



Application # _____
 Date Received 8.13.2021 Accepted by Melanie Blakely
 Date Complete _____ Approved _____ Denied _____
 Conditions _____

PERMIT FOR SPECIAL EVENTS ON CITY PROPERTY CITY OF DRIPPING SPRINGS, TEXAS

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 which can be 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.

	Applicant	Property Owner
Name	<u>Pam Owens</u>	
Entity (if applicable)	<u>Dripping Springs Visitors Bureau</u>	
Mailing Address	<u>PO Box 206 DS TX 78620</u>	
Phone	<u>512-858-4740</u>	
Email	<u>pam@destination drippingsprings.com</u>	
Date	<u>8-12-21</u>	

All actual events active 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: 8-12-21

Property Owner's
 Signature: _____ Date: _____

Property Owner's
 Signature: _____ Date: _____

INSTRUCTIONS

- 1) Submit the completed application to the City Administrator at City Hall, 511 Mercer Street, Dripping Springs, Texas 78620 between 8:00 am and 5:00 pm Monday through Friday.
- 2) The completed application must be submitted **at least thirty (30) days prior to the start of the event** being considered.
- 3) The applicant will remove all temporary furnishings, fixtures, equipment and signs installed for the event within twenty-four hours of the cessation of the event, unless the applicant shows a good cause for the City Administrator to allow additional time.

Name of the Event Dripping Springs Songwriters Festival	
Purpose of the Event Community festival supporting music, overnight stays, shopping, restaurants	
Location (Street Address or Property Tax ID) Historic Districts Mercer Street & Old Fitzhugh Rd	
Date(s) of the Event (If this is a recurring event, please attach separate list of dates and times) Oct 15-17, 2021	
Start Time Oct 15 - 2pm - 9pm Oct 16 - 12pm - 9pm Oct 17 - 2pm - 8pm	
End Time	
Set-Up Begins Oct 15 8 AM	
Clean-Up Ends Oct 17 8 PM	
Estimated Attendance 3,000 over 3 day period	

Special Event Plan – Dripping Springs Songwriters Festival 2021

1) Site Plan

a & b.

Each of the 7 venues have toilets and handwashing (see map)

The Barber Shop – 2 toilets, 2 handwashing sinks

Acopon Brewing – 2 toilets, 2 handwashing sinks

Mazama Coffee – 1 toilet, handwashing sink

Hudson's on Mercer – 4 toilets, 2 handwashing sinks

Grawlix/Warehouse District – 4 toilets, 4 handwashing sinks

Dog 'n' Bone – 3 toilets, 3 handwashing sinks

Sidecar Tasting Room – 2 toilets, 2 handwashing sinks

Will include 1 handicap portable toilet portable toilet and 1 handwashing station at:

East side of DS Rental building

Sidecar Tasting Room

Dog 'n' Bone

c. Parking on Mercer and other city street spaces, at City Hall lot after 5pm on Friday and all day Saturday, parking at Stephenson Building and Triangle (asking VFW if they want to manage). Will let First Baptist Church and other neighboring locations with parking lots that they could have paid lots during Festival.

d. Tents at the following locations:

Friday & Saturday

Between The Barber Shop and Starrs (Dripping Springs Cook-off Club) 10' x 10'

Mazama Coffee Co 20' x 20'

Dog 'n' Bone 20' x 20'

Sidecar Tasting Room 20' x 20'

Sunday 20' x 50' - Closed street in front of The Barber Shop

e. All 7 of the venues will serve food and 2 additional food trailers to be in the private parking lot on Mercer Street next to Home Sweet Home. All temporary food trailers/organizations will be permitted by the City according to the Dripping Springs City Code.

f. Non-alcoholic beverages will be served by all venues and food vendors.

g. Alcoholic beverages will only be sold by the 7 licensed venues and given away at The Station on Mercer Street, rented to Dripping Springs Distilling as a hospitality room for the songwriters and the VIP badge holders.

h. Fire extinguishers will be at all 7 venues and all itinerant food vendor locations.

- i. Stages will be at all 7 venues with small BOSE speakers. Performers will only use their guitars – no other instruments or “canned” music.
- j. No bleachers
- k. No retail merchants other than those existing brick & mortar in the Historic Districts.
- l. First Aid will be located at DS Rental area at 299 Mercer Street. EMS will be informed of the event.
- m. All venues and food vendors will have trash receptacles as well as we request to use all city receptacles. We need the city’s assistance with trash pickup (as requested on the co-sponsor application) Festival volunteers will take trash bags to back of DS Rental for pick-up.
- n. Recycling containers – currently no plan but could change if an organization would like to handle.
- o. Barricades on engineering plan. Request city staff assistance for street barricade installation for Sunday, October 17, street closure and take down barricades by 8pm on same day. (as requested on the co-sponsor application)
- p. No trailers, vehicles, storage vehicles to be on city property.
- q. No additional fire lanes unless required by Fire Department during inspection.
- r. Banners on each venue stage – 4’ x 8’
4’ x 8’ banner at Triangle indicating festival and locations
Sandwich board signs outside of each venue (near street) to designate name of sponsored stage and show schedule. Signs are 3’ x 4’ (sandwich boards larger) - We will need to borrow the City’s sandwich boards
- s. No temporary lighting
- t. Security provided by off-duty constable officers
- u. No generator
- v. Assembly area at DS Rental location for rented chair drop-off and pick-up. Artist merchandise table, volunteer sign-in and first aid at this area also.

2) Sound Control

- a. Sound – have hired a professional sound manager to direct all sound technicians at each venue and will abide by noise rules for City. Technicians will be at all 7 venues throughout the festival.
- b. Will abide by sound control plan.
- c. All shows will be over by 9pm.
- d. Voice & music amplification schedule:
Friday: 1:30pm sound checks with shows starting at 2pm until 9pm
Saturday: 11:30am sound checks with shows starting at 12noon until 9pm

3) Maintenance and Clean Up:

In the co-sponsor agreement cover letter we asked for assistance from city staff for trash pick-up on Friday-Sunday, October 15-17. We will use all City and the 7 venue receptacles and will have volunteers to pick up bags from receptacles and place behind DS Rental for City staff to remove Friday-Sunday.

4) Monitoring and security:

- a. Festival management and volunteers will monitor Mercer Street and Old Fitzhugh Road venues and streets by means of golf carts on the street and volunteer presence in venues at all times. Festival management and volunteers will be evident by their shirt color and badges.
- b. Off-duty Hays County constable deputies will be employed to have a walking and vehicle presence in the downtown area during the following time periods:
Friday, October 15 – 5:00-10:00 pm
Saturday, October 16 – 3:00 -10:00 pm
Waiting on plan from the Constable’s office.
- c. All owner and tenant notification will be provided after completed.
- d. Contact numbers and office address for the Dripping Springs Visitors Bureau president (Pam Owens) is on all letters to nearby residents, emergency services, utility companies and venue owners/managers.

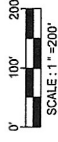
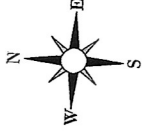
5) Neighborhood Notification

- a. Letter is ready to notify neighbors September 1
- b. Will provide City documentation after delivery

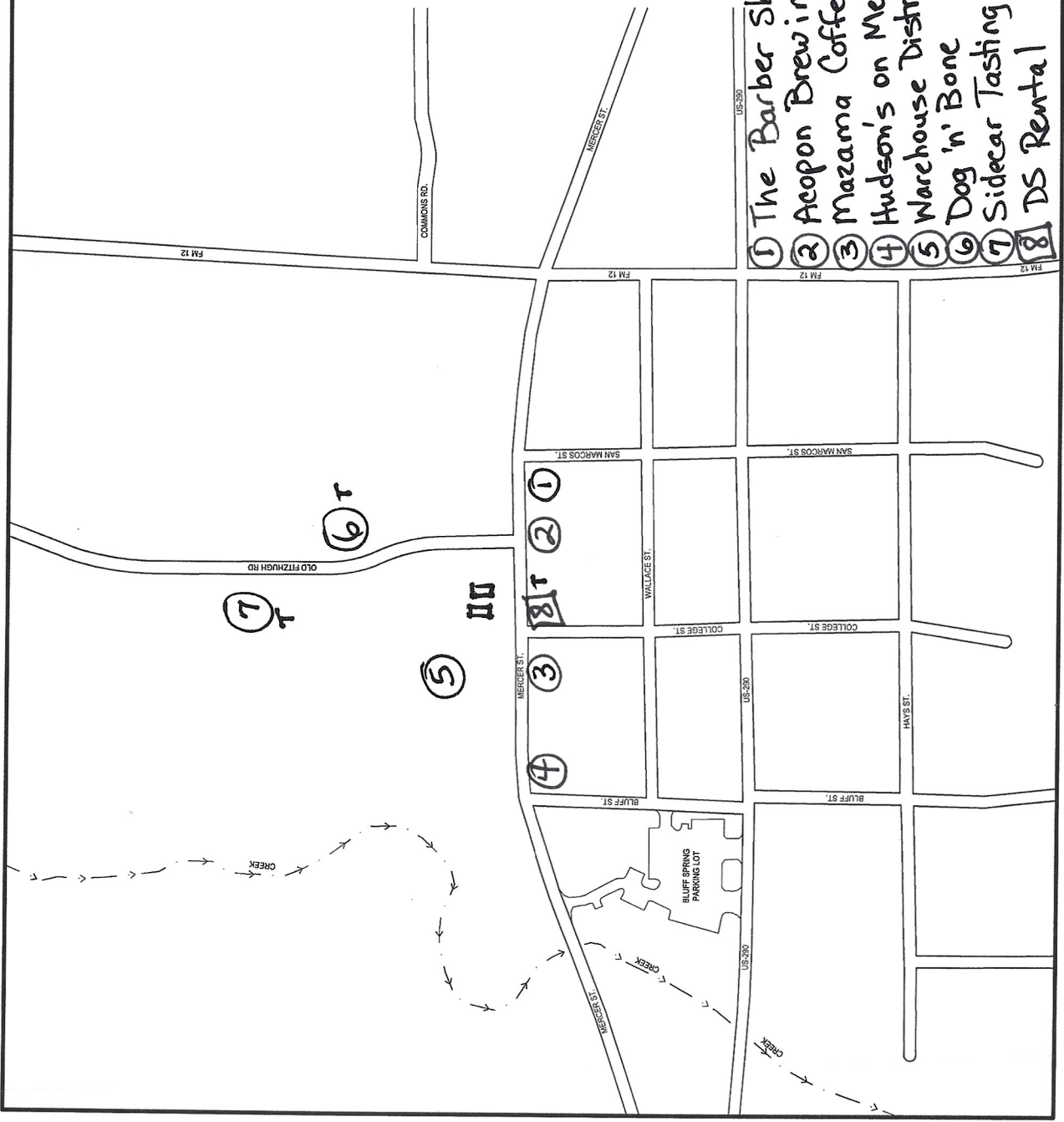
6) Fee to be provided by check from Dripping Springs Visitors Bureau.

7) Proof of insurance provided.

8) License for itinerant vendor’s license will be provided by each vendor as defined by the City of Dripping Springs City Code.



LEGEND
 CREEK CENTERLINE



- ① The Barber Shop 207 Mercer St
- ② Acopon Brewing 211 Mercer St
- ③ Mazama Coffee Co 301 B Mercer St
- ④ Hudson's on Mercer 381 Mercer St
- ⑤ Warehouse District 332 Mercer St
- ⑥ Dog 'n' Bone 310 Old Fitzhugh Rd
- ⑦ Sidecar Tasting Room 501 Old Fitzhugh Rd
- ⑧ DS Rental 299 Mercer St

T - Portable Toilets w/ hand washing Sinks
 □ - Food Truck (2)



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).

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

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	AUTOMOBILE LIABILITY <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) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<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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