

2018 Event Organizer Orientation



**TEXAS ALCOHOLIC
BEVERAGE COMMISSION**
Texas Helping Businesses & Protecting Communities





CITY OF EL PASO EVENT PERMITS

specialevents@elpasotexas.gov

915-212-1506

Event Organizer Orientation

Slido.com
#events

TYPES OF STREET EVENT PERMITS

TYPES OF STREET EVENT PERMITS

1. Parade

Moving Event such as a parade, race, run, walk, or procession.

2. Temporary Event

Small neighborhood block parties.

3. Special Event

Larger stationary events such as street festivals or concerts.

4. Downtown Special Event

Stationary events having street closures only in Downtown.

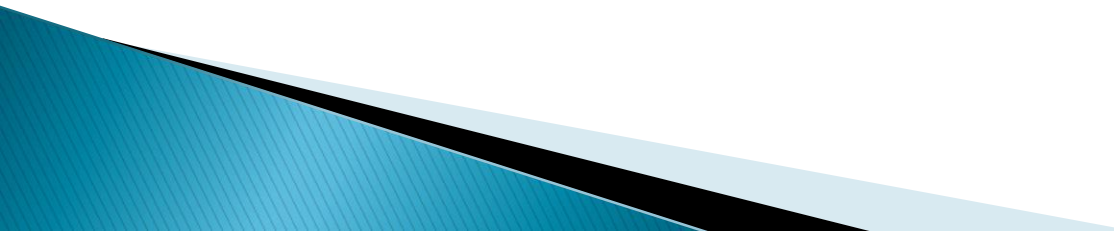


STREET EVENT PERMIT

▶ Who needs to apply for a Street Event Permit?

All events that take place on public right-of-way to include streets, sidewalks and alleys AND block the normal flow of traffic.

▶ Where do you Apply for a Street Event Permit?

- Parades, temporary events and special events outside of the Downtown area: One-Stop-Shop.
 - Special Events inside the Downtown area: Downtown Management District.
- 

PARADE

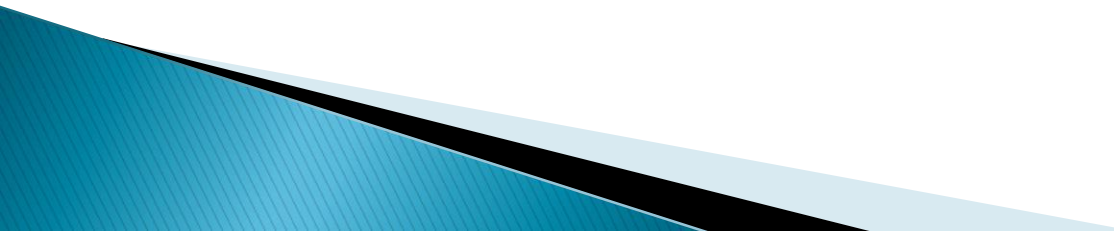
- ▶ Is a moving event.
- ▶ It can be a procession, race, run, walk, march, etc.
- ▶ Require traffic control monitoring provided by Texas Peace Officers.



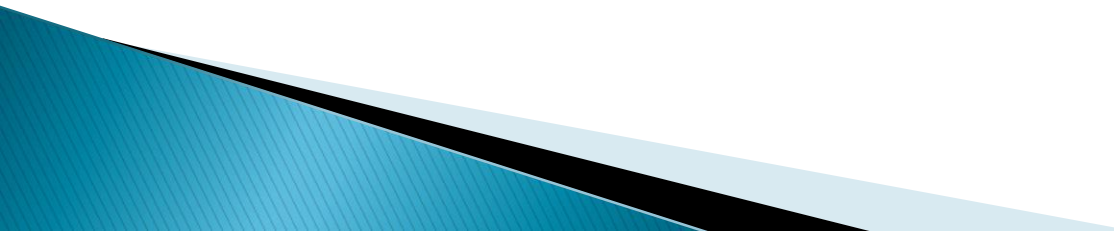
PARADE REQUIREMENTS

- ▶ **Complete event application**
 - Submit a minimum of 30 days in advance of event.
 - More if a TXDOT street is involved.
 - Incomplete and late applications will not be accepted.
- ▶ **Route map**
 - Clear copy of a map outlining the proposed route.
- ▶ **Written route description**
 - Turn-by-turn description of the route.
- ▶ **Authorization Letters**
 - If the event footprint includes private property, a letter from the property owner authorizing use of the property is required.
- ▶ **Application Fee**
 - \$66.00 (non-refundable).
 - Due at the time the application is submitted.
- ▶ **Additional Fees**
 - If traffic control is provided by the El Paso Police Department, half estimate is due at prior to permit issued.
 - Applicant is responsible for paying all costs associated with City services.

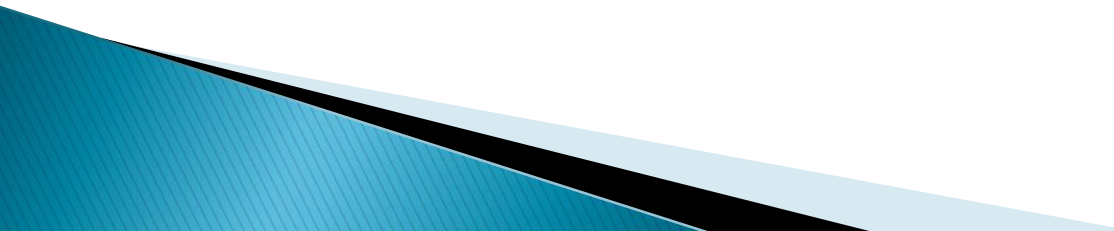
PARADE TRAFFIC CONTROL

- ▶ Police fee will vary depending on the type of event, amount of people participating, and streets to be closed.
 - ▶ 50% deposit of the PD estimate must be paid at least 3 days before your event.
 - ▶ Alternatively, traffic control can be provided by Sheriff's Office or a combination of peace officers and barricades.
 - ▶ Peak hour attendance is needed to give you a PD estimate.
 - ▶ Estimate will be based on the number of officers needed, number of vehicles, and the amount of time.
- 

PARADE APPROVAL

- ❖ Application is distributed to all reviewing departments.
 - ❖ Departments have 7 days to review the application and make recommendations.
 - ▶ Police
 - ▶ Fire
 - ▶ Sun Metro
 - ▶ Parks & Recreation
 - ▶ Streets and Maintenance (EPDOT)
 - ▶ Environmental Services
 - ▶ TXDOT
 - ▶ In some cases: DMD, Destination El Paso, Streetcar, Libraries and Museums.
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ADDITIONAL PERMITS

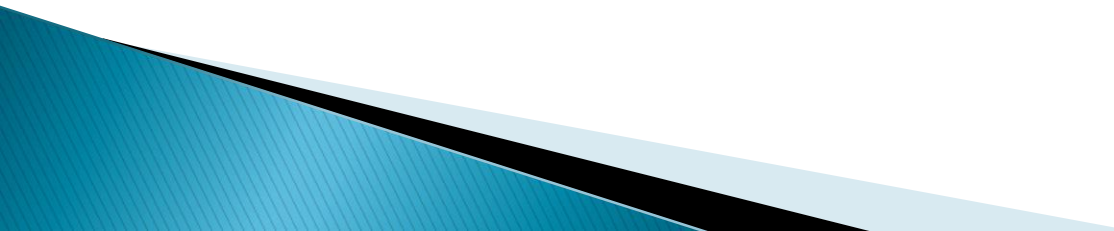
- ▶ Fire Permit: If you are having tents, canopies, a stage, fireworks, open burning, or structures; a site-plan will need to be submitted. Depending on the size of the structure you might need a Fire permit for an additional fee.
 - ▶ Parks and Rec Permit: If your parade is happening next to a park, a park permit might be required.
 - ▶ Changes to the Route. If there is construction going on around your event route, a revised route will be requested by either Streets and Maintenance, Streetcar or PD, to avoid the construction area.
- 

TEMPORARY EVENTS

Street closed with barricades for less than 24 hrs. Happen only in residential zoned areas.



TEMPORARY EVENTS

- ▶ Small neighborhood events such as: a block party, bazaar, street dance, private party or neighborhood event.
 - ▶ The events takes place for less than 24 hrs.
 - ▶ Doesn't exceed one city block or intersection.
 - ▶ At least 2/3 of the event takes place in a residentially zoned area.
 - ▶ Applicant is a resident/property owner adjacent to the closure and/or by a neighborhood association.
- 

TEMPORARY EVENT REQUIREMENTS

- ▶ **Complete Application**
 - Submit a minimum of 30 days in advance of event.
 - Late applications and incomplete applications will not be accepted.
- ▶ **Site Plan**
 - Diagram illustrating boundary of event and arrangement of structures such as tents or stages and dimensions.
 - Note: A fire permit may be required depending on the structures being used.
- ▶ **Traffic Control Plan (TCP)**
 - Diagram demonstrating traffic re-routing, barricades and signs being used.
 - For simple closures, you may use one of our traffic control templates and your own barricades.
- ▶ **Authorization Letters**
 - If the event footprint includes private property, a letter from the property owner authorizing use of the property is required.
- ▶ **Application Fee**
 - \$66.00 (non-refundable).
 - Due at the time the application is submitted.
- ▶ **Additional Fees**
 - Applicant is responsible for paying all costs associated with City services.

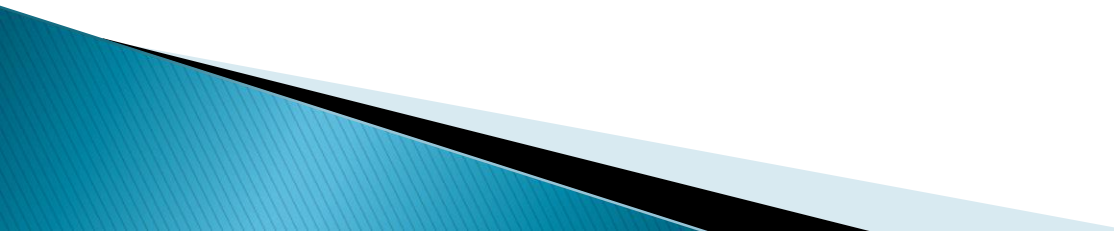
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SPECIAL EVENTS

Happen on residential or commercial zone,
street is closed with barricades for more than
24 hrs.



SPECIAL EVENTS

- ▶ Larger stationary street events.
 - ▶ Block party, bazaar, carnival, street display, street dance, street festival, special event, athletic event or any similar event that takes place on a city street, alley or sidewalk.
 - ▶ Street closure lasts more than 24 hrs.
 - ▶ Exceeds one city block or intersection.
- 

SPECIAL EVENT REQUIREMENTS

- ▶ **Complete Application**
 - Submit a minimum of 30 days in advance of event.
 - Late applications and incomplete applications will not be accepted.
- ▶ **Site Plan**
 - Diagram illustrating boundary of event and arrangement of structures such as tents or stages and dimensions.
 - Note: A fire permit may be required depending on the structures being used.
- ▶ **Traffic Control Plan (TCP)**
 - Diagram demonstrating traffic re-routing, barricades and signs being used.
 - A barricade company must prepare the traffic control plan.
- ▶ **Authorization Letters**
 - If the event footprint includes private property, a letter from the property owner authorizing use of the property is required.
- ▶ **Notice of Proposed Closure**
 - Applicant must mail out the notice of proposed closure to all property owners, residents and neighborhood associations adjacent to the proposed closure.
 - OR collect signatures of abutting property owners or occupants confirming they have been notified.
 - Notice must provide abutting property owners or occupants they opportunity to provide comments.
- ▶ **Certificate of Liability Insurance (COI)**
 - Minimum of \$1 million general liability + \$1 million general aggregate + \$1 million property damage.
 - City of El Paso must be listed as additional insured.
 - If alcohol will be served at the event, liquor liability must be included on the certificate of insurance.

CERTIFICATE OF INSURANCE

- ▶ Certificate Holder: City of El Paso; Attn: Marilú Alemán; One Stop Shop; 811 Texas Ave.; El Paso, TX 79901

CERTIFICATE HOLDER

**City of El Paso
One Stop Shop
811 Texas Ave
El Paso, TX 79901**

TULIP- TENANT USERS LIABILITY INSURANCE POLICY

<https://tulip.onebeaconentertainment.com/e/tulip/apply.aspx>



TULIP
Tenant Users Liability Insurance Policy



TULIP Program

Get a quote or purchase insurance for your event.



800.507.8414
8:30 a.m. - 5 p.m. PT
Monday through Friday

Step 1
Confirm Venue

Step 2
Event Details

Step 3
Get Quote

Step 4
Confirm

Step 5
Summary

Step 6
Make Payment



Do not use your browser's "Back" button during this process or information you entered may be lost.

1

Confirm Your Venue

Enter your Venue ID Code: -

Or search for your Venue:

GO ▶



Your venue needs to be a participating facility. If your venue did not provide you with a Vendor ID Code, call 1-800-507-8414. You may also try to locate your venue using the search below.



The address shown below may be the mailing address for the venue and not the address where the event is being held.

Venue Name

Address

City, State Zip

NEXT ▶

[Refund Policy](#) | [Cancel Your Insurance](#) | [View Insurance Contract](#)



Need Assistance?
800.507.8414

STATE ROADS-TXDOT APPROVAL

- ▶ If you are closing a TXDOT road for 4 hrs. or more, both City Council and TXDOT approval are required.
- ▶ **Plan for an additional 6 weeks processing time to secure these approvals.**

ROUTE NO.	STREET	FROM	TO
SH 20	Alameda Ave.	Texas Ave.	IH-10
Loop 375	Americas Ave.	IH-10	Zaragoza International Bridge
SH 178	Artcraft Rd	New Mexico State Line	IH 10
FM 259	Canutillo La Union Ave.	New Mexico State Line	Doniphan Dr.
Loop 375	Cesar Chavez Border Highway	Zaragoza International Bridge	Santa Fe St.
FM 1505	Clark Dr.	Trowbridge Dr	Alameda Ave.
Loop 478	Copia St.	Paisano Dr.	Pershing Dr.
SH 20	Doniphan Dr.	New Mexico State Line	Country Club Rd.
BU 54A	Dyer St.	Patriot Freeway	New Mexico State Line
Loop 478	Dyer St.	Pershing Dr.	Patriot Freeway
FM 2637	El Paso Natural Gas Co.	McCombs St.	End of Road
US 62/85	El Paso St.	Sixth Ave.	Paisano Dr.
FM 793	Fabens St	IH 10	North Loop Dr.
FM 1281	Horizon Blvd	North Loop Dr.	Ascension St.
PR 68	Hueco Tanks Rd	Hueco Tanks Park	Hueco Tanks Rd
RM 2775	Hueco Tanks Rd	Hueco Tanks Exit	Montana Ave.
IH 10/ US 85	IH 10	New Mexico State Line	Hudspeth County Line
IH 110	IH 110	Bridge of the Americas	IH-10
Loop 375	Joe Battle Blvd.	Montana Ave.	IH-10
FM 1109	Lower Island Rd.	Alameda Ave.	Fabens International Bridge
FM 3255	Martin Luther King Blvd.	New Mexico State Line	Patriot Freeway
FM 2316	McRae Blvd	Montana Ave.	IH 10
SH 20	Mesa St.	Country Club Rd.	Texas Ave.
US 62	Montana Ave.	Paisano Dr.	Hudspeth County Line
FM 76	North Loop Dr.	Alameda Ave.	Lower Island Rd.
US 62	Paisano Dr.	El Paso St.	Montana Ave.
US 85	Paisano Dr.	Sunland Park Dr.	Stanton St.
US 54	Patriot Freeway	Cesar Chavez Border Highway	New Mexico State Line
Loop 478	Pershing Dr.	Copia St.	Dyer St.
Loop 375	Purple Heart Memorial Hwy	Railroad Dr	Montana Ave.
FM 1110	San Elizario Rd	Socorro Rd	IH 10
FM 258	Socorro Rd	Alameda Ave.	Alameda Ave.
Spur 601	Spur 601	US 54	Purple Heart Memorial Hwy
FM 2529	Stan Roberts Sr. Ave/McCombs St.	Dyer St.	Transmountain/Woodrow Bean
US 62/85	Stanton St.	Stanton International Bridge	Paisano Dr.
Loop 375	Talbot Ave.	El Paso City Limits (West)	IH-10
Loop 375	Talbot Ave. (Canutillo)	Doniphan Dr.	El Paso City Limits (West)
SH 20	Texas Ave.	Mesa St.	Alameda Ave.
Loop 375	Transmountain/Woodrow Bean	IH-10	Railroad Dr.
Spur 37	Vinton Rd.	Doniphan Dr.	Desert Blvd. North
FM 1905	Washington St/Franklin St.	New Mexico State Line	IH 10
Spur 6	Wildcat Dr.	Doniphan Dr.	Franklin St.
IH 10 Frontage Rd	Wyoming Ave.	Santa Fe St.	Kansas St.
IH 10 Frontage Rd	Yandell Dr	Kansas St.	Santa Fe St.
FM 659	Zaragoza Rd	Montana Ave.	North Loop Dr.

EVENT FEES

EVENT FEES FY2018	
FEE DESCRIPTION	AMOUNT
PARADE PERMIT	\$64.00
TEMPORARY EVENT PERMIT	\$64.00
SPECIAL EVENT PERMIT	\$371.00
SPECIAL EVENT PERMIT- STREET CLOSURE IN A RESIDENCIAL/ APARTMENT ZONE	\$53.00 per 12 hr period
DOWNTOWN SPECIAL EVENT	\$212.00
SPECIAL PERMIT- STREET CLOSURE IN A COMMERCIAL/ MANUFACTURING ZONE	\$106.00 per 12 hr period
DOWNTOWN SPECIAL PRIVILEGE- STREET CLOSURE	\$53.00 per 12 hr period
TECHNOLOGY FEE	\$2.00

Additional fees: Applicant is responsible for paying all costs associated with all services performed by the city, including police and cleaning services.

PD may require hiring of peace officers and/or security personnel

- Applicant is responsible for hiring and paying the peace officers and security officers directly.
- PD will request a peace officer document to confirm hiring is complete prior to event date.

Additional Permits

Depending on the specifics of your event, additional permits and fees may be required.

Examples:

Fire Permit: If you are having tents, canopies, a stage, fireworks, open burning, or structures; a site-plan will need to be submitted. Depending on the size of the structure you might need a Fire permit for an additional fee.

Parks and Rec Permit: If your parade is happening next to a park, a park permit might be required.

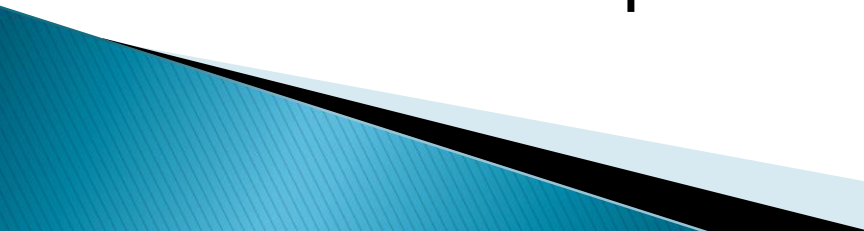
Streets and Maintenance + Street Car: If there is construction going on around your event route, a revised route will be requested by either Streets and Maintenance, Streetcar or PD, to avoid the construction area.

TXDOT: If a Texas Road is used for the event, the TXDOT office will provide an approval letter. If the event is using a TXDOT road for more than 4 hours, we need to do an agreement with the City of El Paso, TXDOT and City Council needs to approve it.

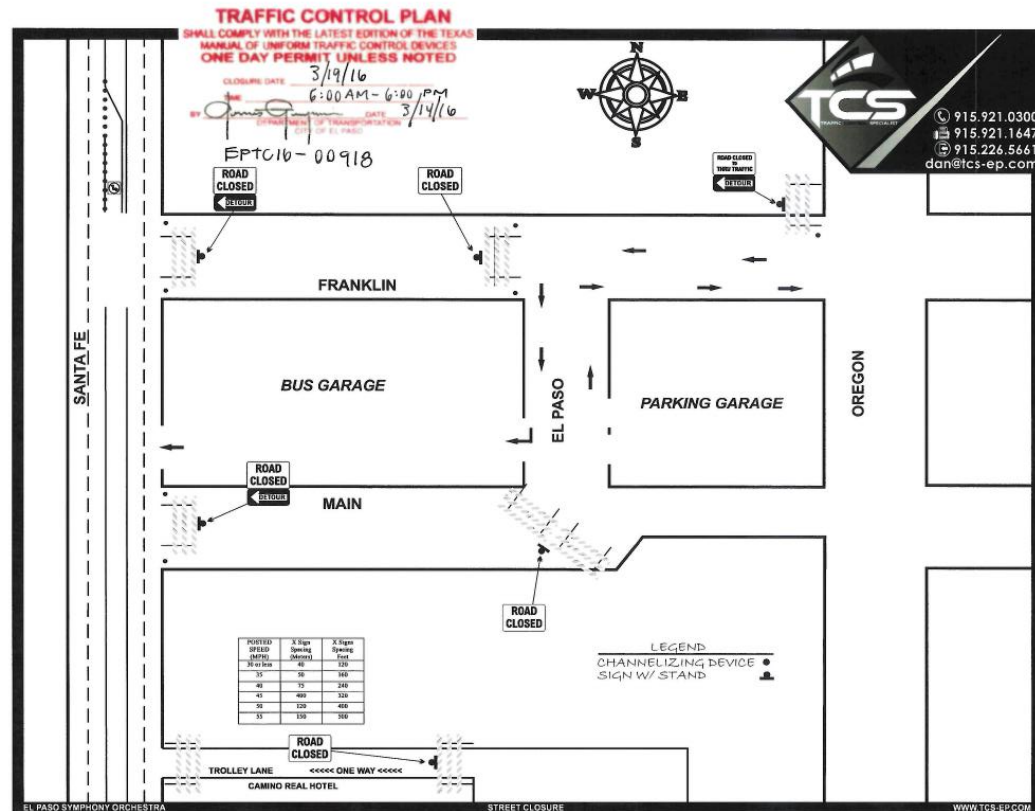


City of El Paso

Streets and Maintenance (SAM)

- ▶ Streetlights or Parking Meter Removal Request
 - ▶ Street Sweeping Request
 - ▶ Call Streets and Maintenance Department @ (915) 212-0151 at least 30 days prior to event.
 - ▶ Fee varies per location requested.
 - ▶ Street sweeping schedule is before or after event usually 4:00 AM
 - ▶ Fencing and traffic control devices must be taken down prior to scheduled sweeping
- 

- ▶ A diagram that illustrates the arrangement of signage and devices used to control traffic at the event



TRAFFIC CONTROL DEVICES

ACCEPTABLE



UNACCEPTABLE

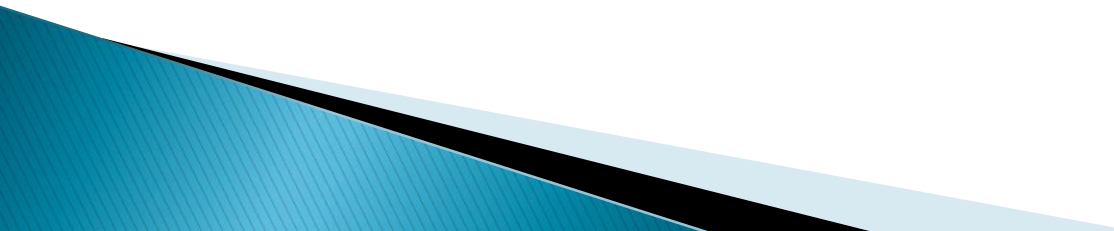


SITE PLAN

- ▶ A diagram that illustrates the arrangement and layout of the event footprint



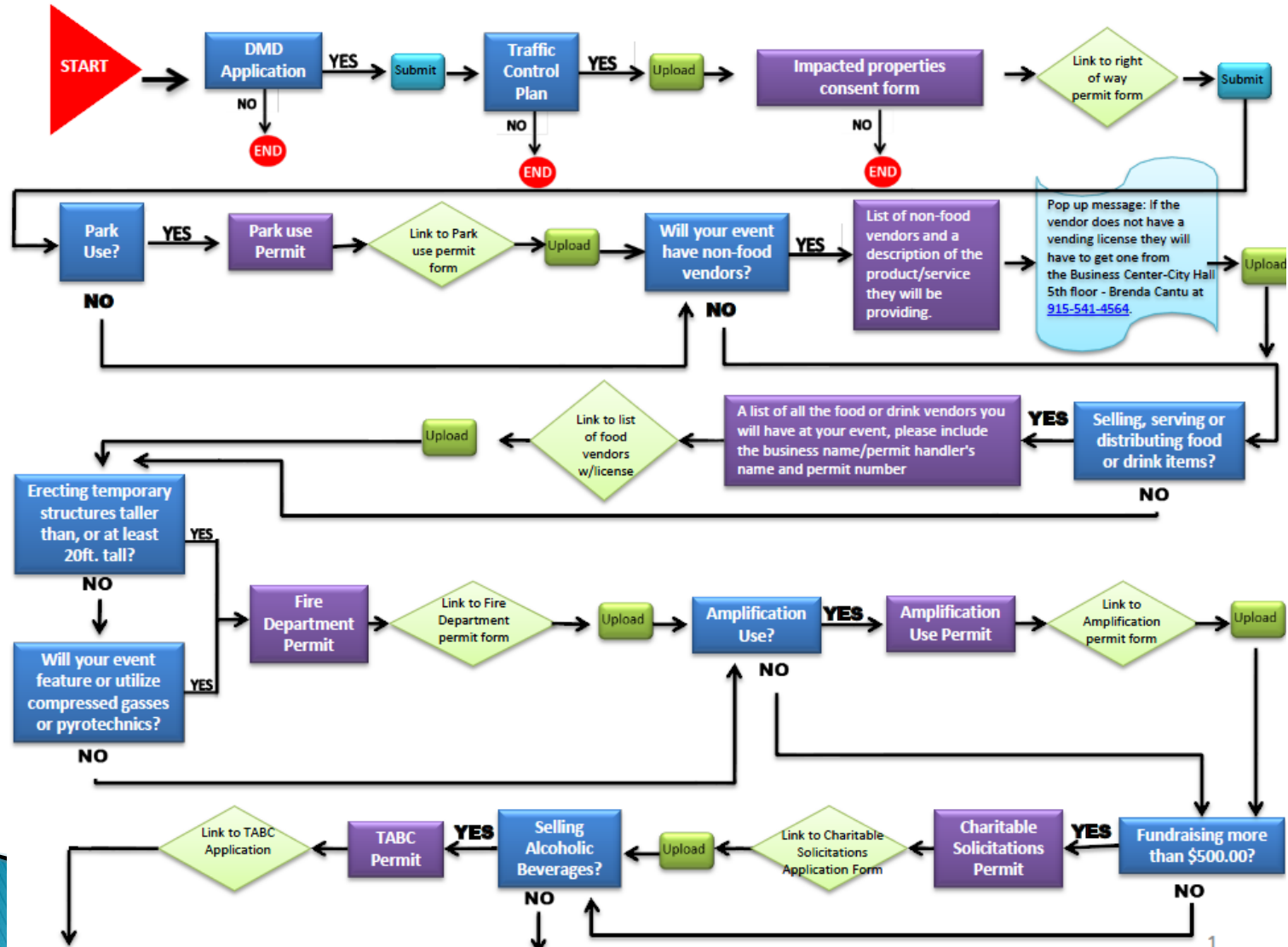
SITE PLAN REQUIREMENTS

- ▶ Temporary Structures including dimensions
 - ▶ Entrances/Exits
 - ▶ Portable Restrooms
 - ▶ Fencing
 - ▶ Dumpsters
 - ▶ Trash Cans
 - ▶ Public Assembly Areas
 - ▶ Parking
 - ▶ Emergency Access/Egress Points
 - ▶ Food Vendors
- 



- ▶ Police Department
- ▶ Streets and Maintenance
- ▶ Sun Metro
- ▶ Fire Department
- ▶ Parks and Recreation
- ▶ Streetcar
- ▶ Destination El Paso
- ▶ Museums and Cultural Affairs Department
- ▶ Downtown Management District
- ▶ TXDOT
- ▶ International Bridges

DMD SPECIAL EVENTS



DOWNTOWN SPECIAL EVENTS

El Paso Downtown Management District

Frank Hernandez

fhernandez@elpasodmd.org

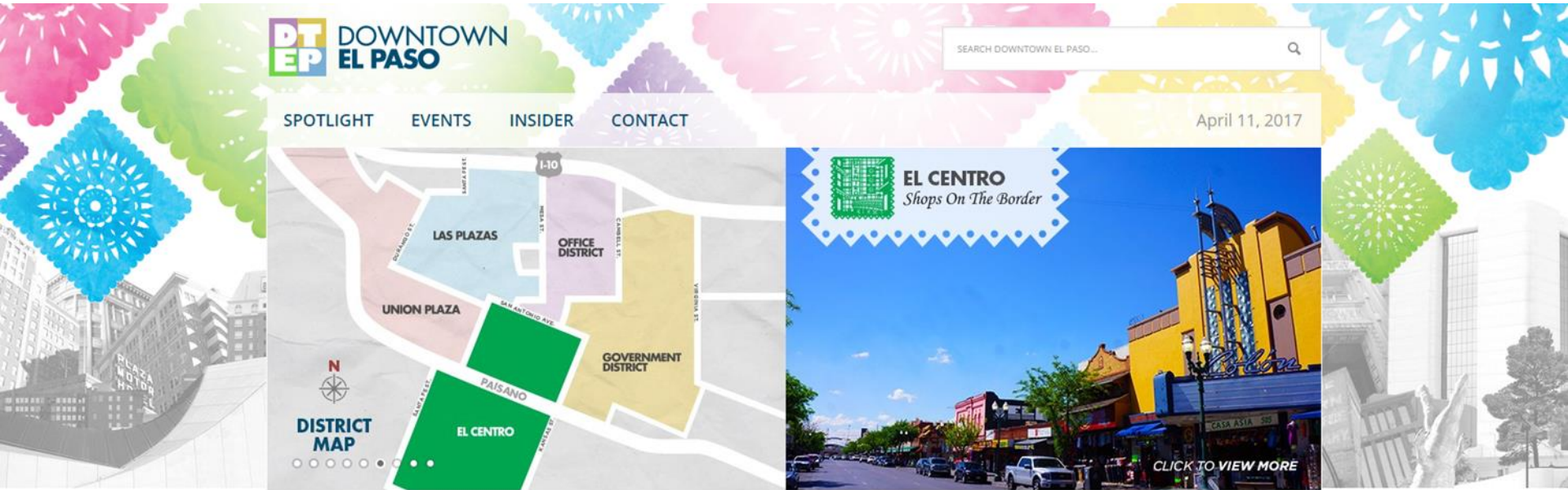
915-400-2294

915-253-4087

DOWNTOWNELPASO.COM



DOWNTOWNELPASO.COM

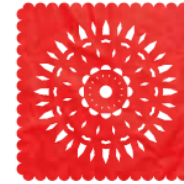


EVENT PERMITTING SUBMIT YOUR APPLICATION

DMD SPECIAL EVENTS

Special Event Permitting

EVENT PERMITTING PROGRAM



The City of El Paso has partnered with the DMD to provide a clear and an efficient permitting process to bring more visibility and attractions to downtown. Event planners or organizations interested in organizing a downtown event that involves street closures, can now benefit from the streamlined processing and issuance of special privilege permits.

Before you start the application to obtain a Special Privilege Permit, it is important for you to have the following information and documentation

Traffic Control Plan

The objective of each traffic control plan (TCP) is to permit the contractor to work within the public right of way efficiently and effectively while maintaining a safe, uniform flow of traffic during a street closure. Below you will find a list of companies that can create a traffic control plan for your event.

Apache Baricade & Sign

11560 Pellicano Dr
El Paso Texas 79996
(915)592-6619
website

Traffic Barricade Services

6621 Doniphan Dr. Ste A
Canutillo Texas 79835
(915)355-6653

Traffic Control Specialist**Sales & Rentals**

3120 Trawood Ste F
El Paso Texas 79936
(915)921-0300

The above vendors' information is provided to guide the event planner; DMD does not endorse any vendor.

Site Plan

A site plan is a clear drawing or graphical representation of the event footprint. It should depict where everything will be located. The site plan must include location of vendors, stages, porta potties, trash cans, dumpsters, emergency vehicle access, entrances/exits, fire protection, emergency medical service areas, public assembly areas, and vehicle parking. The site plan can be created by any person so long as it is neat and legible.

Notice of Street closure

The City of El Paso cannot authorize an event organizer to close a street without the consent of the property owner or tenant. You may refer to Title 15 Section 15.08.120 Special privilege Licenses and Permits of the El Paso City Code. The event organizer must obtain the signatures of the property owners or tenants who will be impacted by the street closure. Click [here](#) to get the form on which the signatures must be collected.

Temporary Event Insurance

You will be asked to upload proof of Temporary Event Insurance before submitting your application. If the insurance does not comply with the requirements, your application will be rejected. Below are the requirements:

Certificate of Insurance by a Texas licensed provider must be submitted and meet the following coverage limits:

- **\$1,000,000 General Commercial Liability for personal injury/death per occurrence.**
- **\$1,000,000 General aggregate**
- **\$1,000,000 Property damage**

Daily Fee –cost for closing the right of way

\$53 for every 12 hours – Example: You must pay \$53 for any street closure lasting up to 12 hours. If the street closure exceeds 12 hours, for example 8 a.m. to 11 p.m., you would have to pay \$106.00.

Special Privilege Application processing fee \$212

All checks must be made payable to **City of El Paso** and mailed to:

Downtown Management District
Operations Manager
201 E. Main St. Suite 107
El Paso, TX 79901

Additional permits may be required to obtain the Special Privilege Permit. Additional fees may apply.

Once you submit the application you will be contacted by DMD to advise you on what additional requirements must be submitted.

Per Title 15 Section 15.08.120 you must submit a complete application AT LEAST 30 days before the event. There are no exceptions.

Thank You for supporting downtown. Click below to begin the application!

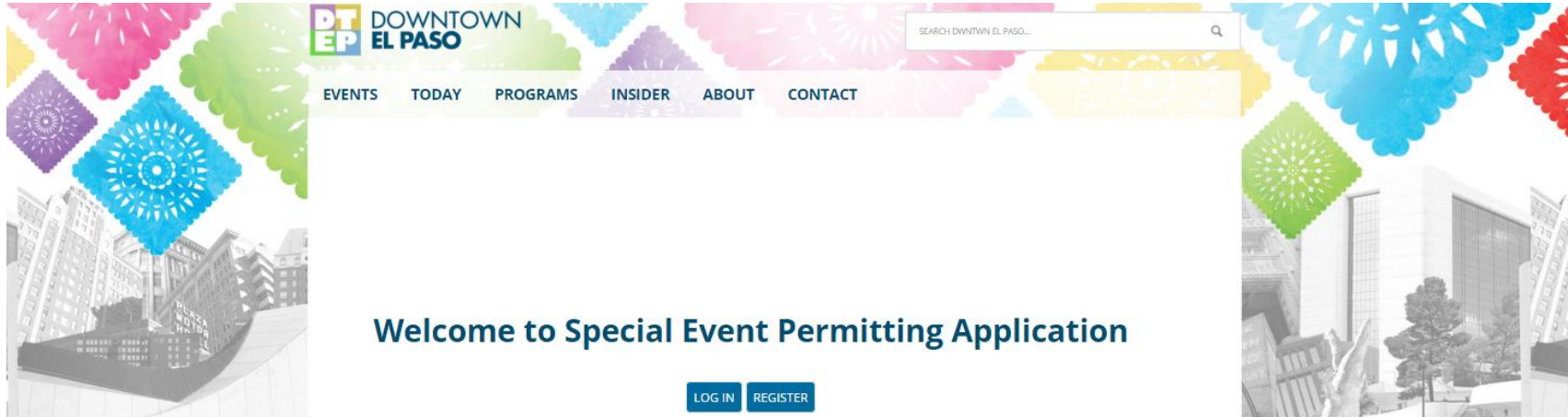


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Filed Under: [DWTWN Programs](#)

DMD ACCOUNT



CONTACT US

DowntownElPaso.com is hosted by the El Paso Downtown Management District (DMD)

201 E. Main St.
1st Floor, Suite 107
(915) 400-2294

ABOUT DMD

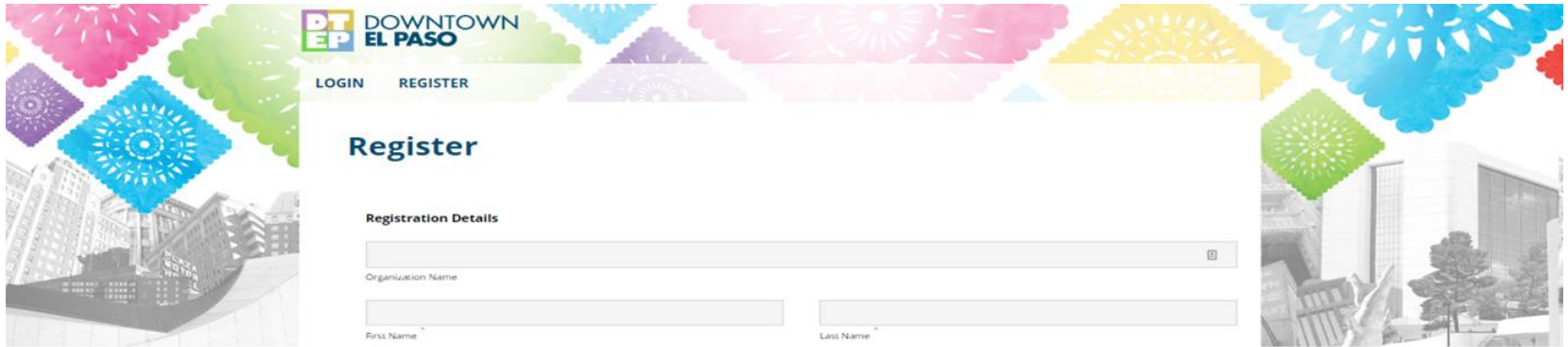
The El Paso Downtown Management District (DMD) seeks to make Downtown El Paso the center of commercial, civic and cultural activity. [\[READ MORE...\]](#)

SEARCH DOWNTOWN EL PASO...

STAY SOCIAL WITH US



EVENT ORGANIZER REGISTER



DT EP DOWNTOWN EL PASO

[LOGIN](#) [REGISTER](#)

Register

Registration Details

Organization Name

First Name Last Name

Address


Address Line 2

City State

Country Zip Code

Mobile No. Office Phone No.

Email


Validation code:


Enter the code above here :

Can't read the image? click [here](#) to refresh.

You must submit a complete application AT LEAST 30 DAYS BEFORE the event. THERE ARE NO EXCEPTIONS!

ONLINE APPLICATION



[LIST EVENTS](#) [ADD EVENT](#) [LOGOUT](#)

Event Information

Contact Information

Park Use

Fire & Public Safety

Traffic Control Information

Parking Meters

Animals

Amplification Use

Alcohol Use

Food & Merchandise Sale

Event Clean Up

Internet Access

Uploads

Finish

If you are submitting this application **LESS THAN 30 DAYS** prior to the event start date. This application **WILL NOT BE PROCESSED!**

Event Information

Official Name of Event *

Event Type *

<input type="checkbox"/> Street Festival	<input type="checkbox"/> Street Display / Exhibition
<input type="checkbox"/> Concert	<input type="checkbox"/> Carnival Bazaar
<input type="checkbox"/> Street Dance	<input type="checkbox"/> Block Party
<input type="checkbox"/> Celebration	
<input type="checkbox"/> Other (Explain)	<input type="text"/>

Note: Parades are not handled through this department.

Event Purpose *

<input type="checkbox"/> Community Activity	<input type="checkbox"/> Fundraiser
<input type="checkbox"/> Private Event	<input type="checkbox"/> Religious Activity
<input type="checkbox"/> School Activity	
<input type="checkbox"/> Other (Explain)	<input type="text"/>

Number of days *

Number of days ▼

SAVE CHANGES

You must submit a complete application AT LEAST 30 DAYS BEFORE the event. THERE ARE NO EXCEPTIONS!

DMD SPECIAL EVENTS

All required documents should be prepared before starting the application process

▶ **Fees**

- Application processing fee \$212 (non-refundable).
- Cost for closing right-of-way: \$53 x 12 hr.

SPECIAL EVENT REQUIREMENTS

- ▶ Complete application– minimum of 30 days in advance
- ▶ Traffic Control Plan (TCP)
- ▶ Certificate of liability insurance should include liquor liability, when applicable
- ▶ Site plan should include all temporary structures and emergency access
- ▶ Notice of Proposed Closure: 1. Required signatures or, 2. Mail Option– applicant will request option via email and COEP staff will generate mail out list. Applicant will be responsible for mailing out Notice of Proposed Closure Form with attachments to all business and property owners noted on the list. DMD shall be included in the mail out. This process requires an additional fourteen days and must be completed prior to the 30 day window for event submittal.
- ▶ Applicant must sign the mail out affidavit

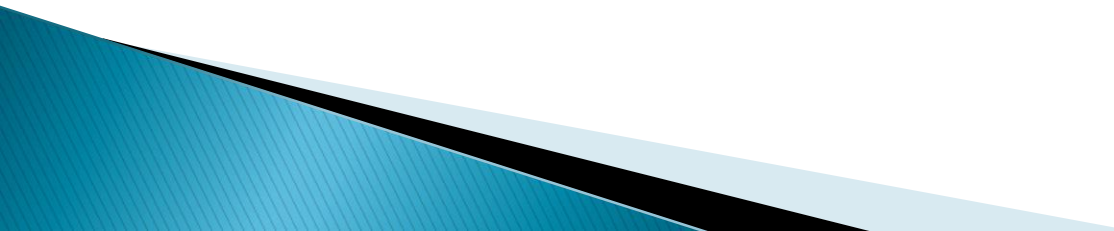
Certificate of Insurance

- ▶ Must include Liquor Liability coverage if vending or consuming alcohol at event
- ▶ Certificate Holder: City of El Paso; Attn: Marilú Alemán; One Stop Shop; 811 Texas Ave.; El Paso, TX 79901

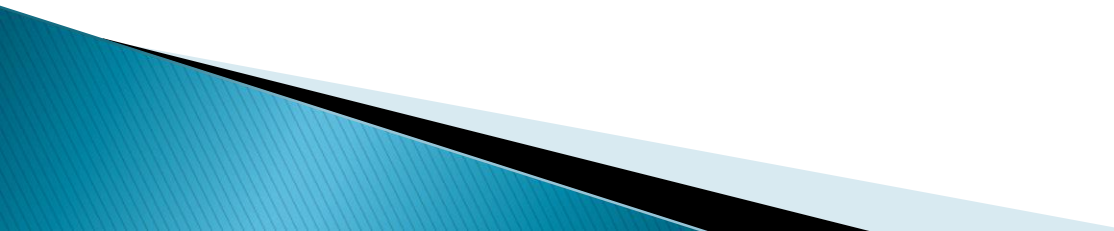
CERTIFICATE HOLDER

City of El Paso
One Stop Shop
811 Texas Ave
El Paso, TX 79901

SANITATION AND SECURITY

- ▶ Cleaning the event footprint after the event is a requirement
 - ▶ DMD has available resources for a fee
 - ▶ Organizer may choose to hire third party or assume full responsibility
- 

SAFETY AND SECURITY

- ▶ Law enforcement and security recommendations must be adhered to by organizer
 - ▶ Not complying with the terms of the permit or any requirement compromises our ability to approve future events submitted by the applicant. In the past organizers have been punished for not complying. Punishments can range from warnings to denial or non-approval of event application.
- 

CONNECTING EVENTS & DTEP BUSINESS

- ▶ DMD seeks to connect events looking for vendors and downtown businesses seeking to sell at events
- ▶ 2 Lists
 - Downtown events seeking vendors
 - Event name, dates, contact info, requirements
 - Downtown businesses seeking space at events
 - Business name, contact info, type of product

DMD MARKETING/PROMOTIONAL OPPORTUNITIES

We're here to promote you!


- ▶ Get us info, logos, images, etc.

Sponsorships

- ▶ Banners
- ▶ Kiosks (Wayfinding/Union Plaza)
- ▶ Trash Compactors



TIME–SAVING TIPS

- ▶ Begin work on application BEFORE the 30–day deadline
 - ▶ Contact us with questions about your footprint, construction updates, available resources
 - ▶ Frank Hernandez – DMD Operations Manager
fhernandez@elpasodmd.org
(915) 400–2294
- 

SPECIAL REQUIREMENTS BY DEPARTMENT

EL PASO STREETCAR



PLANNING FOR EVENTS ALONG THE STREETCAR ROUTE



EL PASO STREET CAR

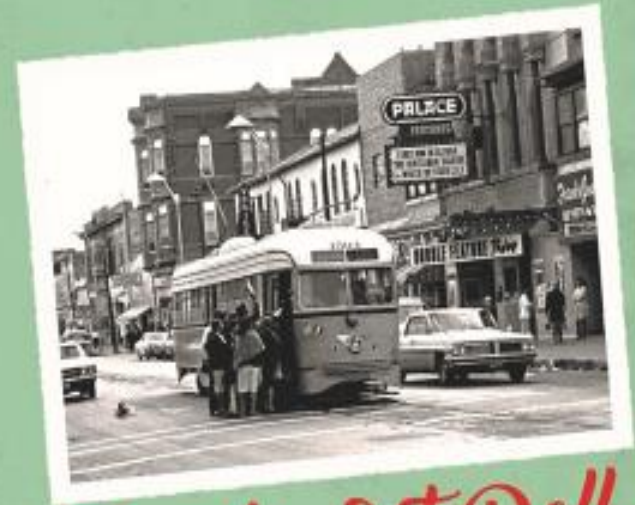
ROUTE MAP

- 4.8 mile route
- 27 streetcar stops
- Divided in two loops
 - Uptown and Downtown



Track Access - Purpose and Scope

- To provide all individuals who own property, have work planned, or a special event on the El Paso Streetcar route, with the most current information and training regarding safe work practices & safety rules to be follow on or near the streetcar operational right-of-way



Ready. Set. Roll.



[INSTAGRAM.COM/I18M_ELPSD](https://www.instagram.com/i18m_elpsd)



[FACEBOOK.COM/ELPASOTERRASGOV](https://www.facebook.com/ELPASOTERRASGOV)

[SUNMETRO.NET/STREETCAR](https://www.sunmetro.net/streetcar)

Track Access

This is require for work or special event along the Streetcar corridor, Streetcar Dynamic Safety Envelope, or Operational Right-of-way

WHO DOES THIS APPLY TO?

- These procedures apply to all El Paso Streetcar corridor:
 - Property owners & managers,
 - Event Organizers
 - Contractors,
 - Subcontractors,
 - Utilities,
 - Vendors and
 - City of El Paso Departments.

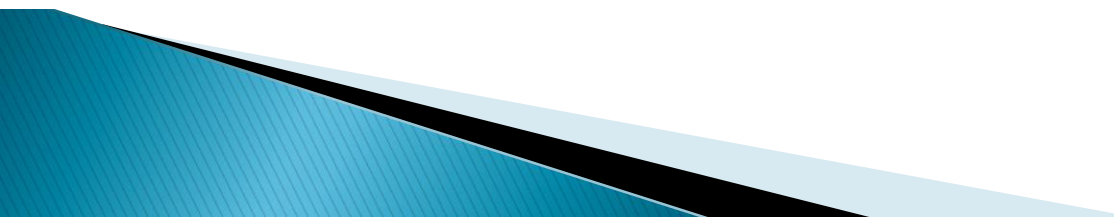
*History
Comes
Alive*



**-EL PASO-
STREETCAR**

**RETURNING
-2018-**

Track Access Permit

- Plan Ahead!
 - Permit applications must be received by 10:00am 7 days prior to the start of work.
 - Once a permit, or permits, have been requested for work or special event along the Streetcar corridor, Streetcar Dynamic Safety Envelope, or Operational Right-of-way the request for a Track Access Permit will be sent to the El Paso Streetcar Operations Team
 - EPSC Operations Team will review the request, along with an associated work plan and traffic control plan, and will either approve or recommend non-approval of the Track Access Permit
- 

Be Streetcar Safe!



Jose A. Marquez
Streetcar Safety & Security Manager
Mobile: 915-330-0072
MarquezJAX1@elpasotexas.gov

Michael J. Villa
Transit-Oriented Development Manager
Streetcar Permitting
Office: 915-212-3373
VillaMJ@elpasotexas.gov

<http://www.sunmetro.net/streetcar>

TEXAS ALCOHOLIC BEVERAGE COMMISSION

TEXAS ALCOHOLIC
BEVERAGE COMMISSION

JAZMIN MARTINEZ
LICENSE AND PERMIT
SPECIALIST



**TEXAS ALCOHOLIC
BEVERAGE COMMISSION**

Texans Helping Businesses & Protecting Communities

VIRGINIA MARTINEZ
ADMINISTRATIVE ASSISTANT- ENFORCEMENT

ROSA AVALOS
AUDITOR

GABRIEL GOMEZ
AUDITOR (MARKETING/COMPLIANCE QUESTIONS)

401 E FRANKLIN AVE, STE 120

915-351-3697

MONDAY through FRIDAY, 8AM -5PM

www.tabc.texas.gov

TEXAS ALCOHOLIC BEVERAGE COMMISSION DETAILS

- ❑ Must obtain a temporary permit/license or Catering for any event involving SALE of alcohol.

- ❑ Types of entities that may apply for Temp permits/licenses:

Fraternal, Religious, Charitable, Civic, Political Organizations/Associations and Current License and Permit Holders

- ❑ Several different types of temp permits that are available:

- * **(TB)** Daily Temporary Mixed Beverage Permit – only issued to MB's, organizations formed for specific charitable/ civic purpose, fraternal or religious group. (10 a calendar year)

- * **(BH/HP)** Temporary Wine and Beer Retailers Permit- only issued to BG/ MB's or non profit that has been in existence for over 30 years; event can be covered up to 4 days.

- * **(SB)** Special Three Day Wine and Beer Permit- only issued to non-profits for a picnic, celebration, or similar sponsored event by organization.

❑ SUBMITTED TO TABC A MINIMUM OF **10 CALENDAR DAYS** IN ADVANCE- **IF LESS THAN 10 DAYS, TABC WILL NOT ACCEPT REQUEST**

❑ SITE PLAN OF THE EVENT (DIAGRAM/SKETCH).

❑ SPONSORSHIP AGREEMENTS

❑ LETTER FROM PROPERTY OWNER-CITY COUNCIL RESOLUTION APPROVING ALCOHOL SALES REQUIRED.

❑ INVENTORY LIST OF ALCOHOL TO BE AUCTIONED IF PULLING A TEMPORARY AUCTION PERMIT.

❑ CORRECT PERMIT FEE IN FORM OF CASHIERS CHECK, MONEY ORDER, OR CORPORATE CHECK.



DMD ORIENTATION

February 27, 2018

Calendar Park
401 E. San Antonio



Firefighters Memorial
316 W. Overland



Cleveland Square Park

Lions Plazita
910 S. Santa Fe



Pioneer Plaza
Mills and El Paso St.



Union Plaza Park
117 Anthony



San Jacinto Plaza
111 Mills St.

- Arts & crafts spaces
- Small stage
- Splash pad
- Open game areas
- Green areas
- Special requirements





Special Events at San Jacinto

- Park User Reps will Process special event application and review site plans
- Site plan must include plan of Protection for Vegetation
- Site Visits will be scheduled
- 1-2 weeks before event

Application & Site Plan

- 1 Parks and Recreation Security will be required for street events that are adjacent to SJP to ensure park grounds safety
- Number of Guards to be determined based on protocol

Security

- Fees will be assessed from Park permit application
- Extra fee for use of electricity at SJP
- Event times after 5pm and on weekends are considered Prime time.
- Fees are available online
- Must be paid 30 days before event date

Fees

- Only up to 8 General Vendors permitted on SJP
- \$45 per vendor will be applied to Park Permit Fees
- Food Vendors not permitted on SJP grounds

Vendors

Tents/Canopies



- Only 10 ft. x 10 ft. permitted at SJP
- NO STAKING at SJP
- Staking must be approved for other locations
- Should use sand bags or water barrels to secure
- Different terms apply for larger tent and/or



Jumping Balloons, Obstacle Courses, Mechanical Amusements

- Prohibited without permit
- Liability Insurance required
- Must comply with all City of El Paso ordinance license requirements
- Parks can provide a list of pre-screened vendors upon request



Portable Restrooms

- Not permitted on SJP grounds
- Vendor must meet liability requirements



Insurance Requirements

Liability:

- \$1,000,000 per person
- \$1,000,000 per occurrence

Property Damage:

- \$1,000,000

*Must name the **City of El Paso** as additionally insured for the duration of the Park Permit allotted date & time.

* Must be submitted for approval



Visit us
online at www.elpasotexas.gov/parks-and-recreation
or at our offices located at 801 Texas, 2nd floor.

Browser: <https://www.elpasotexas.gov/parks-and-recreation/parks>

CITY OF EL PASO

GOVERNANCE • RESIDENTS • BUSINESS VISITORS • DEPARTMENTS • MEETINGS • CONTACT • I WANT TO •

Home • Parks and Recreation • Parks

PARKS AND RECREATION

915-232-0092

HOME ADMINISTRATION AQUATICS EVENTS PARKS RECREATION CENTERS RENTALS SENIOR CENTERS SPORTS YOUTH EVENTS
CUSTOMER SURVEYS CONTACT US



PARKS

The City of El Paso Parks and Recreation Department over 258 parks and almost 3,000 acres of open space in El Paso, Texas.

You can find information on this menu item in reference to:

- How to use the Mobile Citizen App to assist you with Park problems in your area
- Want to know the city mowing schedule, here is your chance
- Learn how to purchase a tree for a loved one or birth of a child or grandchild
- Find out how many Skate Parks, Tennis Courts or Trails in the City
- Want to Reserve a Park or Park Shelter
- This is location for Park Naming Application

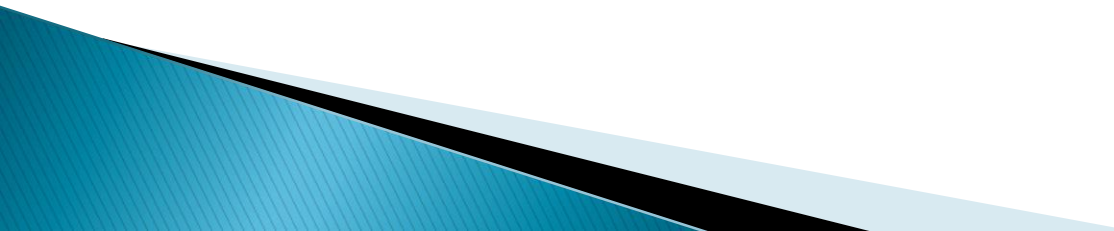
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PARKS

- Mobile Citizen App
- Mowing Schedule
- Park Locations
- Park Naming Application
- Parks with Exercise Equipment
- Recreational Time Programs

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FIRE DEPARTMENT

- ▶ Site Plan
 - ▶ Attendance
 - ▶ Tents / Canopies
 - ▶ Pyrotechnics / Fireworks
 - ▶ Entrance/Exits
 - ▶ Emergency Vehicle Access Area
 - ▶ For Use Permit
- 

POLICE DEPARTMENT

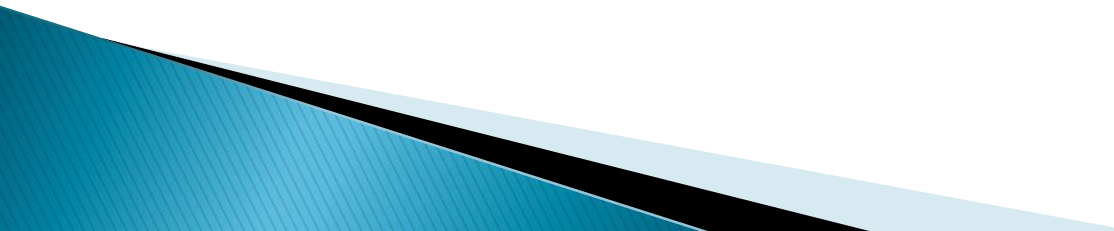
- ▶ Contact Information:
 - ▶ Rosa Gomez– Senior Secretary
 - ▶ (915) 212-4008 C1718@elpasotexas.gov
- ▶ Traffic control cost estimates for parades if the application chooses to use PD personnel; and
- Peace Officer and security personnel staffing requirements for temporary or special events if needed.
- ▶ Should you wish to speak to a PD representative regarding cost estimates or staffing requirements, the OSS or DMD will provide you with a contact name and number.

FOOD INSPECTION

- ▶ Food vendors require a temporary permit from the El Paso Health Department
- ▶ Event organizer must contact the Health Department with a list of participating vendors:
 - Contact Information:
 - El Paso Health Department
 - 5115 El Paso Drive
 - (915) 212-0200; <https://www.elpasotexas.gov/public-health>
- ▶ Fees:
 - COUNTY
 - Temporary Exposed – \$79.00
 - No expedited fees
 - CITY
 - Temporary Exposed – \$81.00
 - Expedited additional fee (3 days prior to event) – \$158.00

FUNDING OPPORTUNITIES

MOVING EVENT SPONSORSHIP PROGRAM

- ▶ City funding for parades, runs, walks, processions and other moving events.
 - ▶ Events must take place between September 1, 2018 and August 31, 2019
 - ▶ Applications for eligibility are accepted from May 1st to 31st, 2018.
 - ▶ Applications will be available at www.elpasotexas.gov/SpecialEvents
- 

KICKSTART DOWNTOWN



El Paso Museums & Cultural Affairs Department

KickstArt

- ▶ Provides support to El Paso recurring arts, cultural and sporting events that activate and enrich downtown El Paso, in particular the Downtown Arts District
- ▶ Events should promote both tourism and local interest in downtown El Paso.
- ▶ **Deadline to apply is May 11.**
- ▶ **Mandatory Orientation sessions begin in March.**
- ▶ For More Information visit:
<http://mcad.elpasotexas.gov/arts-funding>

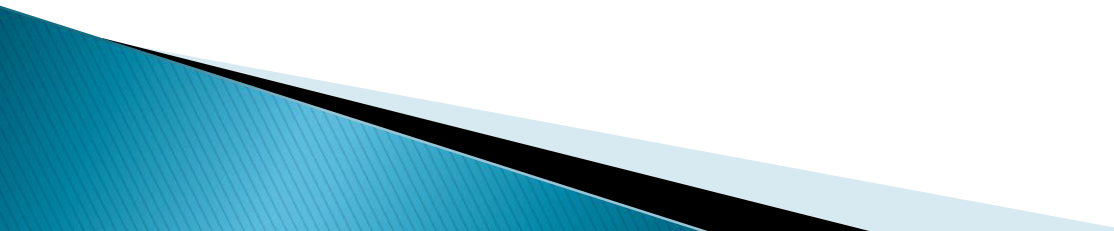
WHAT KickstArt FUNDS

- ▶ Non-profit organizations and consortia
- ▶ Recurring downtown Arts and Sporting with tourist draw
- ▶ 3-year, tiered awarding system with maximum initial award = \$20,000
 - Year 1 = 100%
 - Year 2 = 75%
 - Year 3 = 50%


Examples of Previously Funded Applicants:



KickstArt ELIGIBILITY REQUIREMENTS

- ▶ 1:1 cash match (no in-kind)
 - ▶ The total award will not exceed more than 50% of the proposed project's budget.
 - ▶ 5-year Event Plan
 - ▶ (3) years of successful public arts, cultural or sports programming
 - ▶ For 501 c 3 organizations:
 - Letter of Determination 990
 - Letter of Support from Community Partner
 - Event must be recurring and take place Downtown
- 

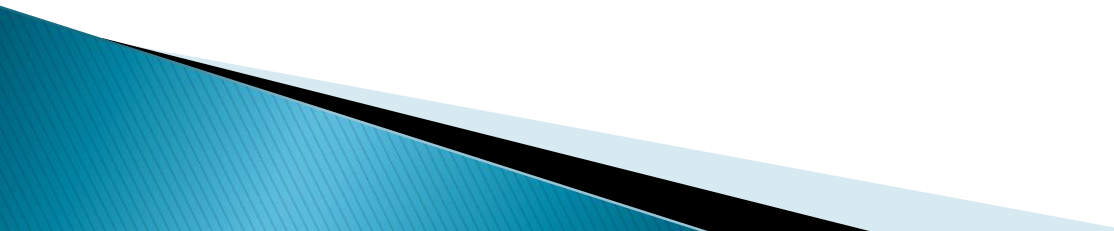
MCAD WILL NOT FUND

- ▶ One-time events/programs or events that are primarily operated as fundraisers are ineligible
 - ▶ Applicants who are recipients of another MCAD cultural funding award for the same project in the current fiscal year
 - ▶ Events or program series that occur on a monthly basis
 - ▶ Events that take place outside of the Downtown Arts District or Downtown El Paso Boundaries
 - ▶ Applicants who have forfeited KickstArt funding in the past three years due to contract non-compliance. Applicants will be eligible after the three (3) year cycle under which they applied has terminated
 - ▶ MCAD Employees and their family members living in the same household
- 



**KickstArt Downtown
Program Funding is
only eligible to be
applied in the two
shaded areas
on the map**

CITY OF EL PASO EVENT MANUAL

- ▶ If you have any questions about the requirements and event application process, look for the new event manual on our website www.elpasotexas.gov/SpecialEvents
 - ▶ More information call us at 915-212-1506.
- 

QUESTIONS?

BREAK OUT SESSION

- ▶ One-Stop-Shop
 - ▶ Downtown Management District (DMD)
 - ▶ Texas Alcoholic Beverage Commission (TABC)
 - ▶ Parks and Recreation Department
 - ▶ Sun Metro
 - ▶ Museums and Cultural Affairs Department/
KickstArt Program (MCAD)
- 