mounted in plain sight and inspected by a licensed contractor every year.
14. If producing grease-laden vapors (deep fryers, grills, and stovetop) a K Class portable fire extinguisher must be mounted in plain sight and be inspected by a licensed contractor every year.
15. If grease-laden vapors are being produced, a Type 1 hood system must be installed. This hood must be inspected every 6 months by a licensed contractor and cleaned by a qualified person every 6 months. (documentation that these two services have been performed will be required to pass the annual inspection)
16. A clear path for means of egress must be maintained at all times.
17. All recreational vehicles equipped with a propane appliance and an electrical system shall be equipped with a propane detector that follows ANSI/UL 1484 requirements. (can be purchased on-line or at local hardware stores)
18. If the mobile food unit has a heat source that is nonelectric and open flames are used, at least one listed carbon monoxide detector shall be installed.
19. A “No Smoking” sign shall be posted within a location adjacent to the propane tanks.

This list is not exhaustive, but is only meant as a guide. All relevant sections of the fire code will be enforced.
No Home Prepared Foods Allowed

Proper Food Temperatures

Cooking:
- Raw Chicken – 165° F or greater
- Raw Hamburger Meat – 155° F or greater
- Raw Pork & WHOLE Beef – 145° F or greater

Hot-holding: 135° F or greater
Cold-holding: 41° F or less

- Pack in ice up to the rim of container or REFRIGERATED at 41° F or less.

Other Requirements

- A thermometer must be present for checking temperatures.
- Overhead covering must be provided over cooking and food service operations.
- Certified food handler must be present at all times.

Handwashing Station

Example of a spigot that can remain open during hand washing.

Wastewater must be disposed of properly. Citations will be written to booth operators improperly disposing of waste water.

3-Compartment Wash Station

Three containers are required and labeled as: WASH, RINSE, SANITIZE
- Single-use towels and soap must be provided at all times.
- Provide test strips for sanitizer
- Wastewater must be disposed of properly and CANNOT be disposed of on the ground.
## Officers Required

*when alcohol is served*

<table>
<thead>
<tr>
<th># of Event Attendees</th>
<th># Officers required</th>
</tr>
</thead>
<tbody>
<tr>
<td>235</td>
<td>0</td>
</tr>
<tr>
<td>250</td>
<td>1</td>
</tr>
<tr>
<td>350</td>
<td>2</td>
</tr>
<tr>
<td>525</td>
<td>3</td>
</tr>
<tr>
<td>745</td>
<td>3</td>
</tr>
<tr>
<td>850</td>
<td>4</td>
</tr>
</tbody>
</table>
Please Read All Instructions Prior to Completing the Application

Failure to submit your approval form at least 10 BUSINESS DAYS PRIOR to the event will result in late fees as follows:

- $300 for forms received 7 to 9 business days prior to the event
- $500 for forms received 4 to 6 business days prior to the event
- $900 for forms received 1 to 3 business day(s) prior to the event

Email the Temporary Event Approval to your local TABC office using the email address below that corresponds to your TABC region. Important: If submitting via email you must include “Temporary Event Approval” and the type of event in the subject line of the email. Example: “Temporary Event Approval – Festival.”

Regional Office Email Addresses:

<table>
<thead>
<tr>
<th>Region</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Region 1</td>
<td><a href="mailto:EventsLubbockRegion@tabc.texas.gov">EventsLubbockRegion@tabc.texas.gov</a></td>
</tr>
<tr>
<td>Region 2</td>
<td><a href="mailto:EventsArlingtonRegion@tabc.texas.gov">EventsArlingtonRegion@tabc.texas.gov</a></td>
</tr>
<tr>
<td>Region 3</td>
<td><a href="mailto:EventsHoustonRegion@tabc.texas.gov">EventsHoustonRegion@tabc.texas.gov</a></td>
</tr>
<tr>
<td>Region 4</td>
<td><a href="mailto:EventsAustinRegion@tabc.texas.gov">EventsAustinRegion@tabc.texas.gov</a></td>
</tr>
<tr>
<td>Region 5</td>
<td><a href="mailto:EventsSanAntonioRegion@tabc.texas.gov">EventsSanAntonioRegion@tabc.texas.gov</a></td>
</tr>
</tbody>
</table>

Submission of the Temporary Event Approval and any late filing fees does not guarantee approval.

Authorities and Responsibilities

- Submit the following documentation, if applicable:
  - letter of permission from the location’s owner authorizing the possession/sale/service of alcoholic beverages on their property (must include property owner contact information, date/time and address of event)
  - approvals from local officials;
  - sponsorship agreements;
  - diagram; and
  - additional documentation may be required to determine qualification.

- A Temporary Event Approval is effective for no more than four consecutive days for each temporary event. No more than ten temporary events in a calendar year may be held at the same location by the same licensee/permittee, including both File and Use Notifications and Temporary Event Authorizations.

- License/permit holders must maintain exclusive control of all phases of the possession, sale, and service of alcohol at the event location. This includes but is not limited to available brands, pricing, inventory purchase, sales, records, transportation, storage, hours of operation and employees or volunteers.

- Event hours must adhere to hours of operation authorized by local authorities.

- A copy of the Temporary Event Approval form filed with TABC must be displayed in a conspicuous place at all times during the event.

- After the conclusion of the temporary event, remaining inventory of alcoholic beverages may be returned to the primary licensed location. Certain exemptions may apply.

- The Temporary Event Approval must cover the time of receipt of the alcohol as well as its storage.

- It is the responsibility of the license/permit holder to verify and adhere to all state and local laws, ordinances, and regulations, and to obtain all necessary local approvals or authorizations. Contact the local office of the Comptroller of Public Accounts for information concerning any responsibility to submit state taxes.

- The holder of a Temporary Event Approval may only serve or sell alcoholic beverages for consumption at the location for which this approval was granted unless otherwise authorized by statute.

- The signage requirements for a Temporary Event Approval are the same as those for a primary license/permit and may include signs required by §§ 5.53, 11.041, 11.042, 61.11, and 61.111 of the Alcoholic Beverage Code and § 31.4 of TABC’s Administrative Rules.

For further information contact your local TABC office
TABC’s statutory authority to authorize this event begins Sept. 1, 2021; therefore, this authorization becomes effective on Sept. 1, 2021, even if received prior to that date. This authorization may only be used for an event held on the dates listed on this form.

**PRIMARY LICENSE/PERMIT INFORMATION**

1. TABC License/Permit No.: ________________
2. Trade Name: ____________________________
3. License/Permit Type: 
   - [ ] Mixed Beverage (MB) 
   - [ ] Private Club (N, NE, NB) 
   - [ ] Wine/ Malt Beverage (BG) 
   - [ ] Malt Beverage 
   - [ ] Winery (G)

**TEMPORARY EVENT INFORMATION**

4. Event Address Street Number: Street Name:
   - City: ____________________________
   - County: ____________________________
   - Zip Code: ____________________________
5. Event Date(s) & Time(s) Requested (Dates and times should include delivery and/or storage of alcohol):
   - Start Date: _____ Time: ______ AM [ ] PM [ ]
   - End Date: ______ Time: ______ AM [ ] PM [ ]
6. Description of Event Location: (Ex: Festival, North Side of Park, etc. Note: Submit site map.)
7. Type of Event (festival, picnic):
8. Does this event involve a promoter or an organizer?  
   - [ ] Yes  [ ] No
   If “YES,” Name of Promoter or Organizer: ____________________________
9. Does this event involve sponsorship from an upper tier License/Permit holder? (Brewer, Distillery, Winery, Distributor, and/or Wholesaler)
   - [ ] Yes  [ ] No
   If “YES,” enter License/Permit number and Trade Name: ____________________________
10. Other than the permission to sell alcohol on this property (question 12), do you have any other contracts and/or agreements (either verbal or in writing) associated with this event, such as sponsorship and/or third-party agreements?  
    - [ ] Yes  [ ] No
    If “YES,” attach copy, as applicable.
11. Do you own or lease the location you are using for the event?  
    - [ ] Yes  [ ] No
12. By checking “Yes” you confirm you have obtained all necessary authorizations from your municipality and county that may be required for your event.  
    - [ ] Yes
13. By checking “Yes,” you have obtained permission to sell alcohol from the owner of premise.  
    - [ ] Yes
14. By checking “Yes,” you confirm the event location address is wet for the sale of alcoholic beverages for which you are requesting approval.  
    - [ ] Yes
    This must be confirmed with the County Clerk.

**IF THIS EVENT IS AT A LOCATION WITH A PENDING ORIGINAL APPLICATION THAT IS REQUIRED TO POST A 60-DAY SIGN, STOP. CONTACT YOUR LOCAL TABC OFFICE.**

**CONTACT INFORMATION**

By signing below, you affirm, and represent to TABC, that the above information is true and correct, and that you have the legal authority to request the privilege identified in this application on behalf of the named license/permit holder.

<table>
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<tr>
<th>Print Name</th>
<th>Signature</th>
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</thead>
<tbody>
<tr>
<td>Title</td>
<td>Phone No.:</td>
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<tr>
<td>Email Address:</td>
<td>Click to add date</td>
</tr>
</tbody>
</table>
INSTRUCTIONS

- Form L-TMLP must be filed to request a temporary change to the modification of your licensed premise.

- The request must be submitted at least 10 calendar days prior to the beginning date of the effective change. Some areas require application approval from state and local officials and therefore, may need additional time. Contact your local TABC office as soon as possible to ensure ample time to process your request. You may submit form L-TMLP in person or via email.

  Regional Office Email Addresses:
  Region 1: EventsLubbockRegion@tabc.texas.gov
  Region 2: EventsArlingtonRegion@tabc.texas.gov
  Region 3: EventsHoustonRegion@tabc.texas.gov
  Region 4: EventsAustinRegion@tabc.texas.gov
  Region 5: EventsSanAntonioRegion@tabc.texas.gov

- It is the applicant’s responsibility to verify and adhere to all state and local laws and ordinances.

- Approval from the property owner is required and must include a contact name, telephone number, the exact location and effective date(s) of proposed change.

- TABC will provide you with a Notification of Approved Temporary Modification of Licensed Premise, which must be displaced next to your license/permit.

- For a permanent change, form L-LRC or L-LRW must be submitted to your local TABC office.

- For further information, or any additional questions contact your local TABC office.
COMPLETING FORM L-TMLP

CURRENT PERMIT INFORMATION

Question 1: Current License/Permit No.
- Enter your current license/permit number.

Question 2: Trade Name of Location
- Enter the trade name of your current license/permit.

Question 3: Owner of Business
- Enter the entity or individual owner of the business.
  - Example:
    - ABCD Inc
    - ABCD LLC
    - John Doe

Question 4: Phone No.
- Enter phone number to be contacted at for additional information regarding this request.

Question 5: Email Address
- Enter email address to be contacted at for additional information regarding this request.

LOCATION INFORMATION

Question 6: Have you confirmed and obtained all necessary permissions, permits and/or approvals from your city and county that may be required?
- Ensure you have obtained ALL necessary permissions, permits and/or approvals from your city and/or county before submission of form L-TMLP. Contact your local TABC office to inquire about any additional requirements.
- Enter “YES,” if you have obtained ALL necessary permissions, permits and/or approvals from your city and/or county.
- If “NO,” explain.
  - Example:
    - Additional permissions are not required

Question 7: Have you obtained permission to use the proposed property/premise for the extension/modification?
- Enter “YES,” if you have obtained permission use the proposed property/premise for the extension/modification from the owner of premise AND attach a copy of the letter from the property owner.
- If “NO,” explain
  - Example:
    - I own the property and give consent.

Question 8: Beginning Date of Requested Change
- Enter beginning date of the requested change.
Question 9: Beginning Time of Requested Change
• Enter beginning time of the requested change.

Question 10: Ending Date of Requested Change
• Enter beginning date of the requested change.

Question 11: Ending Time of Requested Change
• Enter beginning time of the requested change.

Question 12: Description of Event
• Enter name of event or other reason you are requesting modification of your diagrammed/licensed premise.
  o Example:
    ▪ PGA Tour
    ▪ UFC fight

CONTACT INFORMATION

Question 13: Name
• Enter name of requestor

Question 14: Signature
• The signature of the requestor

Question 15: Business Phone No.
• Enter phone number of the requestor.

Question 16: Alternate Phone No.
• Enter alternate phone number of the requestor.

Question 17: Email Address
• Enter email address of the requestor.

Question 18: Date
• Enter the date the form was completed.
TEMPORARY MODIFICATION OF LICENSE PREMISE

This form allows for extension/modification of your permitted/licensed premise. You must submit this form and a diagram form (L-D) to your local TABC office no later than 10 business days prior to the beginning date of the request. Form L-D should must convey your current licensed premise and the requested modification.

CURRENT PERMIT INFORMATION

1. Current License/Permit No.

2. Trade Name of Location

3. Owner of Business

LOCATION INFORMATION

4. Have you confirmed and obtained all necessary permissions, permits and/or approvals from your city and county that may be required? ☐ YES ☐ NO If “NO,” Explain. 
   Required permission is necessary for the approval of the requested temporary change of premise. This temporary change of premise cannot be approved without required permission, if applicable.

5. Have you obtained permission to use the proposed property/premise for the extension/modification? ☐ YES ☐ NO If “YES,” Attach Copy. If “NO,” Explain.

6. Beginning Date of Requested Change

7. Beginning Time of Requested Change

8. Ending Date of Requested Change

9. Ending Time of Requested Change

10. Description of Event

CONTACT INFORMATION

11. Name:

12. Signature:

13. Business Phone No.:

14. Alternate Phone No.:

15. Email Address:

16. Date:

WARNING AND SIGNATURE

WARNING: Section 101.69 of the Texas Alcoholic Beverage Code states: “...a person who makes a false statement or false representation in an application for a permit or license or in a statement, report, or other instrument to be filed with the Commission and required to be sworn commits an offense punishable by imprisonment in the Texas Department of Criminal Justice for not less than 2 nor more than 10 years.”

BY SIGNING YOU ARE SWEARING TO ALL INFORMATION AND ATTACHMENTS TO THIS PACKET.

PRINT NAME_________________________ SIGN HERE

TITLE ________________________________

Before me, the undersigned authority, on this ______________ day of ____________________________, 20______, the person whose name is signed to the foregoing application personally appeared and, duly sworn by me, states under oath that he or she has read the said application and that all the facts therein set forth are true and correct.

SIGN HERE

NOTARY PUBLIC

S E A L

Approved Date ___________ Supervisor Initials ___________
STATE OF TEXAS

COUNTY OF ____________________________

BEFORE ME, the undersigned authority, on this day personally appeared

______________________________, Name of Applicant

credible person(s), and

who after being by me duly sworn did depose and say:

Applicant or applicants hereby certify that the diagram of the premises attached at

______________________________, Address

is a fair and accurate representation of the subject in question as it exists on the date of this

application and is a part of this application. I also certify that this diagram will be posted

with my license/permit.


Printed Name of Applicant

Signature of Applicant

ACKNOWLEDGEMENT

Subscribed and sworn before me, this_______day of______________, A.D., 20____.

Signature of Notary Public

S E AL
**Temporary Structures and Tents FAQ:**

**Temporary Structures, Tents etc. with an area in excess of 400 square feet require a permit, note the exceptions in IFC 3103.2.**

Temporary structures and uses shall conform to the structural strength, fire safety, means of egress, accessibility, light, ventilation and sanitary requirements of this code as necessary to ensure public health, safety and general welfare.

**Applicable Code Sections:**

IFC: [Chapter 31 Tents, Temporary Special Event Structures and Other Membrane Structures - 2021 International Fire Code](https://example.com)

IBC: [Chapter 31 Special Construction - 2021 International Building Code](https://example.com)

*The following are generalities and specific situations may need to be addressed throughout the review process.*

**Site Plan:**

A site plan is required as part of your plan review documents. This may already be in your Emergency Action Plan, if that is required for your permit, but should include at a minimum:

- Overall dimension of the structure(s) and/or tent(s)
- Location of the structure(s) and/or tent(s) with respect to lot lines, structures, parking areas, etc.
- For tents provide a floor plan that shows the exits and other egress components (exit width, exit distance, exit path etc.) as well as any seating or other fixtures.
- Specify location of vehicle parking (a minimum separation of 20 feet must be maintained from vehicles, combustion engines, etc.)
- Specify what, if any, sides on a tent will be open
- Location of fire extinguishers (In general, you should never be more than 75 feet away from a fire extinguisher)
- Location of exit signs (exceptions may apply)

**Additional Requirements that need to be provided:**

Specify method of structural stability/anchorage. An analysis of the structural stability may be required.

A table that shows the occupant load

What is the intended use of the structure or tent? Assembly, Mercantile, etc.?

Indicate if the structure and/or tent will be occupied after dark or will require artificial lighting due to its construction. Any electrical work will need to be performed by a licensed electrician and a separate permit may be required.

For structures such as stages, etc. detailed construction plans showing materials and construction method, etc. will be required.

For tents a certificate from the tent manufacturer must be provided stating that the tent material meets the flame propagation performance of Test Method 2 of NFPA 701. Typically, a Certificate of Flame Resistance can be provided for plan review.
ANIMAL SERVICES DIVISION

ANIMAL EXHIBITION PERMIT APPLICATION

APPLICATION MUST BE SUBMITTED 2 WEEKS PRIOR TO EVENT

Date of Application _________________
 Permit Type: Fee:
 ___Animal Exhibition                      _____$123.00 _____ Number of Days
 ___Petting Zoo                            _____ $123.00 _____ Number of Days

Beginning Date ________________ Time __________ Ending Date_____________ Time _______________

Event Location: ________________________________________________________________

INDIVIDUAL APPLICANT OR PERSONS AUTHORIZED TO EXECUTE CONTRACTS ON BEHALF OF BUSINESS ENTITY INFORMATION:

Name: ________________________________________________________________________________

Date of birth: __________________________________________________________________________

Home address: __________________________________________________________________________

Phone number: __________________________________________________________________________

City, state: __________________________ Zip code: ____________

BUSINESS NAME AND INFORMATION UNDER WHICH BUSINESS WILL BE CONDUCTED:

Business Name: __________________________

Phone Number: __________________________

Address: ________________________________

City, State: ______________________________

Zip Code: ________________________________
NAME OF REGISTERED AGENT OR OFFICE:

Name/Business Name: ______________________________________________________________________

Phone Number: ____________________________________________________________________________

Address: _________________________________________________________________________________

City, State: ________________________________________________________________________________

Zip Code: _________________________________________________________________________________

I, ____________________, agree to maintain compliance with the animal control and sanitary waste
requirements of the City of San Marcos
I, _____________________, the above named applicant, do solemnly swear that I have read the contents of this
application and that all information and answers herein contained are complete and true. In addition, I have read
and understand all rules and regulations as set out in the Code of the City of San Marcos. Furthermore, I hereby
agree to comply with all of the laws of the State of Texas, and all rules and regulations prescribed by the City of
San Marcos and I consent to the immediate revocation of my license, by the proper officials, for any violation
of such laws, rules, or regulations.

Signature of Applicant_______________________________ Date________________

FOR OFFICIAL USE ONLY

License Type: _______Petting Zoo ___________Animal Exhibition:

Approving City Office: ______________________________________________________________________

Approved Disapproved: _____________________________________________________________________

Date: _____________________________________________________________________________________

Animal Control Inspector: ___________________________________________________________________

Certificate #: ______________________________________________________________________________

Total Fee Expiration Date: ____________________________________________________________________

PAYMENTS SHOULD BE MAILED TO:

City of San Marcos
Attn: Animal Services
630 E. Hopkins
San Marcos, Texas, 78666
Dear Sir/Madam,

You are being sent this letter because our records indicate you own or operate an animal exhibition on certain occasions within the city limits.

The City of San Marcos has updated the Animal Services Code of Ordinances and fee schedule and as of September 1, 2012 all animal establishments or animal exhibitions are required to register and pay an annual registration fee to the City of San Marcos. All registrations are due no later than 2 weeks after receiving this packet. Facilities that have not submitted registration and payment by this date will be considered in noncompliance of Chapter 6 of the City of San Marcos Code of Ordinances Article 4 listed below:

Sec. 6.061. - Animal exhibitions.

(a) All animal exhibitions, except those held at the county exhibition facilities, shall, in addition to other requirements of this chapter, comply with the minimum standards of this chapter. All of the exhibition facilities shall be subject to inspection by the animal service manager, or his designee, upon his request during reasonable hours. Exhibitions held at the county exhibition facilities shall, at a minimum, abide by all existing county rules and regulations. All animal control officers shall have the authority to enforce all applicable rules and regulations as such apply to the county exhibition facilities.

(b) The presenter of an animal exhibition must contact San Marcos Animal Services at least seven days before the performance or display and provide dates, times, and exact location of each performance or display.

(c) It shall be a violation for any person who owns, manages, or represents an animal exhibition that requires a permit or registration to refuse, upon request by the department, to make his/her animal(s), premises, facilities, equipment, and any necessary registration(s) or permit(s) available for inspection for the purpose of ascertaining compliance with the provisions of this chapter. All animal exhibitions must be compliance with all applicable state and federal regulations.

Fees Are: Animal Exhibition Permit $123.00 Per Event
You have been supplied an application and for any questions please contact Animal Services at 512-805-2655.

Thank you,

City of San Marcos
Animal Services
Ph: 512-805-2655
Requirements for Animal Exhibitions

Animal Housing and Enclosures
- Enclosures must be in good repair and escape-proof
- Animals must have adequate space to stand up, turn around and lay down
- Enclosures must be kept at the appropriate temperature for the species being housed
- Animals must be kept shaded and/or shielded from the elements
- Enclosures must be kept clean and sanitary
- Enclosures must have appropriate flooring, walls and ceiling for the species being held

Animal Care
- Animals must not be overworked
- Animals must be separated by species as necessary to prevent predation, stress, breeding or other unsafe conditions
- Animals must not be overcrowded in cages
- Necessary handling / care equipment / supplies for species being handled must be on site and in good repair
- Animals must be currently and legally vaccinated according to AVMA guidelines for the species
- Animals must have had all health tests according to AVMA guidelines for the species
- Mammals must be legally and currently vaccinated with a rabies vaccine (if one is available for the species and vaccine is AVMA recommended)
- Animals must be healthy and illness-free
- Animals on site must have access to clean water in containers that are appropriate for the species
- Animals must have access to adequate species specific food (if feeding occurs during event)

Cleaning and Sanitation
- Waste disposal plan must be in place
- Plan to limit odors must be in place
- Insect and vermin control plan must be in place
- Water for cleaning and species appropriate cleaners must be available for cleaning enclosures
- Adequate food storage must be on site
- Handwashing stations / hand sanitizer must be available for petting zoos, pony rides, other public contact with animals

Documentation
- Owner must keep a list with descriptions of all animals on site
- Exotic species at events must be legally obtained (not wild caught, black market or poached)
- Veterinary records for all animals on site must be on site or otherwise available for inspection
- Interstate or international veterinary health certificates (if applicable) must be on site or otherwise available for inspection
- Owner must be in compliance with all applicable state, local and federal regulations pertaining to each species

**Helpful Links:**

American Veterinary Medical Association: [www.avma.org](http://www.avma.org)


Texas Parks and Wildlife: [www.tpwd.texas.gov](http://www.tpwd.texas.gov)

Centers for Disease Control: [www.cdc.gov](http://www.cdc.gov)


Texas Penal Code Chapter 42: [https://statutes.capitol.texas.gov/Docs/PE/htm/PE.42.htm](https://statutes.capitol.texas.gov/Docs/PE/htm/PE.42.htm) (Sections 42.09 and 42.092) pertaining to cruelty to animals


Please feel free to reach out to us directly if you need any assistance with your animal exhibition permit:

**City of San Marcos Animal Services**
750 River Rd.
San Marcos, TX 78666
(512) 805-2655
Email: animalservicesinfo@sanmarcostx.gov
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For every 4 restrooms add 1 handicap and 1 sink.

Add 15% - 20% more if there are food and drinks.
Permitted Solid Waste Haulers

Trash/Recycling Provider

Central Texas Refuse
P. O. Box 18685
Austin, TX 78760
512.243.2833
Fax: 512.243.2283
sales@centraltexasrefuse.com
Permit # SM001

Best Waste Inc
2476 N Heideke St
Seguin, TX 78155
830.379.8000
Permit # SM002

Waste Connections
P. O. Box 1508
Alvin, TX 77512
281.331.0810
Fax: 281.331.1660
Contact Dean Sullivan, South Texas Controller
Permit # SM005

Waste Management, Inc.
4730 SE Loop
San Antonio, TX 78754
1-800-800-5804
Fax: 512-272-8960
Permit # SM006

Texas Disposal Systems, Inc.
P. O. Box 17126 Austin,
TX 78760-7126
512.421.1300
Fax: 512.421-1325
sales@texasdisposal.com
Permit # SM007

Hill Country Waste Solutions
11355 US Hwy 281 N
Spring Branch, TX 78070
830.885.5512
Permit # SM008

Frontier Waste
P. O. 1283
Hillsboro, TX 76645
888.854.2905
Permit # SM009

Central Waste & Recycling, LLC
2301 W Whitestone Blvd, Suite E2
Cedar Park, TX 78613
512.267.9290
sales@centralwaste.com
Permit # SM011

Recycle/ C&D Provider

Green Guy Recycling Inc.
937 Hwy 80
San Marcos, TX 78666
512.353.3266
greenguyrecycling@gmail.com
Permit # SM004

Recons Services, Inc
6005 FM 973
Del Valle, TX 78617
512-894-4441
Permit # SM003

Captain Hook Dumpster
P.O. Box 141966
Austin, TX 74714
512.719.4172
Permit # SM010

November 2021
Emergency Action Plan Template for Special Events

*This is not a complete list of items for a plan but is a guide to aid you in development of your event emergency preparedness.

Event Name: [Insert Event Name]
Date: [Insert Date]
Time: [Insert Time]
Location: [Insert Venue/Address]
Organization:
**Event Overview**

Brief description (one or two paragraphs) of the event and what it will involve:

Please include information on any specific risks associated with your event (will your event have open flames, hazardous materials, live animals):

Expected number of attendees:

**Emergency Evacuation Plan**

**Primary Evacuation Route:** [Specify the primary evacuation route from the venue] This should be included in your site plan as well.

**Assembly Point:** [Designate a specific location outside the venue where attendees should gather after evacuation, sending to vehicles can be an option] Also should be included on the site plan.

**Emergency Communication Plan**

Date: Time:

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<th>Role/Responsibilities</th>
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*May need multiple tables for events that span more than one day*

**Emergency Communication Coordinator:** [Assign a person responsible for coordinating communication during emergencies and for Media/Citizen questions and inquiries]. In case of a police/fire/or medical emergency this person, or their designee, is responsible for calling 911.

**Internal Event Team:** [Specify how event staff will communicate as well as which type of communication will be used- Radio, Cellphone, Eventbrite, WhatsApp, Group Me, etc.] Supplemental table attached.

**Attendee Communication:** [Specify how information will be communicated to attendees, e.g., loudspeakers, announcements, social media]
Site Plan

Please include a site plan for your event; the more accurate and detailed the plan, the better. The plan should be scalable so distances can be measured or you must label distances where applicable. Your site plan should include:

- ☐ Satellite image of property
- ☐ Patron Entry and Exit Points
- ☐ Position of attractions
- ☐ Generator or Power Source
- ☐ Fencing Placement
- ☐ First Aid Location
- ☐ Barrier/Barricade Locations & type details
- ☐ Lost Children Point
- ☐ Emergency exits
- ☐ Security Location
- ☐ Information Booth
- ☐ Emergency Vehicle Route Ingress/Egress
- ☐ Location of food vendors Food Trucks/Trailers, including distance from property lines & restrooms
- ☐ Property Lines
- ☐ Restrooms- Portable or fixed identified
- ☐ Parking locations, show parking space/group of parking spaces lines if they are not already existing, differentiate staff/volunteers from attendees if different
- ☐ Placement of temporary structure(s)
- ☐ Waste collection & Recycling locations
- ☐ Amplifier(s), including distance from property lines
- ☐ Any temporary structures (tents, stages, etc.) including dimensions, distance from property lines & distances from other structures (permanent or temporary)
- ☐ Neighboring property uses (Residential, Commercial, Industrial, Institutional (School, etc.)
- ☐ Fire lanes

Use of the table is for outlining the schedule of events for security and event organizers.

Date:

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<tr>
<th>Time:</th>
<th>Actions:</th>
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Medical Information

First Aid Station Location: [Specify the location of the first aid station] Also shown on the site plan.

On-site Medical Personnel: [List any medical professionals or first aid providers that will be present]

Emergency Medical Services (EMS): [Specify the procedure for calling and coordinating with local emergency medical services]

Severe Weather Protocol

Weather Monitoring: [Specify how weather conditions will be monitored] (Examples include Perry Weather, National Weather Service (IDSS Forecast Point))

Event Cancellation: [Who determines when the event will be cancelled due to weather.]

Evacuation Plan for Severe Weather: [Outline the procedure for evacuating the venue in case of severe weather]

Shelter in place: [Specify how patrons will shelter in place]

Lost children

[Please document your lost children policy and procedures here.]

- Include arrangements for the safe care of children until such time that they can be reunited with their parent or guardian
- Provide a clearly advertised point for information on lost children
- All incidents need be logged and all details recorded.

Fire Protection and Security

Fire Protection: [Who is responsible for ensuring that fire protection systems are in place and operational?]

Security: [Who is responsible for security at the event]

Lost and Found

Lost and Found Location: [Designate a location where lost items can be reported and retrieved]

How are you notifying surrounding residents and businesses of your event?

General Safety Tips

1. Remind attendees to stay vigilant and report any suspicious activity.
2. Encourage attendees to familiarize themselves with emergency exits and evacuation routes.
Acknowledgment of Emergency Action Plan

All event staff members must review and be familiar with the emergency action plan.

Signature of Event Applicant:

Please provide 4 dates and times that you are available to review this plan with City Staff.

Internal staff area: Review date
## Communication Plan Supplemental Page

<table>
<thead>
<tr>
<th>Role/Responsibility</th>
<th>Name</th>
<th>Phone</th>
<th>Radio</th>
<th>Other means of communication (WhatsApp, GroupMe, Signal etc.)</th>
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The Emergency Action Plan

The Emergency Action Plan form is designed to assist special event organizers in developing plans to respond to any emergency situations that may occur during their event. Copies of this plan should be distributed to event staff.

Frequently Asked Questions

Why is it important to have an Emergency Action Plan?

An EAP is needed for two main reasons:

1. To identify potential hazards; to determine associated levels of risk to the public; and to implement appropriate measures to prevent or mitigate the hazards and, thereby, reduce or eliminate the risks.
2. To identify the appropriate event organization and level of coordination with external agencies needed to manage resources and respond effectively to emergencies, including measures for providing emergency information to the public and for mass evacuation of the event.

What is an Emergency Action Plan (EAP)?

An Emergency Action Plan is a formal written plan developed by the event organizer which identifies key personnel, emergencies that could impact the event, and which describes the measures to minimize those impacts and ensure public safety. Every EAP must be tailored to site-specific conditions and to the requirements of the agency/organization that owns or regulates the site of the event.

Which fields should I fill in the online form?

The online EAP form is designed to collect only information applicable and appropriate for the event size, type and risk-level. This means organizers of large, complex events will need to provide more information than for small ones.

What is an Emergency during a special event or mass gathering?

An emergency during a special event or mass gathering can be defined as any incident occurring with respect to an event site, activity, staff, or the public, which puts life safety at risk, and which requires extra measures on the part of event staff to respond, or which exceeds the event staff’s capability to respond.

Why is the City collecting this information?

An Emergency Action Plan Template has been developed to assist special event organizers in planning a safe and successful event through:

- Identification of roles and responsibilities.
- Identification of potential hazards and risk factors.
- Identification and implementation of hazard prevention and risk reduction strategies to ensure public safety.
- Development of response plans to manage emergencies when they occur.
Who will see the information I provide, and how is it used?

The form provides important, site-specific information to Emergency services, as well as the Special Event Group consisting of various city department involved in the permitting process.

Communication Plan

It is important when an emergency occurs that emergency responders can easily access those in charge of event operations. The EAP must specify the person(s) responsible for initiating emergency actions. The plan must be site-specific, since all special events are different.

Communication Plan Supplemental Page: A supplemental notification chart is attached to the template and should be used when alternative methods of communication are used (Radio, Cellphone, Eventbrite, WhatsApp, Group Me, etc).

Notification Procedures: Notification procedures should be developed to ensure the timely notification of persons responsible for taking emergency actions. The procedures should be brief, simple, and easy to implement.

Lost children

You should have a lost children policy and all event staff and volunteers must be familiar with it.

- Include arrangements for the safe care of children until such time that they can be reunited with their parent or guardian.
- Provide a clearly advertised point for information on lost children.
- All incidents need to be logged and all details are recorded.