



Date Received: **08/02/2022** Accepted By: _____

Date Complete: _____ Approved _____ Denied _____

Conditions: _____

Name of Event: Dripping Springs Songwriters Festival

Contact Name: Pam Owens

Phone Number: 512-858-4740

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

☐ Refundable Deposit

☐ Certificate of Liability Insurance

☐ Licensing

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 Songwriters Festival Estimated Attendance: 4000
Summary of Event: 45 songwriters will perform on 8 stages throughout Drip.
Location: Multiple locations mentioned on page 7
Date(s) of Event: October 14, 15, & 16
Start Time: 10/14@1pm End Time: 10/16@6pm Set Up Begins: 10/14@8am Clean Up Begins: 10/16@6pm

	<u>Applicant</u>	<u>Property Owner</u>
Name:	<u>Pam Owens</u>	<u></u>
Entity (if applicable):	<u>Dripping Springs Visitors Bureau</u>	<u></u>
Mailing Address:	<u></u>	<u></u>
Phone:	<u>512-858-4740</u>	<u></u>
Email:	<u>pam@destinationdrippingsprings.com</u>	<u></u>
Date:	<u></u>	<u></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: _____ Date: _____

Property Owner's

Signature: _____ Date: _____

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
- 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:

- 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.

Attached.

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.

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

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 Plan – Dripping Springs Songwriters Festival 2022

1) Site Plan

a & b.

8 of the 8 venues have toilets and handwashing (see map) open to their customers.

The Barber Shop – 2 toilets, 2 handwashing sinks

Acopon Brewing – 2 toilets, 2 handwashing sinks

Mazama Coffee – 1 toilet, 1 handwashing sink

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

Grawlix/Warehouse District – 3 toilets, 3 handwashing sinks

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

Sidecar Tasting Room – 2 toilets, 2 handwashing sinks

Haus of Jayne – 1 toilet, 1 handwashing sink

Portable Toilets

On east side of The Barber Shop – 2 portable toilets, 1 double handwashing station

East side of Haydon building (formerly DS Rental) - 1 handicap portable toilet, 1 regular portable toilet and 1 double handwashing station

Alley between Vintage Soul and Mears Bldg - 1 handicap portable toilet, 2 regular portable toilets and 1 double handwashing station

Parking lot of Mears Bldg – 1 portable handicap toilet, 1 regular portable toilet, 1 double handwashing sink

Hospitality Station at The Station – 2 station portable toilet with 2 handwashing sinks

Stephenson Bldg - 1 portable handicap toilet, 1 double handwashing station

Hause of Jayne - 1 portable handicap toilet, 1 double handwashing station

Total of 18 venue toilets and 16 handwashing sinks

Total of 12 rented portable toilets and 8 double handwashing sinks

- c. Parking on city street spaces other than Mercer Street between Bluff and San Marcos, at City Hall lot after 5pm on Friday and all day Saturday, parking at Stephenson Building and Triangle lots. Parking at the school administration building on Saturday and Sunday.
Will let First Baptist Church and other neighboring locations with parking lots that they could have paid lots during Festival. Have contacted Patriots Hall to see if they would like to manage parking at Triangle.
- d. Tents at the following locations:
Friday, Saturday and Sunday
Mercer Street – just east of College Street, 40x80 frame with barrels – in front of former DS Rental. Delivery on 10/14 at 10am. Pick up Sunday 10/16 at 7pm.
Between The Barber Shop and Starrs (Dripping Springs Cook-off Club) 10' x 20'
Other locations will have 10' x 10' pop-ups not tents
Sides are not to be used on any tents.

- e. Six of the venues will serve food and 4 additional food trailers to be in the private parking lot on Mercer Street next to Home Sweet Home or across the street in the Haydon Building parking lot. (Waiting on final permission letter) 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 at the 8 licensed venues and given away at The Station on Mercer Street, rented to Dripping Springs Distilling as a private hospitality room for the songwriters and the VIP badge holders.
- h. Fire extinguishers will be at all 8 venues and all itinerant food vendor locations. + Main tent on Mercer.
- i. Stages will be at all 8 venues with BOSE speakers. Performers will only use their guitars – no other instruments or “canned” music. One stage will be moved to Mercer Street for music on Sunday from 2pm-6pm.
- j. No bleachers
- k. No retail merchants other than those existing brick & mortar in the Historic Districts.
- l. First Aid will be located at tent in center of 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 will have a roll-off delivered to City parking lot for disposal (as requested on the co-sponsor application) Festival volunteers will take trash bags to roll-off. Roll-off scheduled to be delivered week of the Festival and picked up on Monday, October 17.
↑ Stephenson Building
- n. Recycling containers – currently working on plan but have not managed to find an organization to handle this project.
- o. Barricades on engineering plan. Request city staff assistance for street barricade installation for Friday street closure and take down barricades by 8pm on Sunday. (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 from Ranch Park.

- s. Temporary lighting for outdoor stages at Warehouse District, Haus of Jayne and Sidecar Tasting Room, Mazama Coffee Co
- t. Security provided by off-duty constable officers. I have contacted Constable Hood.
- u. No generators
- v. Assembly area at Stephenson Building for rented chair/table/trash can drop-off and pick-up. Artist merchandise table, volunteer sign-in and first aid at tent on Mercer Street.

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 8 venues throughout the festival.
- b. Will abide by sound control plan.
- c. All shows will be over by 9pm on Friday and 8pm on Saturday.
- 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 8pm

3) Maintenance and Clean Up:

We will use all City and the 8 venue receptacles and will have volunteers to pick up bags from receptacles and take to roll-off at City Hall parking lot.

***Roll-off at Stephenson building.**

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 – 4:00-10:00 pm
Saturday, October 16 – 2:00-9:00 pm
Waiting on plan from the Constable's office.
- c. All owner and tenant notification will be provided after plan completed.

Mtg with Ronan on 8/9 for emer contingency plan

- 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. We are working on addresses.
- b. Will provide City documentation after delivery

6) Fee(s) 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.



Dripping Spring Songwriters Festival

509 W Mercer Street ~ Dripping Springs, TX 78620
512-858-4740 ~ drippingspringssongwritersfestival.com

September 15, 2022

To: NEIGHBORS OF THE DOWNTOWN HISTORIC DISTRICTS

NOTIFICATION OF EVENT: October 14-16, 2021 at 8 Venues in the Historic Downtown Districts

We have received an approved Special Event Permit on Non-City Property for the 8th annual Dripping Springs Songwriters Festival to be held on Friday, October 14 – Sunday, October 16th. Per the City of Dripping Springs this is notification of the event.

We expect to draw 5,000 people to the Historic Downtown Districts throughout the 3 day festival. The Festival starts on Friday, October 14th at 2pm and ends Sunday, October 16th by 8pm. All events will take place in 8 venues in the Historic Downtown Districts on Mercer Street and on Old Fitzhugh Road: The Barber Shop, Acopon Brewing Co., Mazama Coffee Co., Hudson's on Mercer, The Warehouse District, Sidecar Tasting Room, Haus of Jayne and Dog & Bone. Each venue will be providing restrooms, food and beverages to the festival attendees. Additional portable toilets and handwashing stations will be near the venues. Off-duty constables have been hired for traffic and crowd control.

The shows will end by 9:00 pm on Friday and by 8:00 pm on Saturday and Sunday. The artists will be playing acoustic instruments that will be run through a small Bose PA system. We have volunteers that will make sure that all trash is picked up and properly disposed of during the Festival.

On Friday, October 14th, the City will close Mercer Street at 10am from Bluff Springs to Old Fitzhugh Road until 8pm on Sunday. We will set up a stage in front of The old Dripping Springs Rental on Sunday for a final afternoon of music from 2-6pm. Traffic will flow not be obstructed on any surrounding streets (Old Fitzhugh, College, San Marcos or Bluff Springs).

We will host songwriters from all across the United States and internationally to perform for the Festival and we hope to bring in hundreds of new visitors to the City. City and school parking lots will be used for the event.

There's going to be a lot of talent in Dripping Springs, please come out and enjoy the FREE Festival!!!

Please contact me if you have questions or need more information.

We appreciate your hospitality to the Festival participants.

Pam Owens
President/CEO
Dripping Springs Visitors Bureau
509 Mercer Street
512-858-4740 office
512-658-4942 mobile

From: [Pam Owens](#)
To: [Caylie Houchin](#)
Subject: Fwd: Permission to use Sidecar Tasting Room grounds - DS Songwriters Festival
Date: Wednesday, August 3, 2022 4:30:10 PM

From: Laura Atkins <laura@bellspringswinery.com>
Sent: Wednesday, August 3, 2022 4:19 PM
To: Pam Owens <pam@destinationdrippingsprings.com>
Subject: Re: Permission to use Sidecar Tasting Room grounds - DS Songwriters Festival

Hi Pam,

I, Laura Atkins, am giving you approval for the Dripping Springs Visitors Bureau using Sidecar Tasting Room for a stage venue during the Festival October 14th & 15th!

Thank you!

On Wed, Aug 3, 2022 at 3:47 PM Pam Owens <pam@destinationdrippingsprings.com> wrote:

Laura - as we discussed , the Dripping Springs Visitors Bureau would like to use Sidecar Tasting Room for a stage venue during the Festival. We would use the same basic setup as in 2021, for Friday and Saturday, October 14-15.

If you approve, please send me a return email letting me know that you agree that the Visitors Bureau use the property as described above so I can forward to the City with our event permit application.

Thank you for the consideration and please let me know if you have any questions.

Pam Owens

President/CEO

Dripping Springs Visitors Bureau

509 West Mercer Street, Unit 13

Dripping Springs, TX 78620

Phone: 512-858-4740 Mobile: 512-658-4942

Web: www.DestinationDrippingSprings.com

Email: pam@DestinationDrippingSprings.com





--

Laura Atkins

Bell Springs Winery & Brewery

Business Operations Manager

Office: (512) 643-7398

Cell: (903) 276-9975

From: [Pam Owens](#)
To: [Caylie Houchin](#)
Subject: FW: OCT 2022 Songwriters Festival (Oct 14-15, 2022)
Date: Wednesday, August 3, 2022 3:58:33 PM
Attachments: [2022 - DRAFT City of DS Letter to emergency services-utilities Special Event Permit.pdf](#)
[2022 DRAFT City of DS Letter to Neighbors within 500 feet per Special Event Permit DRAFT.docx](#)

Attached are draft letters to emergency services and neighbors. Below is permission from Mazama. I am waiting on letters of permission from other property owners/managers.

Sent: Wednesday, August 3, 2022 3:04 PM
To: Pam Owens <pam@destinationdrippingsprings.com>
Cc: vicky@mazamacoffee.com; 'Lori Green' <lori.mazama@gmail.com>
Subject: OCT 2022 Songwriters Festival (Oct 14-15, 2022)

Mazama Coffee Co gives permission for the DS Songwriters Festival, run by the DS Visitor's Center, to utilize the outdoor courtyard to host a venue for performances at 301 W Mercer St., Suite B beginning Friday, October 14 through Saturday, October 15, 2022, until 8pm each evening.

We understand that Mercer St will be closed to vehicular traffic from Friday at 10am through Saturday evening. College Street access to Mazama Coffee's back parking will not be impacted by any street closure and will remain open to staff and customers for the duration of the event.

Vicky Lewis
Mazama Coffee Co