



CITY OF KYLE SPECIAL EVENT PLANNING GUIDE



Kyle's Event Planning Guide serves to assist event organizers through the city permitting process by providing requirements and guidelines necessary to host an event in the City of Kyle.



WELCOME

CITY OF KYLE'S ONE-STOP SHOP

PLAN AHEAD

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PREPARE FOR YOUR EVENT

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UNDERSTAND PROVISIONS

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WE'RE HAPPY TO HELP

Contact Information

Parks and Recreation Administration Division
parks@cityofkyle.com



Common Events

Festivals, parades, fun runs, triathlons, bike races, public events in parks, and more.

Special Event Permit Criteria

Special event refers to a temporary event, gathering, or organized activity, including but not limited to parades, bike races, marathons, fun runs, block parties, parking lot parties, concerts, carnivals, or festivals involving 100 or more attendees **OR** one or more of the following:

- (1) Use of emergency services;
- (2) Advertisement of event;
- (3) Event open to the public;
- (4) Use of Zoo or exotic animals;
- (5) Commercial sale of food, merchandise, etc.;
- (6) Charging entry fees or application fees;
- (7) Erection of bounce houses or inflatables;
- (8) Having an impact on public safety.

Additional permits may apply. i.e. operational fire permit(s) and the temporary food permit.

Exceptions

- Funeral processions or other motorcades which comply with traffic laws.
- Events managed by the Parks and Recreation Department.
- Events managed by a governmental agency acting within the scope of its function.
- Events which are authorized under a separate agreement or permit issued by the City.
- Events held in special event facilities that have a certificate of occupancy and adequate parking.



STEP 1

Secure Event Date(s)

Event organizers are responsible for securing annual event dates and can pay the deposit at by calling (512) 262-3939. Securing dates with the does not imply pre-approval of the Special Event Permit Application. Visit us [online](#) to check for park availability. Select the "Facilities" tab.

STEP 2

Submit an Application with the Following

- Submit your application and supplemental requirements online at [Special Event Permit Application](#) at least 90 days prior to the event start date.
- Submit payment for the application fee and any other fees that apply
- Submit the draft Site Plan and any other documents (Public Safety Plan, Traffic Control Plan, and Waste Management Plan, as needed).

STEP 3

Notice to Proceed

After initial review of the Special Event Permit Application, Special Events Staff will send a Notice to Proceed email to the organizer. This process usually takes 10-15 business days.

The Notice to Proceed will allow organizers to proceed with planning the event. The email will include a checklist and timeline for all other items needed.

STEP 4

Application Assessment and Approval Process

Applications are reviewed and assessed in coordination with other City department staff on the Special Event Review Committee and may result in the need for additional information and meetings with the Review Committee.

The event organizer will then follow the custom event permitting checklist and submit all documentation via Smartsheet by the noted deadline.

STEP 5

Application Approval, Denial, and/or Revocation

A Special Event Permit is granted once the application, supplemental forms, plans, and payment have all been approved and paid. In most cases, the Special Event Permit will be granted ahead of event-day inspections.

The City of Kyle reserves the right to deny event applications that do not meeting document deadlines, conflicts with a city event, fail to complete insurance requirements, fail to meet event safety guidelines, etc.



CITY OF **KYLE** | Application Deadlines & Fees

Application Fee and Deadlines Due Prior to Event Start Date

Special Event Application Fee, \$25.00 No less than 90 days

Supplemental Fees and Deadlines Due Prior to Event Start Date

Tents, Canopies, Temporary Structures Permit, \$35 30 days

Outdoor Assembly Event Permit, \$200 30 days

Carnival, Fair, Festival, Exhibit and/or Trade Show Permit, \$200 30 days

Temporary Food Permit, \$50 3 days

Supplemental Documents and Deadlines Due Prior to Event Start Date

EMS Request, Fee Varies 30 days

Event Security Request, fee varies 30 days

Certificates of General Liability 30 days

Liquor Liability Insurance 30 days

Traffic Control Plan 30 days

Final Site Map and/or Route Map 30 days

Public Safety Plan 30 days

Private Property Authorization Letter 30 days

Meeting with Special Event Review Committee 30 days

Texas Alcoholic Beverage Commission Permit 14 days

Notification to Affected Property Owners 14 days

Event Schedule and Marketing Plan 14 days

Amusement Rides and/or Bounce Houses Vendor 14 days

Park Site Walk 14 days

Vendor List 7 days

Meeting with Special Event Review Committee 7 days

Park & Facility Fees Applicable Fees

Ash Pavilion - Kyle Resident (per hour) \$120.00

Ash Pavilion - Kyle Resident (per day) \$600.00

Ash Pavilion - Non-Kyle Resident (per hour) \$240.00

Ash Pavilion - Non-Kyle Resident (per day) \$1,200.00

Krug Activity Center - Kyle Resident (per hour) \$175.00

Krug Activity Center - Kyle Resident (per day) \$800.00

Krug Activity Center - Non-Kyle Resident (per hour) \$300.00

Krug Activity Center - Non-Kyle Resident (per day) \$1500.00

Covered Pavilion - Kyle Resident (per hour) \$30.00

Covered Pavilion - Non-Kyle Resident (per hour) \$60.00

Private Event Rental Clean-Up Deposit \$150.00*

Special Event Rental Clean-Up Deposit \$505.00 *

*Plus additional expenses incurred over deposit

For additional facility and equipment fees, please see the City of Kyle approved fee schedule here [City of Kyle Fee Schedule](#)

[CLICK TO VIEW THE SPECIAL EVENT PERMIT APPLICATION](#)

Event Description Requirements

Preparing for an event is a critical part of the planning process and the details on your application and all other requirements are essential to public safety.

Event and Contact Details

- Event name, location, details
- Event organizer/organization details
- Event dates, times, set-up, take-down

Attendance

- Daily attendance estimate(s)
- Daily attendance peak time(s)
- Daily attendance estimate(s)

Event Description

- Event purpose
- Event entertainment and activities
- Event animals and vehicles

Description Requirements

- Parking and public transportation
- Public notifications, if applicable
- Sale or distribution of merchandise, food, or drinks



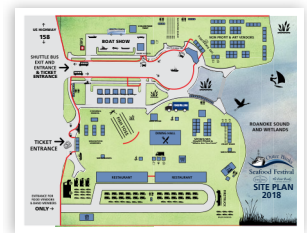
[Special Event Ordinance](#)

Site Map Requirements

The Site Map represents the event layout and needs to effectively cover all requirements outlined below. For larger events, a map for the Public Safety Plan must be submitted separately from the Site Map.

Site Map Identification Requirements

- Temporary structures (tents, equipment, canopies, inflatables, etc.)
- Food, beverage, merchant booths, food trucks, etc.
- First-aid station, fire lanes, EMS equipment
- Stage, loudspeakers with orientation
- Signage, parking, accessible parking
- Trash cans, portable restrooms
- Generators
- Fenced area(s)
- Road/lane closures
- Barricades
- Fireworks/pyrotechnics/drones launch area
- Alcohol service locations
- Start/Finish line location



Example of Good Site Map

Reminder! Submit the site map as a supplemental document with the Special Event Permit Application.

Public Safety Plan Requirements

The Public Safety Plan represents the description and location of EMS, evacuation, fire prevention, and fire suppression on the property being used for the event, and EMS for entertainers, exhibitors, attendees, and other persons at the event. Public Safety requirements can be identified on the Site Map, however staff will require a separate map for larger events.



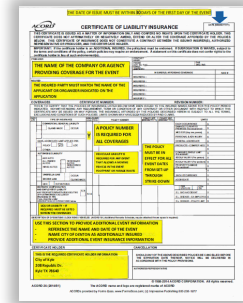
HIGHLIGHTS

- Emergency contacts must provide mobile phone numbers
- Locations of EMS, fire prevention and suppression devices/vehicles must be identified on the Site Map and in the Public Safety Plan
- Events larger than 10,000 in attendance may be required to coordinate with the City to develop a Public Safety Plan

Insurance Requirements for Public Events on City Property

The City may increase the amount of insurance required based upon the type of event, attendance, provision of alcohol, and other factors or risks. Event organizers must furnish the City with a certificate of insurance complying with minimum standards sufficient to protect event attendees, the general public, and City-owned property per the Special Events Ordinance and as outlined below.

- HIGHLIGHTS**
- \$1,000,000 per Occurrence General Liability
 - \$1,000,000 per Occurrence Liquor Liability
 - Public events on City property require insurance coverage
City of Kyle must be listed as "Additional Insured"



[COI Example](#)

Reminder! Submit the COI as a supplemental document with the Special Event Permit Application.

Street Closures, Parades, Fun Runs, etc. Requirements

A parade means any assembly, march, demonstration, or procession on public streets in the City consisting of people, animals, and/or vehicles traveling together and likely to interfere with the normal flow of traffic.

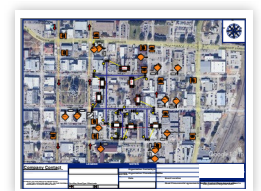
- HIGHLIGHTS**
- Requires the Street Closure Request and the signed Notification Form
 - Courses must be pre-approved before submission for a [USATF](#) course certification
 - Road race and fun run courses must include the start and finish lines, water and first aid station locations, and entertainment and cannot interfere with business or residential ingress/egress
- [Map My Run](#), [Map My Ride](#), and [Google My Maps](#) are all great examples of free tools that are available online to map parades, fun runs, or etc.



Traffic Control Plan (TCP) Requirements

A TCP must be developed by a licensed traffic control professional, engineer, or in accordance with the Texas Manual on Uniform Traffic Control Devices. Only a Kyle Police Officer, Kyle Parking Enforcement Officer, or other sworn law enforcement officer can control traffic and give direction on City rights-of-way.

- HIGHLIGHTS**
- Requires Street Closure Request and Notification Form signatures.
 - Multi-paged plans are accepted, but fewer pages are suggested.
 - It is the event organizers responsibility to coordinate the drop off and pick up of barricade equipment.



[Example of TCP](#)



CITY OF **KYLE** | Temporary Food Booth Requirements

A [Temporary Food Permit](#) is required to sell or serve food at a fixed location for a period of time, usually in conjunction with an event such as a festival or fair. Temporary Food Permits apply to booths, stands, or vehicles.

Mobile Food Unit Requirements



All retail food establishments, mobile food establishments, temporary event food vendors, farmer's market food vendors, and yard egg producers which operate in the unincorporated areas of Hays County and/or in the cities of Buda, Kyle, and Wimberley are required to obtain a Food Permit from Hays County Development Services.

Vendor Guide

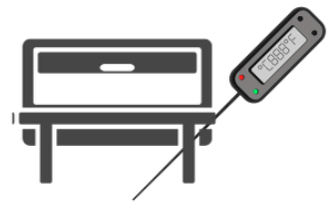


The following items are required when operating your vendor booth. Items include, but are not limited to, obtaining a permit from Hays County Development Services, use of approved food storage containers, no bare hand contact, approved water source/containers, proper cooking and holding temperatures, approved handwashing station (if applicable), approved chemicals for sanitizing equipment and surfaces, and all food handlers in good health. Without these items in place, you may be asked to cease operations; refusal may result in additional action. Ill employees must not make or serve foods. Walls are required if there are windy or rainy conditions. Vendors must follow Food Code requirements when serving or selling foods.

Vendor Booth Setup Guide



The following items are required when operating your vendor booth. Items include, but are not limited to, obtaining a permit from Hays County Development Services, use of approved food storage containers, no bare hand contact, approved water source/containers, proper cooking and holding temperatures, approved handwashing station (if applicable), approved chemicals for sanitizing equipment and surfaces, and all food handlers in good health. Without these items in place, you may be asked to cease operations; refusal may result in additional action. Ill employees must not make or serve foods. Walls are required if there are windy or rainy conditions. Vendors must follow Food Code requirements when serving or selling foods.





City Ordinances & Policies



Commercial General Liability Insurance and Liquor Liability Insurance

The City has the right to increase Commercial General Liability Insurance based on factors such as the type of event, equipment, location, and the number of people in attendance. Special event organizers who request to sell or serve alcoholic beverages or otherwise make it available to the public, on City property, must provide Liquor Liability Insurance or Host Liquor Liability coverage by the alcoholic beverage TABC license/permit holder, in an amount not less than \$1,000,000 per occurrence.



TABC Applications

Alcohol Applications within a City Park or City Facilities

Planned recreation or rallies that contemplate the possession, use, or consumption of any alcoholic beverage may be held within a designated area of a city park, city hall, community center, or city square gazebo, upon the submission to and approval by the parks and recreation director. Application must be submitted at least 30 days before the event. More information on Page 13 for alcohol applications on City Property.

Other Alcohol Applications

As part of the TABC application process, the City Secretary must sign off on Local Option Election and Zoning before the application can be submitted to TABC. Applications can be submitted in person with an appointment, by email, or by mail.

Phone: (512) 262-3981

Email: (jkirkland@cityofkyle.com)

Mail the application with return postage to City of Kyle, Attn: Jennifer Kirkland, 1700 Kohlers Crossing, Kyle, TX 78640

Once the license is issued by TABC, an invoice will be mailed to the license holder's mailing address on file with TABC according to the schedule allowed by state law for fifty percent (50%) of the state fee.

Click [here](#) for more information about TABC License Fees.



Mass Gathering

"Mass gathering" means a gathering that is held inside the limits of the City of Kyle and that attracts or is expected to attract:

More than 1,000 persons; or
More than 500 persons, if 51 percent or more of those persons may reasonably be expected to be younger than 21 years of age and it is planned or may reasonably be expected that alcoholic beverages will be sold, served, or consumed at or around the gathering; and At which the persons will remain for more than four continuous hours; or for any amount of time during the period beginning at 10:00 pm and ending at 6:00 am.

If you are planning a large event in Kyle, please read the city ordinance and provide a completed Mass Gathering Application to the Records Division at the Kyle Police Department, 1700 Kohler's Crossing, between 8:00 am and 5:00 pm Monday-Friday.

PARKING RESOURCES



Parking Provisions

Site Map Requirements

- Event parking lots and/or locations
- ADA designated parking spots
- Public transportation

If parking is on private property, written permission from the property owner is required.

City Authority over Parking

The City has authority, when reasonably necessary as determined by the Police Dept, to prohibit or restrict the parking along a street, highway, or part thereof adjacent to the site of the event. Trailers or other vehicles must comply with all City Ordinances and regulations. Please coordinate with [the Parks and Recreation Business Management Assistant](#).

ALCOHOL REQUIREMENTS

As part of the TABC application process, the City Secretary must sign off on Local Option Election and Zoning before the application can be submitted to TABC. Applications can be submitted in person with an appointment, by email, or by mail.

Alcohol Provisions

Alcohol and Special Events on City Property

A law enforcement professional is required on-site during an event if alcohol is being served on City-owned property. A recommendation by the Parks and Recreation approval is required if alcohol is being served or consumed in a City park, as allowed by City ordinance. For other Alcohol Applications, the City Secretary must sign off on Local Option Election and Zoning before the application can be submitted to TABC. Applications can be submitted in person with an appointment, by email, or by mail.

Event organizers are responsible for obtaining all necessary City approvals for the sale and/or distribution of alcoholic beverages. No alcohol should be consumed by any member of the organization responsible for the event.

Liquor Liability Insurance

Additionally, Liquor Liability Insurance coverage must be provided by the alcoholic beverage license holder in an amount not less than \$1,000,000 per occurrence and name the City of Kyle as an additional insured.

Texas Alcoholic Beverage Commission

Special events that require a permit from the Texas Alcoholic Beverage Commission (TABC), need to submit a copy of the permit prior to event day. Visit www.tabc.state.tx.us.

Event Signage

Signs used must comply with City sign regulations for 'promotional signage' per [Chapter 33 of the Code of Ordinances](#). Accordingly, no event signs can be placed in the City rights-of-way.



Tents equal to or less than 400 sq ft do not require a permit.

Tents more than 400 sq ft will require a permit unless qualifying exceptions are met.

Tents open on all sides in excess of 700 sq ft. will require a permit



10 x 10 EZ-UP tents DO NOT require a permit



Tents or Temporary Membrane Structures Permit

A permit is required to operate an air-supported temporary membrane structure, a temporary special event structure, or a tent having an area in excess of 400 sq ft.

Submittal Requirements:

- Flame Spread and Fire Proofing Certificate
- Site Map identifying the tent location in relation to lot lines, event boundaries, parked vehicles, and structures
- Floor plan of the tent and locations of fire extinguishers, exit signs, no smoking signs, and cooking equipment layout

Exceptions:

Tents open on all sides which comply with all of the following:

- Individual tents having a maximum size of 700 square feet.
- A minimum clearance of 12' to all structures and other tents.
- The aggregate area of multiple tents placed side by side without a fire break clearance of 12' not exceeding 700 square feet total.

Carnival, Fair, and Festival Permit

Rides, attractions, and/or concession stands associated with special events shall conform with the statutory rules and regulations set forth in Chapter 2153 Regulation of Amusement Rides, designated the [Amusement Ride Safety Inspection and Insurance Act](#), as amended. Copies of inspection reports will be required.

Outdoor Assembly Event Permit

An operational permit is required to conduct an outdoor assembly event where planned attendance exceeds 1,000 persons.

Submittal Requirements for the Carnival, Fair, and Festival Permit and Outdoor Assembly Event Permit

Detailed Site Map Showing:

- Assembly areas and each approx. occupant amounts
- Booth and vendor locations and parking lots
- Stages and structures
- First aid stations
- Event boundaries
- Fire extinguisher locations
- Severe weather shelters
- Fire and EMS access roads
- Information & ticket booths



For fire permit specific questions, call Hays County Fire at (512) 268-3131.

Reminder! Tent Permits & Fire Operational Permits are separate from the Special Event Application Permit.



Event Security and Police Protection

3-hour Minimum per Police Officer

There is a 3-hour minimum for Public Safety Security requests. To view rates of pay and to request police services, please submit an [City of Kyle Police Officer Request](#).

Examples of objective standards used to determine the number of Police Department personnel:

- Road closures that require traffic control
- Event alcohol consumption
- Time, date, and length of event
- Estimated number of attendees
- Wild or undomesticated animals
- Use of adjacent residential/commercial areas
- Vehicular and pedestrian traffic conditions

Emergency Medical Services (EMS)

4-hour Minimum per EMS Personnel

Includes salary, overtime, and vehicle usage. Due to differences in staff salary, the fee may vary based on personnel assigned to the event.

Examples of objective standards used to determine the number of EMS personnel and EMS/Fire Department vehicles:

- Road closures that require EMS Personnel
- Peak hourly attendance
- Event alcohol consumption
- Estimated number of attendees
- Time, date, and length of event
- Use of adjacent residential/commercial areas
- Need for safety zones, i.e. helicopter landing

The public safety staff will determine how many staff are needed for the event.

Parades and other street closure requests require the approval of both the Police and Street Dept.

If there is an impact on traffic and/or public safety, they will require a Traffic Control Plan. All reasonable alternative routes, times, and locations will be considered to provide the lowest costs consistent with the general public health, safety, and welfare.



Click to [email](#) for questions specific to event security and police protection.



Electrical Provisions

All electrical equipment and installations must comply with the currently adopted version of the National Electric Code. Generator locations are required on the site map. Existing City maintained outlets may not be used for event power unless prior approval is obtained in writing before the event. The City of Kyle Fire Marshal may inspect power distribution safety at your event and may require on-site modifications.

Waste Water and Sanitation

Portable Restrooms

A sufficient number of portable type sanitary facilities must be provided on the premises as determined necessary using standards as established by the Portable Sanitation Association International.

Disposal of Waste Water

The event organizer must submit a plan for the disposal of waste water, including capture and containment, which must be approved by the City prior to the special event. The plan must be in accordance with local, State, and Federal laws.

A sturdy five-gallon plastic container equipped with a spigot to receive and store liquid waste must be available. All wastewater from sinks, steam tables, etc., must be drained or disposed of into the sanitary sewer system or in a manner that is consistent with liquid waste disposal requirements.

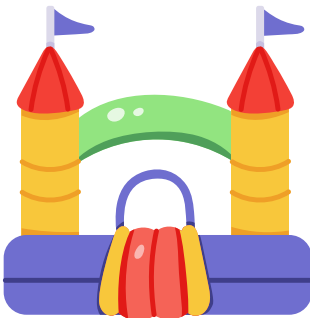
Americans with Disabilities Act (ADA) & Event Planning

A [Planning Guide](#) for Making Temporary Events Accessible to People with Disabilities provides information to assist planners, managers, operators and building owners in making temporary events accessible to people with disabilities. For questions, please call your regional ADA Center at 1-800-949-4232.



Inflatables

All amusement rides must have a compliance sticker issued by the [Texas Department of Insurance](#). Please review the list of rules when incorporating inflatables at the event.



- If on City property, inflatables require a generator.
- If on City property, inflatable vehicles may not drive on unpaved areas or on sidewalks and must be delivered to the event site by a dolly or similar.
- If on City property, inflatables must be secured with sandbags, NOT stakes. Inflatables with canopies larger than 700 sq ft have to be approved by the
- Fire Marshal's Office and may be subject to filling out a Fire Operational Permit.



Develop a Waste Management Plan

Primary Types of Event Waste

Food Waste

Cans, cardboard, clean foil pans, etc.

Recyclable Waste

Styrofoam, food or liquid, plastic bags, food wrappers, plates or food boats, napkins, etc.

General Waste

Strategies to Reduce Waste

Reduce Non-Recyclable Waste

Set vendor waste limitations on giveaways or ban distribution of items like plastic straws.

Encourage Eco-Friendly Products

Require eco-friendly service-ware, sustainable packaging, and avoid items like plastic straws. Distribute reusable eco-friendly souvenir cups to reduce the need for single-use containers.

Encourage Re-usable Drinkware

Plan Implementation and Execution

Identify Containment Strategy

Identify the number of containers needed based on types of waste, attendance, vendors, and event contributors.

Identify Container Locations

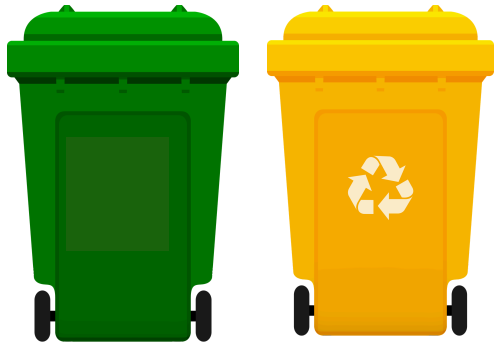
Identify and map container locations on the site plan for both attendees and vendors.

Maintain and Manage

Assign responsibilities for before, during, and after the event for collection, transport and disposal; and provide safety measures and protective equipment based on types of waste. Promote sustainability to encourage attendees to minimize waste on event day. Promote electronically and reduce paper and posters by using an app or digital map.

Promote Sustainability

TRASH EVENT GUIDE	
Trash and recycling containers should be placed side-by-side at a 1:1 ratio.	
Attendance	Containers Needed
1,000 attendees or less	10 recycle 10 trash
1,000-5,000 attendees	20 recycle 20 trash
5,000-10,000 attendees	30 recycle 30 trash
10,000-20,000 attendees	40 recycle 40 trash
20,000-30,000 attendees	50 recycle 50 trash
30,000-40,000 attendees	60 recycle 60 trash





Identify and Select a Collection Strategy

SELF-HAUL

use containers in City parks

Use City Park Trash and Recycle Containers On-site

- Use containers already in City parks, ready for use.
- Sort non-container recyclables such as cardboard and haul to a drop-off site.
- Event organization is responsible transporting trash to on-site dumpsters.

SELF-HAUL

use portable containers

Use Portable Containers Provided by Event Organizer

- Sort non-container recyclables such as cardboard and haul to a drop-off site.
- Event organization is responsible for hauling bags to on-site dumpsters or drop-off sites.

**CONTRACT
-HAUL**

use fee-based services

Use Fee-Based Solid Waste and Recycling Services

- Use fee-based trash and recycle services that includes delivery/haul of dumpsters.
- Solid Waste staff may determine if fee-based services are needed and/or required.

WASTE LESS, SPEND LESS

The Good Samaritan Food Donation Act encourages organizations to donate healthy food that would otherwise go to waste by protecting them from criminal and civil liability.

Organic materials, including food waste, can represent as much as 47% of materials disposed of in landfills, all of which could be utilized for higher and better uses. [Learn more about Texas Guidelines for Donating Food.](#)

