

CITY OF DECATUR EVENT MANUAL

WELCOME

The City of Decatur enjoys many fine and entertaining special events and festivals that help to make this an exciting City. These events enhance the lives of our citizens and attract visitors to our city. The City of Decatur is committed to supporting special quality events throughout the community.

If you are planning a first-time event or simply making changes or renewing an annual event, give us a call before you complete your event plans. City staff members have valuable experience with hundreds of events and want to see your event succeed. Whether you are wondering about the closing of a street or seeking technical assistance with traffic and safety planning, a preliminary conversation with City staff may help you save valuable time and provide you with initial guidance in the development of your special event plan.

In order to help event organizers coordinate their plans with City requirements, we have compiled this Event Permit Manual, which contains application forms, policies, and related materials that are involved in the City's review and approval process. Please read this manual completely, even if you have planned events before.

We also recommend that you review the checklist included in this manual. Even though you do not need to submit this checklist to the city, we believe it raises many of the most common details to address when preparing for an event. We encourage you to contact the Development Services Department at 940-393-0250 with any questions about your event, either before completing your application or at any time during the approval process. We want to ensure that your event will be a safe and enjoyable event for everyone.

As you begin planning your event, consider the impacts and benefits it will bring to the community.

The following are some common impacts that thoughtful planning can help reduce:

- ✓ Plan ahead! Applications for event permits **MUST** be submitted for processing a minimum of sixty (60) days prior to the event.
- ✓ Remember, when you close a street, even for two or three blocks, this can affect traffic for miles around as traffic is rerouted or turned away. The impact of a street closure is similar to dropping a pebble in a pond, with each concentric circle expanding.
- ✓ Does your street closure block or impede access to police stations, fire stations, hospital emergency access routes, churches, schools, businesses, or residences?
- ✓ How does your event affect our public street system with regard to traffic routes or access? Are alternative routes available to accommodate the number of people?

- ✓ Are you planning to serve alcohol at the event? How will the use of alcohol affect the participant's safety and enjoyment of the event, as well as security and insurance costs?
- ✓ What type of music will be featured at the event? How will the noise impact the surrounding neighborhood? What type of audience behaviors and crowd numbers may result from the type of music planned?
- ✓ Have you planned to ensure people with disabilities can obtain or enjoy the same goods, activities, services, and benefits that are available to other members of the public? (Disabilities include, but are not limited to, mobility, ambulatory, visual, hearing and cognitive.) Does your site plan have an accessible route? Is there accessible parking? Are there modifications to your policies, and have you named an accessibility coordinator?
- ✓ What other events are planned throughout the city on the chosen date of your event? Will they reduce attendance at your event or inhibit the ability of the City to provide necessary staffing?

Will a public street or right-of-way be used or closed?

Street is defined as any public right-of-way used for vehicular traffic that is permanently maintained by the City or State of Texas and is open to all traffic, platted at 20 feet in width or greater.

An alley is defined as a public way permanently reserved as a secondary means of access to abutting property, normally platted at less than 20 feet in width.

Permitting through other agencies, including but not limited to the Texas Department of Transportation (TxDOT), may be required.

Make a plan for your event. You must supply an estimate of the number of people attending your event, including a peak maximum number and the length of time that number will be present, the number of toilets available (also discussed later), a diagram of the location, and a map of the area, including parking. Even if your event does not require street or sidewalk closings, it may generate unusual pedestrian and/or vehicular traffic. This not only affects the event's participants, but also those who live, work, and shop in the area surrounding the event's location. Changes in traffic flow must be considered in the planning process.

In case of large events, consider establishing parking in other sites and shuttling participants to the event. Also consider parking for the disabled.

A map of your event **MUST** be attached to your Event Application form. Your map should include all street(s) to be used and the direction of the route, if applicable.

Will you be having a band or amplified music?

If your event will have a band or amplified music, there are a number of items that must be considered.

1. Is there a stage available at your proposed location, or will you need to obtain one?
2. Is there sufficient electricity to supply the band's equipment?
3. Will a tent be required? (see Fire Department section for tent regulations)

Cleaning up after the event is over

Event planning must include requirements for sanitation and waste management plans. An event that does not provide for the personal comfort of patrons or leaves an unsightly mess with litter and trash strewn about will hurt its future and will negatively affect the image of the city.

EVENT CATEGORIES

The City has established two (2) levels of approval for the various events. The following criteria are used by the Development Services Department to determine whether or not an event requires Administrative or Development Review Committee (DRC) approval.

Administrative Approval

This approval may be granted by the City staff if **ALL** the following criteria are met.

- A. The event will draw 200 guests or fewer during the entire event.
- B. The event will last four (4) hours or less.
- C. The event will NOT involve the sale or distribution of alcoholic beverages to the general public. (This restriction does not apply to a private party.)
- D. The event will only occupy a small portion of a City park or have minimal impact on a City right-of-way/property.
- E. The event does not require police security or fire department services.
- F. The event does not include the set-up and use of any "attractive nuisances" such as a bounce house, trampoline, live animals, rock climbing wall, etc.

DRC Approval

This approval will be required when **ONE OR MORE** of the following is true about a particular event request.

- A. The event will draw more than 200 guests during the entire event.
- B. The event is scheduled for more than four (4) hours, and/or will span multiple days.
- C. The event involves the sale and/or distribution of alcoholic beverages.
- D. The event will require police security and/or fire department service. Public safety personnel to be used shall be hired from the Decatur Police Department or Fire Department staff. This shall not preclude an event organizer from having additional on-site security at their discretion. Any required Police or Fire service may be exempted by the Chief of Police and/or the Fire Chief at his/her discretion.
- E. The event will require organized and monitored parking.
- F. The event involves the barricading or closure of any public roadways or the employment of Public Works personnel.
- G. The event will occupy the majority of the open space in the subject park.
- H. The event is being held by a for-profit group or individual, or a for-profit group is a major part of the event.
- I. The event might place an extreme burden on City work crews because of its nature, size, or timing.

DETAIL ASSIGNMENT POLICY/STANDBY PERSONNEL

The purpose of the policy is to establish a uniform procedure for the administration of detailed activities by Public Works, Police, and Fire personnel at Events in the City.

Definitions

- A. Detail is a service to a client who temporarily introduces an unusual hazard into a public building or area within the city that will impact public safety service needs due to the nature of the event.
- B. Hazard is defined as a product being used, the nature of an event, or the number of people attending the event that would compromise the safety network of the city, and any event that includes the sale or distribution of alcoholic beverages and/or closure of public streets and/or rights-of-way.
- C. A permit for the hazardous activity will be issued by the Development Review Committee, or City Department thereof, and the detail is required as a condition of the permit.
- D. An accessible route ensures individuals who use wheelchairs or walking aids or who walk with difficulty have an accessible route of travel throughout the event site. A successful accessible route connects site arrival points and parking with all exterior and interior event exhibits and activities, including public amenities, such as toilet rooms, water coolers, and other facilities.
- E. Effective Communication means that whatever is written or spoken must be as clear and understandable to people with disabilities as it is for people who do not have disabilities.
- F. The number of personnel attending the event will constitute the detail procedure followed based on the following schedule:
 - 1. At large public events, event organizers shall be required to employ:
 - a. A minimum of one (1) police officer per 1,000 people attending or at the discretion of the Police Department based on the type of event.
 - b. A minimum of one (1) officer is required if alcohol is served, regardless of the number of attendees.
 - c. A minimum of 2 (two) firefighters for every two thousand (2,000) people.
 - d. Requests for the assignment of five (5) or more police officers/firefighters shall require the assignment of an off-duty supervisor.
 - e. Over 5,000 people will require the same as above, plus any other personnel needed to handle the event. An additional number will be agreed upon by the event organizer and the Chief of Police and/or the Fire Chief and/or their designee before the start of the event.

Qualified Personnel

Public Works and Public Safety personnel to be used shall be hired from the Decatur Public Works Department, Police Department, and/or Fire Department staff. This shall not preclude an event organizer from having additional on-site security at their discretion. Any required Police or Fire service personnel may be exempted by the Chief of Police or the Fire Chief at their discretion.

Requesting Service - The event organizer shall:

- A. Complete the contract for the request for the detail. The request must be submitted a minimum of sixty (60) days in advance of the event.
- B. State date, time, and name of event.
- C. Identify a contact person who will be present and will meet with the assigned personnel.
- D. Be responsible for payment for services rendered.

Service Fee:

- A. Payment/checks shall be made directly to the "City of Decatur".
- B. Payment shall be made prior to the date that the personnel are required to start work, or within 10 days of the event date, with the department supervisor's authorization. If timely payment is not received, future event requests may be denied and could result in a legal collections process.
- C. Personnel shall receive a minimum fee of two (2) hours' pay for any work detail of less than two (2) hours duration.

- D. All fees will be paid per the current City's calculated rate for the city employee at the time of the event. Please contact each department for the current City's calculated rate.

NOTE: *The Decatur Public Works, Police, and Fire Departments reserve the right to cancel off-duty details without notice, and to recall personnel for official duty when necessary for community safety. An approved off-duty personnel contract is required to be completed and payment received by the appropriate department a minimum of 10 days prior to the event or within 10 days of the event with the department supervisor's authorization.*

KEY CONTACT NUMBERS

The following provides a list of the City of Decatur Departments responsible for assisting event organizers with the various components of most public events. Event organizers should feel free to call these departments to request assistance in planning and holding their event.

Event Component	City Department	Phone Number (940)
Initial Event Coordination	Development Services Department	393-0250
Event Security	Police Department	393-0300
	Fire Department	393-0230
Traffic Planning	Right-of-way	393-0300
Tent Permitting	Fire Prevention Division	393-0230
Temporary Event Signage	Code Compliance	393-0250
Health Department	Health Inspector	393-0250

Insurance Requirements

- ✓ **All Events:** Please provide the City of Decatur with a Certificate of Insurance for property and liability coverage of the event, naming the City as additional insured. Combined Single Limit for Bodily Injury Liability having minimum limits of \$1,000,000 per occurrence and \$500,000 Property Damage Liability. Certificate of Insurance is required to be submitted a minimum of two (2) weeks prior to the event.

EVENT MONITORING

The City of Decatur will monitor all large events. Any major deviations from the approved event permit conditions by the event organizer may result in the event being prohibited from taking place in the City in the future or could subject the event organizer to a fine. Following the completion of an approved event, City crews will inspect the park or event route to check for any problems. Failure to have portable toilets, dumpsters and/or vendor equipment removed within 24 hours of the event and/or excessive damage to City property or the use of City crews to clean up after a given event may result in an additional security/damage deposit being required of that event organizer in the future, and/or a direct billing for the services rendered.

After the event is completed, the organizer must pay for any use of City electrical power, water, sanitation services, or other City staff time.

It is the City's express intention to support and assist event organizers in their efforts. The goal of the City of Decatur is to allow its citizens and their guests to enjoy the fine festivals and events held in this community. This manual is an attempt to ensure that such events are truly an enjoyable gathering for one and all.

NOTE: Any event organizer who wishes to appeal any requirement or decision rendered by the DRC in conjunction with the provisions of this event manual may do so by writing to the City Manager no less than seven (7) days in advance of the first day of the event.