



## Special Event Permit Application

Special Event reservations must be made no less than 30 days prior to the first day of the event or parade, and no more than one year in advance. We cannot accept an incomplete Special Event Permit Application. Please return this by one of the following methods:

Mail to: City of Victoria Parks and Recreation  
P.O. Box 1758  
Victoria, TX 77902

Email to: [parks@victoriatx.org](mailto:parks@victoriatx.org)

Fax to: (361) 485-3212

Drop-off at: Parks and Recreation Department  
532 McCright Dr.  
Victoria, TX 77901

Please note the following:

- A \$500 Facility Damage Deposit must be paid to reserve the facility
- A complete Special Event Permit Application and Facility Damage Deposit must be received and paid to schedule an event consultation
- A special event consultation must take place no later than 30 days prior to the event date
- Approval of the event is not guaranteed
- Larger events that require more logistical planning may have multiple event consultations that must also occur no later than 30 days prior to the event date
- **Full payment for additional fees will be due upon event consultation.** The event will automatically be cancelled if the full payment is not received by the end of the scheduled event consultation date
- Please do not advertise your event prior to receiving your event approval

# City of Victoria Parks and Recreation

## Special Event Checklist

Today's Date: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Organization: \_\_\_\_\_

Event Coordinator: \_\_\_\_\_ Day Phone: \_\_\_\_\_ Night Phone: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_ Day Phone: \_\_\_\_\_ Night Phone: \_\_\_\_\_

Set Up Date: \_\_\_\_\_ Set Up Time from: \_\_\_\_\_ to: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time from: \_\_\_\_\_ to: \_\_\_\_\_

Clean Up Date: \_\_\_\_\_ Clean Up Time from: \_\_\_\_\_ to: \_\_\_\_\_

### Facility Desired:

\*Special Events Area (1-11) \_\_\_\_\_  Deleon Plaza  Other \_\_\_\_\_

\*The parking lot adjacent to Special Events Area 1 is reserved for public parking during the months of February – August.

### Event Logistics:

Describe your event below. Be sure to include the purpose of the event and other planned activities.

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Please check Yes or No to indicate item/permit needed OR initial that a listed rule or regulation has been reviewed.

Please note that this is not an all-inclusive list of permits, rules, and regulations. The items listed below are intended to help you review aspects of your event in order to be more prepared.

Y ___ N ___	<p><b>Park Vendor Permit</b> – This permit is for vending of any kind on park property. Permission must be granted by the Parks and Recreation Director or his/her designee prior to receiving the Itinerant Vendor permit from the City Secretary's office located at 105 W. Juan Linn St.</p> <p>You will need a Sales Tax number for any and all sales done at your event. This Sales Tax Permit Application can be applied for online with the Texas Comptroller at <a href="http://comptroller.texas.gov">comptroller.texas.gov</a>.</p>
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Y___ N___	<b>Temporary Food Permit</b> – If food will be sold or served at your event contact Victoria County Health Department at (361) 578-6281.
Initial: _____	<b>Grease/Grey Water</b> – You will be responsible for proper disposal of all food vendors grease/grey water. In accordance with State law, wastewater of any type may not be discarded into a public place, gutter, street, creek, etc.
Y___ N___	<b>Dumpsters</b> – Contact Waste Management directly at (800) 772-8653 or (361) 578-3666. Dumpsters may be required if the event will produce more trash than the provided trash cans can hold. Any trash that does not fit in the provided cans will need to be disposed of properly by the event organizer. Dumpsters must be rented from Waste Management unless donated.
Initial: _____	<b>Restrooms</b> – Be prepared to rent port-o-lets if needed. Not all facilities have public restrooms.
Y___ N___	<b>Port-O-Lets (POLs)</b> – Contact Waste Management directly. Sherrie Dixon (281) 991-2703.
Y___ N___	<b>After Hours Permit</b> – An After Hours permit will be required if your event set up or tear down will take place outside of park hours. All Parks open at 6am and close at 11pm.
Initial: _____	<b>Parking</b> – No Parking on any grass areas.
Y___ N___	<p><b>Amplified Sound</b> – Sec. 10-22. - Sound produced by amplifying devices or musical or entertainment groups.</p> <p>A. It shall be unlawful for any person to conduct, permit or allow an electronic sound amplifying device or a musical or entertainment group to produce a sound that is discernible beyond the property lines of the property on which the sound is being produced that, when measured with a sound level meter using the standardized frequency weighing as specified by the American National Standard Specifications for Sound Meters, exceeds the applicable dB(A) level listed below for the property on which the sound is received:</p> <ol style="list-style-type: none"> <li>1. Residential property: <ol style="list-style-type: none"> <li>a) Sixty (60) dB(A) after 7:00 a.m. and before 10:00 p.m. on a Sunday, Monday, Tuesday, Wednesday, or Thursday, or after 7:00 a.m. on a Friday or Saturday and before 12:00 a.m. on the following morning.</li> <li>b) Fifty (50) dB(A) after 10:00 p.m. on a Sunday, Monday, Tuesday, Wednesday, or Thursday, and before 7:00 a.m. on the following morning or after 12:00 a.m. and before 7:00 a.m. on a Saturday or Sunday.</li> </ol> </li> <li>2. Non-residential property: Sixty (60) dB(A) after 10:00 p.m. on a Sunday, Monday, Tuesday, Wednesday, or Thursday and before 7:00 a.m. on the following morning, or after 12:00 a.m. and before 7:00 a.m. on a Saturday or Sunday.</li> </ol>
Y___ N___	<p><b>Street Closure</b> – Locations: _____</p> <p>Paperwork must be submitted to Parks and Recreation at the event consultation. The Director of Parks and Recreation or his/her designee and the Chief of Police will approve or deny the request. We will contact you with notification of approval or denial of street closures.</p> <p>Paperwork turned in: Y___ N___</p> <p>Director of Parks and Recreation Approval: Y___ N___</p> <p>Victoria Chief of Police Approval: Y___ N___</p>
Initial: _____	<b>Gates/Barricades</b> – Barricades will be needed if you are having street closures and/or a parade. Any gates that will need to be unlocked will be scheduled during the event consultation. Parks and Recreation barricades are rentable for parades only. It is the event coordinator’s responsibility to make arrangements for placing and removing barricades.

	<b>Barricade Rental Providers:</b>		
	<u>Kings Party Rentals</u> 106 Cozzi Circle Victoria, TX 77901 (361) 573-7230	<u>A Plus Party Rentals</u> 503 Glasgow St. Victoria, TX 77904 (361) 237-0897	
Y___ N___	<b>Alcohol</b> – Contact the TABC for appropriate permits at (361) 851-2531 (Corpus Christi). Contact the Victoria Parks and Recreation Department for an approval letter to sell alcohol on City Property.		
Initial: _____	<b>Police/Security</b> – If you will have alcohol available, security will be required by the Victoria Police Department. You can contact them at (361) 485-3715.		
Initial: _____	<b>Tents/Inflatables</b> – Tents are permitted but must be secured with water barrels, weights, or sandbags. Stakes, water inflatables, and water rides are prohibited in any city park.		
Initial: _____	<b>Fire Department</b> – Any event with an open flame or carnival will need a signature from the Fire Marshall (361) 485-3460.		
Y___ N___	<b>Heavy Equipment</b> – Please list what types of heavy equipment will be used for your event. _____		
Initial: _____	<b>Generators</b> – Some parks have limited electricity (ex: Grover’s Bend). Please be prepared to bring generators if needed.		
Initial: _____	<b>Electrical</b> – Special electrical arrangements need to be made in advance. Any plugs used must be three pronged and grounded to plug into gang boxes or City electric panels. Extension cords must be free from damage.		
Y___ N___	<b>Carnival Permit</b> – Contact Building Inspections at (361) 485-3333.		
Initial: _____	<b>Event Clean-Up</b> – You will be responsible for 100% of your event clean up. This includes removal of event waste and replacement of trash bags at the end of the event. Prior to your event please make arrangements to have a clean-up crew.		
Initial: _____	<b>Event Layout Map</b> – Provide a map including restroom placement, parking, vendor exhibitor booths, stages, tents, trash cans, street closures, transition areas and other programming/activities.		
Initial: _____	<b>Businesses of possible conflict</b> – It is the event coordinator’s responsibility to notify neighboring businesses of your event. Possible contacts are listed below.		
	<u><b>Riverside Park</b></u> Golf Course – (361) 573-4521                      Pump House – (361) 572-9800 Texas Zoo – (361) 573-7681                      Gerry’s Kayaks – (361) 935-3779 Lion’s Club – (361) 550-3422  <u><b>Deleon Plaza</b></u> Victoria Main Street Program – (361) 578-0060 Leo J Welder Center – (361) 485-8540 Victoria County Offices – (361) 578-0752 Prosperity Bank – (361) 573-6321 O’Connor Plaza Property Manager – (361) 570-2028		

Fees Description	Fee	Qty.	Total	Paid
Facility Damage Deposit*	\$500.00			__/__/__
Unrestricted Access Facility Rental Fee	\$150.00			__/__/__
Restricted Access Facility Rental Fee	\$300.00			__/__/__
Mobile Stage	\$600.00			__/__/__
Gang Box (max 6)	\$50.00 – 12 hrs./\$100.00 – 24 hrs.			__/__/__
Black Box Electricity (Deleon Plaza, max 4)	\$175.00 per city box per day			__/__/__
Barricade Deposit* (for parades only)	\$250.00			__/__/__
Barricade Rental (for parades only)	\$50 – If Event Coordinator picks up/drops off and sets up \$50 – If City sets up			__/__/__
<b>Total Fees for this event:</b>				

\*All Deposits are due upon conclusion of the special event consultation in order to reserve event date and facility.

\*Any and all changes made to this event plan/application after approval must be communicated to the Recreation Services Manager or his/her designee for further approval.

**Checks can be made payable to:** City of Victoria

**For Office Use Only:**

Recreation Coordinator will coordinate with the Parks Superintendent to make special arrangements.

Water Sprinklers      Turn On / Off (circle one) at what time? \_\_\_\_\_

Yellow Gates            Open / Close (circle one) at what time? \_\_\_\_\_

Deliver Equipment?    Yes / No (circle one) at what time? \_\_\_\_\_

Barricades \_\_\_\_\_      Unlock Electrical Panel \_\_\_\_\_                      Mow \_\_\_\_\_                      Spray \_\_\_\_\_

Other                      If any other special arrangements need to be made, please list those here.

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Recreation Manager Approval: Y\_\_N\_\_

Assistant Director Approval:    Y\_\_N\_\_