



ROUND ROCK TEXAS

CITY OF ROUND ROCK
SPECIAL EVENT PERMIT APPLICATION
AND
INFORMATION PACKET

Welcome to the City of Round Rock

We are happy you have chosen to plan a special event in the City of Round Rock. The purpose of the special event process is to ensure the safety of the general public attending your event and to assist you with the necessary City services to make your event a successful one. In order to obtain a Special Event Permit, you will need to complete an application form and supply information necessary for the City departments to understand the purpose and extent of your event. This packet was developed to provide guidance through the special event process, and various required permits.

In general, any organized activity requesting city services or involving the use of, or having impact on public property, public facilities, sidewalks, or street requires a special event permit. A special event permit is required if any of the following series of questions are answered "yes".

- Will the event require special City services, including, but not limited to: street closures, provisions of barricades, parking arrangements, electricity, and/or police security or traffic control?
- Will the event interfere with the normal flow of pedestrian/vehicular traffic?
- Will you sell alcohol during the event?

GENERAL INFORMATION

Application Deadlines & Fees

A completed application must be filed at least forty-five (45) days prior to the event. The application fee is \$75.00 and is required at the time of the submittal. The City accepts checks, credit card or cash. Checks can be made payable to the City of Round Rock. Other payments may also be required.

The completed application can be submitted by the following methods:

City of Round Rock
Administration Department
221 E. Main Street
Round Rock, Texas 78664

OR

By fax: (512) 218-7097

OR

By Email: specialevents@roundrocktexas.gov

Completed Application

A complete application should include the following and any additional required documentation upon review.

1. A fully completed application form.
2. Maps
 - a. A **site map** of the event area including event layout, vendor booths, signs, electrical needs, parking, sanitary facilities, emergency entrance/exits, and any additional information to help staff with determining size and scope of event.
 - b. A **street map** for any requested road closures including distance on street.
 - i. If road closures are requested, a certified Traffic Control Plan (TCP) must also be submitted for City review.
3. Surety bonds, permits and/or certificate of Insurance showing the event is covered with liability insurance. The certificate must state “The City of Round Rock is also insured in respect to this event” and also the name and date of the event.
4. The special event application fee (\$75.00) Other fees may apply.
5. Reservation confirmation from Parks and Recreation Department if utilizing City facilities or park.

Permit Process

Upon receipt of your completed application a coordinator will help guide you through the process. This coordinator distributes copies of your application to all City affected departments for their review. If your event requires additional information, permits, fees, or licenses, you will be notified by the coordinator. Please provide any requested information in a timely manner in order to avoid delay in the city’s review process. The city will provide an approval/denial within 15 business days from the receipt of a completed application. You may contact the coordinator at any time for a status on your application. Once the review process is complete you will be provided with an approval/denial letter outlining specific requirements and any additional charges.

Denial Process

The applicant has the right to appeal the denial to the City Council by filing a notice of appeal to the City Secretary within five (5) days after receipt of the notice of denial. The City Council shall hear the appeal as soon as practicable and its decision shall be final. Please refer to [Section 34-25](#) and [34-26](#) for more information.

Other Permits and Requirements

It is the applicant’s responsibility to contact federal, state, or county agencies for other relevant permits such as but not limited to a TABC for alcohol permit or Williamson County for a food handling permit. Other permits, notices & fees may be required as the department contact deems necessary. Some of those requirements are listed below.

- Notice of Abutting Property Owners
- Temporary Noise Exemption Permit approved by the police department
- Temporary Use Permit approved by the planning department
- Request for Off Duty Officers approved by the police department, determined by Police Department on case-by-case basis

- Traffic Control Plan approved by the City Traffic Engineer department
- Certain tent structures shall meet requirements of Fire & Building Code
- Request for parade– reference [Section 34-92](#)
- Request for block party – reference [Section 34-66](#)

Events in City Parks

You must contact the parks & recreation department at 512-218-5540 for the use of a city facility or park. Special rules, restrictions, and fees on each site or facility may apply.

Traffic Control Plan (TCP)

City staff may determine if a road closure is necessary in order to safely facilitate pedestrian and vehicular traffic.

- A Traffic Control Plan could be required; if so the TCP must be created by a certified professional engineer licensed in the State of Texas.
- The TCP is then approved by city traffic engineer in coordination with the police department.
- The implementation of the TCP is required to be administered by a third party approved by the City of Round Rock. (List of third party groups available upon request.) The selected company should include the cones, barricades, signs, etc required to implement the TCP. The applicant is responsible for the cost incurred by the selected company.
- If Police Officers are deemed necessary as part of the TCP, there will be an hourly cost per officer and per vehicle.

Standard Routes

The City of Round Rock has outlined several standard routes that have previously been approved by City staff. Some routes include a certified TCP. Please indicate on your application if you wish to utilize one of the standard routes. Standard routes are attached as an addendum.

Fee Schedule - **Additional City services may require a fee or deposit.

Service/Item	Rate
Application Processing Fee – Special Event Permit	\$75 per application
Application Processing Fee - Parade Permit	\$50 per application
Application Processing Fee – Block Party Permit	\$25.00 per application
Application Processing Fee - Temporary Use Permit	\$50.00 per application
Temporary Noise Exemption Permit	\$25.00 per application
Risk Management Review and Inspection	\$60.00
Electrical Inspection	\$35.00
Fire Inspection	Determined upon review
Structure Inspection	Subject to Operations & Maintenance Policy Manual
Barricades and Street Sweep - require approval from Operations & Maintenance supervisor	Subject to Operations & Maintenance policy manual
Labor Hours - City Personnel require prior departmental approval	Subject to Operations & Maintenance Policy Manual
Traffic & Security – require approval from police department \$55.00 per officer (Minimum 2 officers) per hour and \$17.00 per vehicle per hour. Subject to Police Policy	\$127 per hour

Additional Information

Signs & Banners

The City of Round Rock has a no sign ordinance in effect reference [Section 30-8](#) which

- Prohibits the placement of signs in the City's right-of-way
- Disallows signs larger than 40 square feet in area
- Limits one sign per street frontage
- Allows signs to be posted 30 days prior to the event
- Removal of signs 7 days after the event
- If signs will be utilized, please describe proposed signs/banners, including size and materials, on the site map.

Event parking

Number of parking spaces provided must accommodate projected attendees plus 10% surplus. City staff considers the following information to help determine parking requirements. [Reference Section 34-29](#)

- Day of the week
- Anticipated number of participants
- Anticipated number of participants at peak times
- Indication of the placement of parking signs on the event site map
- Indication of parking areas on event site map
- Number of on-site staff/volunteers

Event layout

Each event must have access to sanitary facilities. Portable type sanitary facilities may be required if determined to be necessary by the chief of police, and an applicant shall be responsible for securing such facilities.

Tent and temporary structures

Tents (top with sides) may include additional requirements and a fire inspection. Reference [Section 34-33](#).

Police Services

The chief of police shall determine whether and to what extent additional police services are reasonably necessary for the special event for traffic control and public safety. The chief of police shall base this decision on the size, location, duration, time and date of the special event, and the need to detour or preempt citizen travel and use of the streets and sidewalks. [Reference Section 34-44](#).

Disposal of Wastewater

Applicant shall submit a plan for disposal of any wastewater in connection with the Special Event and such plan must be approved by the Utilities Department.

Risk Management Review and Inspection

If the selected event site involves potential safety concerns, a risk management inspection will be required in order to examine safety & liability concern, and recommend modifications or corrective actions.

Other Permits & Fees

Please attach copies of any required insurance, surety bonds, permits or other documents as described in [Section 34-41](#) of the City of Round Rock Code of Ordinances.

Insurance and Bonds

If a Special Event uses any portion of the City's rights-of-way, the Applicant shall provide a certificate of insurance that complies with the standards established by the City's Risk Manager.

If a Special Event is on City property, a Ten Thousand Dollar (\$10,000.00) surety bond shall be deposited with the Application to ensure that no damage is done to City property. If the City Manager certifies that all conditions set forth in [Section 34-43](#), Code of Ordinances, are complied with, the bond shall be returned. If the City Manager does not certify that all the conditions are complied with, any costs expended for policing and/or cleaning shall be deducted from the bond and the remainder returned. Additional conditions are spelled out in [Section 34-43](#) as to additional costs.

If a Special Event is fully on private property, Applicant shall deposit Five Hundred Dollars (\$500.00) with the City as a condition that no paper, litter or other debris shall remain on the site after the Special Event is over. The deposit shall be returned to Applicant upon certification by the City Manager that all conditions are met. If the conditions are not met, such costs for cleaning shall be deducted from the deposit and the remainder returned.