



Special Events Policy

General Rules and Regulations

This document outlines the general rules and regulations that you must follow if you want to host a special event. This is provided to you as a convenience and is not a comprehensive list. More details can be found within the Special Events and Park Facilities Rental Policy.

The City reserves the right to cancel an event up to 30 days prior to the event date. Depending on the reason for cancellation, the 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 and Park Facilities Rental 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 may be banned from making any further reservation.

- All existing ordinances and park rules must be followed.
- Fire Department personnel have the right to limit the number of people who attend the event. The event location, activities, parking, number of attendees, et cetera must be safely compatible.
- City property must remain undamaged. For example, if you want to hang decorations then you cannot attach them to City-owned property using tape, glue, or tacks. If your event activities cause property damage, you will have to pay for the damages.
- Any signs must be approved by the City during the application process. Signs cannot contain language or symbols that can be deemed offensive. You must remove every sign after the event.
- You cannot start advertising your event until your application has been approved, you've signed a written agreement, and your fees have been paid. All advertisements must be approved during the application process, and cannot contain offensive content or the City logo. Advertisements must include a sentence saying that the event is not sponsored by the City of Hutchins.
- If you use tents, then the City needs to approve their locations. Because large tents may be prone to faltering in the wind, some tents may require a permit or on-site inspection to ensure that they are safe. This means that using tents may cost you money.
- If security is required, then you must work with the Hutchins Police Department to arrange this. Having security will cost money on your part.
- You must keep the area clean. If you have a large number of attendees, then they may produce more trash than existing trash cans can hold. This means you must arrange to have additional trash cans or dumpsters, which will cost you money. Using confetti requires a special permit, must be biodegradable, and cleared immediately following the event. If you fail to clean the area after the event, you will pay additional fees.
- Depending on your event type and size, you may need to provide portable toilets and sinks. This will cost money on your part.
- Depending on your event type and size, you may need to make special traffic or parking plans that must be approved by the City.



- If you want to have vendors at your event, like a food truck, merchants, or people operating similar booths, then the list of vendors must be approved by the City. If they are selling food prepared on-site, then they must have a health permit from Dallas County.
- Depending on the number of people expected to attend the event, you may need to have on-site fire safety and medical provisions. This will cost you money. Fireworks, pyrotechnics, and smoking are not allowed.
- The City might require that you have liability insurance for your event. This will cost money on your part.
- Event activities cannot be overly loud. If your event breaks the noise ordinance, then you could be held liable and criminally charged.
- If you wish to rent a park facility as part of your event, then you must also follow all other applicable rental policies.

Fee Schedule

Application Fee	\$70 for residents and organizations based within Hutchins City Limits; \$100 for non-residents and organizations based outside Hutchins City Limits
Security Provided by Hutchins Police Officers	65.00/hour for each City of Hutchins Police Officer with a 3-hour minimum. The cost for supervisors is \$75.00/hour for each supervisor with a 3-hour minimum.
Presence of on-site Paramedics or Firefighters	\$50/hr for each paramedic or firefighter
Vehicle for traffic control	22.91/hour for each City-owned vehicle with a 3-hour minimum.
Restroom facilities, dumpsters, traffic cones and barricades, first aid supplies, medical personnel, and other requirements that the City is unable to provide must be covered at Applicant's own expense. Any additional clean-up or damages incurred will result in a forfeit of the security deposit and additional fees. The option of on-site City personnel (such as police and paramedics) depends on staff availability.	