

**CITY OF SUGAR LAND
INTER-DEPARTMENTAL POLICY AND PROCEDURE**

POLICY NUMBER: DE - 101

Effective Date: 06/14/17

Sunset Date: 06/14/22

SPECIAL EVENTS POLICY AND PROCEDURES

PURPOSE

The City recognizes that special events help define the City's image, build community, drive economic activity and enhance the overall quality of life. The provisions established within this policy are meant to protect, preserve and promote the safety and welfare of the general public including but not limited to ensuring the physical safety of residents and visitors; providing for emergency, medical, fire, traffic operations, and other elements associated with special events.

BACKGROUND

On any given weekend several events like youth sports activities, baseball games, live concerts, multicultural celebrations, etc. are occurring in Sugar Land. As the City continues to develop destination venues and focus on marketing Sugar Land as a premier destination city, the increase of special events produced in the City is projected to increase.

As a response to the current and projected demand, the City created the Special Event Ordinance (Ordinance No. 2065), which mandates a permit to host such events. Additionally, the ordinance mandates the receipt of much information and plans the City must review prior to permitting a special event. This policy is the framework for how that information will be obtained, and the criteria that will be utilized to address the need and amount of City Services at special events.

DEFINITIONS

Administrator - means the person or department designated by the City Manager to administer the Special Events Ordinance No. 2065.

City Destination Venues - means property owned, leased or under control of the City and associated with a City special facility including the following: Constellation Field, Smart Financial Centre at Sugar Land, the plaza adjacent to the Smart Financial Centre at Sugar Land, the Festival Site, the Sugar Land Town Square Plaza, and similar venues attracting events for the general public.

City Services - means additional services (fire, police, EMS, traffic, etc.) required to protect the health, safety, and welfare of the public and arising as a direct result of the Special Event.

City Services Fee – the funds an event producer/applicant is to pay for the cost of City Services.

Destination Event Manager– means the person designated by the City Manager to administer this policy.

Event Operating Plan - means a plan developed by the applicant and includes a (1) logistical event layout (site map identifying placement of entertainment, food vending, portable restrooms, fencing, electrical plan, water access and usages, and waste management, etc.), (2) traffic plan, (3) parking plan, (4) security and safety plan, and any other plan deemed necessary by the Administrator to review a Special Events Application.

Event Producer/Applicant - means the person, sponsor, promoter, producer or any of their respective agents, representatives or contractors who file a written application for a Special Events Permit that will be present during Special Event setup, duration and breakdown.

Event Review Committee (ERC) – is the team composed of various department representatives that will review all requests for Special Event permits to assure each corresponding department's ordinances and policies are implemented and adhered to during each permitted event as well as set reasonable conditions and determine the activation of City Services.

Special Event – As per the Special Events Ordinance (Ordinance No. 2065) a special event is a unique activity, occurring for a limited or fixed duration, and having an impact to public property that impedes, obstructs, impairs, interferes or disrupts normal or usual use of City property, facilities, or right-of-way. Special Event includes activities originating outside of the City limits and entering into the City resulting in an impact to public property exceeding the established capacity of such property. The term does not include the rental of a park building or other city facilities that are available to the general public for rental on a regular basis unless that rental impacts a public property by exceeding its stated capacity or requiring additional City Services.

Special Event Application – a written application for a Special Events Permit requesting general event information mandated by Special Events Ordinance

Special Events Ordinance – means Ordinance No. 2065, adopted by the City Council on December 20, 2016, as well as any amendments hereto.

Special Events Permit (or Permit) – means the City's written authorization to hold a Special Event or Street Event.

Street Event – means either a parade or Street Festival, or both.

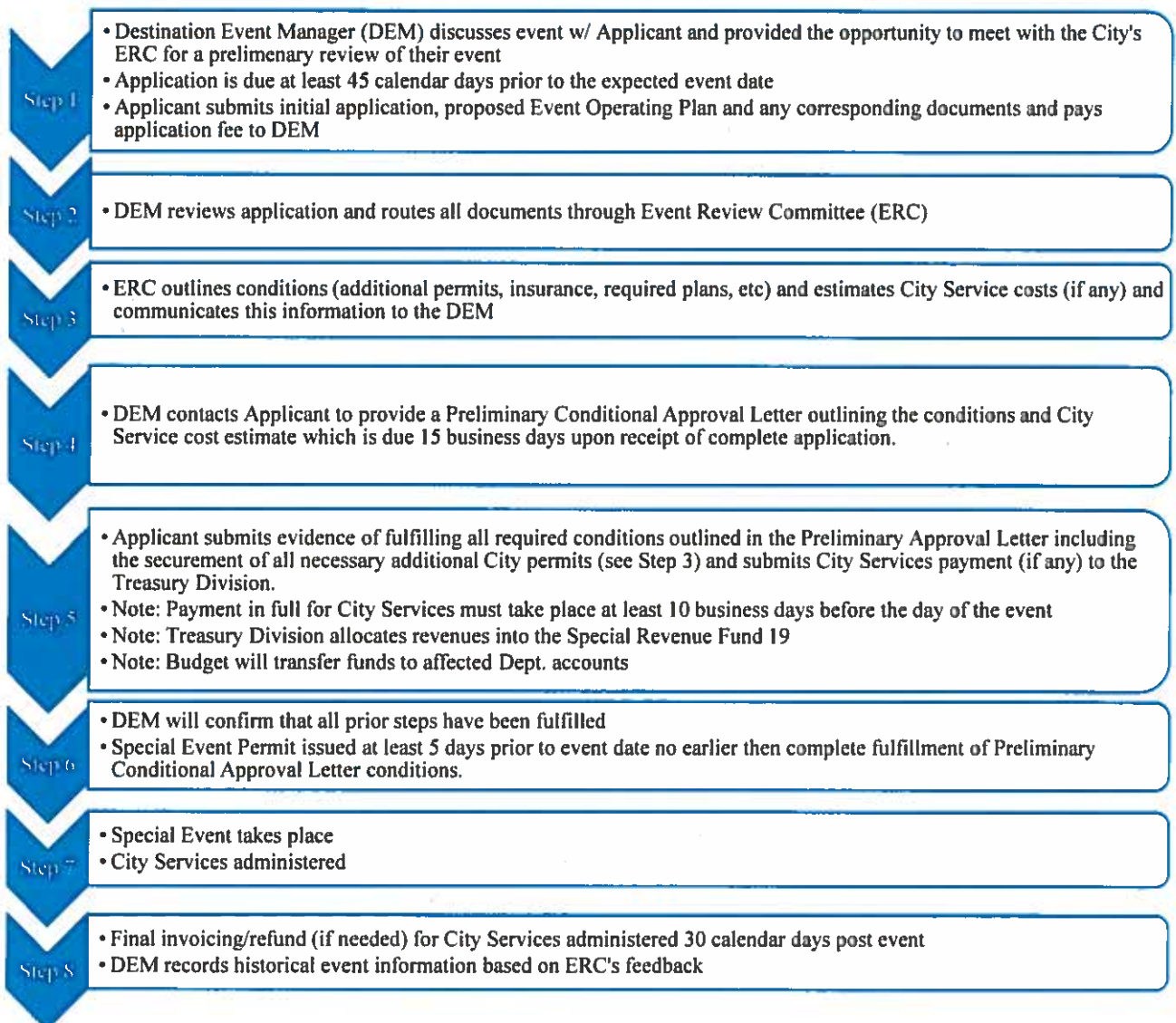
Street Festival – means a planned gathering of persons and property occupying or using a fixed location on one or more streets for a party, celebration, neighborhood gathering, or similar happening that is likely to substantially interfere with the normal use of one or more streets.

POLICY

As the City continues to grow its reputation as a premier destination City, this policy aims to protect, preserve & promote the safety and welfare of the general public. This policy is designed to ensure that the City recovers direct City costs from Event Producers for City Services rendered during the event and well as outline the process for successfully obtaining a Special Event Permit and identify criteria that the City will utilize.

PROCEDURE

In general, to comply with Special Events Ordinance, the steps identified below will be taken by the Destination Event Manager to ensure the events permitting process is conducted in a consistent manner. For the purposes of this chart, Administrator is the Destination Event Manager and Applicant is Event Producer.



DEPARTMENTAL CRITERIA AND PROCEDURES GUIDELINES

To implement the intended purpose of this policy the Event Review Committee will implement specific departmental conditions as outlined in the following pages. The criteria, procedures and personnel level activations may vary amongst different events due to the myriad of variables including but not limited to weather forecast, location, and sheer nature of the event that can fluctuate and alter the safety of the general public.

CITY SERVICES (Personnel Pay and Guidelines)

As stipulated in the Special Event Ordinance:

When a Special Event is foreseen to involve the City's direct costs for providing city services in excess of \$500, a City Services Fee is required. The amount of the fee will be based upon the estimated costs the City will incur arising out of its services attributable to the Special Event in accordance with the Ordinance and with the City's policies. Such costs will be based upon needs directly associated with the Special Event and not on the basis of possible disruption, reaction or activities of others. City Services Fees must be paid to the City no later than 10 business days prior to the date of the Event.

At the conclusion of the Special Event if the actual cost for providing services is less than the amount paid, the City will refund the difference to the permit holder within 30 days of the conclusion of the Special Event. Should the actual cost exceed the amount of the City Services Fee paid, the difference will become due and payable to the City upon the permit holder's receipt of the bill.

When a City Services Fee was not originally required, or when an unpermitted event resulted in the utilization of City Services, the City will bill the permit holder or violator for all City Services that were required to be provided as a result of the event. Such payment will be due and payable to the City within 30 days of the date the City Services were rendered.

Based on the criteria outlined throughout this policy, if the City believes the activation of City staff is required to provide additional services (fire, police, EMS, traffic, etc.) in order to protect the health, safety, and welfare of the public and arising as a direct result of the Special Event, the Event Producer will be billed on an hourly basis at the rate of the specific personnel's salary or hourly rate including appropriate benefits.

If security personnel are required on site, the Event Producer is responsible for the payment of all security personnel, including City of Sugar Land police officers, police officers from outside agencies, and third party security companies hired by the City of Sugar Land.

The Police and Fire Department will also have the option to provide security and public safety for Special Events with off-duty officers. In such a case, the Event Producer will be responsible for payment directly to each working officer at the rates and minimum hour requirements set by the Fire Chief and Chief of Police annually.

If a Fire apparatus is required onsite during the entirety of the event, the Event Producer will be financially responsible based on the City's Fee Ordinance.

If an onsite inspection is required after normal business hours, the Event Producer will be billed inspection costs in accordance to the Fee Ordinance.

EVENT CLOSURE

Per the ordinance, a Special Event may immediately be shut down if conditions exist that are perceived by the Administrator to pose a significant threat of harm or damage to the facilities, event staff, volunteers or attendees or if the Applicant is not in compliance with all conditions of the Special Event Permit.

Protocol and Procedure

Per the National Incident Management System (NIMS), an Incident Commander will be appointed by the Administrator through the ERC's recommendation and confirmed by appropriate public safety Chief if applicable for each permitted Special Event. An Incident Commander, by definition, is the person responsible for all aspects of an emergency response; including quickly developing incident objectives, managing all incident operations, application of resources as well as responsibility for all persons involved. The Incident Commander sets priorities and defines the organization of all incident response teams and the overall incident action plans.

Complete Shut Down of Event

- Conditions exist that pose a significant threat to public health and/or safety.
 - i.e. Inclement weather, foodborne pathogens, sound amplification violations, overcrowding, security, structural safety, not abiding by State, Federal or local laws, etc.

Activity or Partial Section Closure

- When an issue arises that can be contained without having to shut down the entire event.
 - i.e. Loss of power to a specific activity or tent.

Role of the Incident Commander

- Liaison between section chiefs {Health, Permits, PD, Fire, etc.} and the Event Producer.
- Addressing any concerns of public health and safety to the Event Producer.
- Communicating the need for closure or closure of a specific activity/section of the event to the Event Producer.

DESTINATION EVENT MANAGEMENT

Criteria and Procedure

For any special event occurring within the City of Sugar Land, the Destination Event Manager will gather and review the Special Event Application (See Exhibit A) and the proposed Event Operating Plan. Along with review of the Event Operating Plan, the Destination Event Manager will maintain historical information on the event and event producer as reported by the ERC, for all hosted events within the City. Per Ordinance No. 2065, the City reserves the right to deny the permit if the Applicant has held a prior Special Event for which the Applicant failed to comply with a requirement of the ordinance, failed to pay any required fees, charges or deposits, failed to comply with all the conditions of the permit, failed to pay for or remedy damage incurred to public property, created a dangerous condition or situation, failed to comply with reasonable requests of the Administrator, or otherwise violated the intent of the ordinance.

Special Event Application

As per the Special Events Ordinance, at a minimum, the Special Event Application will seek the following information:

- The name, mailing address, email and telephone number, including cellular, of the Applicant seeking to conduct the Special Event. If it is an entity, the local, regional or national headquarters, information shall be provided as well as the name of the individual making application on behalf of such entity, identifying in what capacity and under what authority such person is representing the entity.
 - The name, address, email and telephone number, including cellular, of the Applicant's employees or agents(s) who will be present and in charge during the entire Special Event including setup and breakdown, and including the specific day and times such employee(s) or agent(s) will be present.
 - A description of activities planned during the Special Event;
 - The number of attendees (including peak attendance and peak time for attendance) expected to attend the Special Event, including participants and spectators;
 - The location, requested date(s) and time of the Special Event; and
If food or beverages will be served or sold, copies of any current licenses or permits issued by a regulatory agency, and applications for required CoSL licenses and permits.
- * The City of Sugar Land reserves the right to require a background check on the event producer(s) of any event; pending collection of historical data and references. If required, an authorization to release information and associated fees will apply.

Event Operating Plan

Also, as per the Special Events Ordinance, at minimum, the proposed Event Operating Plan must include the following information:

- Logistical event layout site map identifying placement of entertainment, food vending, portable restrooms, fencing, electrical plan, water access and usages, and waste management
- Traffic plan showcasing the ingress, egress, parking locations, placement and language of directional signage, traffic circulation plan, alternate transportation options (pedestrian and bicycle activity) and shuttling plan, all if applicable.
- 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.
- Any other plan deemed necessary by the Event Review Committee

Special Event Permit Timeline

As per the Special Events Ordinance, a signed and complete application must be filed no less than 45 calendar days before the first date of the proposed date of the Special Event. Events with certain special elements such as Dynamic Message Signage, or EMS planning for events with an expected attendance of 10,000, may require components of the application to be submitted in advance of the standard 45 calendar days. Additionally, all City Services estimated expenses must be paid no later than ten (10) business days prior to the date of the Special Event.

City Service Activation

The Destination Event Manager will be present at specific events if said Special Event is:

- Conducted at the Festival Site (all tier levels)
- Conducted at the TIRZ#4 Plaza
- Conducted on City property exceeding 5,000 projected attendance

SECURITY

Criteria and Procedure

For any special event occurring within the City of Sugar Land, the City's Police Department will review the Special Event Permit Application and proposed Event Operating Plan and review the following information:

- Nature of the event
- Type of advertisement used to publicize the event
- Projected attendance
- Presence of alcohol
- Time of the event
- Duration of the event
- Location of the event including City Destination Venue
- Incident Command Structure Activation (if any)
- Additional security measures (cameras, fencing, barricades, metal detectors, bomb dogs, homeland security coordination, etc.)

City Service Activation

Generally, the standard practice is one (1) member of security personnel per 1,000 attendees. The final determination of this number is at the discretion of the Police Department and the Event Review Committee.

The Police Department through the Event Review Committee will use their discretion for staffing security personnel, with preference given to Sugar Land Police officers since in case of emergency response, it would be Sugar Land officers that would be dispatched to answer the call. Third party security companies may be hired, and police officers from other agencies may also be utilized. Regardless, all security personnel utilized for an event will report to and function under the Sugar Land Police Department.

The City reserves the right to request and enforce changes upon event needs for safety concerns. Any deviation of the outlined conditions may result in the denial of future City permits or consequences for noncompliance may be issued.

While the Event Producer may manage the specific event, as stipulated in the Special Events Ordinance, the City retains the right to take control over the event and to manage any mitigating circumstances, with due cause respectively. Most such situations will be in response to security or safety concerns.

City Planned Security:

The City may determine based on the criteria outlined above, the need for a City of Sugar Land Officer to plan, coordinate, and provide all necessary security personnel needed for the event.

Traffic Security Requirements for Events on Public Streets or Right-of-Ways:

It is expected that for an event requiring traffic control measures for events impacting public streets or rights-of-ways, such as Fun Runs and walks, the Event Producer will be responsible for following and implementing the traffic security guidelines as outlined by the Police Department, which include but are not limited to:

- Notification of the event to the residents in the area; 50% or more of the homeowners must be aware of the event
- The Event Producer must provide and set up 18” orange traffic cones along the effected roadways to designate the lane of travel. A rolling pick-up of cones will be required to ensure the roadway is cleared and open to regular vehicular traffic by the agreed upon time.
- It is the responsibility of the applicant to provide volunteers equipped with traffic vests to guide the participant along the route. (Volunteers may not be stationed in any public roadway).
- In the event of a walk or run, any participant who has not completed the designated course (walk/run) by the indicated time (agreed to and specified by SLPD) will be required to finish the course via the sidewalk.
- Spectators to the event will be instructed to stay out of the roadway for safety.
- See Traffic for map and traffic plan requirements

Use of Security Guards:

For some events, as determined by the Police Department through the Event Review Committee, security guards that are certified by the Texas Department of Public Safety may be used in lieu of police officers at specific locations within the event site. The Police Department can hire state certified security guards for an event to help meet staffing capacity gaps. Security guards will only be used for, but are not limited to, the following reasons under the direction of a Sugar Land Police Supervisor:

- Guarding a specific area
- Direction of pedestrian traffic not in roadway
- Any non-police function deemed necessary by the on-site supervisor
- Entrance and exit point assistance
- Parking lots

The Police Department will determine the chain of command for the use of all outside security guards during each Special Event within the City. Depending on the event variable, the Event Producer or the Police Department may contract with the security company/officers directly.

TRAFFIC

Criteria and Procedure & City Service Activation

For any Special Event occurring within the City of Sugar Land, the City's Traffic Division will review the Special Event Permit Application and proposed Event Operating Plan. Each Event Operating Plan should include a traffic plan which must contain a traffic circulation plan, but may also require a shuttle/off-site parking plan and/or a traffic control plan with are outlined below:

1. **Traffic Circulation Plan:** The traffic circulation plan is needed to show the traffic flow within the site, and should include vehicle, shuttle, bike & pedestrian flows and any related staging areas. Since the circulation plan is based on traffic flows and staging areas, this plan does not need to be approved by a licensed PE.
 - a. An Event Producer is required to submit a Traffic Circulation Plan and related documents. The circulation plan must show vehicle traffic entries and exits, bus entries and exits, and the bus/pedestrian staging areas for on-site and off-site parking locations. The City reserves the right to request changes due to safety concerns before and during the event. The City's Police Department will have control over the traffic ingress and egress to on-site and off-site parking locations.

2. **Shuttle/Off Site Parking Plan:** The shuttle plan shows the off-site parking location, designated routes between the site and off-site locations, and the maximum bus headways maintained for each route. We request the maximum shuttle headway (in seconds) so the operator is required to maintain this performance measure and not have lengthy waits at the staging areas.
 - a. If using off-site locations for parking, the Event Producer is required to submit the Shuttling Plan as part of the Event Operating Plan. The shuttling plan must provide the off-site locations, number of busses used for each off-site route, and the maximum bus headways maintained for each route. Traffic personnel through the Event Review Committee will review the shuttling plan, and reserve the right to make changes to the shuttling plan or for additional information to be added. In addition, the Event Producer is required to include and show locations of planned signage to direct attendants to off-site parking locations in the Event Operating Plan.

3. **Traffic Control Plan:** is needed to show the traffic control layout for traffic entering and exiting the site location. The traffic control plan typically has static signs and / or changeable message signs that must be compliant to the Texas Manual on Uniform Traffic Control Devices (MUTCD) and is required to be signed and sealed by a license professional engineer (with traffic engineering experience). Required at 10,000 event attendees or higher.

- a. An Event Producer is required to submit a Traffic Control Plan (TCP) for a 10,000 person or higher event. For full street closures, Traffic will utilize internal department standards that include, but are not limited to, the same variables used to review the Event Operating Plan to determine if a TCP will be mandated. The TCP must show the traffic control equipment needed for ingress and egress to each on-site and off-site location. The TCP must also be sealed by a licensed Professional Engineer with traffic engineering experience.
 - i. During the application review process, a Traffic Control Plan may be required for events with less than 10,000 people if deemed necessary.
- b. Generally, the standard practice is that the City's Traffic Management Center can be activated for traffic control for all event levels. For events with less than 10,000 persons, ingress and egress traffic control will be managed by the Police Department. For events expecting 10,000-persons and more, Traffic Technicians will be positioned, as needed, at key traffic signals adjacent to the event location and off-site parking locations, to monitor ingress and egress traffic control. Traffic personnel will verify that traffic control equipment is placed according to Texas Manual on Uniform Traffic Control Devices (MUTCD) standards.

The City's Traffic Division will review the Event Operating Plan for the following variables and information:

- Projected Attendance
- Time of the Event
- Location of the Event
- Length of the Event
- Level of Street Impact
- Nature of Event (Moving vs. Static)
- Usage of Transportation Vehicles
- Parking Availability

Parking Attendants:

High-attendance events can cause traffic confusion and delay. The Event Producer will be responsible for providing parking attendants at their parking locations, whom will direct orderly parking arrangements in order to maximize the available space and arrange for quick enter/exit circulation.

The City reserves the right to add requirements based on safety needs or concerns, which are to be established on an individual basis for each event by the Event Review Committee.

Dynamic Messaging Signage:

For a 10,000-person and higher event, the Event Producer is required to provide their own portable Dynamic Messaging Signage (DMS) signs. Traffic, through the Event Review Committee, will approve the specified sign(s) location(s) and messaging. The portable DMS locations must also be shown on the sealed Traffic Control Plan.

For less than 10,000-person events, if the Event Producer would like to use portable DMS signs, the messaging and the location(s) must be shown on the Event Operating Plan for approval. The City reserves the right to require the use of portable DMS signs during the application review process if deemed necessary.

The City's Traffic Division, on behalf of the Event Producer, will also submit the Event Producer's main lane DMS requests to TxDOT for approval, which may take up to 60 days for full review and approval.

Pedestrian/Bicycle - Ingress & Egress:

If Event Producer is relying on alternate modes of transportation, such as pedestrian and bicycle ingress and egress, appropriate accommodations (pathways, traffic guards, bike racks, etc.) will be reviewed by Traffic. The bicycle and pedestrian accommodations should be shown within the traffic circulation portion of the traffic plan, as well as bike rack locations.

FIRE

Criteria and Procedure

For any Special Event occurring within the City of Sugar Land, the City's Fire Department and Fire Marshal's Office will review the Special Event Permit Application and proposed Event Operating Plan and review for the following information:

- Projected Attendance / Occupant Load
- Fire Hazards Condition
- Presence of Open Flames
- Fireworks & Flame Effects Demonstration
- Generators
- Fencing or Impermeable Boundaries
- Tenting & Canopies Utilization
- Cooking Equipment
- Fuel Storage
- Pedestrian Emergency Egress Plan
- Crowd Count and Control Mechanisms
- Fire Apparatus Access

City Service Activation

Fire Inspectors are to have full access to the event site at all times, including event set-up, break down, and during the event. Additionally, if a Fire apparatus is required onsite during the entirety of the event, the Event Producer will be billed at the rate identified within the City's Fee Ordinance.

Per City ordinance, (Ordinance No. 2027 as of January 1, 2017) Fire personnel will adhere to the International Fire Code and Building Code to determine the requirements of each Special Event occurring within the City.

Fire Inspections:

The number of Fire Inspectors needed for the event will be determined by the City's Fire Marshal's Office. The Fire Inspector can make requests for changes due to noncompliance with expected requirements, safety concerns, or the need for additional permits, and it is expected that all such requests be followed. Examples of additional permitting requirements, plus others per the Fire Code, may include:

- Fireworks/flame effects
- Tents
- Propane

The Fire Inspector can issue consequences, as outlined in City Ordinance, if requirements or requests are not followed.

Standby Fire Engines:

A City of Sugar Land-staffed engine company will be required on-site for standby when the following are present at any given point during an event:

- Fireworks/pyrotechnics or flame effect performances.
- Vendors using cooking tents or food trucks (to be determined by the Fire Marshal's Office)
- Large structures such as stages and circus tents.

If a standby engine is required, the Fire Marshal's Office will work with SLF-EMS Operations to identify personnel requirements based on the needs of the event. The Fire Marshal's Office and Event Review Committee will determine the need for a standby engine based on, but not limited to, the factors listed above. The City reserves the right to utilize additional personnel and/or engine companies if deemed necessary to ensure safety.

Fire Extinguishers:

The Fire Marshal's Office and the Event Review Committee will determine the number of fire extinguishers the Event Producer must provide for the event as well as the location of each extinguisher during the event. Fire Inspectors will check the number and location of all fire extinguishers prior to event start time and during the event, with the right to issue consequences as outlined in City Ordinance for noncompliance due to safety concerns. Fire extinguisher requirements are mandated by each operational permit (tents, propane, etc.) that an Event Producer may need to host an event.

Pedestrian Egress:

Fire exits are required for fenced events. This is necessary for the safe egress of the public during an emergency situation.

The Fire Marshal's Office through the Event Review Committee will determine the number, size, and location of attendee entrances and fire exits needed for the event after the proposed Event Operating Plan is submitted. The Fire Inspector will check that the Event Producer has met all attendee entrance/exit number, size, and location requirements prior to the event start time and during the event. The Fire Inspector can request changes in these during at this time to bring the event in compliance with City-determined requirements, and can issue consequences as outlined in City Ordinance for noncompliance.

The Fire Inspector will check that the Event Producer has met all exit signage requirements prior to the event start time and during the event. The Fire Inspector can enforce changes to signage in order for it to comply with fire code standards. The Fire Inspector can issue consequences as outlined in Ordinance No. 2027 if these changes are not followed.

The Fire Inspector will check the gated exit requirements prior to the event start time and during the event, and can issue consequences as outlined in Ordinance No. 2027 for noncompliance with requirements or requests at these times.

Tents and Canopies:

Event Producer is responsible for submitting any Tent Permit needed at least 45 days prior to the event. The Fire Marshal's Office will approve and issue Tent Permits based on requirements of the permit.

The Fire Inspector will check tents for permits and permit compliance prior to the event start time and during the event. The City reserves the right to request and/or enforce changes due to noncompliance or safety hazards, determined at the discretion of the Fire Inspector prior to the event start time. The Fire Inspector can also issue noncompliance consequences as outlined in City Ordinance, prior to the event start time, and/or during the event.

Fireworks and Flame Effects Operations:

Event Producer is responsible for submitting any additional permit applications for the use of pyrotechnics, fireworks, and/or flame effects operations needed at least 45 days prior to the event. These applications can also be submitted electronically online. The Fire Marshal's Office will approve and issue the permits based on permit requirements.

The Fire Inspector will check all pyrotechnic, firework displays, and flame effects operations prior to the event start time and during the event for compliance with permit requirements, the International Fire Code (IFC) guidelines, and the National Fire Protection Association (NFPA) guidelines. The Fire Inspector can request and/or enforce changes prior to the event start and during the event to address noncompliance with permit requirements, IFC guidelines, and NFPA guidelines. The Fire Inspector can issue noncompliance consequences as outlined in City Ordinance prior to the event start time or during the event.

Propane and Appliances:

The Fire Marshal's Office through the Event Review Committee will determine the location for storing empty and spare propane bottles once the initial Event Operating Plan is submitted. The City reserves the right to request changes due to safety concerns before and during the event, with the possibly of consequences as outlined in City Ordinance for noncompliance with the requirements or requests.

If any vendor wishes to use homemade appliances, the Fire Marshal's Office through the Event Review Committee will hear and determine approval for such requests. The request to use homemade appliances is recommended to 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.

Fire Apparatus Access:

The Fire Marshal's Office through the Event Review Committee will review the Event Operating Plan to ensure that all Fire Department access requirements are met. Fire Department access requirements are met during and prior to the event, and have the right to issue consequences as outlined in Ordinance No. 2027 if not met. These consequences can include event delay or cancelation due to the severity of safety concern and risk.

Generators:

If generators are expected to be used at any given time during an event, the Fire Marshal's Office will inspect the fueling setup and amount to ensure compliance with the City's Fire Code.

Fueling Stations:

If requested by the Event Producer, the location of fueling stations will be determined by the Fire Marshal's Office through the Event Review Committee once the proposed Event Operating Plan is submitted. The location must be within 50 feet of the Special Event location to ensure Fire Apparatus can access the fueling station in case of an emergency.

Occupant Count:

The City reserves the right to request the occupant count numbers from the Event Producer at any time during or after the event. The Fire Marshal's Office or City may take any action necessary to resolve exceeded occupant limits at any time during the event. 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.

If the event is non-ticketed but enclosed, the Event Producer must perform the occupant count by placing personnel at entrances to the event with "counters".

The Event Producer must provide the occupant count to the Fire Marshal's Office upon their request, and must adhere to any actions deemed necessary by the Fire Marshal's Office to resolve exceeded occupant limits.

Landmark Identification:

For large events, the producer must assign names to stages and medical tents on the site layout plan for identification purposes. The naming/numbering of these areas will enable proper coordination between all safety units on the site.

Stage Canopies:

Per the 2015 IFC, the Event Producer must employ a qualified, independent approved agency or individual to inspect the installation of a temporary canopy and providing the inspection report

from the independent inspector, stating that it meets the construction documents and is responsible for distributing this report to the Fire Marshal's Office for review. The Event Producer must submit the installation report at least two (2) days prior to the event.

EMERGENCY MEDICAL SERVICES (FIRE-EMS)

Criteria and Procedure

For any special event occurring within the City of Sugar Land, the City’s Fire-Emergency Medical Service Division will review the Special Event Permit Application and proposed Event Operating Plan and review for the following information:

- Nature of the Event
- Environmental Factors
- Projected Attendance/Occupant Load
- Time of the Event
- Length of the Event
- Location of the event including City Destination Venues

City Service Activation

When required on-site, EMS personnel are to have full access to the event site at all times, including event set-up, break down, and during the event.

Planning Requirements:

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:

	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, * = Consider*

All emergency medical providers must be certified by the Commission on Accreditation of Ambulance Services (CAAS) before being able to provide service during a special event.

Medical Assets:

- a) Persons Certified in Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED): A person certified in CPR and an AED is required to be on-site during any event with over 5,000 attendees at any given time. However, it is recommended that a person certified in CPR and an AED is on-site at all times regardless of the event size.
- b) Medical/First Aid Station [Basic Life Support (BLS), Advanced Life Support (ALS), and MD]:
 1. A Medical Aid Station with BLS is required when the expected attendance is between 10,000 to 20,000 attendees. A BLS is staffed with at least one (1) Emergency Medical Technician-Basic (EMT-B) or higher certified staff.
 2. A Medical Aid Station with ALS is staffed with at least one (1) Emergency Medical Technician-Paramedic (EMT-P) or higher certified staff and is required at events with an expected attendance of 20,000 attendees or more.
 3. A Medical Aid Station with MD is staffed with a physician, and is required when the expected attendance is 30,000 attendees or more.)

Mobile Team

1. A Basic Life Support Mobile Team that consists of at least two (2) Emergency Medical Technician-Basics (EMT-B) is required at 10K or greater.
2. At least one (1) Advanced Life Support Mobile Team is required for all events with greater than 30,000 attendees. An ALS Mobile Team consists of at least one (1) Emergency Medical Technician-Paramedic and one (1) Emergency Medical Technician-Basic or higher certified person.
3. Mobile teams can either be on foot, bikes, or an ATV/UTV vehicle.

Transport Unit (Paramedic)

A transport unit is required for events with over 20,000 attendees. This unit is staffed with at least one (1) Emergency Medical Technician-Paramedic (EMT-P) and one (1) Emergency Medical Technician-Basic (EMT-B) or higher certification. Only a Sugar Land Fire- EMS, mutual aid agency, or an approved medical provider ambulance may transport a medical patient from the event site to an emergency department unless otherwise approved by an on-site SLF-EMS Liaison. Transport units on site should be utilized primarily for emergency transportation. Medical aid stations and mobile teams should be utilized for all initial medical assessment and treatment.

EMS Liaison

A Sugar Land Fire- EMS Liaison is required to be on-site for any event with 10,000 or more attendees. The EMS Liaison acts as the facilitator for event staff and medical asset providers with Sugar Land Fire- EMS assets. The EMS Liaison may also be assigned to any unified command post established for an event.

Communication Planning Requirements:

Generally, the standard practice is that for any event above 10,000, the City will require the completion of an EMS Communication Plan as part of the EMS Preparation Plan. The Event Producer, the Event Review Committee, and Sugar Land Fire-EMS will work together to develop the EMS Communication Plan. Any event that has an expected attendance higher than 20,000 requires the use of an Incident Command System (ICS) Form 205 (communications plan).

Severe Weather Planning Requirements:

The City of Sugar Land Fire-EMS and the City of Sugar Land Fire Department's Emergency Management Division monitor weather throughout the year. If a severe weather threat is probable or present, the City of Sugar Land reserves the right to delay, postpone, or cancel an event for any length of time at any point before or during the event.

While the Event Producer is responsible for severe weather threat planning, the City of Sugar Land may make additional planning requirements for specific weather events if not already addressed in the Event Producer's EMS Preparation Plan, as determined by Sugar Land Fire-EMS and the Event Review Committee during review of the plan. 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.

Event Reporting Requirements:

When an emergency medical provider is required on-site, the provider must keep all medical interactions documented on a patient care report (PCR). These reports will be maintained for no less than 18 months after the event and as outlined in local, State, and Federal Laws. The PCR can be captured on the provided template or any other document that adequately captures the assessment, treatment and disposition of an interaction with a patient by event staff and medical asset providers. In addition to PCR's, the event organizer may be required to capture other event reporting details, which will be outlined by the Battalion Chief of EMS or designee. Examples of additional reporting requirements include:

- Number of 911 calls made during the event
- Number of patients assessed, treated and/or transported
- Estimated number of participants
- Lessons learned

SANITATION

Criteria and Procedure

For any special event occurring within the City of Sugar Land, the City's Sanitation Division will review the Special Event Permit Application and proposed Event Operating Plan and review for the following information:

- Waste management (details solid waste and recycling)
- Litter Management
- Liquid Waste Management
- Restrooms
- Hand-Washing Facilities

City Service Requirements

Solid Waste Requirements:

The City reserves the right to request and enforce adjustments to the proposed waste management depending on event size, scope, and details. The City will verify the selected Solid Waste Provider identified in the Event Operating Plan is City-licensed. The proposed solid waste management shall include:

- Site plan with location of all solid waste receptacles and collection containers
- Number of solid waste receptacles, which must meet the minimum requirement of one (1) solid waste receptacle per fifty (50) people
- Number of solid waste collection containers

The event should develop and implement plans that ensure the proper disposal of materials generated by the event and its attendees. This includes all areas of the event location, surrounding areas leading to the event, during event set-up, and post event cleaning associated with event.

- At the conclusion of the event, the event footprint and surrounding areas should be cleaned and returned to a condition equal or better than the condition prior to the onset of event activities.
- Failure to perform adequate clean-up of the event footprint and surround areas due to event could result in the City of Sugar Land providing the services and billing the event at full cost recovery rates for clean-up and/or repair.

Recycling Requirements:

The City reserves the right to request and approve adjustments to the proposed waste management depending on event size, scope, and details. The City will verify the selected Recycling Provider identified in the Event Operating Plan is City-licensed. The City encourages events to provide recycling containers throughout the venue and encourages the use of environmentally friendly

materials and/or technology to reduce waste, such as water trucks. The following are key elements of a successful recycling program.

- The number of recyclable containers at events should be equal to the number of landfill trash containers (a 1:1 ratio).
- Recycling and landfill trash containers should be placed next to each other throughout the event footprint.
- Each recycling container should be clearly identified as a recycling receptacle and display a list of recyclable materials accepted.
- Common recyclable materials at events include aluminum and metal cans, plastic bottles and cardboard.
- Using different colored container liners helps event staff easily and quickly manage materials at the end of the event. Examples: Clear bags for recycling and black bags for landfill trash.
- 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.

Liquid Waste Requirements:

The City will review the Event Operating Plan, which includes information on the disposal provider. The City will verify the selected Liquid Waste Provider is City-licensed, and reserves the right to request and enforce adjustments if this requirement is not met.

Restrooms:

The City of Sugar Land will review the Event Operating Plan, which details restroom facilities and hand-washing facilities as part of the logistical event layout. The restroom facilities portion of the Event Operating Plan must include:

- Selected Liquid Waste Provider with relevant contact information
- Type of restroom facilities (ex: individual portable restrooms, comfort stations, etc.)
- Location of restroom facilities
- Number of toilets, with a requirement of toilets at a ratio of one per 150 people (permanent restrooms available can factor into the calculation).
- Clearly defined daily servicing plan for multiple day events, which must include pumping from hard surfaces to avoid driving onto park grounds.

The City reserves the right to request and approve adjustments to the Plumbing Plan depending on event size, scope, and details. A Plumbing Inspection, which will cover restroom facilities and hand-washing facilities, must be performed by City of Sugar Land staff at least one (1) day prior to the event. The City reserves the right to enforce any changes upon inspection through penalties or punitive action.

Hand -Washing Facilities:

The City of Sugar Land will review the Event Operating Plan, which details hand-washing facilities and restroom facilities, through the Event Review Committee. The hand-washing facilities portion of the Event Operating Plan must include:

- Identify the chosen Provider with relevant contact information if this service will not be fulfilled by the Liquid Waste Provider
- Type of hand-washing facility
- Location of hand-washing facilities
- Number of hand-washing facilities, with a minimum of one (1) hand-washing facility per twenty (20) portable toilets.

The City reserves the right to request and approve adjustments to the Event Operating Plan depending on event size, scope, and details. A Plumbing Inspection, which will cover hand-washing facilities and restroom facilities, must be performed by City of Sugar Land staff at least one (1) day prior to the event. In the occurrence of a same day event and an inspection is required, an inspector will ensure compliance and safety during setup of the event location. The City reserves the right to enforce any changes upon inspection.

FOOD INSPECTIONS

Criteria and Procedure

For any special event occurring within the City of Sugar Land, in which food is being offered to the public for consumption (for free or for sale), the City's Food Inspections Division will review the Special Event Permit Application, which should include a temporary food permit application with the following information:

- Food Temperature Control
- Food Preparation & Handling
- Food Handler Certification
- Hand Washing
- Gloves/Other Barriers & Hair Restraints
- Ware Washing & Surface Sanitizing
- Contamination
- On-Site Prep/Permit Display

City Service Activation

Generally, the standard practice is that one inspector will be required when three vendors, selling more than four food items, are participating within the event. It should be expected that the food inspector will spend 45 minutes per food vendor.

If an event spans multiple days, the Food Inspection Division may perform spot inspections, at their discretion. Any food vendors who fail to obtain the required permit may receive a citation and be required to cease operations. The Event Producer, or the individual that submits a Temporary Food Permit application on behalf of the Event Producer, will be held responsible on the behalf of all food vendors for any citations received.

Temporary Food Permitting Procedure:

It is expected that to receive a Temporary Food Service Permit, the Event Producer will complete the City's Temporary Food Service Permit Application and process, which house the regulations. All Temporary Food Permit applications (including Event Producer) must be submitted at least 15 days prior to the event. As vendors are selected, it is recommended that applications be submitted to Food Inspection to begin the review process. All food vendors must submit required licensing documentation and inspection reports and meet City of Sugar Land sanitation guidelines as listed on the Temporary Food Permit application.

The Temporary Food Permit must be approved (based on vendor compliance with City regulations), paid for, and picked up from City Hall within 11 days of the event.

Upon receipt of all food permit applications, staff will determine if an inspection is necessary based on predetermined triggers. Should an inspection be necessary, additional fees will be due to obtain the Temporary Food Permit.

The application can be found on the City's website, and the City reserves the right to request and enforce changes upon event needs for safety concerns.

PERMITS AND INSPECTIONS

Criteria and Procedure

For any special event occurring within the City of Sugar Land, the City's Permits and Inspections Department will review the Special Event Permit Application and proposed Event Operating Plan and review for the following information:

- Usage of lighting and generators
- Usage of water access and plumbing
- Locations, size and scope of stages and temporary structure build outs
- Fencing
- ADA Compliance

City Service Activation

Electrical Inspections:

If generator usage is expected, the Event Producer must provide an Electrical Plan as a part of their Event Operating Plan. This Electrical Plan must include clear markings of the location of all generators, and a summary of the specifications and details for all generators.

Additionally, if electrical lighting is expected during the event, the Event Producer must provide an Electrical Plan as a portion of their Event Operating Plan that indicates the locations of the expected electrical lighting equipment will be placed. This Plan must show adherence to the following elements:

- Electrical lamps and lighting equipment are kept away from combustible equipment.
- Lamps are protected from accidental contact or breakage by means of listed fixture type or lamp holder with guard.
- Egress lighting are not protected by a Ground Fault Circuit Interrupter (GFCI).
- Egress lighting and exit signs are not on the same circuit as general use receptacles or decorative lighting.

An Electrical Inspector will perform a required inspection to ensure compliance and safety at least one (1) day before the event. In the occurrence of a same day event and an inspection is required, an inspector will ensure compliance and safety during setup of the event location. The Electrical Inspector may perform spot inspections during a multiple day event at their discretion. The Electrical Inspector can request and enforce changes upon inspection for safety concerns. Pursuant to the City Council adopted Building Codes, the City reserves the right to issue consequences for noncompliance with inspection requests during and after the event due to safety concerns.

Plumbing Inspections:

A Plumbing Inspector from the City of Sugar Land's Permits & Inspection Department will perform a required inspection to ensure compliance and safety at least one (1) day before the event. In the occurrence of a same day event and an inspection is required, an inspector will ensure compliance and safety during setup of the event location. The Plumbing Inspector may perform spot inspections during a multiple day event at their discretion. The Plumbing Inspector can request and enforce changes upon inspection for safety concerns. Pursuant to the City Council adopted Building Codes, the City reserves the right to issue consequences for noncompliance during and after the event due to safety concerns.

For any connection to water main or hydrant, a permit approved by an independent licensed plumber will be needed. Upon receiving the permit, a Plumbing Inspector from the City of Sugar Land's Permits & Inspections Department will be inspect for compliance.

Stage and Structure Inspections:

Submitted plans will be reviewed by the Permits & Inspections Department and the Event Review Committee prior to the issuance of a Building Permit. Plans should be submitted 30 days in advance of the proposed event date, and must comply with City adopted codes before approval of a special events permit. The City will outline the exact codes which were not fulfilled.

Pursuant to the City Council adopted Building Codes, the City reserves the right to visit the site for additional inspections at any time, and reserves the right to request and enforce changes to address safety concerns. The Event Producer may be subject to penalties if these requests are not followed.

Fencing:

If it is expected to be use of fencing, the Event Producer must submit a detailed Fencing Plan as a part of the Special Events Permit application at least (4) weeks prior to the event. A Building Inspector and/or a Fire Inspector will inspect all fencing for compliance and safety at least two (2) days before the event. This required plan must include:

- A site plan with clear indications marking the locations of all fencing to be installed for event
- Specific details outlining how the fencing will be secured
- The locations of fire exits that are necessary for any fenced areas

Fencing must meet the following requirements, unless otherwise specified at the discretion of the City due to safety concerns:

- Fencing is not allowed on the street or sidewalk unless approved by the City of Sugar Land prior to the event.
- Fencing must be able to withstand potential weather hazards.
- Fencing must have fire exits. The number of necessary fire exits and location requirements will be determined by the City of Sugar Land Fire Marshal's Office.

- Fencing exits and signage must be lighted and have a backup source of power (generator or batteries).

In the occurrence of a same day event and an inspection is required, an inspector will ensure compliance and safety during setup of the event location. The Inspectors may perform spot inspections during multiple day events at their discretion. The Inspectors have the right to request and enforce changes during the inspections, with the potential for noncompliance consequences to be issued during and after the event.

ADA Compliance:

The Event Review Committee will review the Texas Department of Licensing & Regulations (TDLR) compliance number for verification. This number should be submitted at least four (4) weeks prior to the event. 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).

INSURANCE AND INDEMNIFICATION REQUIREMENTS

For any special event that is partially or fully contained on the City rights-of-way or property, the applicant must furnish the City with a certificate of insurance complying with standards established by the City's Risk Manager. The City retains the right to lower, waive, or increase the public liability insurance limits based on, but not limited to, the following factors of the event:

- Nature of the Event
- Location of the Event
- Projected Attendance
- Expected equipment or machinery on the scene of the Event

Pursuant to City Ordinance, insurance must include property, bodily injury, and municipal liability coverage. 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.

If it is determined by the City's Risk Manager that the event producer must obtain a certificate of insurance, it is expected that the event producer adhere to the following insurance guidelines:

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, 00,000 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

PARKS AND RECREATION

Parks Reservation vs. Special Event within a Park

When speaking with a potential event producer, the Parks and Recreation Department (PARD) will determine during the initial conversation whether the activities proposed by the event producer are a standard park reservation or special event within a park utilizing the following the criteria:

- *If the proposed park usage will have a temporary impact to a public street = Special Event.*
- *If the park usage requires activation of City Services. {i.e. Fire, Police, Traffic, etc.} = Special Event.*

If it is determined that the proposed park usage is a standard parks reservation, PARD will manage as outlined in their internal policies.

If it is determined that the park usage is a Special Event, then PARD will:

1. Confirm the date and specific park is available.
2. Confirm the anticipated attendance for the event adheres to the specific parks' capacity code.
3. Inform customer of all fees, deposits and facility usage fees that will eventually be due as a condition fulfillment under the Special Events permit process.
4. Put a hold on the date in ReCPro calendar and notes in the comment box that PARD is okay with the submission of Special Event Application by event producer for the foreseeable use.
5. Refer event producer to Destination Event Manager so that producer can complete the Special Event Application process; Destination Event Manager will review application and circulates to Event Review Committee for their review.
 - a. NOTE: PARD will have the opportunity to include permit conditions that the Event Producer must follow at the specific Park. (i.e. signing reservation contract, paying for park fees, etc.).

Criteria and Process

For any special event occurring within, adjacent to, or entering into a City park at any time, the City's PARD will review the Special Event Permit Application and proposed Event Operating Plan and review for the following information:

- Impact to City Park
- Projected Attendance
- Degree of Event Equipment Setup
- Presence of other City Services Onsite During Event

City Service Activation

When required, a Parks and Recreation personnel member will begin to monitor the event 30 minutes prior to event start time and remain onsite 30 minutes' post event end. Additionally, the

personnel member will inspect the event 30 minutes prior to event end time and 30 minutes' post event end.

PLANNING

Criteria and Procedure

For any Special Event occurring within the City of Sugar Land, the City’s Planning Department will review the Special Event Permit Application and proposed Event Operating Plan and review for the following information:

- Nature of the Event
- Location of the Event – effect on private or commercial property
- Any Expected spillover of the Event
- Zoning District where event will be held

City Service Activation

Based on the criteria outlined above, if a special event is conducted on non-public property, but will have a spillover effect onto public property, the Planning Department will review and make recommendation on the temporary usage of that property pursuant to the City’s Development Code. The City reserves the right to request and enforce changes upon event needs for safety concerns, and development standards.

Draft 5.30.17

Exhibit A – Special Event Permit Application

