



THE CITY OF VICTORIA SPECIAL EVENT PERMIT APPLICATION

Special Event reservations must be made **no less than 30 business days prior to the first day of the event or parade, and no more than 1 year in advance.** We cannot accept an incomplete permit application.

Fax : (361) 485-3212

E-mail: parks@victoriatx.org

Mail to: City of Victoria
Attn: Parks & Recreation
P.O. BOX 1758
Victoria, TX 77902

Drop-off: Parks & Recreation Department
476 McCright Dr.
Victoria, TX 77901

The special event permit application will be reviewed by Victoria Parks and Recreation department and you will be contacted about your event's approval status.

- **Approval of the permit is not guaranteed.**
- **Please do not advertise your event prior to receiving your permit approval.**
- ***A completed special event application is required 14 days after initial deposit has been made. Your application will be reviewed and an event consultation will be scheduled.***
- **Full payment 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 day .**

CITY OF VICTORIA PARKS & RECREATION SPECIAL EVENTS CHECK LIST

TODAY'S DATE: _____ EVENT DATE: _____

NAME OF EVENT: _____ ORGANIZATION: _____

FACILITY DESIRED (check all that apply):

- | | | | |
|---|---|---|---|
| Special Events Area* <input type="checkbox"/> | Ethel Lee Tracy <input type="checkbox"/> | ELT Entertainment Area <input type="checkbox"/> | Grover's Bend <input type="checkbox"/> |
| (1-11) _____ | | | |
| Ted B Reed <input type="checkbox"/> | Martin Luther King <input type="checkbox"/> | Riverside Pavilion <input type="checkbox"/> | Multi-Use Pavilion <input type="checkbox"/> |
| Hopkins Park <input type="checkbox"/> | Duck Pond Gazebo <input type="checkbox"/> | DeLeon Plaza <input type="checkbox"/> | Children's Park <input type="checkbox"/> |
| Rose Garden <input type="checkbox"/> | Mobile Stage <input type="checkbox"/> | Nature Trails <input type="checkbox"/> | |

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

FEES FOR THIS EVENT		
Unrestricted Access Facility Rental	\$150.00	
Restricted Access Facility Rental	\$300.00	
Facility Damage Deposit*	\$500.00	
Mobile Stage	\$600.00	
Game Box (max 6)	\$50-12hrs/\$100-24hrs	
Black Box Electricity (DeLeon Plaza, max 4)	\$175/per city box	
Barricade Deposit*	\$250.00 (Barricades are for parades only.)	
Damage-Lost Fee	Current Cost of Barricade	
Police Officer	\$30 per man hour (minimum of 2hrs)	
Fire Marshall	\$30 per man hour (minimum of 3hrs)	
TOTAL FEES FOR THIS EVENT	\$	

CHECKS CAN BE MADE PAYABLE TO: THE CITY OF VICTORIA

All deposits are due upon initial reservation in order to hold event date.

Primary Contact: _____ Phone No: Day () _____ Night () _____

Secondary Contact: _____ Phone No: Day () _____ Night () _____

Set Up Time Commencing At: _____ Event Time From: _____ to _____

Clean Up Completed At: _____ Other: _____

(Please check Yes or No to indicate if the item is needed and/or has been taken care of.)

__Y__N Park Vendor Permit This permit is for vending of any kind on park property. This permit is provided by the Parks department and approved by the Parks and Recreation Director or his/her designee.

__Y__N Temporary Food Permit Contact Victoria County Health Department: 361-578-6281- If food is being sold at your event you will need this.

Y N Amplified Sound Noise Ordinance: Sec. 10-22. - Sound produced by amplifying devices or musical or entertainment groups.

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:

1. Residential property:

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.

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.

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.

Y N Overnight Permit Overnight permit will be required if your event tear down will take place past park closing hours. All parks close at 11pm.

Y N Carnival Permit Required: Yes No Contact Building Inspections (361) 485-3333

Y N Street Closure Locations _____

Responsible Party for Contacting PD: _____

Paperwork must be submitted to the POLICE DEPARTMENT at least ten (10) days in advance of the proposed event. You will also need approval from the Chief of Police and the Director of Park and Recreation.

Paperwork turned in: Yes No

Contacted VPD : Yes No

Director Approval: Yes No

Y N Gates/Barricades 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 barricades are rentable for parades only.

Responsible Party for Contacting PD: _____ Paid _____

Y N Police/Security If you will have alcohol available security will be required by the Victoria Police Department

Request Submitted _____ Approved For: _____

Fees/Deposits: _____ Paid: _____

Y N Parking Responsible Party _____ Arrangements _____

Y N Event Clean Up You will be responsible for 100% of your event clean up this includes removal of event waste at the end of the event, Please make arrangements prior to your event to have a cleanup crew.

Y N Grease/Grey Water 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 Dumpster(s) Contact Waste Management directly at 800-772-8653. 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. Additional trash cans may be requested but are given out based on availability.
- Responsible Party _____ Paid _____
- Y N Restrooms Clean-up of public facilities is the event coordinator's responsibility during and after the event. Extra Toilet Paper during the event is the responsibility of the Event Coordinator. Be prepared to rent port-o-potties if needed.
- Y N Port-A-Lets Contact Waste Management directly. Shirrie Dixon at 281-991-2703.
- Responsible Party _____
- Y N Tents Tents are permitted but must be secured with water barrels. Stakes will damage the sprinkler system and you will be charged for the repairs.
- Y N Inflatables Inflatables can not be staked into the ground. Water rides and water inflatables are prohibited on the grass of any city park.
- Y N Fire Dept. Any event with an open flame or a carnival will also need a signature from the Fire Marshall.
- Y N Alcohol Contact the TABC for appropriate permits. Contact the VPARD for an approval letter to sell alcohol on City property
- Y N Heavy Equipment Please list what types of heavy equipment will be used for your event.
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- Y N Generators Some parks have very limited electricity (ex: Grover's Bend) plan on bringing generators.
- Y N Electrical 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.
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- Y N Event Layout Map Provide a map including Restroom placement, Parking, Vendor Exhibitor Booths, Stages, Tents, Trash Cans, Street Closures, Transition Areas and other programming/activities.

Business to be Contacted

Responsible Party to Contact Business _____

Responsible Party to Contact Neighbors _____

Riverside Park

Golf Course – info@vpiariversidegolf.com

Texas Zoo – arocho@texaszoo.org

Lion's Club – 576-9711 klcm1969@live.com

Pump House – dpatillo@stewart.com

Gerry's Kayaks – ptlwyant@aol.com

O'Connor Plaza Property Manager – 570-2028

DeLeon Plaza

Mainstreet Program – maryhelen@victoriainmainstreet.org

Welder Center – sue.prudhomme@victoriacollege.edu

Victoria County Offices – jdean@vctx.org

Victoria Office of Emergency Management – jbedford@victoriatxoem.org

Prosperity Bank – margie.ramirez@prosperitybankusa.com

VICTORIA PARD: Recreation Coordinator will coordinate with our Parks Superintendent to make special arrangements.

Y N Water Sprinklers Turn ON or OFF (circle one) Time? _____

Y N Yellow Gates OPEN or CLOSE (circle one) Time? _____

Y N Other If any other specials arrangement are needed to be made please list those here.

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

Event Summary:

Recreation Manager Approval Required: Yes _____ No _____

Assistant Director Approval Required: Yes _____ No _____

Office Use Only
Received: _____
Staff: _____

Miscellaneous Contact Information

City Secretary's Office

105 W. Juan Linn St.
Victoria, TX 77901
(361)485-3040

TABC

205 N. Bridge, Suite 110
Victoria, TX 77901
(361)575-4776

Health Department

2805 N. Navarro
Victoria, TX 77901
(361)578-6281

Security Providers:

Victoria PD
306 S. Bridge St.
Victoria, TX 77901
(361)485-3730

Zapata Security
101 Sunset Dr.
Victoria, TX 77901
(361)575-7158

Triple D Security Inc.
901 Profit Dr.
Victoria, TX 77901
(361)572-9162

Walden Security
312 S. Main St.
Victoria, TX 77901
(361)579-3303

ASEZ dba Arber Fire & Security
1501 E. Mockingbird #276
Victoria, TX 77904
(361)575-7600

EMS Providers:

Victoria Fire Dept.
(361)485-3450

Quality Ambulance
(361)582-0016

Sacred Heart
(361)579-9727

Regional Medical Center
(361)572-8215

Barricade Rental Providers:

Kings Party Rentals
106 Cozzi Circle
Victoria, TX 77901
(361)573-7230

A Plus Party Rentals
503 Glasgow St.
Victoria, TX 77904
(361)237-0897

Flasher Equipment Co.
246 W Josephine St.
San Antonio, TX 78212
(210)736-4251

Highway Barricades & Services
7775 Leopard St.
Corpus Christi, TX 78409
(361)883-6300

Highway Technologies
625 Corn Product Rd.
Corpus Christi, 78409
(361)289-5300

Barricade & Safety Inc.
1330 Post Oak Blvd
Houston, TX 77056
(713)513-7171

Waste Management Providers:

Waste Management
4010 Callis St.
Victoria, TX 77901
(361)578-3666

Marek Services
PO Box 1085
Goliad, TX 77963
(361)572-8875

Waste Haulers:

GTG Plumbing Inc.
635 Hill Rd.
Victoria, TX 77905
(361)575-4423

Standford Vacuum Services
6910 US Hwy. 59 North
Victoria, TX 77905
(361)572-8070

Liquid Environmental Solutions
10360 Hwy. 90 West
San Antonio, TX 78245
(210)299-0801

SOS Liquid Waste Haulers
1375 Creekview
San Antonio, TX 78219
(210)342-5257

Southwaste Disposal
20805 Lamm Rd.
Elmendorf, TX 78112
(210)621-2411

Darling International
3701 Schalker St.
Houston, TX 77026
(713)224-0438