

# CITY OF KINGSVILLE

# **EVENT SUBMISSION FORMS**



Public Community activities and events are an important part of Kingsville's

- Redevelopment
- Promotion of Tourism and the Convention and Hotel Industry
- Community-wide Economic Development
- Quality of Life Enhancement through Education and Entertainment
- Support of the Sense of Community Pride
- Expression of Heritage and Culture

The City of Kingsville encourages public community events of all kinds, large and small, and wants to facilitate their planning, execution and success.

**Various permits are required for events taking place on City property or streets, utilizing City services, affecting municipal policies or activities, or impacting neighboring residents, property owners or businesses. Fees may also apply. Groups or individuals wishing to use City of Kingsville facilities, equipment, properties, or streets, must submit an Event Submission Form to the Permit/Admin Assistant I at the Front Desk in The Cottage located at 410 West King Avenue, Kingsville, TX 78363. Tel., 365-595-8019. The submission will be reviewed by City Staff, and coordinated through City departments, other agencies and organizations.**

For more information, please contact the Special Events/Downtown coordinator at 361-592-8516 or [atijerina@cityofkingsville.com](mailto:atijerina@cityofkingsville.com).

To be filled in by all event applicants

APPLICANT INFORMATION

Applicant \_\_\_\_\_

Address City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

To be filled in if organization is involved

Organization/Company \_\_\_\_\_

Address City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

Tax exempt status \_\_\_\_\_ Form of proof \_\_\_\_\_

Copy of charter \_\_\_\_\_

Chairman \_\_\_\_\_

Address City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

Letter from company authorizing applicant \_\_\_\_\_

Signature of applicant \_\_\_\_\_ DATE: \_\_\_\_\_

To be filled in about all events

EVENT INFORMATION

Community \_\_\_\_\_ Charity \_\_\_\_\_ Church \_\_\_\_\_ School \_\_\_\_\_ Private \_\_\_\_\_

Recreational \_\_\_\_\_ Street Closing: \_\_\_\_\_ Charitable Solicitation \_\_\_\_\_ Parade \_\_\_\_\_

Date of event \_\_\_\_\_ Name of Activity \_\_\_\_\_

Description of the event with purpose/schedule/itinerary \_\_\_\_\_

Estimated Attendance (minimum/likely/maximum) \_\_\_\_\_

Vendors of merchandise \_\_\_\_\_

Vendors of food \_\_\_\_\_

Alcohol sold or served \_\_\_\_\_

Vendor fees charged \_\_\_\_\_

Price of Admission \_\_\_\_\_ Price of participation \_\_\_\_\_

For income producing events, list where the proceeds go \_\_\_\_\_

PERMITS & FEES REQUIRED

Street Closure: Neighborhood \_\_\_\$0 Small \_\_\_\$100 Large \_\_\_\$150 Parade \_\_\_\$0

Charitable Solicitation \_\_\_\$25 Speaker \_\_\_\$0 Vendor \_\_\_\$25 Parade Vendor \_\_\_\$10

Food: Establishment or mobile \_\_\_\$100 Temporary \_\_\_\$25 Nonprofit \_\_\_\$10

Food handler \_\_\_\$10 Nonprofit food handler group \_\_\_\$20

Reimbursement of costs: City may charge actual costs for its expenses, may request 4% of gross receipts, and may charge a \$15 cleaning deposit. Beer and wine and liquor permits are handled by the State; however the City must approve liquor sales and serving on public property. Street closures require indemnification forms.

Signature of applicant \_\_\_\_\_ DATE: \_\_\_\_\_

**STREET CLOSURES/PARADES**

Date(s)/Times of parade/street closure \_\_\_\_\_

Assembly/set up time \_\_\_\_\_ Breakdown time \_\_\_\_\_

Duration of Parade \_\_\_\_\_

Location of assembly area and/or street \_\_\_\_\_

Parade units (floats and modified vehicles) may require inspection by fire marshal and/or building official \_\_\_\_\_

Time units will arrive at assembly area \_\_\_\_\_

List all streets that will be affected or closed for the event \_\_\_\_\_

Attach map showing event area or parade route. The need for street closures, barricades and/or other equipment and services must be identified.

Have 80% of affected property owners been contacted and approved of the street closure? \_\_\_\_\_

Approximate number of people \_\_\_\_\_ Animals \_\_\_\_\_ Vehicles \_\_\_\_\_

Arrangements for "throws" \_\_\_\_\_

Length of parade \_\_\_\_\_ Maximum spacing \_\_\_\_\_

Will parking be restricted? \_\_\_\_\_

Are barricades needed? \_\_\_\_\_

City to provide barricades \_\_\_\_\_ Set up barricades \_\_\_\_\_ Remove barricades \_\_\_\_\_

Escort needed \_\_\_\_\_

Other information required by City \_\_\_\_\_

Signature of applicant \_\_\_\_\_ DATE: \_\_\_\_\_

To be filled in as required

### ADDITIONAL INFORMATION

- Security plan that states what type of security is needed.
- Procedure for notifying affected tenants/property/business owners of the activity, closures, and/or detours. (80% approval)
- List of all permits & licenses required (ex. TABC, Vendor, Health)
- Statement of intent to provide insurance coverage
- Arrangements made to avoid competition with local businesses
- Arrangements made to collect local sales tax
- Inspection of Floats

### EVENT NEEDS

- Exclusive use of a facility, space, equipment or services
- City of Kingsville Police Department officers
- Fire Department personnel
- Traffic cones or barricades
- Trash Dumpster or cans
- Street Sweeper
- Electrical Power
- Water
- Restrooms
- First Aid
- Indemnification
- Insurance
- Stages, tables, chairs, booths, equipment
- Other \_\_\_\_\_

## CITY EVENT SPONSORSHIP/PARTNERSHIP

City ordinances allow for various fees for the various permits that apply to events. In addition, there are provisions for charges for City services, equipment, and materials. There are even provisions for the City to share in proceeds generated by events.

The City is very interested in supporting events that meet municipal goals and which advance the economic vitality, quality of life, and civic pride of the overall community. To that end, the City considers waiving fees and charges, on a case-by-case basis.

The City's considerations are:

1. How will the City's contribution of labor, equipment, materials, and other taxpayer-financed resources benefit the economy, quality of life, or community identity?
2. How will the City taxpayers' contribution be acknowledged?
3. What sponsorship benefits are being offered: naming opportunities, inclusion in media, other public recognition, etc.?

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To be filled in for in-street charitable solicitations only

IN STREET CHARITABLE SOLICITATION

Date(s) and Times of solicitation \_\_\_\_\_  
(Limited to up to 3 days, 9AM to one hour prior to sunset)

Location of solicitation (Attach Map) \_\_\_\_\_

\_\_\_\_\_  
(Limited to within 100 feet of an intersection equipped with traffic control signal lights)

Names, addresses, phone numbers, and ages (must be 18) of each individual who will be soliciting

\_\_\_\_\_  
\_\_\_\_\_

Purpose of Solicitation \_\_\_\_\_

Proof of liability insurance \_\_\_\_\_  
(\$500,000)

Indemnification agreement with City \_\_\_\_\_

Fee \$25 \_\_\_\_\_

ANY OTHER INFORMATION DEEMED NECESSARY BY CHIEF OF POLICE  
Each person soliciting shall: have a copy of permit to display if requested by anyone; be named in the permit; wear a visibility vest; be in street only when the traffic light prohibits vehicle movement in that lane; remain within 100 feet of the approved intersection while soliciting;

Traffic cones shall be placed on the centerline on all approaches to the intersection, between 100 and 150 feet from the intersection.

It is an offense to tamper with or post any object on median markers, reflectors, control boxes, traffic signs or pedestrian walk lights.

Signature of Applicant \_\_\_\_\_ DATE: \_\_\_\_\_

To be filled in for any amplified sound-making

# SPEAKER PERMIT

Date(s)/Times \_\_\_\_\_  
(Limited to up to 7AM to 10PM)

Stationary location or route (Attach Map) \_\_\_\_\_  
\_\_\_\_\_

Estimated time in a given area \_\_\_\_\_

Number of vehicles \_\_\_\_\_ Number of speakers \_\_\_\_\_

### DESCRIPTION OF VEHICLE(S)

<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>Color</u>	<u>LICENSE</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

PURPOSE \_\_\_\_\_

Fee \$0 \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ DATE: \_\_\_\_\_



To be filled in for temporary vending or solicitation

### TEMPORARY VENDOR/SOLICITATION AGREEMENT

Tax ID Number: \_\_\_\_\_

Texas Sales & Use Tax Permit Number: \_\_\_\_\_

Proof of business liability insurance \_\_\_\_\_  
\$300,000/\$100,000/\$50,000

Location: \_\_\_\_\_

Type of Merchandise or Services to be sold or performed: \_\_\_\_\_

\_\_\_\_\_

Arrangements made to collect local sales taxes: \_\_\_\_\_

Begin date/time: \_\_\_\_\_ Ending time/date: \_\_\_\_\_

Copies of Drivers Licenses/Picture ID's: \_\_\_\_\_

Photo ID cards for each representatives validated by City: \_\_\_\_\_

### FOOD & BEVERAGE INFORMATION

Will food or beverages be sold or handled? (Please check one below):

No: \_\_\_\_\_ Yes: \_\_\_\_\_ Food Handler Permit ID#: \_\_\_\_\_

### TEMPORARY STRUCTURES, TENTS, CANOPIES, VEHICLES

Tent (xxx sf ) \_\_\_\_\_

Trailer or other vehicle and license tag number(s) \_\_\_\_\_

\_\_\_\_\_

Other vending unit description and photograph \_\_\_\_\_

Need Utilities: \_\_\_\_\_

Other: \_\_\_\_\_  
Fees \$25 \_\_\_\_\_ Non Profit \$10 \_\_\_\_\_ Issued in 30 day increments; 90 day maximum

Annual fee \$275 \_\_\_\_\_

*Booths or structures must be removed and vending must cease not more than one (1) day after the event. Permit not to exceed seven (7) days*

Signature of owner/manager \_\_\_\_\_ DATE: \_\_\_\_\_

## INSPECTION OF VENDOR UNITS

Establishment: \_\_\_\_\_

Owner/Manager: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Health Permit No: \_\_\_\_\_ Current Certificate of Occupancy: Yes \_\_\_ No \_\_\_

Permitted Manager: \_\_\_\_\_ Permit No: \_\_\_\_\_

Location: \_\_\_\_\_

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In applying for an inspection of a permanent, temporary, or mobile vending or food vending unit, not housed in a building, as is required under law, the undersigned understands and agrees to comply with all City ordinances and State laws applicable to the operation of the affected business. It is the responsibility of the applicant to contact the following City Departments:

Signature of Applicant \_\_\_\_\_ DATE: \_\_\_\_\_

To be filled in for  
parade floats and modified vehicles

## INSPECTION OF PARADE UNITS – FLOATS OR MODIFIED VEHICLES

Organization: \_\_\_\_\_

Owner/Manager: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Vehicle ID: \_\_\_\_\_ Tag Number: \_\_\_\_\_

Insurance Company: \_\_\_\_\_ Insured: \_\_\_\_\_

Location where can be inspected: \_\_\_\_\_

When can be inspected: \_\_\_\_\_

- 
- Parade unit (float or modified vehicle) may require inspection.
  - All motorized float or vehicle drivers must have valid driver's licenses
  - All motor vehicles and/or trailers must have liability insurance
  - Design of float or vehicle must not restrict vision of or operation by the driver
  - Floats are limited to 20 feet in width, 15 feet in height, 55 feet in length, with 1 foot of ground clearance (not flexible skirting) and reasonable turning radius
  - Portable generators must be securely mounted with at least 1 foot of clearance for combustible materials. A fire extinguisher must be provided with generator
  - Structures, decorations, lighting, wiring, and other equipment must be adequately secured to the float or vehicle to prevent injury to rides, drivers, and spectators.

The undersigned understands and agrees to comply with all City ordinances and State laws applicable to the operation of the affected vehicle. It is the responsibility of the applicant to contact the following City Departments with questions about inspections:

Signature of Applicant \_\_\_\_\_ DATE: \_\_\_\_\_

Required for in-street charitable solicitations,  
recommended for all events

## INSURANCE REQUIREMENTS

INSURANCE. Activity organizer will provide continuous enforcement of adequate insurance issued by companies authorized to conduct business in the State of Texas covering all employees employed by the organizer. The organizer shall keep in full force and effect during the term of this agreement insurance in the following types and minimum amounts:

### TYPE AMOUNT

Workers' Compensation Statutory

Employer's Liability \$1,000,000.00

Comprehensive General Liability

Bodily Injury - Including contractual liability, \$250,000.00 per person; \$500,000.00 aggregate

Property Damage - \$100,000.00 per occurrence, \$100,000.00 aggregate

Comprehensive Automobile liability - Bodily Injury - \$250,000.00 per person, . \$500,000.00 aggregate

Property Damage - \$100,000.00 per occurrence, \$100,000.00 aggregate

The Comprehensive General Liability policy will name the City of Kingsville, its officers, officials, volunteers and employees as additional insured. The Workers' Compensation policy will reflect a "waiver of subrogation" in favor of the City of Kingsville Texas. All insurance policies shall be subject to the examination and approval of the City for their adequacies as to form, content, form of protection, and insurance company. The organizer shall furnish to City's Risk Manager, for the City files, certificates or copies of the policies, plainly and clearly evidencing such insurance, with exclusions, exceptions, or limitations, prior to the execution of this agreement by all parties and thereafter new certificates or policies prior to the expiration date of any prior certificate or policy. Organizer understands that it is its sole responsibility to provide this necessary information and that failure to timely comply with these insurance requirements shall be cause for termination of this agreement. All insurance policies required herein shall also provide that such insurance shall not be canceled or materially changed without a minimum of thirty (30) days' advance notice in writing to the City. Organizer further agrees that any insurance carrier involved shall not be entitled to subrogation under any circumstances against the City, its officers, officials, volunteers and employees

Required for all events

### HOLD HARMLESS AGREEMENT

In consideration of the City of Kingsville authorizing the temporary use and/or partial closure of certain streets, rights-of-way or other City property, namely:

The use of: \_\_\_\_\_  
(Name of Streets or Facility Involved)

By: \_\_\_\_\_, For: \_\_\_\_\_  
(Name of Organizing Entity) (Description of Event)

To be held on \_\_\_\_\_, 20\_\_\_\_ Organizer hereby agrees to indemnify, protect, and hold harmless the City of Kingsville, officers, officials, volunteers and employees from and against any and all liability or alleged liability in any form whatsoever including but not limited to all claims, demands, suits, judgments or causes of action of every kind and character, including the cost of defense thereof, for any injury to, including death of persons and any losses for damages to property caused by or alleged to be caused, arising out of, or alleged to arise out of, either directly or indirectly from any cause whatsoever in connection with or incidental to the temporary closure of certain streets, rights-of-way or other City property, as described above, whether or not said claims, demands, causes of actions are caused by the sole negligence of the City, its officers, officials, volunteers and employees, or whether it is caused by concurrent negligence of the City and a party to this agreement, or whether it was caused by concurrent negligence of the City and some other third party. Notwithstanding the foregoing, the Organizer specifically agrees to so indemnify, protect, and hold harmless the City from and against any and all liability that may be made or pursued by any agent, employee, officer or other person connected to Organizer or by any person who is a participant or bystander at Organizer's event in connection with or incidental to the temporary closure described above which is alleged to be attributed to any condition of or upon the City's property, facilities, material, or equipment. The Organizer also agrees to waive any and all claims it may have against City resulting from or arising out of claims and suits covered by this Agreement and agrees that any insurance carrier involved shall not be entitled to subrogation under any circumstances against City, its officers, officials, volunteers and employees. Organizer further agrees to release the City its agents, officers and employees from all claims, demands, suits, causes or action or judgments which Organizer ever had, now has, or may have in the future or any claim to have against the City, arising out of or in any way connected with the temporary closure described above, whether or not said claims, demands, suits, causes or action or judgments are caused by the sole negligence of the City, its officers, officials, volunteers and employees, or whether it was caused by concurrent negligence of the City and a party to this agreement, or whether it was caused by concurrent negligence of the City and some other third party.

Signed: \_\_\_\_\_ Date \_\_\_\_\_, 20\_\_\_\_

Printed Name and Organization Name \_\_\_\_\_

ACCEPTED BY CITY: Signed: \_\_\_\_\_

Printed Name and Title \_\_\_\_\_ Date \_\_\_\_\_, 20\_\_\_\_

State of Texas, County of Kleberg

SUBSCRIBED AND SWORN before me, by the said \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Seal

Notary Public Signature: \_\_\_\_\_

*This liability form releasing the City of Kingsville from any & all damages must be signed by owner or agent.*