



February 12, 2025

Notice is hereby given of a City Council Work Session of Nacogdoches City Council and City Staff to be held on the above date in the City Council Chambers of City Hall, 202 E. Pilar Street, Nacogdoches, Texas, beginning at 4:00 p.m. for the purpose of considering the following agenda items.

Some City Council Members may attend via videoconference but a quorum of the City Council and the Presiding Officer will be present at the above-stated physical location. The meeting will be streamed live at <https://www.nactx.us/21>. There will be an opportunity for the public to comment on agenda items in person in Council Chambers.

**PLEASE LIMIT PRESENTATIONS TO THREE MINUTES
(UNLESS PRIOR APPROVAL IS OBTAINED)**

1. CALL TO ORDER.
2. PLEDGE OF ALLEGIANCE.
3. OPEN FORUM. Open Forum is an opportunity for citizens to address the City Council about items listed on the agenda, as well as on matters that are not specifically listed on the agenda. Alternatively, a citizen may address the City Council about an agenda item when the item comes up for consideration during the meeting. In order to address the City Council, please complete the Public Comment Form and submit it to the City Secretary prior to the start of the meeting. In accordance with the Texas Open Meetings Act, the City Council will not discuss, deliberate, or make any decisions on items not listed on the agenda. Comments are limited to 3 minutes per person.
4. WORK SESSION. Items included under Work Session are intended to provide opportunities for City Council to study and discuss various issues, and gather and analyze information. Council will not take formal action on matters presented at a work session, but may direct staff to place items relating to the matter on future agendas for formal consideration.
 - A. Review of proposed special event ordinance and special event permit guidelines. (City Attorney and Community Services Director)
5. ADJOURN.

Rhonda Lewis
City Secretary



This agenda is posted as required under G. C. Section 551.041. For more information or a copy of the Open Meetings Act, please contact Attorney General of Texas at 1-800-252-8011; City Secretary at (936) 559-2506 or visit City of Nacogdoches web site at www.nactx.us.

CERTIFICATION

This meeting will be conducted pursuant to Chapter 551 of the Texas Government Code. The Council reserves the right to adjourn into Executive Session at any time during the meeting to discuss any of the above posted agenda, as authorized by Texas Local Government Code Sections 551.071 [litigation and certain consultation with attorney], 551.072 [acquisition of interest in real property], 551.073 [prospective gift to city], 551.074 [certain personnel deliberations], 551.076 [deployment/implementation of security personnel or devices], or 551.087 [deliberations regarding economic development negotiations]. The City of Nacogdoches is committed to compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications may be provided upon request. Please contact the City Secretary at (936) 559-2506 for information. I certify the notice of meeting was posted in the directory outside of City Hall, 202 E. Pilar Street, Nacogdoches, Texas 75961, on February 8, 2025, by 3:00 p.m., pursuant to Chapter 551 of the Texas Government Code.

Rhonda Lewis, City Secretary

PRESENTER: Jessica Sowell, Community Services Director

ITEM/SUBJECT: Review of proposed special event ordinance and special event permit guidelines. (City Attorney and Community Services Director)

SUMMARY/BACKGROUND: City Council and City staff have expressed the desire to implement event permit guidelines and ordinances. City staff, including representatives from Parks, Main Street, Convention & Visitors Bureau, Public Works, Fire and Police, have worked together to create the proposed event permit guidelines. City Attorney Jerry Baker has written the corresponding Special Event Ordinance to codify these procedures and create an appeals process.

Staff is seeking feedback on the special event ordinance, special event permit guidelines and direction on potential event permit fees.

Staff included the draft ordinance, draft event guidelines, standard street closure maps and running routes, as well as a presentation.

FINANCIAL:

COUNCIL PRIORITIES: THIS AGENDA ITEM IS CONSISTENT WITH THE FOLLOWING CITY COUNCIL PRIORITIES

CITY CONTACT: Jessica Sowell, Community Services Director
sowellj@nactx.us
(936) 559-2935

ATTACHMENTS:

1. Event Permitting Presentation
2. Draft - Public Event Guidelines and Permitting
3. Draft - Special Event Ordinance
4. Proposed - Parade and Running Routes
5. Proposed -Street Closure Maps



EVENT PERMITTING WORKSHOP

Community Services Department

Date: February 12, 2025

Presenter: Jessica Sowell & Jerry Baker





AGENDA

▶ Introduction and Overview of Current Procedures **01**

▶ Overview of Proposed Ordinance **02**

▶ Overview of Proposed Procedures **03**

▶ Overview of Proposed Guidelines **04**

▶ Questions for Council **05**

▶ Fee Discussion **06**

Purpose of the Guidelines

INTRODUCTION

01

Current Event
Procedures

02

State of Events in
Nacogdoches

03

Need for Set
Guidelines





PROPOSED ORDINANCE

- ▶ Provides framework for guidelines
- ▶ References guidelines
- ▶ Explains event permit application process including approval, denial, appeals, and revocation



PROPOSED PROCEDURES

- ▶ **Implementing Guidelines**
- ▶ **Use of CivicOptimize Software**
- ▶ **Simplification of Application and Approval Process**
- ▶ **Focus on Event Logistics Meetings**

PROPOSED GUIDELINES

Overview

Event Categories

- Small Event (Less than 500 attendees)
- Large Event (More than 500 attendees)
- Running Event
- Parade

Additional Permits and Steps

- Sale or consumption of alcohol
- Sound equipment use
- Closure of Main Street for over 4 hours
- Fireworks Displays

Major Guidelines Covered

- Parade guidelines
- Festival/vendor guidelines
- Insurance guidelines
- Road closures, trash pickup, security, restrooms, fire and electrical regulations



CHECKLIST DRAFT

Event Type	Details	Permit Due Date	Items Needed
<i>Small Event</i> -See page 2	Less than 500 expected attendees	45 days before event (unless additional permit needed)	☐ Event Map and Timeline ☐ Expected number of attendees ☐ Insurance Policy ☐ Security (if deemed necessary by NPD)
<i>Large Event</i> -See page 2	More than 500 expected attendees	90 days before event	☐ Event Map and Timeline ☐ Expected number of attendees ☐ Security ☐ Insurance Policy
<i>Running Event</i> -See page 2	Any size run/walk	90 days before event	☐ Event Map and Timeline ☒ Expected number of attendees ☐ Security ☐ Location of staging area, setup area, and awards area ☐ Insurance Policy
<i>Parade Event</i> -See page 3	Any size parade	90 days before event	☐ Event Map and Timeline ☐ Expected number of floats and groups ☐ Security ☐ Location of staging area, setup area, and awards area

<i>Alcohol Permit</i> -See page 4	Any size event	90 days before event	☐ Event Map and Timeline ☐ Expected number of attendees ☐ Security ☐ Insurance Policy ☐ Approval of City Departments and City Manager
<i>Main Street Closure</i> -See page 4	Any event needing Main Street closed over 4 hours	90 days before event	☐ Event Map and Timeline ☐ Expected number of attendees ☐ Security ☐ Insurance Policy ☐ Approval of City Departments, City Council, and TXDoT
<i>Fireworks</i> -See page	Any size event	45 days before event	☐ State Fire Marshal's Office Application ☐ Licensed Pyrotechnic Contractor ☐ Detailed Site Plan
<i>Sound Equipment</i> -See page 4	Any size event	45 days before event	☐ Event Map and Timeline ☐ Expected number of attendees ☐ Sound equipment permit ☐ Approval of City Departments and City Manager

QUESTIONS FOR COUNCIL

- ▶ Any thoughts, concerns, or questions?
- ▶ How should we proceed with private events?
- ▶ Do we want to explore fees?





FEE DISCUSSION

- ▶ **Current expenses from events**
- ▶ **Research from peer cities**
- ▶ **Guidance needed**

EVENT EXPENSE EXAMPLES

2023

Blueberry

Parks & Rec	\$5,861.85
Fire	\$1,211.68
Public Works	\$801.07
Police	\$4,048.24
Maintenance	
Total:	\$11,922.84

2024

Blueberry

Parks	\$7,321.69
Fire	\$1,499.04
Maintenance	\$1,204.14
Public Works	\$1,008.78
Police	\$9,909.46
CVB	\$395.80
Total:	\$21,338.91

2023 Bluegrass

Public Works	\$252.60
Fire	\$675.98
PD	\$1,012.68
Parks & Rec	\$2,144.39
Total:	\$4,085.65

PEER CITIES' FEE INFO

City	Application Fees	Notes
Brenham	\$10 per event type	Event types include Special Events - Events that require street closures, Downtown Parades, and Noise Variances.
Corsicana	None	
Denison	Amplification Fee - \$50 Security Services- \$50 per hour Fire/Emergency Services- \$65 per hour Dumpster fees	
Huntsville	Only pay for police presence	Specific community events do not have to pay for police presence
Kilgore	Extra trash cans- \$25 each Street closure fee- \$50 Off-duty security rate - \$35 per person per hour	
Lufkin	None	All events are held in parks or are city-sponsored events.
Seguin	Permit fee- \$50 per day of event or \$25 per vendor Park/Downtown Rental- \$75 plus deposit Single Day Deposit- \$100 Multi-Day Deposit-\$500 Separate trash can, cone/barricade, and roll-off fees	
Stephenville	None	

OTHER CITIES' FEE INFO

Lewisville

Administration fee	\$25.00
Carnival	\$250.00
Circus	\$250.00
Outdoor Amusements	\$250.00
Barricading	
First two street closures	\$134.39
Each additional closure	\$20.00
Each additional traffic control sigh	\$5.00
Next-day inspection for multi-day closures	\$52.00
Pedestrian barricade rental (only includes devices picked up and returned to the Kealy Complex – does not include delivery, set-up, or take-down, which would be billed at the established hourly rate)	\$8.00/device per day
Special Event crowd protection barricading per street segment (includes crew leader top of range overtime rate, heavy equipment operator top of range overtime, maintenance worker top of range overtime, tandem dump truck, equipment trailer (30,000 GVW), and forklift)	\$3,000.00
Parks and Recreation services personnel, per man hour	Top of range overtime rate for maintenance worker plus 18%
Police personnel, per man-hour, 2 hr minimum	Step One overtime rate for a Police Captain
Police vehicle stand-by, per hour, 2 hr minimum	\$20.00
Public Works personnel, per man-hour	Top of range overtime rate for maintenance worker plus 18%
Fire Department staffing, per man-hour	Base pay overtime rate for a Step Two Fire Captain
Firefighting apparatus, stand-by (plus staffing, per hour)	\$70.00
Emergency medical apparatus, stand-by (plus staffing, per hour)	\$41.50

Building, Fire Prevention, and Health permit fees will be separate and in addition to the above-listed fees.

Bryan

Event Size	Permit Fee	Permit Deposit
under 100 persons	\$30.00	None
100 – 499 persons	\$30.00	\$500.00
500 – 999 persons	\$60.00	\$1,000.00
1000 – 3999 persons	\$90.00	\$1,500.00
4000 + persons	\$120.00	\$2,000.00

Additional fees are assessed and deducted from the deposit. These include fees for street closures, notification signage, solid waste containers, street sweeping, electrical outlets, and alcohol permits. For vendor events, each vendor must purchase a special event vendor permit (\$50 for residents, \$60 for nonresidents).

POTENTIAL FEE STRUCTURES

Buildable Fees

- Base fee for all events
- Alcohol Permit fee
- Barricading:
 - Main Street and downtown square
 - All other streets
- Trash Receptacles:
 - 1 additional dumpster
 - Additional trash disposal during (multi-day) event
- Emergency/Safety Staff:
 - Fire/Emergency Management Staff needed
 - Police Officers needed
- Maintenance/Janitorial Staff:
 - Janitorial Staff
 - Should Building Maintenance personnel be called to perform emergency repairs to City of Nacogdoches appliances, equipment, or infrastructure, the event may be billed for hours worked.
- Parks Staff:
 - Parks Staff needed

Flat Fee

- Small Event
 - Less than 500 expected attendees
- Large Event
 - More than 500 expected attendees
- Running Event:
 - Varies by route
 - 5K Route with 1 crossing
 - 5K Route with 2 crossings
 - 5K Route primarily on streets
 - 10K
 - Half Marathon
 - Full Marathon
- Parade Event:
 - Varies by size/route
- Alcohol Permit

CONCLUSION

Needs from Council

- **Feedback on guidelines and ordinance**
- **Feedback on fees**





Public Event Guidelines and Permitting

The City of Nacogdoches recognizes that special events serve an important role in Nacogdoches, including creating a sense of community, fostering tourism and business development, and entertaining and educating its citizens. Each year the City of Nacogdoches commits many available resources through staff time, facilities, and equipment to provide support to these events. As the number and size of events grow, it is necessary to provide individuals and event organizers with a consistent process to better coordinate efforts related to event management and support.

The purpose of the Public Event Guidelines and Permitting process is to provide a resource to event organizers to streamline the approval process for special events held in the City of Nacogdoches. It also allows staff an opportunity to review events and be able to prepare effectively in advance. The checklist and the other required information are designed to help event organizers prepare more effectively and as a result, present a successful event to their intended audience.

All events requiring the use of city services or occurring on city property must apply for an event permit. (The only exception to this is renting a pavilion at a city park which requires no city services.) Submitting the initial application does not guarantee event approval. Event organizers will receive feedback from city staff within 14 days of receipt of application. This could be in the form of approval, denial, or request for information or modification. City staff may recommend the modification of some details of the event (such as location or city services needed). Events should not be promoted to the public until approval is received.

Designation of Event Categories

Because the needs of events vary greatly based on size, purpose, and function, the following categories have been designated by city event staff.

1. A **small event** refers to any event with less than 500 attendees. These events may or may not require the use of city services including road closures, alcohol permitting, security, garbage/dumpster removal, etc.
2. A **large event** refers to any event with over 500 attendees. These events will require the use of city services including road closures, alcohol permitting, security, garbage/dumpster removal, etc.
3. A **running event** refers to any walk, 5K, 10K, half marathon, or marathon. These events may have various numbers of participants, and they will require the use of some city services including road closures and security. Organizers may choose from a set number of routes designated by city event staff. Event organizers may request deviations from these routes, but approval is subject to review by the Nacogdoches Police Department, Public Works, and city event staff.



4. A **parade event** refers to a parade of floats, vehicles, and groups. These will require services including security, the temporary closure of streets, and garbage/dumpster removal. Organizers may choose from a set number of routes designated by city event staff. Event organizers may request deviations from these routes, but approval is subject to review by the Nacogdoches Police Department, Public Works, and city event staff.

Event Permit Process

An event permit must be obtained by the event organizer to host a public event in Nacogdoches which either a) requires the use of City services or b) takes place on City property. The requirements for these events vary slightly based on the event type and size. More than one application may need to be submitted if the event contains multiple of these categories (example: a run that ends with a festival in a park). Private events which are not open to the community must make a formal request to the Nacogdoches City Council to be able to host an event which requires City services before an event permit application can be approved or denied. Contact the City Secretary for details on getting a private event request on a City Council agenda.

1. Small Events

- a. Small event (less than 500 expected attendees) applications must be completed and submitted at least 45 days prior to the event date.
- b. Applications must include maps, expected number of attendees, expected city services needed, proof of insurance, and other relevant event and organizer information.
- c. If alcohol is to be served, both the event permit application and the alcohol permit application must be completed and submitted 90 days prior to the event date.
- d. If the event requires the closure of Main Street (SH 21) for more than 4 hours, the event permit must be completed and submitted 90 days prior to the event date.

2. Large Events

- a. Large event (over 500 expected attendees) applications must be completed and submitted at least 90 days prior to the event date.
- b. Applications must include maps, expected number of attendees, expected city services needed, proof of insurance, and other relevant event and organizer information.
- c. If alcohol is to be served, both the event permit application and the alcohol permit application must be completed and submitted 90 days prior to the event date.
- d. If the event requires the closure of Main Street for more than 4 hours, the event permit must be completed and submitted 90 days prior to the event date.

3. Running Events

- a. Running event applications must be completed and submitted at least 90 days prior to the event date.
- b. Running event organizers must choose their route and submit relevant event information such as expected participants, event time, police presence requested, and locations to be used for staging, setup, and awards.
- c. The provided routes in the event permit application are encouraged. Other routes may be used if provided and approved by event permitting staff. Event organizers must have permission from property owners to use their location as the start/stop point and/or awards location.

4. Parade Events

- a. Parade event applications must be completed and submitted at least 90 days prior to the event date.
- b. Parade event organizers must choose a provided/approved route and submit relevant event information such as expected floats, vehicles, and groups participating, event time, police presence requested, and locations to be used for staging, setup, announcers, etc.

Permit Review and Regulations

- Some large events (including large running events and parades) may require logistical planning with City of Nacogdoches staff. This could include plans for emergency protocol, security, etc. If a logistics planning meeting is needed for an event, City of Nacogdoches staff will reach out to the event organizers to schedule the meeting at least 30 days in advance of the event.
- Some large events may be required to designate a specific area for first aid and lost children to be designated on event maps.
- Event permit applications will be reviewed for safety concerns, as well as compliance with all event policies, City of Nacogdoches policies, local ordinances, state laws, and federal laws. Various departments including Facility Maintenance, Public Works, Police, Fire, Community Services, and Public Health will review the applications before approval or denial.
- The City of Nacogdoches reserves the right to stop an event at any time if it is deemed a public safety issue or if any of the event policies laid out in this document are violated.
- Failure to comply with any listed policies may result in refusal of future event permits to the organizers of the event.
- Organizers of large events (including some large running events and parades) may be required to hold event wrap-up meetings with City of Nacogdoches staff. Organizers will be contacted if this is necessary. Organizers may request a wrap-up meeting if they plan to host the event again and would like to discuss future event logistics with City staff.
- All event permit applications must identify an authorized representative as the primary contact that will make event-related decisions and communicate with City of



Nacogdoches staff regarding the event. This person must be in attendance at the event or designate an on site representative for the day of the event.

Fees

- Depending on the size of event and city services required, additional fees for security, street closures, janitorial, and other city services may be required and will be due 14 days prior to the event.
- Potential fees:
 - Police overtime fees should be paid in full to the Nacogdoches Police Department. (See the “Security” section of these guidelines for more information about requirements.)
 - Street closure fees may be assessed for events.
 - A large event triggers the presence of an additional, event-dedicated Nacogdoches Fire Department crew for the primary purpose of rendering immediate emergency medical response, providing needed first aid, and ensuring fire/life safety best practices. The crew will be present at least two hours before the event is accessible to the public, and will remain in-place until after closure of the event. Crew size shall be no fewer than two personnel, and in the case of very large events up to four personnel may be required as determined by the Fire Chief or his designee. The fees for these services will be paid by the event organizers.
 - Unless alternate arrangements are confirmed prior to the approval of the event permit, a large event requires the presence of two custodial staff to ensure the cleanliness of city properties, portable toilets, etc. These personnel will be present during the entirety of the scheduled event. The fees for these services will be paid by the event organizers.
 - Should Building Maintenance personnel be called to perform emergency repairs to City of Nacogdoches appliances, equipment, or infrastructure, the event may be billed for hours worked.
 - All event fees (excluding security) may be paid through the online event permit link after approval.

Additional Permits and Steps

- Additional permitting steps are required if:
 - the event includes the sale or consumption of alcoholic beverages
 - The event includes the use of sound equipment
 - the event requires the closure of Main Street for more than 4 hours
 - the event includes a fireworks display
- Any festival or event requiring the closure of Main Street (SH 21) for more than four hours must be reviewed and approved by the Nacogdoches City Council. This closure request will be forwarded to the Texas Department of Transportation(TXDoT) for final



approval. A permit must be submitted to the City event staff no later than 90 days before the event.

- Neither Main Street nor the roads surrounding Main Street will not be closed for more than 48 consecutive hours.
 - A Main Street closure of more than 4 hours will not be permitted unless an event is categorized as a large event. This time frame must include all setup, cleanup, and event time.
 - To allow emergency vehicle access, event organizers must arrange emergency pick-up and drop-off locations (on the north side of the square for Downtown events).
- Any festival or event involving the use of sound equipment requires the application and issuance of a sound equipment permit.
- Any festival or event involving the sale, possession, and/or consumption of alcoholic beverages requires an alcoholic beverage permit and additional insurance.
 - Alcoholic beverage permit requirements include a map of the designated area for alcoholic beverage sale, possession, and/or consumption.
 - Alcoholic beverage permits will be reviewed and approved by City event staff, Parks Department, Fire Department, Police Department, Public Works Department, and the City Manager.
 - If alcohol is to be sold, \$1,000,000 liquor liability insurance is also required.
- Any event or festival that seeks to incorporate a firework display, or wishes to use any form of pyrotechnical device, must utilize a contractor properly licensed by the Texas State Fire Marshal. The contractor and the firework/pyrotechnical display must meet all other applicable State requirements, as well as the requirements of the City of Nacogdoches adopted Fire Code. The contractor shall submit a State Fire Marshal's Office Application for a Fireworks License or Permit form to the Nacogdoches Fire Marshals Office at least 45 days in advance of the event. Additionally, the contractor shall submit a site plan clearly indicating the exact location where the fireworks are to be used, debris fall out zones and distances, and proximity to structures.
 - Please note that the Nacogdoches Fire Marshal's Office or any officer of the Nacogdoches Fire Department may require the postponement or cancellation of any previously approved display, at any time, if adverse atmospheric or drought conditions exist, or for any other safety concern that may arise.

Alcohol Sale/Use at Events

Festivals and all-size events involving the sale, possession, and/or consumption of alcohol must be coordinated with the City event staff to ensure compliance with City of Nacogdoches ordinances and policies.

No permit shall be issued until satisfactory proof has been provided for liability insurance and compliance with the Texas Alcoholic Beverage Code, as amended, and rules issued by the appropriate state agency. The City Manager is further authorized to implement such other



appropriate safety and control regulations concerning location, hours of operations, security, and other appropriate conditions to protect the health, safety, and welfare of the general public and event attendees. (Section 18-27.)

- Alcohol is allowed only during a festival/event that is approved by the City Manager or designee.
- The applicant must submit a festival/event permit application at least 90 days before the proposed festival that includes the following documentation:
 - A graphic layout of the festival/event with a clearly defined designation area for alcoholic beverage sale, possession, and/or consumption area shown.
 - Proof of required licenses, permits, and paid fees mandated by state and local law for the sale of alcoholic beverages.
- The sale, possession, and/or consumption of alcoholic beverages shall be limited to the designated event area.
- If the designated area is in a walled tent (including a roof and four walls), then normal fire code provisions must be met.
- Security must be approved by the city and remain on-site for the duration of the festival/event.
- Alcoholic beverages may only be sold, possessed, or consumed following TABC regulations.
- No glass containers are allowed downtown or on city property.
- The applicant will be responsible for the proper disposal of all trash.

Additional Parade Guidelines

- Parade organizers must choose between the set routes provided by City event staff. Organizers may request deviations from these routes, but approval is subject to review by the Nacogdoches Police Department, Public Works, and city event staff.
- A parade entry/float list with signed applications should be submitted to City event staff no later than 14 days before the event.
- The parade application must be submitted with the event permit application. All parade applications should contain the following information which must be signed by all float/groups in the parade:
 - All parade participants who drive floats or motored vehicles must have a valid driver's license and vehicle liability insurance.
 - All floats must fit within the following dimensions:
 - Maximum Width: 10 feet
 - Maximum Length: 30 feet for motorhomes OR Truck with max 24-foot trailer
 - Maximum Overall Height: 13 feet
 - Floats larger than the dimensions specified above will be disqualified.
 - No 18-Wheelers with trailers will be allowed. (Bobtail trucks without trailers may be allowed if they meet the height requirements.)



- No candy or other materials may be thrown or distributed along the parade route. The distribution of gifts, merchandise, literature, or other materials along the parade route is prohibited.
- Any parade entry using a generator must have a 5 lb ABC Extinguisher with a current State Fire Marshal inspection tag attached to the float.
- For the safety of participants and spectators, no unaltered male (stud) horses are allowed in parades.
- Livestock must be diapered, or parade organizers must provide immediate cleanup personnel before the next float/group.
- All vehicles driven in parades must be in good, working order. If a vehicle breaks down during a parade, it will be moved to the side and cannot continue in the parade.
- All parade participants riding or standing on floats or motorized vehicles must wear safety belts, have hand holds, or have back supports securing them in place while the float/vehicle is in motion.
- Squirt guns, silly string or other items potentially dangerous to spectators or participants are prohibited during the parade.
- All parts of the frame must be high enough to clear surfaces to and from the parade assembly area through the dispersal area. All parts of the full-decorated float must clear the ground by a minimum of 10 inches with the exception of fringe. Flooring must be strong enough for all riders.
- A turn radius of 45 degrees to the right and left is mandatory.
- No alcoholic beverages of any kinds will be allowed in or on the float or tow vehicle. The consumption of alcoholic beverages is strictly prohibited and violators will be prosecuted.
- Wire and lighting devices must have sufficient capability for the use intended for them on the float. Wiring should be properly secured to the float to avoid mechanical damage and injury to float riders and other participants.

Additional Festival/Vendor Guidelines

- Festival and event personnel are responsible for each vendor booth, including placement of the booth.
- “Vendor” means any person who sells or provides goods or services to the festival attendees onsite. Vendors will be counted as such by city personnel.
- A vendor list with signed applications should be submitted to City event staff no later than 14 days before the event.
- The festival or event personnel are responsible for providing the City event staff with detailed electrical and water needs for vendor booths 30 days before the event with changes only accepted until 14 days before the event.
- An event representative will be required to coordinate electrical and water requirements with the City of Nacogdoches Facility Maintenance representatives.



- Vendor booths and activities may not be placed in the middle of streets, as this may block primary emergency access routes. Vendor booths must be placed so that a clear and contiguous 20' wide path of travel exists through the entirety of the event. Rare, circumstantial exceptions to this standard may be granted, but only upon approval by both Nacogdoches Fire and Police.
- Vendor booths may not be placed on the sidewalks or block business entrances.
- Food booths:
 - A separate temporary food permit must be obtained from the Health Inspector by the vendor. This is only required if the vendor is not already permitted and inspected by the City of Nacogdoches.
 - A list of vendors selling food must be submitted to the Health Inspector no later than 14 days before the festival. This list shall include the name, phone number, and address of each vendor as well as the type of food the vendor will sell.
 - All food vendors must have one 5lb Dry Chemical Extinguisher with a current State Fire Marshal inspection tag attached.
 - Food trucks must have both a valid health inspection and a valid food truck permit issued by the City of Nacogdoches.
- Vendors may not use generators at festivals or events being held on the brick streets. Vendors in Festival Park may use generators.
 - Vendors with generators at Festival Park must have a 5lb ABC Fire Extinguisher with a current State Fire Marshal inspection tag attached.
- For-profit vendors must possess a sales tax permit.
- Festivals and events are expected to follow the feather sign permit guidelines outlined in Chapter 78 Article 1 of the City of Nacogdoches Code of Ordinances.

Road Closures

- After roads have been officially closed (approximately 30 minutes before an event's start time), there will be no in and out traffic for any reason.
- No vehicles (including golf carts) are allowed in the event area after street closure unless approved by city event staff.
- Vendors cannot leave early unless approval has been granted from city event staff.
- Vehicles may reenter the event area after city event staff deem it safe following the conclusion of the event.

Trash Pickup

- Festivals and event coordinators are responsible for trash and litter cleanup.
- Trash and litter must be monitored and cleaned during and after the festival.
- Each vendor is responsible for the disposal of all trash from the vendor booth and trash must be disposed of in the provided dumpster. If the festival or event coordinator needs the city to provide a dumpster, it is the responsibility of the coordinator to make this request on the permit application.



Insurance

- All events must provide proof of a liability insurance quote to the City of Nacogdoches Event staff 30 days before the festival with a secured policy within one week of the festival.
- The proof of insurance shall consist of a Certificate of Insurance showing the City of Nacogdoches as an additional insured in the amount of \$1,000,000 general liability insurance.
- If alcohol is to be sold, \$1,000,000 liquor liability insurance is also required.
- Include the following wording on all insurance policies:
 - The City of Nacogdoches, its elected and appointed officials, officers, employees, agents, and representatives are listed as additional insureds on a primary non-contributory basis.

Security

Law enforcement may deem security necessary at events. This security must be licensed, in uniform, and are subject to approval by the Nacogdoches Police Department. All events serving alcohol must provide security. Security may be obtained through the Nacogdoches Police Department at the current off-duty rate. Alternatively, private security may be allowed in some circumstances, with officers being at least a level 3 (armed security) through a reputable vendor or a police officer. Alternative officers must be approved by the Nacogdoches Police Department at least 30 days prior to the event.

The number of officers needed will be determined by the size, nature, and scope of the event. This will be determined by the Nacogdoches Police Department and Event Staff.

Restrooms

- Event organizers are required to ensure adequate restrooms for their events. Events may utilize public restrooms; however, additional portable restroom rentals may be required. Event organizers will be held responsible for any damages to public restrooms' facilities during the period of the event.
- It is recommended that festivals and large events provide at least two public restrooms for every 100 anticipated attendees; three if alcohol is being served. This can include a combination of public restrooms at facilities and portable restrooms.
- It is recommended one wheelchair-accessible portable restroom be provided for every 10 regular portable restrooms required.
- Adequate handwashing stations will also be required.
- Proof of restroom rental purchase will be required 14 days prior to the event date.
- Any additional restroom supplies (ex. toilet paper, paper towels, etc.) must be provided by the event organizers. An initial supply will be provided in city-owned restrooms, but they will not be replenished during the event.



- City of Nacogdoches staff will clean all restrooms prior to events, but they will not clean during the event. It is the responsibility of the event organizer to clean up during their event.

Fire Regulations and Electrical Use

- All electrical systems must be in safe working condition.
- All electrical wires should be secured to prevent trips and falls.
- Specific electrical needs must be communicated by the event planner at the time of completing the permit. Please be aware of the choices and what they mean when filling out the form.
- All electrical needs (i.e. vendor electrical needs, electricity requirements for stage equipment, etc.) must be turned in to event staff by 14 days prior to the event.
- The City of Nacogdoches is not responsible for blown breakers caused by misuse or overloading of electrical equipment.
- Using an open flame device in the downtown area must be approved by the Fire Marshal before the event.
- Fire/Safety inspections will be performed on the day of the event, including but not limited to checking floats and vendor booths for fire extinguishers.
- Compressed gas cylinders (such as those containing helium) must be secured using a durable device such as a chain or webbed strap.
- Activities to be held in unoccupied structures must contract the Nacogdoches Fire Department at least 30 days before the festival or event to schedule a fire inspection. The unoccupied structure must pass the fire inspection before the activity takes place.

The City of Nacogdoches looks forward to assisting you with your event. If you have any questions about these policies and procedures, please contact:

Cecilia Sarmiento
Community Services Coordinator
Sarmientoc@nactx.us
936-559-2938

These Public Event Guidelines and Permitting were approved by the Nacogdoches City Council on _____ and can be found in the Nacogdoches Code of Ordinances Section _____.



Public Event Permit Requirement Checklist

Event Type	Details	Permit Due Date	Items Needed
<i>Small Event</i> -See page 2	Less than 500 expected attendees	45 days before event (unless additional permit needed)	☐ Event Map and Timeline ☐ Expected number of attendees ☐ Insurance Policy ☐ Security (if deemed necessary by NPD)
<i>Large Event</i> -See page 2	More than 500 expected attendees	90 days before event	☐ Event Map and Timeline ☐ Expected number of attendees ☐ Security ☐ Insurance Policy
<i>Running Event</i> -See page 2	Any size run/walk	90 days before event	☐ Event Map and Timeline ☐ Expected number of attendees ☐ Security ☐ Location of staging area, setup area, and awards area ☐ Insurance Policy
<i>Parade Event</i> -See page 3	Any size parade	90 days before event	☐ Event Map and Timeline ☐ Expected number of floats and groups ☐ Security ☐ Location of staging area, setup area, and awards area
<i>Alcohol Permit</i> -See page 4	Any size event	90 days before event	☐ Event Map and Timeline ☐ Expected number of attendees ☐ Security ☐ Insurance Policy ☐ Approval of City Departments and City Manager
<i>Main Street Closure</i> -See page 4	Any event needing Main Street closed over 4 hours	90 days before event	☐ Event Map and Timeline ☐ Expected number of attendees ☐ Security ☐ Insurance Policy ☐ Approval of City Departments, City Council, and TXDoT
<i>Fireworks</i> -See page	Any size event	45 days before event	☐ State Fire Marshal's Office Application ☐ Licensed Pyrotechnic Contractor ☐ Detailed Site Plan
<i>Sound Equipment</i> -See page 4	Any size event	45 days before event	☐ Event Map and Timeline ☐ Expected number of attendees ☐ Sound equipment permit ☐ Approval of City Departments and City Manager

ARTICLE IV. - SPECIAL EVENTS

Sec. 74-81 Definitions.

City-owned property means any property owned and controlled by the City of Nacogdoches, including any such building, parking lot, driveway, street, alley, sidewalk, park, playground, recreational facility, swimming pool, hiking/bike path, right-of way, or other such property owned and controlled by the City of Nacogdoches.

First Amendment activity means all expressive and associative activity on city-owned property or on any other public street and right-of-way that is protected by the United States and Texas Constitutions, including speech, press, assembly, and the right to petition.

Parade means any assembly, march, demonstration, or procession upon public streets or other rights-of-way within the city, which obstructs, delays, or otherwise interferes with the normal flow of pedestrian or vehicular traffic.

Special event means a temporary event, gathering, or activity, including but not limited to a parade, race, marathon, walk-a-thon, firework display, concert, carnival, or other similar type event or festival, which involve one or more of the following activities:

- 1) closing or partial closing of a public street;
- 2) blocking or restricting city-owned property;
- 3) an event, gathering, or activity held on city-owned property, that is open or advertised to the general public;
- 4) sale of merchandise, food, or beverages on city-owned property;
- 5) erection of a tent equal to or greater than 200 square feet in area on city-owned property;
- 6) installation of a stage, band-shell, trailer, van, grandstand, bleachers or other portable building or structure on city-owned property;
- 7) placement of portable toilets on city-owned property;
- 8) private event, gathering, or activity held on city-owned property, reasonably expected to have attendance of 100 or more people;
- 9) placement of temporary no-parking signs in a public right-of-way or on city-owned property; or
- 10) placement of pedestrian boundary markers on city-owned property.

Sec. 74-82 Special Event Permit.

- (a) It shall be unlawful for any person or entity to hold a special event, sponsor a special event, or otherwise cause a special event to be held, without first having obtained a special event permit from the city, unless such activity is specifically exempted as specified below.
- (b) A special event permit shall not be required for:
 - 1) events conducted entirely on the property of a religious institution, educational institution, school, or university campus;
 - 2) funerals and funeral processions;
 - 3) First Amendment activity conducted entirely on sidewalks, in public parks, or on private property in compliance with traffic laws and any applicable city ordinances;
 - 4) events conducted under the supervision of or with the permission of a governmental entity on property owned, leased, or operated by a governmental entity other than the city;
 - 5) private events, gatherings, or activities with attendance of less than 100 people, unless such event or activity would require the closure of a public street or other city services to be provided; or
 - 6) any other such activities or events deemed by the city manager or the city manager's designee to not require a special events permit.

Sec. 74-83 Special Event Permit Application.

- (a) Any person or entity seeking a special event permit must timely file an application with the department or official designated by the city manager upon forms promulgated by the city.
- (b) Unless otherwise provided by city policy, the special event permit application shall set forth as a minimum the following information:
 - 1) the name, address, e-mail, and telephone number of the applicant, and the sponsor and/or promoter, if different from applicant;
 - 2) the proposed the date(s), time(s), and location(s) for the special event;
 - 3) a description of the activities of the special event;

- 4) any transportation plan, traffic plan, parking plan, or street closure(s) requested for the special event;
 - 5) whether merchandise, food, or beverages will be sold, and details regarding food service and alcohol sales or consumption, if any. A permit for the consumption, possession and/or sale of alcoholic beverages will also be required as part of the application, as provided under section 18-27 of the Code of Ordinances;
 - 6) the location and general description of any of tents, awnings, canopies, food service booths, restroom facilities, fences, barricades, signs, or other temporary structures shall be shown on a map;
 - 7) the estimated number of persons who are expected to attend, per day, for the duration of special event;
 - 8) the location and orientation of sound equipment and any other amplification devices shall be shown on a map. A permit for the use of sound equipment will also be required as part of the application;
 - 9) the intended use of fireworks or pyrotechnical display as part of the special event. A permit for the use of fireworks or pyrotechnics will also be required as part of the application;
 - 10) a map showing streets and pedestrian ways that are impacted, as well as showing ingress and egress for pedestrians and vehicles in connection with the special event;
 - 11) for parades, races, rides, and runs: a route map, approximate number of participants and type of participants (example for parades: animals, floats, etc.). Event organizers are responsible for the timely distribution/promotion of the map/layout of their event and street closure signage;
 - 12) insurance certificates for the special event, if applicable, showing the city as a certificate holder and as an additional insured in the amounts specified by the city manager or the city manager's designee;
 - 13) the date and time when clean-up of the property utilized by the special event will be complete; and
 - 14) any other information which the city manager or the city manager's designee finds is reasonably necessary for the issuance of a special event permit.
- (c) The applicant is responsible for updating the application information prior to the event, as necessary, with any information which may have been unknown at the time of initial submission of the application or which is determined by city to be incomplete.

- (d) A special event permit shall not be issued until a completed application, together with any additional information, proof of insurance, and payments of all applicable fees/costs are received by the city.

Sec. 74-84 Fees and costs.

- (a) Event permit fees are set by City Council and can be found at .
- (b) Applicant shall pay all required all fees and costs, including site rental, with the special event application, and applicant shall at the same time be required to pay all fees and costs required by other city ordinances to conduct specific activities in conjunction with or as part of a special event.
- (c) If the city determines that a special event may require the special attention and involvement of city personnel or city facilities, the applicant shall be required pay any additional costs to the city within a reasonable time following notification, but no later than fourteen (14) days prior to the date of the event. Failure to pay the additional costs may result in a revocation of the special event permit as provided under section 74-88 below.
- (d) No special event permit fee shall be charged for a First Amendment activity. However, if street closures are requested for activities in conjunction with or as part of such activity, fees may be required for the city's cost to close the street or right-of way for traffic control.
- (e) Special event permits may be canceled by the applicant by submitting written notification to the city manager or the city manager's designee no less than ten (10) days prior to the date of the event. If a special event is canceled, fees paid in advance for city services which have not already been performed by the city shall be refunded.

Sec. 74-85 Deadline.

The deadlines for submitting special event permit applications may vary depending on the size of the event being planned. However, special event permit applications will not be accepted more than a year in advance of a specific date.

Sec. 74-86 Issuance of Special Event Permit.

- (a) A special event permit will be issued by the city manager or the city manager's designee based upon the information submitted in the application. The city manager or the city manager's designee may reasonably interpret the information in the application, and may consider past experience with the type of event and inaccuracies or omissions in the application.

- (b) A special event permit will be issued only if the city manager or the city manager's designee find that the following requirements, as applicable to the special event, have been met or that adequate provision therefor will be made:
- 1) all requirements under the Code of Ordinances, including this chapter of the code, city policy, and any applicable state and federal laws are met;
 - 2) the special event will not unnecessarily interfere with the safe and orderly movement of traffic or the public use of a street or sidewalk, or otherwise create a dangerous condition on a street or sidewalk near the location or route of the proposed special event;
 - 3) the special event will not require the diversion of a number of police officers to properly police the special event location and adjacent areas which would significantly impair adequate police protection for the city as a whole;
 - 4) the concentration of people, animals, and vehicles at assembly points will not significantly impair proper fire and police protection or ambulance service to areas at or near the special event location or the city as a whole; and
 - 5) all licenses and permits, restrictions, regulations, fees for the city services, if any, and any additional safeguards or conditions, as promulgated by the city manager or the city manager's designee, have been submitted and approved.
- (c) It is understood that no applicant is assured the ability to close a street. All street closures are subject to approval by, and authorization from, the city council or the chief of police, as set forth in the Code of Ordinances and applicable city policy.
- (d) The applicant for a special event permit shall agree to indemnify the city, its officers, and employees against all claims of injury or damage to any person or property, whether public or private, associated with or arising out of the special event.
- (e) The city manager or the city manager's designee is authorized to interpret the above requirements and has the authority to modify same to fit individual circumstances. The city manager or the city manager's designee is further authorized to require an applicant to institute other safeguards or activities to protect the safety of the public from circumstances which may arise from a specific special event, if determined to be necessary.

Sec. 74-87 Denial of a Special Event Permit.

- (a) The city manager or the city manager's designee shall deny issuance of a special event permit if:

- 1) the special event will conflict in time or location with another special event or event for which an application has been submitted or approved prior to the one subsequently requested;
 - 2) the special event, if held, would violate any city ordinance or any other applicable state and federal laws law;
 - 3) the applicant failed to complete the application form after being notified of the additional information or documents required;
 - 4) the city manager or the city manager's designee determines that there is a false or misleading statement or omission of material fact on a special event application, and the same is not corrected within the time for submission of an application;
 - 5) the applicant has had a special event permit revoked within the preceding 12 months;
 - 6) the applicant fails to provide proof of a license or other permit required by any city ordinance or applicable state or federal law for the special event;
 - 7) the applicant fails to pay any fees or provide proof that the insurance requirements for the special event; or
 - 8) the special event would significantly impair the delivery of normal or emergency public services or constitutes a public health or safety threat.
- (b) If the city manager or the city manager's designee determines that the special event permit shall be denied, the city manager or the city manager's designee may, but is not required, to present alternatives to the time, place, or manner of the special event that would allow it to occur.

Sec. 74-88 Revocation of a Special Event Permit.

- (a) If the police chief, fire chief, building official, code enforcement officer, community services director (each a "city official"), or the city official's designee determines that any of the provisions of this chapter of the Code of Ordinances, another city ordinance, or applicable state or federal law is being violated, he or she shall immediately notify the city manager, and the city manager shall determine whether the special event permit shall be revoked.
- (b) If the city manager is absent or otherwise unavailable, and if, in the judgment of the city official, a violation exists which requires immediate abatement, the city official shall have authority to revoke a special event permit.
- (c) The city manager may revoke a permit when a false or misleading statement or omission of material fact on a special event application is discovered after the special event permit has been issued.

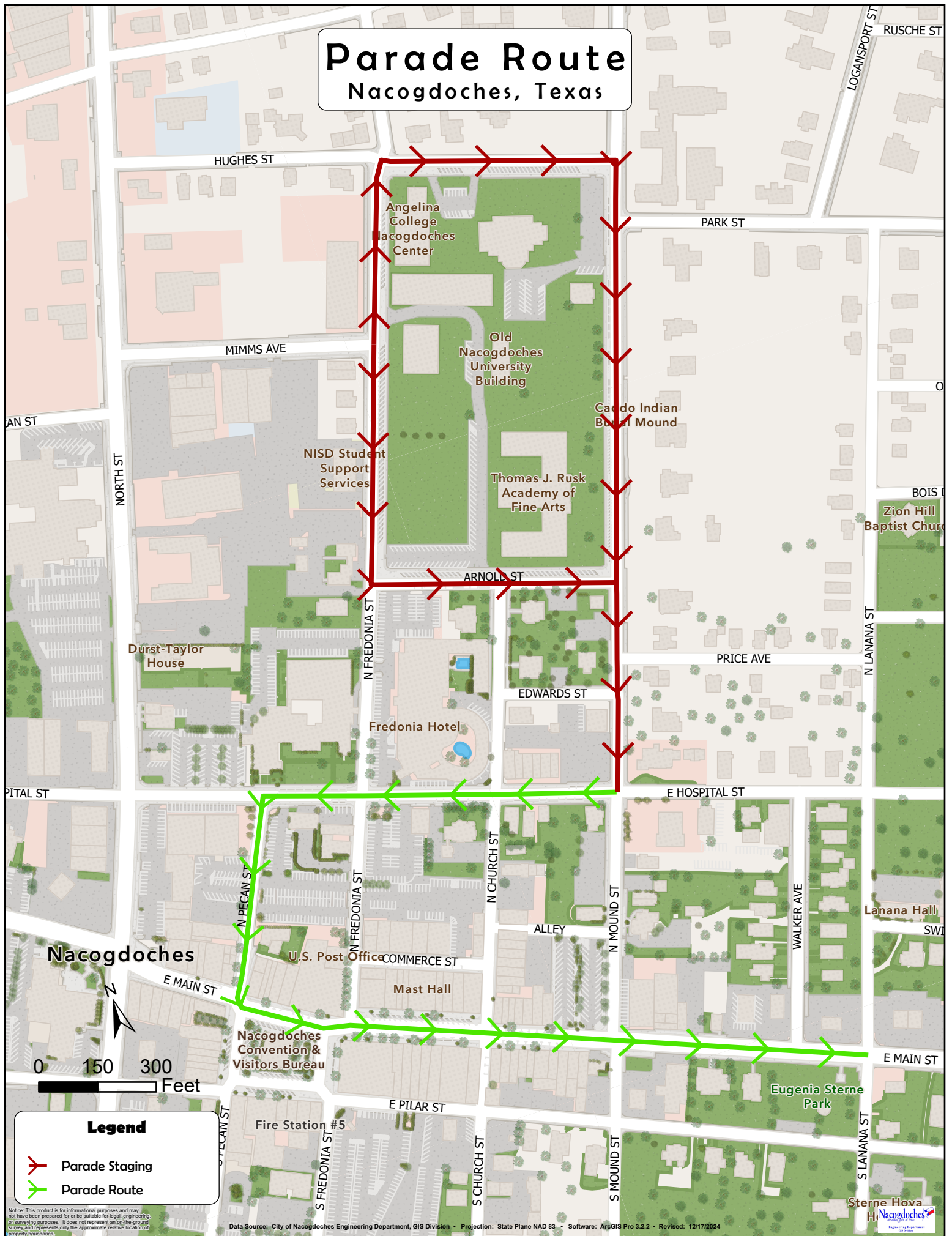
- (d) Notice and an opportunity to be heard shall be given prior to revocation of a special event permit if the cause for revocation does not involve an imminent threat to the health and safety of an individual or property.
- (e) If the special event permit is revoked for any reason, all activity associated with the special event shall immediately cease. Failure to terminate the activity following revocation of said permit shall constitute a separate offense.
- (f) If the special event permit is revoked, no fees shall be refunded to the applicant/permit holder. The city shall not be liable for any costs or damages associated with the denial or revocation of a special event permit.

Sec. 74-89 Appeal.

- (a) If the city manager or a city official denies or revokes a special event permit, the applicant/permit holder shall be notified of the reasons for the decision to deny or revoke the permit. The decision of the city manager or city official shall be final unless the applicant/permit holder timely appeals the decision to the city council.
- (b) The appeal to the city council shall be filed with the city secretary no later than five (5) business days from the date of the notification of the decision to deny or revoke the special event permit. The appeal must be presented in writing and specify the basis for the appeal.
- (c) The city council, after hearing the appeal, may uphold, reverse, or modify the decision of the city manager or city official. The city council is not required to call a special meeting to accommodate an appeal.

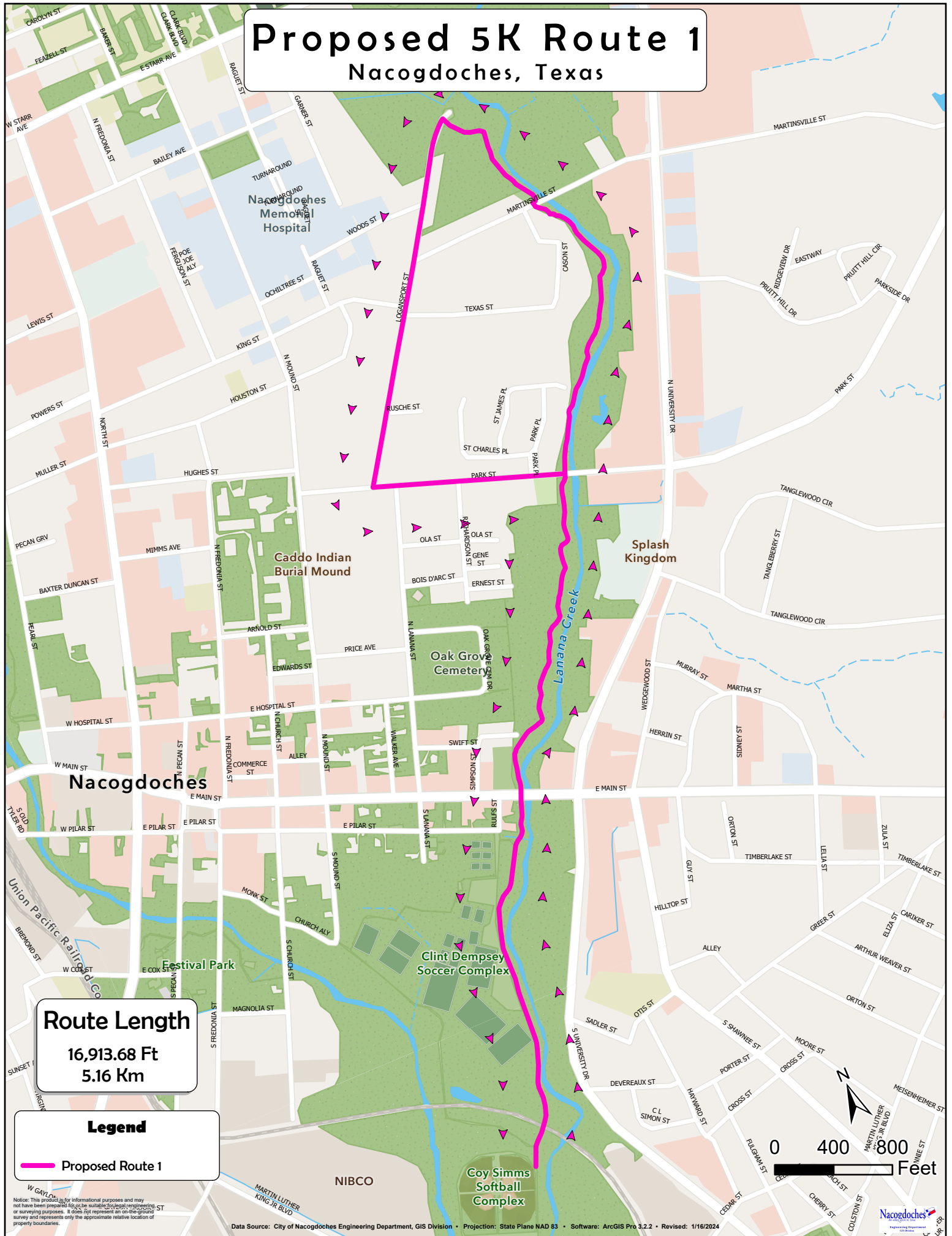
Parade Route

Nacogdoches, Texas



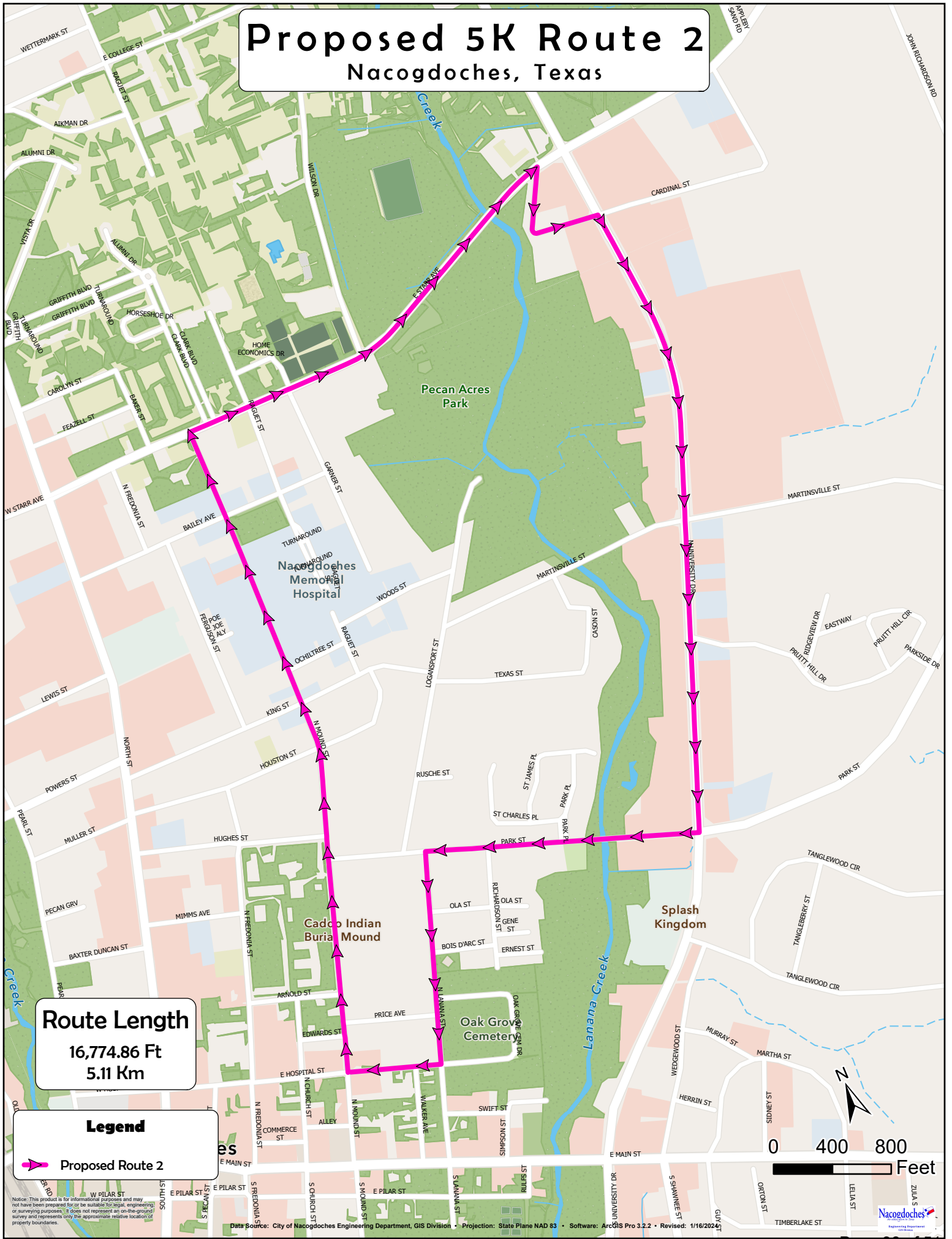
Proposed 5K Route 1

Nacogdoches, Texas



Proposed 5K Route 2

Nacogdoches, Texas



Route Length
16,774.86 Ft
5.11 Km

Legend

 Proposed Route 2

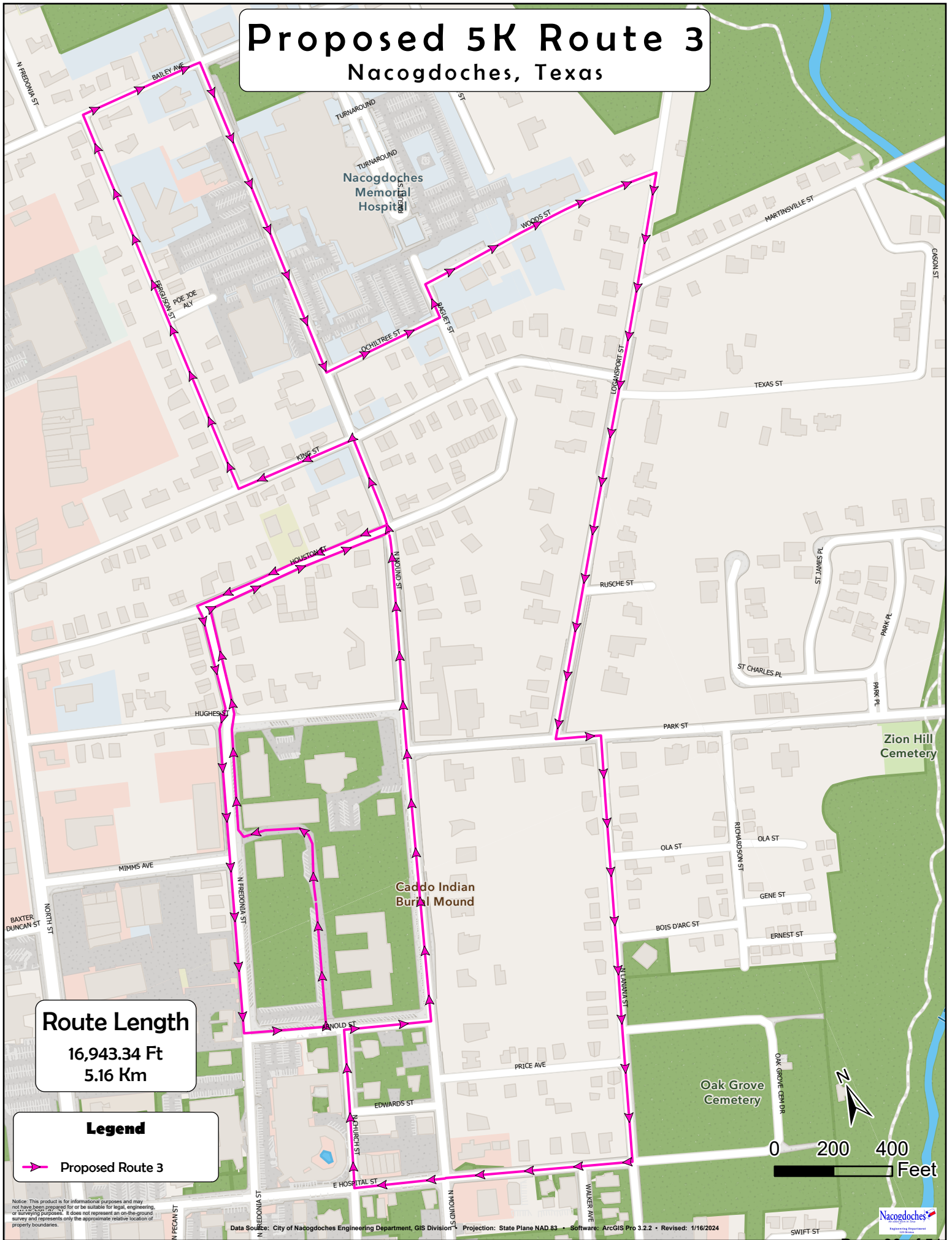
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Data Source: City of Nacogdoches Engineering Department, GIS Division • Projection: State Plane NAD 83 • Software: ArcGIS Pro 3.2.2 • Revised: 1/16/2024

City of Nacogdoches
Engineering Department

Proposed 5K Route 3

Nacogdoches, Texas



Route Length

16,943.34 Ft
5.16 Km

Legend

➔ Proposed Route 3

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Proposed 5K Route 4

Nacogdoches, Texas

Nacogdoches, Texas

Route Length

15,718.86 Ft
4.79 Km

Legend

 Proposed Route 4

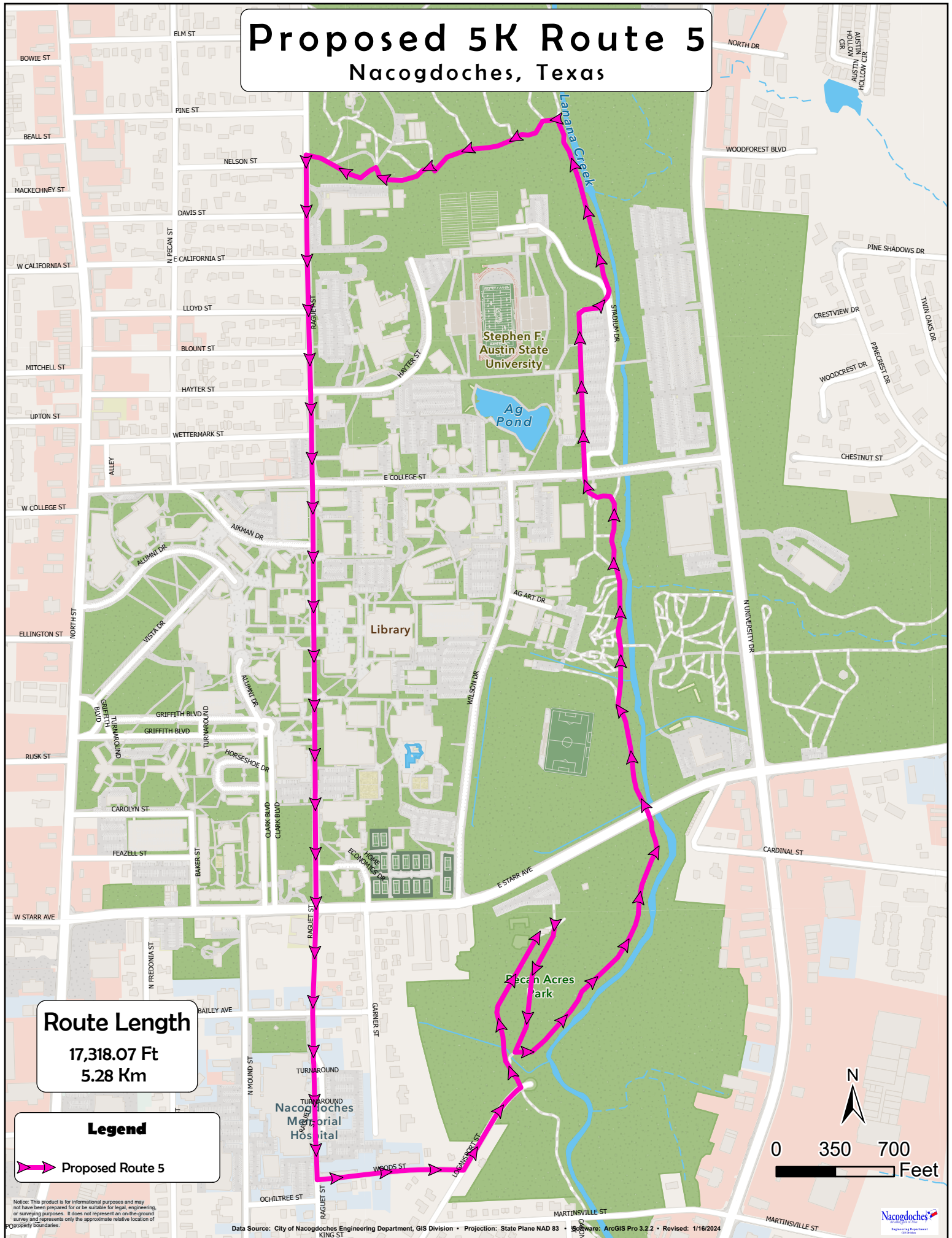
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Nacogdoches 

Proposed 5K Route 5

Nacogdoches, Texas



Route Length
17,318.07 Ft
5.28 Km

Legend
Proposed Route 5

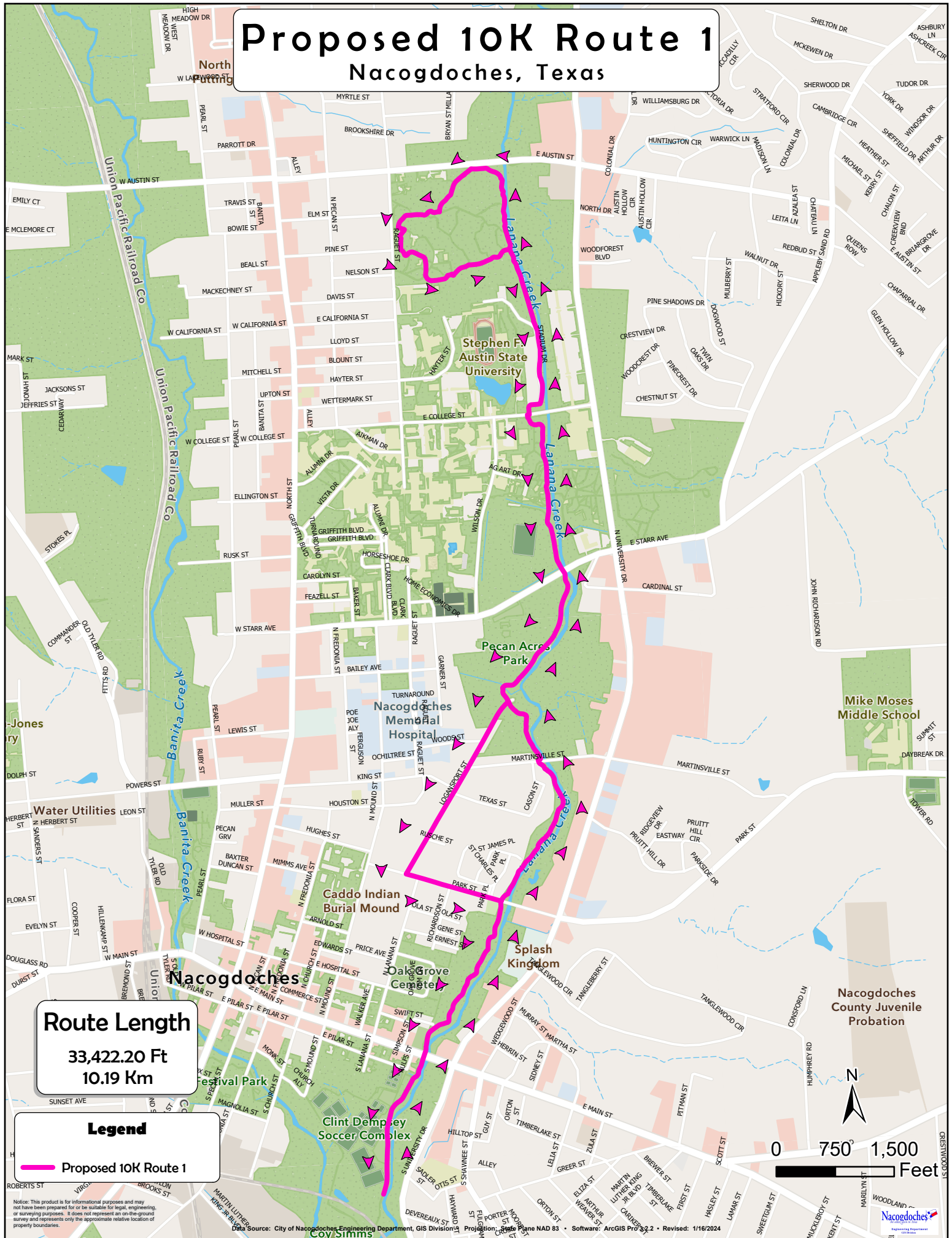
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Nacogdoches
Engineering Department

Proposed 10K Route 1

Nacogdoches, Texas



Route Length
33,422.20 Ft
10.19 Km

Legend

— Proposed 10K Route 1

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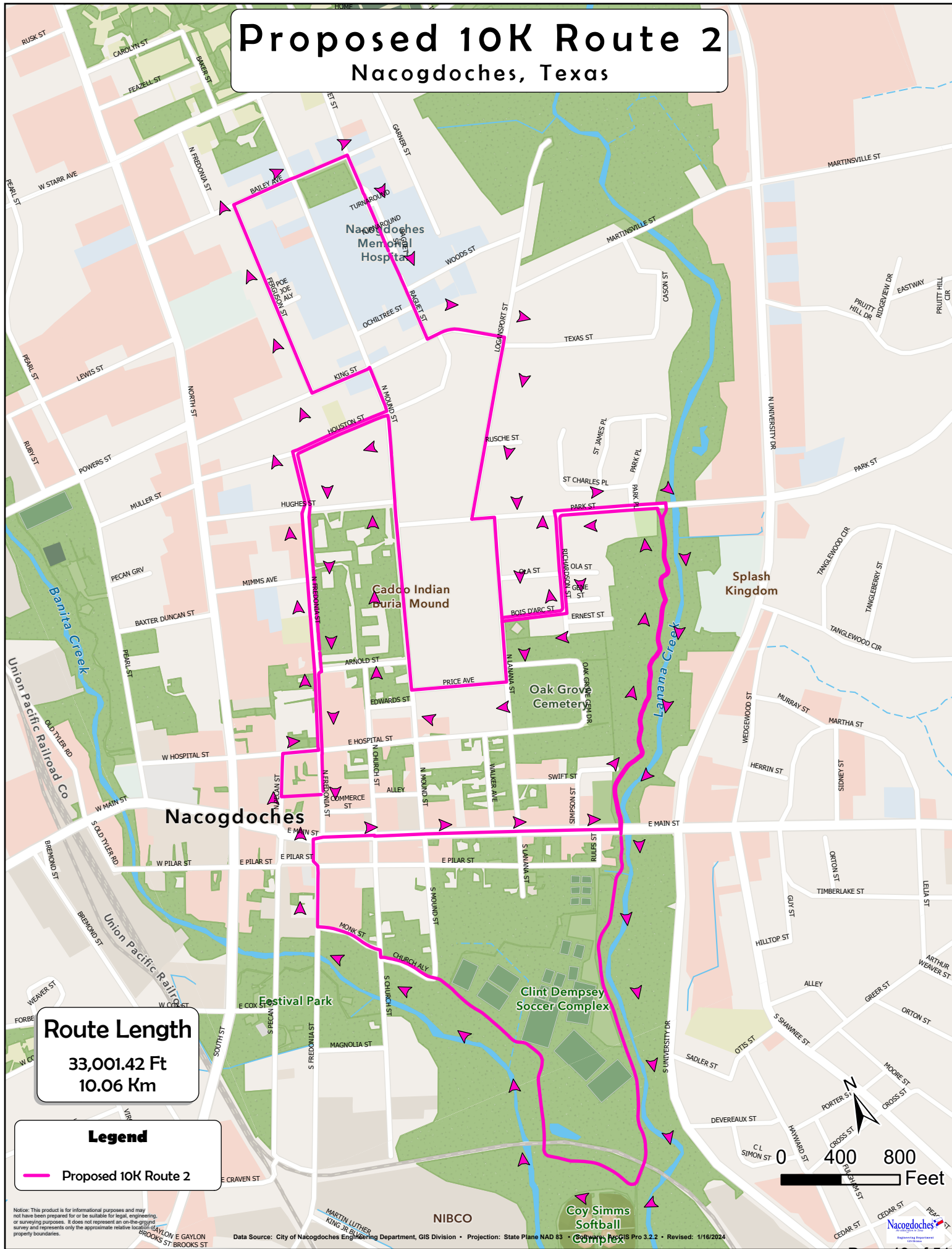
Data Source: City of Nacogdoches Engineering Department, GIS Division
Projection: State Plane NAD 83 • Software: ArcGIS Pro 3.2.2 • Revised: 1/16/2024



0 750 1,500
Feet

Proposed 10K Route 2

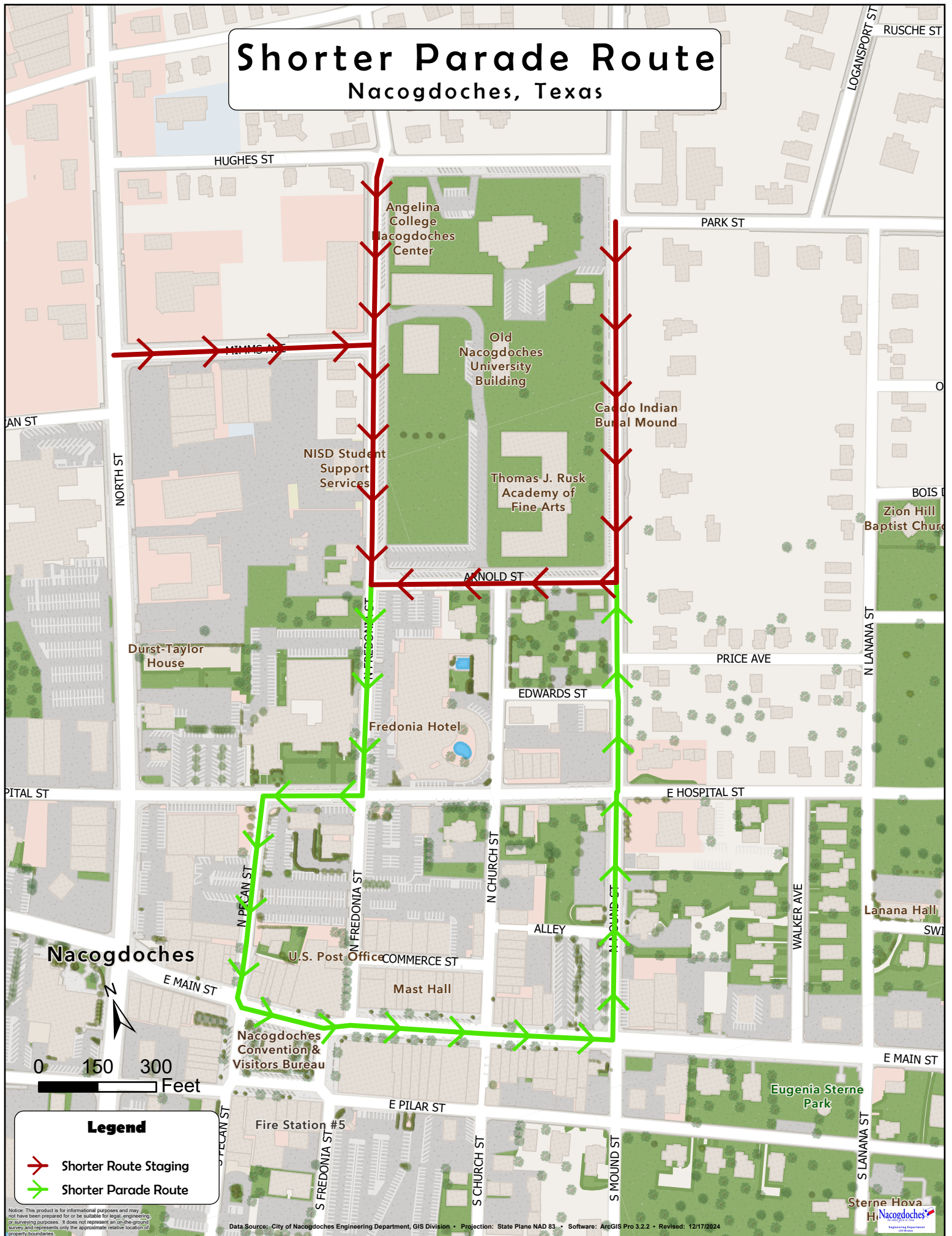
Nacogdoches, Texas



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Shorter Parade Route

Nacogdoches, Texas



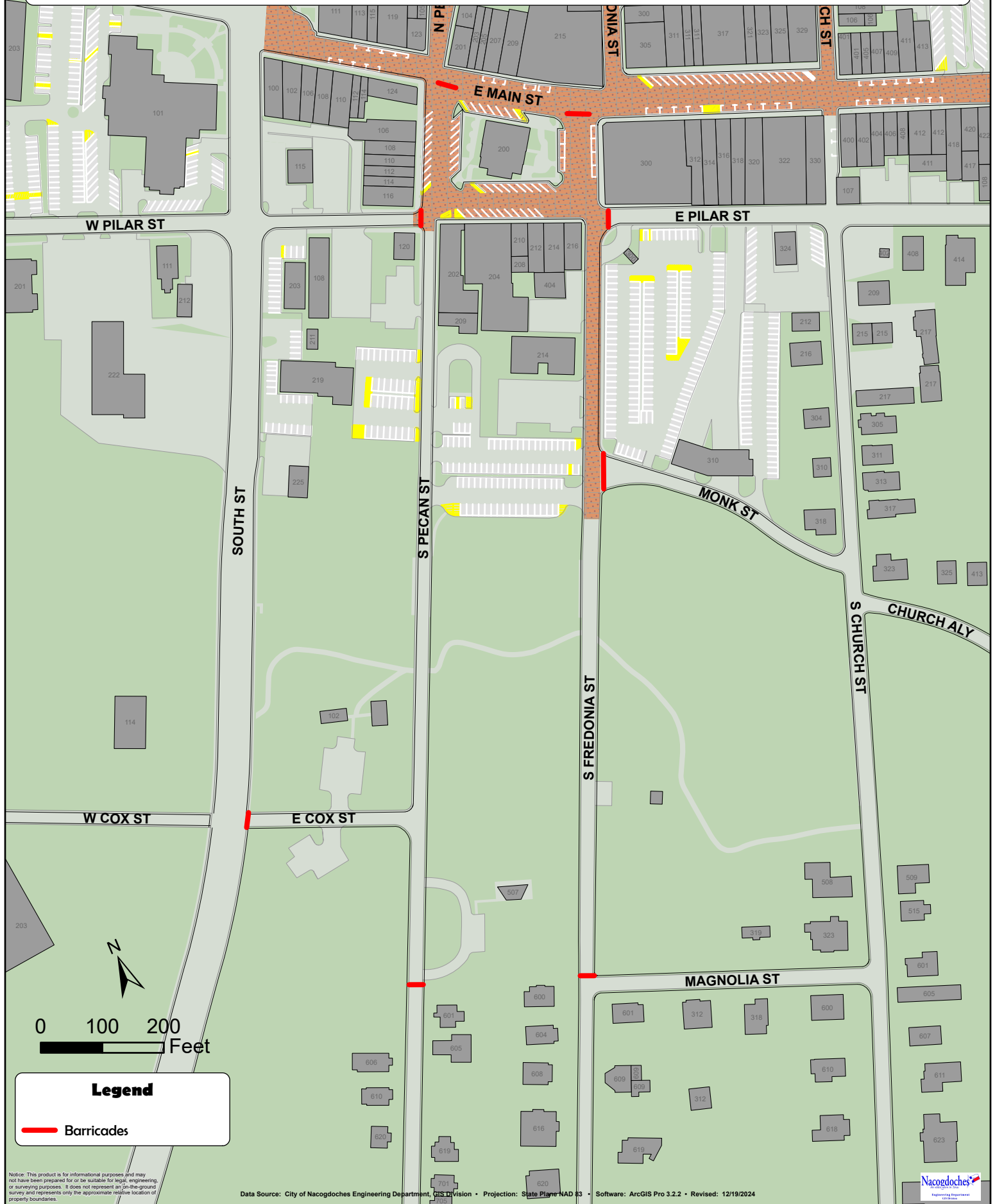
Cigar Festival Closures

Nacogdoches, Texas



Square and Festival Park Road Closures

Nacogdoches, Texas



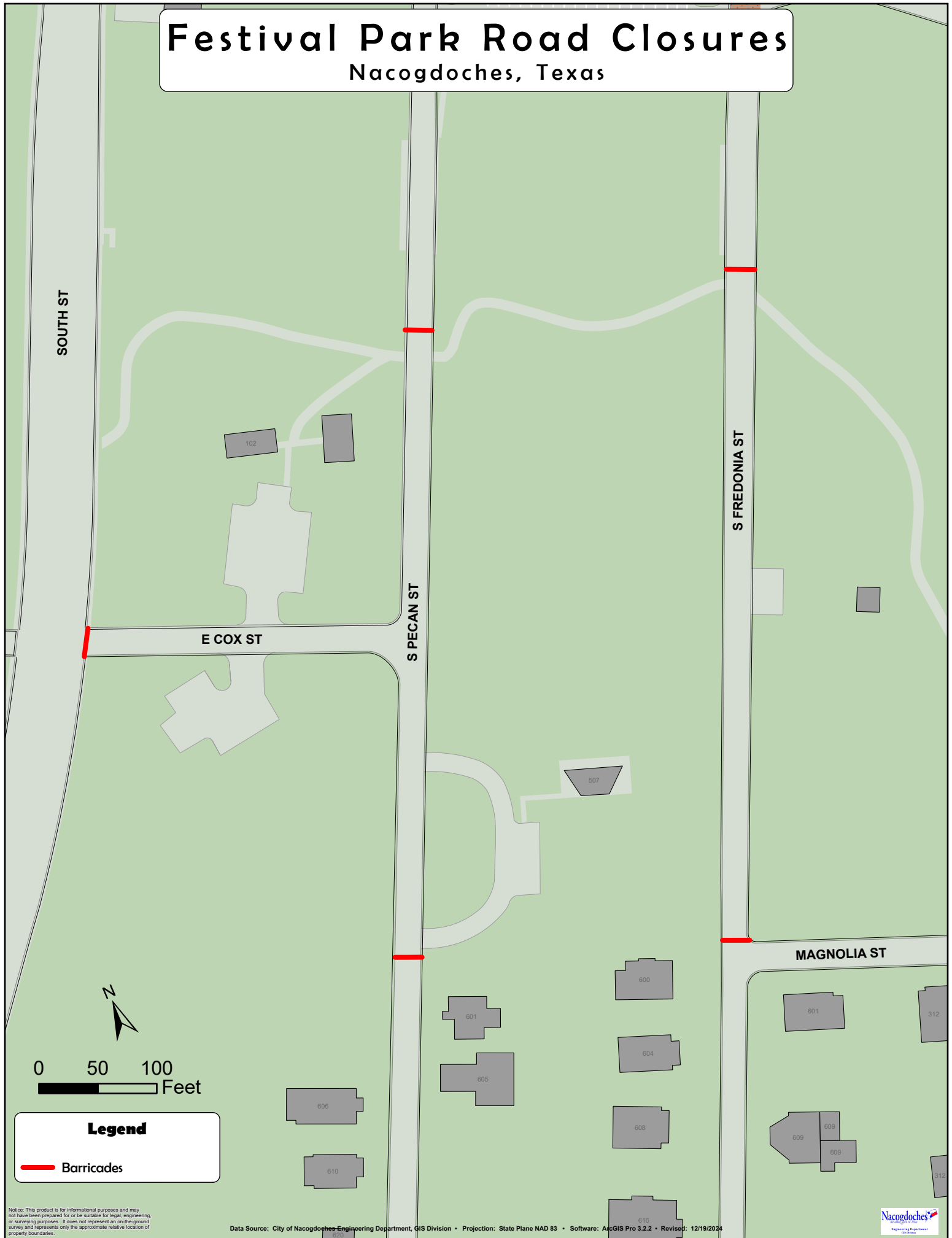
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Festival Park Road Closures

Nacogdoches, Texas



Legend

 Barricades

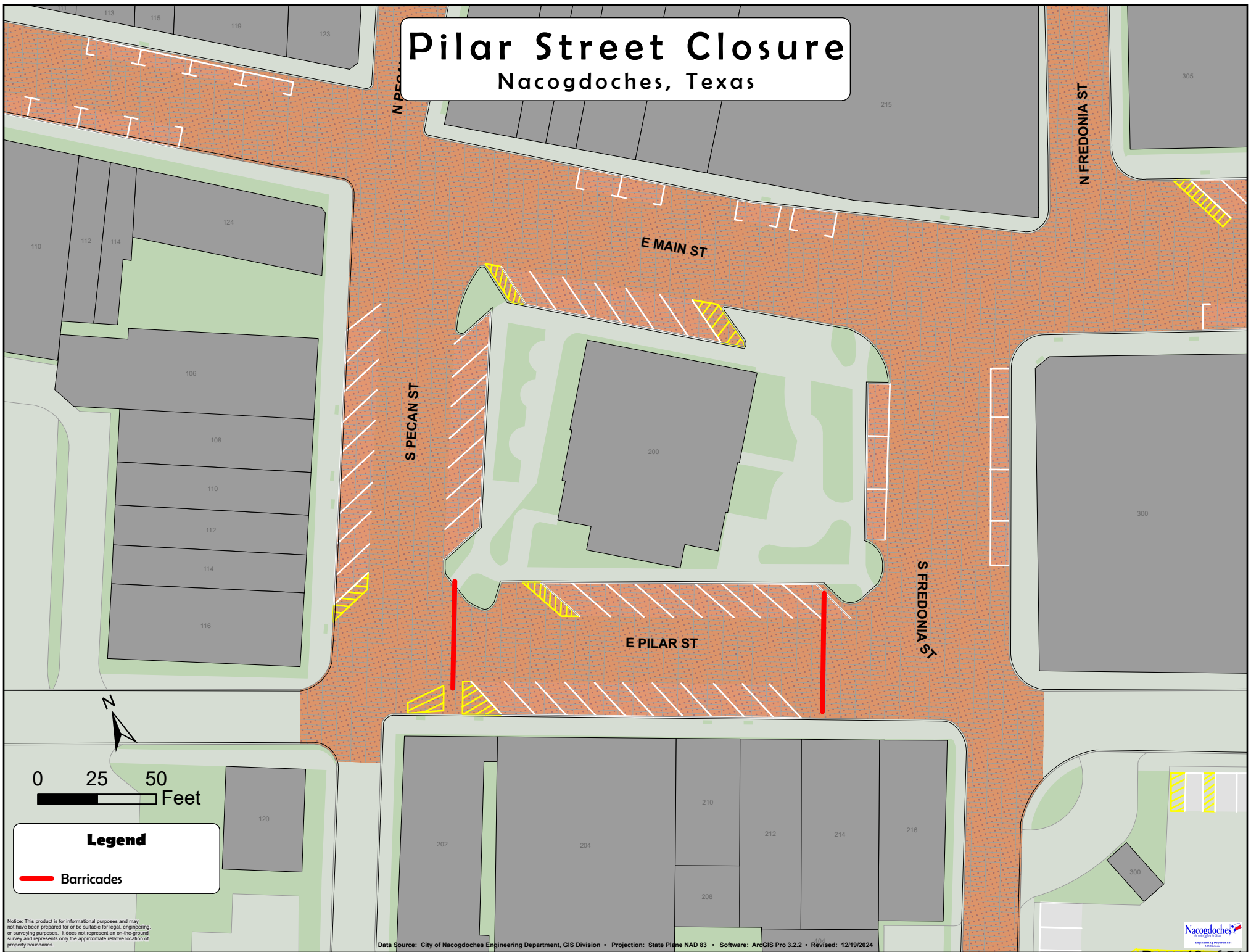
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Pilar Street Closure

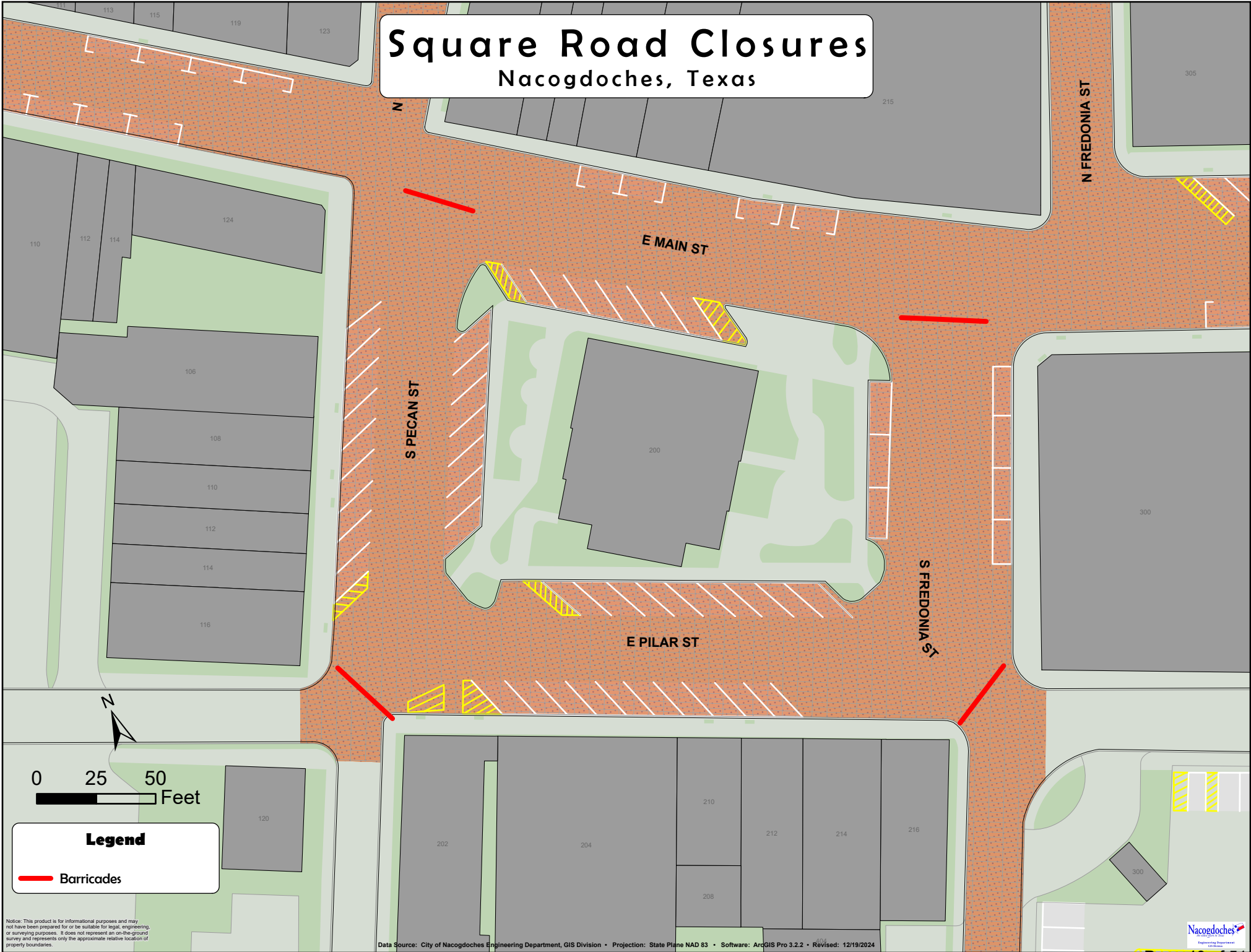
Nacogdoches, Texas



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Square Road Closures

Nacogdoches, Texas



Total Downtown + Festival Park Road Closures

Nacogdoches, Texas



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Total Downtown Road Closures

Nacogdoches, Texas

