









**HOTEL INFORMATION:**

Has/Will a room block be established for the event at a Sugar Land hotel(s)?  YES  NO

If yes, please fill in the details below.

Hotel	# of Rooms Blocked	# of Nights	Room Rate
Best Western Sugar Land Inn			
Courtyard Marriott (Coming September, 2017)			
Drury Inn & Suites Sugar Land			
Extended Stay America – Houston – Sugar Land			
Hilton Garden Inn Houston/Sugar Land			
Holiday Inn Express Houston Southwest – Sugar Land			
Hyatt Place Houston/Sugar Land			
SpringHill Suites by Marriott Sugar Land			
Houston Marriott Sugar Land & Conference Center			

Are you currently publicizing these room blocks?  YES  NO  
*{If yes, please include proof such as a web link, email screenshots, etc.}*

Are you working with a Sugar Land hotel(s) on a package for attendees?  YES  NO

Are you interested in receiving assistance from Visit Sugar Land Convention and Visitor Services for any of the following? *{Please check all that apply.}*

- Sending an RFP for Room Blocks to all Sugar Land hotels on behalf of the Event Producer.
- Creating a custom itinerary with Sugar Land’s attractions and eateries for event guests.
- Displaying your event on VisitSugarLandTX.com and on Visit Sugar Land’s social media channels. *{@VisitSugarLand on Facebook, Instagram and Twitter}*
- Other: \_\_\_\_\_



Although the application is not considered complete at this point, you have the option to send the first (5) pages to the Destination Event Manager to help guide you through the rest of the application. If you do not need assistance, please continue to the next page.

Once you have completed all pages, provided all applicable plans and permits and paid the application fee, the application will be considered complete.

**A complete Special Events Application includes:**

- Pages 1-14 filled out with accurate information; to date.
- Event Operating Plan which must include the following:
  - o Event Layout / Site Map
  - o Traffic Plan
  - o Security Plan

★ See Page 7 for more information on what is required in the Event Operating Plan.

For questions, contact Visit Sugar Land at 281-275-2045. Monday-Friday; 8am-5pm or email the Destination Event Manager at [tourism@sugarlandtx.gov](mailto:tourism@sugarlandtx.gov).

**For Office Use Only:**

*Date of Conversation:* \_\_\_\_\_ *Applicant Waived Option:* \_\_\_\_\_

*Notes:* \_\_\_\_\_

**EVENT OPERATING PLAN:**

Per the Special Event Ordinance, all applications must also include an Event Operating Plan, which at minimum must contain the following information:

- 1) **Proposed Event Layout:** a to-scale logistical event layout site map identifying placement of various elements like placement of entertainment, food service booths, portable restrooms, fencing, electrical equipment, landmark identification, water access and solid and liquid waste (trash/recycle) will be located.
- 2) **Proposed Traffic Plan:** thorough plan showcasing the ingress, egress, parking locations, placement and language of directional signage), traffic circulation plan (alternate transportation options such as pedestrian and bicycle activity), and/or parking/shuttling plan. See Traffic Section
- 3) **Proposed Security Plan:** Security and public safety plan including, but not limited to, traffic security requirements, incident command structure (if any), uniformed and/or plain clothes police, use of security guards and positions/responsibilities, additional security measures, and TABC license requirements where applicable.

**The following questions are designed to address the initial criteria each City department will utilize to review the application and determine what permit conditions, if any, each department will place to ensure a safe event.**

*As you complete the following questions, please be sure to ensure that all required aspects of your Event Operating Plan are completed in full. {Proposed Event Layout, Proposed Traffic Plan, Proposed Security Plan} If not completed in full, the City reserves the right to deny, or delay, the issuance of a permit until the Applicant meets all requirements set forth by the City.*

**SECURITY**

Will the event require Sugar Land Police activation?  Yes  No

*(If yes, please indicate what areas and for what purpose with SLPD will be needed in the Security Plan of the Event Operating Plan.)*

Will event require the use of third-party security guards?  Yes  No

*(If yes, the company and individuals used must be certified by the Texas Department of Public Safety and approved by Sugar Land Police Department. Please identify the agency(ies) details and personnel detail within the Security Plan of your Event Operating Plan.)*

Will alcohol be served at the event?  Yes  No

*(If yes, please attach all TABC required documents, and show location and type of service in the Event Layout of the Event Operating Plan.)*

Will there be additional security measures such as cameras, metal detectors, bomb dogs, etc.?

Yes  No *(If yes, please show the expected location and type of security measures in the Event Layout and/or Security Plan of the Event Operating Plan.)*

Will this event require police traffic control measures?  Yes  No

*(If yes, please provide details within the Event Layout and/or Traffic Plan of the Event Operating Plan.)*

**TRAFFIC**

Will your event require the use of Dynamic Messaging Signage?  Yes  No

*(Dynamic Messaging Signage is required if the expected attendance at any time is above 10,000 attendees. If yes, please submit your Dynamic Messaging Signage usage plan including proposed message within the Traffic Plan of your Event Operating Plan sixty (60) days prior to event date. If a DMS sign will be used, regardless of the size of the event, it must be submitted as a part of the plan. The Event Producer must provide their own portable Dynamic Messaging Signage.)*

Will your event require shuttling and off-site parking?  Yes  No

*(If yes, please include a Shuttling Plan indicating the locations, capacity and number of shuttles, run-time for shuttle activation, copies of approval letters/notifications for the utilization of shuttle locations, and parking attendants within the Traffic Plan of your Event Operating Plan.)*

*Of Note: A Traffic Circulation Plan is required for all events and must show the traffic flow within the site and should include vehicle, shuttle, bike and pedestrian flows and any related staging areas. The Traffic Circulation Plan must show vehicle and shuttle bus entry and exit points and for on-site and off-site parking locations.*

**FIRE**

Will your event have the presence of open flames?  Yes  No

*(If yes, please include the proposed location within your Event Layout and the proposed way to secure control in the Event Operating Plan.)*

Will your event have fireworks and/or flame effects demonstration?  Yes  No

*(If yes, please have your pyrotechnic operator contact the Fire Marshal's office to obtain the necessary permit for pyrotechnic services in Sugar Land at 281-275-2873.)*

Does your event require tents, awning, and/or canopies?  Yes  No

*(If yes, please include the proposed locations, the amount of tents and awnings, and sizes within the Event Layout of your Event Operating Plan.)*

- \* *Of Note: Tents and membrane structures exceeding 400 square feet will require permitting from the Fire Marshal's office. For more information, please visit: <http://www.sugarlandtx.gov/documentcenter/view/297>.*

Does your event require the use of any cooking equipment?  Yes  No

*(If yes, please include the proposed locations of the cooking equipment and how the cooking equipment will be utilized and secured within the Event Layout of your Event Operating Plan.)*

Will your event need a fueling station/storage?  Yes  No

*(If yes, indicate locations in the Event Layout of the Event Operating Plan.)*

- \* *Of Note: Fire Marshal's Office reserves the right to change fueling location if deemed necessary.*

How much fuel will be stored onsite either in generators or otherwise? \_\_\_\_\_

Will you have fire extinguishers?  Yes  No

*(If yes, please identify the location of each fire extinguisher in your Event Layout of the Event Operating Plan.)*

- \* *Of Note: Fire extinguisher requirements are mandated by each operational permit (tents, propane, etc.) that an Event Producer may need to host an event.*

Will your event be fenced or barricaded?  Yes  No

*(If yes, please show the emergency exits in your Event Layout of the Event Operating Plan.)*

Are you requesting the presence of a fire truck at this event?  Yes  No

*(If yes please submit an official request and select the "Community Event Request Form" <http://www.sugarlandtx.gov/index.aspx?nid=107>. Your Event Layout of the Event Operating Plan must ensure Fire Apparatus access with the presence of any Fire vehicle.)*



Will your event have the presence of propane, or the use of homemade appliances?  Yes  No  
 (If yes, please include the locations and a description of homemade appliances within your Event Layout of your Event Operating Plan. Of note, the request to use homemade appliances must be presented at least six (6) months prior to the event to assure Event Producer sufficient time to find other resources if denied. At minimum, the request must be received no less than 45 days prior to event start and does not guarantee that the request will be approved.)

How will you accurately measure attendance?  
 (Please include the proposed locations for crowd counting and the method in your Event Layout of the Event Operating Plan Please be aware that if it is believed by the Fire Marshal's Office that there was a purposeful miscalculation of occupant count, the City reserves the right to close the event.)

**EMERGENCY MEDICAL SERVICES (EMS)**

Please read the following criteria to determine if your event will require any additional medical assets within your EMS Preparation. If needed, based on the nature, size and scope of the event, the Sugar Land Fire-EMS may require the Event Producer to provide an EMS Preparation Plan. The extensiveness of the plan is dependent on the scale of the event, and is determined on a case-by-case basis. If the expected attendance is above 10,000, EMS will be required on-site in according to following matrix:

- \* Of Note: All emergency medical providers must be certified by the Commission on Accreditation of the Ambulance Services (CAAS).
- \* Of Note: If the expected attendance is above 10,000 the City will verify the selected EMS Provider is City-licensed, and reserves the right to request and enforce adjustments if this requirement is not met.

	Event Attendance	CPR/AED	Medical Aid Station BLS	Medical Aid Station ALS	Medical Aid Station MD	Mobile Team ALS	Mobile Team	Transport Unit	EMS Liaison (SLF-EMS)
Level 1	0-5,000	C							
Level 2	5,000-10,000	X(AED)	C	C			C		C
Level 3	10,000-20,000	X(AED)	X	C	C		X	C	X
Level 4	20,000-30,000	X(AED)	C	X	C		X	X	X
Level 5	>30,000	X(AED)	C	X	X	X	X	X	X

Figure 1: X = Mandatory, , C = Consider

a) Have you included your EMS Communication Plan?  Yes  No  
 (EMS Communication Plans are required if the expected attendance is above 20,000 attendees. If you have not, please submit your EMS Communication Plan as a part of your Event Operating Plan.)

## **SANITATION**

Please utilize the criteria below to outline within the Event Layout of your Event Operating Plan how waste will be managed.

- ★ *At a minimum the Event Operating Plan must include the location and number of all solid waste receptacles and collection containers, which must meet the minimum requirement of one (1) solid waste receptacle per fifty (50) people.*

Will portable restrooms be utilized during your event?  Yes  No

The City has a requirement that there must be one (1) toilet per 150 people. This includes the use of fixed restrooms. If portables restrooms are requirement to adhere to the City's standards, the restroom facilities portion of the Event Operating Plan must include the elements found below.

1. *Identification of agencies that will be managing the events sanitation requirements. (Liquid Waste, Restrooms, and Hand-Washing)*
2. *Type of restroom facilities. (ex: individual portable restrooms, comfort stations, etc.)*
3. *Location and number of restroom and hand-washing facilities in an amount not less than one (1) hand-washing facility per twenty (20) restrooms.*
4. *Number of toilets, with a requirement of toilets in at a ratio of one (1) per 150 people.*
5. *Clearly defined daily servicing plan for multiple day events, which must include pumping from hard surfaces in order to avoid driving onto park grounds.*

Will your event utilize a recycling program?  Yes  No

*If yes, the following are key elements of a successful recycling program.*

- *Recyclable containers should be equal to the number of landfill trash containers.*
- *Recycling and landfill trash containers should be placed next to each other.*
- *Recycling containers should be clearly identified as a recycling receptacle and display a list of recyclable materials accepted.*
- *Using different colored container liners helps event staff easily and quickly manage materials at the end of the event.*
- *The event should ensure that all recyclable materials are delivered to a recycling facility and not to a landfill.*
- *City encourages the use of environmentally friendly materials or technology to reduce waste, such as water trucks, etc.*

## **FOOD INSPECTIONS**

Will your event have food or beverages available for consumption by the public?  Yes  No

*(If yes, please contact the Environmental Services Department to ensure you are in compliance with all rules and regulations. Ensure that planned locations of food and beverages to be distributed in your Event Layout of the Event Operating Plan. Follow the provided link for more information regarding the City of Sugar Land's Food Inspection requirements. <http://www.sugarlandtx.gov/index.aspx?nid=452>)*

- ★ *Of Note: If you event will include the distribution of alcohol, you are responsible for obtaining required permits from the City of Sugar Land Health Department and the Texas Alcohol and Beverage Control (TABC) and abiding by all laws and regulation set forth.*

## **PERMITS & INSPECTIONS**

Does this event require stage(s) or any other temporary structures?  Yes  No

*(If yes, please indicate the number, size, and location of your stages within your Event Layout of the Event Operating Plan; including but not limited to inflatables, port-a-johns, light towers, scaffolding, fencing, etc. For the necessary forms and applications, visit the following website: <http://www.sugarlandtx.gov/DocumentCenter/View/6>)*

Will this event require electricity?  Yes  No

*(If yes, please indicate the equipment that will require electricity usage, the location of electrical outlets and the equipment to be used - i.e. generators – in the Event Layout of the Event Operating Plan.)*

If your event requires the building of any ramps or stages, please include your Texas Department of Licensing & Regulations (TDLR) compliance number for verification. The City will grant the TDLR access and authority to enforce provisions of the Americans with Disabilities Act (ADA) and the Texas Accessibility Standards (TAS). TDLR #: \_\_\_\_\_

Does this event require seating(s)?  Yes  No

*(If yes, please indicate the amount of seats that will be required and location of the seating in your Event Layout of the Event Operating Plan)*

Will this event require fencing?  Yes  No

*(If yes, please indicate the equipment that will be used to fence the area along with where fencing will be setup within your Event Layout of your Event Operations Plan.)*

Will this event require plumbing?  Yes  No

*(If yes, please indicate the equipment that will be used to provide water access (plumbing) and where it will be located in your Event Layout of your Event Operating Plan. For any connection to a water main or hydrant, a permit approved by a licensed plumber will be required.)*

### **SEVERE WEATHER**

Please describe how you will account for Severe Weather.

*(Please include the proposed plan in your Event Layout of your Event Operating Plan. Please note, the City reserves the right to shut down an event due to severe weather.)*

The City recommends planning for all potential severe weather hazards that could occur during an event. For weather events considered a tropical storm or higher, the City recommends a 72-hour “cone of uncertainty” period prior to the event to trigger event cancellation or shutdown. For severe thunderstorms or tornadoes, the City recommends event cancellation “until further notice” at the issuance of a severe thunderstorm/tornado warning. Further, please identify safety locations in which you will move attendees in case there is a need to shelter or move locations in your Event Layout of your Event Operating Plan.

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### **INSURANCE AND INDEMNIFICATION:**

If it is determined by the City’s Risk Manager that the event producer must obtain a certificate of insurance, please be prepared to fulfill the following requirements at minimum.

Where applicable, for events with an expected ATTENDANCE OF 5, 000 OR LESS:

1. General Liability not less than \$500,000 each occurrence with bodily injury and products completed and \$150,000 for property damage and not less than \$500,000 in the aggregate for each event
2. Workers' Compensation in accordance with statutory requirements and Employer's Liability at a minimum of \$100,000
3. A liability policy for any applicable exclusions as outlined in the General Liability Insurance
4. Where alcohol will be provided or served, Liquor Liability or Host Liquor Liability \$500,000 per claim/ \$500,000 in the aggregate
5. For amusement park equipment, provide current inspection certificates of equipment or current inspection sticker
6. \$250,000 Fire Legal Liability for rented premises or fireworks activities

**Where applicable, for events with an expected ATTENDANCE OF 5,001 – 15,000**

1. General Liability not less than \$1,000,000 each occurrence with bodily injury and products completed and \$300,000 for property damage and not less than \$2,000,000 in the aggregate for each event
2. Workers' Compensation in accordance with statutory requirements and Employer's Liability at a minimum of \$300,000
3. A liability policy for any applicable exclusions as outlined in the General Liability Insurance
4. Where alcohol will be provided or served, Liquor Liability or Host Liquor Liability \$1,000,000 per claim/ \$1,000,000 in the aggregate
5. For amusement park equipment, provide current inspection certificates of equipment or current inspection sticker
6. \$250,000 Fire Legal Liability for rented premises or fireworks activities

**Where applicable, for events with an expected ATTENDANCE OF 15,001 OR GREATER**

1. General Liability not less than \$2,000,000 each occurrence with bodily injury and products completed and \$500,000 for property damage and not less than \$2,000,000 in the aggregate for each event
2. Workers' Compensation in accordance with statutory requirements and Employer's Liability at a minimum of \$500,000
3. A liability policy for any applicable exclusions as outlined in the General Liability Insurance
4. Where alcohol will be provided or served, Liquor Liability or Host Liquor Liability \$1,000,000 per claim/ \$1,000,000 in the aggregate
5. For amusement park equipment, provide current inspection certificates of equipment or current inspection sticker
6. \$250,000 Fire Legal Liability for rented premises or fireworks activities

The City must be named as an additional insured on all policies, except Workers' Compensation and all policies shall provide a Waiver of Subrogation in favor of the City of Sugar Land. Insurance shall be written by a company licensed in Texas and written by a company with AM Best Rating of B+ VII or better. Insurance policies shall not be cancelled or modified without written notice to the City of Sugar Land. Certificates of insurance for all of the above insurance policies shall be furnished to the City of Sugar Land on an "occurrence" form only.

An applicant has the right to show cause why the insurance requirement should be reduced or waived, and to present such request in writing to the Administrator. Upon receipt of the request, the Administrator and Risk Manager will review the request and respond to the applicant within ten business days from the date the request was received. If a mutually agreeable insurance limit cannot be agreed upon, the application will be considered denied.

**Indemnification:** The Applicant and any other persons on whose behalf the application is made must agree in writing that they will, indemnify and hold the City and its employees, vendors and contractors, harmless against liability for any and all claims, judgments and associated legal expenses and costs and for claims and litigation arising out of the special event including, but not limited to, those for damage to property or injury to or death of persons. The agreement shall be in a form approved by the City attorney.

**SIGNATURE:**

By signature below, I certify the above information to be true and correct. Any misinterpretation made in this application, intentionally or otherwise, is valid grounds for permit denial both in the present and at all future times. If any required information is missing with the submittal, it could delay the processing of this application.

If the date and or location requested is not available, or if the requested location is not an appropriate site to conduct your proposed event, the department will contact you and an alternate location or date will be suggested as available. Your confirmation will be in the form of a permit, issued to the organization and/or person responsible for planning the event. Do not publicize your event until conditional permit approval has been confirmed. The submission of this application is NOT automatic approval to hold an event on public property. The permit, if granted, is not transferable and is revocable at any time at the absolute discretion of the City of Sugar Land.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICATION & PAYMENT SUBMISSION:**

Please submit the complete and signed application, all corresponding documents, and the application fee to:

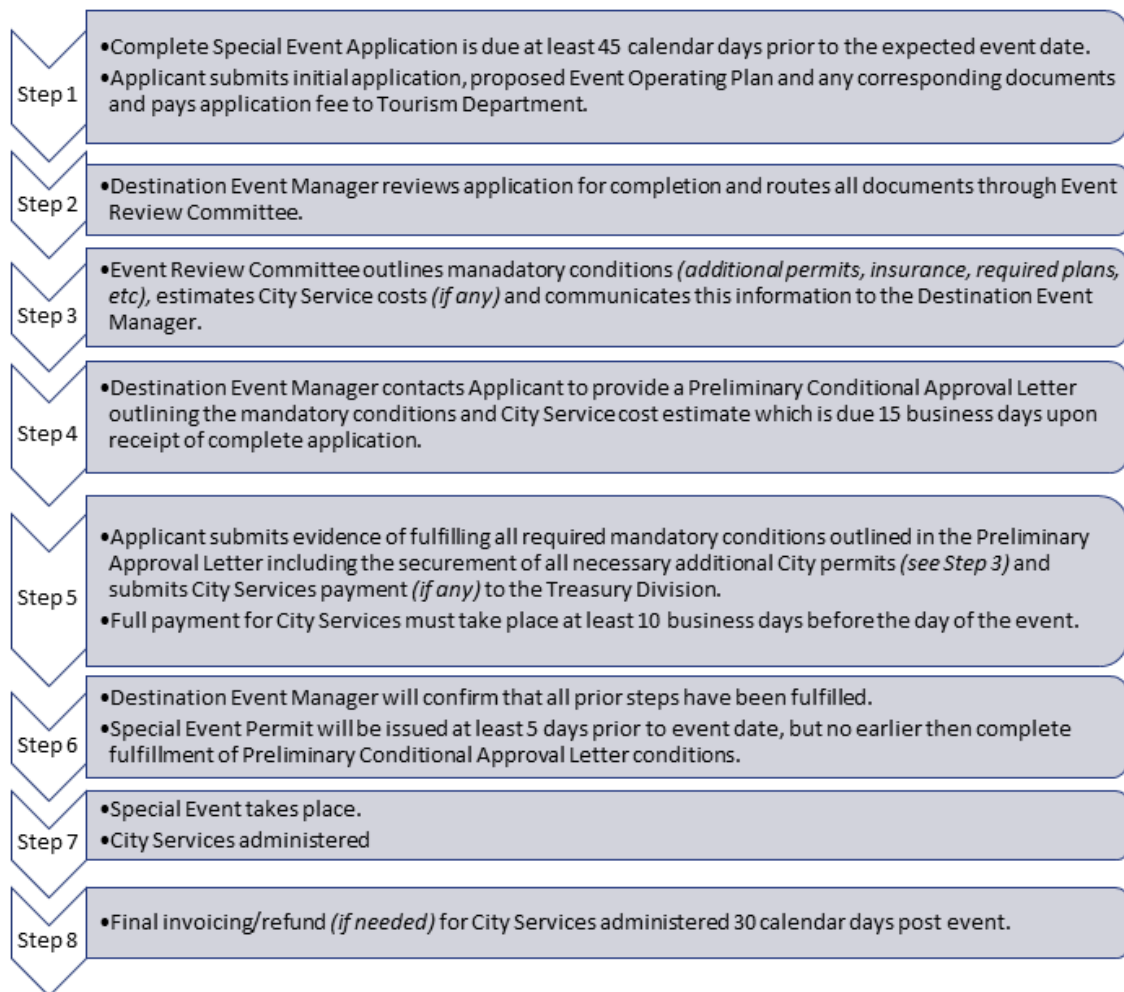
- **IN PERSON:** Imperial Park Recreation Center | 234 Matlage Way | Sugar Land, TX 77478
- **MAIL:** Visit Sugar Land-City Hall, P.O. Box 110, Sugar Land TX 77478-0110
  - **ATTN:** Visit Sugar Land Destination Event Manager
  - The application process does not begin until the application is received by the Destination Event Manager; please allow 10 business days for delivery.
- **EMAIL:** [tourism@sugarlandtx.gov](mailto:tourism@sugarlandtx.gov)
- **PAY APPLICATION FEE BY CHECK:** Make Check Payable to CITY OF SUGAR LAND
- **PAY APPLICATION FEE BY PHONE:** 281-275-2045

<b>FOR OFFICE USE ONLY</b>		Application Receipt Date: _____
Event Name: _____	Event Date(s): _____	
Event Location(s): _____		
Payment Received: _____ {CC   CASH   CHECK – Payable to CITY OF SUGAR LAND}		
<b><u>Attendance</u></b>	<b><u>Permit Fee</u></b>	
Under 100	\$ 0.00	
100 to 500	26.00	
500 to 1,000	51.00	
1,000 to 5,000	102.00	
5,000 to 10,000	204.00	
Over 10,000	509.00	
DEM Reviewed: _____	ERC Reviewed: _____	
Conditions Issued/ Event Denied: _____	Event Permit Issued: _____	

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### **NEXT STEPS POST APPLICATION SUBMISSION:**

In general, to comply with Special Events Ordinance, the steps identified below will be taken by the Tourism & Destination Service Division to ensure the events permitting process is conducted in a consistent manner.




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### **CITY OF SUGAR LAND PERMIT APPLICATIONS:**

- Food Service Applications | <http://www.sugarlandtx.gov/index.aspx?NID=1335> | 281-275-2170
- Permits & Inspections | <http://www.sugarlandtx.gov/index.aspx?nid=191> | 281-275-2270
- Fire Marshal Form | <http://www.sugarlandtx.gov/index.aspx?nid=1027> | 281-275-2859
- Parks & Recreation Department | <http://www.sugarlandtx.gov/Facilities?clear=False> | 281-275-2885