



CITY of NEW BRAUNFELS

SPECIAL EVENTS  
GUIDEBOOK

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## PURPOSE

The City of New Braunfels has adopted the standards and policies for special events to minimize adverse effects to the public health, safety, or convenience; to ensure compatibility with nearby uses; to avoid creating traffic hazards or congestion; and to curtail any interruptions or interferences with the normal conduct of uses and activities in the vicinity, while providing opportunities for hosting limited events.

## COMMON QUESTIONS

***When should I start preparing my Special Event Permit?*** As soon as you determine you are going to have a special event.

***When should I submit my Special Event Permit? Before you advertise your event!*** The review process may require adjustments at your event. It is best to work to resolve these issues as soon as possible. A 2-Phase permit option is available! The 2-phase permit process will get you initial feedback on a limited application (Phase 1 SEP) before commitments are made and advertising begins. The Phase 2 SEP application or a complete Special Event Permit must be submitted by the deadline which is the last date where city staff will have sufficient time to review and then work with you to address any concerns. Early submittals or using the 2-Phase SEP will always be best!

## SPECIAL EVENT DEFINITIONS

***Ceremony*** means of, for, or consisting of ceremony or ritual including an established system of rites or formal actions connected with an occasion, as in religion, a rite or ceremony.

***Event Center*** means a commercial establishment where a building, group of buildings and/or outdoor area(s) are intended for individuals and or groups to gather and promote common interests, celebrations, and events. A Certificate of Occupancy (C of O) for the property/building/venue as an event center must be on file with the Building Safety Division.

***Exhibition*** means any exhibition, show and/or display which is open to the public for purposes of exhibiting and the trading, selling and/or buying of property.

***Special Event*** means a festival, celebration, or gathering that involves the reservation and temporary use of a portion of a **private property** that includes one or more of the following: entertainment; dancing; music; dramatic productions; art or cultural exhibitions; the sale of merchandise, food, or beverages. The term does not pertain to buildings or properties that are available to the general public and/or that host events on a regular basis, such as: the Wurstfest grounds, the Comal County Fairgrounds, the New Braunfels Civic/Convention Center, Heritage Village, Conservation Plaza, school grounds, private event centers, homeowners' association amenity centers/property, and any other similar facility or property.

***Temporary Structure*** means any non-permanent structure brought to or constructed on the property where the special event is to be held and utilized as part of the special event. It does not include tents or canopies. Temporary structures shall be removed at the end of the special event. Temporary structures are further defined in the IBC, Appendix G (G113.1). They shall be anchored to prevent flotation, collapse or lateral movement resulting from hydrostatic loads, including the effects of buoyancy, during conditions of the design flood. Fully enclosed temporary structures shall have flood openings that are in accordance with ASCE 24 to allow for the automatic entry and exit of floodwaters.

# EXEMPTIONS

The following events may be conducted without a special event permit but may require other permits:

1. All events held on Civic Center, Comal County Fairgrounds, school grounds, private event centers (property must have a certificate of occupancy as an event center), and Wurstfest property. See *Special Event definition*.
2. Parades: any march or procession consisting of people, animals or vehicles, or a combination thereof, including athletic events, upon any public street, sidewalk or alley which does not comply with normal or usual traffic regulations or controls, and requires closing any part of the roadway to normal traffic. (This type of event requires a [Road Closure Permit](#) from the City Secretary's Office.)
3. All events taking place on sidewalks and/or streets within Downtown must coordinate with the Downtown Development Coordinator.
4. Organizational functions including, but not limited to, grand openings and ribbon cutting ceremonies solely contained on the organization's property.
5. The Parks & Recreation Department oversees all activities within city parks. Contact the Parks & Recreation Department.
6. Runs/Races: with festivities on private property at conclusion (This type of event requires a [Road Closure Permit](#) from the City Secretary's Office.)

## OVERVIEW TIMELINE/PROCESS

### a) Before the Event

- i) Application Submittal (2-Phase Application or Regular Application)
  - (1) Phase I Application
    - (a) Staff Review
    - (b) Comment letter issued
  - (2) Phase 2/Standard Application (addressing comments from Phase I application when applicable)
    - (a) Staff Review and Comments
    - (b) Permit Issuance
    - (c) Setup
    - (d) Inspections (tents, canopies, stages, food/drink vendors, etc.)

### b) During the Event

- i) Be mindful of weather alerts
- ii) Monitor traffic situation
- iii) Monitor garbage and implement waste management plan

- iv) Event Breakdown
- v) Cleanup
- c) **After the Event**
  - i) Recap of event and process with City – opportunity to discuss possible improvements for both sides.

## PERMIT PROCESS

### I) **Process.**

- a) **Optional - Phase 1 Special Event Permit** application and fees must be submitted and accepted as a complete application a minimum of 14 days before the Standard Special Event Permit application deadline.
  - i) Submit application using the [City's online permitting portal](#). Include ALL required information, ALL required attachments, and associated fees as outlined on page 12. Incomplete applications will be rejected and not processed. Review page 12 to help you prepare materials and answers for a quick online submission.
  - ii) Once the application has been accepted as complete, it will be reviewed by the City. Review time is approximately ten (10) business days.
  - iii) Comments issued are to be utilized in the Phase 2 Special Event Permit application.
- b) **Standard Special Event Permit or Phase 2 Special Event Permit** applications and fees must be submitted and accepted as a complete application a minimum of 60 days before the date of the special event unless:
  - i) The attendance of the event is less than 1,000, there are no Tier 2 activities, **AND** no portion of the property is located within the floodway then a minimum of 14 days before the date of the special event is acceptable.
  - ii) Submit application using the [City's online permitting portal](#). Include ALL required information, ALL required attachments, and associated fees. Incomplete applications will be rejected and **not** processed. Review page 13 to help you prepare materials and answers for a quick online submission.
  - iii) Once the application has been accepted as complete, it will be reviewed by the City. Review time is approximately ten (10) business days upon receipt for first initial review comments. Additional time may be needed if additional documents or discussions are needed.

## REVIEW CRITERIA

### I) **Location and Parameters.**

- a) No special event can take place on vacant, unimproved property or at a residential home.
- b) All special event activities must occur on private property. No activity, parking, or signage may be located on public property or street right-of-way or within 25 feet of a street intersection, measured at the right-of-way line, as to create a visual distraction.
- c) **Attendance.** If peak projected event attendance is 1,000 or greater, crowd management **must** be included with the Special Event Permit application as part of a Safety Plan.
- d) **Hours of operation.** The hours of operation for the special event may take place only between 8:00 a.m. and 9:00 p.m. This does not include set up or tear down.
- e) **Length of special event.** The special event cannot exceed 25 days in a calendar year and cannot be held for more than four days consecutively. One permit can include multiple occurrences of the same

event utilizing the same site plan within a one-year period.

- f) **Floodway.** When property hosting the special event includes FEMA designated floodway, additional standards and limitations apply. These are noted throughout this Guide. Is the event site in a flood zone? Check on the [Flood Zone Map](#).

## 2) Activities.

- a) **Food and Drink.** A special event providing food and drinks must provide a complete list of names of vendors (including samplers) and food trucks.
  - i) Separate permits and inspections will be required through the Health & Food Safety Division for all food vendors and vendors providing samples. Any food trucks not already registered in the City will need to do so. [Food Vendor Application](#)
  - ii) Drink vendors preparing drinks at the special event are considered a food vendor and must obtain separate permits and inspections through the Health & Food Safety Division.
  - iii) A special event providing for alcohol sales or consumption shall have a valid permit or license to sell or serve alcoholic beverages issued by the Texas Alcoholic Beverage Commission (TABC).
- b) **Music/Performances.** The special event may not have music (amplified or otherwise) closer than 200 feet to a property zoned or used for single- or two-family residences. While the property hosting the special event and the event space itself can be within 200 feet of a property zoned or used for single- or two-family residences, any music (amplified or otherwise) must be separated by at least 200 feet.
  - i) All speakers or other sound amplification devices must be directed and oriented away from nearby residences (single-family, two-family and multifamily).
  - ii) All noise/sound must comply with [Chapter 82](#), offenses and miscellaneous provisions, [Section 82-9](#), noise regulations.
  - iii) See Temporary Structures regarding stages.
- c) **Animals.** A special event involving animals, including but not limited to, petting zoos and exhibitions, must comply with the following. See Amusement Rides/Circus for a circus.
  - i) A complete list of animals to be involved including a detailed site plan of their exhibition shall be provided.
  - ii) A separate [Animal Exhibition Permit](#) is required to be obtained from the Animal Welfare & Rescue Division. A current certificate of veterinary inspection, a valid USDA Exhibitor Permit, proof of insurance and consent of the property owner is required to receive said permit.
  - iii) Failure to follow all guidelines in New Braunfels Code of Ordinances [Chapter 6 – “Animals”](#), or operating without an animal exhibition permit subjects the owner and/or manager to citations and/or exhibition to immediate closure.
- d) **Amusement Rides/Circus.** In addition to a circus, a special event providing mechanical amusement rides (does not include bounce-houses) must obtain a separate [Circus, Carnival, Fair \(Amusement\) Permit](#) from the Health and Food Safety Division per NBCO Chapter 18 Div. 2 Section 18-117.
- e) **Pyrotechnics.** Pyrotechnics require a permit from the New Braunfels Fire Marshal’s Office. A permit will only be issued to a State Licensed Pyrotechnician. Permit issuance is on a case-by-case basis.
- f) **Passive Attractions.** Attractions that do not involve the other activities listed above. Common attractions include artisan/art markets, exhibitions, displays, and non-amplified orators/speakers.

- g) Activity Tiers.** Depending on the activities taking place at the special event, more time will be needed to process the request. See **Page 4** for Permit Process.

<b>Tier 1 Activities</b>	<b>Tier 2 Activities</b>
Food/Drinks	Music (live, DJ or other) with a stage
Food Trucks	Performances with a stage
Alcohol	Peak attendance of 1,000 or greater
Music without a stage	Floodway is located on the host property
Performance without a stage	Temporary Structures or stages 120 sf or larger
Amusement Rides – carnival rides, etc.	
Animals – petting zoo, etc.	
Tents over 400 sf	
Canopies over 700 sf	
Pyrotechnics	
Passive Attractions	

### **3) Tents (1,2,3 or 4 sides) and Canopies (No sides).**

The following standards apply only to tents and canopies as described below.

- a) Tents OVER 400 square feet must provide the following with the Special Event Permit application:**
  - i) A detailed floor plan (tables, chairs, aisle widths, etc.);
  - ii) Exit signs;
  - iii) Emergency lighting (only if occupied after dark);
  - iv) Fire Extinguisher (5 lb 2A10BC) every 75 walking feet;
  - v) Tent(s) must be shown on the site plan; and,
  - vi) Flame treatment certificate.
- b) Canopies OVER 700 square feet must provide the following with the Special Event Permit application:**
  - i) A detailed floor plan (tables, chairs, aisle widths, etc.);
  - ii) Fire Extinguisher (5 lb 2A10BC) every 75 walking feet;
  - iii) Canopies must be shown on the site plan; and,
  - iv) Flame treatment certificate.
- c) Site inspections by the Fire Marshal's Office may take place prior to or during the event.**

### **4) Structures.**

- a) No permanent structures may be erected as part of the special event.**
- b) Temporary structures greater than 120 square feet must obtain a separate Building Permit from the Building Safety Division. The building permit application must include a site plan that indicates the following:**
  - i) Type of construction
  - ii) Floor Plan

- iii) Aisles & Seating Arrangement
- iv) Type of Materials
- v) Structural details
- vi) Location of sanitary facilities
- vii) Location and specification of fire suppression equipment
- viii) Location of all electrical wiring – Note that an Electric trade permit is required (for new wiring only)
- ix) Location and width of exits

## 5) Stages.

- a) A special event that includes stages for performances must complete the stage permit section of the Special Event Permit application. Stages 120 square feet or larger that are not a licensed mobile stage are considered temporary structures and must obtain a building permit.
- b) The stage permit section of the Special Event Permit must comply with the following:
  - i) The location of the stage/platform on event property must be properly labeled on the site plan.
  - ii) Providing a description of capacity, stability, framing, bracing, and anchoring.
  - iii) All stages and platforms must comply with Section 19.11, Requirements for Outdoor Events Structures, from [The Event Safety Guide](#) published by the Event Safety Alliance in 2013. [A Stage Affidavit](#) confirming adherence must be attached to the Special Event Permit application.

## 6) Restrooms.

- a) The special event organizer must provide restrooms for event attendees. Restrooms in the host business can count towards this requirement.
- b) The number of toilets required will be based on the total number of anticipated participants/guests expected with a minimum of four portable toilets (2 unisex and two accessible).

Number of participants/guests	Minimum toilet requirement	Accessible toilet requirement
0-500	4	2
500-1000	5	2
1000-2000	6	2
2000-3000	7	3
3000-4000	8	4
4000-5000	9	5
5000-7500	10	5
7500-10000	13	5
10000-15000	19	5

- c) Portable restrooms may not be located within 200 feet of any residential (single-family, two-family or multifamily) property.
- d) Accessible toilets are to be placed on a level site (no more than a 2% slope) with an appropriate clear path of travel (a minimum of 36 inches wide) leading to the toilet entrance.



- e) Portable restrooms are **prohibited** from being placed within the Floodway. Only trailer restrooms are allowed within the Floodway. Examples:



VS



## 7) Lighting.

- a) All lighting must be directed away from nearby residences (single-family, two-family and multifamily) and away from public right-of-way.
- b) Lighting shall not produce an obnoxious and intense glare or direct illumination across property lines and shall not be of such intensity as to create a nuisance or detract from the use or enjoyment of adjacent property. The light beam must be controlled and not directed across any property line above a height of three feet. The maximum intensity measured at the property line of a residential use in a residential zoning district shall be 0.25-foot candles.
- c) Outdoor lighting must be "[fully shielded light fixtures](#)" and be designed, arranged and screened so that the light source is not visible from adjoining lots or streets. No portion of the bulb or direct lamp image may be visible beyond a distance equal to or greater than twice the mounting height of the fixture. For example, for a fixture with a mounting height of 12 feet, no portion of the bulb or direct lamp image may be visible from 24 feet away in any direction. Light poles or wall-mounted fixtures shall be full-cutoff fixtures only. All perimeter fixtures shall possess house-side shielding; bollards shall be louvered and utilize coated lamps.
- d) Luminaries. Light sources shall be of a down-light type, indirect, diffused, or shielded type luminaries installed and maintained so as to reduce glare effect and consequent interference with use of adjacent properties and boundary streets. Low wattage temporary lighting is permitted.
- e) Where a special event is adjacent to land used or zoned for single-family or two-family development all canopies and awning lighting must be [shielded](#) from residential uses or residential zoning.

## 8) Signage.

- a) Please show the location of signs being used on the site plan in addition to the dimensions.
- b) Temporary signs may be no larger than 64 square feet and cannot be located within public right-of-way, sidewalks, site triangles, rooftops, or attached to trees. Banner signs are not permitted.  
[Temporary Signs](#)

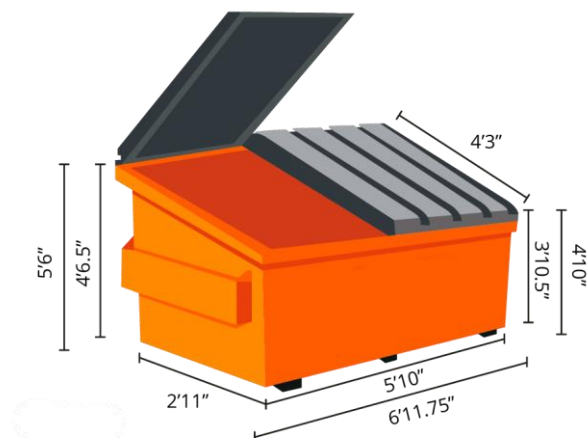
## 9) Refuse.

- a) A sufficient quantity of garbage receptacles shall be provided and maintained so Special Event sites are kept clean of all debris, trash, and litter at all times. Sufficient quantity is based upon the Minimum Unit Requirements indicated below.
- b) When the business site hosting the special event is a current commercial customer of the New Braunfels Solid Waste Department, the following information must be included with the application:
  - i) Number and size of the containers currently on the site.
  - ii) The number of days per week the containers are serviced.

- iii) If the current container(s) on site is insufficient to handle the Minimum Unit Requirements as stated below, the application must include detailed course of action to handle the additional refuse.
- c) There should be a minimum of 3 garbage receptacles of sufficient size (no less than 2 cubic yards total), if projected peak crowd number is 249 or less.

Peak Crowd Number of People	Minimum Unit Requirements
250	3 Cubic Yards
500	7 Cubic Yards
1,000	14 Cubic Yards
2,000	27 Cubic Yards
3,000	41 Cubic Yards
4,000	54 Cubic Yards
5,000	68 Cubic Yards
6,000	82 Cubic Yards
7,000	95 Cubic Yards
8,000	109 Cubic Yards
10,000	123 Cubic Yards
12,500	170 Cubic Yards
15,000	204 Cubic Yards

Examples: 3 Cubic Yards



8 cubic yards



## 10) **Emergency Preparedness, Traffic Control, Crowd Management, and Security.**

- a) Emergency Preparedness. A **Public Safety Plan** is encouraged for all special events but is required for special events with a peak attendance of 1,000 people or more or involves any Tier 2 activities. A blank [Public Safety Plan](#) is attached to this Guide as a Resource.
- i) Floodway – the primary purpose of the floodway is **to preserve a portion of the floodplain for normal conveyance of floodwaters during a storm event**. Temporary objects located within the floodway can be moved downstream with floodwaters causing damage to existing properties, and injuries or death to individuals. Therefore, the City encourages floodways to be kept clear of any materials, equipment or tents.
- (I) An Indemnification Affidavit is required if any portion of the special event will take place within

the floodway. A [basic version](#) is included as a Resource at the end of this Guide and is subject to the City Attorney's review.

- (2) Portable toilets are prohibited within the floodway due to the public health risk they pose if their contents are released into the waters. Only trailer toilets are authorized as they can be towed quickly to higher ground.
- ii) Weather – excessive heat, thunderstorms, and other severe weather can pose risks to the public and vendors. Organizers should monitor the [National Weather Service](#) and are required to have a plan in place to respond.
- iii) Other emergencies – falls, crowd behavior and other unknowns can pose a risk to the public and vendors.
- iv) Medical response. Any gathering public or private is **encouraged** to have an informal and unofficial medical/first-aid plan.
  - (1) Gatherings/events with between 500-1,000 confirmed or expected attendees are **highly encouraged** to submit a written plan for approval to the City of New Braunfels Fire Department.
  - (2) Gatherings/events with between 1,001-2500 confirmed or expected attendees are **required** to provide the written plan to the City of New Braunfels Fire Department.
  - (3) Gatherings/events greater than 2,500 confirmed or expected attendees are **required** to **BOTH** provide a written plan and provide a formal medical standby (greater than first-aid capability), as approved by the City of New Braunfels Fire Department. Medical standby can be requested by the City of New Braunfels Fire Department (NBFD EMS) but is subject to scheduling and apparatus availability. The following information will be included in the written plan for approval:
    - (a) First aid or medical asset information (if not NBFD EMS):
      - (i) Number of first-aid personnel and times that first-aid will be available.
      - (ii) A description of the level of care that can be provided (First Aid, Basic Life Support or Advanced Life Support \*must include equipment)
      - (iii) A description of the certification level each provider holds
      - (iv) The number of personnel scheduled per shift and the hours for each shift
      - (v) The location of each fixed first-aid area (tent) and the number of personnel staffing each location
      - (vi) The number of mobile medical/first-aid teams and the number of personnel staffing each of them
      - (vii) The number of Automated External Defibrillators (AED) that will be at each location (fixed and mobile).
      - (viii) A written plan, approved by NBFD, to contact 911 EMS for off-site transport needs.
      - (ix) A communication plan describing radio frequency/channel/phone number emergency personnel can reach for the first-aid medical group

**b) Traffic Control.**

- i) Provide a plan for various modes of transportation:
  - (1) Vehicles
  - (2) Pedestrians
  - (3) Emergency vehicles
  - (4) Ridesharing
- ii) That illustrates:
  - (1) How the variety of traffic will be coming to and leaving the special event.
  - (2) How and where each mode will access the special event and/or parking.
  - (3) Layout of provided parking.

- (4) Pedestrian routes including street crossing.
  - (5) Barricade locations including fences.
  - (6) Signage and verbiage on signage.
  - (7) If parking will be paid, provide details on stacking. Must address traffic congestion on public roadway and how traffic not going to the event can get through.
- c) **Crowd Management.** The applicant shall provide the necessary staff and apparatus such as fencing and barriers, to ensure the safety and enjoyment of patrons attending the special event. When peak attendance is 1,000 or greater, a Safety Plan is required which includes crowd management. Proper crowd management standards can be found in Section 9 of [The Event Safety Guide](#) by the Event Safety Alliance of the USA.
- d) **Security.**
- i) The applicant shall provide Certified Peace Officers as approved by the Police Department for security, and traffic control at the event. It is the applicant's responsibility to contact the New Braunfels Police Department to understand how many Peace Officers will be required for their event.
  - ii) The number of Peace Officers may increase or decrease due to the presence or use of the following:
    - (1) Any alcoholic beverage is sold or served
    - (2) There are special needs for increased security
    - (3) The event required street closures or rerouting of traffic
    - (4) The history of the event indicates a need for a greater or lesser number
  - iii) When the presence of Certified Peace Officers is necessary, every applicant shall pay for the services of such personnel. The fee for Certified Peace Officers shall be according to the City's off-duty pay schedule. Please reach out to the New Braunfels Police Department at 830.221.4100 for more information regarding the off- duty pay schedule.
  - iv) Depending on the size, location and whether alcohol will be present, some special events may require on site Fire/EMS crews which will come at an additional cost. If Fire/EMS crews are needed all fees must be paid before the permit is issued. Please reach out to the New Braunfels Fire Department at 830.221.4000 for more information.

## PHASE I APPLICATION REQUIREMENTS

- 1) **Event details in online application form:**
- a) Name of event
  - b) Description of event and activities to take place at special event
  - c) Date(s) of the event
  - d) Location of event
  - e) Identification of floodplain and floodway on property where event is to take place
  - f) Peak and total attendance estimates
  - g) Property owner authorization
- 2) **Attachments.** The following items are required to be included with the Phase I Special Event Permit application:
- ☐ Location map of property
  - ☐ Map/site plan indicating the boundary of event area
  - ☐ Fees (3% Technology Fee will be added to total):

- Application fee 50% of standard fee which are:
  - \$75 (\$150) – regular
  - \$37.50 (\$75) – non-profit organization\*
  - \*Proof from IRS of non-profit status (if required)

## PHASE 2 & STANDARD APPLICATION REQUIREMENTS

### 1) **Event details in online application form:**

- a. Name of event
- b. Description of event
- c. Date(s) of the event
- d. Location of event
- e. Identification of floodplain and floodway on property where event is to take place
- f. Peak and total attendance estimates
- g. Property owner authorization
- h. Phase I case number (if applicable)
- i. Activities to take place at special event – Tier 1 and Tier 2
- j. List of all food and drink vendors
- k. List the names for all food trucks
- l. Brief description of what activities will utilize animals
- m. List all shows, rides, booths, and other attractions included in the carnival/amusement rides.
- n. List speakers/sound amplification devices that will be used.
- o. List all live music and other types of performances that will take place.
- p. List all additional lighting for event.
  - i) Manufacturer cut sheets for lighting may be required.
- q. List size and quantity of all tents and canopies to be used (ex: 1-20x17, 2-15x15)
- r. List size and use of any temporary structures and stages to be erected on the site for this event (ex: 17x12 stage)
- s. Restroom accommodations are based on event attendance. List the minimum number required and type.
- t. Identify type(s) of restroom accommodations to be provided: host business, portable restrooms and/or trailer restrooms.
- u. List size and quantity of garbage receptacles (ex: 4 -3 cubic yd bins).
- v. List proposed temporary signage by type and quantity.

### 2) **Attachments.** The following items are required to be included the Special Event Permit application:

- ☐ A detailed description of the special event/activity to occur
- ☐ Promotional materials, programs, schedules, agendas
- ☐ Overall Site Plan
- ☐ Traffic Control Plan
- ☐ Public Safety Plan
- ☐ Medical/First Aid Written Plan (500-1,000 attendees encouraged, above 1,000 required)
- ☐ Medical Standby Facility (required with attendees over 2,500)
- ☐ Indemnification Affidavit (if any part of event is within the floodway)
- ☐ Stage Affidavit (if any platforms, stages, and/or
- ☐ The Police Department will provide a cost for provision of services
- ☐ Solid Waste Plan – written plan from the organizer or the private hauler selected to provide service
- ☐ Fees (3% Technology Fee will be added to total):
  - Standard Application fee:

- \$150 – regular
- \$75 – non-profit organization\*
- Phase 2 Application fee 50% of standard fee:
  - \$75 – regular
  - \$37.50 – non-profit organization\*
  - \*Proof from IRS of non-profit status (if required)
- Tent fee - \$75 per tent or canopy

### 3) **Site Plans.**

The following items are required to be shown on the submitted site plans.

#### a) Overall Site Plan

- ☐ Property boundaries
- ☐ Event boundaries
- ☐ Location of adjacent structures
- ☐ Adjacent uses
- ☐ Floodway
- ☐ Activities by type – delineate boundary of areas
- ☐ Restrooms – label type and quantity, and distance in feet to the nearest food vendor and residential property (use or zoning district)
- ☐ Alcohol sales
- ☐ Music locations
- ☐ Amplifiers/speakers –
  - Use arrows to identify direction speakers/amplifiers are pointing
  - Indicate the distance in feet from residential property line
- ☐ Food vendors – tent (separate permit required)
- ☐ Food vendors – food trucks (separate permit required)
- ☐ Tents and canopies (provide detail plan for each tent and canopy)
- ☐ Stages/platforms (provide detail plan for each one)
- ☐ Temporary structures/buildings – indicate square footage ( if larger than 120 sf a separate building permit required)
- ☐ Location and size of signs
- ☐ Lighting – location of lights, the direction they are pointing, and distance from each property line
  - Trash collection containers and indicate size
- ☐ Access:
  - Points of ingress/egress – pedestrian and vehicular
  - Parking areas
  - Parking spaces
- ☐ Emergency Preparedness and Safety
  - Fire hydrants
  - Fire lanes
  - Electric transmission and distribution lines
  - First aid station and/or Medical Standby Facility
  - Event headquarters

#### b) Traffic Control Plan

- ☐ Barricades
- ☐ Fences
- ☐ Traffic pattern to and from special event location
- ☐ Where each mode of transportation will access special event location and/or parking
- ☐ Parking area layout – parking spaces (9 feet by 18 feet) and travel lanes (24 feet two way)

- ☐ Pedestrian routes with street crossing
- ☐ Parking related signage including verbiage on signage
- ☐ Provide stacking details (9 feet by 22 feet per space) for paid parking

## STAFF CONTACTS

Topic	Department	Contact	Email
Food, Drink, Animals, Amusement Rides/Circus	Health and Food Safety	Carl Tepe	<a href="mailto:CTepe@newbraunfels.gov">CTepe@newbraunfels.gov</a>
Tents, Canopies, and Pyrotechnics	Fire	Anthony Pitzer	<a href="mailto:APitzer@newbraunfels.gov">APitzer@newbraunfels.gov</a>
Structures, Stages, Restrooms, and Floodway	Building	Kevin "KC" Collins	<a href="mailto:KCollins@newbraunfels.gov">KCollins@newbraunfels.gov</a>
Refuse/Garbage	Solid Waste and Recycling Division	Solid Waste Manager	<a href="mailto:sanitation@newbraunfels.gov">sanitation@newbraunfels.gov</a>
Emergency Preparedness, Traffic Control, Security, and Public Safety	Police Department	Tim Brinkkoeter	<a href="mailto:TBrinkkoeter@newbraunfels.gov">TBrinkkoeter@newbraunfels.gov</a>
Emergency Preparedness, Public Safety, Weather, Flooding	Emergency Management	Andy Cardiel	<a href="mailto:ACardiel@newbraunfels.gov">ACardiel@newbraunfels.gov</a>
Ambulance/EMS provisions	Fire	Mike Hayes	<a href="mailto:MHayes@newbraunfels.gov">MHayes@newbraunfels.gov</a>
Permit Process, Site Plans, Signage, and Lighting	Planning	Colton Barker	<a href="mailto:CBarker@newbraunfels.gov">CBarker@newbraunfels.gov</a>

## Resources

[Chapter 9I, Special Events](#)

[The Event and Safety Guide, Event Safety Alliance of USA, Inc.](#)

[Safety Plan](#)

[Indemnity Statement sample](#)

[Temporary Signs](#)

[Stage Affidavit](#)