

Special Event Guidelines

For The
Castroville Regional Park



816 Alsace Street
Castroville, Texas
78009

Approved by City Council
on June 1, 2010

Special Events Guidelines-Regional Park Only

CASTROVILLE REGIONAL PARK

It is the goal of the City of Castroville to permit special events in the Regional Park that are safe and do not adversely impact the quality of life of Castroville residents. In order to help sponsors/organizers of special events coordinate their plans with city requirements, we have compiled this set of guidelines and a Castroville Regional Park Special Events Request Form. Copies are available at City Hall and/or can be downloaded from the Castroville Regional Park Website.

DEFINITION OF A SPECIAL EVENT

- Any event at which attendance is expected to exceed 200 people (because parking will be an issue.
- Any/all Fundraisers or Benefits.
- Any request to close a road or any of the trails, no matter how temporarily.

Note:

The only vending and/or Special Events and/or activities that will be permitted in the Regional Park on those dates designated each year as special “Holiday Dates” (Easter, Memorial Day, 4th of July & Labor Day) are those that will benefit the Castroville Regional Park, the City of Castroville and/or the Friends of the Castroville Regional Park. Such requests must first be reviewed by the Regional Park Advisory Board.

FEES

(NOT INCLUDING USE OF POOL)

These fees apply to For-Profit and Non-Profit Park Events (Exception: FCRP)

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|---|--------------------------|
| Whole Day Special Event (7:00 am – Park Closing Time) | \$400 plus \$200 deposit |
| Half Day Special Event (7:00 am – Noon) | \$200 plus \$200 deposit |
| Utilities, if Needed | \$25 |
| Dumpster Fee (depending on size of event) | To be determined |
| Security Fee (if applicable) | To be determined |

Payment in full must be made within 10 days after the date of approval.

The deposit will be refunded within 30 days after the event if the park/area of the park used is left in as good or better condition than it was prior to the event.

Checks should be made payable to the City of Castroville.

Facility fees are subject to change. In the event of a change, the event sponsor/organizer will be notified by phone and given an opportunity to cancel.

Local Non-Profit, Charitable organizations may request a reduction of fees in writing to the City Administrator.

The event sponsor will be responsible for everything.

GENERAL RULES for SPECIAL EVENTS

1. The City Administrator shall approve all events.
2. Events in the park that will impact traffic in the surrounding neighborhood and/or that will require street closure(s) must have agreement of all residents in the affected area(s).
3. The event sponsor/organizer using the park will be held responsible for its clean-up immediately following the event.
4. Group events and/or activities in the park shall not detract from the quality of life for residents in the surrounding neighborhood due to increased traffic, trash and/or noise.
5. The City will be compensated by the group for any/all city/park staff services provided that are over and above those normally provided.
6. Compliance with the City of Castroville Curfew Ordinance is required. Unless accompanied by parent or legal guardian, minors under the age of 17 are not allowed on streets or in other public places between the hours of 10 PM and 5 AM Sunday through Thursday and 12 AM and 5AM Friday and Saturday.
7. Compliance with the City of Castroville's Noise Regulations stated in the Comprehensive Zoning Ordinance is required. Cut off for all amplified music or other noisemakers is 10PM.
8. Glass containers are prohibited.
9. Possession or consumption of Alcoholic Beverages is prohibited.
10. Firearms/air guns/paintball guns are not allowed, unless permitted by law, such as concealed carry. These devices should be secured in vehicles.
11. Pets must be on a leash at all times, and owners are responsible for pet waste removal.
12. Permanent "stages" will not be allowed. All "stages", portable structures, canopy's etc. must be removed from the park within 24 hours.
13. Liability Insurance – All events require proof of liability insurance with a "hold harmless" clause naming the City of Castroville. Required coverage and limits will be at the discretion of the City Administrator depending on the nature of the event.
14. The event sponsor/organizer will be held accountable/liable for damages that occur during their use of the park.
15. Security – The necessity for security guards and patrols will be determined by the City Administrator and the Chief of Police.
16. The Chief of Police will determine the number of officers required for each event. Security will be paid by the event sponsor/organizers.
17. All Regional Park Rules, whether included in these guidelines or not, as well as any/all other existing local, state, federal and/or ordinances will be in effect and will be

enforced. Ask for a copy of the brochure entitled “Castroville Regional Park General Rules” for a complete list.

18. If the event is to include vendors, the event sponsor/organizer will be responsible for seeing that each vendor has a sales tax permit and that it is prominently displayed at all times during the event. A list of items to be sold and their prices must be submitted prior to final approval of the event.
19. If the event is to include food vendors, the event sponsor/organizer will be responsible for seeing that each food vendor has a food handler’s permit from the Medina County Environmental Health Department before any prepared food is dispensed, in addition to a sales tax permit.
20. If the event is to include food and/or other vendors, the event sponsors/organizers will be responsible for providing the City of Castroville with a copy of each vendor’s sales tax permit.
21. Vendors will not be allowed to set up at/on the following locations:
 - Soccer Field
 - Designated Tent Camping Area.
 - Tennis or Volleyball Courts
22. No Carnivals, Circuses or events similar to “Truck or Tractor Pulls”.

EVENT APPLICATION PROCESS & REQUIREMENTS

Step I:

Complete and Submit Special Event Request Form and applicable attachments, to the Reservation Clerk at City Hall at least 30 days (and a maximum of one year) prior to the event/activity.

The following is to be attached:

An Event Time Schedule

A Site Plan (Map) that indicates the specific location(s) of and describes in detail all activities planned as well as park facilities and equipment to be used.

A Trails Map – if event will include or involve the trails, it should indicate the directions and which trails will be used, as well as your plan for the safety of the participants.

A Traffic Plan – if the event/activity will cause a change in traffic patterns or will impact the normal flow of traffic around the park.

A Security Plan that details your plans to provide security/crowd control & medical assistance for the event.

A Trash Collection/Disposal Plan that details your plan for collection and disposal of trash, as well as your plan for cleanup after the event/activity.

A List of Vendors – if vendors are involved in your event, you are to attach a list indicating their names, products and prices. (See General Rules # 18, 19, 20, 21) above).

A Sanitation Plan – if the event is large enough to require portable toilets, list the number you will provide and the proposed locations.

A Plan for Parking – if the event is large enough to exceed existing parking spaces

Step II:

Reservation Clerk will verify that the Park and/or facilities requested are available on the date of your proposed event and will forward Request Form and attachments to the City Secretary.

Step III:

City Secretary will (within 5 working days) forward a copy of the Request Form and attachments to the Public Works Director and the Chief of Police.

Step IV:

The Public Works Director and the Chief of Police will review the request, each seeking input from applicable park team members and/or additional information from applicant before forwarding their respective recommendations to the City Administrator.

Step V:

The City Administrator will approve or deny the Request.

Step VI:

A copy of the Request will immediately be forwarded by the City Secretary to each of the following, thus serving as “notification” of the action taken by the City Administrator:

- Applicant
- Reservation Clerk
- Public Works Director
- Police Chief
- Park Maintenance Contractor
- Pool Manager
- RV Park Host
- Park Ranger
- Trails Team Leader
- Park Board Chairperson, whose responsibility it will be to forward to other members.

The goal of this process is that every Request for Special Events to be held in the Regional Park will be processed in no more than thirty (30) days from the date received by the Reservation Clerk.

If you have questions, before or after submitting your request to hold a special event in the Castroville Regional Park, call 830 931 4070. Ask to speak to the Reservation Clerk or the City Secretary.