



Special Event Permit

City of South Padre Island
4601 Padre Blvd.
South Padre Island, TX 78597
Phone: (956) 761-8168
DHuffman@MySPI.org
SpecialEventPermit@MySPI.org
www.MySPI.org

Event Title: _____

☐ New Event ☐ Returning Event ☐ Convention Bureau Sponsorship

Permit Applicant: _____

This is the person organizing the event and is responsible in all ways for the event.

E-mail: _____

Phone: _____

Address: _____

Event Date(s): _____

Location: _____

Times: Set-Up _____ Start of Event _____
 Finish _____ Tear Down _____

☐ Location Map Attached Estimated Attendance: _____

Services needed from City Departments:

☐ Special Event Designation (CM) ☐ Causeway Closure (CM) ☐ Street Closure (CM)

Event Description:

Please put as much detail as possible to describe your event. How many people do you expect to attend? Please include the name of partners or performers involved in the event. (This information may not be used to determine approval of plan, but may be used to research prior events for potential risk assessment to determine public safety requirements.) This section should answer what the event is, where it will be held and how the event will operate.

CVA Sponsorship info: If your event is the recipient of CVB funding, please state here what they are providing for the event.

☐ Funding

☐ Marketing

Description:

Police

☐ Traffic Plan

☐ Parking Plan

☐ Street or Causeway Closure

☐ Security Staffing

Security is an important part of any large gathering. As the event organizer, it is your responsibility to ensure that security is adequate for your event. Please consult the SPI Large Event Ordinance to determine the specific security requirements for your event. SPI off duty police officers can be hired for \$40 per hour (4hr min), if needed. Contact Capt. Silva (956) 761-8145 or Capt. Herrera at (956) 761-8146 for more information. The South Padre Police Department has authority over your event safety requirements.

If a street or road closure is requested a minimum of 90 days is required for the TXDOT application and approval process.

A parking and transportation plan is also required. If off site parking is planned, permission of the property owner must be submitted in writing with this form.

Description:

Fire/EMS

☐ Fireworks display permit (\$250) ☐ Fire Marshal inspection (\$50) ☐ 2 EMT's w/tent (\$90) 4hr min. ☐ Lifeguards (\$60/hour)

☐ Ambulance with two personnel (\$150/hour) 4-hour minimum

This section is to help assess the level of fire and medical services needed for your event. You must develop and submit a medical plan for your event. The most basic plan for small events with a low medical risk is the designation of an event representative to call 9-1-1 and a representative on-site with CPR certification. Events with attendees of 1,000-3,000 + may be required to have 1 certified EMT (2 if transport is required).

Please provide the name, address, telephone number and e-mail address of the primary medical service provider. It is your responsibility to ensure that all medical support personnel, whether paid or volunteer, have the appropriate licensing, certifications, and insurance to provide services at your event. The South Padre Fire Chief or Captain have authority to require a minimum number of licensed medical providers and staff positions as well as other Fire-Rescue Department personnel necessary to support the needs of the event. Contact Chief Pigg at (956) 761-3831 for more information.

Description: Fire/EMS

Environmental Health Services

☐ Temporary Food Permit ☐ Temporary Vendors ☐ Mobile Food Unit ☐ Sinks ☐ Port-a-potties ☐ Trash receptacles

If you intend to sell, serve, give away, or sample food or consumable products, including beverages, at a public event, you must develop a Food Proposal Plan that complies with the Texas Food Establishment Rules and approved through the SPI Environmental Health Services Department. Each food vendor and Mobile Food units at your event must obtain a separate Temporary Health Permit application collected by the coordinator and turned in 72 hours prior to the start of the event. As part of the Environmental Health Services Department's health permit process, you will also be required to provide specific types of hand washing, sanitizing, and sink facilities in all food and beverage service areas, and should be **clearly** marked on your attached site plan. For additional information, please contact (956) 761-8123.

In this section, please list the number of restrooms/port-a-potties and trash receptacles you plan to provide to support your event. The City requires one (1) portable toilet for every 300 attendees. Please identify on your attached site plan, where the restrooms will be located.

One 40-gallon trash receptacle per 200 attendees is required for all special events. These receptacles should also be marked on your attached site plan. Please indicate below the plan for emptying these receptacles. Please contact Republic Services at (956) 392-7012 or (956) 392-7018 for more information on trash pick up.

Assure the hydration of your event participants. One hydration station per 2,500 participants is required.

* Will there be any food/drinks served?

☐ Yes ☐ No

* Is the public invited?

☐ Yes ☐ No

* Port-a-potties (Max # of people)

_____ / 300= _____ (# of port-a-potties need)

* Trash Cans (Max # of people)

_____ / 200= _____ (# of trash cans need)

* Hydration Station (Max # of people)

_____ / 2500= _____ (# of hydration stations need)

Description:

Public Works

- ☐ Traffic Fencing ☐ Traffic Cones ☐ Early Set-Up (before 9am)

If you are in need of traffic cones or temporary fencing for your event, this section is where you will make that request. Please indicate what assistance you will need with any route set up.

Please note, the City of SPI has limited cones, barrels, and fencing available. All attempts will be made to fulfill your request. At the conclusion of your event, the event venue and surrounding areas must be cleaned.

Description:

Building Inspections

- ☐ Staging ☐ Signs/Banners ☐ Electrical/Lighting ☐ Temporary Structures/Tents

As an event organizer you are required to meet or exceed the local and state codes and regulations related to the use and distribution of electrical power. The installation and distribution of all electrical power must be completed by a State of Texas licensed electrician.

If your event includes the need for portable structures, pre-fabricated structures or site-built structures such as bleachers, elevated platforms, temporary pedestrian bridges, tent structures, inflatables, etc. you will be required to obtain a temporary building permit from the Building Department at (956) 761-8104. As a part of the building permit process, issues such as structural safety due to wind, as well as requirements for accessibility by disabled persons will be reviewed for compliance with the Code of Ordinances. Your event cannot occupy regulated structures without a final inspection of construction. When submitting for temporary structures/tents please include the manufactures specifications and be aware engineered plans may be required.

Any signage plans should be described here.

Description:

Shoreline

- ☐ Beach Vehicle Access (permit \$25) ☐ Beach Prep/Raking (Contact Shoreline Dept.)
- ☐ Early Set-Up (before 9am)

In this section please explain your plan for any beach access or use, such as activities that may impact other beach users, dunes, vegetation or marine life, or any vehicles that may need to access the beach. Special rules, regulations and restrictions unique to the beach may apply. Public beaches cannot be reserved for the exclusive use of one group. Access to the beach by the general public must be available at all times. No open fires are allowed on any beach.

All events taking place on the beach require GLO approval and require a minimum of 60 days for the GLO submission and approval process. Please be aware that the City of SPI works in partnership with the GLO. Vegetation and dunes must not be disturbed by any activities of a special event or it's participants. Fines may be imposed for violations. Please provide a detailed site plan/map, overlaid with recent imagery (such as Google Earth) of the beach. This will enable staff and the GLO to accurately review and identify the placement of all beachfront elements.

Please contact the Shoreline Department at 956-761-8111 to schedule a time to obtain vehicle access permits as well as payment of requested beach raking (if applicable). This appointment should be scheduled at least 72 hours prior to the event.

Description:

Other - any other information relevant to this event that should be shared:

Description:

Media

Please include a press release about your event to be released to the community. Include the who, what, why, and where, any admission fee and who to contact for further information or registration.

Alcohol at an event

If alcohol is served, it is the organizer's responsibility to contact the TABC and to follow all State and Federal regulations. The safety and security of the participants should be an important part of your security and safety plan and should be addressed in this application.

If your event site plan assumes a large egress or ingress of pedestrians or if access to off-site parking anticipates attendees to pass through other businesses or neighborhoods AND alcohol is being consumed at the event, then a plan to mitigate the impacts must be included.

Insurance and Indemnification

All special event permits are valid for a specified term, subject to early termination or modification in accordance with the terms and conditions set forth herein. This permit is not re-assignable. This agreement is made upon the express condition that the City, its officers, directors, agents, representatives and employees shall be free from all liabilities and claims for damages, legal fees, court costs and/or suits for or by reason of any injury, injuries or deaths to any person or persons or property of any kind whatsoever, whether the person or property, its agents or employees, or third persons, from any cause or causes whatsoever while in or upon said property or any part thereof during the term of this agreement occasioned by any occupancy or use of said premises or any activity carried on by the event organizer. The event organizer hereby covenants and agrees to indemnify and save harmless the City from all liabilities, charges, expenses (including counsel fees) and costs on account of or by reason of any such injuries, liabilities, claims, suits or losses however occurring or damages growing out of same.

During the term of this agreement, the event organizer shall procure and keep in force insurance with limits of \$1,000,000 per occurrence and 2,000,000 general aggregate. The policy must contain a policy endorsement that names "The City of South Padre Island, its elected officials, representatives, employees or agents" as additionally insured. Applicant must provide a copy of the actual endorsement.

☐ Endorsement Certificate Attached

☐ Permit Fee \$250.00

Additional Comments

In addition to the requirements of Chapter 13 of the City of South Padre Island Code of Ordinances, the City may impose any other restrictions or requirements appropriate for said event. Texas law applies to all matters relating to the event. All costs shall be borne by the event organizer unless agreed otherwise in writing.

Applicant Signature

Date: _____

Approval by City

Date: _____