



PARKS AND RECREATION DEPARTMENT

# SPECIAL USE PERMIT PACKET

The following pages outline the process when applying for a Special Use Permit. Please submit all forms that apply to your event. Should you have any questions, please contact the Parks and Recreation Department staff at 830.221.4350.

## Step 1 – COMPLETE THE SPECIAL USE PERMIT APPLICATION

Applicable support materials will be required if you answer “Yes” to any item on the Special Use Permit Application.

## Step 2 – COMPLETE YOUR SUBMISSION PACKET

When completing your submission packet, please include the following information:

- a. A Special Use Permit Application
- b. Additional applications/inspections as needed
  - Live Music/Amplified Sound Special Use Permit
  - Walk/Race Special Use Permit
  - Inflatable Amusement Ride Special Use Permit
  - Oversized Grill/Vendor Truck Special Use Permit
  - Athletic Field Special Use Request
- c. A copy of applicant’s driver’s license
- d. A “Site Plan” of your proposed set up with an explanation of the rental

## Step 3 – SUBMIT YOUR APPLICATION PACKAGE

Applications and permit requests are required no less than fourteen (14) days in advance for rentals and events needing special accommodations. Turn in your completed application, supplemental questionnaire and any support materials to the Parks and Recreation Department. All fees are due at time of reservation. Reservations are on a first pay/first serve basis. Parks and Recreation Department has discretion for approval of permits based on activity level on the day of the reservation.

Please note: When completing this packet as a fillable PDF, original signatures are required.

**City of New Braunfels Parks and Recreation Department**

110 Golf Course Drive, New Braunfels, TX 78130

Ph: 830.221.4350 Fax: 830.608.2162

[parks@nbtexas.org](mailto:parks@nbtexas.org)

Website: [nbtexas.org/parks](http://nbtexas.org/parks)

4/6/2018





PARKS AND RECREATION DEPARTMENT

## SPECIAL USE PERMIT APPLICATION

Please read the enclosed application materials carefully as some of our policies and procedures have changed. As the event organizer, it is your responsibility to know the guidelines and requirements for your type of event and make sure the application is completed.

Do not assume your event is approved or start advertising your dates until you have a final permit. Your application must be complete including an event plan and/or map.

Nonprofit      Private Rental      Public Event

(Please print legibly)

Rental Area: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Date of Rental: \_\_\_\_\_

Rental Start Time (set up): \_\_\_\_\_ Rental End Time (take down): \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Name of Organization/Individual: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Phone Number(Primary): \_\_\_\_\_ (Secondary): \_\_\_\_\_

Email address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

1. Type of Event:    Concert    Parade    Picnic    Walk/Race    Tournament    Other

2. Summary of Event:



PARKS AND RECREATION DEPARTMENT

3. Will the majority of participants be under 20 years of age?      Yes      No  
*If yes, number of adults in attendance? \_\_\_\_\_*
4. Will the event include music or amplified sound?      Yes      No  
*If yes, please complete the Outdoor Amplified Sound Special Use Permit on Page 12*
5. Will you be using an oversized grill or catering/food truck?      Yes      No  
*If yes, please complete the Special Use Permit on Page 14*
6. Will the event include a mobile game truck?      Yes      No  
*If yes, please complete the Special Use Permit on Page 14*
7. Will the event include Inflatable Amusement Rides/Games?      Yes      No  
*If yes, please complete the Inflatable Amusement Ride Special Use Permit on Page 18*
8. Will an entry fee be charged?      Yes      No  
*If yes, fee: \_\_\_\_\_*
9. Will there be tents larger than 20'x20'?      Yes      No  
*If yes, a permit from the City is required. Tents may not be staked into the ground.*
10. Will there be more than 200 people attending?      Yes      No  
*If yes, portable toilets will be required.*
11. Will there be more than 300 people attending?      Yes      No  
*If yes, solid waste containers will be required.*
12. Will there be vendors selling merchandise, food or beverages?      Yes      No  
*If yes, a fee of \$25 per vendor is required. How many vendors will be present? \_\_\_\_\_*
13. Will there be food that is not pre-packaged?      Yes      No  
*If yes, and rental is open to the public, a Food Permit is required.*
13. Will your rental include athletic fields for a tournament or other multi-day, multi-hour event or program?      Yes      No  
*If yes, the Athletic Field Special Use Request is required.*

**Please provide a site map of your event with this application.**

## **SPECIAL USE PERMIT REGULATIONS**

### **1. Age required for application**

You must be at least 21 years of age to apply for a Special Use Permit.

### **2. Fees**

All deposit and rental fees are due when packet is submitted. Fees may be paid with cash, check, MasterCard, American Express, Visa or Discover.

### **3. Attendance**

The Parks and Recreation Department reserves the right to audit functions for excessive attendance. Additional fees will be assessed if the rental exceeds stated participation and/or the rental can be terminated immediately.

### **4. Hours of Operation**

Reservation entitles user to access to facility from 6:00 am until midnight, unless otherwise required for reservation site. Cypress Bend Park is available 8am until dusk only.

### **5. Right of Review**

The Parks and Recreation Department may impose reasonable conditions or restrictions on the approval of permits, including but not limited to any of the following:

- Amplified Sound
- Sports
- Equipment or Vehicles
- The number of persons to be present
- The location of performance areas, bandstands, stages, etc.
- Inflatable Amusement Rides
- Time of Event

### **6. Copy of Approved Permit**

User must have a copy of the approved Special Event Permit Application on-site during the reservation times of the rental.

### **7. Personal Grills**

Personal cooking grills are not allowed in any city park.

### **8. Oversized Grills**

With a permit, Oversized Grills are only allowed in Cypress Bend Park, Landa Park at areas 4, 5, 6, 11, 11A, 16 and Landa Haus, Fischer Park Hilltop Pavilion, Camp Comal Softball Complex, Fredericksburg Fields and HEB Soccer Complex as a part of the rental agreement. Oversized grill must fit in to one parking space and not exceed 14' in length. (Exception: Trailers at the Hilltop Pavilion in Fischer Park may not exceed 21' in length. Trailers at the Camp Comal Softball Complex may not exceed 20' in length).

## 9. Adult Chaperones

Two adult chaperones, 21 years or older, are required for every 50 participants that are 20 years of age or younger. Chaperones shall be present when the rental begins and remain present through the completion of the rental and until all participants 20 years of age or younger have left the park grounds.

## 10. Walks/Races

All Walks and Races require the following:

- a. Walk/Race Special Use Permit Request
- b. Map of route
- c. Insurance certificate
- d. Road closure form (obtained from City Hall)
- e. Review of route by NBPD
- f. Portable restrooms as required
- g. Solid waste containers as required

**Organization/individual sponsoring the walk/race will be responsible for costs associated with Park Rangers for traffic control.**

## 11. Alcoholic Beverages

With the exception of Landa Park, Fischer Park and Camp Comal, the consumption of alcohol in city owned parks is prohibited by city ordinance. At Landa Park, Fischer Park and Camp Comal, the consumption of alcohol or the possession of an open alcohol container in designated parking areas or within 25 feet of a roadway is prohibited.

## 12. Entry Fees

It is not permissible to charge entry into any public park without written approval from the Parks and Recreation Administration Office. Citizens must not be denied entry into any park due to your special event.

## 13. Security

If it is deemed necessary, it shall be the responsibility of the person or organization making the reservation to provide necessary security to insure orderly behavior and protect property. If required, security for Reserved Area Picnic rentals will be determined by the NB Police Department. An additional cost for security will be assessed by the NB Police Department. Parks and Recreation reserves the right to cancel the event if adequate security is not on site. Please contact the NB Police Department at 830.221.4100 to arrange security.

Conditions that may require security include, but are not limited to, closing of roadways, number of guests and type of event.

#### **14. Insurance**

All events that involve the following are required to purchase a general liability insurance policy for \$1 million naming the City of New Braunfels as an additional insured.

- walking
- running
- biking
- athletic competitions
- where a fee or donation is paid for admission

The Parks and Recreation Department may require the renter to purchase additional insurance because of the type of event or event history.

#### **15. Portable Toilets**

Two portable toilets and one hand wash station for each 200 estimated attendees are required at each event. At least one (1) of the portable toilets must be wheelchair accessible. Portable toilets must be in place three (3) hours prior to advertised start of event and placed in a location designated by the Parks and Recreation Department. Additional portable toilets may be required at those parks or locations that do not have restroom facilities. Portable toilets must be picked up within one business day after event.

The renter is responsible for the care and cleaning of portable toilets.

#### **16. Solid Waste Plan**

A plan is required to designate locations for trash collection. One (1) eight-yard dumpster per each 300 estimated in attendance is required. Dumpsters must be in place three (3) hours prior to advertised start of event and placed in a location designated by the Parks and Recreation Department. Dumpsters must be picked up within one business day after the event.

#### **17. Refunds**

The reservation fee, as set forth in this section, may be refunded under the following conditions:

1. A \$7.00 handling fee will be assessed to any patron requested refund.
2. Full refund of the reservation fee in those cases where the Director of Parks and Recreation is notified in writing of cancellation of reservation not less than 14 days prior to the date of use of the reserved area, less the \$7.00 handling fee.
3. Refund of one-half of the reservation payment may be authorized if cancellation is received by the Director of Parks and Recreation in writing between 14 days and the day prior to the date of use of the reserved area, less the \$7.00 handling fee.
4. The only exception to the refund provisions as set forth in this subsection shall be with the approval of the Parks and Recreation Advisory Board.

## 18. Public Intrusion

Be advised that parks are open to the public and the Parks and Recreation Department cannot be held responsible for the intrusion of members of the public not associated with your reservation. Should you experience any problems during your rental, please contact the New Braunfels Police Department at 830.221.4100. In case of emergency, call 911.

## 19. Prohibitions

- Water balloons and balloon releases are prohibited in the parks.
- Glass containers are prohibited in the parks.
- Renters may not nail, tack, screw, staple, or otherwise physically attach materials to any part of the park. User is not permitted to apply paint to any part of any structure.

## 20. Park Rules

All Park Rules must be obeyed (pages 8-9)

## 21. Exceptions for Issuance of Permits

A permit shall be issued, unless it is found:

- That the proposed activity or use of the park will unreasonably interfere with or detract from the general public use and enjoyment of the park;
- That the proposed activity or use of the park will unreasonably interfere with or detract from the public health, safety or welfare;
- That the conduct of the proposed activity or use is likely to result in or create a clear and present danger of violence by the applicant to persons or property resulting in serious harm to the public;
- That the facilities desired have been reserved for another activity or use at the day and hour requested in the application;
- That the event would violate any federal, state or municipal law;
- That the nature of the event could cause unreasonable or undue environmental damage to the site.



## **PARK RULES**

1. Reservations are required for all group picnic areas and pavilions.
2. Park curfew for all parks: 12 Midnight – 6:00 a.m. Exception: Cypress Bend Park: Dusk to 8:00 a.m.
3. Individual portable grills are not allowed in any city park. Oversized Grills are allowed with permit. Heating of oil (fish fry) may be done by licensed caterers only and will require proof of liability insurance.
4. With the exception of Landa Park, Fischer Park and Camp Comal, the consumption of alcoholic beverages or the possession of an open alcohol container in city owned parks is prohibited by city ordinance. At Landa Park, Fischer Park and Camp Comal, the consumption of alcoholic beverages or the possession of an open alcoholic beverage container in designated parking areas or within 25 feet of a roadway is prohibited.
5. Use of tobacco products is prohibited on or within 50 feet of any outdoor city-owned youth athletic fields, skate park, playground, or playground equipment located within the city limits of the city.
6. Glass containers are prohibited.
7. Nails or staples are not allowed to secure decorations. No additional signage is allowed to advertise your picnic and you are responsible for total cleanup of picnic areas.
8. Parking is allowed in designated parking areas only.
9. Pets must be on a leash at all times and are not allowed in Comal Springs, in any waterway throughout Landa Park, Fischer Park or the Fischer Park Sprayground.
10. Only freestanding canopies without bottoms are permitted for use.
11. Tents and hammocks are prohibited.
12. It is prohibited to stake anything into the ground.
13. Ground fires are forbidden.
14. Skateboarding, in-line skating, or roller skating is prohibited on or around historical monuments and the Dance Slab. Skateboarding, in-line skating, or roller skating is permitted on sidewalks only. Walkers have the right-of-way on multipurpose trails.
15. Skates and skateboards only are permitted to be used at JAWS Skatepark.
16. Events will be required to remit a fee of \$25 for each vendor selling merchandise or concessions.
17. It shall be unlawful for any person to use a metal detector in city parks and wildlife preserves.
18. The use of firearms, air-guns, slingshots, bows & arrows, or gigs is prohibited.
19. Volleyball and horseshoes are permitted only in designated areas.

20. Park Rangers will collect a \$25.00 per picnic space fee in season. A picnic space is defined as the use of one picnic table for the purpose of picnicking or for additional set up areas with table and chairs per day. City of New Braunfels residents may use one picnic space free of charge with proof of residency.
21. Loud music, excessive noise, and disturbing conduct are not allowed.
22. Nature trails are for pedestrian use only. Bicycles, motorcycles, vehicles, etc. are prohibited (except Dry Comal Trail).
23. No person may operate a motor vehicle at any park facility or wildlife preserve, except upon roads, driveways, parking areas, and areas designated open to motor vehicles except as authorized by the department.
24. Littering is prohibited.
25. Advertising, selling of goods, products, or services by authorized park concessionaires only.
26. Camping or overnight lodging is not allowed in any city park.
27. No person may use an area or facility for any purpose contrary to its designated purpose. Facility users may not exceed the maximum limit of people established for a facility. For example, a single table maximum is 8 people.
28. Wading and swimming permitted only in designated areas.
29. Fishing is allowed only with a regular rod and reel. Net fishing is not permitted in environmentally sensitive areas. A state fishing license and freshwater fishing stamp are required per Texas Parks and Wildlife regulations.
30. Launching or docking watercraft in Landa Park or Fischer Park is prohibited, except for park equipment.
31. All habitat and wildlife are protected.
32. It is unlawful to cut, destroy, or remove vegetation, trees, and deadwood without permission from park officials.
33. All sites, objects, buildings, artifacts, implements, and locations of historical, archeological, geologic, scientific or educational interest of every character located in, on or under the surface of any park facility and wildlife preserve are protected.

## Applicant Acknowledgment of Special Use Permit Regulations

- Initial \_\_\_\_\_ I agree to indemnify, defend and hold harmless the City of New Braunfels from all liability claims arising from the actions of myself, or my agents, employees, or participants while conducting activities under this permit in City of New Braunfels parks.
- Initial \_\_\_\_\_ I understand that in the case of an emergency or for reasons beyond the City's control, the City reserves the right to cancel the scheduled rental prior to scheduled use without liability. Refunds will be made if cancellation by the City is necessary.
- Initial \_\_\_\_\_ I understand that this is only an application and not a guarantee that a permit will be issued. If a permit is issued, I agree that: (1) if any of the information contained in the application is found to be false; or (2) should my conduct, or the conduct of any participants or guests, not be as described in the application; or (3) should any applicable City, County, State, or Federal rules, regulations, codes or laws be violated, any reservations issued shall automatically become null and void and any activity associated with this application will immediately cease.
- Initial \_\_\_\_\_ I agree that I: (1) am financially responsible for any costs incurred by the City of damages to City property; (2) **forfeit all fees and deposits if it is determined that false information was provided on this application**; (3) am financially responsible for any City costs that exceed fees and deposits already collected by the City for enforcement of provisions related to this application for reservation.
- Initial \_\_\_\_\_ I agree that I am responsible to see that all debris and trash is picked up from the rental site and placed in appropriate refuse containers immediately after the rental. Failure to do so may require the City to do so. Any trash removal expenses (for debris left at rental site not placed in appropriate refuse containers) incurred by the City because of this rental are my responsibility.
- Initial \_\_\_\_\_ I understand that permission to hold this rental/activity does not grant exclusive use of any park. The park is to remain open for public use.
- Initial \_\_\_\_\_ I understand that I am responsible to obtain the necessary permits/approvals granted by agencies or City departments other than the Parks and Recreation Department needed to hold this activity. Permission granted by the Parks and Recreation Department to hold this activity does not imply approval of items under other agencies' jurisdictions.



PARKS AND RECREATION DEPARTMENT

I hereby attest that to the best of my knowledge, the information contained in this application is true and correct. I have received a copy of the Park Rules and the Special Use Permit Regulations that govern park rentals for the City of New Braunfels. I understand that failure to abide by the same could result in denial of any future rentals.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Note: Application is NOT valid without initials and signature of applicant.

**For Official Use Only**

Permit Approved: Yes \_\_\_ No \_\_\_

If No, Reason: \_\_\_\_\_

DL Copied: \_\_\_\_\_ Applicant Contacted: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

TOTAL FEES DUE: \_\_\_\_\_ FEES PAID: Yes \_\_\_ No \_\_\_



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**Ranger Use Only**

Time: \_\_\_\_\_

Decibel Reading: \_\_\_\_\_

Ranger on Duty \_\_\_\_\_

Signature: \_\_\_\_\_

## Outdoor Amplified Sound Special Use Permit Request

**Permit Fee: \$25**

(Please print legibly)

I am requesting a variance as allowed by City Ordinance 86-11 in order to have live music and/or use a sound amplification system.

Organization: \_\_\_\_\_ Contact: \_\_\_\_\_

Street Address, City, State, Zip Code:

\_\_\_\_\_

Phone: (primary) \_\_\_\_\_ (secondary) \_\_\_\_\_

Email address: \_\_\_\_\_

Date of Event: \_\_\_\_\_ # of guests: \_\_\_\_\_

1. Parks and Recreation Department has discretion for approval of permits based on park activity level on the day of the rental.
2. Please be considerate of other patrons near you and residents living next to parks. Although you may receive permission for this activity, the Police Department/Park Rangers can still issue a citation for amplified sound/live music violating the noise ordinance. You may be asked to lower the volume.
3. Park Rangers will monitor decibel levels during the duration of the event. If found in violation, the permit can be revoked and the amplified sound/live music shut down.

**Landa Park and Cypress Bend Park:**

- Amplified sound is not allowed before 8:00 AM or after 10:00 PM.
- Permit is valid for a **maximum of four (4) hours**.

**Fischer Park Amphitheater and Faust Street Bridge:**

- Amplified sound is not allowed before 8:00 AM or after 9:00 PM.
- Permit is valid for a **maximum of two (2) hours**.

Area(s) Reserved	Max Hours	Start Time	End Time
Dance Slab	4		
Picnic Area #11	4		
Pavilion #16	4		
Cypress Bend Pavilion	4		
Fischer Park Amphitheater	2		
Faust Street Bridge	2		

Number of musicians and types of instruments: \_\_\_\_\_



**Ordinance 82-9 Noise Prohibitions**

- c) **Maximum permissible sound levels.** No person shall conduct, permit or allow any activity or sound source to produce a measurable sound that exceeds the applicable dB(A) level listed below when measured, subject to the exception stated for residential districts only, at the nearest public right-of-way to the offending residence or business:
  - (1) Residential district.
    - a. Up to 85 decibels from 10:00 a.m. to 10:00 p.m.
    - b. Up to 75 decibels at all other times.

A police officer taking a noise measurement in a residential district may take the measurement from either the closest public right-of-way to the offending residence or with the consent of a complainant, may take the measurement from the property line of the complainant.

**Ordinance 82-10 Noise prohibitions, public right-of-way and property**

- a) In addition to the general noise prohibition, it shall be unlawful for any person or persons to play, use, operate or permit to be played, used or operated any radio, tape recorder, cassette player, compact disc player, DVD player, MP3 player or other machine or devise for reproducing sound, if the sound generated is audible at a distance of 50 feet or more from the device producing the sound and the device is located in or on any of the following:
  - (1) Any public property, including any public street, highway, building, sidewalk, park, waterway or thoroughfare;
- b) The prohibitions of this section shall not apply to any athletic event, cultural event or concert authorized by the city.

I certify that I have read the Permit Regulations and that the above information is true and correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>For Office Use Only:</b>		
Date Request Received: _____	Received By: _____	
Approved: _____	Disapproved: _____	Date: _____
Comments: _____		

**AFTER APPROVAL, PLEASE BRING THIS FORM THE DAY OF YOUR EVENT**



PARKS AND RECREATION DEPARTMENT

## Oversized Grill / Vendor Truck Permit

**Permit Fee: \$25**

(Please print legibly)

Organization: \_\_\_\_\_

Contact: \_\_\_\_\_

Street Address, City, State, Zip Code:  
\_\_\_\_\_

Phone: (primary) \_\_\_\_\_ (secondary) \_\_\_\_\_

Email: \_\_\_\_\_

Date of Event: \_\_\_\_\_ # of Participants: \_\_\_\_\_

Park or Area(s) Reserved:	<b>Landa Park:</b>	4	5	6	11	11A	16	Landa Haus
	<b>Cypress Bend</b>							<b>Fischer Park Hilltop Pavilion</b>
	<b>Camp Comal</b>							<b>Fred Fields</b>
								<b>HEB Soccer Complex</b>

Permit Requested:    Oversized Grill    Catering Truck    Food Truck    Game Truck

Set-up Time: \_\_\_\_\_ Name of Caterer: \_\_\_\_\_

Notes:

I certify that I have read the Permit Regulations and that the above information is true and correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only:**

Date Request Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

**AFTER APPROVAL, PLEASE BRING THIS FORM THE DAY OF YOUR EVENT**

## **Oversized Grill / Vendor Truck** **Permit Regulations**

1. Grills/Trucks are permitted with rental of one of the following locations:  
Landa Park: 4, 5, 6, 11, 11A, 16, Landa Haus  
Cypress Bend Park Pavilion  
Fischer Park: Hilltop Pavilion  
Camp Comal, Fred Fields, HEB Soccer Complex
2. Parks and Recreation has discretion for approval of permits based on activity level on the day of the reservation.
3. Catering/Food Trucks are not permitted to sell food to park guests other than the party making the reservation.
4. Permit does not guarantee parking space availability. All parking is first come/first serve.
5. The use of propane on oversized grills is permitted.
6. Heating of oil (ex. fish fry), may be done by licensed caterers only and will require proof of liability insurance.
7. All oversized grills must be permanently affixed to a trailer.
8. When parked, trailers must be unhinged from vehicles and not be under trees or on grass
9. Oversized grills/Vendor Trucks must fit within one parking space. Overall trailer size may not exceed 14' in length. (Exception: Trailers at the Hilltop Pavilion in Fischer Park may not exceed 21' in length. Trailers at the Camp Comal Softball Complex may not exceed 20' in length).
10. Trailers/Trucks must be parked on a hard surface and not extend into the roadway, over grass/turf, or impede traffic.
11. Renter will be responsible for insuring safe use of grill/truck and proper disposal of all waste and coals.
12. Electric and water hook ups are not allowed/provided.





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## Walk/Race Permit Request

**Permit Fee: \$50**

(Please print legibly)

Organization: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: (primary) \_\_\_\_\_ (secondary) \_\_\_\_\_

Email: \_\_\_\_\_

Date of Event: \_\_\_\_\_ # of Participants: \_\_\_\_\_

Park or Area(s) Reserved: \_\_\_\_\_

Set-up Time: \_\_\_\_\_ Walk/Race Start & End Time: \_\_\_\_\_

Will there be a child's Walk/Race?    Yes    No    If Yes, Start & End Times: \_\_\_\_\_

- Attachments required:
- Map of Walk/Race route
  - Insurance certificate
  - Road Closure Form (obtained from City Hall)

I certify the above information to be true and correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: Renter will be responsible for costs associated with Park Ranger patrol/traffic control, as well as any Police Department requirements for traffic control.**

**For Office Use Only:**

Date Request Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

**AFTER APPROVAL, PLEASE BRING THIS FORM THE DAY OF YOUR EVENT**



PARKS AND RECREATION DEPARTMENT

**Vendor Permit**  
**(One permit per vendor required)**  
**Permit Fee: \$25**

(Please print legibly)

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Park or Area(s) Reserved: \_\_\_\_\_

Business/Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Street Address, City, State, Zip Code:  
\_\_\_\_\_

Phone: (primary) \_\_\_\_\_ (secondary) \_\_\_\_\_

Email: \_\_\_\_\_

Please Note: Proof of Insurance Coverage May Be Required.

USER agrees and acknowledges that it has inspected and accepts the Premises in their present physical condition, and agrees to make no demands upon the City for any improvements or alterations. USER is responsible for maintaining the Premises in good, clean and orderly condition and agrees to repair all damages caused by USER, its representatives or affiliates and return the Premises to its pre-Agreement condition, within 48 hours after termination of this Agreement, unless otherwise agreed to in writing by the DEPARTMENT.

USER shall indemnify and hold harmless the CITY, its agents, officials and employees from any and all claims for bodily injury, illness, death, personal injury or property damage arising out of the activities of USER and its members and invitees in connection with activities conducted under this Agreement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only:**

Date Request Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_



PARKS AND RECREATION DEPARTMENT

## Inflatable Amusement Ride Special Use Permit Request

**Permit Fee: \$25**

(Please print legibly)

Organization: \_\_\_\_\_

Contact: \_\_\_\_\_

Street Address, City, State, Zip Code:  
\_\_\_\_\_

Phone: (primary) \_\_\_\_\_ (secondary) \_\_\_\_\_

Email: \_\_\_\_\_

Date of Event: \_\_\_\_\_ # of Participants: \_\_\_\_\_

Area(s) Reserved: Landa Park:      Dance Slab      5      6      7A      11      11A      15      16  
   Cypress Bend

Vendor to be used: \_\_\_\_\_

**Receipt from Inflatable Vendor must be presented when requesting permit.**

*\*Vendor must have on file with the Parks and Recreation Department or must provide a certificate of liability insurance for one million dollars naming the City of New Braunfels as additionally insured and have a current inspection sticker from the Texas Department of Insurance.*

I certify the above information to be true and correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only:**

Date Request Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

**AFTER APPROVAL, PLEASE BRING THIS FORM THE DAY OF YOUR EVENT**

## **Inflatable Amusement Rides/Festival Equipment Regulations**

- A. Inflatable Amusement Rides are permitted only within specifically designated park areas with a permit.
- B. Inflatable Amusement Rides requiring water for operation are prohibited.
- C. Inflatable Amusement Rides may be no larger than 400 sq'. With approval of the Parks and Recreation Director or designee, larger rides may be considered for use at Cypress Bend Park.
- D. Inflatable Amusement Rides may not be staked in the ground, but secured with other means (sand bags, water barrels) to insure safety of guests.
- E. Parks and Recreation shall determine the location of such equipment within the park.
- F. A "Hold Harmless and Indemnification Agreement" must be submitted seven days prior to the rental.
- G. A certificate of liability insurance of one million dollars will be required and must be on file with City of New Braunfels Parks and Recreation Department. The renter shall name the City of New Braunfels as additionally insured.
- H. Inflatable Amusement Rides must also have a current inspection certificate from the Texas Department of Insurance.
- I. Usage of devices is restricted to the party receiving written permission and is not to be used by the public.
- J. A fee to use the device cannot be charged to individuals participating in your event within the park on the day of your reservation.
- K. Inflatable device must be monitored by an adult (18 years or older) at all times.
- L. You must bring this agreement and receipt from Inflatable Vendor on the day of your reservation.



PARKS AND RECREATION DEPARTMENT

## **INFLATABLE AMUSEMENT RIDE**

### **HOLD HARMLESS AND INDEMNIFICATION AGREEMENT**

I, \_\_\_\_\_  
(Name of Lessee)

agree to indemnify, defend, and hold harmless the City of New Braunfels, its agents, officers, and employees from and against any and all liability, expense, including defense costs and legal fees, and claims for damages of any nature whatsoever, arising from or connected with

\_\_\_\_\_  
(Name of vendor/company)

operations or services for a special event, (examples: inflatable castle/moonwalk, or other rentable amusement devices, etc.), including, but not limited to, liability, expense, and claims for damages of any nature whatsoever, arising from or connected with special event under this agreement, including, but not limited to, liability, expense, and claims for: bodily injury, including death or property damage caused by negligence, creation or maintenance of a dangerous condition of property, breach of express or implied warranty of product, defectiveness of product, or intentional infliction of harm, including any worker's compensation suits, liability, or expense, arising from or connected with services performed by or on behalf of any person pursuant to this agreement.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_