



# GALVESTON PARK BOARD

We're so glad you're considering Galveston Island beaches for your public event!

From festivals to tournaments to community celebrations, our beaches are the perfect place to bring people together. We'd be thrilled to help you create a memorable experience by the Gulf!

## What You Need to Know Before Reserving:

### 1. **Rental Space**

#### a. Beachfront:

- i. Comes as-is, but we'll tidy it up and help keep your spot set aside. No heavy raking allowed, nature prefers it that way!
- ii. Need to drive on for setup or teardown? Just ask. (Unauthorized vehicles may get ticketed.)
- iii. Sorry, no fences—keep those beach vibes open.

#### b. Parking lot Rentals:

- i. Bollards & chains will line the perimeter of the event space and designate parking lanes for parking and traffic control. Park staff is not responsible for managing who comes in and out of the event space.
- ii. If needed, we'll rake and level the sand to keep things smooth.
- iii. Fencing is allowed.

#### c. Volleyball Court:

- i. If needed, we'll rake and level the sand to keep things smooth.
- ii. Includes shade structure, electricity, and picnic tables.
- iii. Fencing is allowed.

#### d. Pavilion:

- i. Want it all to yourself? After-hours rentals are available!
- ii. The pavilion will be open to everyone during operating hours, so your group will be allowed to use the pavilion with the public, no rental required.

*In any event, at any location, we will require a layout 30 days prior to the event day!*

*Trash can service is included in all rentals.*

## 2. Weather

- a. Our venues are fully outdoors and beautifully exposed to the elements, which means the weather can sometimes have the final word! If extreme weather or environmental conditions force a cancellation, we're happy to work with you to reschedule for the next available date. If rescheduling isn't possible due to these conditions, we'll review a refund at the end of the season. The Park Board has the final say on whether conditions meet the level needed for a cancellation. For cancellations due to anything other than extreme weather or environmental conditions, refunds may be considered according to the [Consolidated Fee Schedule](#)—but can't be guaranteed.

## 3. Rental Fees

- a. Refundable Deposit – This helps lock in your date and ensures the beach is left just as beautiful as you found it. As long as everything is tidy (no litter, no damage), your deposit will be on its way back to you—usually within 10 business days.

Attendance	Deposit Amount
< 1,000	\$500.00
1,000 – 4,000	\$1,000.00
>4,000	\$1,500.00

- b. Facility Rentals – Each rental location has an associated fee which is listed in the [Venue Packet](#) as well as the Park Board's [Consolidated Fee Schedule](#).

## 4. Security – Sourced and Managed by the Park Board

- a. All events are reviewed by Galveston Beach Patrol and Police Department to ensure safety. They'll determine how many officers are needed. If you have a preferred security firm, share their info so it can be considered.
- b. Required security covers general event safety. If you'd like extra staff to manage crowd control or secure your space, you're welcome to bring in additional staff.

**Cost:** GPD Invoice + a 15% service fee

## 5. Portable Toilets – Sourced and Managed by the Park Board

- a. While we do have restrooms on-site, an attendance of more than 500 will require additional accommodation.
  - i. 1:500 attendees [1:4 Toilets must be ADA]
    - 1. Price
      - a. Standard = \$175.00
      - b. ADA = \$250.00

## 6. Parking Passes

- a. Parking is \$15.00 at the gate on the day of the event.
- b. Parking can also be pre-purchased by an event organizer at \$15.00 per vehicle, 5 days before the event.

## 7. Insurance Requirements

- a. A minimum of \$1,000,000 in commercial general liability insurance for each occurrence of event. This insurance must meet industry standards and provide the same coverage generally provided for policies insuring similar events. All insurance policies must name both entities as additionally insured:
  - i. The Park Board of Trustees of the City of Galveston 601 Tremont Street Galveston, TX 77550.
  - ii. The City of Galveston  
823 Rosenberg St. Galveston, TX 77550

## 8. Vendors Requesting to Sell

- a. Outside vendors are only allowed with prior Park Board approval. Each vendor selling goods, products, or services must obtain a permit at least 30 days before the event. *Sponsors and vendors that are not selling are not required to obtain a permit.*
  - i. Individual Temporary Concessionaire Permit
    1. For events with fewer than 10 vendors or when the organizer prefers the Park Board to manage individual vendor permits.
    2. Individual vendors must complete this [application](#), submit required documentation, and pay a \$250 permit fee.
  3. Vendor Market Permit
    - a. For events with 10 or more vendors, food trucks, merchandise, or other services.
    - b. The application is tiered to the number of vendors:
      - i. 10 – 50 vendors should complete this online [application](#) & pay the \$500.00 permit fee.
      - ii. 50 – 100 vendors should complete this online [application](#) & pay the \$1,000 permit fee.
      - iii. 100+ vendors should complete this online [application](#) & pay the \$1,500 permit fee.
    - c. Once the application has been approved, the organizer must submit general liability insurance, a [Galveston County Health Department's Organizer's Agreement](#) and the following documents in a batch format for each individual vendor (PDF and excel files accepted):
      - i. Business name and service provided
      - ii. Texas Sales Tax ID
      - iii. Government-issued photo ID

- i. Vehicle photo with registration (if driving on the beachfront)
- ii. Commissary location for grease and gray water disposal, if applicable
- iii. \$50.00 permit fee per vendor. This balance will be added onto your account after review and approval of the batch.

## 9. Other Permits

### a. Alcohol Service

- i. Please submit your plan to serve at the event for review of allowing a temporary TABC permit on site. East Beach's current concessionaire holds a Beer and Wine license and will happily serve your attendees.

### b. Loudspeaker Permit

- i. This permit will be required for any speaker emitting more than 75db. The application can be completed here: [Loudspeaker-Permit- Application-PDF](#).

### c. Tents larger than 400 Sq. Ft.

- i. As they are large enough to be considered a temporary structure, a permit is required. The application can be completed here: [Temporary-BoothVendor-Regulations-Application-PDF](#).

### d. Open Burning Restrictions

#### i. Recreational Fire Permitted

- 1. Fire must be contained in a manufactured pit no larger than 4ft x 4ft. Only natural wood items such as untreated lumber and timber, no treated materials, plastic, tires, or household trash shall be used in the construction of the fire pit. Means of control must be provided with fire extinguishers or other approved onsite equipment. Fire pit must be downwind, at least 300 feet away from neighboring house or business and will only burn when the wind direction is not blowing towards any vegetation and between 0 and 15 M.P.H.

#### ii. Ceremonial Bonfire

- 1. Outdoor burning is illegal in the State of Texas except under certain conditions. A bonfire is an outdoor fire used for ceremonial purposes (homecomings, etc.) and requires an open burning permit with the City's Fire Marshal's Office. The permit must be completed in its entirety to determine if the proposed burn site will meet the stipulations of exemption  
[OutdoorBurningOrd\\_201312201529240457.pdf](#)