



THE CITY OF BOERNE ATHLETIC EVENT PERMIT APPLICATION

Return **COMPLETED** permit applications (including the required signatures in the sections as noted below & fees) to the Parks and Recreation Department **no less than 30 business days prior to the first day of the event or no less than 90 business days for a Main Street Closure/Parade.** We cannot accept an incomplete permit application.

Fax : (830) 331-9652

Mail to: City of Boerne
Attn: Parks and Recreation
P.O. BOX 1677
Boerne, TX 78006

Drop-off: Parks & Recreation Administration Office
1017 Adler Rd.
Boerne, TX 78006

The athletic event permit application will be reviewed by City of Boerne department heads and you will be contacted about your event's approval status.

Approval of the permit is not guaranteed.

You are required to obtain a signature from the indicated person in each department stating that you have met with that department and have taken the appropriate actions required by that department to approve your permit.

**Some larger events may encompass multiple types of events. Permit information, fees and deposits may be required for each individual component of the event. Please submit all required information, fees & deposit along with your completed permit application form.*

Terms and Conditions:

- **Please do not advertise your event prior to receiving your permit approval.**
- All groups wishing to rent/use city facilities must be in good standing with the city at the time of application. Good standing status means that the group or organization is current on all amounts owed to the city.
- All city parks uses are primarily intended for nonprofit, nonsectarian organizations for a maximum of twenty-four (24) hours. Uses longer than twenty-four (24) hours must have prior approval by the city manager or his/her designee and shall not be permitted more than 5 days in total length.
- The city reserves the right to close and/or cancel any scheduled event/rental due to inclement weather and/or in the case of poor facility conditions. If such closure occurs, the city will return on all monies paid by the group or organization for such event/rental. The City's liability for any cancellation due to inclement weather and/or in the case of poor facility conditions is limited to the amounts paid for such event/rental.
- Reservations are made on a first come-first serve basis.
- All fees (rental and damage deposits) are due at the time of reservation and will be deposited by the City of Boerne. Checks should be made payable to the City of Boerne.
- Parks and Recreation reserves the right to increase a deposit fee depending on event.
- Renter shall abide by all governmental laws, ordinances and any regulations established by the City of Boerne. See Ordinance online www.ci.boerne.tx.us under Municipal Code.
- Renters are responsible for cleaning the park and park facilities that are a result of their event. This includes restroom cleaning and restocking of all products, picking up all ground litter, emptying trash cans, disposal of trash and replacing trash can liners. Please leave the park in the same, if not better, condition that you found it.
- Damages above the deposit amount will be charged at a rate of **\$30.00 per hour per staff** plus any out of pocket expense incurred. The individual, group or organization will be invoiced for any repairs made as a result of damages that occurred during the rental and/or trash that was left behind for which the deposit does not cover.
- Facility Refund Policy:
 - Cancellation >2 weeks prior to rental/full refund for rental less \$25 administrative fee;
 - Cancellation < 2 weeks prior to event/25% refund for rental plus \$25 administrative fee
 - No Show on date of rental loss of rental fee.
 - Damage Deposit Refunds checks will be processed and mailed within 30 days after the date of the event.
- City Lake
 - Events at Boerne Lake Park require a pavilion rental.
 - If utilizing the Water Treatment Plant at Ranger Creek Rd – A police officer is required to be present at the gate to the facility while it is open for any event.
 - Any group over 100 people will be required to use designated overflow parking.

- Any group over 200 people will be required to have 2 portable toilets, each additional 200 will require 2 additional portable toilets.
- Renter acknowledges that he/she has fully inspected the premises and accepts them as suitable for leased purpose.
- Renter agrees not to make changes of any kind to the premises, or to display any signs in or about the premises without prior written consent from City of Boerne.
- Renter shall not permit premises to be used for any purpose which would render the insurance void or create hazards that increase insurance risk.
- The City of Boerne shall have unrestricted access and right of entry. City of Boerne shall endeavor, however, to abide by Renter's direction in respecting use of entrances and exits during the time period covered by this agreement.
- City of Boerne shall not be liable for any injury to person or damage to property on or about the premises due to any cause whatsoever, and Renter agrees to indemnify City of Boerne and hold it harmless from any loss, expense or claim arising from such injury or damage. If, due to any breach of default of Renter's contract agreement, it shall become necessary for City of Boerne to employ an attorney to enforce or defend its rights or remedies, Renter agrees to pay reasonable attorney's fees incurred by City of Boerne.
- Renter assumes all responsibility for the behavior of all persons admitted to the premises or any portions of the building or grounds by the Renter or its representatives or employees. Renter agrees to employ at its expense the number of policemen deemed necessary by City of Boerne for the protection of persons and property. City of Boerne reserves the right to remove or instruct removal of any person(s) whose behavior is objectionable. Renter waives any right, claim or cause of actions against City of Boerne arising from use of this authority and Renter further agrees to indemnify City of Boerne and hold it harmless from any loss, expense or claim arising as a result.
- Upon request by the City of Boerne, Event Organizer shall procure, at its own expense, general liability insurance with a minimum per occurrence limit of one million dollars (\$1,000,000.00), with a hold harmless clause naming the city as additional insured, which shall protect City of Boerne against all liability or claims due to injury to person or damage to property occurring in or about the premises during use by Event Organizer.
- Renter shall not sublet this lease or the premises or any part without City of Boerne's prior written consent.
- All advertisements in connection with Renter's use of the premises, including but not limited to admission tickets, window cards, radio and Television announcements and telephone solicitations are subject to City of Boerne prior approval of form and content.

Type of Event	Requirements	Approval Signature
In Town Foot/Bike Race	<ul style="list-style-type: none"> • Completed Permit application 30+ business days in advance • Liability Insurance • Race Route Map If Applicable: <ul style="list-style-type: none"> • Facility Rental • Event Cleanup Plan 	Section I & II, IV (use of city property) Additionally: Section V (use of Kendall Co. property) Additional Approval/Contact: Cibolo Nature Center~830-249-4616 (use of centers grounds) Kendall County Fair Assn.~830-249-2839 (use of facilities) TXDOT~Chad Lux-(830) 816-2430 (use of TXDOT Roads)
Boerne City Lake Athletic Event	<ul style="list-style-type: none"> • Completed Permit Application 30+ business days in advance • Liability Insurance • Race Route Map • Facility Rental If Applicable: <ul style="list-style-type: none"> • TABC Permit • Park Vendor Permit 	Section I, II (if running on the dam or treatment plant side of the lake), IV, & V (If running on County Roads) Additional Approval/Contact: TXDOT~Chad Lux-(830) 816-2430 If using TXDOT Roads TABC- 830-221-1175 Kendall County Health Inspector Brenda Bell-(830)249-9343,214

*Any event with open flame will also need a signature from the Fire Marshal (Section III)

Check List	
<i>Date Submitted</i>	
	Event Layout Map/Route- Include information about: Restroom Placement, Parking, Vendor/Exhibitor Booths, Stages Tents, Trash Cans, Street Closures, Transition Areas and other programming or activities.
	Liability Insurance- Contact your insurance agent and request that the City of Boerne be an additional insured. They will need the City of Boerne's Address: <u>402 E. Blanco Boerne, TX 78006</u> and Phone Number: <u>830-249-9511</u> . This is an easy process but if you have problems have your agent contact the Parks and Recreation Admin. Office 830-249-9511 opt 5.
	Facility Reservation Form & Fees- If you are renting a park or pavilion be sure that the space has been reserved in advance and fees and deposits have been paid in advance. Vendor fees and athlete special event fees can be paid after the event has concluded for an accurate count.
	Athletic Event Permit Fees & Deposits- Refer to the top of page 7 of this permit application for permit fees. Other forms and fees may be applicable depending on the event.
	Street Closure Application- After contacting the Boerne Police Department please include the APPROVED Street Closure forms & criteria with your Athletic Event Permit. Please pay appropriate Closure Fees in advance.
	TABC Permit- If you will be selling alcohol at your event you will need a permit from TABC. Please submit your TABC Permit with this application or as soon as you have received it.
	List of Vendors/Exhibitors- Please include what they will be selling and where they will be located at your event.
	Additional Information- On a separate sheet of paper (typed) please include plans for all that apply to your event: Clean Up, Parking, Security, Advertising, EMS, Port-O-Potties, &, Electrical.

Section I:

Police Department Approval Signature: _____ **Date:** _____

Rebecca Foley, Rfoley@ci.boerne.tx.us

IN ADDITION TO APPROVAL SIGNATURE YOU MUST NOTIFY BOERNE POLICE DEPARTMENT BY PHONE ONE WEEK PRIOR TO YOUR EVENT.

PHONE: (830) 249-8645

Boerne Police Department

124 Old San Antonio Rd.

Make appointments between 8:00am and 5:00pm
Street Closures, Carnival on City Property, Race on City Streets, Sale of Alcohol, Events requiring security

Notes: _____ _____ _____
Message Board: Y / N Where: _____
Pre Race Officer Announcement: Y / N

Section II:

Public Works Department Approval Signature: _____ **Date:** _____

Mike Mann, Public Works Director

mmann@ci.boerne.tx.us, phone 830-249-9511

400 E. Blanco

Make appointments between 8:00am and 5:00pm through Sherry Sanddal.

Street Closures, Carnival on City Property, Race on City Streets, Athletic Events at Boerne City Lake Park that include the dam and/or Water Treatment Plant site

Notes: _____ _____

Section III:

Fire Marshal/Fire Department Approval Signature: _____ **Date:** _____

Mark Mattick, Fire Marshal, mmattick@ci.boerne.tx.us

Steven Simon, Fire Inspector ssimon@boerne-tx.gov

726 North Main St. Phone 830-249-9511

Fire Chief Doug Meckel, dmeckel@ci.boerne.tx.us

Make appointments between 8:00am and 5:00pm

Fireworks, Open Flame: Including Grilling, Fire Entertainment, and Candles, Carnival

Notes: _____ _____ _____

Section IV:

Parks & Recreation Dep. Superintendent Approval Signature: _____ **Date:** _____

Donnie Bergmann, Parks & Recreation Superintendent, dbergmann@boerne-tx.gov

Vendors/Exhibitors in a Park, Sale of Alcohol in a Park, Amplified Sound in a Park, Live Music in a Park, Non-Pet Animals in a Park

Park Notes: _____
Charging Stop: _____ Start: _____ Gate Arm Up: Y / N Times: _____
Boat Ramp Closure: Y / N Times: _____

Section V:

Kendall County Sheriff Department Approval Signature: _____ **Date:** _____

Sgt. Neil Quick

neil.quick@kendallcountysheriff.com, 830-249-9721

6 Staudt St.

Make appointments between 8:00am and 5:00pm
Events & Programs that will take place in part on Kendall County roads and or property.

Notes: _____ _____
Message Board: Y / N Where: _____
Pre Race Officer Announcement: Y / N

PART I – APPLICANT INFORMATION

Organization Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Applicant's Name: _____ Title _____

Primary Contact: _____ Phone: _____ Cell: _____

Fax: _____ E-Mail: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Day of Event On-Site Contact Person (If different from above): _____

Phone: Day: _____ Evening: _____ Cell: _____

Fax: _____ E-Mail: _____

PART II-EVENT GENERAL INFORMATION

Official Name of Event: _____

Set Up Start (Date & Time): _____

Event Start (Date & Time): _____

Event End (Date & Time): _____

Clean Up End (Date & Time): _____

Please include a separate schedule if there are more complex details or sub events for your event.

Event Type (check all that apply):

Exhibition Race Ride Walk Run Other: _____

Facilities to be used (circle): Park _____ Street _____

 Sidewalk Private Property Parking Lot Other _____

Briefly describe your event. Be sure to include the purpose of the event and other planned activities:

Has this event been produced previously? No Yes
If yes, please list dates and locations:

ATTENDANCE INFORMATION:

Estimated Total Attendance: _____

(Note: Any group over 200 people will be required to have 2 portable toilets, each additional 200 will require 2 additional portable toilet)

Registered Participants: _____ Spectators: _____ Volunteers: _____ Staff: _____

Public Participation Fee: No Yes If yes, how much? _____

How will you collect the fee or admission? _____

VENDOR & EXHIBITOR INFORMATION:

Vendor Fees: _____ Estimated Number of Vendors: _____

Exhibitor Fees: _____ Estimated Number of Exhibitors: _____

*Please include a vendor list with their location and a description of the items for sale on a separate page with this permit application including their State Sales Tax ID.

*Please note that there is a new Mobile Food Vendor Ordinance. Vendors will no longer be able to remain overnight in the right of way.

PART III – ATHLETIC EVENTS

Registration Fees

Pre-Registration: _____ Race Day Registration: _____

Boerne City Lake Park Events: Please note that events at Boerne City Lake Park require a Pavilion Rental.

Will you block the boat ramp/parking lot or other areas of public use? Yes No

If yes, describe area and time frame: _____

(please note that set up **cannot** start prior to 5pm on the day prior to your event)

What time will your first race start? (so the exit arm to the park can be raised if needed): _____

What time will your last race start (This is the time that we will start charging admission): _____

Will you be running on the dam or on the water treatment side of the lake? Yes No

Will you be using motorized watercraft for emergency rescue? Yes No

If yes, list rescue qualifications of the driver: _____

Will you or a security guard be staying overnight in the park? Yes No

PART IV – FEES

Athletic Event Permit Fees (Please note that multiple permit fees may apply depending on your event)		
Class E- Athletic Events	\$3 per participant - For Profit Groups for events within city limits \$1.50 per participant - Non-Profit Groups for events within city limits \$5 additional per participant fee for events at Boerne City Lake Park during charging season.	
FEES: (Note: if this athletic event is part of a larger event, additional permits and fees may be required.)		
Facility Rental	Dependent on date of event	
Facility Damage Deposit	Dependent on size of event	
Special Event Damage Deposit Fee	\$300	
Athletic Event Permit Fee	See Above Info	
Street Closure Fees	Contact PD for barricade rental fees	Paid directly to Boerne PD
Police Officer and Park Staff	Contact PD for per man hour fees	Paid directly to Boerne PD
Police Vehicles	Contact the PD for fees	Paid directly to Boerne PD
	Total Fees for this Event	\$

CHECKS CAN BE MADE PAYABLE TO: THE CITY OF BOERNE

PART V- WAIVER OF LIABILITY

I assume all risks associated with the use of the property identified in the permit. I do hereby, on behalf of myself, the Organization, any heirs, executors, administrators, successors and assigns, in consideration of being allowed to use the property identified herein, agree to indemnify the City of Boerne and the City of Boerne Parks and Recreation Department, its employees, elected officials, appointed officials, and agents from any and all damages, liabilities, actions, causes of actions, losses, costs, expenses, claims and demands arising out of the use of the property specified herein including, without limitation, death, personal injuries or loss of consortium, damage to or loss of use of property, which may be incurred as a result of the such use, I agree to abide by all City of Boerne rules and regulations formulated by the City Council for the use of buildings, property and athletic facilities and to adhere to all specifications and limits listed herein. I certify by my signature below that I am duly qualified representative of my organization, of legal age and authorized to sign this agreement. I further certify that I have read and understand all terms and conditions contained herein. Nothing herein shall be deemed as a waiver of Governmental immunity from liability.

Applicant

Event Name: _____ Event Date: _____

Organization Name: _____

Event Coordinator Name: _____

Event Coordinator Signature: _____ Date: _____

Updated 07252016/bb