

SPECIAL EVENT PLANNING GUIDE



THE CITY OF

Fredericksburg, Texas



WELCOME TO FREDERICKSBURG



Thank you for your interest in the City of Fredericksburg to host your event. The City encourages special events for the enjoyment of our citizens and visitors, our cultural heritage, and the promotion of the City. The Special Events Planning Guide will walk you through the process of completing and submitting a special event application. It is our goal to work with event organizers to plan successful events while ensuring the safety of our community.

**For more information, please contact Jennifer Krupa,
Special Events Coordinator at 830-990-2044;
or email: specialevents@fbgtx.org**

**City of Fredericksburg
Parks & Recreation Department (PARD)
126 W. Main Street
Fredericksburg, TX 78624
830-997-7521 office**

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PLANNING YOUR EVENT

Before planning your event, the City of Fredericksburg recommends reviewing the requirements herein, and the Special Events Ordinance. An application for a special event permit is required when an event involves one or more of the following activities on City property:

- Any event open or advertised to the public
- Private events larger than 300 people at any one time
- Closing or partial closure of a public street
- Blocking City-owned property
- Sale of merchandise or food and beverages
- Erecting a tent larger than 200 square feet
- Placement of a stage, trailer, or other portable structures

Examples of special events requiring a permit include (but are not limited to):

- Weddings or company picnics with over 300 attendees
- Parades and Walking Processions
- Bike Races, Marathons, Races, Fun Runs, or Walks
- Concerts, Fairs & Festivals
- Arts & Craft Shows, Trade or Vendor Show, Book Sales
- Carnivals, Car Shows, Swap Meets, Fundraisers, Farmers Markets and other types of events that use public property or rights of way

Examples of events that DO NOT require a special event permit include:

- Events not open or advertised to the public and less than 300 attendees
- Fundraisers and events held on property not owned by the City
- Funerals and funeral processions

Please call (830) 990-2044 to check availability and mention that you are planning a special event. Applying for a special event permit does not guarantee the availability of a park pavilion, building, kitchen, athletic field or other park grounds. If your event or route affects the use of any of these areas, please make sure to request the area on your application. If you are unsure of the name of an area, please call for assistance.

Applications for special events are accepted one-year (12 months) in advance, but no less than sixty (60) days in advance of the event date. Should you need to submit an application less than 60-days in advance, a \$150 expedited application fee will apply (non-refundable).

The special events coordinator will review your application and advise you of the permits and documents required by the City to host your event based on the information provided. Event organizers are also responsible for researching and obtaining any other permits required by other entities (i.e., TABC or State permits).



PLANNING YOUR EVENT (CONTINUED)

There are other permits and/or requirements your event could be subject to, depending on the scope and nature of the event. Possibilities include:

- Gillespie County Health Division: health permits and public health regulations
- City-adopted Fire Code: rules for tents, canopies, trailers and cooking
- Texas Alcoholic Beverage Commission: alcoholic beverage permits
- General liability & host liquor liability insurance
- City sign & noise ordinances
- Street closures (all requests for two hours or more must be approved by City Council)
- Notification letters send to local merchants and residents
- Security
- Parade safety rules, route approvals for races, runs, walks, and rides
- Amusement rides, moonwalks/inflatables, or animal activities: general liability insurance
- Public Screening License for screening movies outside of your home
- Drones/UAV: Federal Aviation Administration permits and approvals
- Americans with Disabilities Act (ADA Requirements): [Visit A Planning Guide for Making Temporary Events Accessible to People With Disabilities](#)

RAIN DATES:

Unfortunately, due to the amount of private and public events in the city, we are unable to secure additional event dates without a separate security deposit and reservation fees. The city will work with event organizers to reschedule based on availability.

HOLIDAYS & UNAVAILABLE DATES (subject to change): The City recognizes the following holidays and unavailable dates for events:

- Marktplatz: Thanksgiving & Christmas Day, New Year's Eve & New Year's Day, and the months of January & February for public events or events with 300 attendees or more
- Lady Bird Johnson Municipal Park: Independence Day, Thanksgiving, and Christmas Day

SET-UP AND STRIKE/TEAR DOWN:

If an event needs to set up in the days or day prior to an event date, a reservation fee will be charged if the facility is unable to be reserved for another customer (the event needs exclusive use of the facility). Equipment and supplies must be removed when the reservation ends, otherwise a reservation fee will be charged for items left on-site, if the facility cannot be rented to another customer. Please account for set-up and strike when submitting your application.

TRASH COLLECTION, RESTROOMS, CLEANING & TOILETRY SUPPLIES:

The Parks & Recreation Department will clean and stock public restrooms within non-fenced event layouts with toilet paper, paper towels, & soap (if applicable) prior to an event and service those restrooms throughout the event. Events are responsible for the cleaning, restocking, and servicing of any public restrooms that are fenced or gated, where admission to the event is the only way to utilize the restrooms.

PLANNING YOUR EVENT (CONTINUED)

TRASH COLLECTION, RESTROOMS, CLEANING & TOILETRY SUPPLIES (continued):

The event is responsible for picking up litter and trash during and after the event. Bags of trash must be removed from the site on the same day of the event. If a dumpster is already on-site on City-property, the event can utilize the dumpster at no cost. The event will be responsible to secure additional dumpsters or trash barrels as necessary. The need for additional trash receptacles is at the discretion of the special events coordinator or their designee.

Portable restrooms & dumpsters must be removed within a reasonable amount of time from the event site (typically no more than 48 hours after the event ends) or a portion of the event deposit may be retained.

If it becomes necessary for the City of Fredericksburg to clean-up any event area, the security deposit or any portion thereof may be retained and the event may be invoiced for all clean-up costs, including a clean-up fee of \$50/hour, per employee.

MUSIC LICENSING:

Events are responsible for obtaining the proper music/performance licenses (i.e. BMI, ASCAP, SESAC) required for their event.

COMMUNITY BANNERS:

Community banners are a great way to advertise your event! Requests should be made by November of the calendar year prior to your event date. Fees apply. For more information or to apply, visit: <https://www.fbgtx.org/675/Community-Service-Banner-Request>

FIREWORKS:

It shall be unlawful to fire, explode, or cause to be exploded any firecrackers, cannon crackers, Roman candles, sky rockets, torpedoes, or other fireworks or similar noise making articles, within the corporate limits or within 5,000 feet of the city-limits; provided, however, that the city council may issue permits to civic organizations for special fireworks displays and cannon firings upon a showing that such exhibits and/or firing will not create a fire hazard or be otherwise hazardous to any property, or dangerous to any person or persons, and provided that such organization complies with the safety provisions of the Fire Marshal.

DRONES:

If drones are being used at an event, all federal regulations apply. Please visit: www.faa.gov/uas/ for requirements to fly unmanned aircraft.



PLANNING YOUR EVENT (CONTINUED)

ANIMALS:

If your event includes animals, the City requires a list of the types of animals, the name of the vendor, contact person, telephone number, email and general liability insurance, with the City of Fredericksburg named as both the certificate holder and additional insured. Events are required to ensure animals have water and to keep the event site sanitary, clean, and free of any animal waste during the event. All animals outside of cages or fencing must be on a leash and not left unattended. Animals are not allowed inside of park buildings.

PAVEMENT MARKING GUIDELINES:

The City of Fredericksburg discourages the use of pavement markings, even if labeled “temporary.” The City encourages use of signage and volunteers to mark routes and courses. All signs shall be removed immediately following the event. If pavement markings are approved and used:

- If markings have not faded to an acceptable level within 14 days, the event will be responsible for their removal
- All pavement markings shall be of non-permanent, chalk-based, or “fade-away” paint or tape; permanent paint is prohibited.
- The markings must be placed away and not interfere with traffic control devices, utility signs, and survey markers.

WATER CONSERVATION MEASURES:

In order to conserve the available water supply and protect the integrity of water supply facilities, with particular regard for domestic water use, sanitation, and fire protection, and to protect and preserve public health, welfare, and safety, and minimize the adverse impacts of water supply shortage or other water supply emergency situations, the City has adopted regulations and restrictions on the delivery and consumption of water. There will be instances where a water variance will need to be obtained (i.e. pressure washing after a festival).

ACCESS TO YOUR EVENT:

City of Fredericksburg staff and their vendors & contractors shall have unrestrictive access to the event site at any time during the event to execute the functions of their job or contract.

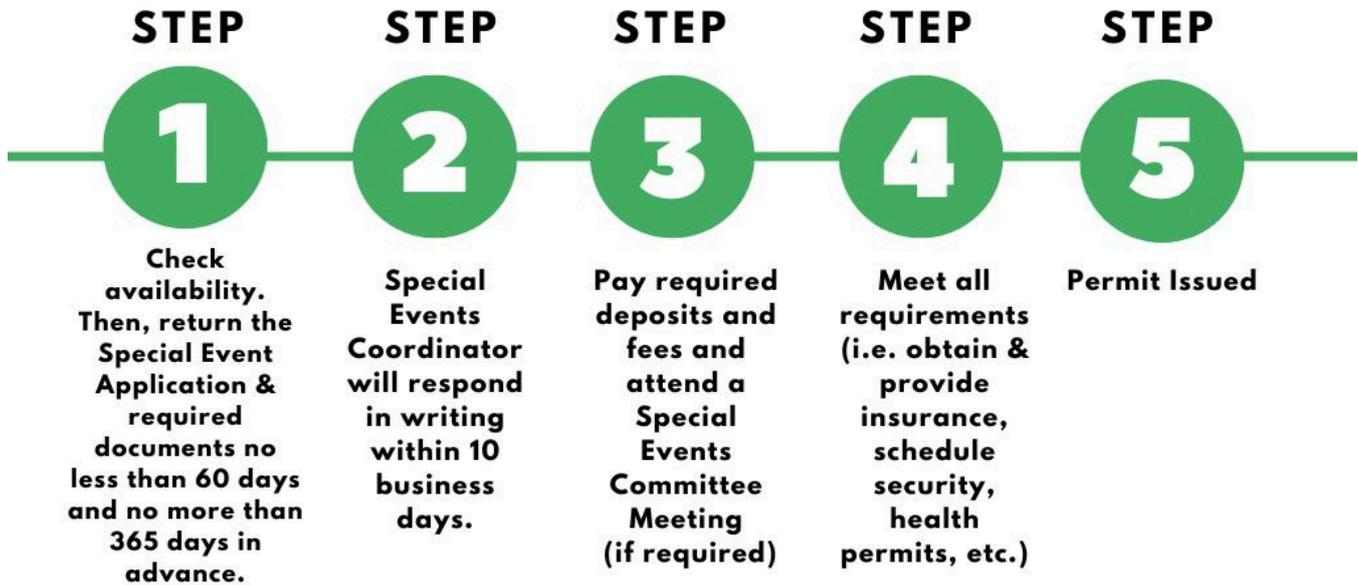
CANCELLATIONS:

Event cancellations shall be made in writing to the City’s special events coordinator. One day or the first day of the rental shall be retained if not cancelled 30-days in advance. The special events coordinator will work with event organizers to reschedule if there is availability. No refund of the deposit or reservation fees will be granted due to inclement weather, unless the cancellation is a decision made by the City of Fredericksburg.

APPLICATION PROCESS & SUBMITTAL

THE PROCESS TO OBTAIN A

Special Event Permit



A special event application will be reviewed once the following documents have been received:

FIRST-TIME EVENTS (no less than 60 days in advance but no more than 365 days):

- Completed special event application and preliminary site plan/route(s)/layout/aerial
- \$100 non-refundable application fee, checks made payable to “City of Fredericksburg”

ANNUAL/RECURRING EVENTS (no less than 60 days in advance but no more than 365 days):

- Completed special event application and preliminary site plan/route(s)/layout/aerial

Applicable forms and documents should also be included, if available (i.e. proof of non-profit status, food & beverage vendor form, general & host liquor liability insurance). The special events coordinator will send an application response letter and invoice for security deposit and reservation fees within 10 business days of receipt.

USE OF FACILITY:

The use of City facilities to host an event is considered as-is, meaning the rental of the property includes the grounds and the amenities that are on-site. Events are responsible to bring in additional supplies, equipment, and amenities at their own cost and own risk.

SITE PLANS, ROUTES, LAYOUTS & AERIAL PHOTOS:

Event site plans, routes, layouts, and/or an aerial photo must be submitted with your application. Plans should include the following details listed on the next page:

APPLICATION PROCESS & SUBMITTAL (CONTINUED)

SITE PLANS, ROUTES, LAYOUTS & AERIAL PHOTOS (continued):

- Staging areas (for parades and races, etc.)
- Entrance and exits, evacuation routes, first aid station
- Restrooms, dumpsters and hand-wash stations
- Street closures and parking areas
- Tents & canopies
- Amusement rides, moonwalks/inflatables, animals
- Booths (ticket, information, retail, food & beverage, sponsors)
- Stages & generators

Please see the appendix for examples of past event site plans, layouts, routes and aerials.

ADDITIONAL INFORMATION:

Event organizers should disclose the entire scope and nature of the event using extra sheets of paper and attaching the documentation to the application. Any additional items not covered by the planning guide will be reviewed and any fees that will be assessed shall be at the discretion of the Director of Parks & Recreation or their designee. It is the responsibility of the applicant to submit any amendments or revisions to the application in writing.

Staff will provide applicants consultation to troubleshoot issues, resolve problems, provide feedback, and answer questions. City staff does not plan events. Depending on the size and type of event, the organizer may be required to attend a special event committee meeting with City staff before a permit is issued.

In addition, most large-scale events will have a debrief and after-action meeting scheduled with City staff to review the event and make recommendations and set requirements for future events. The special events coordinator will schedule these meetings.

APPLICATION SUBMITTAL:

MAIL: City of Fredericksburg Parks & Recreation Department

Attn: Special Events Coordinator

126 W. Main Street

Fredericksburg, TX 78624

EMAIL: Scan and email to specialevents@fbgtx.org

Applications must be complete and include all required documents, Applications received that are deemed incomplete, will be returned to the applicant. Please note that submittal of your application should in no way be construed as final approval or confirmation of your event.

SECURITY DEPOSITS & RESERVATION FEES

SECURITY DEPOSITS:

Security deposits are required for all special events, other than parades. Deposit amounts are based on the facility and/or and the number of anticipated event attendees. Security deposits are refundable, as long as the facility is left in the same or better condition following the event. All or part of the security deposit may be refunded depending on the condition the facility is left. If the facility is damaged or not thoroughly cleaned, the event agrees as a condition of the issuance of the permit to pay additional charges assessed by the Parks & Recreation Department. Events are responsible for damage to any furniture, equipment, grass/turf, concrete/pavers, buildings, along with the surrounding event grounds. For damage to park property, the event shall be responsible for any actual documented physical damage to the premises caused by the event, employees, vendors, volunteers, agents, representatives and guests. If any repairs are needed, and once completed to the satisfaction of the Parks & Recreation Department, a refund check will be issued to the event within 30 days.

If it becomes necessary for the City of Fredericksburg to clean up any event area, the security deposit or portion thereof may be retained and the event may be invoiced for all clean-up costs, including a clean-up fee of \$50/hour, per employee.

INSPECTIONS:

A pre and post event inspection is recommended for all events and can be scheduled with the special events coordinator. The inspections will include walking the event grounds and facilities to determine if there are any items that need further discussion and/or action.

RESERVATION FEES (NON-REFUNDABLE):

- Application fee for first-time events (the event has not occurred on City property before)
- Expedited application fee (applications submitted less than 60 days in advance of event date)
- Race, Run, Walk or Ride fee
- Marktplatz banner hanging fee
- Reservation fees are based on the facility reserved. Non-profit organizations are eligible for a 50% discount off reservation fees with proof of non-profit status using IRS Form 990.

All requests for a reduction, waiver of fees, or any other exceptions must be approved by City Council and must be submitted at a minimum of two (2) months in advance of event date. Please note that fees described above do not include costs from other City departments or divisions, for example: community banners or temporary health permits.



EQUIPMENT, SUPPLIES & UTILITIES

EQUIPMENT & SUPPLIES:

The City of Fredericksburg does not rent or lease the equipment or supplies listed below. Events are free to work with vendors of their choice to secure these items, if needed. This is not an all-inclusive list, however, items to consider are:

- Tents and canopies
- Stages
- Portable restrooms and handwash stations
- Trash receptacles, recycling bins, and dumpsters
- Sound system/PA and lighting (portable light towers, string lights)
- Water hoses (including potable) & extension cords
- Ladders
- Temporary fencing
- Generators, portable coolers and heaters
- Food & beverage equipment

EQUIPMENT DELIVERY AND PICK-UP:

The event organizer or representative must be present at the time of equipment and supply deliveries to ensure proper placement. Equipment shall be picked up as soon as possible after the conclusion of the event (typically no more than 48 hours after event conclusion). If equipment is left and the City is unable to rent a facility due to the placement of the equipment, reservation fees will be charged to the event. Any equipment delivered and placed on city-owned property means you assume the risk for any potential damage or liability associated with that equipment. The city is not be responsible for losses or injuries related to the equipment.

TENTS & CANOPIES:

Tents & canopies are allowed, however, they must be secured to prevent injury. All large tents (over 200 square feet) should be secured with water barrels, as stakes could damage utility lines. If water barrels are not an option, you must receive approval from the special events coordinator to use stakes and ensure utility lines are marked before installation (markings done by City staff).

Any tie downs need to be flagged in a manner so that they are recognizable to help pedestrians from running into or tripping over them. All stakes must be covered (i.e. tennis ball or hay bale) to mitigate injuries from tripping and/or falls.

Please note that tents, tent poles, or tie downs cannot be placed in pedestrian walkways. Tents & canopies cannot be set up where the tents themselves, poles, or tie downs cover or encroach on a walkway or sidewalk.

EQUIPMENT, SUPPLIES & UTILITIES (CONTINUED)

ELECTRICITY:

If your event needs more electricity than what is already at the event site, temporary tie-ins are allowed but only by a licensed electrician and with approval from the special events coordinator. Events must supply their own generators for additional power or electrical needs if a licensed electrician is not authorized. Events must also supply their own extension cords. All electrical wires or extension cords must be covered or staked down to avoid tripping hazards.

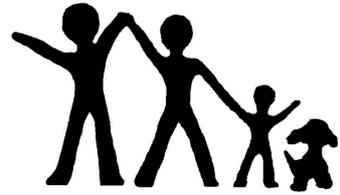
WATER:

Existing faucets or hose bibs at an event site may be used for water connections. Food-grade water hoses are required and use of irrigation connections is strictly prohibited. Some locations will require a water key for access, so please be sure to request the use of water through the application process. As a reminder, all hoses must be covered or staked down to avoid tripping hazards.



Electric pedestal at Marktplatz;
50 AMP Plug and
16 - 110v plugs (100 AMPS total)

FOOD & BEVERAGE / SANITATION



1906 North Llano Street
Fredericksburg, TX 78624
(830) 990-7521

Gillespie County [Website](#)
Health Division [Operate a Temporary Food Establishment](#)

TEMPORARY HEALTH PERMITS:

If food or beverages are served, sold or sampled, you or your vendor may need to apply for a temporary health permit from the Gillespie County Health Division. Temporary health permits must be obtained a minimum of 10 days prior to an event. Permits issued between 3 and 10 days prior to the event will incur a late fee. No temporary health permits will be issued within three (3) days of the scheduled start of an event. Vendors without a permit will not be allowed to open or operate during an event. Noted violations will result in the possible revocation of the organizers special event permit.

REQUIRED INFORMATION: A list of all food & beverage vendors should be included with your Special Event Application.

PORTABLE RESTROOMS & HANDWASH STATIONS:

Events shall provide restrooms at a rate of no more than 100 persons per toilet seat (Texas Administrative Code requires a rate of no more than 50). ADA Standards require that if portable toilets are provided for use by event participants, a minimum of five percent of all units, but never less than one unit, must be accessible.

Handwashing and drying facilities shall be provided in the vicinity of each toilet building or group of portable restroom locations.

ALCOHOL / TEXAS ALCOHOLIC BEVERAGE COMMISSION:

Austin Regional Office
5806 Mesa Drive
Austin, TX 78731
Phone: (512) 206-3333
This office can help with:

- Licensing
- Enforcement
- Audit and Investigations

All State laws regarding alcohol must be followed. Events selling or giving away alcohol by donation or tip will require a Texas Alcoholic Beverage Commission (TABC) permit. All events with alcohol will require host liquor liability coverage with the City of Fredericksburg named as the certificate holder and additional insured. TABC will require a landlord permission letter to obtain your permit. Event organizers should request a landlord permission letter through the special event application process.

[Frequently Asked Questions for Temporary Permits & Fundraising Events: TABC Website](#)

FIRE CODE REQUIREMENTS:



Fredericksburg Fire Marshal's Office Fire Code Requirements for Special Events



GENERAL REQUIREMENTS

1. All Special Events and Vendors shall comply with the 2015 International Fire Code (IFC) as amended, all applicable codes, ordinances and any additional Fire Marshal's Office (FMO) or City requirements.
2. Adequate and unobstructed access for emergency vehicles and personnel (easily removable barricades, cones, etc.) shall be maintained at all times. Fire lanes, fire hydrants and fire protection equipment shall not be obstructed at any time.
3. Crowds and gatherings of 500 or more people indoors or 1,000 or more people outdoors shall comply with IFC Chapter 4. A Public Safety Plan and trained crowd managers may be required.

FOOD TRUCKS/TRAILERS AND COOKING OPERATIONS

1. All vendors cooking on site shall comply with fire code requirements for commercial cooking operations (IFC Section 319).
2.
 - All fire protection equipment shall have been inspected and tagged by a licensed fire protection contractor within the last 12-months (every 6-months for UL300 hood fire suppression systems).
 - Cooking appliances producing grease vapors inside vehicles (fryers, griddles, burners, etc.) shall be protected with a Type I commercial cooking hood and a UL300 hood fire suppression system. Both shall comply with IFC and NFPA requirements.
 - Cooking hoods and appliances shall be clean and free of grease buildup.
 - Fuel-gas systems shall comply with applicable codes and requirements, and have documentation of inspection by a Texas RRC registered contractor or plumber within the last 12-months.
 - A fuel-gas/CO alarm is required inside the vehicle.
 - Fuel-gas tanks shall be secured and protected.
3. Food trucks and trailers shall not be parked within 10-feet of any structure or building, in a fire lane, or within 15-feet of a fire hydrant.
4. A minimum of one 2A:10BC fire extinguisher, with a current inspection tag, is required for all cooking operations, vehicles, trailers and generators. Food trucks and trailers, and any appliances producing grease vapors (fryers, griddles, burners, etc.) shall also have a Class-K fire extinguisher, with a current inspection tag.
5. All open-flame cooking appliances, grills and smokers shall contain all flames, embers and grease run-off, and shall not be located within 10-feet of any combustible materials, structures or buildings. Cooking appliances shall only be accessible by cooking staff, and not be directly accessible to the public.

ELECTRICAL AND HOUSEKEEPING

1. All electrical equipment and generators shall comply with NFPA 70, the National Electrical Code. Extension cords shall be adequate for the device, properly grounded, un-damaged and not create a tripping hazard. No exposed wiring allowed. Generators shall a minimum of 10-feet away from vehicles, structures and buildings, and not be accessible to the public. Generators shall not be re-fueled while running.
2. General housekeeping shall be neat and organized. Combustible and flammable materials shall be a minimum of 36-inches from ignition sources. Trash and waste shall be contained in a proper container and properly disposed of.

TENTS AND MEMBRANE STRUCTURES

1. Tents and membrane structures shall comply with IFC Chapter 31.
2. A label with the size, type of material and fire rating shall be attached to all tents and membrane structures. All tents and membrane structures shall be anchored properly and per the manufacturer's requirements.
 - Illuminated exit signs
 - Egress illumination lights.
 - Minimum of one 2A:10BC fire extinguisher, with current inspection tag.
 - No Smoking signs.
 - 10-foot clearance from buildings and other tents.
 - All electrical wiring and equipment shall comply with NFPA 70 Electrical Code.
 - Unvented, fuel-fired heaters prohibited for use inside enclosed tents and membrane structures. Other heaters require FMO approval.
3. Open flames and cooking prohibited in any size tent or canopy without FMO approval and NFPA 701 compliance.
4. Tents and membrane structures shall not be located in fire lanes or emergency access routes.

**ALL VENDORS ARE SUBJECT TO
FIELD INSPECTIONS. VENDORS
FOUND TO BE NON-COMPLIANT WITH
FIRE CODE REQUIREMENTS WILL NOT
BE ALLOWED TO CONTINUE
OPERATIONS.**

**FREDERICKSBURG FIRE MARSHAL'S OFFICE
124 West Main Fredericksburg, TX 78624
830-990-2034**

PROTECTING CITY PROPERTY FROM SPILLS, STAINS & FIRE

Event organizers have the responsibility to return City of Fredericksburg property to the same or better condition than found. Food & beverage vendors must always protect the surfaces they are placed on city property to mitigate spills, stains, and fires. Grass is not an adequate surface for food vendors as floors must be constructed of concrete, asphalt, wood, outdoor carpet, or other cleanable material.

A few ways to protect city property (including concrete, pavers, grass, etc.) are listed below:

- **Plywood:** there is treated plywood that has a stamp on it that would work as well for under cooking equipment (fryers, smokers, grills, griddles, burners). The Fire Marshal does not have a problem with plywood or any other wood if there is a way to verify that the plywood has been treated with a fire retardant. Some recommendations on the plywood state that it should not come in contact with damp or wet conditions, or in contact with concrete slabs or soil, so please keep this information in mind when selecting your material. Untreated plywood can be used for vendors that are not using cooking equipment to prevent spills and stains on city property.
- **Outdoor carpeting/grass** can be used for vendors that are not using cooking equipment to prevent spills and stains on city property
- **Flame Retardant Tarps:** must have physical tag that indicates they have been treated, tested, and certified as fire-resistant
- **Sheetrock**, however, it needs to stay on a flat surface so that it does not break
- **Commercial spill mat/oil-resistant ground mat**
- **Rubber floor mat with grease-catching design**
- You can also use a layered system with the tarp on the bottom and a mat on top for safety/comfort

INSURANCE REQUIREMENTS

Event organizers, promoters, or contractors conducting special events on city-property or public right-of-way in the City of Fredericksburg shall provide the city a certificate of insurance evidencing the coverage and coverage provisions herein. Subcontractors performing work must also have the same types and amounts of coverage as required herein, or evidence that the subcontractors are included under the event organizer, promotor or contractor's 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. If a special event includes equipment, devices, or activities/amusements that are excluded from coverage in the event's general liability insurance policy, then separate additional liability coverage for the applicable exclusions must be provided with the same combined single limits of liability for personal injury and property damage as outlined below. The City shall be named as an additional insured on all insurance policies, and a copy of the endorsement naming the City as an additional insured shall be attached to the certificate of insurance.

For events with alcohol, all State laws must be followed, and a certificate of liquor liability insurance is required with the City of Fredericksburg named as the certificate holder and additional insured. Events that hire a vendor to serve or sell alcohol (rather than providing the alcohol themselves), must submit proof of insurance from the vendor providing the alcohol. The requirement applies to the business or group that serves or sells the alcohol.

Type of Insurance	Minimum Amounts	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	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.

Certificate Holder: City of Fredericksburg, 126 W. Main Street, Fredericksburg, TX 78624

INSURANCE REQUIREMENTS (CONTINUED)

GENERAL REQUIREMENTS:

- The City shall be named as an additional insured on all insurance policies, and a copy of the endorsement naming the City as an additional insured shall be attached to the certificate of insurance.
- The insurance certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf.
- Proof of insurance must be provided at least ten (10) business days before the start of the event or set-up.
- In no event shall the City be liable for any damage to or destruction of any property belonging to the event organizer/vendor unless specified in writing and agreed upon by both parties.

SECURITY REQUIREMENTS

The event organizer is responsible to provide adequate security for the permitted event, including crowd control, emergency response access, traffic control, and safeguarding the applicant and city property. Licensed, private security must be provided for any event with 1,000 attendees or more, events lasting past 10:00 p.m., or any event with alcohol. Security guards must be bonded and commissioned, and security plans must be communicated to the Parks & Recreation Department no later than two weeks prior to the event date. Parks & Recreation staff will determine the number of guards necessary and will be dependent on the number of attendees and the scope and nature of the event. Events may also hire private security to protect event equipment and property after-hours.

STREET CLOSURES (PARADES EXCLUDED)

City street closures lasting more than two (2) hours, other than the parking lanes adjacent to Marktplatz, must be approved by City Council. Street closures less than two (2) hours can be approved by the Chief of Police or their designee. Requests should be submitted sixty (60) days in advance, using the required form listed below. Written correspondence from the merchants/businesses on the affected street must be included with your request. Justification using event history is required to close a city-street.

For events at Markplatz:

- The City recommends the closure of Austin Street over Adams Street whenever possible.
- The City recommends the closure of the entire street if anything other than the parking lanes adjacent to Marktplatz are proposed to be closed.
- Closure of less than an entire street will require an extensive use of barricades and equipment that are not currently in the City's inventory. A barricade plan, sealed by a licensed engineer in the State of Texas must be provided with your request for all half-street closures. Events would be responsible to provide and maintain all necessary barricades for such a closure. Barricades must be placed and maintained in accordance with the Texas Manual on Uniform Traffic Control Devices (TxMUTCD).

REQUIRED FORM: Please use the official Street Closure Request Form found within the Special Event Application

STREET CLOSURES (CONTINUED)

The closure of a street or streets during normal business hours (Monday-Friday from 7 a.m. to 4 p.m.) is recommended, and once approved, will not require the event organizer to pay an additional fee. Please note that the street closure must not begin before 7 a.m. and must be complete by 4 p.m. for fees not to apply. If the closure is requested on a city holiday, fees may apply.

The use of Type I barricades, cones, and street closed signs shall not require City staff to be present. City staff will provide instructions and deliver the street closure equipment during regular business hours. The event organizer will be responsible to set and remove the equipment as approved by the Chief of Police or City Council in accordance with the TxMUTCD. Event organizers may request that City staff place and remove the street closure equipment when not required, however, fees may apply. Failure to reopen a street or streets based upon approvals may result in a partial or full security deposit retention.

If an event requires the use of Type III barricades, plastic, water-filled, or concrete barricades, City staff must be present and will be responsible to place and remove all equipment and signs. If the closure or reopening of the street are not scheduled within regular business hours, fees may apply.

City staff will determine the quantity and type of equipment required for all street closures.

REQUIRED FORM: Please use the official Street Closure Request Form found within the Special Event Application

PROCESSIONS

Procession approval requests should be made one (1) month in advance of the event date to the special events coordinator. The Fredericksburg Police Department will have the authority to approve or deny the request, and may require paid officers to escort the procession, based on the number of attendees, streets & intersections crossed, and to ensure the safety of participants.

REQUIRED FORM: Please use the official Procession Request Form. Email specialevents@fbgtx.org for a copy.

CONTINGENCY & SAFETY PLANNING

An inclement weather emergency action plan is required for all events. Per Fredericksburg's Municipal Code, the City Manager or designee has the authority to deny or revoke a permit if a special event would significantly impair the delivery of normal emergency public services or constitutes a public health or safety threat. The City of Fredericksburg encourages all event organizers to develop contingency plans for their event. Contingency plans should be developed for (not an all-inclusive list):

WEATHER RELATED ISSUES: RAIN, SEVERE THUNDERSTORMS, TORNADOES, HAIL, ETC.

- If bad weather is forecasted, will the event be cancelled? If so, how will you notify the City and attendees?
- Is there an area of safe refuge at the event site if there are weather related issues?
- A plan must be developed for the sudden onset of severe weather. Will you postpone start times? Where will people go and who is designated to assist moving people to areas of safe refuge?

REQUIRED FORM: Please use the Inclement Weather Incident Action Plan Form found within the Special Event Application

SECURITY

- How will you collect contact information for any police, fire, or EMS personnel working at your event? How will that contact information be distributed to pertinent staff/volunteers? How will you communicate (cell phones, radios, etc.)?
- What is your protocol for lost children? Lost items (lost & found)?
- Will your event allow the open carry of handguns or post signage to prohibit?
- Will your event allow animals? If so, what type (i.e. service animals only)?
- Will your security team conduct bag checks? What items will be prohibited?

MEDICAL ISSUES

- Will you have a first-aid station or ambulance on-site? If so, where will it be located?
- Where can an ambulance access the event if not on-site?
- Who will conduct crowd control in case of an emergency?
- If applicable, is there adequate shade to prevent heat stroke? Will water be provided free of charge? Where?
- Who will man any barricades or fencing/entrance gates to maintain egress and ingress?

CONTINGENCY & SAFETY PLANNING (CONTINUED)

EVENT LOGISTICS

- Will there be a staging location for event staff & volunteers? Will there be one-point person to oversee and take responsibility for the event? How will you contact them throughout the event?
- Does my event layout maintain fire lanes, access roads, and ADA requirements?
- What happens if there is a loss of utilities or a communications malfunction?

EMERGENCY EXITS, TRIP HAZARDS, EMERGENCY ACCESS

- Emergency exits must be clearly marked and easily accessible. If exits are locked, procedures must be in place for having designated personnel to quickly open gates and direct crowds.
- Pedestrian walkways must be clear of wires and hoses by using cord covers or at a minimum, staked down to avoid tripping hazards.
- Tie downs for tents must be flagged in some manner so that they are recognizable and to help pedestrians from running into them or tripping over them.
- Tie downs stakes for tents must be covered (i.e. using a tennis ball or hay bale) to mitigate injury from tripping or falling.
- Tents, tent poles, and tie downs cannot be placed or set-up in such a manner that the tents, poles, or tie downs cover or encroach on a pedestrian walkway or sidewalk.
- No items may be placed in an emergency access lane. This includes light towers and other equipment. Any exceptions must be approved by the Fire Marshall in advance of set-up.
- Fire hydrants shall not be blocked at any time and a clearance of at least six (6) feet around hydrants must be maintained. There must also be a clear and unobstructed path from the street to the hydrant. Objects shall not be attached to a fire hydrant at any time.



MARKTPLATZ EVENTS

In addition to the special event requirements listed herein, events using Marktplatz in their event footprint must adhere to following **USE REGULATIONS** and utilize the following equipment provided by the City to minimize damage/impacts to the facility:

USE REGULATIONS:

- No motorized vehicles will be permitted on any turf covered areas. All vehicles must remain on paved or other hard surface areas. This requirement is intended to preserve the turf, eliminate ruts, protect the irrigation and electrical systems and maintain the appearance of Marktplatz.
- Vehicles parking or retrieving trailers may temporarily enter turf areas provided they have prior approval from the Parks & Recreation Department. All vehicles accessing turf areas must utilize specialized protective mats or grass shields that are provided by the City. Placement of these protective mats/grass shields are the responsibility of the event organizer and not the City. The mats are located on the wall behind the catering kitchen. Vehicles must never come in contact with turf and must always drive on the grass shields. Vehicles are not allowed to be parked on turf/grass unless the wheels are fully contained on a protective shield.
- Protective vehicle grass shields are provided free of charge and must be used for any motorized vehicle driving on the grass (even if tires touch grass briefly on the corners). Ruts or tire marks left at the post-event inspection walk through will forfeit a portion or all of an event deposit.
- Vehicles must be moved off Marktplatz during events for participant safety, unless previous arrangements have been made.
- City of Fredericksburg vehicles will be allowed on turf areas to provide routine maintenance and upgrades with grass shields used to the maximum extent possible.
- No tape, staples, glitter, piñatas, birdseed or rice is permitted. Duct tape is not allowed to be placed on concrete. Any sidewalk chalk must be removed following the event.
- No open fires are allowed. No damaging, removing or defacing of property, including grass, plants and trees. No hunting or releasing of any animals. No indecent or abusive language, or any activity, which creates a public nuisance.
- Events cannot block any Handicap/ADA parking spaces on the streets surrounding Marktplatz.
- Event organizers may rearrange pavilion tables. Any picnic tables or park benches moved onto grass or turf must be moved back off the grass/turf as soon as possible. We ask that if you remove picnic tables from under a pavilion, those same tables are moved back under the pavilion once the event is over. Picnic tables will not be arranged by City staff.
- Temporary health permits require the set-up of a handwash station. In order to obtain warm/hot water, events must rent the catering kitchen (non-profits receive a 50% discount).
- PARD will hang one banner at the front of the Square for a fee. Banner must be mesh/minnow seine material. Size: 3' wide x 30' long/length. Clips and ropes must be provided. See page 25 for more details. Hanging of other banners or decorations is the responsibility of the event organizer and should comply with City's sign ordinance.

MARKTPLATZ EVENTS (CONTINUED)

- Fencing cannot be installed more than 48 hours in advance of park possession, and should come down immediately following the event unless other arrangements have been approved in advance.
- History Walk/Garden: organizers must ensure that no damage is done to flower beds, cart paths, arbors, etc.
- Animals weighing more than 150lbs. are not allowed on the grass/turf at Marktplatz.
- When events expand the footprint of Marktplatz to include adjacent streets, an emergency access lane must be included inside fenced or barricaded areas. Nothing shall impede, encroach, or interfere with (either temporary or fixed) access to the emergency access lane.
- Installation of the Christmas lights typically takes place at the end of October or early November to have them ready for the Christmas season that begins the week of Thanksgiving. Lights are removed each January.
- The pavers at Marktplatz were replaced in 2022 & 2023. With the City's large investment in the replacement of pavers, events will not be permitted to remove any pavers to install equipment, t-posts, or fencing. Use of water barrels, temporary chain link/construction fencing, or other non-invasive means must be used to install fencing and gates.
- The playground at Marktplatz is prohibited from being included inside fencing that would restrict public use. See page 23 for more information.

GREY WATER:

The City owns two (2), utility sinks that tie directly into the sewer for use at Marktplatz. Grey water is water that has been used for cooking, washing, dishwashing and may contain soap, detergent or food residue. Event organizers can request use of the two sinks at no charge on their application. Ice and/or clean water cannot be disposed of on Marktplatz; this is considered grey water and needs to go in utility sinks, or in the catering kitchen sink (if rented). Placement of the sinks is behind the catering kitchen and to the south of Kinder Halle.

GREASE & OIL:

Grease must be removed and properly disposed of off-site immediately following event conclusion. There is no disposal location on-site.

ELECTRICAL NEEDS:

Power is provided at all three pavilions, Catering Kitchen and Fest Room. If you have additional power needs, electric pedestals (110V & 220V) are available and should be requested through the application process. A licensed electrician must complete any electric work on-site. Event organizers will need to supply their own generators for additional power/electrical needs if a licensed electrician is not authorized. Event organizers must also provide their own extension cords. Pedestals must be returned to their original location after the event.

MARKTPLATZ EVENTS (CONTINUED)

POTABLE WATER:

Events must utilize marked potable water locations and bring their own food-grade water hoses. Non-potable water sources are marked in purple and cannot be used.

NOISE & SOUND REGULATIONS:

dB(A) shall mean the intensity of a sound expressed in decibels. It shall be unlawful for any person to make, assist in making, permit, continue, cause to be made or continued, or permit the continuance of any sound that exceeds:

- 85 dB(A) during Daytime Hours; Daytime hours shall mean the hours from 7:00 a.m. on one day and 8:00 p.m. the same day.
- 70 dB(A) during Evening Hours; Evening hours shall mean the hours from 8:01 p.m. on one day and 11:00 p.m. the same day for Sundays through Thursdays of each week. Evening hours shall mean the hours from 8:01 p.m. on one day and 12:00 midnight the same day for Friday and Saturday nights of each week.
- 60 dB(A) during Nighttime Hours; Nighttime hours shall mean the hours between 11:01 p.m. on one day and 6:59 a.m. the following day for Sundays through Thursdays, and 12:01 a.m. on one day and 6:59 a.m. the same day on Saturday and Sunday mornings.

SIGNAGE:

Certain signs that are generally prohibited city-wide will be allowed for events held on Marktplatz, including:

- Signs which move or contain visible moving parts 29-6(3),
- Banners, posters, pennants, ribbons, streamers, strings of light bulbs, spinners, balloons 296(4),
- Signs which are located on or extend over any public sidewalk, street, alley or other public property 29-6(6),
- Portable or wheeled signs 29-6(9), and
- Signs attached to or located upon amenities such as benches, trash containers or fences 296(11).
- All remaining types of prohibited signs will remain prohibited, such as off-premises signs, obscene signs, and signs that mislead or confuse vehicular or pedestrian traffic.

ROLLING CARTS & CORD COVERS:

A limited number of rolling carts for supply loading and unloading & cord covers for events to use at no cost and should be requested in advance. Cord covers must be used to eliminate trip hazards.

WI-FI:

Wi-Fi is available throughout the park, but service may be interrupted during peak usage times.

MARKTPLATZ EVENTS (CONTINUED)

PLAYGROUND, PUBLIC RESTROOMS NEAR PLAYGROUND AND GRASS AREA TO THE SOUTH OF THE JOHN WM. KLEIN MEETING ROOM:

The playground, public restrooms near the playground on the west side, and the grass area to the south of the John Wm. Klein Meeting Room and to the north of the service drive entry are not available for use by special events and must remain outside of your event footprint/layout.

PUBLIC RESTROOMS ON ADAMS STREET & LARGE PUBLIC RESTROOMS INSIDE MARKTPLATZ:

If the large public restrooms are inaccessible to the general public (i.e. gated or fenced events), the event must leave the Adams Street restrooms open to the general public. The Parks Department is responsible for cleaning and restocking supplies in any restroom open to the public. Special events are responsible for cleaning and restocking any restrooms that are only open to event participants.

EVENT TRASH & DUMPSTERS:

Events are responsible for disposing their own trash. The City has two dumpsters (4-yard) on-site in an enclosure on the west side of Marktplatz, to the south of the service drive entry (Crockett Street). Events may use these dumpsters, however, they are only serviced twice a week. If additional dumpsters are needed for the amount of anticipated trash, event organizers can use a company of their choice and have the dumpster delivered on a day approved by the special event coordinator. Trash cans and bags are provided on-site and events are responsible for bringing in additional trash barrels, if needed. If the city-provided rolling carts are used to dispose of trash bags, the bottom of the rolling cart must be covered to prohibit drips.

HANGING OF SIGNS & BANNERS:

The City does not allow events to use city-owned equipment due to liability, so please remember to bring a ladder and all supplies needed to hang signs and banners.

OUTLETS NEAR TREES:

The outlets located near the base of a tree are for Christmas lights, and therefore are not powered on year-round.

FENCING:

Installation of fencing cannot prohibit public use of Marktplatz, unless the event has paid for exclusive use of the facility. Fencing cannot be installed more than 48 hours before exclusive use and should be removed immediately following the event.

RIGHT OF REFUSAL:

The City of Fredericksburg retains the right to deny a special event permit for an event with the same scope and nature within 30-days of another.

MARKTPLATZ EVENTS - PROPER USE OF GRASS SHIELDS/MATS



Position shields/mats appropriately



Ensure tires stay on grass shields/mats



Continuously move mats to protect grass from motorized tires

MARKTPLATZ EVENTS - PHOTOS



Optional banner hanging at the front of Markplatz; fee applies.



Banner size 30' long x 3' tall. Mesh or minnow-seine material required. Event must provide clips and rope. Rope distance must equal 45' (7.5' + 30' + 7.5')



Oktoberfest Halle & picnic tables



Adelsverein Halle & picnic tables

MARKTPLATZ EVENTS (CONTINUED)

CHECKLIST FOR AFTER YOUR EVENT:

- Picnic tables must be moved back under the pavilions on the hard surface:
 - 12 rectangular picnic tables at Kinder Halle (pavilion by the playground)
 - 12 rectangular picnic tables at Oktoberfest Halle (middle pavilion)
 - 25 rectangular and 4 square picnic tables at Adelsverein Halle (largest pavilion)
- Green park benches moved back onto hard surfaces (they cannot be left on the grass)
- Grass shields/mats stacked neatly against the back kitchen wall
- Pick up and dispose of trash. Trash bags removed from cans and placed in the dumpsters.
- Rolling carts placed in the grass behind the catering kitchen
- Return cord covers (if borrowed from PARD)
- Clean utility sinks (if used) for grey water
- All pavilion lights turned off and locks secured on light boxes
- Remove and clean any markings on the pavement
- All equipment, vehicles, tents/canopies, fencing, signage/banners, and supplies removed (including items from vendors)
- Catering kitchen: all items removed from shelves and refrigerator, outside of refrigerator and sinks free from smudges, prep tables wiped down and clean, trash placed in cans, floors swept and mopped, lights off and door locked
- Fest Room: all items removed from shelves, safe, and refrigerator, clean countertops and microwave, trash placed in cans, floors swept and mopped, lights off and door locked
- Street closure equipment: stacked neatly out of the way of pedestrians on the side of the street, preferably in grass and not on the sidewalk (see photo below). Don't forget to remove any cones for lane closures and stack them neatly as well (i.e. parking lane on Adams for a dumpster).
- Additional items may be added to this list from PARD staff.



LADY BIRD JOHNSON MUNICIPAL PARK EVENTS

In addition to the special event requirements listed herein, events using Lady Bird Johnson Municipal Park (LBJMP) in their event footprint must adhere to following USE REGULATIONS:

USE REGULATIONS:

- All campers must use the designated campgrounds and pay at the park office. No overnight camping is permitted in the main park unless prior written permission received from the Parks & Recreation Department (PARD).
- Gates to the main park close at 10:00 p.m.
- No camping in the Tatsch House or Pioneer Pavilion. Tables and chairs shall not be removed from the Tatsch House or Pioneer Pavilion.
- No motorized vehicles may be driven upon or parked on grass areas or sidewalks unless approved through the application process. If your event has special parking needs, it must be listed in the application. Any damage caused by any motorized vehicles is the responsibility of the event organizer/permit holder.
- Events must submit an event site plan/layout that includes the following information, if applicable; (1) parking locations; (2) security check points; (3) vehicle flow and directional routes; (4) shuttle operations; (5) list of traffic control equipment (i.e. barricades, cones, directional signage, bollards, portable speed bumps, etc.).
- No tape, staples, glitter, piñatas, birdseed or rice is permitted.
- No open fires are allowed. No damaging, removing or defacing of property, including grass, plants and trees. No hunting or releasing of any animals. No indecent or abusive language, or any activity, which creates a public nuisance.
- Regular and handicap portable restrooms in the event area are based on guidelines set forth by the Gillespie County Health Division and shall be required at renter's expense.
- All trash must be bagged and placed in the dumpster next to the Pioneer Pavilion after the event. Additional dumpsters may be needed at event organizer's expense and shall be determined based on the event scope and size and is at the discretion of the Parks & Recreation Director.
- Animals are not allowed inside park buildings.
- The airport viewing area is not available to use for special events.

GREASE & OIL:

Grease must be removed and properly disposed of off-site immediately following event conclusion. There is no disposal location on-site.

LADY BIRD JOHNSON MUNICIPAL PARK EVENTS (CONTINUED)

ELECTRICAL NEEDS:

Power at pavilions and buildings is provided as-is. If you have additional power needs, a licensed electrician must complete any electric work on-site. Event organizers will need to supply their own generators for additional power/electrical needs if a licensed electrician is not authorized. Event organizers must also provide their own extension cords.

POTABLE WATER:

Potable water is available in the Tatsch House and Pioneer Pavilion. Potable water must be used for food service.

NOISE & SOUND REGULATIONS:

dB(A) shall mean the intensity of a sound expressed in decibels. It shall be unlawful for any person to make, assist in making, permit, continue, cause to be made or continued, or permit the continuance of any sound that exceeds:

- 85 dB(A) during Daytime Hours; Daytime hours shall mean the hours from 7:00 a.m. on one day and 8:00 p.m. the same day.
- 70 dB(A) during Evening Hours; Evening hours shall mean the hours from 8:01 p.m. on one day and 11:00 p.m. the same day for Sundays through Thursdays of each week. Evening hours shall mean the hours from 8:01 p.m. on one day and 12:00 midnight the same day for Friday and Saturday nights of each week.
- 60 dB(A) during Nighttime Hours; Nighttime hours shall mean the hours between 11:01 p.m. on one day and 6:59 a.m. the following day for Sundays through Thursdays, and 12:01 a.m. on one day and 6:59 a.m. the same day on Saturday and Sunday mornings.

SIGNAGE:

Event organizers must adhere to the City of Fredericksburg Sign Ordinance. Signs & banners must be removed immediately following the event. If it becomes necessary for the City of Fredericksburg to remove any decorations, signs or banners, the event organizer/permit holder may forfeit a portion or all of deposit funds and may be invoiced for all clean-up costs.

A permit is required for a banner or temporary sign, neither of which can exceed 16 square feet in size. Special events can apply for only one (1) banner or temporary sign permit to display to advertise the event to the public through the City's Development Services Department. A fee shall apply. Directional signage is exempt from this requirement.

WI-FI:

Wi-Fi is not available.

NOTE: LADY BIRD JOHNSON MUNICIPAL PARK HAS A SEPARATE SPECIAL EVENT APPLICATION

PARADES, RACES, RIDES AND RUNS

All parades must be approved by City Council due to the associated costs and staff-time required. Please check with the Special Events Coordinator before submitting an application for a parade.

Parade organizers shall include the following bullet points on their entry forms:

- All vehicles in the parade must be able to navigate the entire parade route and make all turns and clearances without difficulty. It is the responsibility of each driver to see to it that their vehicle or float clears all obstacles and can maneuver turns. If the route includes a U-turn, parade entries must be able to maneuver and make a U-turn in one motion (no reversing). Participants must design their entry in length, width, and height to meet this requirement. Floats and entries cannot exceed a 13' 6" ft. height limit from ground to top of float/entry.
- To reduce gaps, vehicles should maintain their speed to the pace of a slow walk and stay within two to three car-lengths of the preceding entry.
- Entries are not allowed to stop or impede the forward motion of the parade at any time with performances, dancing, stopping to rev engines, or any other action that alters parade movement. Performing groups should choreograph routines to maintain forward motion always.
- No candy or other enticements will be thrown/handed from any entry to spectators.
- No jumping on or off moving entries: Parade participants may not jump, dance, ride, bike, roller skate, roller-blade, skateboard, or move in any way onto or off any moving float or vehicle.
- Entries should never stop on the parade ending street/road at any time for unloading to allow for all entries to safely exit the parade route.
- Water guns and spraying water by any means is prohibited.
- No alcohol may be consumed by float drivers or anyone operating an entry during the event.
- No music, sirens, air-horns, firing of re-enactment weapons, or other noises that exceed 85 decibels without prior approval from the City of Fredericksburg.
- If issues arise with your entry not following set rules during the parade, it could be cause for removal from the parade route by Fredericksburg Police, City Staff or parade organizers or be cause for non-acceptance in any future Fredericksburg parades.

PARADES, RACES, RIDES AND RUNS (CONTINUED)

In addition, below are the parade rules set by the City of Fredericksburg that organizers must adhere to:

- Parade organizers shall provide the City of Fredericksburg with a copy of all parade entry forms at least three (3) business days before the parade for review. Parade organizers can continue to accept entry forms less than three (3) business days in advance and provide the City with forms as they come in. The entry form, at a minimum, must include the following information: name of business/organization, contact name, contact phone number, a detailed description of the entry including height, length, and width (if vehicular) and the type of entry (vehicle along with the make, model and year; equestrian and number of horses; commercial and how many vehicles; float; or walking along with the number of walkers).
- The City of Fredericksburg may exercise the authority to decline any aspect of the parade that they feel poses an unreasonable risk of injury or danger to the public. While exercise of this action should be prudent, and certainly permit event organizers to revise any objectionable part of a plan, public safety must ultimately be the responsibility of the police department, fire department, and related public agencies.

ROUTES FOR RACES, RIDES, WALKS, RUNS & PARADES:

Event organizers must include a copy of their proposed route with their special event application. Fredericksburg Police Department will review the proposal and contact the event organizer with any recommendations or requirements. The Police Department may also request a route/course change for your event if it is deemed to negatively impact the community.

For races, rides and runs without Fredericksburg Police Department support, your event will be considered a “rules of the road” event. Participants must obey all traffic regulations along the route. Stop signs, rights of way, and traffic signals must be obeyed during the event and event staff or volunteers may not stop traffic for your participants.

A parade route is already established and approved. All parades begin at Main Street and either Adams (State Highway 16) or Crockett Street, head east to Washington and U-turn, and end on Bowie Street.

EVENTS ON OTHER PARK PROPERTY

Event organizers may wish to use park property that traditionally has not been used to host an event. In addition to the special event requirements listed herein, events using other park property in their event footprint must adhere to following:

PARK ADMINISTRATIVE RULES:

- The event organizer must leave all facilities in a clean condition. All litter must be put in trash receptacles. Large events must provide additional trash receptacles at event's expense.
- Any damages to the facilities (inside and out) are agreed to be paid for by event organizer, even if it is more than the deposit.
- All animals must be on a leash and not left unattended. Animal waste must be removed. Animals are not allowed inside park buildings.
- Event organizer must bring their own hoses and extension cords. Potable water requires use of food-grade water hoses.
- The location of signs and banners must be indicated on the event site plan and comply with the City's sign ordinance.

PROHIBITED PRACTICES:

- No tape, staples, glitter, confetti, piñatas, or rice are to be used.
- No open fires are allowed.
- No damaging, removing or defacing of property, including grass, plants and trees.
- No hunting or releasing of any animals.
- No indecent or abusive language, or any activity, which creates a public nuisance.
- No grey/waste water or grease shall be dumped, dispersed or spilled on any areas. Grease needs to be removed and properly disposed of off-site immediately following the event.

APPENDIX

- **Insurance Certificate Sample...34**
- **Additional Insured Sample...35**
- **Temporary Health Permit Inspection Checklist...36 & 37**
- **Temporary Health Permit Inspection Form...38**
- **Americans with Disabilities Act (ADA) Information...39**
- **Site plan, layout, and route samples...40-43**
- **Marktplatz Map & Blank Map For Use...44-47**
- **Lady Bird Johnson Municipal Park Maps...48 & 49**
- **Sample Merchant/Business Notification Letters...50 & 51**
- **Blank Note Sheets for Special Event Committee Meeting...52-54**



Sample Certificate of Insurance

ACORD®		CERTIFICATE OF INSURANCE			ISSUE DATE (MM/DD/YY):	
PRODUCER Business' Insurance Broker Address City, State, Zip Phone Number		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND, OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.				
		COMPANIES AFFORDING COVERAGE				
		COMPANY A	Insurance Company Name			
INSURED Name of Insured (it should match the name as written on the Special Event Application) Address City, State, Zip		COMPANY B				
		COMPANY C				
		COMPANY D				
COVERAGES						
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
	<input checked="" type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT. <input checked="" type="checkbox"/> Host Liquor Liability (if required)	Policy Number #	Current dates required	Current dates required	GENERAL AGGREGATE	\$ 2,000,000
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				PRODUCTS-COMP/OP AGG	\$ 1,000,000
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM				PERSONAL & ADV. INJURY	\$ 1,000,000
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY THE PROPRIETOR/ PARTNERS/EXECUTIVE OFFICERS ARE: <input type="checkbox"/> INCL <input type="checkbox"/> EXCL				EACH OCCURRENCE	\$ 1,000,000
	OTHER				FIRE DAMAGE (any one fire)	\$
DESCRIPTION OF OPERATIONS/ LOCATIONS/ VEHICLES/ SPECIAL ITEMS						
This section should reference the event and date of event. RE: "Event Name" & "Event Date". Certificate holder is an Additional Insured as listed on the attached form						
CERTIFICATE HOLDER City of Fredericksburg 126 W. Main Street Fredericksburg, TX 78624			CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, IT'S AGENTS OR REPRESENTATIVES.			
			AUTHORIZED REPRESENTATIVE Signed by the Broker or Insurance Company only			
ACORD 25-8 (3/93) ©ACORD CORPORATION 1993						

SAMPLE ONLY

Policy Number: **Policy Number #**

COMMERCIAL GENERAL LIABILITY
CG 20 26 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
City Fredericksburg 126 W Main St Fredericksburg, TX 78624
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A.** In the performance of your ongoing operations; or
- B.** In connection with your premises owned by or rented to you.

Temporary Event Food Requirements for Setup



A self-contained individual **area of food handling with overhead and ground coverage** required when preparing and handling food outdoors. **Grass and dirt need to be covered.**



Gillespie County Health Division Permit posted in a highly visible area.



Prepare food on site or obtain food from an approved licensed facility. No food prepared at home allowed.



Handwashing Station: Soap and single-use towels with a temporary hand sink or a free-flowing spigot water dispenser and a catch bucket for wastewater.



Dishwashing 3-compartment: 1. Soapy Water 2. Clean Rinse water 3. Sanitizer with Test Strips



Water: must be potable, come from an approved source, via a food grade hose and into a food safe container.



All waste water must be collected and disposed of through a sanitary sewer or other approved means.



Properly calibrated metal stem/probe thermometer is required at each booth and in each cold holding unit.



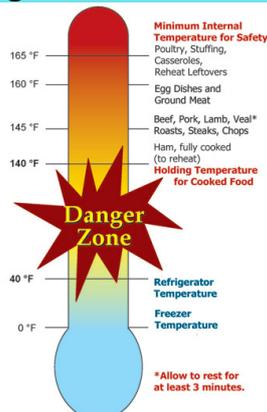
Adequate heating, cooling and cooking equipment: Equipment must be able to maintain 135°F or greater for hot holding at 41°F or lower for cold holding.



Foods must be cooked to proper temperature and then **held at 135°F or higher.**



All equipment must be clean, sanitized and in good condition.



PROPER FOOD TEMPERATURES (minimum)

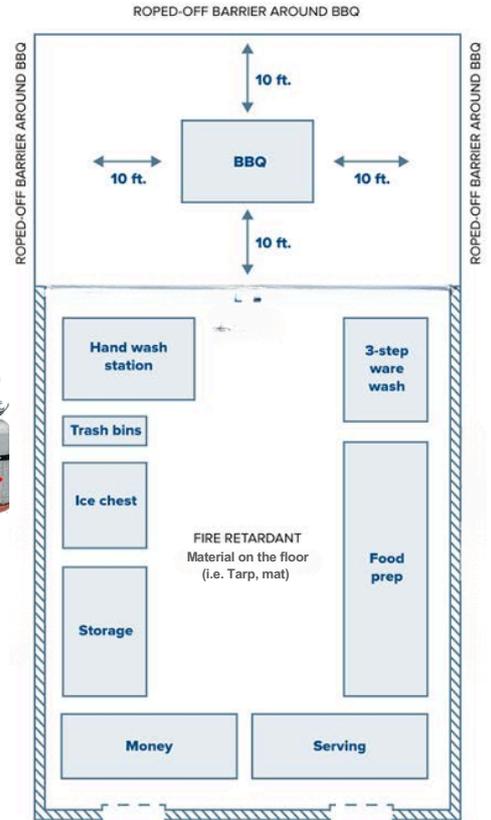
Cooking:

- Raw Chicken - 165°F
- Raw Hamburger Meat - 155°F
- Raw Pork & Beef - 145°F

Hot Holding: 135°F or hotter

Cold-Holding: 41°F or colder

Temporary Event Food Requirements for Setup



Temporary Food Establishment Handwash Station



Temporary Event Fire Code Guidelines



Scan for full fire code requirements

- A minimum of **one 2A:10BC fire extinguisher**, with a current inspection tag is required for all cooking operations, vehicles, trailers and generators. Food vendors, trucks and trailers with appliances producing **grease vapors** (fryers, flat top griddle, burners, etc.) shall also have a **Class-K fire extinguisher** with a current inspection tag.
- **All open flame cooking appliances**, grills, and smokers shall contain all flames, embers, and grease run-off and **shall not be located within 10 feet of any combustible materials**, structures or buildings or at public access.
- **No grilling with charcoal or wood** is allowed under any tented structure. All pits must be at least 10 feet away from any structure and must be restricted from public access.
- All **tent structures** with cooking equipment must be **NFPA 701 Certified Fire Retardant** with proof of compliance attached to the tent fabric.
- For further questions, please contact City of Frederickburg Fire Marshal, 830-990-2034





GILLESPIE COUNTY HEALTH DIVISION TEMPORARY FOOD ESTABLISHMENT INSPECTION FORM

This checklist provides a list of requirements necessary for the approval of a Temporary Food Establishment operating within the jurisdiction of the Gillespie County Health Division. Temporary food establishment equipment and criteria may vary depending on the type of operation. Refer to the Texas Food Establishment Rules (TFER) for complete information regarding the requirements.

Permit: _____ Establishment: _____ Date: _____

Event/Location: _____

		IN	OUT	N/A	COS
1	Valid permit issued by Gillespie County Health Division posted in visible location.				
2	Accredited food handler certification when TCS foods are prepared.				
3	Food received from approved source (Food prepared in a private home is not allowed.)				
4	Potable water from an approved source.				
5	Hand wash station provided, warm water, waste receptacle, gravity spigot spout (Not push-button.)				
6	Soap, disposable towels, wiping clothes, detergent, and sanitizing chemicals provided.				
7	Approved hand sanitizer. (Used after handwashing.)				
8	Three basins provided to Wash, Rinse, Sanitize (Large enough to clean largest equipment / utensil.)				
9	Test strips to measure sanitizing concentration.				
10	Equipment adequate to cook and maintain foods at the required temperatures.				
11	Equipment for hot holding and cold holding, adequate to maintain Time / Temperature Control for Safety (TCS) foods at required temperatures.				
12	Equipment installed so that it is easily cleanable and is in clean, sound condition.				
13	Personnel maintaining personal cleanliness and conform to good hygienic practices. (Beard covers, hair restraints, no jewelry, fingernails neatly trimmed, outer clothing clean.)				
14	Personnel free from infections which may transmit foodborne illness. (Restricted/ excluded.)				
15	Designated locations for employees to eat, drink, use tobacco, and store personal items.				
16	Single-use gloves, utensils, including ice scoops, provided to minimize handling of foods.				
17	Accurate food temperature thermometer. (Approved and accurate.)				
18	Structure constructed of corrosion resistant, durable materials.				
19	Overhead protection for food preparation areas shall be constructed of wood, canvas, other approved materials to protect against the weather.				
20	Approved subflooring surface graded to drain and controls dust. (Tarps, concrete, asphalt, dirt or gravel if covered with mats, removable platforms or other suitable materials approved by the regulatory authority.)				
21	Proper disposal of wastewater/ sewage				
22	Food contact surfaces of equipment designed for durability and easily cleanable.				
23	Pests controlled (Insects, rodents, and other animals.)				
24	Single service articles properly stored, provided, and dispensed.				
25	Toilet facilities conveniently located.				
26	Adequate, covered containers for refuse and garbage provided.				
27	Food protected from contamination.				

*** ADVISORY: Section 228.222 (a) of the Texas Food Establishment Rules provides that "The regulatory authority may impose additional requirements to protect against health hazards related to the conduct of the temporary food establishment, may prohibit the sale of some or all time/temperature control for safety (TCS) foods." Failure to comply with these requirements may result in the immediate suspension of the permit and assessment of penalties as provided by the Texas Health and Safety Code, Chapter 437.***

Temperatures/Additional Comments: _____

Signature of Representative: _____ Inspector: _____

Americans with Disabilities Act (ADA)

Event organizers may need to modify their policies and procedures to make sure they do not discriminate against persons with disabilities. For example, food vendors may have to leave their booths briefly to assist someone with limited hand dexterity in reaching their money. Organizers also may need to modify their policies regarding service animals. A service animal is a dog (or, in some cases, a miniature horse) that assists a person with a disability in performing one or more tasks related to their disability. Many temporary events have a “no pets” policy. However, a service animal is not a pet and must be allowed into any part of the event that its handler is allowed to attend. Event staff may only ask two questions of a service animal handler: 1) is this a service animal that is needed for the person’s disability?; and 2) what task(s) is the animal trained to perform? Service animals must be housebroken and under the control of their handler at all times.

Space Requirements for Wheelchairs

Accessible routes ensure that people who use mobility aids can successfully navigate through the environment. A space that is a minimum of 30 inches wide by 48 inches long is necessary to park a wheelchair in a stationary position. The space necessary for people using wheelchairs to make a 180-degree turn is a circle with a diameter of 60 inches. Alternatively, a person can make a T-shaped turn, similar to a three-point turn in a car, at the intersection of a hall, between display cases, or where some of the space necessary to perform the turn may be under a counter or table.

Portable Toilet Units

If portable toilets are provided for use by event participants, a minimum of five percent of all units, but never less than one unit, must be accessible. Where clusters of portable units are provided at various locations around the event site, five percent of the units in each cluster should be accessible. They should be equipped with all the accessible elements required by the Standards such as maneuvering space, grab bars, toilet paper dispensers within reach, etc. In addition, when all units are not accessible, the International Symbol of Accessibility must be posted on the units that are.

FOR MORE INFORMATION, PLEASE VISIT:

EVENT MAP

Austin Street

Adams Street



New Year's Eve Countdown to 2023 is sponsored by

Information, First Aid & Lost and Found

Free Children's Amusement, Activity or Game

Public Restrooms

Picnic Table Seating

Balloon Twisty Art

Face Painting

Texas Snakes & More

FOOD & DRINK OPTIONS:

Conchitas: nachos, quesadillas, burgers, fries and more

Fruiti Patuti: funnel cakes, fruit drinks, fried oreos, & hot cocoa

Texas Concessions: Kettle Corn

Oh My Tea: cold & hot tea drinks, chai lattes, smoothies, Boba, cocoa & water

Fredericksburg Fluff: cotton candy & water

Eisbahn: Pizza, Candy, Chips, Hot Chocolate and Coffee

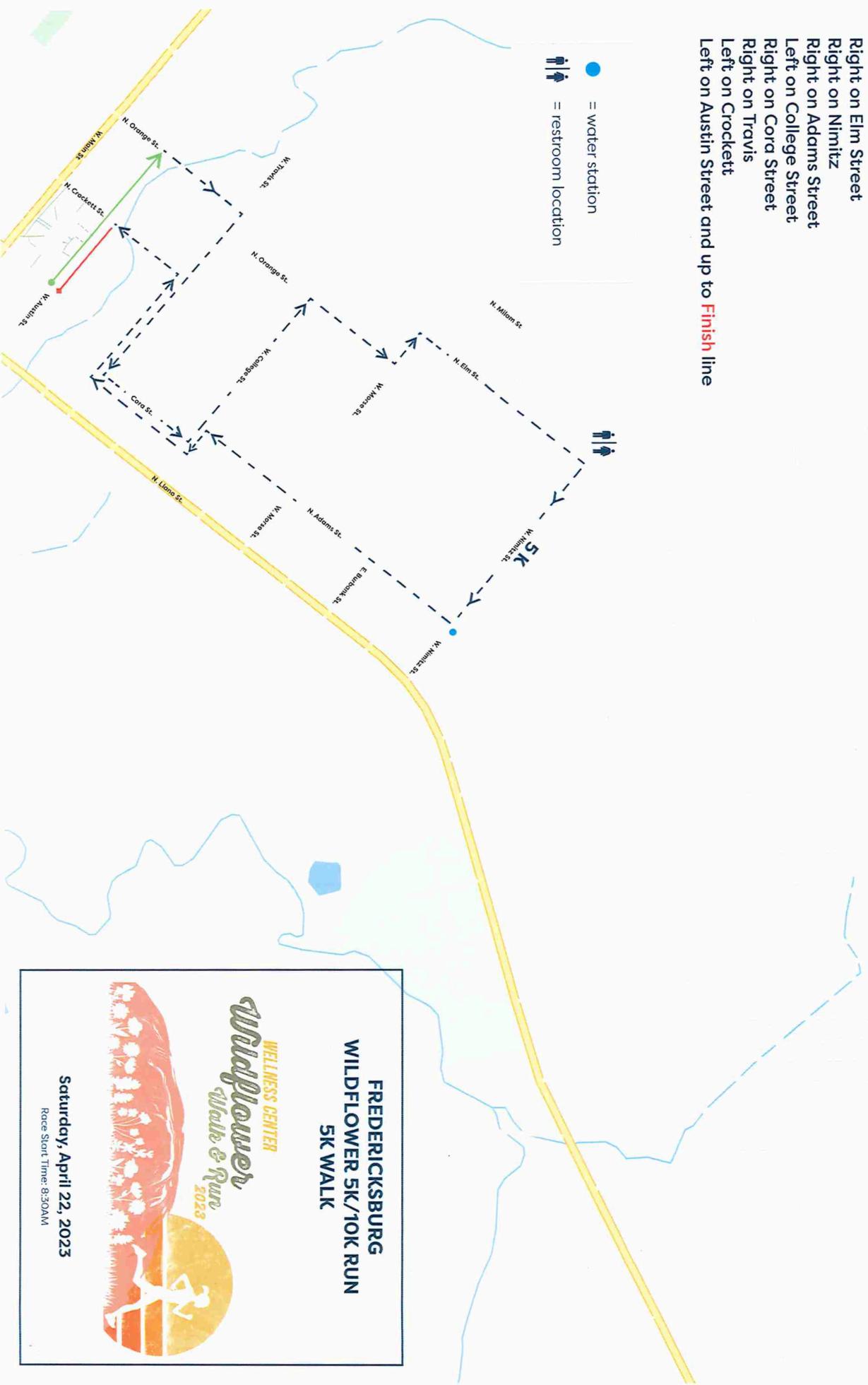




5K Route

- Start: Head West on Austin Street
- Right on Orange Street
- Right on Travis Street
- Left on Cora Street
- Left on College Street
- Right on Orange Street
- Left on Morse Street
- Right on Elm Street
- Right on Nimitz
- Left on Adams Street
- Right on College Street
- Right on Cora Street
- Right on Travis
- Left on Crockett
- Left on Austin Street and up to Finish line

- = water station
- = restroom location



**FREDERICKSBURG
WILDFLOWER 5K/10K RUN
5K WALK**

WELLNESS CENTER
Wildflower
Walk & Run
2023



Saturday, April 22, 2023
Race Start Time: 8:30AM



Austin Street

MARKTPLATZ

KEY

Freestanding Public Restrooms

Where electric pedestals can be placed

Potable water

Police Substation

Pavilion Light Switch - combination lock

ENTRANCE Vehicle Entrance

Trash cans

PAVILION MEASUREMENTS

(approximate)

- Kinder & Oktoberfest Halles are 90' x 35'
- Adelsverein Halle is 124' x 60'



Main Street

Adams Street

100 W. Main Street, Fredericksburg, TX 78624



Austin Street

MARKTPLATZ

Crockett Street

Adams Street



KEY

Freestanding Public Restrooms

Where electric pedestals can be placed

Potable water; water keys may be needed

Police Substation

Pavilion Light Switch - combination lock

ENTRANCE Vehicle Entrance

PAVILION MEASUREMENTS

(approximate)

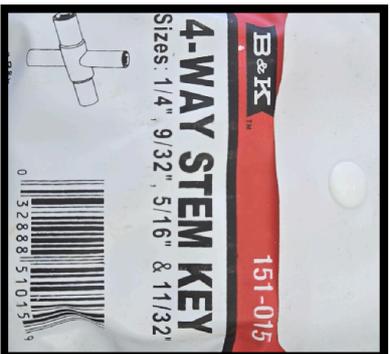
- Kinder & Oktoberfest Halles are 90' x 35'
- Adelsverein Halle is 124' x 60'

Main Street

100 W. Main Street, Fredericksburg, TX 78624



Water Key



Potable Water, also known as drinking water, is water that is safe for human consumption. Potable water must be used for drinking, cooking, food preparation, washing dishes, handwash stations, or any other purpose where there is a chance of ingesting it, or having it come into contact with skin.

Water keys can be purchased at local hardware stores, or the city has a limited supply. The replacement cost for lost water keys borrowed from the city is \$12.00/each. **Please note that potable water hoses must also be used when connecting to any water source. The City has a limited supply of hoses, so it is recommended for events to bring their own. See page 4 for more information.**



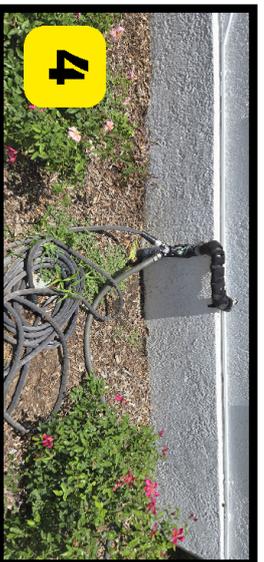
1

Catering Kitchen - near north door



2

Catering Kitchen - near A/C unit



4

SE corner of the Vereins Kirche



5

Fire Station - East Wall



3

Police Substation - West Wall



6

Kinder Halle southwest corner



4

When hose is

connected to VK and run over the arbor, spicket is located on the south side of Oktoberfest Halle



6

When hose is

connected to Kinder Halle box and run over the arbor, spicket is located on the south side of Kinder Halle



On south side of large public restrooms

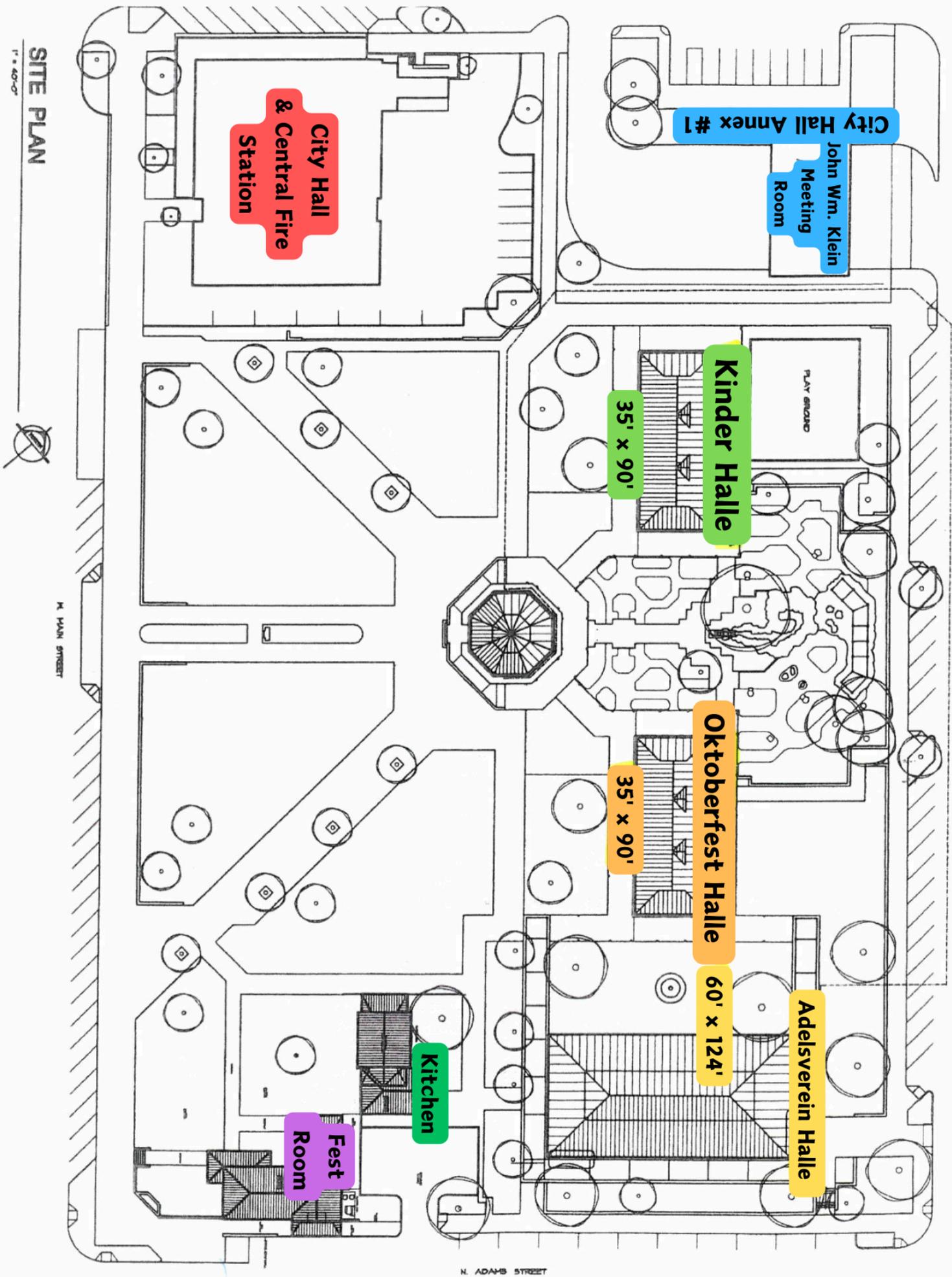


POTABLE WATER/FOOD GRADE HOSES

Potable water hoses are specially designed hoses used for conveying clean and safe drinking water. These hoses are made of materials that are safe for human consumption and are designed to prevent contamination of the water being conveyed. Potable water hoses will be marked as a 'Drinking Water Hose.' Regular garden hoses are not acceptable for use.



Example Only



330 ACRE RECREATION SITE!



Elevation 54°
Azimuth 178°



MAP NOT TO SCALE

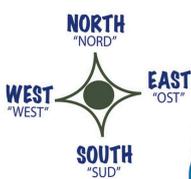
TOTAL SOLAR ECLIPSE VIEWING AREA
LADY BIRD JOHNSON MUNICIPAL PARK
 OF FREDERICKSBURG
 432 LADY BIRD DR.

INFORMATION
FREE SOLAR GLASSES
 WHILE SUPPLIES LAST!
PARK OPENS
 at 5:30AM

APRIL 8, 2024



SCAN FOR INFO



NOT TO SCALE

MAP KEY

- MAIN GATE - PUBLIC VIEWING ENTRANCE
- RESTROOMS
- FOOD VENDORS
- FIRST AID
- SOUVENIR SHOP
- ICE
- LOT - ORANGE TAG
OVERSIZED VEHICLE PARKING
- STAFF & 1ST RESPONDER PARKING
- LOT - BLUE TAG
RV VEHICLE PARKING
- LOT - GREEN TAG
ADDITIONAL VEHICLE PARKING
- LOT - PINK TAG
TENT CAMPING VEHICLE PARKING
- DOG PARK



PARK ENTRANCE AHEAD

TO KERRVILLE
21 MILES

TO FREDERICKSBURG
DOWNTOWN - 3.8 MILES



February 16, 2024

First Weekend

In October!!

Bethany Lutheran Church

110 West Austin Street

Fredericksburg TX 78624

OCTOBER 4-6, 2024

MarktPlatz

Downtown

Fredericksburg

We are grateful for your continued support of the street closure request. The working relationship we have with you and the community certainly help Oktoberfest.

Oktoberfest is requesting the Austin Street closure (same logistical plan):

Austin Street -- Thursday, October 3rd at 7:00am – Monday, October 7th at noon.

Oompah at its best!

Pedernales Creative Arts Alliance, sponsors of Oktoberfest, is a non-profit, 501(c)(3) organization. Through Oktoberfest's success, PCAA gives back to the community.

How the community benefits from Oktoberfest:

- Up to sixteen students will receive scholarships this year .
- Over 25 grants for local art programs were awarded. Some of the recipients include local art guilds, school programs, concerts, theater, band instruments, and more.
- Six MarktPlatz PCAA Musical Evenings are scheduled for Sundays in April through September and are free to the public. This is our way to thank the community for their support and volunteerism.
- Along with many enhancements to MarktPlatz through the years: Oktoberfest Halle, Maibaum, new picnic tables, new tables/chairs for new room on northwest corner of Marktplatz, landscape/hardscape, Fest Zimmer, public restroom remodels and Die Küche.

Oktoberfest

Celebrates

44 Years

of Texas

Gemütlichkeit



Like us!

OktoberfestinFbg.com

830-997-4810

Fest Office:

703 N Llano

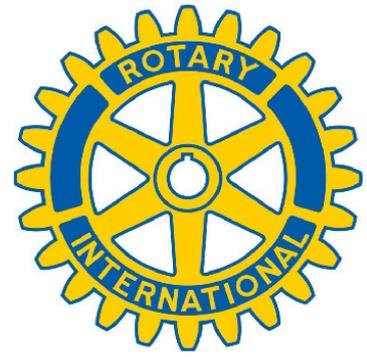
When Oktoberfest opened its gate in 1981, there was one stage, a handful of artisans and three food concessionaires. Today we have grown the Festival where:

- We feature five entertainment stages (Oompah at its Best!), fun kid's area, hi-strikers, polka and waltz contests, local artisans tent, arts and crafts vendors, German, Texas craft and domestic beer selection, wine, food concessionaires, a 42 tournament, OKTUBAFest, stein hoist contests, a family Lederhosen and Dirndl contest, Hauptstrasse Chicken Dance and thousands of content fest-goers

Oktoberfest Manager and Event Producer

Danke Schön!

Fredericksburg Morning Rotary



Kraut Run/Walk 8K/5K 2024

From: Fredericksburg Morning Rotary

Subj: Information on the Kraut Run event for 2024

In accordance with the City of Fredericksburg event procedures, we are providing information on this Rotary event which will be conducted in your neighborhood on Oct 5, 2024.

The 14th annual Kraut Run 8K/5K Run and 5K Walk will be held on Saturday, October 5, 2024, starting at 8:00 a.m. at the Fredericksburg Middle School grounds, 110 West Travis, Fredericksburg.

The Kraut Run course runs through the residential and rural area northeast of Fredericksburg between RR 965 and SH 16 north. See map on reverse for detail.

We will begin set-up of the start/finish area at 6:00 a.m. Runners will start to arrive at 7:00 a.m., and we will attempt to make as little noise as possible, until we approach the 8:00 a.m. start time.

Due to congestion at the start/finish area at Fredericksburg Middle School, we have requested the closure of W. Travis St. from N. Crockett to N. Adams from 6:30 a.m. to 12:00 p.m. During that time, through traffic on Travis St. will need to detour one block to W. Schubert.

Proceeds of the Kraut Run benefit the literacy efforts of the Fredericksburg Morning Rotary in support of the primary, elementary and middle schools of Fredericksburg ISD, as well as Books for Babies, a community program. Our Rotary club is one of the most important sources of books for the libraries of these schools.

Donations to our literacy efforts can be made by mail to Fredericksburg Morning Rotary, P.O. Box 3031, Fredericksburg, TX 78624.

For more information on our event, visit our website at <https://athleteguild.com/running/fredericksburg-tx/2022-oktoberfest-kraut-run> or our Facebook page at www.facebook.com/krautrun/. Race coordinator [REDACTED] can be reached at [REDACTED].

The Fredericksburg Morning Rotary Charity Fund is a 501(c)(3) exempt nonprofit corporation

[REDACTED] Contributions are tax-deductible in accordance with current IRS regulations.

Special Event Committee Meeting Notes

Event Name: _____

Event Date(s): _____

Mtg. Date: _____



Attendees :

Year Prior After-Action Items:

Street & Lane Closure(s):

Streets Division & City-Borrowed Equipment:

Police Department:

First Aid & Fire Marshal/EMS:

Trip Hazards, Fire Extinguishers, Inspection Time with Health

Emergency Management (Inclement Weather EAP) review:

Security:

Health Division:

Inspection Date/Time:

Outstanding Parks Department Items:

Event Organizer Action Items:



CONTACT



www.fbgtx.org



830-990-2044



speialevents@fbgtx.org



126 W. Main Street,
Fredericksburg, TX 78624

