

City of Fredericksburg

Special Events

OVERVIEW

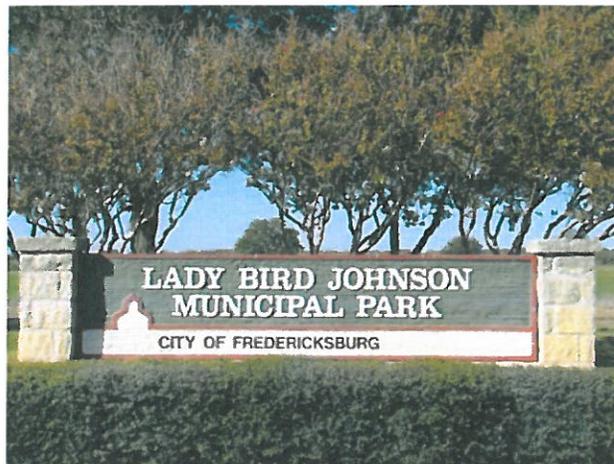
The City of Fredericksburg encourages special events for the enjoyment of our citizens and visitors, our cultural heritage and the promotion of the City. Some gatherings and organized activities may place unique demands on public resources or pose a potential danger to public health, safety and welfare. In order to plan for these demands and ensure the safety of our community, it is necessary that the City receive advance notice of these events.



About the Special Event Applications

A **City of Fredericksburg Promoter/Sponsor Checklist** along with your reservation to utilize City facilities is necessary to begin the planning process in cooperation with City services such as police, health, EMS, fire, streets and emergency management. The Promoter/Sponsor Checklist may be filed **as much as 365 days prior** to the event **but no later than 60 days prior** to the event, however, the checklist **DOES NOT** secure your special event. The **Promoter/Sponsor Checklist** is the first step in the event planning process and will be required for most all events. A **Promoter/Sponsor Checklist** will not be required for events such as:

- Events conducted entirely on the property of a religious institution, educational institution, college, or university campus. City, State or Federal streets or parking lots for multi-tenant buildings, regardless of location, shall not be considered part of a religious institution, educational institution, college or university campus.
- Events on property owned or controlled by the City subject to a contract, lease or management/operating agreement with a person or entity where the agreement addresses events on the property or the event is included within the permitted uses in the agreement.
- Processions of vehicles operated in compliance with traffic laws or a procession of pedestrians excluding organized walks, runs, parades and the like, in compliance with traffic laws along or upon public sidewalks, public parks, or private property.
- Events held for National Night Out.
- Funerals and Funeral processions.
- First Amendment Activities conducted entirely on sidewalks, in public parks or on private property in compliance with traffic laws and any other applicable City Ordinances (for example, handbills, placing property in rights of way, health laws etc.).
- Events conducted under the supervision of or with the permission of a governmental entity on property owned, leased, or operated by a governmental entity other than the City.



The necessity for a **Special Events Permit Application** will be determined by the City Manager based on the information submitted in the **Promoter/Sponsor Checklist**. When required, a Special Event Permit may be submitted 365 days in advance but must be completed at least **25 days** before the event in order to assure time for City processing.

In coordination with the **Promoter/Sponsor Checklist**, a Special Event Permit is a written authorization from the City to hold an event. This permit is necessary when an event involves one or more of the following activities:

- Closing or partial closure of a public street
- Blocking City owned property
- Sale of merchandise or food/beverages on City property
- Erecting a tent larger than 200 square feet on City property
- Placement of a stage , trailer or other portable structures on City property
- Placement of portable toilets, temporary no-parking signs or pedestrian boundary markers on City property
- Events involving more than 300 people at any one time on City property

Examples

Examples of special events requiring permits include, but are not limited to:

- Private parties or weddings of more than 300 people on City Property
- parades
- bike races
- marathons/runs/walks
- fireworks displays
- concerts
- festivals
- carnivals, car shows, swap meets and other types of events that use public property or rights of way.

Examples of events that DO NOT require Special Events Permits include:

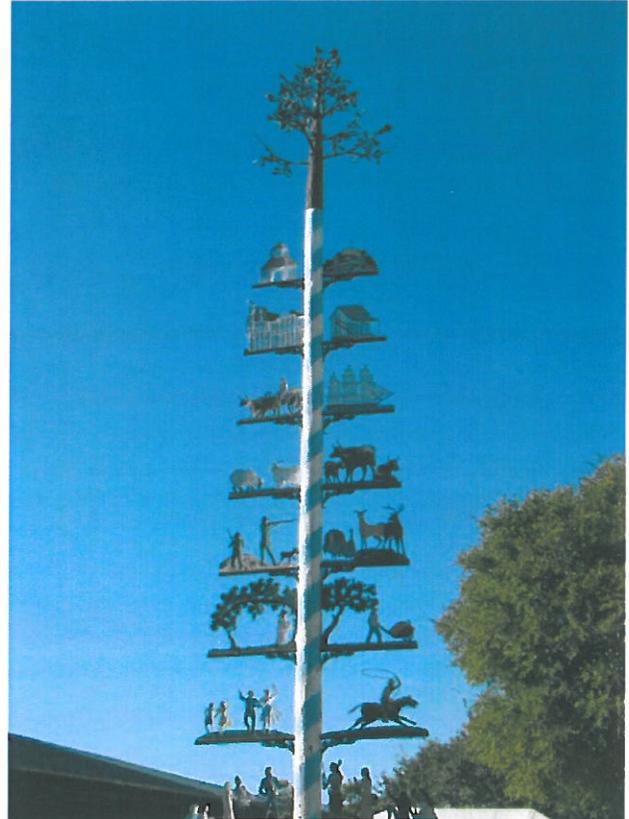
- private parties or weddings of less than 300 people
- fund raisers, and other events held on property not owned by the City.
- funerals and funeral processions

Other ordinances, such as regulations for noise, debris, Health Permits, City adopted Fire Codes, and parking, must be observed.

Quick Links

The following rules and forms may apply to your event, depending upon the activities:

- **City of Fredericksburg Promoter/Sponsor Checklist**
(Special Events Administrator 830-990-2004)
- **Special Event Permit Application**
(Special Events Administrator 830-990-2004)
- **Procedures**
(Emergency Services 830-990-2033)
- **Insurance Requirements**
(Parks and Recreation 830-990-2027)
- **Fire Rules for Tents, Canopies, Trailers and Cooking**
(Fire Marshal 830-990-2024)
- **Food Safety Requirements**
(Gillespie County Health Division 830-990-2027)
- **City Parks and Property Rules**
(Parks and Recreation 830-990-2018)
- **Temporary Sign Rules**
(Code Enforcement 830-990-2021)
- **Noise Ordinance**
(Police Department 830-990-6250)
- **Special Events Ordinance**
(Emergency Services 830-990-2033)
- **Sample Notification Letter (Merchant)**
(Special Events Administrator 830-990-2004)
- **Sample Notification Letter (Resident)**
(Special Events Administrator 830-990-2004)



Please call (830) 990-2004 or write to specialevents@fbgtx.org or any of the contacts listed above for questions related to special events, or you may visit us at 126 West Main Street, Fredericksburg.

City of Fredericksburg Promoter/Sponsor Event Checklist



Checklist can be submitted up to 365 days in advance but no later than 60 days in advance of the event. **Date Submitted:** _____

Event Details

Name of Event: _____

Date(s) of Event: From: ___/___/___ to: ___/___/___

Daily Event Time: Date: _____ Start: _____ Finish: _____

 Date: _____ Start: _____ Finish: _____

 Date: _____ Start: _____ Finish: _____

Site: _____

Site Address: _____

Promoter: _____

Event Manager: _____

Address: _____

Contact: Phone: _____ Fax: _____

After/Hours: _____ Cell: _____

E-Mail: _____ Pager: _____

Event Web Site: _____

Site preparation start date: ___/___/___ Site vacated date: ___/___/___

Brief details of activities (including entertainment and main attractions):

Sponsorship details (list sponsoring organizations and number of volunteers expected.)

Permits: Will any special permits be required, for example, liquor, TABC, pyrotechnics, fire, laser, food or beverage, mass gathering?

YES NO

Insurance: The City shall be listed as an additional insured on insurance policies. Insurance required by the City:

Commercial General (Public) Liability to include coverage for: Premises/Operations, Products/Completed Operations, Independent Contractors, Personal Injury, Contract Liability, Liquor Liability, Business Auto Liability, Workers Compensation and Employers' Liability. See Special Events page on City Web Site for additional details.

Site Details

NOTE: Include details below such as: Indoor/outdoor, normal use, permanent structure, temporary site, multiple sites, site boundaries, temporary structures, natural features, parking arrangements, access and egress. Include listing of facilities, such as: Water, toilets, hand washing stations, food preparation, waste removal. (Attach diagram or site map.)

Estimated total attendance: _____ Estimated maximum attendance at any one time: _____

Estimated age composition of audience: _____

Admission will be by: Pre-sold ticket Free Pre Registration On Site Sales/Registration

Other: (Please specify) _____

Has this event been conducted previously? YES NO

Event Communications

During the event what form of communication systems will be available for?

- Event management: _____
- Public address (internal): _____
- Public address (external): _____

Security:

Which type of security will be present for the event? _____

Event security will commence on: ___/___/_____ and conclude on: ___/___/_____

Have relevant Law Enforcement departments been contacted in relation to security? YES NO

If yes, what will be required of the Law Enforcement Agencies? _____

Is there a transportation plan, traffic plan, or street closure associated with the event? YES NO

If yes please describe:

Signage

What signage, including emergency exits and those required under the local liquor laws, will need to be developed and obtained?

Will there be signage in languages other than English? YES NO

Access and Egress for Patrons

What provisions will be made for patrons to access, move around, and leave the event venue (for example, gate control, pathways, free space, emergency exits)?

What provisions need to be made for persons with a disability to access and move around the event venue?

Will disabled patrons be able to access toilets, food and bar areas, and entertainment sites without difficulty?

YES NO

Noise: Compliance with the City's Noise Ordinance is required.

What provisions will be made to minimize the level of noise at and around the event?

Management of Alcohol

Are there any special conditions of the licensing permit? YES NO

If YES, what are they?

What types of alcohol (for example beer, wine, and liquor) and other drinks will be available at the event?

Recycling and Trash Collection: The City encourages recycling for all events.

What provisions will be made for Recycling and Trash collection?

Medical Services may be required depending on the size and type of event.

What level of medical service is considered necessary, who will provide it, and for what duration?

Animals: The City requires that any animals have water, sanitary conditions, and that all waste be promptly removed.

If the event involves animals, what arrangements will be necessary for their management, care, and well-being?

Briefing/Debriefing (when necessary)

A final briefing of participants is planned for _____ weeks prior to the event.

A debriefing will be conducted with all participants within _____ days after the event.

City of Fredericksburg

Special Event Permit Application



A complete application is due at least 25 days before the start of the event.

Event Name: _____

Event Location/Address: _____

Event Start Date: _____ Event End Date: _____

Daily Event Time: Date: _____ Start: _____ End: _____

 Date: _____ Start: _____ End: _____

 Date: _____ Start: _____ End: _____

Approximate Number of Persons Attending Event Per Day: _____

Name of Applicant: _____

Address: _____

City, State, Zip: _____ Phone: _____

If the event is to be held by or for any person/organization other than the applicant, the applicant shall attach a written statement from that other person/organization showing authority to make this application.

Organization Managing Event

Organization Name: _____

Address: _____ Phone: _____

Event Chairperson / Contact

Name: _____

Address: _____

Daytime Phone: _____ Fax number: _____

Email: _____

Property Owner Information

If any portion of the event will be held on private property (including parking), please provide the following:

Name: _____ Phone: _____

Address: _____

City, State, Zip: _____

Applicant shall submit copy of a letter from property owner giving written permission for event use.

Event Information

1. Please select all that apply as part of this Special Event and each must be included on the site plan:

- | | | |
|--|--|--|
| <input type="checkbox"/> Closing a Street | <input type="checkbox"/> Loudspeakers | <input type="checkbox"/> Inflatable / Bounce houses |
| <input type="checkbox"/> Tents or Canopies | <input type="checkbox"/> Fencing | <input type="checkbox"/> Sale of Merchandise |
| <input type="checkbox"/> Portable Toilets | <input type="checkbox"/> Generators | <input type="checkbox"/> Cooking |
| <input type="checkbox"/> Stage or Music | <input type="checkbox"/> Amusement Rides | <input type="checkbox"/> Blocking of Streets or property |

For Generators: Quantity and sizes: _____

For Fencing: Location(s) and / or the positioning must be indicated on the event site plan.

For Tents(s): How many _____ Dimensions/Size _____

Will the tent(s) have sides? **YES** **NO** **If yes,** how many sides will be closed? _____
The size(s) and location(s) of booths, trailers, tents, canopies or other membrane structures must be indicated on the event site plan.

2. Will food and / or beverages be available or served? **YES** **NO**

If yes, a Temporary Health Permit must be obtained from the Gillespie County Health Division at 830-990-2027 in conjunction with this Special Event Permit. *Please attach a list of vendors: name, address, and contact number. Each vendor must be in current compliance with the City Health regulations and have a current Fire Inspection from the City of Fredericksburg Fire Marshal.*

Will chafing fuel or a fryer be utilized? **YES** **NO**

Will alcohol be sold or allowed (BYOB) at this event? **Sold** **Allowed** **NO**
If Sold, provide a copy of TABC Permit. For alcohol approval, Liquor Liability insurance must be provided.

3. If this application is for a Run / Walk or Parade, please include:

- A. To assist in traffic safety planning, what time will the first participant leave the start line? _____
- B. Onsite preparation and set-up begins at _____
- C. Onsite registration begins at _____
- D. Assembly location (street location) _____
- E. Name of Company providing registration/marketing /run timing _____
- F. Name of rental company setting out barricades, event day contact name and phone number or will you use the City of Fredericksburg _____
- G. Run / Parade Route, including starting point and disbanding area (**Attach map**)

- H. Estimated number of participants / people in the run / parade _____
- I. Number of vehicles / floats _____
- J. Amount of space between parade units (ft.) _____
- K. Other types of participants (example: bands, color guards, animals, etc.) _____

4. If the event will impact surrounding property owners, notice must be sent to abutting property owners at least 2 weeks before the event date. **Applicant is required to submit a copy of notification letter and a list of addresses notified.** A sample notification letter is available at the **Special Events Overview** page. Date notice provided to abutting property owners:

5. Will signs / banners be utilized for the event? YES NO

If yes, please submit a list of signage sizes and locations. Signage must be indicated on the event site plan and adhere to the City of Fredericksburg sign ordinance. Sign Permits for Special Events can be obtained from the City Code Enforcement Officer at 830-997-7521.

6. Will amusement rides/bounce house(s) be used in conjunction with the event? YES NO

If yes, the location(s) must be indicated on the event site plan. Proof of Insurance must be provided no later than 10 business days before event for permit approval. ****Rides and/or attractions associated at special events shall conform with the statutory rules and regulations set forth in Chapter 21. Article 21.53 of the Texas Insurance Code, designated the Amusement Ride Safety Inspection and Insurance Act, as amended. Certificates of Inspection and copies of inspection reports will be required.**

7. Will animals (other than service animals and pets on a leash) be used in conjunction with the event?

YES NO If yes, how many? _____

8. Explain how sanitation will be handled by the event. How will this event dispose of trash? If a service is contracted, please provide the name of the service company.

9. What Date will the clean-up of the property be complete? _____

10. When the presence of City staff is necessary or requested for special events, please list the information received from each department including notes, and requirements.

Emergency Services: _____

EMS: _____

Fire: _____

Health: _____

Police: _____

Parks and Recreation: _____

Public Works: _____

Code Enforcement: _____

Prior to permit approval, submittal of the following items are required:

- 1) Written authorization granting Applicant permission to submit this permit application on behalf of event management.

- 2) Written permission from property owner for use of private property

- 3) Detailed Event Site Plan with all applicable items noted in this application

- 4) ***Certificate of Insurance*** for event coverage with the City of Fredericksburg listed as a ***Certificate Holder*** and ***Additional Insured***

- 5) Copy of notification letter and a list of addresses notified

I, the undersigned, hereby confirm that the information stated above is true and correct to the best of my knowledge.

Signature of Applicant

Date

I, THE UNDERSIGNED APPLICANT, AGREE TO INDEMNIFY AND HOLD HARMLESS THE CITY OF FREDERICKSBURG, ITS OFFICERS, EMPLOYEES, AGENTS, AND REPRESENTATIVES AGAINST ALL CLAIMS OF LIABILITY AND CAUSES OF ACTION RESULTING FROM INJURY OR DAMAGE TO PERSONS OR PROPERTY ARISING OUT OF THE SPECIAL EVENT.

Signature of Applicant

Date

By signature, the City Manager approves this Event subject to the above requirements:

Signature of City Manager
(Or Designated Representative)

Date

City of Fredericksburg

Special Events

Procedures

If a citizen or promoter is coordinating an event or a gathering of people on City Property there is coordination required to ensure that the event goes smoothly. In order to plan for additional demands on public resources and ensure that public health and safety is protected, it is necessary that the City receive advance notice of these events.

Process



Step 1: The process starts with a reservation for use of City facilities, streets, etc. and should be accompanied by a **Promoter/Sponsor Checklist**. Reservations can be made with the Director of Parks and Recreation at (830) 990-2018 or stop by City Hall. The **Promoter/Sponsor Checklist** can be obtained on line or by contacting the Special Events Administrator at (830) 990-2004 or picked up at City Hall. The applicant is responsible for ensuring that all appropriate reservations have been made for City facilities.

A City of Fredericksburg **Promoter/Sponsor Checklist** may be filed up to 365 days prior to the event **but no later than 60 days** prior to the Special Event. This helps staff begin planning for the event and sharing information with the applicant. A deposit may be required when making a reservation for certain City facilities, however, no fees are assessed for checklist submittal. The Special Events Administrator will provide a response containing pertinent information to the Promoter / Sponsor within 35 days of submission.

A **City of Fredericksburg Promoter/Sponsor Checklist** along with your reservation to utilize City facilities is necessary to begin the planning process in cooperation with City services such as police, health, EMS, fire, streets, code enforcement and emergency management. The Promoter/Sponsor Checklist may be filed **as much as 365 days prior** to the event **but no later than 60 days prior** to the event, however, the checklist **DOES NOT** secure your special event. The **Promoter/Sponsor Checklist** is the first step in the event planning process and will be required for most all events. A **Promoter/Sponsor Checklist** will not be required for events such as:

- Events conducted entirely on the property of a religious institution, educational institution, college, or university campus. City, State or Federal streets or parking lots for multi-tenant buildings, regardless of location, shall not be considered part of a religious institution, educational institution, college or university campus.
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- Events held for National Night Out.
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- First Amendment Activities conducted entirely on sidewalks, in public parks or on private property in compliance with traffic laws and any other applicable City Ordinances (for example, handbills, placing property in rights of way, health laws etc.).
- Events conducted under the supervision of or with the permission of a governmental entity on property owned, leased, or operated by a governmental entity other than the City.

Step 2: The necessity for a **Special Events Permit Application** will be determined by the City Manager based on the information submitted in the **Promoter/Sponsor Checklist**. When required, a Special Event Permit may be submitted 365 days in advance but **must be submitted at least 25 days** before the event in order to assure time for City processing.

In coordination with the **Promoter/Sponsor Checklist**, a Special Event Permit is a written authorization from the City to hold an event. This permit is necessary when an event involves one or more of the following activities:

- Closing or partial closure of a public street
- Blocking City owned property
- Sale of merchandise or food/beverages on City property
- Erecting a tent larger than 200 square feet on City property
- Placement of a stage , trailer or other portable structures on City property
- Placement of portable toilets, temporary no-parking signs or pedestrian boundary markers on City property
- Events involving more than 300 people at any one time on City property

Examples

Examples of special events requiring permits include, but are not limited to:

- Private parties or weddings of more than 300 people on City Property
- Parades, bike races and rides
- marathons/runs/walks
- fireworks displays
- concerts
- festivals
- carnivals, car shows, swap meets
- other types of events that use City property or rights of way.



Examples of events that DO NOT require Special Events Permits include:

- private parties or weddings of less than 300 people
- fund raisers, and other events held on property not owned by the City.
- funerals and funeral processions

However, other ordinances, such as regulations for noise, debris, Health Permits, City adopted Fire Codes, and parking, must be observed.

The **Special Event Permit Application**, when required, **must be completed at least 25 days** before the event in order to assure time for City processing. This application secures the dates and times of the event as well inclusion on the special event calendar.

Step 3: Reviews

The applications and checklists will be filed with the Special Events Administrator. The Special Events Administrator will distribute the information to agencies listed below which form the Special Events Coordination Team. Applications and Checklists will be reviewed monthly with any necessary actions being forwarded to the Promoter / Sponsor along with the appropriate City offices. This notification will also inform the applicant if a **Special Events Permit Application** will be required.

- Emergency Services (Chair of the Special Events Coordination Team)
- Police Department
- Parks and Recreation
- Gillespie County Health Division
- Public Works
- Code Enforcement
- Fire
- EMS
- Emergency Management



Step 4: Administrative Regulations

The following regulations and requirements are available on line or are available through the Special Events Administrator. These rules, requirements and regulations will apply to all approved special events.

- **City Parks and Property Rules**
- **Fire Rules for Tents, Canopies, Trailers and Cooking**
- **Food Safety Requirements**
- **Insurance Requirements**
- **Temporary Sign Rules**
- **Noise Ordinance**
- **Special Events Ordinance**

Step 5: Promoter / Sponsor Coordination

The Chair of the Special Event Coordination Team may call a meeting of Promoters, Sponsors and City staff, if an extensive review is needed. The Special Events Administrator will ensure the communication with Applicants, Promoters and Sponsors is positive accurate and informative.

The Special Events Administrator will submit the completed application and associated information, as well as the comments from all affected staff members, to the City Manager for approval as soon as all coordination has been completed.

Step 6: Calendar

The Special Events Administrator will keep a **Special Events Calendar** available on the City Web Site of upcoming special events to ensure applicants who have been approved, have their events recognized.

City of Fredericksburg

Special Events

INSURANCE REQUIREMENTS

Promoters or Contractors conducting special events on City property or public right-of-way of the City of Fredericksburg shall provide the City a certificate of insurance evidencing the coverage and coverage provisions identified herein. Contractors shall provide the City evidence that all subcontractors performing work on the project have the same types and amounts of coverage as required herein or that the subcontractors are included under the contractor’s policy. The City, at its own discretion, may require a certified copy of the policy.

All insurance companies and coverage must be authorized by the Texas Department of Insurance to transact business in the State of Texas and must be acceptable to the City of Fredericksburg.

Listed below are the types and amounts of insurance required. The City reserves the right to amend or require additional types and amounts of coverage or provisions depending on the nature of the event.

Type of Insurance	Minimum Amount of Insurance	Provisions
Commercial General (Public) Liability to include coverage for: <ul style="list-style-type: none"> • Premises/Operations • Products/Completed Operations • Independent Contractors • Personal Injury • Contractual Liability • Liquor Liability 	\$1,000,000 per occurrence, \$2,000,000 general aggregate; Or \$2,000,000 Products/Completed Operations Aggregate	City to be listed as additional insured and provided 30-day notice of cancellation or material change in coverage. City to be provided a waiver of subrogation. Coverage shall be provided by an insurer possessing an A-VII. A. M. Best Rating.
Business Auto Liability	\$1,000,000 each accident	Same as above.
Workers Compensation & Employers’ Liability	\$1,000,000 each accident for bodily injury; or \$1,000,000 each employee	City to be provided a waiver of subrogation.

Questions regarding this insurance should be directed to the Special Events Administrator at 830-990-2004 or specialevents@fbgtx.org.

City of Fredericksburg Special Events

Fire Rules for

Tents, Canopies, Trailers and Cooking

Fire Safety

Location: All tents, canopies, or other membrane structures cannot be within 20 feet of lot lines, buildings, other tents, parked vehicles, or internal combustion engines. Guy lines included. (Fire Code 2403.8.2)

Exits: Exit requirements for tents:

- A. Any openings must remain open unless covered by flame resistant curtain. Curtains shall be of a color, or colors, that contrast with the tent.
 - B. Opening curtains must be free sliding on metal support
 - C. Exit supports on openings must be 80 in. above floor level
 - D. When opened no part may obstruct exits
 - E. All tents and Canopies must have at least one exit. Occupant loads of 10 to 199 must have at least 2 means of egress (exits) with a width of 72 in. each
 - F. 200 to 499 must have at least 3 means of egress with a width of 72 in.
 - G. 500 to 999 must have at least 4 means of egress with a width of 96 in.
- (Fire Code 2. 2403.12.3)

Exit Signs: Exits shall be clearly marked when occupant load is 50 or more (Fire Code 2403.12.6)

Labels: All tents as defined by the fire code and being used for a structure, shelter or fully enclosed shall have a Flame Retardant Certificate indicating the size of the tent, type of fabric, and the chemical used to treat a fire. This DOES NOT apply to canopies. (Fire Code 2404.3)

Fire Department Access: Fire Department Access Roads will be made available at all times during the event so emergency apparatus can have access to all structures. (Fire Code 2403.8.1)

SMOKING:

- A. NO SMOKING in tents or canopies
 - B. No smoking signs shall be conspicuously posted
- (Fire Code 2404.6)

Exposed Flame:

Open flame or other devices emitting flame, fire, heat or any flammable or combustible liquids, gas, charcoal or other cooking devices shall not be permitted inside or within 20 feet of the tent unless approved by the Fire Marshal. (Fire Code 2404.7)

Portable Fire Extinguishers: Portable fire extinguishers shall be provided as required within 75 feet of travel distance. Fire Extinguishers need to be secured or mounted for ease of access. (Fire Code 2404.12)

Protective mats or other approved means shall be placed over electrical cables on walkways.

Generators: Generators shall be at least 20 feet from any structure or canopy and not accessible to the public. (Fire Code 2404.19)

Combustible Materials: Flammable or Combustible materials/liquids shall be at least 50 feet from all tents, canopies and structures. (Fire Code 2404.17.2)

Cooking Tents:

- A. Must be a separate tent from the public
- B. Must be at least 20 feet away from other tents and structures
- C. Restrictions do not apply to warming devices with no open flame or heat (Fire Code 2404.15.3)

Cooking:

- A. Cooking and Heating shall NOT be located within 10 feet of an exit or combustible materials. (Fire Code 2404.15.3)
- B. All cooking tents, canopies, and trailers must have an approved 2A:10BC fire extinguisher (Fire Code 904.11.5)
- C. If vegetable or animal fat is present, a Class K extinguisher is required (Fire Code 904.11.5)
- D. All food vendors shall have a Temporary Health Permit and have a passing inspection by the Gillespie County Health Division prior to the start of the event.

LP Gas:

- A. No storage of LP gas containers is allowed in any tent or canopy
- B. Safety release valves shall be pointed away from tents
- C. 500 gallons or less, the tanks have to be at least 10 feet away from tent
- D. Tanks shall be secured in the upright position and protected from vehicular and pedestrian traffic

Cooking in Trailers:

- a. Cooking done inside a trailer shall be required to have a Type I hood system that is UL300 or UL300A rated if using deep fat frying (Fire Code 610, 904.2.1 and 904.11)
- b. Hood systems should be inspected every 6 months (Fire Code 904.11.6.4)
- c. All gas, solid, or liquid fuel burning inside a trailer must be vented to the outside with an approved venting system and spark arrestor (Fire Code 2404.15.2)

City of Fredericksburg Special Events

Food Safety Requirements

Food Safety Regulations: All open food and open beverage vendors shall have a Temporary Health Permit and abide by the Texas Food Establishment Rules, section 229.170.

Temporary Health Permit Inspection Checklist



Temporary Health Permit Inspection Checklist

The term Temporary Food Service Establishment applies to an establishment that operates at a fixed location for a period of time of not more than 14 consecutive days in conjunction with a single event or celebration.

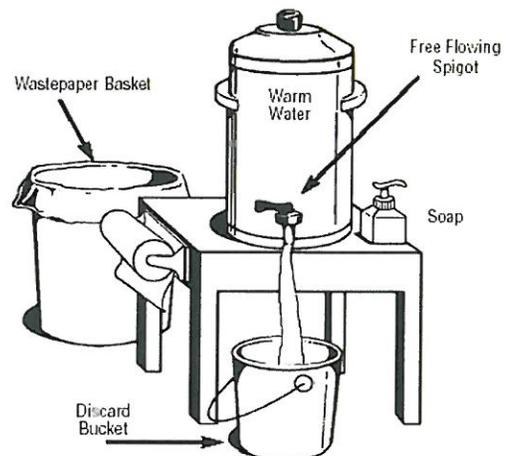
Requirements of a Temporary Food Service Establishment

Health permit displayed

- ❖ Health Permit must be displayed to the general public while in operation.

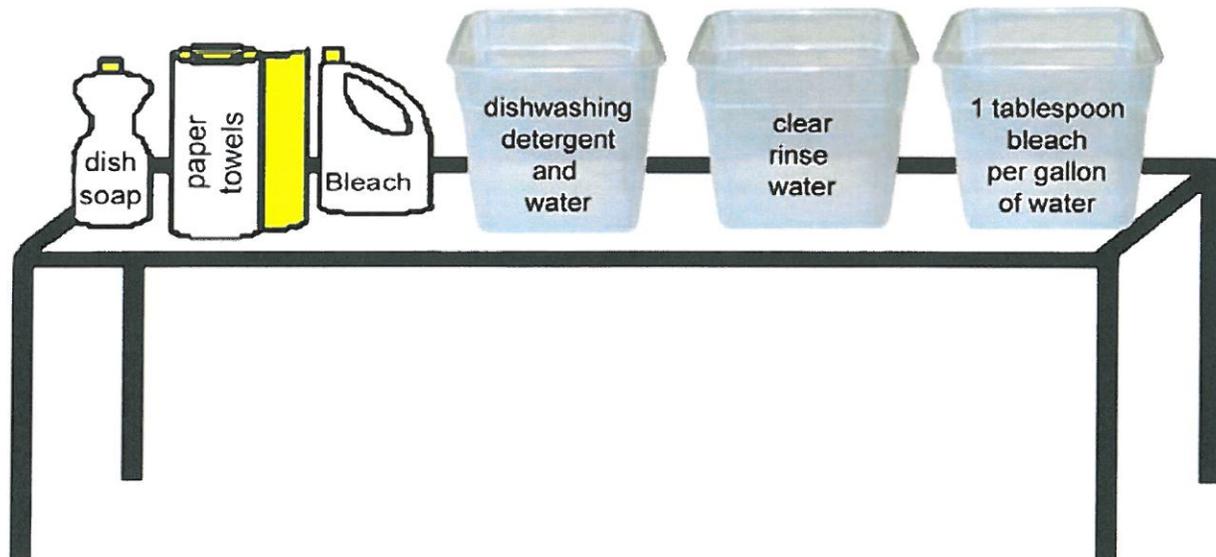
Hand wash station (container w/spigot, soap, paper towels, and wastewater bucket)

- ❖ Must be set up and in use **before** any food handling/prep work may begin. Hand wash station is illustrated to the right. Employees shall wash hands before beginning work, during work and/or changing tasks, after smoking, after eating, and after using the toilet.



Three containers to wash, rinse, sanitize utensils

- ❖ Booths that prepare (cut, cook, and assemble) foods are required to have a 3 compartment station for the cleaning and sanitizing of equipment and utensils. Three containers must be provided to fit the largest utensil. It is recommended to label containers, Wash, Rinse, and Sanitize.



Bleach in original, labeled container (for sanitizing utensils)

- ❖ One gallon of 100ppm chlorine sanitizing solution can be made by adding one teaspoon of bleach to one gallon of water. Sanitizer is required in the third container of the 3 compartment station. A separate container of sanitizer is required for all cleaning cloths. Cleaning cloths should be in the bucket when not in use and fully submerged. Equivalent approved sanitizers may be used.

Metal stem thermometer

- ❖ A properly calibrated metal stem thermometer (0-220°F range) is required at each booth and in each cold holding unit. Cooking, cold hold, and hot holding temperatures need to be monitored throughout the day to verify code compliance and protect the public.

- ✓ 165°F Poultry, stuffing, dressing, and all reheated foods
- ✓ 155°F Ground beef
- ✓ 150°F Pork and pork products
- ✓ 140°F Whole beef cuts and other foods

Adequate heating, cooking, and cooling equipment

- ❖ Equipment must be able to maintain 135°F or greater for hot holding and 41°F or lower for cold holding. An adequate amount of ice must be used for cold holding. Ice chest and all equipment must be clean and in good repair.

Cutting board (clean and in good condition)

- ❖ Commercial cutting boards are recommended.

Temperatures maintained (cool <41° F., hot > 135° F.)

- ❖ All food must be cooked to the correct internal temperature. Once correct internal temperature has been met all hot holding items must maintain 135°F or greater. All cold hold food must be kept at 41°F or lower. Temperature requirements are listed to the right.

Ice from approved source, scoop with handle stored out of ice

- ❖ Only ice scoops with handles may be used to dispense ice to customers. Drinking cups/glasses may not be utilized to scoop ice. Ice scoop handles must be extended out of ice to prevent contamination.

Food from an approved source and with proper label

- ❖ All food must come from an approved source and have an adequate label. If food is manufactured off site a copy of the Food Manufacture License must accompany the application for permit.

All food, containers and utensils stored at least 6" off the ground

- ❖ Food, equipment, and single serve items must be kept 6" or more from the ground. Wooden pallets are permissible for outdoor events.

Good employee/volunteer practices (eating, drinking, smoking)

- ❖ Employees shall not eat, smoke, or use tobacco in any form in the booth. Drinks are permitted in closed containers with a lid and straw. Employees should not handle both food and money simultaneously.

Hair restraints for each employee/volunteer in food booth

- ❖ Employees must wear hair covers and clean clothes while working in booths. Acceptable hair covers are:
 - Hats/caps
 - Hairnets
 - Bandanas (must cover skull of head)
 - Cook or chef's hat

Garbage container adequate and covered when not in use

Booth covered, floors cleanable, pests controlled

- ❖ Booths shall be constructed with barriers to protect the food and control access.
 - Floors shall be constructed of concrete, asphalt, wood, outdoor carpet, or other cleanable material. Grass is not adequate.
 - Ceilings over food prep shall be constructed of wood, canvas, or other material to protect against the weather.
 - Lighting shall be shatterproof or shielded.

Additional Information

Permitting

- ❖ Application and payment must be received no later than 10 days before the event
- ❖ Cost is \$50.00 per event or Annual temporary permit is \$110.00 and is valid from January 1- December 31
- ❖ Late fee is \$20.00
- ❖ If operator has multiple booths, each booth must obtain a permit
- ❖ Copy of Food Manufacture License when applicable

Gillespie County Health Division has the right to:

- I. Impose additional requirements to protect against health hazard related to the operation of temporary food establishments
- II. May prohibit the sale of some or all potentially hazardous foods
- III. May waive or modify requirements when it is reasonably determined that no health hazard will result

Gillespie County Health Division • 126 West Main • Fredericksburg, Texas 78624 • Phone: 830.997.7521 • Fax 830.997.1861

Email: kolfers@fbgtx.org • Web: <http://www.fbgtx.org/>



Application for Temporary Health Permit

Gillespie County Health Division

126 West Main Street
Fredericksburg, Texas 78624
Phone: 830-997-7521
Fax: 830-997-1861
e-mail: kolfers@fbgtx.org

Vendor Name: _____

Representative / Owner's Name: _____ e-mail address: _____

Mailing Address: _____ Phone #: _____

City: _____ State: _____ Zip Code: _____

Event: _____ Event Location: _____

Date of Event: _____

Types of food sold: _____

Recognized as a Non-Profit [501(c)(3)] Organization? Yes No

(For Office Use Only: Permit No.: _____ Fee Paid: _____)

In making application for a Temporary Health Permit, which is necessary to operate my business or organization, I understand and agree to comply with all Gillespie County Health Division city ordinances, county orders, and state laws that may govern the conduct or operation of my business.

Signature of Owner / Representative: _____ Date: _____

Issued by: _____ Date: _____

FEE MUST BE PAID 10 DAYS BEFORE EVENT OR INCUR \$20.00 LATE FEE

Temporary Food Service Establishments	\$50.00 per event
(Good for fourteen (14) days) OR	or
(Good for one (1) calendar year,	\$110.00 per year
running January 1 through December 31)	

Non-Profit { 501(c)(3) } Organizations ~ No charge.

MAKE CHECK PAYABLE TO:
City of Fredericksburg

Mailing Address:
126 West Main St.
Fredericksburg, Texas 78624
Attn: Health Division

City of Fredericksburg Special Events

City Parks and Property Rules

The City of Fredericksburg is excited to offer our City Parks for your enjoyment. There is something for everyone as we have numerous pavilions, amenities, playgrounds, pools, sports facilities, recreational activities, a nature hiking trail, and much more.

Park Hours:

1. Lady Bird Johnson Municipal Park hours are from 8:00 am until 10:00 pm daily. All persons must be out of the park by 10:00 pm as the gates will be locked at that time. Any vehicle in the park after 10:00 pm will remain in the park until the next morning at 8:00 am unless prior arrangements are made with the Park Manager.
2. Facilities with seasonal venues will have their operating hours posted at <http://www.fbgtx.org/index.aspx?NID=164>
3. Hours for Marketplatz will be determined through a rental agreement.

Rental Fees: Rental rates for all pavilions, facilities and venues are listed at <http://www.fbgtx.org/index.aspx?nid=340>

Park Administrative Rules:

1. The renting party is responsible for leaving pavilions, facilities and venues in a clean condition. All litter must be picked up and put in trash receptacles.
2. Any damages to the pavilions, facilities and venues (inside and out) will be the responsibility of the renter.
3. If the event is open to the public and there are food or beverage vendors, they must be permitted and inspected through the Gillespie County Health Division. A copy of the Temporary Health Permit must be filed in the Park Office. For information on Temporary Health Permits please call the Health Division at 830-990-2027.
4. Licensed private security will be provided at the renter's expense for any event lasting past 10:00 pm or any event serving alcohol. The security guards must be licensed, bonded and commissioned. The number of guards necessary and the hours the guards will be on duty will be determined by the park manager and the security company.
5. All State laws regarding alcohol must be followed. If alcohol is sold, copies of the TABC permit and the \$1,000,000 per occurrence Liquor Liability Insurance Policy,

- with the City of Fredericksburg listed as an additional insured on the policy, must be provided to the park manager prior to the event.
6. Vehicle access to Marketplatz must have prior approval by the Director of Parks and Recreation.
 7. All animals must be on a leash. Removal of animal waste is required.
 8. Pets cannot be left unattended and are not allowed inside park rental facilities.
 9. Parking only in designated areas.
 10. Operate motor vehicles only on roads and parking lots.
 11. If signs or banners will be utilized for the event their location must be indicated on the event site plan and adhere to the City of Fredericksburg sign ordinance located at <http://library.municode.com/index.aspx?clientId=14893>
 12. Special Events must have a completed City of Fredericksburg **Promoter Sponsor Checklist** and if required a **Special Event Permit Application** completed and approved 45 days prior to the event.

Prohibited Practices:

1. No tape, staples, glitter, confetti, piñatas, or rice are to be used in pavilions, facilities, or venues.
2. No open fires are allowed in any parks or City property.
3. No event on Marketplatz shall be for private monetary gain. Only Gillespie County non-profit organizations can rent for an event and charge an admission fee.
4. No vandalizing or defacing any structures, facilities, or nature features.
5. No hunting or releasing of any animal in any park or City Property.
6. No indecent or abusive language, or any activity, which creates a public nuisance.
7. No removing, damaging or otherwise disturbing plants, grass, trees or any part of the environment.

City of Fredericksburg Special Events

Temporary Sign Rules

Sign Definition:

1. Sign, any letters, figures, symbols, trademarks, or devices designed to inform people or attract the attention of persons or to an individual, firm, profession, business, commodity or service and which is recognizable from any public right-of-way
2. Temporary Sign, a sign to be hung made from paper, plastic, fabric of any kind, wood, or metal which may possess colors, characters, letters, illustrations, or ornamentations
 - a. A permit is required for a Banner or temporary sign
 - b. A permit shall be issued for a 20 day period
 - c. The number of permits shall be limited to six per calendar year per property
 - d. Each permit may be linked together for a consecutive period (i.e., 20, 40, 60, 80, 100, 120 days).
 - e. Each 20 day period, even if linked together, shall carry a separate permit fee of five (5) dollars per 20 day period
3. Prohibited Signs, please refer to City of Fredericksburg Ordinance No. 18 – 009 located at <http://library.municode.com/index.aspx?clientId=14893> for a complete list of prohibited signs

Permit Required:

1. No person shall erect, construct, alter, repair, or relocate a sign without first obtaining a permit from the City of Fredericksburg Development Services Department.
2. Each Application for a sign permit shall be accompanied by such drawings, descriptions, and specifications as are determined by the City of Fredericksburg Code Enforcement Division.
3. After a sign permit has been issued by the Building Department, it shall be unlawful to change, modify, alter, or otherwise deviate from the terms and conditions of said sign permit without the approval of the Building Department
4. Temporary Sign Permit Applications are available at the Development Services Department where your permit fee may also be paid.

Location:

1. No signs shall be placed in Texas Department of Transportation rights of ways
2. Signs placed on private property must have written permission from the property owner
3. Signs must be placed at least three (3) feet from the edge of the pavement or curb
4. Signs may not be attached to or located upon amenities such as benches, trash containers, or fences

Size and Height Restrictions:

1. Signs in public rights of way and signs placed on private property must meet design regulations relating to size and height of the particular zoning district of the property in accordance with City of Fredericksburg Ordinance No. 18 – 009
2. Signs associated with Lady Bird Johnson Municipal Park will be permitted in accordance with Commercial (C2) zoning standards
3. Signs associated with Fort Martin Scott will be permitted in accordance with Industrial (TM-1, M-2 and M-3) zoning standards
4. Signs associated with Marketplatz will be permitted in accordance with Central Business District (CBD) zoning standards
5. For a complete list of sign zoning standards, please refer to City of Fredericksburg Ordinance No. 18 – 009 located at <http://library.municode.com/index.aspx?clientId=14893>

Other Restrictions:

1. Signs should not be placed in a manner that interferes with vision, or otherwise affects public health, safety and welfare
2. No lighting, balloons, streamers or other devices or materials may be attached to the sign
3. Signs may not be placed on any roadway appurtenances, including but not limited to bridges, traffic control devices, official signs, sign supports, light standards, poles and delineators
4. Sponsorship of the event may be indicated on the signs, but must be secondary to the promotion of the event.

Example: Notification Letter to Merchant

*Kick off Spring Break with the
Bluebonnet Festival
Friday, March 10th, 6:00 pm
Parade followed by
Music with Rocky and Bullwinkle
Marketplatz*

Dear Downtown Merchant,

The 2014 Fredericksburg Bluebonnet Festival will be held Friday through Sunday, March 10 -12, on Marketplatz. Just a reminder, all participating merchants must have their vendor fee paid and have been approved by the festival committee to avoid duplications. No additional booths will be permitted on downtown sidewalks during this festival weekend. Thank you for your cooperation as we want the best for our downtown merchants and our paid vendors.

The following streets will close at 7:00 a.m. Friday, March 10 –11:00 pm Saturday, March 11

- Austin Street between Adams and Crockett Streets
- Adams Street between Main and Austin Streets

The following streets will close at 11:00 pm Saturday, March 11 – 6:00 pm Sunday, March 12

- Adams Street between Main and Austin Streets

Please see the enclosed map for the parade route and parade street closure information. Parade street closures will be from 5:30 pm Friday, March 10 through approximately 7:30 pm Friday, March 10.

Street Barricades will be placed along Austin and San Antonio streets for all streets running North and South across Main Street from 2:00pm Friday, March 10 until 7:30 Friday March 10.

For additional information please visit our website www.fredericksburgbluebonnetfestival.net If you have questions please contact me at 830-999-BLUE (830-999-2583). Thank you for your continued support of the Fredericksburg Bluebonnet Festival!

Sincerely,

Crystal

Crystal Pistol
2014 Bluebonnet Festival Coordinator

Example: Notification Letter to Residents

*Kick off Spring Break with the
Bluebonnet Festival
Friday, March 10th, 6:00 pm
Parade followed by
Music with Rocky and Bullwinkle
Marketplatz*

Howdy Neighbor,

The 2014 Fredericksburg Bluebonnet Festival will be held Friday, March 10th through Sunday March 12th on Marketplatz. As usual the Bluebonnet Festival will start off with a parade at 6:00 pm on Friday March 10th. Please join us for this Fredericksburg and Hill Country tradition. The Fredericksburg Bluebonnet Festival is a time to enjoy family, friends, food, and music on Marketplatz throughout the weekend. We'll be in your neighborhood, so come join us for the fun.

The following streets will close at 7:00 a.m. Friday, March 10 –11:00 pm Saturday, March 11

- Austin Street between Adams and Crockett Streets
- Adams Street between Main and Austin Streets

The following streets will close at 11:00 pm Saturday, March 11 – 6:00 pm Sunday, March 12

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For additional information please visit our website www.fredericksburgbluebonnetfestival.net If you have questions please contact me at 830-999-BLUE (830-999-2583). Thank you for your continued support of the Fredericksburg Bluebonnet Festival!

Sincerely,

Crystal

Crystal Pistol

2014 Bluebonnet Festival Coordinator