

**CITY OF TOMBALL
ADMINISTRATIVE POLICIES, RULES AND PROCEDURES**

SUBJECT SPECIAL EVENTS AND FIREWORKS	NUMBER: 2	EFFECTIVE DATE:	PAGE 1 OF 4
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	SUPERSEDES:	APPROVED BY CITY COUNCIL:	

SPECIAL EVENTS

DEFINITION: Any organized activity or event and open to the general public that involves the use of, or having an impact upon, public property, facilities, public parks, sidewalks, or street areas in the City of Tomball require prior approval and must meet certain requirements for consideration.

PROCEDURES: Several procedures and guidelines must be followed before any non-city staged event may take place. Those include, but are not limited to, the following:

1. A completed Special Event application must be submitted to the Tomball Department of Marketing & Tourism at least 180 days prior to any proposed festival or event. Tomball City Council approval is required if event meets one of the following criteria: sale of alcohol, street closures, fireworks, or contains a request for in-kind donations from the City of Tomball.
2. A written proposal must accompany the application. The proposal should include the overall event concept, a detailed site map, a list of planned activities, hours of operation, proposed vendors, food and beverage, entertainment and any other relevant aspects of the event.
3. If a charity is involved, or is the beneficiary of funds raised, information about the charity needs to be included as a part of the application process, as well as proof of non-profit status. If requesting in-kind services, preference will be given to organizations providing donations to agencies within the city limits of Tomball.
4. A fee equal to the actual cost of city services to host the event will be required of for-profit event planners to be paid no less than ten business days before the event. Non-profit organizations may request city services as an in-kind donation.
5. A meeting will be scheduled with the Tomball Events Team (representatives of Tomball Police, Fire, Public Works, Marketing and Northwest EMS) to discuss the merits and feasibility of the proposed event. The applicant is required to be at this meeting to answer questions regarding the application. Failure to attend will result in the event being cancelled by the City of Tomball.
6. If approved by the Tomball Events Team, the proposed event will be presented to City Council for final approval. The applicant is required to be at this meeting to answer questions regarding the application if necessary.
7. Ten days prior to the event, proof of general liability insurance (\$1,000,000 minimum) must be provided by the event organizer naming the City of Tomball as additional insured.
8. Event coordinators must provide their own volunteers or staff; oversee food and beverage permits, vendors, site clean-up and other aspects of staging a festival/special event.
9. Failure to comply with the guidelines listed above will preclude applicant from staging future events.
10. If Fireworks are a part of the event, a Fireworks Event Application shall accompany the Special Event Application.

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An application to stage an event within the City of Tomball shall be filed with the Community Events Coordinator at least 180 days prior to the event. This application is not to be construed as authorizing or agreeing to any event until formally approved by Tomball City Council.

Request for permission to use a public venue for the following type of event (please check one):

Festival ___ Community Event ___ Arts & Crafts Event ___ Music Event ___ Other (specify) ___

1. Event title: _____
 2. Sponsoring entity: _____
 3. Is this organization based in Tomball: Yes ___ No ___
 4. Is this organization *non-profit* ___ or *for-profit* ___ *Attach 501 (c) (3) tax exemption if applicable
 5. Contact: _____ Phone: _____
 6. Contact address: _____
 7. Contact email: _____
 8. Event date: _____
 9. Event times: Start _____ Finish _____ Set-up _____ Breakdown _____
 10. Is this event for charity? Yes ___ No ___
 11. If yes, what charity? _____ Tax ID _____
 12. If yes, what percentage of net proceeds will be donated to the charity? _____
 13. On-site contact: _____ Mobile Phone: _____
 14. Estimated number of attendees: _____
 15. Detailed site map in attached: Yes ___ No ___
 16. Is this event open to the public: Yes ___ No ___
 17. Admission fee: \$_____ Free ___
 18. Time at which event staff will begin to arrive: _____
 19. The applicant will defend and hold harmless the City of Tomball from all claims, demands, actions or causes of action, of whatsoever nature or character, arising out of or by reason of the conduct of the activity authorized by such application including attorney fees and expenses.
- Initial _____
20. The applicant will provide proof of general liability insurance for the event naming the City of Tomball as additional insured.
- Initial _____
21. Name of insurance carrier: _____
 22. Are Fireworks included in your event? ___ No ___ Yes (Must submit Fireworks Event Application)

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FIREWORKS EVENT

DEFINITION: Any non-sanctioned city event, including but not limited to wedding, party, or other gathering, involving the use of any firework. A firework is defined as any firecrackers, cannon crackers, skyrockets, torpedoes, roman candles, sparklers, squibs, fire balloons, star shells, gerbs or any other substance in whatever combination by any designated name intended for use in obtaining visible or audible pyrotechnic display; and such term shall include all articles or substances within the commonly accepted meaning of fireworks whether specially designated and defined or not.

PROCEDURES: Several procedures and guidelines must be followed before any non-city sanctioned event may take place involving fireworks. Those include, but are not limited to, the following:

1. A completed Fireworks Application must be submitted to the Tomball Fire Department at least 90 days prior to any proposed festival or event. Tomball City Council approval is required if event meets one of the following criteria: sale of alcohol, street closures, fireworks, or contains a request for in-kind donations from the City of Tomball.
2. A written proposal must accompany the application. The proposal should include the overall event concept, location, a detailed site map, hours of fireworks show, type of fireworks show (aerial or ground effects).
THIS DOES NOT CONSTITUTE A PERMIT FROM THE FIRE MARSHAL'S OFFICE.
 - a. Aerial Fireworks Shooting Sites shall not be within
 - i. 1000 feet of a structure on an abutting property
 - ii. 500 feet of a lot line where livestock are present
3. If approved by the Tomball Fire Department, the proposed event will be presented to City Council for final approval. The applicant is required to be at this meeting to answer questions regarding the application if necessary.
4. If approved by the Tomball City Council, no less than 14 days prior to the event the applicant's state licensed pyro-technician shall submit appropriate documentation for permitting to the Tomball Fire Department Fire Prevention Division for permitting.
 - a. A nominal plan review fee will be charged according to the most recent City of Tomball Council adopted Fee Schedule.
5. Failure to comply with these guidelines may result in a fine not to exceed \$2000.

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An application to stage an event within the City of Tomball shall be filed with the Tomball Fire Department at least 90 days prior to the event. This application is not to be construed as authorizing or agreeing to any event until formally approved by Tomball City Council and permitted by the Tomball Fire Department.

Request for permission to conduct and Fireworks Show for the following type of event (please check one):

Festival ___ Community Event ___ Wedding ___ Music Event ___ Other (specify) ___

1. Event title: _____
2. Contact: _____ Phone: _____
3. Contact address: _____
4. Contact email: _____
5. Event date: _____
6. Firework Show Event times: Start _____ Finish _____ Set-up _____ Breakdown _____
7. Fireworks Show Type (Check All that Apply): _____ Aerial _____ Ground Effects
8. State -Licensed Fireworks Provider: _____ Phone: _____

9. On-site contact: _____ Mobile Phone: _____
10. Estimated number of attendees: _____
11. Detailed site map is attached: Yes ___ No ___
12. Is this event open to the public: Yes ___ No ___
13. Admission fee: \$ _____ Free ___