

**CITY OF HUTCHINS, TEXAS  
RESOLUTION NO. R2026-04-1340**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
HUTCHINS, TEXAS, ADOPTING A SPECIAL EVENTS POLICY  
ATTACHED AS EXHIBIT “A” AND PROVIDING AN EFFECTIVE  
DATE.**

**WHEREAS**, the City of Hutchins adopted Ordinance 2025-04-1207 amending the Code of Ordinances to include provisions and regulations for the public to host special events and issuance of special event permits; and

**WHEREAS**, a detailed policy is required to appropriately execute the aforementioned Ordinance; and

**WHEREAS**, the policy provides specific regulations including the responsibilities of the event host, application processes, and reasons for permit denial; and

**WHEREAS**, the City Council finds that it is in the public interest to adopt the Special Events Policy.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, THAT:**

**SECTION 1.** The City Council hereby approves the establishment and adoption of the Special Events Policy attached hereto as Exhibit “A.”

**SECTION 2.** This Resolution shall become effective immediately upon its passage.

**DULY RESOLVED AND ADOPTED** by the City Council of the City of Hutchins, Texas, this the 6th day of April 2026.

CITY OF HUTCHINS, TEXAS

\_\_\_\_\_  
Mario Vasquez, Mayor

ATTEST:

\_\_\_\_\_  
Cynthia Olguin, City Secretary  
(03-27-2026: 4928-4904-4124, v. 1)

## EXHIBIT “A”

### Special Events Policy

The Special Events Policy pertains to events and activities on outdoor public property and outdoor facilities hosted by members of the public and follows regulations set forth in Ordinance No. O2024-04-1207. Indoor events taking place inside municipal buildings shall follow separate facility rental reservation policies and procedures.

The purpose of this policy section is to ensure that: 1) Special events are safe, enjoyable, and well-coordinated; 2) Guidelines are provided by which the reviews, approvals, administration, and implementation on Special Events are consistent; and 3) Attention is given to the use of city resources and infrastructure necessary to support such activities. More particularly, it is hoped that this policy will provide for safety, event sanitation and health, and the availability of medical care, fire rescue, and law enforcement services through the creation of public safety event plans and appropriate traffic management plans. The City of Hutchins (City) strives to work with residents, businesses, area organizations, schools, religious institutions, and other entities in the provision of Special Events that are well-coordinated, safe, and enjoyable.

Events that are City sponsored, such as the Park & Recreation Annual Events listed below, are exempt from this policy.

- Community Movie Night
- Back to School Event
- Annual Easter Egg event
- Fall Fest
- Community Christmas Celebration/Parade
- Library Touch A Truck
- Library Summer Reading Celebration
- Other events adopted by boards
- National Night Out

#### Section 1 - Event Types

There are three primary categories of event and reservation types (Type A, Type B, and Type C) based on the event’s size, on-site activities, and purpose. Each event type must abide by general rules and policies but are differentiated by application procedures and the need for permits. Regardless of event type the planned activities may fall under, the City has the right to impose additional requirements to ensure the health and safety of event attendees and fellow community members on a case-by-case basis.

- (1) Special Events Type A are gatherings involving rental of a facility. All activities directly correspond to a facility’s intended use, but at least one permit or special provision is required. Examples of Type A events include, but are not limited to, the following:
  - (a) A family is hosting a child’s birthday party at a pavilion, and hiring a food or ice cream truck;

- (b) Renting a pavilion for an event with enough attendees to require security or first aid/medical provisions; or
  - (c) A league reserving a baseball field for a game where people are charged for admission, the number of attendees is large enough to warrant medical provisions and security, or offering food prepared on-site (e.g., concession stand, food truck).
- (2) Special Events Type B are events as being planned activities that do not regularly occur, and that use outdoor public property and facilities in ways that are outside of typically intended uses. Examples include blocking roads for a block party, having a car show, hosting a pop-up event with vendor tents, and events requiring traffic control. Such events often require lengthy coordination, site plans, and various permits.
- (3) Special Events Type C are events that do not readily fall solely under Type A or Type B. An example could be a large event that utilizes a baseball field for a game but also has multiple vendor booths on-site.

## **Section 2 - General Rules and Requirements**

### **General Rules**

In addition to existing ordinances and park rules, the following rules apply to special events:

- Event attendees must treat each other respectfully and exhibit peaceful and appropriate behaviors.
- Applicant assumes responsibility for crowd control and discipline.
- Event areas are restricted to the areas specified in the event agreement (e.g., specified green area of a park, specific street block). Members of the public not attending the event must still have access to the rest of the public facilities. For instance, if a ticketed event is being held at a park, people must still have free access to the playground area and City-owned restroom facilities.
- Decorations, tarps, or any other semi-permanent covering may not be affixed to any structure or fencing using tape, glue, tacks, screws, bolts, or nails. The City must approve any exceptions, such as rope tied banners, to this rule in writing.
- NO ALCOHOLIC BEVERAGES will be allowed on the premises. There are no exceptions. Violators are subject to fine or arrest.
- No tobacco products are allowed inside parks.
- No glass containers are allowed
- No gambling is allowed
- No soliciting is allowed
- No firearms
- No home grills or smokers are permitted on any City property without prior written authorization.
- Any signs that renters wish to post must receive prior written approval before being posted. Signs may be denied for any reason and the content and placement must receive prior written approval by the City. The content of signs and advertisements must not contain words, images, or symbols that could be deemed offensive. Approved signs and banners must be removed at the end of the event.
- No propane heaters or any type of open-flame devices are allowed at events without prior written approval from the Fire Department.
- Illegally parked vehicles may be ticketed and/or towed at the owner's expense.

- Tents or canopies are allowed in designated areas only. The placement and need for permitting shall be determined by City staff in order to maintain safety and traffic flow.
- Use of special equipment, such as sound systems, must be approved by the City before the event.
- Applicants should be aware that any requests the Applicant has that are not covered by this policy may not be allowed.

### **Location**

Events cannot be located in areas that would cause public nuisance, evoke safety concerns, promote the misuse of public resources, or result in any damage to infrastructure or property.

### **Frequency**

Given the city's limited resources and the impact to the community, no more than (2) special events shall be permitted for one location in a 12-month period. An application may be denied if Applicant has had two (2) special event permits issued for the same location within the preceding twelve (12) month period.

Organized groups, for example, concerts in the park, may enter into a contracted agreement with the City to reserve facilities on a regular basis.

A special event permit will be issued for a period not to exceed 14 consecutive days. A special event permit is required for each 14-day period during which a special event will be conducted.

### **Event Hours**

The hours available for reservations at municipal sports fields, pavilions, and parks are from dawn to dusk. Applicants must ensure that all games, rental activities, cleaning, setup/breakdown, and presence of attendees occurs during daylight hours only. Events to be held during non-daylight hours must require approval from the City.

### **Eligibility**

An Applicant requesting a Special Event must be at least twenty-one (21) years of age, legally competent to enter into a contract under the laws of the State of Texas, must not have previously damaged City property for which the Applicant has failed to pay in full for such damage, and must not have any outstanding and unpaid bills, debts, or obligations to the City. An Applicant may be denied if a previous event the Applicant hosted did not conform to City policies and procedures.

### **Use of City Resources**

In certain instances, the Applicant may request services from the City in order to conduct the Special Event. The City cannot guarantee the availability of these services and must also remain cognizant of the impact on the City resources. If requested, and agreed to by the City with the Approval of the Special Event, the Applicant shall be responsible for expenses incurred by the City connected with the holding of a Special Event in accordance with the fee schedule. This may include such things as additional clean-up, barricades, police officers, public works employees, other emergency personnel, damage, or other expense to the end that the City shall be protected from the expenditure of funds. If applicable, the Applicant may be required to pay in advance to the City the estimated sum in full for services the City has agreed to provide or requires.

The inability to provide necessary safety measures or other provisions may result in denial of the Application.

### **pecial Provisions**

The following special provisions are expectations the City has of Applicants. Failure to abide by these expectations may result in denial of future use or future special event applications from being approved.

#### ***A. Security***

Security of an event should always remain a top priority for both the community and the Applicant. As such, the City of Hutchins, at its sole discretion, reserves the right to require event security in all instances in which the City determines circumstances may warrant security to protect the health, welfare, and safety of the City of Hutchins and/or event participants. If deemed necessary, the Applicant may be required to provide a detailed Security Plan. The Applicant shall be responsible for staffing costs resulting from the use of a security firm approved by the Police Department or any request to use police officers to provide necessary security.

The City shall determine the number of security personnel or police officers an event warrants. Security personnel or police officers may be required, at the sole discretion of the Police Chief, for any event with admission fees and any event in which the anticipated attendance or the planned activity may affect public safety. If using a private security firm, the firm must be reputable, have licensed security officers, and be approved by the Police Chief.

The Applicant may request a specific number of officers needed for an event, but the Hutchins Police Department will be responsible for assessing the proper number of officers needed based on factors such as crowd size, type of event, location, and other factors. The Applicant is required to schedule and pay the hired officer(s) directly. Any costs associated with the presence of City vehicles used as part of traffic control will be the responsibility of the applicant and use of a City vehicle will be payable to the City of Hutchins. The Applicant may contact Police administration to coordinate with a police officer. If the event is cancelled, a minimum of twenty-four (24) hours-notice is required for cancellation of Police Department services and to receive a refund for the related security costs. A minimum of three (3) hours per requested event will be assessed.

#### ***B. Cleanliness and Trash Removal***

The Applicant must protect City resources by returning the public spaces to a clean and orderly condition, and placing all City property back in its original location. The Applicant shall agree to pay for the cost of replacement or repair of any damage to the facility or equipment within the public space caused from the use thereof. To preserve and protect public spaces, the Applicant shall refrain from applying any permanent or semi-permanent markings to roads and pedestrian pathways.

All Applicants are responsible for the removal of trash, litter, and other debris from the event through their own arrangements and expenses. Applicants are not allowed to empty trash cans into City dumpsters. Applicants may be required to rent a front-load or roll-off container from, or enter a contract with, a solid waste provider. If it becomes necessary for the City to clean up any given area, the Applicant will forfeit any deposit and will be billed for all costs of the clean-up.

### ***C. Advertisements and Signage***

All advertisements, including social media announcements, must be approved by the City before they are posted or published. All signs and banners, and size/quantity thereof, to be displayed before and during the event must be approved prior to issuance of the Special Event Permit. Advertising or announcements will not be made public prior to the issuance of a Special Events Permit. The City is not responsible for advertising the Applicant's event. The City must approve the posting of any material in the public spaces of Hutchins (e.g., signs in Right of Ways, parks, and library). Signs must be removed within 24 hours after the Special Event. If it becomes necessary for the City to remove any signs or banners after the approved displayed time, the permit holder will forfeit any deposit and will be billed for all costs of the removal. Banners on street light poles are forbidden.

The City maintains the right to reject signs and banners that may be deemed inappropriate or offensive, of excessive size, or of excessive quantity. The City Logo may not appear on any event signage or advertisements. Signage and advertisements must indicate that the event is not sponsored by the City of Hutchins. Advertisements should include a statement clearly indicating that the event is not sponsored by the City of Hutchins. Advertisements must not include the City of Hutchins logo.

No advertisements will be posted in the City right of ways. Signs posted in the right of way will be subject to immediate removal and destruction.

### ***D. Traffic Control***

Special events that could impact regular traffic flow or parking availability may require the Applicant to develop a Traffic Safety Plan and/or Traffic Management Plan. Traffic Plans may include detailed parking provisions, route maps of races or parades, and detailed site set-up plans. Such Plans must be approved by the City prior to issuance of the Special Events Permit. If a City vehicle is required for traffic control, then the Applicant shall pay the City directly for this service.

### ***E. Parking***

To deter traffic disruptions and create a safe environment for pedestrians, Applicants must ensure that adequate permitted parking is secured for the special event. Parking will only be allowed in designated areas approved by the City, and will be based on the event size, type, location, and facility capacity. Applicant agrees that parking locations shall be limited to only those areas specifically designated by the City. If the Applicant is requesting to charge for parking on City property, prior approval is required by City staff. Applicants found in violation of this provision may forfeit their deposit or be banned from hosting future events for any unauthorized parking in non-designated areas.

The Applicant will be responsible for any damages resulting from parking on unimproved surfaces when conditions are wet and muddy (e.g., a vehicle gets stuck and creates deep ruts).

### ***F. Public Notification***

Special events that utilize the majority of a park, trail, or section of roadway require a Public Notification Plan. Examples include fun runs and turkey trots for charity. Notices and related distribution methods must be approved by City staff prior to issuance of the Special Events Permit. Examples include, but are not limited to, posting at parks or facilities, newspaper advertisements, and mailings to impacted neighbors. All

costs incurred as part of the Notification Plan shall be borne by the event organizer or sponsor. Any posted signage must be removed within 24-hours of the event by the Applicant.

#### ***G. Sound/Noise***

Special events shall not generate excessive sound or noise that would disrupt the peace of nearby areas, or that is in violation of the Code of Ordinances. There shall be no exceptions.

#### ***H. Food/Beverage***

All vendors must be approved by the City in advance of the event. Special events that serve food and beverages shall obtain health permits through Dallas County and other entities as required. Applicants/vendors hosting an event with on-site cooking areas serving hot food must also obtain permits from the City's Fire Department as cooking equipment and setup will be subject to the approval of the Hutchins Fire Inspector.

#### ***I. Restroom Facilities***

Applicants may be required to provide an adequate number of portable toilet and sink facilities, or make arrangements for restroom facilities, at the Applicant's expense. Portable toilet and sink facilities must include an adequate number of mobility impaired accessible units. Portable toilet and sink facilities must be removed immediately following the event. The public restrooms at any City facility typically must remain open to the general public during the event and use cannot be restricted to only event attendees. Facilities will not be made available to Applicants outside of normal business hours without expressed written permission. City restroom facilities may be seasonably closed during the winter or may be closed due to damage or maintenance, so Applicants must plan accordingly.

#### ***J. Ticketing/Admissions***

The implementation of gate fees must be approved in writing by the City at least (7) days before the requested rental date. Gate access only applies to the specific reservation areas (e.g., pavilion, sports field, and field seating). Renters shall not restrict public access to the park itself or other park areas and amenities. Ticket sales shall not exceed the actual number of attendees approved for the facility/property as set by the City of Hutchins Fire Marshall. The Applicant must supply their own ticket seller, taker, and booths, and ensure that adequate security is provided. The Applicant cannot block access to park areas or other public facilities outside of the approved event boundaries.

#### ***K. Third Party Vendors***

The applicant may request the use of, and make provision for, Third Party Vendors (i.e., arts and crafts booths, food vendors). Third party vendors must agree to abide by the instructions and regulations set forth by the Applicant and City. All vendors must be approved by the City.

#### ***L. Smoking***

Smoking is prohibited in all public facilities and special event areas.

### ***M. Anti-Discrimination***

Discrimination by the Applicant, its agents, or employees on account of race, color, religion, creed, gender, national origin, age, disability, sexual orientation, citizenship status, genetic information or any other legally protected status is prohibited.

### ***N. Fire/Pyrotechnics/Fireworks***

The use of fire, pyrotechnics, or fireworks is prohibited at events within City limits.

### ***O. Confetti***

The use of confetti and confetti cannons is prohibited from use unless specifically permitted by the City. If approved, all confetti must be biodegradable and cleared following the event by the Applicant or additional fees will apply.

### ***P. Event Capacity***

The City of Hutchins Fire Department has the authority to limit the number of people present at an event when it is deemed that the number of people causes a life safety or fire hazard issue, per existing safety codes.

### ***Q. Medical Service***

If the expected attendance of an event is over one-hundred (100) people, then the Applicant must have at least two (2) paramedics and one (1) MICU (mobile intensive care unit) on location, or otherwise as required, by the Fire Department. This must be coordinated through a private company approved by the Hutchins Fire Department.

If the expected attendance of an event is less than one-hundred (100) people, it is recommended that the Applicant still have emergency medical equipment and supplies on-site as appropriate for planned event activities. A first-aid station may be required by the Fire Department.

### ***R. Fire Protection***

If the expected attendance of an event is over 100, then the Applicant is required to have a comprehensive plan for prevention of fires and for adequate fire protection of persons and property in the event of a fire, including, without limitation, adequate exits, fire extinguishers, adequate access for fire apparatus and emergency vehicles entering and exiting. The fire protection plan shall be coordinated through the office of the fire inspector.

## **Section 3 – Application Submittal and Approval Processes**

### **General Guidelines**

Applications shall be completed in full using the approved Application form. Applications are available online at [www.cityofhutchins.org](http://www.cityofhutchins.org) and in person at City Hall. Applications should be submitted no less than forty-five (45) calendar days in advance of the requested Special Event. Applications received less than the requested calendar days before the proposed Special Event date are not guaranteed to be considered.

The Applicant must also provide to the City an Application fee in accordance with the fee schedule of the City Code of Ordinances. Any request to waive fees must be approved by the City Council.

The City of Hutchins recognizes that the City is not the only authority in the area. Approval from other entities may be required in order to complete the approval process. For instance, events utilizing private property must obtain approval from the owners. State and County laws shall take precedence. It is the responsibility of the Applicant to ensure that all applicable rules are followed and authorizations received.

The Applicant must attend any and all required review meetings with City staff to ensure compliance with applicable policies, procedures, ordinances, and other laws. In the event that an Application is denied by the City, the Applicant may appeal to the City Administrator in writing within five (5) business days of denial. The decision of the City Administrator or the City Administrator's designee is final.

#### General Approval Criteria

Below is a non-comprehensive list of criteria that the City will consider before approving an event application.

- a. The event is unreasonably likely to cause injury to persons or property, create a disturbance, cause disorderly conduct or encourage or result in violation of the law, or community standards;
- b. The event will unreasonably and substantially interrupt the safe and orderly movement of pedestrians and vehicular traffic in the area;
- c. The proposed location is adequate for the size and nature of the event;
- d. The event does not unreasonably interfere with the intended use of the area (e.g., event areas do not obstruct park playgrounds or the entirety of a park's green spaces; any road closures are minimal with alternate routes);
- e. The Applicant's apparent ability to execute the event;
- f. The Applicant's apparent ability to obtain the appropriate insurance (if applicable);
- g. The event unreasonably conflicts with other scheduled Special Events in the community;
- h. Approvals by other governing agencies (i.e. County); and
- i. All permit requirements have been met.
- j. The event will not be held on the same day as, or days leading up to, a City event

#### **Section 4 – Deposits and Fees**

Renters must show proof of residency to receive the resident rate. Proof of residency must be either 1) a state-issued identification card or drivers license with a current Hutchins address or 2) a City of Hutchins water bill along with photo identification. Residential rates are non-transferable.

Non-residents must present a valid Texas Driver's License or Texas Identification Card with the reservation fee and damage deposit.

All deposits and all rental fees must be paid in full upon reservation approval. The City will not hold a reservation without payment in full. All fees will be paid at City Hall and collected by city staff.

Reservations are guaranteed when the reservation permit is completed, all fees paid, and approved by the City.

The fees will be based on the fee schedule included in the Code of Ordinances.

### **Section 5 – Cancellation, Inclement Weather, and Rule-Breaking**

The City reserves the right to cancel an event up to 30 days prior to the event date. Depending on the reason for cancellation, City will work with event organizers to reschedule the event within one (1) year of the original event date. If it is found that the Special Events policy agreement is being violated during the event, or the event otherwise becomes unsafe for attendees, then the City reserves the right to enforce compliance or shut down the event. The City also reserves the right to eject any objectional person or group of persons from the facility/property from the premises. Any group charged with abuse and/or damage to the facility may be banned from making any further reservation.

#### Refunds and Cancellations

All refunds will be returned fourteen (14) business days after the rental date by check only.

Rental fees are refundable if the scheduled event is cancelled at least seven (7) days before the reservation date in writing. Any fees or charges incurred by the City will be deducted from the fee or deposit. No partial refunds will be given.

If possible, refunds will be made for rainouts, or the reservation may be rescheduled for an available date.

The City reserves the right to cancel an event in whole or in part at any time without incurring any damages from the renter. Field closures may result from but is not limited to: inclement weather, poor playing conditions or field damage which may cause hazardous safety considerations for the public or excessive repairs to the public facilities.

At the discretion of the City Administrator, any reservation may be cancelled, and all fees may or may not be returned.

Due to labor laws and policies, refunds may not be possible if City staff members were already scheduled to be present.

#### Deposit Returns and Cleaning

Deposits will be returned within 30 days after an event upon request in writing and will be prorated to account for expenses incurred by the City for damages. Deposits will be returned to the person who made the deposit only.

Applicants are responsible for maintaining cleanliness by picking up litter around the event site and parking areas throughout the duration of the event. A City staff member will check the event site for prior damage and cleanliness and will also inspect the site after usage. At the conclusion of the event, if the site is left littered or there are damages, then the deposit will be forfeited and the Applicant will pay additional fees.

#### Inclement Weather

The City has access to various local meteorological tools and data including the National Weather Service (NWS) warnings and bulletins. City staff will make every effort to allow an event to go as scheduled, but

reserves the right to cancel, postpone, or prematurely close any event due to inclement weather. Inclement weather can come in the form of any item(s) below:

- a. Winds exceeding sixty-five (65) miles per hour;
- b. Lightning within twenty (20) miles of the venue or event;
- c. Persistent heavy rain;
- d. Snow or ice;
- e. Hail;
- f. Tornado;
- g. Any severe weather warning from the National Weather Service (NWS);
- h. Any "Acts of God" not listed above.

#### Failure to Follow Rules

The Applicant must abide by this policy and City ordinances, realizing that no adherence may result in forfeiture of all or a portion of deposit, additional fees, inability to use park and field facilities and pavilion in the future, cancellation of current rental contract, a fine, and/or arrest depending on the infraction.

Enforcement of all City rules and policies is the responsibility of the renter and City staff. Any failure of the renter to follow or enforce any rule or policy is grounds for removal from any facility and revocation of any future use of any City facility. During the event Public Works personnel will conduct inspections of parks, Fire Department personnel will determine if codes are met, and the Police Department will disperse unruly crowds who are in violation of State statutes and/or local ordinances.

Violation of park, pavilion, and field facility rules is cause for immediate ejection from the premises.

### **Section 6 - Liability**

#### ***A. Damage or Loss of Materials***

Because these events are not operated or sponsored by the City, the City shall not be responsible for damage or loss of materials used or left in any public spaces and does not assume liability for any groups or individuals attending an event within said public spaces.

#### ***B. Indemnity***

The City shall not be liable to the Applicant or the Applicant's agents, officials, employees, contractors, members and participants for any damage to person or property caused by an act of negligence or malfeasance of the Applicant or Applicant's agents, officials, employees, contractors, members, and participants from any claims for any such damage arising out of the activities of the Applicant, its agents, officials, employees, contractors, members, and participants. Further, the City of Hutchins, its agents, officers, and employees will not be responsible for items left at the event location.

#### ***C. Liability and Liability Insurance***

The renter making the reservation shall assume liability for any damages to any sports field and pavilion area, and will be billed accordingly. The renter using the facility shall obey all rules and regulations, both written and verbal, and shall not hold the City of Hutchins or any of its representatives liable for an injury sustained while using the facility.

If required, the Applicant shall provide the City with a policy of approved public liability insurance at least fourteen (14) calendar days prior to any approved special events.

### **Section 7 - Assignment/Transfer**

It is expressly understood that any permit issued is exclusive to the parties named therein and is not assignable or transferable.

### **Section 9 – Exceptions**

The City reserves the right to make limited exceptions to this policy on a case-by-case basis. Exceptions must be made in writing with the signature of the City Administrator.

### **Section 10 - Application Processes**

The City has established a Special Event Review Team (“SERT”) consisting of representatives of the Community Development, Public Works, Community Services and Parks Programs, Fire, Police, and City Administration departments. SERT is responsible for accepting applications, reviewing proposals, and working with Applicants to ensure that the process is as efficient as possible, and that the events are in keeping with City guidelines and policies. The City is committed to achieving a process that is responsive to the Applicant, provides accurate and clear information, and, as stated, encourages community events that are safe, enjoyable, and well-coordinated.

#### ***A. Basic Process Outline***

SERT is responsible for distributing, receiving, and processing the Special Events application and coordinating its review by appropriate City departments. Members of the public wishing to hold a special event may contact Hutchins City Hall during normal business hours. The Special Event Permit Application can be found on the City’s website at [www.cityofhutchinstx.gov](http://www.cityofhutchinstx.gov).

The Special Events Application approval process involves the following steps:

#### **Step 1**

Obtain and complete a Special Event Permit Application available online at [www.cityofhutchinstx.gov](http://www.cityofhutchinstx.gov). The Special Event Application may also be picked up at City Hall.

#### **Step 2**

Prepare all Required Plans. Plans may include, but are not limited to, a Special Events Site Plan, Public Safety Plan, Traffic Safety Plan, Traffic Management Plan, and a Waste Collection Plan. The amount of time SERT staff are available to assist depends on current workloads.

#### **Step 3**

Submit the completed Application and two sets of any Required Plans to SERT staff either in-person at Hutchins City Hall or electronically. Applications must be submitted at least forty-five (45) calendar days prior to the proposed Special Event.

#### Step 4

SERT will review the Application and Required Plans; request follow-up information, if necessary; consider the proposed event's compliance with City ordinances; determine the City resources that will be required, and the availability of such City resources; and calculate the anticipated costs and expenses, if any, associated to the Applicant.

At the discretion of SERT, events determined to require City resources are mandated to schedule a minimum of one (1) in-person review with SERT. A staff member will contact the event organizer to schedule the review. If the members of the committee determine that further review meetings are necessary for planning, a staff member will organize the follow-up.

#### Step 5

A formal, written agreement will be signed by the Applicant and City of Hutchins solidifying acknowledgement of application approval, rules, procedures, fees, and other responsibilities.

No oral agreements for event requests shall be considered valid, or binding, unless a properly completed Special Events Application and written agreement are signed, approved, and if required, a monetary deposit has been received for the event.

#### Step 6

The City will inspect the facility after the event. If there is no damage and all rules were followed, then the deposit will be returned to the Applicant. If there is damage or other rules were not followed, then the deposits will not be returned, and the Applicant may face other consequences as appropriate.