



Facility Guidelines/ Reservations Info.

General Information:

The Old Town Administrator along with the Special Events Committee oversees the operation of and approves events within the Mayor Vera Calvin Plaza in Old Town. The Plaza is designed to be a public space for community gathering and fellowship.

For purposes of this policy, reservations of the Plaza includes: the greenspace/lawn area, restroom facilities, children's play area, picnic tables, area between the Heritage Museum and the trolley, pavilion areas along S. Warren St. and the performance stage. Pavilion areas, children's play area and/or standalone tables are not available for standalone reservation and shall operate on a "first come, first serve" basis.

Hours of Operation:

The Plaza is open to the general public from 5 A.M. to 12:00 A.M. (midnight) except for qualifying events in which the Plaza has been reserved or closed due to reasons listed below.

The City Manager, City Council, Special Events Committee and/or Old Town Administrator may approve temporary closure of all or part of the Mayor Vera Calvin Plaza for reasons including but not limited to: special event, maintenance, public safety concerns, or inclement weather.

Set up for an approved event may begin no more than two (2) hours prior to the event start time and no earlier than 7:00 a.m. If an organizer of an event seeks to begin set up outside of these perimeters, written permission from City management and/or City Council shall be required.

In accordance with the City's Public Events ordinance (Chapter 70- Article V.- Public Events), a public event may not end later than 11:00 p.m.

Reservations:

1. Plaza reservations shall be limited to Hotel/Motel tax grant recipients and city organized events only.
2. All reservations shall be scheduled through approval of an affiliated Special Event permit application. No verbal agreements for the use of the Plaza will be considered valid. No reservation will be considered binding unless a Rental Agreement Form is complete, signed, and the required deposit and rental fee has been paid.
3. Any person, business, or organization wishing to reserve the Plaza shall complete and submit an event application form. Reservation requests may be requested *up to* 6 months in advance of the event date. Early application submittal does not guarantee approval.
4. An application for an event must be submitted at least 45 days prior to the proposed event date to allow for proper review.
5. Reservation cancellations must be made a minimum of 90 days prior to the scheduled event in order to be refunded fees paid to the City.
6. City staff and/or the events committee may deem review by City Council necessary for reasons including but not limited to: safety concerns, nature of the proposed event, anticipated audience, etc.
7. To maintain the plazas availability to the general public, private events will be limited to no more than one (1) private event within a one month period with a maximum number of private events limited to six (6) per year.
 - a. Exception to this rule shall apply only to free, city organized events including but not limited to: Hot Sounds of Summer Concert series, Old Town Picture Show, etc.
 - b. The term “private” event shall apply to any event to be hosted by a private entity and not be representative of an event only open to a specific group or list of attendees (i.e. wedding, reunion, birthday celebration etc.)
8. Recurring events, such as weekly, bi-weekly, or monthly events proposed to take place within the plaza, may be independently contracted with the City on a case by case basis.
 - a. The term “recurring” event shall apply to an event that seeks to utilize the Plaza on a weekly, bi-weekly, or monthly schedule within a specific date range (Ex: Farmer’s Market). The term “recurring” is not meant to include large community events that occur on an annual basis (Ex: Wine Crawl, Founder’s Day, etc.)
9. The Plaza’s promenade (formerly Ellison St. right-of-way) shall remain open to pedestrian traffic at all times and at no time be included within perimeter fencing for an event.

Rental/Use Fees:

1. A rental fee in accordance with the City's adopted fee schedule will be due at such time a reservation is approved.
2. A deposit of \$500 shall be required at such time an application for plaza reservation is submitted. This does not guarantee approval of an event. Deposits will go towards reservation costs.

Security Deposit:

1. A security deposit in accordance with the City's adopted fee schedule will be due at such time a reservation is approved.
2. The security deposit will be refunded to the responsible party based on a determination by city personnel that all facets of the reservation agreement are satisfied.

Violations resulting in loss of security deposit:

1. Damage to Plaza, grounds, and/or fixtures. If repair costs of damages exceed security deposit amount, the renter shall be responsible for the additional costs.
2. Failure to leave the Plaza in the same condition as prior to the start of a rental period. This includes removing all trash and debris accumulated from an event.
3. Failure to comply with Plaza specific guidelines included herein and City of Burleson's Code of Ordinances.

Insurance Requirements:

1. Event organizers must provide proof of general liability coverage with minimum limits of \$500,000 per occurrence for bodily injury, personal injury and property damage, with a minimum aggregate limit of \$1,000,000.
2. Proof of insurance must be in the form of a valid Certificate of Insurance in the name of the responsible party with the City of Burleson listed as additionally insured.

Food and Beverage Sales:

1. Food and beverage vendors are permitted in affiliation with a special event permit so long as all appropriate health/environmental permits are acquired and City ordinances are met in conjunction with sales.

Businesses located in close proximity to the Plaza should be given preference when possible.

2. Standalone concession sales of any kind (bottle water, lemonade, candy, chips, etc.) shall not be permitted without a qualifying permit.
3. Events proposing alcohol sales shall comply with all TABC regulations in which are not governed and/or monitored by the City of Burleson.

Prohibited Actions:

1. Smoking within the plaza is prohibited at all times.
2. Materials and/or decorations of any kind may not be attached to permanent fixtures within the plaza. Decorations or materials may not be nailed, stapled, taped or otherwise attached to any part of the premise without explicit approval from the City's Old Town Administrator. All decorative material must be flameproof.
3. No open flames (including grills) are allowed within the plaza unless approved in affiliation with an event permit.
4. Fireworks of any kind are strictly prohibited unless approval is granted by City management in affiliation with an event.
5. Pets are not within the Plaza. This provision does not apply to service animals.
6. No motorized vehicles of any kind are permitted within the parameters of the Plaza. An exception for vehicles may be made in affiliation with an event permit, but will only be allowed within the area known as the "promenade" and will not be permitted on turf area(s) and/or sidewalks.
7. No outside A/V equipment will be permitted for events occurring within the Plaza. Any event proposing A/V shall utilize the City's preferred technician at his rate of pay as contracted with the City of Burleson.

Equipment, Supplies & Utilities:

1. All events utilizing the stage, lighting, and/or soundboard shall employ the City of Burleson's preferred vendor for the duration of an event. The fee for preferred vendor is included within the reservation fee.
2. The City of Burleson does not rent, lease, or provide any of the following supplies and equipment: tents, canopies, portable restrooms, hand-washing stations, additional trash receptacles, dumpsters, water hoses, extension cords, temporary fencing, generators, propane heaters, etc.
3. The event organizer or a representative must be present at such time equipment or supplies for a planned event is delivered to the plaza to ensure proper placement. The City will not orchestrate set up of private events.