



DRIPPING SPRINGS  
Texas



Date Received: 1/27/23 Accepted By: Johnna Krantz  
 Date Complete: 1/27/23 Approved \_\_\_\_\_ Denied \_\_\_\_\_  
 Conditions: \_\_\_\_\_  
 \_\_\_\_\_

Name of Event: 2023 Brewers Fest

Contact Name: Pam Owens

Phone Number: 512-658-4942

**PERMIT FOR SPECIAL EVENT WITHIN CITY LIMITS CHECKLIST:**

Site Plan

Sound Control Plan

Maintenance and Clean Up Plan

Monitoring and Security Plan

Neighborhood Notification Letter and Documentation of Notification *- City Staff*

Refundable Deposit *- requested to waive*

Certificate of Liability Insurance

Licensing *- TABC Permit Requested*

**Additional Permits If Applicable:**

Street Closure Permit - \$250+

Itinerant Vendor Permit - \$35 - \$70 per Vendor

Special Event Food Vendor Permit - \$30 - \$150 per Vendor

Facility Rental Application - Various Fees

Commercial Activity in DS Parks - \$30-\$800



## A Letter to Event Coordinators:

The City of Dripping Springs is eager to assist you in the coordination of your special event. This information packet is designed to help you understand and comply with City rules, regulations, and ordinances related to the production of a special event. It is the responsibility of the Event Coordinator to review all information contained in the packet and comply with all rules, regulations, ordinances, and conditions.

The City of Dripping Springs Parks & Community Services Department requires that an application be filled out and submitted at least 30 days prior to the start of the event. The purpose of this application is to review the content and focus of your event, how it will impact city services and patrons, and ultimately ensure that participants enjoy a safe and well-planned experience.

Applications will not be accepted if your event is less than 30 days away.

As an Event Coordinator, you are undertaking a large responsibility for the production of your special event. Remember that advance planning will help ensure that your event runs smoothly.

Thank you,  
City of Dripping Springs Parks & Community Services Department



**PERMIT FOR SPECIAL EVENT WITHIN CITY LIMITS**

City Code §6.02.071 requires a permit for a Special Event. Such events can and often do impact surrounding properties and public rights of way, as well as the general health, safety, and welfare of the public. Sponsors of an activity open to the public expected to have fifty (50) or more people in attendance need a permit. A permit applicant must complete the following information prior to being issued a permit and must conform to permit requirements and conditions.

**Name of the Event:** Dripping Springs Brewers Festival **Estimated Attendance:** 500  
**Summary of Event:** \_\_\_\_\_  
**Location:** 311 Old Fitzhugh Rd - driveway and grassy field at Stephenson Building  
**Date(s) of Event:** March 25, 2023  
**Start Time:** 11am **End Time:** 5pm **Set Up Begins:** 8:30am **Clean Up Begins:** 5:00pm

	<u>Applicant</u>	<u>Property Owner</u>
<b>Name:</b>	<u>Pam Owens</u>	<u>City of Dripping Springs</u>
<b>Entity(if applicable):</b>	<u>Dripping Springs Visitors Bureau</u>	
<b>Mailing Address:</b>	<u>509 W Mercer St, Unit 13</u>	<u><del>509 W Mercer St, Unit 13</del></u>
<b>Phone:</b>	<u>512-858-4740</u>	<u>512-858-4725</u>
<b>Email:</b>	<u>pam@destinationdrippingsprings.com</u>	<u>parks@cityofdrippingsprings.com</u>
<b>Date:</b>	<u>1-27-2023</u>	<u>1-27-2023</u>

All actual events must be in compliance with the descriptions, disclosures, and other representations of the applicant, and the applicant warrants by the signature below that all material facts are fully described in this permit application and attached submittals. The approval of this permit does not relieve the sponsor, tenant, or owner from abiding by any other law applicable to the use of the property, including but not limited to applicable zoning, or applicable to the conduct of activity during the event. The City's sole action is to deny, approve, or approve with conditions the event as described; and the City is in no way responsible or liable for acts and omissions of the permitted or others associated with the event.

**Applicant's**  
**Signature:** *Pam Owens* **Date:** 1-27-2023

**Property Owner's**  
**Signature:** \_\_\_\_\_ **Date:** 1-27-2023

APPLICATION CONTINUED ON NEXT PAGE →

As the Event Coordinator, you are responsible for the safety of all participants. Consideration of safety must be a top priority in all aspects of event planning. If the topics mentioned are not applicable to your event, please notate with N/A. Please attach documentation that the Special Event complies with the following standards. Be sure to include dimensions on all plans.

- Submit the completed application with all supporting documents to the Community Events Coordinator - [parks@cityofdrippingsprings.com](mailto:parks@cityofdrippingsprings.com)
- The completed application must be submitted at least 30 days prior to the start of the event.
- The applicant will remove all temporary furnishings, fixtures, equipment, and signs installed for the event within 24 hours of the cessation of the event, unless the applicant shows a good cause for the City Administrator to allow additional time.

1) Site Plan: - *See attached*

i. **On a map, please provide a reasonably accurate representation of the boundaries of the site and location where the event is to occur.** For each of the following items, notate where they will be located and provide plans for traffic control if applicable.

- \*First Aid and/or EMS - At a minimum, a first aid kit is required at all events
- \*Fire extinguisher - Required at all events
- Toilets- At least one toilet for each 250 attendees with substantiation that the toilets will be clean, sanitary, functioning, and useable throughout the event. Additional portable toilets may be required at parks or locations that do not have restroom facilities
- Hand washing sinks
- Parking - Verify that parking is lawful and sufficient for the anticipated attendance
- Tents and Canopies - Please include dimensions, anything larger than 10x10 will require a fire inspection. If tent/canopy is located on city owned property or the city co-sponsors the event, each tent/canopy must comply with the city's Canopy Safety Ordinance.
- Food vendors - Vendors will be required to apply for a special event food vendor license
- Beverage vendors - Vendors will be required to apply for a special event food vendor license
- Alcoholic beverage vendors - including type (draft beer, canned beer, or wine) and provide proper TABC permits
- Stages - Include dimensions. Stages may require a Building Permit.
- Bleachers - Include dimensions
- Retail merchants- Merchants will be required to apply for an Itinerant Vendor License
- Garbage receptacles
- Recycling containers
- Location and number of barricades
- Trailers, vehicles, storage facilities
- Fire lane
- Signs or banners- Include dimensions and image(s) of design
- Temporary lighting (must be shielded and comply with City Code)
- Security
- Generator/electricity
- Assembly areas

APPLICATION CONTINUED ON NEXT PAGE →

*Sample Site Plan:*



2) Monitoring and security:

- i. Provide a description of the method for monitoring activity and general crowd movement including pedestrian safety, as well as a description of security measures and personnel.
- ii. Include at a minimum the names, placement, duties, and authority of personnel.
- iii. Provide owners' and tenants' written authorization. The signatures of the property owner and tenant or other lawful occupant, if different from the owner, or a written affirmation that they are both aware of the event and that they authorize the occurrences.
- iv. Provide contacts for nearby occupants and owners.

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**see attached**

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3) Sound Control

- i. Provide workable plans to mitigate and limit the sound from the event so that the effects of excessive noise are minimized.
- ii. Abide by the plans and control excessive noise which occurs despite the plan.
- iii. All noise associated with the event shall cease by 10:00 p.m.
- iv. Provide voice and music amplification schedule, including start and finish times as well as any sound check times.

*Please note a Hays County Sheriff's Department Deputy or other Peace Officer may determine that noise during a permitted event is offensive to others and may require applicant to stop or reduce*

activities causing the noise. Also, the City of Dripping Springs may order an event to cease because it may incite a crowd to become unruly and risks injury.

**see attached**

4) Maintenance and Clean Up

- i. **Provide a workable plan for the control of solid waste during the event and a cleanup plan for after the event.**
- ii. Include at a minimum the names, placement, duties, and authority of personnel

**see attached**

5) Neighborhood Notification - Required for all Special Events

- i. Include a drafted Notification Letter with the permit application. Upon review of the application, delivery of letter will be based on the impact of your event.
  - Contact persons owning and occupying property within 200 feet of the event site and provide neighbors with Special Event contact information: name, telephone numbers (including a phone number that will be available and operating during the event) and hours of special event operation.
  - Provide a list of addresses that were notified and attach it to the permit application.**
- 6) Bond: Provide a bond or other acceptable security deposit of \$200.00 to cover the costs attributable to the costs of clean up and repair of nearby streets, other public property, and private property for litter and damage reasonably attributable to event sponsors of attendees. Absent a need to draw down upon the bond, it will be released in full within 48 hours of the event.
- 7) Proof of Insurance: Provide proof that insurance has been obtained to cover this event. If the event is on City Property the insurance policy must name the **City of Dripping Springs** as additional insured.

WILL ITEMS (MERCHANDISE, FOOD AND/OR DRINKS) BE SOLD AT THIS EVENT?

**YES**

NO

WILL YOUR EVENT REQUIRE STREET CLOSURE?

YES

**NO**

Special Event Permit – Items 1-4  
Dripping Springs Brewers Festival  
Saturday, March 25, 2023

- 1) Site Plan – attached showing 40x40 tent, brewer’s pop-up tents, first aid and fire extinguisher location, toilets, food trucks, parking and draft plan for City assisted barricades. We will contact DS Fire Department, Dillon Polk for inspection. Capitol Tent Company would like to install on Thursday, March 23 and dismantle on Monday, March 26. Capitol will also deliver tables and chairs. J-Bar Contractor Services would like to deliver toilets and handwashing station on Thursday, March 23 and pickup on Monday, March 26.
  
- 2) i. Monitoring & Security –  
All participants will have to show valid proof of age before receiving an appropriate wristband. All beer drinkers will have to show wristband before receiving a pour. Off-duty Hays County officers will provide security from 11am-6pm to mitigate any problem with alcohol drinkers and with crowd control including parking issues. Officer will monitor the immediate area as well as the nearby Old Fitzhugh Road and Mercer Street areas. We have requested a county department vehicle be present.  
ii. Pam Owens, Dripping Springs Visitors Bureau, oversees the festival and may be contacted at 512-658-4942 concerning security.  
iii. Provided by City  
iv. Provided by City
  
- 3) Sound Control –  
i. - iv. - 2 individual musicians will play, one at a time, from 11am-5pm with sound check starting at 10:30am. Each will have 1-2 amplifiers for their music which will be under a 10’x10’ tent next to the 40’x40’ tent like the Farmers Market music setup. We will measure decibel level each hour to make sure within city ordinance. We will use the electrical outlet off the Stephenson Building as Craig suggested.
  
- 4) Maintenance & Cleanup –  
i. We request that the City provide 10 trash receptacles from DSRP. We understand that we will provide bags.  
Recon Services is donating a 15-yard roll-off dumpster for trash. They will deliver on Friday, March 24, and pick up on Monday, March 26. Volunteers will bag trash and put into dumpster as the day progresses.  
Most brewers will serve from kegs – not cans, and those bringing cans will be required to take off premises with them. Patrons will have a souvenir tasting glass so we’re hoping trash will be at a minimum.  
ii. we do not have names of the volunteers yet but Pam Owens is ultimately in charge of maintenance and cleanup.

Parking  
Entry

Parking

Old Fitzhugh Rd

LCR C  
Coin de

10'x10  
Vendor Tents  
Max. 16

40'x40'  
Tent

Food  
Trucks

2  
Toilets  
&  
Handwash

Check-in  
1st Aid  
Fire Extinguisher

Rambo Lodge 426

311

Old Fitzhugh Rd

ounge





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/9/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Watkins Insurance Group - Austin 3834 Spicewood Springs Rd, Ste 100 Austin TX 78759	<b>CONTACT NAME:</b> Stefani O'Donald <b>PHONE (A/C. No. Ext):</b> 512-276-5361 <b>E-MAIL ADDRESS:</b> sodonald@watkinsinsurancegroup.com	<b>FAX (A/C. No):</b> 512-452-0999	
	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURED</b> Dripping Springs Visitor Bureau Pam Owens, CEO P.O. Box 206 Dripping Springs TX 78620	<b>INSURER A :</b> Continental Casualty Company		20443
	<b>INSURER B :</b>		
	<b>INSURER C :</b>		
	<b>INSURER D :</b>		
	<b>INSURER E :</b>		
	<b>INSURER F :</b>		

**COVERAGES**

CERTIFICATE NUMBER: 1539958166

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			6024697976	1/26/2021	1/26/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			6024697976	1/26/2021	1/26/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Blanket Additional Insured per written contract

**CERTIFICATE HOLDER****CANCELLATION**

City of Dripping Springs

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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