



MAIN STREET PROGRAM

Downtown Use Request Application

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116 N. Camp Street
Seguin, Texas 78155

EVENT ASSISTANCE

The City of Seguin recognizes that community events held in the downtown historic district serve an important role in Seguin, including building a sense of community, expressing the city's cultural and artistic diversity, as well as, entertaining and educating. As the number and size of events grow, it is necessary to provide individuals and event organizers with a consistent process to better coordinate efforts related to event management and support.

Christy Hopper, Main Street Program Assistant, can assist you with the coordination of your event, obtaining necessary forms and providing information that will help event organizers prepare more effectively and present a successful event.

Event organizers need to submit event forms six weeks prior to an event to the Main Street/CVB office located at 116 North Camp Street, Seguin, Texas 78155, by email to chopper@seguintexas.gov, or fax 830-386-2532.

An application to hold an event **does not** constitute approval for the event. It merely provides information necessary to process and consider approving your event. Final event approval will be determined by the Main Street Program. An incomplete application/submittal will delay the review process.

Main Street Program has ten (10) days to review the application, once reviewed the sponsoring organization and or individual will be advised of the cost, which will be due no later than 14 days of the notification.

Feel free to call or email Christy Hopper at 830-401-2475, chopper@seguintexas.gov if you have additional questions.

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PROGRAM**

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EVENT INFORMATION

Event Location: Central Park Memorial Rose Garden Walnut Springs Park

Other, list location: _____

Name of Event: _____ Estimated Attendance: _____

Start Date: _____ End Date: _____

Start Time: _____ End Time: _____

Start Set Up Time: _____ Clean-Up Time: _____

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

Sponsoring Organization and/or Individual(s): _____

Name(s) and Phone Number(s): _____

Email Address: _____

Mailing Address: _____

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Please check the appropriate box.

Will your event require any street closures? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, which streets? <input type="checkbox"/> 100 Block S. River <input type="checkbox"/> 200 Block S. River <input type="checkbox"/> 100 Block E. Donegan <input type="checkbox"/> 200 Block E. Donegan <input type="checkbox"/> 100 Block E. Nolte <input type="checkbox"/> 200 Block E. Nolte <input type="checkbox"/> Other: _____			
During your event will any of the following be sold?	Alcohol <input type="checkbox"/> Yes <input type="checkbox"/> No	Food <input type="checkbox"/> Yes <input type="checkbox"/> No	Merchandise <input type="checkbox"/> Yes <input type="checkbox"/> No
If event will be held in Central Park, will your event require the use of electricity? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, are 110 outlets sufficient? <input type="checkbox"/> Yes <input type="checkbox"/> No If more than 110 outlets are needed, please indicate below which electric panels (100 and 200 AMP) are required for your set up. If food vendors will be plugging into the electric, it is highly recommended to have the vendors plug into the electric panels. If breakers are blown on the 110 outlets, you will be required to have the electric department make an after-hours call which results in a cost of \$140 per hour, per call. Cost of first electric panels is \$75; \$35 for each additional; 110 outlets on light poles and bandstand are included in the rental of Central Park. Panel locations (see attached map): <input type="checkbox"/> Austin/Donagan <input type="checkbox"/> Mid-block Donegan <input type="checkbox"/> Donegan/River <input type="checkbox"/> Mid-block River <input type="checkbox"/> Nolte/River <input type="checkbox"/> Mid-block Nolte <input type="checkbox"/> Nolte/Austin Light Poles with 110 outlets (see attached map): <input type="checkbox"/> Austin Street <input type="checkbox"/> Donegan Street - North Side <input type="checkbox"/> Donegan Street - South Side <input type="checkbox"/> 100 Block River Street - East Side <input type="checkbox"/> 100 Block River Street - West Side <input type="checkbox"/> 200 Block River Street - East Side <input type="checkbox"/> 200 Block River Street - West Side <input type="checkbox"/> Nolte Street – North Side <input type="checkbox"/> Nolte Street – South Side			
Will your event have carnival rides? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, check all that apply: <input type="checkbox"/> Bounce House <input type="checkbox"/> Climbing Wall <input type="checkbox"/> Trackless Train <input type="checkbox"/> Petting Zoo <input type="checkbox"/> Slide <input type="checkbox"/> Dunking Booth <input type="checkbox"/> Other: _____			
Admission Fee? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, how much: _____	Participant Fee? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, how much: _____		

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Will the event require the setup of any of the following? Organizations responsibility, city does not provide.	Tables <input type="checkbox"/> Yes <input type="checkbox"/> No	Chairs <input type="checkbox"/> Yes <input type="checkbox"/> No	Booths <input type="checkbox"/> Yes <input type="checkbox"/> No	Tent/Canopy <input type="checkbox"/> Yes <input type="checkbox"/> No
Will any of the follow be needed for your event? The city can provide the following, fees are listed in the attached guidelines.	Trash Cans <input type="checkbox"/> Yes <input type="checkbox"/> No If so, how many (up to 20 - if available)? _____	Recycle Bin <input type="checkbox"/> Yes <input type="checkbox"/> No If so, how many _____	Bleachers <input type="checkbox"/> Yes <input type="checkbox"/> No If so, how many (up to 4 - if available)? _____	Picnic Tables <input type="checkbox"/> Yes <input type="checkbox"/> No If so, how many (up to 10 - if available)? _____
You will be responsible for the following? (See attached guidelines for additional information) Rental of portable toilets and hand wash stations from a company of your choice, quantity will be determined by the Permits Department. Special events and public events require general liability in the amount of \$1,000,00, naming the City of Seguin as an additional insured. Events selling or serving alcohol in a City Park, or other City Property will be required to provide liquor liability insurance of at least \$1,000,000, naming the City of Seguin as an additional insured. Amusement/Carnival Rides (Bounce house, petting zoo, climbing wall, trackless train, etc.) set up in a city park, or other city property, requires general liability insurance and/or carnival insurance of a least \$1,000,000 naming the City of Seguin as an additional insured. If alcohol is being served, police security will be required. The number of officers will be determined by the Police Department. Organization responsible for getting permit from Texas Alcohol Beverage Commission.				
Please provide any additional information: 				

If you answered “Yes” to any of these questions you may be required to submit a written request to the Main Street Director and appear before City Council to receive approval. The written request must include information as requested in this application. Your request is subject to the attached fees and guidelines. Ordinance Numbers outlining the use and fees for Downtown Use are 03-32, 05-29, 05-31, 09-12, 09-13, 2013-41, 2015-56, and 2017-04 are available upon request.

Please sign and date this request below.

Signature

Date

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Seguin Downtown Historic District - Guidelines for Events

Welcome to the City of Seguin!

Thank you for your interest in planning your event in the historic downtown of Seguin, Texas. The purpose of our guidelines is to assist the event organizer with resources to streamline events held in downtown Seguin. The application process will allow staff members to review event and help you to prepare in advance. It is also designed to help event organizers prepare more effectively and as a result, present a successful event to the intended audience.

GENERAL INFORMATION

This guideline applies to the following locations:

Use of Central Park; Memorial Rose Garden; Walnut Springs Park;

Use of any City streets in the Downtown Historic District, to include, but not limited to: 100 Block East and West Gonzales, 100 Block West Washington; 100 Block South Camp; 300 Block East Donegan; and 300 Block East Gonzales Street.

A request to close a street or reserve a downtown City park for use during a one-day event must be submitted to the Main Street Director using the attached application fifteen (15) days before the date of the event. Requests for events that require street closures or events where alcohol will be sold must be submitted at least sixty (60) days in advance of the date of the event. An application form may be obtained from the City web site or from the Main Street Program Office, 116 North Camp Street. The completed form along with the required deposits and fees shall be submitted with the request. No reservation will be considered final until the deposit and required fees are paid. Park areas that have not been reserved in advance and that do not require City services are available on a first-come, first-served basis. All multi-day events require approval of City Council. Multi-day events shall be limited to no more than three consecutive days.

STREET CLOSURE

An event that includes a street closure and/or the sale of alcohol requires approval of the City Council; however, single-day events closing a single block held outside of regular business hours and that do not include the sale of alcohol on the city property shall not be required to obtain city council approval but must be approved by city staff. The events shall pay the appropriate published fees for street closures and other city services utilized by the event.

It is the responsibility of the event organizer to properly place and remove any and all barricades during time of event. Streets may not be barricaded more than twelve (12) hours preceding the event.

FEES

Downtown Historic District/Central Park rental including bandstand and electrical outlets per day	\$75
Deposit, single day event	\$100
Deposit, multi day event (includes set-up)	\$500
Walnut Springs Park rental per day/event	\$75
Deposit, single day event	\$100
Deposit, multi day event (includes set-up)	\$500
Special Event Permit (Races, Walks, Parades, Assemblies, etc.) per day/event	\$50

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Street closure and/or barricades or cones, <u>if available</u> (per day/event)	
1-10 barricades/cones	\$50
11-20 barricades/cones.....	\$100
21-30 barricades/cones.....	\$150
31-45 barricades/cones.....	\$200
46-60 barricades/cones.....	\$250
61 and more barricades/cones.....	\$300
Electric roll-offs/panels for events, <u>if available</u> :	
1 st roll-off/panel per day/event.....	\$75
Each additional roll-off/panel per day/event.....	\$35
After hours electric fee (per hour)	\$140
Temporary Food Establishment Permit per vendor per event	\$25
Alcohol Beverage Consumption Permit, per day/event.....	\$20
Sale of Goods or Services Permit, per day/event	\$30
Amusement Permit, per day/event (Bounce House, Petting Zoo, Climbing Wall, Trackless Train, etc.), per day/event	\$20

RENTALS

The City of Seguin provides rental equipment for event use only.

Portable/temporary trash cans:

1 to 5 trash cans	\$25
6-10 trash cans	\$50
11-15 trash cans	\$75
16-20 trash cans	\$100
Deposit	\$50

Rental includes the cans and one liner with Parks delivery of empty cans and removal of cans with trash inside after event. If the sponsoring organization does not remove any excess trash, leaves overflowing cans, or a can goes missing, the deposit will be withheld. Additional liners must be provided by the organization. Liner size for replacement if needed is 38” x 58”, 55 gallons.

Picnic Tables, per table, per event, if available (portable)	\$10
Bleacher rental, per bleacher, per day/event	\$25

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INSURANCE

Special Events and Public Events require general liability insurance of at least \$1,000,000 (One Million Dollars) naming the City of Seguin as an additional insured.

Events selling alcohol in a City Park, or other City property will be required to provide liquor liability insurance of at least \$1,000,000 (One Million Dollars).

Amusement/Carnival Rides (Bounce House, Petting Zoo, Climbing Wall, Trackless Trains, etc.) set up in a City park, or other City property, requires general liability insurance and/or carnival insurance of at least \$1,000,000 (One Million Dollars) naming the City of Seguin as an additional insured.

Police officer(s) may be required to work event at an additional cost.

VENDOR POLICY

It shall be unlawful for any person to sell, barter, exchange or offer to sell, barter or exchange or to display any goods, wares, merchandise, produce or other articles upon or from any street or alley within the corporate city limits of the City, except as follows:

Pre-approved vendors selling goods at approved public events in the downtown and Central Park;

Pre-approved not-for-profit vendors selling food, beverages and novelties along the routes of city sponsored parades.

Notwithstanding the foregoing exceptions, the following items may not be sold or distributed on any public property: silly string, fake switchblades, fake cigarettes, poppers, matchstick poppers, anything filled with plastic confetti, or anything which would produce an undue litter problem or public safety hazard.

FOOD/BEVERAGE

If food is served, a hand-washing station must be provided along with required health permits. All cooking equipment, including BBQ grills, stoves, fryers and warmers, must be in a secure area and protected from the public. No grills, fires, grease or other equipment is allowed that will burn or damage the grass or pavement. Food vendors are required to get a Temporary Food Permit Application and have processed at the Permits Department at City Hall. No grease is to be poured into the garbage cans or dumpster.

ELECTRICITY

All light poles have the availability of electricity upon request. No electrical equipment can be placed on or within 10 feet of the fountain. The minimum requirements for extension cords being plugged into the electric panels are 14 gauge, 15 Amp, 125 Volt, 3 prong.

RESPONSIBILITY OF ORGANIZER

The event sponsor is responsible for teardown of all fencing, booths, lighting and other equipment, and is further responsible for all clean-up in and around within a one block area of the event to include, sidewalks, parking lots, and adjacent private property. If items are left in street/parking spaces barricades must be placed around all remaining items. Street sweeping will only be provided prior to and after the event, not during the event. The Main Street Director will designate a set time which will be no later than 6:00 am the following morning if event is held until midnight for finalizing teardown and clean-up, which must be observed. Failure to finalize tear-down and clean-up on time may result in the loss of some or all of the deposit.

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Private Property, or utilities or services from private property, may not be used without the written permission of the property or business owner, or the deposit will be forfeited.

The event sponsor is required to notify property owners within one block of the event area at least one week in advance of the event. Property owners may require the event sponsor to provide barricades or otherwise secure their property from use by the public during the event. Failure to comply with the property owner's request will result in the deposit being forfeited.

It is the responsibility of the sponsoring organization to notify the County of the event dates, time, location, and of any special conditions for the use of County property. (Do not place stakes in ground. Judge and Commissioners set the requirements.)

Sponsoring Group responsible for notifying downtown businesses and affected private property owners regarding scheduled event and of any special conditions for use of private property.

Sponsoring Group responsible for notifying local and area media of any news or street closures regarding their event.

PROHIBITED

- No stakes are allowed in the ground or in the street. No tarps or carpets may be placed on the ground in the park.
- All areas must be left in the same condition that they were found.
- Amusement devices such as a kiddie trains and inflatable castles must be granted permission in advance.
- No tape, wire, string or any items may be used to attach garland, flowers, streamers, flags, banners, signs or other items to the bandstand.
- No rice, confetti, silly string, poppers or cascarones or anything that would produce an undue litter problem or public safety hazard are allowed in Central Park or the bandstand.
- Wading and swimming in the fountain in Central Park is prohibited.
- Only freestanding canopies are allowed.
- No glass beverage containers are allowed.
- Stand-alone fencing shall be limited to one block at any given time. Access must be available at each corner of Central Park, the Courthouse for pedestrian handicap access and to allow access to downtown businesses. **DO NOT** attach, connect or tie down fencing to any structure or items on private property without the written permission from the property owner.

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CITY OF SEGUIN/MAIN STREET PROGRAM

Temporary Food Establishment Requirements

FOOD PREPARATION: Food shall be obtained from approved sources and be in sound condition. Food shall be prepared only in permitted or licensed establishments. The Texas Food Establishments Rules (TFER) requires that meat and poultry products be cooked to the following minimum internal temperatures: Poultry-165°F, Ground Meats-155°F, Pork-145°F, and Other Meats-145°F. Potentially hazardous foods (i.e., foods which consist in whole or in part of milk or milk products, eggs, meat, seafood) shall be held at 41°F or lower, or at 135°F or above. Equipment adequate to cook and maintain foods at the required temperatures shall be provided. A properly scaled, metal stem-type thermometer shall be used to monitor the proper internal cooking and holding temperatures of potentially hazardous foods. Packaged foods shall not be stored in direct contact with water or undrained ice if the food is subject to the entry of water. Bake sale items shall be limited to religious or charitable organizations. Religious or charitable organizations are required to show proof of not-for-profit status. Vendors who have food not prepared on site, canned and or packaged products, must have a state food manufacturer license from the Texas Department of State Health Services or provide proof they are following the Cottage laws. Contact information for the Department of State Health Services is 512-834-6626, www.dshs.state.tx.us.

EQUIPMENT: Food, utensils and single service articles shall be protected from contamination during storage, preparation, display and service. Utensils, including ice scoops and disposable gloves shall be provided to minimize handling of foods. Food contact surfaces shall be easily cleanable and washed, rinsed and sanitized as necessary. Three suitably sized basins, detergent and sanitizer shall be provided for cleaning equipment and utensils. Single service articles must be provided.

PERSONAL HYGIENE: Personnel shall maintain a high degree of personal cleanliness and conform to good hygienic practices. They shall be free of infections that may transmit food borne illness. Hands shall be washed as often as needed during food preparation. A hand wash sink or container of water with a spigot, a catch basin, soap and sanitary towels shall be provided for hand washing. Use of tobacco is prohibited.

WATER: A sufficient supply of flowing water from an approved source shall be provided. A closed water container with a spigot may be used.

TOILET FACILITIES & WASTE DISPOSAL: Conveniently located toilet facilities shall be provided. All sewage and wastewater shall be disposed of through a sewage system according to law. Adequate, covered containers for refuse and garbage shall be provided. Grease must not be disposed of in trash cans; it must be removed from park.

BOOTH CONSTRUCTION: All food booths are required to have a fire extinguisher. Grill pads must be placed under each grill, fire, grease or other equipment to keep damage and stains from occurring on the grass, sidewalk, bricks or pavement. All cooking equipment, including BBQ grills, stoves, fryers and warmers must be in a secure area and protected from the public. Vendors preparing food for immediate consumption will be located in one area to help prevent food smells and smoke from negatively affecting other vendors and/or other products. No grills, fires, grease or other equipment is allowed that will burn or damage the grass or pavement. Floors shall be constructed of concrete, asphalt, dirt or gravel if covered with mats, removable platforms or other suitable materials approved by the City. Ceilings over food preparation areas shall be constructed to protect against weather. Doors walls and screening may be required to restrict the entrance of flying insects.

ADVISORY: Section 229.170 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 potentially hazardous foods, and when no health hazard will result, may waive or modify requirements of these rules.”

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PLANNING & CODES

Application for Temporary Food Permit

Name of Organization: _____

Address: _____

Phone Number: _____

Person in Charge: _____

Address: _____

Phone Number: _____

Email: _____

Is this a **profit** or **non-profit** event? If this is a non-profit event, we require a letter from a non-profit organization to who will be sponsoring this event.

Location of event: _____

Date of event: _____

Number of vendors at the event (please attach a list of vendors): _____

Types of food being sold: _____

Signature of applicant: _____ Date: _____

Permit Fee is \$25.00 for each vendor

Permit Amount Paid: _____

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