



**CITY OF TYLER SPECIAL EVENT APPLICATION/PERMIT
FOR RESERVATIONS OF
BERGFELD AMPHITHEATRE/CITY PARKS' PAVILION/PICNIC AREAS**

**STATE OF TEXAS
COUNTY OF SMITH**

THE UNDERSIGNED, in accordance with Tyler City Code, Chapter 8, Article III, Section 8-42, hereby makes application for a permit to conduct a special event in a public park or recreation area:

1. Organization conducting special event _____
First and last name _____
Address and zip code _____
Phone number _____
2. Location: _____ Date: _____
Set-up time: _____ (Amplified events at Bergfeld Park on Sundays after 9:59 a.m.)
Departure time: _____
3. Describe purpose and type of event: _____
4. Explain disposition of proceeds and method in which proceeds are to be raised (if any) (ticket sales, donations, food service, etc.): _____
5. Will this be an amplified event: Yes _____ No _____
The following fees MUST accompany this application: All amplified events will require paid parks staff at the expense of PERMITTEE, at a ratio of **one (1) employee per 300 attendees, at a rate of \$25.00 per hour, per employee**. All amplified events having speakers on Bergfeld Amphitheatre's stage must face the speakers ONLY in the direction of the Amphitheatre seating.
6. Type of concessions to accompany event: _____
NOTE: Concessions are required to have liability insurance. All concessions must comply with applicable City laws and Northeast Texas Public Health District (NETPHD) Rules and Regulations; food service concessions must comply with all state and local health district regulations for permitting,

food handling, etc. Regardless of event, you must fill out a permit with (NETPHD). It is the responsibility of the PERMITTEE to get in contact with Health Department.

7. PERMITTEE agrees to clean occupied space, and place all litter, as a result of event, in trash receptacles: _____ Yes _____ No

Questions 8-10 relate to insurance, which may be required depending on type of event, activity, etc. If insurance is required, PERMITTEE shall provide a certificate verifying that public liability insurance coverage has been secured for the event, and the City is named as an additional insured as related to the special event.

8. Has PERMITTEE secured public liability insurance, if applicable: _____ Yes _____ No

9. Is PERMITTEE interested in purchasing the required insurance through the City of Tyler:
_____ Yes _____ No. Insurance rates are available upon request.

10. Has certificate of insurance been provided to the Parks and Recreation Department, if required, verifying coverage to include the City of Tyler named as additional insured, general commercial liability coverage with correct limitations, automobile coverage with correct limitations, and workers comp with correct limitations on said certificate: _____ Yes _____ No

11. **Security is required for all events having 500 or more attendees.** Number of security officials to be on duty during event is to be determined by the PERMITTEE and security personnel.
Security contact's name attending event _____
Security contact's cell number attending event _____

Amphitheatre	Pavilion	Picnic Area
\$35.00 Special Event Fee \$300.00 Rental Fee (per day) \$25.00 Per Staff/Hour Per 300 PPL <u>\$500.00</u> Damage Deposit (refundable)	\$35.00 Special Event Fee \$50.00 Rental Fee (per day) <u>\$150.00</u> Damage Deposit (refundable)	\$35.00 Special Event Fee <u>\$50.00</u> City Provided Electricity

PERMITTEE agrees to defend, indemnify, and hold City harmless of and from any claim or loss to its employees or third persons arising, directly or indirectly, from conduct of the special event by PERMITTEE or acts incidental thereto, except for any claim or loss arising out of or resulting from the negligent or intentional acts or conduct of CITY, its employees, servants, agents or representatives. PERMITTEE acknowledges that PERMITTEE is not an agent of City and is not acting on behalf of City.

I, _____ (printed name), hereby certify that all information contained in this application is true and correct. I further acknowledge, by my signature below, that I have received a copy of the Rules and Regulations of the Tyler Parks and Recreation Department for special events in public parks and recreation areas, which are fully incorporated herein for all purposes, and agree to abide by the same in all respects. I further agree and acknowledge that all activities connected with the special event shall be conducted in accordance with the terms and conditions set out in the Special Event Permit, Rules and Regulations, and applicable federal, state, and local laws. Signer must have authority for PERMITTEE.

NOTE: This application remains subject to review and approval by the Director of the Tyler Parks and Recreation Department. Applications not conforming to current ordinances and policies governing conduct of special events in City parks will be rejected. Applications will be handled on a first-come, first-serve basis. Approval of the special event permit shall also be subject to the availability of the requested facilities for conduct of the special event at the date and time specified above. **All questions regarding special events should be directed to the Tyler Parks and Recreation Department (903) 531-1370.** Should the Parks and Recreation Department need to be contacted regarding a special event, during non-business hours, it is advised to contact the Tyler Police Department (non-emergency) (903) 531-1000. In the event complaints are received,

the Tyler Police Department reserves the right to shut down **ANY** event. **No refund of DAMAGE DEPOSIT will be issued if event is shut down, City receives a valid complaint, or it is determined that vehicles parked or drove on grass within the park.** Denial or suspension of this special event permit may be appealed pursuant to Tyler City Code Section 8-43 and Chapter I, Article IV.

IF ADDITIONAL STAFF is called in by either PERMITTEE or CITY PERSONNEL, funding for the extra staff will be RETAINED FROM DAMAGE DEPOSIT.

Signed this _____ day of _____, 20____.

PERMITTEE'S Signature

SPECIAL EVENT PERMIT APPROVAL

12. Organization conducting special event _____
First and last name _____
Address and zip code _____
Phone number _____
13. Location: _____ Date: _____
Set-up time: _____ Departure time: _____
14. If applicable, has PERMITTEE been given approval by the Northeast Texas Public Health District?
____ Yes ____ No
15. Was insurance verification submitted for this event? _____ Yes _____ No
16. Were ALL requirements met:
Additional Insured ____ Yes ____ No
Subrogation Clause ____ Yes ____ No
Producer/Insured Name Matching Contract Signer Name ____ Yes ____ No
General Commercial Liability minimum \$1,000,000 ____ Yes ____ No
Damage to Rented Premise each Occurrence minimum \$300,000 ____ Yes ____ No
Medical Expense Any One Person \$5,000 ____ Yes ____ No
Personal and Adv Injury ____ Yes ____ No
General Aggregate ____ Yes ____ No
Products – Comp/OP AGG ____ Yes ____ No
Participant Legal Liability ____ Yes ____ No
Automobile Liability Combined Single Limit Each Accident \$500,000 (if applicable) ____ Yes
____ No
30-Day Advance Notice for Cancellation ____ Yes ____ No
Expiration Date: _____
17. Security on Site Contact's Name and Cell Number _____
18. Fees Paid:
Special Event Fee \$ _____ **Parks Staff Fee \$** _____
Rental Fee \$ _____ **City Provided Electricity \$** _____
Damage Deposit \$ _____ **City Insurance (if applicable) \$** _____
- TOTAL PAID: \$ _____ Receipt # _____ Cash M.O. Check CC Cash

APPROVED:

Director, Parks and Recreation Date

Parks Staff Member Date



Rules for City of Tyler Parks:

- Alcoholic beverages, smoking, and/or other controlled substances are prohibited.
- Glass containers/bottles are prohibited.
- No parking allowed on grass, medians, fields, and/or green space. Parking permitted in designated areas only.
- Security is **required** for events having 500 or more attendees. Security MUST stay for the entirety of the event. (*Please provide security information upon request*)
- Point of contact is required for the day of event. (*Must be someone present at event*)
- Advertisement for events can be one (1) 4ft x 8ft banner or two (2) 24in x 18in individual yard signs posted at the designated park, up to 2 weeks prior of the event date.
- All trash must be picked up and placed into trash cans before leaving. The park must be in good condition upon departure.
- Any amplified music/sound cannot exceed 3-hour limit per event in the park.
- If there are more attendees/trash than what the dumpster at the location will allow, a roll off fee will be forwarded on from the Solid Waste department.
- Picnic area reservations are limited only to the area designated.
- Reservations for picnic areas, pavilions, and amphitheater do not include splash pad(s) or court(s) (i.e. basketball, tennis, multipurpose).

Please remember to respect all of the rules, regulations, policies and ordinances during your event. Failure to do so can result in the City of Tyler keeping your damage deposit and/or incurring penalty fees. Thank you and we hope that you enjoy your event at our Park.

Lessee Signature

Print Name

Date