

Special Event Application

601 Tremont St., Galveston, TX 77550

Phone: (409) 797- 5189 | events@galvestonparkboard.org | www.galvestonparkboard.org

Event Information

Event title:

Preferred event date(s):

Alternate date:

Preferred location:

Alternate location:

Event Category:

Wedding

Birthday Celebration

Live Music Event

Family Reunion / Gathering

Sporting Event

Educational Program

Anniversary / Vow Renewal

Other

Description of event:

Setup to include:

This event is:

Will there be an entry fee for your event?

Wildlife nesting season, weather conditions, or other naturally occurring coastal environmental events may affect event availability.

Anticipated Attendance:

Per Day:

Setup begins: Date:

Time:

Event starts: Date:

Time:

Event ends: Date:

Time:

Tear down ends: Date:

Time:

UNDER THE TEXAS OPEN BEACHES ACT, THE PUBLIC HAS UNRESTRICTED ACCESS TO TEXAS BEACHES. THEREFORE YOU MAY NOT ROPE OFF OR RESTRICT ACCESS TO ANY PORTION OF THE PUBLIC BEACH. YOU ARE RESPONSIBLE FOR SET UP AND TEAR DOWN INCLUDING TABLES, CHAIRS, TENTS, DECOR, MUSIC, FOOD ETC.

Have you held this event at the same location previously?

If YES, are there any changes from prior years?

How many years have you been holding this event?

Contact Information

First name:

Last name:

Phone number:

Email:

Street address:

City:

State:

Zip code:

Event day contact person

Full name:

Cell phone number:

Host organization, if applicable:

Event website:

Security & Safety Plan

YOU ARE REQUIRED TO HAVE A SECURITY PLAN FOR YOUR EVENT UNLESS SPECIAL PERMISSION IS GIVEN BY THE GALVESTON PARK BOARD. THE EVENT APPLICATION WILL BE REVIEWED BY GALVESTON POLICE DEPARTMENT TO DETERMINE THE NEED, IF ANY, FOR SECURITY DETAIL.

YOU MAY ALSO BE REQUIRED TO HAVE A SAFETY PLAN FOR YOUR EVENT UNLESS SPECIAL PERMISSION IS GIVEN BY THE GALVESTON PARK BOARD. THE SAFETY PLAN SETS OUT HOW MEDICAL EMERGENCIES WILL BE HANDLED. ALL COSTS OF THE SECURITY & SAFETY PLAN ARE THE RESPONSIBILITY OF THE CLIENT.

Please describe or attach the arrangements you have made for first aid staffing & equipment:

Accessibility Plan

Is your event at night, while outdoors?

If YES, please describe how the event and surrounding area will be illuminated to ensure the safety of the participants and spectators:

YOU MAY BE REQUIRED TO HAVE PORTABLE TOILET FACILITIES AT YOUR EVENT. THE DETERMINATION WILL BE MADE BY THE GALVESTON PARK BOARD THAT ADDITIONAL TOILETS ARE REQUIRED BASED UPON ATTENDANCE LEVELS.

Do you plan to use portable toilet facilities at your event?

If YES, list total number of portable toilets:

Total number of ADA accessible portable toilet(s):

Portable toilet facility company:

If NO, please explain:

Entertainment & Related Activities

Are there any musical entertainment features related to your event?

Will sound amplification be used?

IF YES, YOU WILL NEED TO COMPLETE A SEPARATE "LOUDSPEAKER PERMIT APPLICATION" IN ADDITION TO THIS FORM. REFERENCE FAQ'S FOR LINK TO APPLICATION.

Please complete the following information or provide an attachment listing all bands and / or performers, type of music, sound check and performance schedule.

Number of performer(s) / band(s):

Performer(s)/ band name and music type:

Performance Date(s):

Start Time:

End Time:

Will sound check be conducted prior to the event?

If YES, Start Time:

End Time:

Please describe the sound equipment that will be used:

Will any signs, banners, decorations or special lighting be used at your event?

If YES, please describe:

Vendors

THE APPLICANT IS RESPONSIBLE FOR PROVIDING A LIST OF ALL REQUESTED VENDORS, SPONSORS OR OTHER THIRD-PARTY ORGANIZATIONS REQUESTING TO DISTRIBUTE, SELL, PROMOTE OR PROVIDE ANY GOODS, PRODUCTS OR SERVICES AT THE EVENT. EACH VENDOR WILL REQUIRE A PERMIT FROM THE PARK BOARD. ALCOHOL IS PERMITTED ONLY AT APFFEL PARK, DELLANERA RV PARK & SEAWOLF PARK AND CANNOT BE SOLD WITHOUT SPECIFIC PERMISSION AND PERMITS.

GLASS CONTAINERS ARE STRICTLY PROHIBITED

Will your event involve alcoholic beverages?

If YES, please describe how it will be distributed:

Does your event involve food vendor(s)?

Please list all vendors:

IF YES, PLEASE BE AWARE YOU WILL BE REQUIRED TO OBTAIN A PERMIT FROM THE GALVESTON COUNTY HEALTH DISTRICT IF YOU INTEND TO SELL FOOD OF ANY KIND.

Will items or services be sold at your event?

If YES, please describe:

Marketing

Will this event be marketed, promoted or advertised in any manner?

If YES, please describe:

Will there be live media coverage during this event?

If YES, please describe:

Insurance Requirements

GENERAL LIABILITY INSURANCE FOR YOUR EVENT MAY BE REQUIRED BEFORE FINAL APPROVAL IS GIVEN. INSURANCE MUST BE MAINTAINED FOR THE DURATION OF THE EVENT. ALL INSURANCE POLICIES MUST NAME THE "The Park Board of Trustees of the City of Galveston" AND THE "City of Galveston" AS ADDITIONAL INSURED.

**Certificate of Insurance must reflect:
Commercial general liability with limits of:
\$1 Million / \$3 Million**

Name of insurance agency:

Street address:

City:

State:

Zipcode:

Business phone:

Contact name:

Policy number:

Policy amount:

PLEASE OBTAIN AND ATTACH A "CERTIFICATE OF INSURANCE" REFLECTING THE ABOVE.

References

Have you coordinated events in the past?

If YES, Event name:

Event location:

Event website:

Event reference contact information:

First name:

Last name:

Phone number:

Email:

**Thank you for your event request.
We look forward to bringing your event to the beach.
THANK YOU FOR CHOOSING GALVESTON!**

Special Event Application FAQ

When is the payment due?

Payment will be due upon signing of the rental agreement. Payment must be received no later than 60 days prior to the start of your event. The reservation will not be confirmed until payment in full has been secured.

Can I set up my event early?

Your event site rental includes all set up and tear down time. If additional time is needed, then it must be requested in advance - additional fees will apply.

What is the refund policy?

Client may be permitted to reschedule the event for an available date at no additional charge. In the event the client cancels for any reason other than extreme weather, no refund or reschedule will be given; except if granted with written approval and amended agreement by Galveston Park Board.

Are there chairs and/or decorations available for rent?

No - client will have to go through a third party for set up and decorations.

When do I need to Submit my special event application?

A completed application must be received no later than 90 days before the actual event date. Applications received on short notice may be considered on a case-by-case basis. For events with anticipated attendance more than 1,000, application must be submitted six months in advance.

Loudspeaker Permit Application: <https://tx-galveston.civicplus.com/DocumentCenter/View/3154/Loudspeaker-Permit-Application-PDF>

DISCLAIMER

This application does not secure your event. The application will be reviewed, and a determination to accept or decline the application will be made based, in part, upon availability of park location, operational needs, resources required, environmental impact and nature of the event. If this application is approved, then the client will work with the Galveston Park Board on final event details, payment remittance and written agreement. The agreement may contain more terms and conditions which are not necessarily reflected in this application; and the agreement is valid only after being fully executed.