



EVENT GUIDELINES

Thank you for your interest in hosting a special event in the Town of Addison. The Town welcomes a wide variety of events that enrich the community for both visitors and residents. A Special Event Permit is required for any temporary outdoor gathering which involves one or more of the following:

- Event Capacity is greater than 100.
- Road Closures are proposed or necessary for the event to function.
- The event is open to the public and / or charges admission.
- There is any sort of temporary fencing or infrastructure going into the existing Park space.
- There are any food and/or beverage sales as a result of the event within Addison Circle Park.

These guidelines are designed to guide Applicants through the process of applying for a Special Event Permit. The Special Events Department will review the application and will work with you through this process to encourage a successful event.

The minimum requirements to apply for a Special Event Permit are:

- Completed Application
- Application Fee (The Special Events Department will issue an invoice for payment.)
- Initial site plan of event showing all temporary installations, road closures, parking and directional signage.
- Event Contingency and Emergency Action Plan

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TABLE OF CONTENTS

	Page(s)
APPLICATION PROCEDURES.....	3-4
REVIEW AND CONSIDERATION OF APPLICATION	4-5
PAYMENT OF FEES	5-6
CANCELLATION AND REVOCATION POLICY	7
INSURANCE REQUIREMENTS	7-8
GENERAL RULES AND REGULATIONS.....	8-18
Coordination of City Services	8-9
Addison Police Department	8-9
Addison Fire Department	9-10
Street Closures.....	10
Parking and Transportation	11-12
Site Plan.....	12
Property Management.....	12-14
Concessions.....	14-15
Noise	15
Banners and Signs.....	15-16
Occupancy	16
Indemnity	16
Discrimination	16
Compliance with Ordinances, Laws and Regulations	16-17
Miscellaneous.....	15-18
SPONSORSHIP REQUEST.....	18
COMMITTEE CONSIDERATION CRITERIA.....	19

APPLICATION PROCEDURES

All Special Events held in the Town of Addison are required to be conducted and held pursuant to a Special Event Permit issued through the Town of Addison's Special Event Department. Promoters are encouraged to host the event in the Addison Arts & Events District when appropriate; however, applications submitted for events in areas other than Addison Circle Park will be reviewed on a case-by-case basis. The following guidelines apply to Special Events attracting over 100 people to the Addison Arts & Events District but they shall remain generally the same for events held in other areas within Addison.

1. A Promoter desiring to apply for a Permit shall contact the Special Event Department to inquire about available dates for the Special Event. Subject to the terms of these guidelines, an event returning to the Addison Circle Park for a successive year may be given priority consideration for the same time period in which it was held in the previous year(s).
2. A Special Event Application form must be completed and submitted to the Special Event Department per the following. Days in advance subject to first day of event setup.
 - a. 120 Days In Advance – Events with an expected attendance of less than 3000 attendees.
 - b. 180 Days In Advance – Events with an expected attendance of 3000 or more attendees.

The application shall contain, without limitation, the following information (all such information is public information subject to the Texas Public Information Act and other applicable law):

- a. Application Information – Applicant Name, Organization Name, Type of Organization (including a representation that the Applicant and organization are in good standing under the laws of the State of Texas and the United States), Address, City, State, Zip Code, E-Mail Address, Web Site Address, Telephone Number, Facsimile Number, Mobile Phone Number, Pager Number, On-site Contact and Mobile Phone Number of On-Site Contact.
- b. Event Information – Event Name, Event Date(s) and Time(s), Type of Event, Previous Dates, Previous Attendance, Expected Attendance, Admission Fee, Estimated Budget, Proposed Event Area and Site Plan, Setup Dates, Teardown Dates, Event Sponsors, Event Beneficiaries.

- c. Advertising and Promotion – Listing of type of advertising and promotion, including radio, television, print ads, press releases, fliers, posters, direct mail, etc.
 - d. Event Special Features – Plans for sound amplification, stage, dance floor, food and beverage service (also provide name of concessionaire/caterer), sale or distribution of alcohol, open flames, cooking, road closures, tents or canopies, temporary fencing, restrooms, sinks, dumpsters, trash containers, trash collection, electrical service, rentals, professional parking/valet, carnival/amusement rides/attractions, climate control, pyrotechnics, seating, animals, barricades, bicycles, decorations, golf carts, inflatables, security, transportation, signage, sale of tickets, and any other special features planned for in connection with the Event.
 - e. Insurance* – Evidence of insurance conforming to the requirements set forth in these Guidelines, including name and contact information for Insurance Agency. **Must list the Town of Addison as additionally insured and provide a waiver of subrogation.**
 - a. *If applicant is using the Route B for a certified 5K you will need to get written approval from Mary Kay, Inc. to access their property and list Mary Kay, Inc. as additionally insured on policy.
 - f. References – List of four organizations Promoter has done business with in connection with the proposed event.
3. Along with the completed application submit a non-refundable application fee. Checks shall be made payable to the **Town of Addison**. Payment of the application fee does not constitute permission to hold the event.

ESTIMATED ATTENDANCE	APPLICATION FEE
100-5,000	\$75
5,001-10,000	\$100
\$10,001-15,000	\$150
15,001-20,000	\$200
20,001 and over	\$250

REVIEW AND CONSIDERATION OF APPLICATION

1. The Special Event Committee will review each completed application and make a final determination for a Permit within 30 days. The Committee may determine that clarifications or additional information may be necessary for proper consideration of an application; therefore, additional time may be necessary to make a final determination on the application. An applicant shall promptly provide such clarification for additional information.

2. The Committee may approve, approve with conditions, or deny an application. If the Committee determines at any time after approval that the event is not in compliance with the Permit, the Special Events Department may revoke the Permit. A majority vote or consensus is required for any decision of the Committee. The Town of Addison does not discriminate on the basis of race, color, creed, national origin, political or religious beliefs, gender, age, or disability.
3. The Special Events Department shall notify a Promoter in writing of the Committee's decision to deny or approve an event. If the application is approved, the notification must advise the applicant of the minimum staffing levels for the event, any specific requirements imposed by the Committee and the time frame for completing such requirements.
4. The Committee's decision of denial may be appealed to the City Manager. The appeal must be made in writing and filed with the Special Events Department within 10 days after the date of denial. If such appeal is not made within the 10-day period, the decision of the Committee shall be final. The appeal shall be decided by the City Manager within 10 days after the date of a timely filed appeal.

PAYMENT OF FEES

All fees payable to the Town of Addison in connection with an application and Special Event shall be paid with a check or credit card in the name of the organization stated on the application and not later than the time period set forth in these guidelines. Payment shall be made payable to the **Town of Addison**.

1. SPACE RENTAL FEES - The following are the space rental fees assigned to various areas within the Addison Circle Park. The space rental fees include charges for reasonable use of water, electricity, and sewer receptacles.

The full space rental fee is due to the Special Events Department no later than 30 days prior to the scheduled Special Event. Reasonable setup and teardown days that occur Monday–Friday will be included in the space rental fees and negotiated on a case-by-case basis.

AREA	SQUARE FOOTAGE	ESTIMATED CAPACITY	FIRST DAY SPACE FEE	SUBSEQUENT DAY SPACE FEE
Full Park	342,394	20,000	\$18,000	\$9,000 per day
Ellipse	160,000	10,000	\$10,000	\$5,000 per day
Green (Partial listed below):	142,894	8,000	\$8,500	\$4,250 per day
NW Quad only	39,950	2,500	\$2,400	\$1,200 per day
SW Quad only	26,400	1,500	\$1,600	\$800 per day
NE Quad only	37,400	2,500	\$2,250	\$1,125 per day
SE Quad only	25,000	1,500	\$1,500	\$750 per day
East Garden only	3,944	275	\$250	\$125per day
Central Garden Only	6.460	450	\$400	\$200 per day
West Garden only	3,740	275	\$225	\$112.5 per day
Bowl	14,400	1,100	\$1,000	\$500 per day

2. DEPOSIT FOR CITY SERVICES – When Town services (including, but not limited to, police personnel, fire and emergency medical personnel, parks department personnel, public works personnel, and equipment) are to be provided, they will be estimated and included in the event invoice that is due 30 days prior to the event. an escrow deposit must be provided to the Town at least 10 days prior to the event in an amount established by the Special Events Department based on the Committee needs for public safety and event security.

3. EVENT WALK THORUGH AND RESTORATION FEES - A pre-event and post-event site inspection may be conducted by the applicant and the Special Events Department to determine existing conditions. The Town may apply a post event restoration fee to the applicant if the damages to the Park are extensive and need to be cared for by Town Staff. Restoration fee will include cost of materials to repair and restore the area of concern to the pre-event condition plus the cost of labor. The Special Events Department will immediately notify applicant of the damages and restoration fees following the post-event site inspection. If applicant needs to restore the Park they will be invoiced within 10 days of their event and payment will need to be submitted within 10 working days of the invoice. Payment shall be made via check or credit card and payments shall be made payable to the **Town of Addison**.

CANCELLATION AND REVOCATION POLICY

1. The Town may, in its sole discretion, postpone, cancel, suspend or close any Special Event or revoke a Permit for any of the following reasons: force majeure event (force majeure event means and includes fire, casualty, strikes, lockouts, labor trouble, inability to procure materials or supplies, failure of power, government authority, inclement weather, acts of God, war or terrorism or the potential or actual threat thereof, public safety or public welfare considerations, riots, strikes, or local, national or international emergencies, or other reasons of like nature). The Town shall have no liability for such postponement, cancellation, suspension, or closing. Further, the Town shall have no liability from the failure to postpone, cancel, suspend, or close the event for the above-listed or for any other reason.
2. The Town of Addison may revoke a Permit at any time due to the failure of Promoter to comply with any of the terms and conditions of the Permit, with the guidelines of Addison Circle Park or any other rules and regulations of the Town. The failure by the Town to revoke a Permit, or to exercise any right, power, or authority shall not constitute a waiver of the terms or conditions of the Permit and shall not affect the rights of the Town to enforce against any other or subsequent breach by the Promoter.
3. The revocation of a Permit does not prohibit the Town from exercising any and all additional rights and remedies available at law or in equity as a result of Promoter's failure to comply with the terms and conditions of the Permit, or other ordinance, rule or regulation of the Town.
4. Promoter shall notify the Special Events Department in writing if he intends to cancel or change the dates of the event. No refunds of any space rental fee deposit shall be made if Promoter cancels the event for any reason whatsoever within 45 days of the scheduled date.
5. If the event is cancelled or postponed due to a force majeure event, Promoter may reschedule the event at no charge within ninety (90) days following the original date of the event, subject to availability of the scheduled location.

INSURANCE REQUIREMENTS

1. The Promoter or host and all contractors and subcontractors shall purchase and maintain insurance at their own expense in the following minimum amounts during the event as well as during setup and teardown periods:
 - a. Statutory Limits of Workers Compensation Insurance
 - b. Employers Liability \$1,000,000.00
 - c. Commercial General Liability \$1,000,000.00
 - d. General Aggregate \$2,000,000.00
 - e. Product/Completed Operations Aggregate \$2,000,000.00

f. Personal & Adv. Injury	\$1,000,000.00
g. Per Occurrence	\$1,000,000.00
h. Medical Coverage (any one person)	\$5,000.00
i. Fire Liability (per fire)	\$50,000.00
j. Liquor Liability Endorsement (if selling beer and/or wine)	\$1,000,000.00
k. Comprehensive Automobile Liability	\$300,000.00

The committee shall review the sufficiency of required policies and, based on the nature of the event, request reasonable changes or increases in coverage. Upon such request, the promoter shall immediately increase the limits of such insurance to an amount satisfactory to the town and make other reasonable changes requested. The amount required by the committee shall be commensurate with other events of the nature of the subject event.

Required policies shall be issued by a carrier that is rated "A-:VII" or better by A.M. Best's Key Rating Guide and licensed to do business in the State of Texas, name the Town of Addison as an additional insured on a primary basis in all liability coverages, and include a waiver of the subrogation endorsement in all coverages in favor of Addison.

Certificates of insurance shall be delivered to the Special Events Department at least 30 days prior to the first day of the event. Each such certificate must provide that it shall not be canceled without at least 30 days written notice thereof being given to the Town of Addison. Certified copies of insurance policies shall be furnished to the Town of Addison upon request.

GENERAL RULES AND REGULATIONS

1. COORDINATION OF CITY SERVICES - To best serve the safety and welfare of the public it is a policy of the Town that certain services shall be provided by Town staff with the Promoter reimbursing the Town upon demand for all costs associated with the provision of such services (referred to in these guidelines as "City Services"). City services include, among other things, police & crowd control, fire & emergency medical service, parks maintenance, street closures and traffic control. The Committee will determine the minimum staffing levels needed by the Town to provide City services for an event. There will be a 4-hour minimum charge for each Town of Addison employee engaged by the Applicant in connection with an event. The Town requires that the Applicant pay to the Town for a Special Events Department employee to serve as an overall on-site Event Coordinator ("Event Coordinator"), whose responsibility will be to coordinate the provision of City services and serve as the liaison between the applicant and all hired City Services.
2. ADDISON POLICE DEPARTMENT – The committee will identify the number and type of police officers and equipment required. Off-duty and/or on-duty Addison-provided police officers shall provide safety and traffic control. If APD cannot

accommodate the required staff, the promoter may hire their own qualified officers pending APD approval.

The number of officers required for an event may vary depending on the scope of the event, the sale or service of alcohol, on-stage talent, event geography, historical knowledge of the event, police intelligence, and any other factor that is determined to impact public safety.

Events that include street closures will require additional officers to manage the street closures and the rerouting of vehicular and pedestrian traffic. For planning purposes, estimate 2 officers per intersection.

Guidelines for APD officers required at Special Events.

Event Scope	Minimum Number of Police Officers Required
Events with Alcohol	2 officers per every 100 attendees
Events without Alcohol	2 officers per every 200 attendees

Promoter is responsible for paying each officer directly. The lead officer will secure the required staff and vehicles and provide the Special Events Department an estimate to give the promoter. Payment is required to be paid on the day of the event.

All officers hired through the APD will be hired at the posted rates. All officers are subject to a 4-hour minimum.

Addison-provided officers do not enforce house policies that are not supported by Town ordinance. Functions such as securing the alcohol perimeter, checking ID's, scanning bags and event equipment security shall be enforced by the promoter's hired private security contractor. Promter is responsible for hiring qualified personnel for these functions.

3. **ADDISON FIRE DEPARTMENT** – The committee will identify the number and type of on-site emergency medical personnel and equipment required. Off-duty and/or on-duty Addison Fire Department personnel shall provide fire protection and emergency medical services. If AFD cannot accommodate the required staff, the applicant may hire their own qualified emergency medical services pending AFD approval.

- a. **Emergency Medical Services**

The number of personnel/vehicles required for an event may vary depending on the scope of the event, weather conditions, the sale or service of alcohol, on-stage talent, event geography, historical knowledge of the event, police intelligence, and any other factor that is determined to impact medical safety. If promoter desires pyrotechnics for an event, a written request for pyrotechnics displays shall be included with the application. Fireworks, open pit fires and bonfires are strictly prohibited.

Personnel/vehicles may also be increased for events that involve specific activities that create a higher risk of illness or injury to persons participating in or attending the event.

Guidelines for AFD personnel required at Special Events.

Minimum number of EMS Personnel and Vehicles Required					
Estimated Total Attendance	100 – 1,500	1,501 – 3,000	3,001 – 5,000	5,001 – 25,000	Over 25,000
Paramedics	2	4	6	8	14
EMS Supervisors	1	1	1	3	5
Emergency Medical Vehicles	1	1	2	2 – 4 based on AFD review	2 – 7 based on AFD review

Promoter is responsible for paying each AFD personnel directly. The lead AFD staff will secure the required staff and vehicles and provide the Special Events Department an estimate to give the applicant. Payment is required to be paid on the day of the event.

All personnel hired through AFD will be hired at the posted rates. All personnel are subject to a 4-hour minimum.

The Fire Chief may determine, based on the event scope, special needs, or risks, that emergency medical services will be provided via the 911 emergency response system. In this case, on-site EMS will not be required.

b. **Event Contingency and Emergency Action Plan**

Promoters are required to submit an Event Contingency and Emergency Action Plan with the application. This plan provides vital information among all parties, including the event producer and first responders in the event of an emergency.

4. **STREET CLOSURES** – Certain streets within the Town of Addison may be temporarily closed to limit or exclude vehicular and/or pedestrian traffic prior to, during and after any Special Event. Applicant shall submit its request for any street closure at the time of the Application; the Committee shall consider such request in evaluating the application, and may recommend additional or fewer street closures. Some street closures may require consent of businesses and property owners in the adjacent area. The Applicant shall submit for approval a road closure plan showing the layout of all barricades and signs. The Town of Addison Street Department shall supervise the placement of all barricades and signs placed on public streets or any public rights-of-way.

The rental cost of barricades and signs shall be the responsibility of and paid for by the Promoter, which costs shall be paid in advance of the Special Event if required by the Special Events Department.

5. PARKING AND TRANSPORTATION

- a. Promoter shall submit a Parking, Shuttle and Shared Ride Plan as it applies with the application.
- b. The plan must include identification of all relevant items: public parking lots, private parking lot agreements, public transit system(s) publicized and designated drop-off and pick-up locations for shared ride companies and shuttles.
- c. The plan must demonstrate that adequate parking will be available to accommodate the expected total attendance. Promoter shall hire professional parking attendants to ensure that motor vehicles are parked safely and efficiently. Parking attendants may not be required with Special Events approval.
- d. Promoter recognizes and acknowledges that parking facilities may be shared with other persons using Addison Circle Park, the Addison Conference Centre, and/or the Addison Theatre Centre and all such use shall be on a first-come, first-served basis unless authorized in writing by the Special Event Department.
- e. There are approximately 4,525 additional parking spaces located in remote structured parking garages that are located within walking distance of Addison Circle Park; however, a Promoter shall solicit permission from the property owners in order to use these spaces and shall pay any fees required by the property owners. If these remote parking spaces are to be used by the Promoter for the event, it is recommended that event patrons be offered the opportunity to ride on a tram, shuttle bus or similar means of transportation from the site of the parking to the site of the event.
- f. If Promoter is utilizing any private property other than existing public commercial parking lots or land that is not exclusively owned by the event producer for event parking, written permission from the property owner is required. Authorization letter/email must include the following. Applicant must provide the property letter of authorization a minimum of 30 days prior to the event date.
 - i. Dates, times and event name that the property owner is authorizing.
 - ii. Property owner's name, address and phone number.
 - iii. Name, phone number and affiliation with the property of the person providing authorization if someone other than the property owner.

- g. Shared Rides - It is recommended that events where alcohol is sold or provided coordinate with shared ride companies. Any approved drop-off and pick-up locations for shared rides must be included in the submitted traffic control plan and site plan.
- h. Any parking directional signs required by the Town will be the responsibility of the Promoter.
- i. Overnight parking of motor homes, travel trailers and campers is prohibited in the Addison Circle Park District unless otherwise approved by the Special Event Department with written notice.

6. SITE PLAN

- a. A conceptual site plan of the premises to be used for the event must be submitted at the time of the filing of an application for a Permit. A final site plan, which must be approved by the Special Event Department shall be submitted a minimum of 60 days prior to the event, and must show a detailed diagram drawn to scale of the event including: the location of concession and display booths, portable toilets, dumpsters, location of stages and orientation of loudspeakers, locations for electricity and water, and other relevant elements. Once the final site plan has been approved, it cannot be altered without the prior written consent of the Town.
- b. Non-substantial on-site adjustments to the preliminary or final site plans may be made in consultation with the Special Event Department. A walk-through to verify that the actual setup of the event site meets with the approved final site plan will be conducted prior to the event opening. Promoter is required to adhere to the determined occupancy number, and violation of the occupancy number can result in penalties and/or fines, and/or a revocation of the Permit.

7. PROPERTY MANAGEMENT

- a. Removal or alteration of any part of Addison Circle Park is strictly prohibited, except as otherwise approved in writing by the Special Events Department.
- b. It is the responsibility of the Special Event Department to inform the promoter of the permanent amenities and fixtures (sprinkler heads, water retention fields, etc.) prior to construction of the event. Upon completion of the event, Promoter and Special Event Coordinator shall promptly execute a full walk through of the event site and Addison Circle Park to check for any repairs and/or replace, as appropriate, any damage to Addison Circle Park or any other premises or property so as to restore the same to the order, condition, and state of repair prior to the Special Event. Any damages resulting from the Special Event will be performed by the

Town of Addison and Promoter will be charged a Restoration Fee that includes cost of materials and labor to repair and/or replace damages.

- c. Vehicular traffic is prohibited within Addison Circle Park, including during setup and teardown, to reduce the likelihood of damage to park permanent amenities.
- d. Promoter shall obtain permission from the Special Event Department to erect a temporary structure or install a temporary service. Examples of temporary construction/service include, but are not limited to: freestanding tents, stages, fences, bleachers, electrical service, and fencing.
- e. Carnival rides are restricted to the streets, hard surface parking lots and unimproved fields.
- f. Promoter shall use only a licensed master electrician for the connection and use of temporary power.
- g. Personal property, equipment, tents and other facilities erected for the event that are not removed from the licensed premises after the close of the event within the period required by the Special Events Department may be removed and stored by the Town at the expense of the Promoter, Planner or host. The Town and its officials, officers, employees and agents shall not be liable for any damage to or loss of any such property or facilities sustained during removal or storage of such property, equipment, tents or other facilities and the Promoter, Planner or host shall indemnify the Town, its officials, officers, employees and agents against all claims for any such damage or loss.
- h. Restrooms/Trash - Promoter will be required to provide portable restrooms and trash receptacles at the event. Permanent on-site restrooms may be included in this count if they are available. The use of a porter per facility is required for maintenance during event hours. Additional restrooms may be required if:
 - i. The estimated duration of the special event exceeds 10 hours on any day of the event.
 - ii. Alcoholic beverages are sold, served, or otherwise made available at the event.
 - iii. The history of the particular event indicates that a greater number of portable restroom units are required for the public health, safety, and welfare.
 - iv. The event scope is primarily food and beverage in nature.

Prior to permit issuance, the applicant will be required to provide SE a copy of the invoice/rental agreement for the required trash receptacles and/or portable restrooms.

Guidelines for restrooms and trash receptacles required at Special Events.

Minimum Number Of Restrooms Units & Trash Receptacles Required										
Expected Attendance	Hours Of Event									
	1	2	3	4	5	6	7	8	9	10
100 – 250	2	4	4	5	6	7	9	9	10	12
251 – 500	2	4	4	5	6	7	9	9	10	12
501 – 750	3	4	5	6	7	8	10	10	11	12
751 – 1,000	3	5	6	6	7	8	10	10	11	12
1,001 – 2,000	4	6	8	8	9	9	11	12	13	13
2,001 – 3,000	5	6	9	12	14	16	18	20	23	25
3,001 – 4,000	6	9	12	16	20	24	26	30	34	38
4,001 – 5,000	8	13	16	22	25	30	35	40	45	50
5,001 – 6,000	12	15	20	25	31	38	44	50	56	63
6,001 – 7,000	13	17	24	30	37	45	53	60	67	75
7,001 – 8,000	13	19	27	35	44	53	62	70	79	88
8,0001 – 9,000	14	21	31	40	50	60	70	80	90	100
9,001 – 10,000	14	23	34	45	57	68	79	90	102	113
10,001+	15	25	38	50	63	75	88	100	113	125

At least 5% of the restrooms required in this section must comply with the Americans with Disabilities Act.

Portable restrooms at events 5+ hours require scheduled service at least once. Events longer than 10 hours must be serviced twice.

Each trash receptacle must be at least 50 gallons in size.

- i. Promoter shall maintain any portion of Addison Circle Park and all other property and facilities used by Promoter in connection with the event in a good, first-class condition. If Promoter fails to do so, the Town may perform such maintenance or repair of any such portion or property and Promoter shall pay the Town upon demand the reasonable cost of performing such maintenance or repair plus interest thereon at the highest lawful rate.
- j. Promoter shall dispose of wastewater (any water from food preparations, hand-washing facilities, warewashing facilities, ice water draining from canned or bottled drinks, etc.) in the sanitary sewer. No waste or wastewater is to be dumped into or down the storm sewer or be allowed to pool on or drain into the ground.

8. CONCESSIONS

- a. Concessionaires and caterers must be approved by the City and must obtain a Health Permit from the Addison Environmental Health

Department a minimum of 60 days prior to the event and pay any required fee for the Temporary Food Service License.

- b. Certified bartenders shall be used for the sale of alcohol when required by the Special Events Department or when otherwise required by law.
 - c. Table covers are required for all non-impervious serving and eating tables.
 - d. Glass containers are prohibited.
 - e. Promoter, Planner or host shall ensure that participants, spectators and patrons do not carry alcoholic beverages into or out of the event.
9. NOISE – No loud, excessive or unusual noise is allowed between the hours of Midnight and 7 a.m. during setup, operation or teardown of an event. Failure to comply with a request from the Police Department concerning noise may result in the immediate revocation of the Permit.
10. BANNERS AND SIGNS – All posters, graphics, banners and signs (“signs”) placed throughout Addison Circle Park and the Town of Addison shall be professionally executed, comply with any applicable ordinances, rules, or regulations of the Town, and be approved in writing by the Special Events Department. A Promoter shall obtain prior written permission from the Special Events Department to hang signs in any area of Addison Circle Park or Town. All signs shall be designed and constructed such that they do not leave adhesive residue on property when removed. Balloons releases or other inflated signs anchored to the ground, a building or other structure are strictly prohibited.
- a. Permanent District Signs – Promoter shall not remove or cover up any of the permanent signs (sponsored or otherwise) within Addison Circle Park.
 - b. Event Signs – Sponsorship and event signs are allowed within Addison Circle Park on the designated light posts and perimeter fence only with the approval of the Special Event Department, and these banners and signs shall only be hung by using an industrial strength cable tie. Event signs shall be displayed according to the timeline approved by the Special Event Department.
 - c. Directional and Promotional Signs - Promoter shall not erect, maintain or display placards, signs or any form of advertising anywhere within the Town without the prior written consent of the Special Events Department. Any placard, sign, or other form of advertising erected, maintained or displayed without such consent may be removed by the Town at the Promoter’s expense. The Addison Street Department shall supervise the placement of all directional/ promotional signs placed on public streets. The rental cost of directional signs will be the responsibility of the

Promoter and it may be necessary (as determined by the Special Events Department) for payment of such services and products to be paid in advance of the Special Event.

11. OCCUPANCY – The maximum occupancy will vary depending upon the scope and setup of the event. Applicants are responsible for accounting for the number of patrons attending the event. Ticketed events shall be monitored by the number of tickets sold and/or comped. The AFD shall have the authority to restrict entrance to an event if an event exceeds its maximum occupancy load and will impact public safety.

The Town of Addison shall not be responsible for reimbursing permit holders for potential lost revenue from the sale of tickets nor responsible for reimbursing patrons for previously purchased tickets if patrons are denied entrance.

12. INDEMNITY – An applicant for a Special Event Permit must execute a written agreement to indemnify the Town and its officers and employees against all claims of injury or damage to persons or property, whether public or private, arising out of the Special Event.

13. DISCRIMINATION

- a. No person shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in connection with a Special Event based on the grounds of race, color, national origin, political or religious beliefs, gender, age, or disability.
- b. Americans With Disabilities Act – Promoter shall, at Promoter's sole expense, cause the event to comply with the Americans with Disabilities Act.

14. COMPLIANCE WITH ORDINANCES, LAWS AND REGULATIONS

- a. In addition to complying with all conditions of the Permit and all applicable City ordinances, regulations, rules, policies and guidelines, the Promoter, Planner or host must comply with all applicable federal, state and county laws, rules and regulations. It is the responsibility of the Promoter, Planner or host to obtain all permits necessary to conduct the event and all permits required by other governmental authorities shall be obtained and adhered to.
- b. The Special Events Department has the authority to alter an event at any time it is determined necessary to the continued safety, health and welfare of any person, including without limitation, the Town's residents and visitors. Lack of compliance with any directive altering an Event in any way shall be sufficient cause to warrant the closing of an event and/or the revocation of a Permit, and/or the imposition of any other remedies

provided in the ordinances, codes, regulations, policies and rules of the Town of Addison.

- c. Issuance of a required federal, state or county permit (other than a Special Event Permit) does not authorize permission to hold an event. A Town of Addison Special Event Permit must be issued and will constitute authorization from the Town to hold the event.
- d. The issuance of a Special Event Permit grants permission to use the public property proposed to be used in connection with the Special Event (the "licensed premises"). The use of such property shall be solely for the purpose of constructing, installing, operating and maintaining the event, and for such other purposes consistent with promoting and conducting the event as the Special Events Department first authorizes in writing.

15. MISCELLANEOUS

- a. Animals must be on a leash, within a pen, or under similar control at all times. A Promoter shall maintain responsibility for all animals within Addison Circle Park and assumes the liability for any damages that may occur to persons or property from or by any such animal.
- b. A holder of a Permit may not and shall have no authority to assign, sell, transfer, pledge, encumber, or otherwise convey a Permit or any rights, duties, responsibilities or obligations thereunder, and any such conveyance shall be null and void and may, in the discretion of the Town, result in the revocation of the Permit. No rights granted by a Permit shall create rights in anyone other than the Permittee.
- c. No interest shall be paid on any funds paid to or deposited with the Town of Addison in connection with an application or a Permit for an event. Interest, if any, earned on such shall accrue to the benefit of the Town.
- d. The Town of Addison may hold itself exempt from these guidelines.
- e. The Town through its officials, employees, agents, and representatives shall have the right at all reasonable times to enter upon all premises used in connection with the Special Event for the purpose of inspecting the premises, for observing the performance of obligations hereunder, and for the doing of any act or thing which the Town may be obligated to or have the right to do under the Permit or the guidelines of Addison Circle Park or any other applicable City ordinance, rule or regulation.
- f. Promoter shall pay all taxes and unemployment insurance for persons employed by the Promoter as may now or hereafter be imposed under any state or federal law and shall defend and indemnify the Town from any such contributions or taxes or liability therefore.

- g. Promoter shall list and show the Addison Arts and Events District logo in all materials that promote the event. The Special Events Department shall approve all such promotional materials prior to publication.
- h. The Special Events Department shall have the right, at no cost, to attend and photograph for promotional purposes any Event held in Addison Circle Park.
- i. The Town of Addison personnel policies prohibit any employee of the Town from accepting loans, advances, gifts, gratuities, or any other favors from anyone doing business with the Town.
- j. Promoter recognizes and acknowledges that other parties may rent a portion of Addison Circle Park, and Promoter agrees that its activities shall not interfere with other parties' use of Addison Circle Park.

SPONSORSHIP REQUEST

2. IN-KIND SPONSORSHIP

The Town of Addison offers sponsorship valued at 50% of park rental fees for applicants producing a public event that has a verifiable, positive impact on tourism in Addison. Only applications from groups and businesses whose program promotes tourism in Addison shall be accepted. To be considered for reduced park rental fees, the event producer shall submit an Event Sponsorship Application at the time the Special Event Permit application is submitted.

3. FINANCIAL SPONSORSHIP

The Town will consider sponsoring events on a case-by-case basis. To be considered for such funds, the event producer shall submit a Grant Request at least 1 year in advance of the submitted event. The committee shall review the request and make a recommendation to the City Manager for approval. In making its recommendation, the committee shall consider whether the event will promote the Town of Addison in a positive light and whether the event is likely to attract tourists and have a positive economic impact on the town. The city manager may authorize sponsorships that do not exceed \$25,000.00 in expenditures by the city. Sponsorships that exceed \$25,000.00 in expenditures by the city must be approved by the city council.

COMMITTEE CONSIDERATION CRITERIA

The Committee will consider the following factors when making a determination about the acceptance/denial of an application:

- a. Does the application establish that there will be ample opportunity to properly plan and prepare for the Special Event?
- b. Do the proposed dates and/or location for the Special Event conflict with a current or planned Special Event or activity within Addison Circle Park or within the Town?
- c. Does the Applicant have previous professional experience with hosting a Special Event of this nature or scope?
- d. Has the proposed Special Event been held in Addison Circle Park or Town on a previous occasion?
- e. Is the Special Event likely to promote tourism by attracting tourists?
- f. Is the Special Event likely to have a positive economic impact by generating revenue for Addison hotels, restaurants and other merchants of the Town?
- g. Will police, fire, and other Town services be unduly burdened or adversely affected by the Special Event?
- h. Is the Special Event reasonably likely to cause injury to persons or property, to provoke disorderly conduct or create a disturbance?
- i. Does the Applicant or Promoter owe any taxes, fines, or other fees to the Town?
- j. Such other factors as the Committee may deem necessary or important in evaluating an application.