

City of Waxahachie

Guidelines for Festivals and Events

The purpose of the Guidelines for Festivals and Events process is to provide a resource to event organizers to streamline the approval process for special events held in the City of Waxahachie. It also allows staff an opportunity to review the planned event and be able to prepare effectively in advance. The required information is designed to help event organizers prepare ahead of time and as a result, have a successful event.

Permit Process

Any event that requires the use of City property, road closures or city employee support requires a permit.

1. A permit application must be submitted to the City Secretary's Office no later than 60 days prior to the event.
2. The application must be reviewed by all applicable departments. Generally, this will include but is not limited to the Health Department, Parks and Recreation Department, Public Works, Downtown Development, Police and Fire.
3. The application will then be forwarded to the City Manager no later than 45 days prior to the festival.
4. The City Manager has the discretion to forward the application to the City Council for final consideration and approval.

Sale or Use of Alcohol

Festivals and large events involving sale or use of alcohol must be coordinated with the City Manager's Office to ensure compliance with City of Waxahachie ordinances and policies. If alcohol is to be sold, \$1,000,000 liquor liability insurance is required.

The City of Waxahachie allows for the sale of alcohol and festivals and events with the following restrictions:

SECTION 4-7 ALCOHOL AT APPROVED FESTIVALS AND EVENTS

- (a) It shall be unlawful for any person to possess or consume alcoholic beverages while on any street, sidewalk or other public way in the city per Section 4.2 of this chapter or within the limits of any city park per Section 4.6 of this chapter unless approved by the City Council as an authorized festival or event.
- (b) Alcoholic beverages may be allowed in these areas provided the appropriate application, as referenced by the City of Waxahachie festival guidelines, is submitted and a permit is issued.
 - (1) Alcohol is allowed only during a festival or event that is approved by the City of Waxahachie. No such events can be held in a residentially zoned area.
 - (2) Applicant must submit a festival/event permit application at least 60 days prior to the proposed festival/event that includes the following information:
 - a. A map depicting the boundaries of the festival area, locations of fencing and type of fencing material to be approved by the city manager, locations of entrance and exit points and locations of alcohol sales.
 - b. Proof of required licenses, permits and paid fees mandated by State law for the sale of alcoholic beverages.
 - (3) Applicant must present the request to the City Council for consideration.
 - (4) The sale/or consumption of alcoholic beverages shall be limited to the area(s) indicated on the festival/event permit application.
 - (5) If the event is gated with controlled access, alcohol may be sold throughout the gated, controlled access area. The gating and access control must be approved by the city manager.
 - (6) If the event is not gated with controlled access, alcohol may only be sold and served in areas designated in the festival/event permit application. Each designated area shall be fenced of a material approved by the city manager. The fence height shall be a minimum of 48 inches. The designated area shall meet all applicable health and safety codes and shall have no more than one public entrance.
 - (7) Peace officers licensed in the state must be on site throughout the event's operation and outside the perimeter to provide security. The city manager shall determine the number of officers required for the event. Waxahachie Police Officers shall be used for the event. If additional officers are needed, the event holder may use peace officers from other jurisdictions. The event holders will pay for the service of the peace officers.
 - (8) Alcoholic beverages may only be sold and consumed in accordance with state law.
 - (9) No glass containers will be allowed.
 - (10) The applicant will be responsible for the proper disposal of all trash on any property, public or private, which was utilized by the organizer during the event. Proper disposal of trash shall occur immediately following the event.
 - (11) Liquor liability and general liability insurance is required per the festival guidelines.

Public Safety

Festivals and events with a large planned attendance shall provide a security and emergency plan with the application. Proper emergency access shall be maintained within the festival area.

Insurance

Festivals must provide proof of liability insurance prior to the event. The proof of insurance shall consist of a Certificate of Insurance showing the City of Waxahachie as an additional insured in the amount of \$1,000,000 general liability. If alcohol is to be sold, \$1,000,000 liquor liability insurance is also required.

Restrooms

Adequate restrooms must be provided for the festival or event.

Street Closures

Request for street closures will be reviewed by the Director of Public Works, Fire Chief and Police Chief. A traffic control plan must also be submitted with the permit application.

Trash Pick Up

Festival and event coordinators are responsible for trash and litter cleanup. Trash and litter must be monitored and cleaned during the festival as well as immediately after the festival/parade. Additional dumpsters may be required. The Health Department will assist in securing dumpsters for event and will recommend locations for dumpsters and other trash receptacles.

Food Vendors

Food vendors will be required to secure a temporary food service permit through the Health Department.

Departmental Review

The permit application will be reviewed by all involved departments for compliance with safety issues, city policy, local ordinances and state laws. During the review process, more information from the applicant may be required.