

ORDINANCE NO. 2022-04-25-02

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PRINCETON, TEXAS, AMENDING THE PRINCETON MUNICIPAL CODE, CHAPTER 66 "STREETS, SIDEWALKS, AND OTHER PUBLIC PROPERTY" BY REPLACING THE ENTIRETY OF ARTICLE IV "PARADES AND SPECIAL EVENTS" WITH REVISED PROVISIONS FOR PERMIT APPLICATIONS AND REQUIREMENTS; AMENDING CHAPTER 50 "PARKS AND RECREATION" OF THE CODE TO ADD CLARIFYING AND CONFORMING PROVISIONS; ESTABLISHING A CRIMINAL OFFENSE FOR VIOLATIONS OF SPECIAL EVENT PERMIT TERMS; AMENDING THE FEE SCHEDULE WITH UPDATED RELATED PROVISIONS; PROVIDING A PENALTY CLAUSE FOR A FINE NOT TO EXCEED \$500; PROVIDING FOR REPEAL OF ALL CONFLICTING ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING AN EFFECTIVE DATE.

NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PRINCETON, TEXAS, THAT:

SECTION 1. REPLACEMENT OF ARTICLE IV OF CHAPTER 66, PRINCETON MUNICIPAL CODE

This Ordinance amends the Code of Ordinances, City of Princeton, Texas" ("Princeton Municipal Code") by deleting, in its entirety, the existing Article IV "Parades and Special Events" of Chapter 66 "Streets, Sidewalks, and Other Public Property" (Sections 66-79 through 66-90, inclusive), and replacing those provisions with those set forth in the attached Exhibit "A", which is incorporated herein as if set forth in full as part of the Princeton Municipal Code.

SECTION 2. AMENDMENTS TO CHAPTER 50, PRINCETON MUNICIPAL CODE

This Ordinance amends the Code of Ordinances, City of Princeton, Texas" ("Princeton Municipal Code") by making the following additions and deletions to the existing Chapter 50 "Parks and Recreation", Article I "In General" as set forth below, with added language depicted in underline text (example) and deleted language depicted in strikethrough text (~~example~~).

Chapter 50 – PARKS AND RECREATION

Article I. – IN GENERAL

Sec. 50-1. – General

[...]

(f) City-sponsored events. For purposes of this code, an event, program, or other occurrence at a city park is city-sponsored only when the city manager has duly issued a written authorization for city sponsorship or co-sponsorship and the event coordinator has agreed to the terms required by the city. An event being approved, scheduled, advertised, promoted, or facilitated by city staff does not, without such written authorization, constitute a city-sponsored event even if open to the general public, nor does approval of a park facility reservation request constitute an approval of other activities associated with an event.

(g) Special events. Events organized by members of the public to be conducted in whole or in part on city park property are also subject to the provisions of city's special events ordinance (as amended). Please see Chapter 66 of this code for further details.

[. . .]

Sec. 50-5.- Park facility and recreational program administration.

Park and recreation director and staff.

- (1) All park and recreation programs, activities and facilities shall be administered under direction of a parks and recreation director. The parks and recreation director shall coordinate with other city staff for the administration of special events to be conducted in whole or in part on park property.
- (2) The parks and recreation director is appointed by the city administrator, in accordance with the city personnel policy manual, and is responsible for carrying out approved policies and programs under direction of the city administrator.
- (3) The parks and recreation director shall provide day-to-day supervision and direction to all parks and recreation department employees and to such volunteers as may be available for use in park or recreation facilities for programs. The parks and recreation department shall only be authorized to employ such employees and staff as are funded and provided for in the annual budget approved by the city council.
- (4) The parks and recreation director shall provide such staff support as may be available to the parks and recreation board.
- (5) In the absence of a parks and recreation director, for any reason, the duties of this position shall be carried out by the city administrator.

SECTION 2. FEE SCHEDULE

This Ordinance amends the Princeton Municipal Code, Appendix A, "Fee Schedule", Sec. 1, "Fees", to replace all those fees currently listed in the "Special Event Permit" section, which are hereby repealed, with the newly adopted fees set forth in the attached Exhibit

“B”, which is incorporated herein as if set forth in full as part of the Princeton Municipal Code.

SECTION 3. PENALTY CLAUSE. Any person violating any of the provisions of this Ordinance shall be deemed guilty of a misdemeanor and upon thereof shall be fined in any sum not to exceed Five Hundred Dollars (\$500), unless otherwise authorized by state law or this Ordinance. Unless otherwise specifically set forth herein, or in state law as adopted or required, allegation and evidence of culpable mental state are not required for the proof of an offense defined by this Ordinance.

SECTION 4. REPEAL OF CONFLICTING ORDINANCES. All ordinances, orders and resolutions heretofore passed and adopted by the City Council of the City of Princeton, Texas are hereby repealed to the extent said ordinances, orders or resolutions, or parts thereof, are in conflict herewith.

SECTION 5. SEVERABILITY CLAUSE. If any section, subsection, article, paragraph, sentence, clause, phrase or word in this Ordinance is for any reason held to be invalid, void, or unconstitutional by a court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this Ordinance and the City Council hereby declares it would have passed such remaining portions of this Ordinance despite such invalidity, which remaining portions shall remain in full force and effect.

SECTION 6. EFFECTIVE DATE. This Ordinance shall become effective immediately upon its passage and publication as required by law, and the City Secretary is directed to arrange for such publication.


PASSED, APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF PRINCETON, TEXAS, THIS THE 25 DAY OF April, 2022.

CITY OF PRINCETON




BRIANNA CHACÓN
MAYOR

ATTEST:


AMBER ANDERSON
CITY SECRETARY

ARTICLE IV. – PARADES AND SPECIAL EVENTS

DIVISION 1. - GENERAL

Sec. 66-78. - Purpose.

Due to their size and special requirements, some gatherings or organized activities may place unique demands on resources or pose a danger to public health, safety, welfare. To plan for these demands on public resources and to ensure that public health and safety is protected, it is necessary that the city receive advance notice of these special events. The provisions of this article are necessary to allow efficient and fair utilization of limited city facilities and intended to address those concerns and are not intended to place unnecessary burdens on any individual's right to association or freedom of expression. The approval of a special event permit does not, standing alone, constitute any form of city sponsorship or endorsement of the event or applicants. The requirements of this article are cumulative with all other regulations of the City relating to special event activities, including without limitation the City's ordinances and policies regarding use of park facilities (see, e.g., Chapter 50, Article I, Sec. 50-4 of this code).

Sec. 66-79. - Definitions.

Applicant means a person who has filed a written application for a special event permit.

Application fee means a base fee established by city ordinance for processing a special event permit application.

City means the City of Princeton, Texas.

Expressive activity means conduct, the sole or principal purpose of which is the expression, dissemination, or communication by verbal, visual, literary, or auditory means of opinion, views, or ideas.

First Amendment activity means an expressive and associative activity on public right-of-way that is protected by the United States and Texas Constitutions, including speech, press, assembly, and the right to petition, but does not include commercial advertising, revenue-generating activities, fundraising, or a parade as defined herein.

Force majeure means and includes fire, casualty, strikes, lockouts, labor trouble, inability to procure materials or supplies, failure of power, governmental authority, inclement weather, acts of God, war or terrorism or the potential or actual threat thereof, public safety or public welfare considerations, riots, or local, national, or international emergencies, or other reason of like nature.

Neighborhood block parties means an organized small-scale activity that closes a small number of blocks on a local-service, residential street that are initiated by and intended to attract only local residents who live on or in close proximity to the street being closed, and not intended for attendance by the general public.

Officer means a peace officer currently licensed by the State of Texas.

Parade means any assembly, march, demonstration, or procession upon public thoroughfares within the city consisting of persons, animals, or vehicles traveling in unison with an intent of attracting public

attention and that is reasonably likely to interfere with the normal flow or regulation of traffic upon public thoroughfares.

Permittee means the person to whom a permit is granted pursuant to this article.

Person means any individual, assumed named entity, partnership, association, corporation, or organization.

Place of assembly means a building, structure, or portion thereof (temporary or otherwise) within the parameters used in the current version of the National Fire Protection Association guidelines, without any limitations regarding the type or purpose of assembly. The term also includes carnivals, fairs, and similar types of assemblies covered by provisions of the City's adopted International Fire Code.

Pre-planned special event means a special event for which one or more organizers or hosts either schedules to occur, arranges, advertises, distributes information about, or otherwise acts to invite people to attend 48 or more hours in advance of the earlier to occur of either: (1) the beginning of on-site preparations by organizers or (2) the time which the assembly of guests, invitees, spectators, or other attendees is anticipated to begin. The term includes both private events and events open to attendees from the general public, including without limitation all gatherings, events, rallies, demonstrations, protests/counter-protests, whether advertised via social media, e-mail mailings lists, group text, or other means of bulk communication.

Public safety plan means any plan submitted by the applicant setting forth a description and location of emergency services, evacuation, fire prevention, and fire suppression on the property being used for the event, and emergency medical services for entertainers, exhibitors, attendees, and other persons at the event.

Sidewalk means that portion of a street between the curb lines or lateral lines of a roadway and the adjacent property lines intended for the use of pedestrians.

Special event means a temporary event, gathering, or organized activity, which may or may not be open to attendance or participation by the general public, and including but not limited to parades, bike races, marathons, fun runs, block parties, parking lot parties, concerts, carnivals, or festivals estimated to include two hundred (200) or more invitees, or which include one or more of the following components:

- (1) Closing or impacting a public street, sidewalk, or trail;
- (2) Blocking or restricting city-owned property;
- (3) Sale or distribution of merchandise, food, or beverages on city-owned property;
- (4) Erection of a tent equal to or greater than four hundred (400) square feet in area;
- (5) Installation of a stage, band-shell, trailer, van, portable building, grandstand, or bleachers;
- (6) Placement of portable toilets on city-owned property;
- (7) Placement of temporary no-parking signs in a public right-of-way;
- (8) Placement of pedestrian boundary markers on city-owned property;
- (9) Placement of additional waste containers;
- (10) Outdoor amusement equipment or attractions to be placed on public property, such as carousels, inflatable gymnasium devices ("bounce houses" or "party jumps"); or
- (11) Events identified by the Princeton Police Department as impacting public safety.

Special event permit means a permit as specified and obtained pursuant to this article.

Street means the entire width between the boundary lines of every way publicly maintained, when any part thereof is open to use by the public for the purposes of vehicular traffic.

Traffic control plan means any plan submitted by the applicant sets forth the regulations of traffic control devices used to facilitate vehicular and pedestrian traffic safely and efficiently through a temporary traffic control area associated with the event.

Sec. 66-80. – Permit required; application of ordinance; exceptions; violations.

- (a) Except as specified in subsection (b) of this section, no special event or parade, or other pre-planned special event to be held in whole or in part on city property or public rights-of-way, shall be held without first submitting a written application for, and receiving, a permit from the city. Applicants are responsible for notifying the city of any claim to exemption from the permitting requirement or the payment of fees associated required by this article, and with providing suitable supporting documentation.
- (b) *Exceptions.* No permits shall be required under this section for the following:
 - (1) Motorcades which comply with all traffic laws;
 - (2) Funeral processions;
 - (3) Events which are authorized under a separate agreement or permit issued by the city (or other authorizing jurisdiction exempt from this article), including approved events held at community centers owned or operated by the city or its development corporations;
 - (4) An event wholly contained on property specifically designed or suited for the event and that holds a certificate of occupancy for such use, including adequate parking (e.g. a hotel ballroom);
 - (5) Events conducted entirely on property controlled by a public school district;
 - (6) Events conducted entirely on private property (including associated event staff and attendee parking, event sanitation and toilet facilities for attendees);
 - (7) Events which constitute special events solely due to the distribution or sale of food or beverages, and those activities have been approved for all required county permit or have been verified as exempt from county food handling regulations;
 - (8) Events managed entirely by the City of Princeton;
 - (9) A governmental agency acting within the scope of its functions; and/or
 - (10) Events within an express exemption set forth elsewhere in this article.
- (c) It shall be unlawful for any person to sponsor, hold, participate in holding, or aid or assist in the holding of any special event within the corporate limits of the city without first having obtained an appropriate permit from the city.
- (d) After having obtained a permit, it shall be unlawful for any person to hold such special event in any area other than those designated in the approved permit, if such use interferes with general public access to park areas or rights-of-way outside the scope of the permit.
- (e) It shall be unlawful for any person to participate in a special event for which the person knows, or should have known with the exercise of reasonable diligence, that a special event permit is required and has not been granted.
- (f) It shall be unlawful for any person to operate a special event in whole or in part after the permit expires or after it has been revoked.

- (g) It shall be unlawful for any person to submit any fictitious, false, or deceptive information to the city regarding a special event, including without limitation the materials submitting with a permit application, or to withhold information pertinent to a special event lawfully requested by the city.
- (h) It shall be unlawful for any person in charge of, or responsible for the conduct of any aspect, portion, or component of a special event to fail to comply with any condition or restriction of the applicable and approved special event permit.
- (i) Violations of any section or sections of this article shall be classified as a Class C misdemeanor and, upon conviction, may be punished by the assessment of a fine not to exceed \$500.00 per violation for each day of violation, or the maximum penalty authorized by state law for violations of ordinances governing fire safety and/or public health & safety. Allegations and evidence of a culpable mental state is not required for proof of an offense under this article. Each type of violation may be charged and punished separately.

Sec. 66-81. – Places of Assembly.

- (a) Special events which will involve occupancies subject to operational permit requirements of the city's adopted fire code are required to complete an application for a place of assembly permit. This includes, but is not necessarily limited to:
 - (1) Indoor assemblies shall require place of assembly operational permits when occupancies are estimated to exceed 50 attendees.
 - (2) Outdoor assemblies taking place in whole or in part on city property shall require place of assembly operational permits when occupancies are estimated to exceed 1,000.
- (b) Applicants may contact the Fire Department for additional information regarding when place of assembly operational permits are required for an event. City staff may also refer any special event application to the Fire Department for determination of whether a place of assembly operational permit is required. Any applicant seeking an exemption from place of assembly operational permit requirements based on the location or type of event must include an explanation and supporting documentation with their special event permit application.
- (c) It shall be unlawful for any person to occupy a place of assembly without receiving an approved operational permit from the fire marshal or written notice of exemption, or to conduct an event in a manner which violates the terms and regulations set forth in an approved permit.
- (d) Any special event which requires fire watch staffing is subject to additional place of assembly permit fees as set forth in the city's fee schedule. The city may waive these fees as in-kind services for certain special events.
- (e) Exemptions:
 - (1) Outdoor assemblies with less than 1,000 attendees may be issued an exemption from a place of assembly permit and/or the corresponding fees, but must still complete and submit an application for review by the fire marshal.

- (2) Parade events which do not include a place of assembly subject to regulation under the International Fire Code are not required to apply for a permit under this section 66-81.
- (3) Athletic events held in facilities designed for athletic events in conformance with regular occupancy loads may be exempted from the place of assembly permit requirement in the discretion of the fire marshal upon review of a complete application.

DIVISION 2. - PERMIT

Sec. 66-82. - Application for permit.

- (a) A person seeking a special event permit shall file an application with the community events manager, or other designee of the city manager, upon forms provided by the city. Each application must be accompanied by a nonrefundable fee as adopted by city council.
- (b) The community events manager or the designee shall ensure that the other licenses and permits, restrictions, regulations, fees for city services, safeguards, or other conditions deemed necessary by individual city departments for the safe and orderly conduct of a special event be requested, submitted, and approved before the special event permit is granted (e.g., health permit applications, agreement with police department for police coverage, insurance, etc.). Separate permits may be required for tents, awnings, canopies, or temporary signage in conjunction with the event.

Sec. 66-83. - Filing period.

Except as provided below, a special event permit application may be filed at least sixty (60) days before the intended event date and not more than six (6) months in advance of the intended event date. Applications for permits filed less than specified number of days before the event may be considered for public assembly or if the director of parks and recreation, or his designee, determines that the application can be processed in a shorter time period, taking into consideration the nature and scope of the proposed event and the number and types of permits required to be issued in conjunction with the special event permit.

- (a) A special event application must be filed at least ninety (90) days before the intended date of any event including the sale or consumption of alcohol in a city park, an exception to the amplified sound ordinance, or requests for in-kind services.
- (b) For hybrid events covered by more than one section of this code, the more restrictive time period in place at the application deadline shall control over in this section to the extent of any conflict.

Sec. 66-84. – Application submittal requirements; Fees/Costs.

Every special event must submit a separate application. The application for a special event permit shall set forth, as a minimum, the following information:

- (a) The name, address, date of birth, driver's license number, telephone number, email address, and facsimile number (if any) of:
 - (1) The person seeking to conduct the special event;

- (2) If the special event is to be held for or by an organization: The organization and the authorized agent of such organization;
 - (3) If the special event is to be held by or for a person other than the applicant: The applicant shall file a written statement from that other person showing authority to make the application; and
 - (4) The person who will be the event organizer and who will be responsible for conducting the event.
- (b) The proposed location(s) for the special event, including specific designation of any areas within city facilities are sought to be reserved for the special event.
- (c) The purpose of the special event and type of activities held during the special event.
- (d) The date(s) and time(s) the special event will start and end.
- (e) The time at which on-site preparation for the special event will begin.
- (f) The approximate number of persons who are attending per day and for the duration of the special event, including the estimated peak time, and approximate number of attendees during that peak time.
- (g) The number and types of animals and vehicles that are part of the special event. NOTE: Waste from animals shall be removed daily from city premises, adequate shade and water must be provided for all animals, and animal amusements shall be kept a minimum distance of 50 feet from food vendors.
- (h) In the case of a special event which includes a parade, the following additional information shall be provided with the application:
 - (1) A route map and schedule of start/end times;
 - (2) Approximate number of participants in the parade;
 - (3) Type of participants (ex. animals, motor vehicles, motorized displays/floats, marching units or organizations such as bands, color guards, drill teams, etc.) and number of participants in each category; and
 - (4) Whether the parade will occupy all or only a portion of the width of the streets proposed to be traversed.
- (i) Proof of insurance for the special event.
- (j) Site map(s) showing site setup indicating equipment that will be used by the special event, including the following additional information:
 - (1) Location of first aid station and fire lanes for emergency equipment;
 - (2) Location and orientation of loudspeakers and any other noise amplification devices to be used by or at the special event, if any;
 - (3) Location and size of tents, awnings, canopies, food service booths, or other temporary structures;
 - (4) Details for any planned signage; and
 - (5) Description of parking needs and/or public transportation issues.

- (k) Description of the offer of merchandise or sale, serving, distribution, sale and/or consumption of food and alcoholic beverages, if any. This should include the number and type of concessions or vendors (whether owned and operated by applicant or by independent vendors or other invitees of applicant), and details of the construction and layout of concession areas.
- (l) Public safety plan.
- (m) Traffic control plan showing streets and pedestrian ways that are impacted, and the placement of barricades and detour signage.
- (n) Description of the notification process to affected properties owned or occupied immediately adjacent to the special event.
- (o) Any other information which the city shall find necessary under the standards for issuance.

Fees, other than cost for policing the event, if any, as specified in this article, shall be established by city council ordinance. In the event the city determines, upon a review of the application, that a special event may require the special attention and involvement of city personnel or facilities, the city shall so notify the applicant. In such event, prior to the issuance of a special event permit, the city shall determine the anticipated additional cost to be incurred by the city because of the special event. Prior to the issuance of a special event permit, the applicant shall agree in writing to pay the anticipated additional costs to the city incurred as a result of the special event within thirty (30) days of the date upon which the city invoices the applicant for the anticipated costs.

Sec. 66-85. - Standards for issuance of permit.

Applications for special event permits shall be given priority for determination based on the date the City receives a complete application submittal. To be eligible for approval of a special event permit, the application submission must demonstrate that all aspects of the event will be conducted in such a way that the proposed event:

- (a) Will not unnecessarily interrupt the safe and orderly movement of traffic near location or route.
- (b) Will not require so great a number of police officers to properly police the special event that normal protection for the city is prevented.
- (c) Will not require so great a number of ambulances as to prevent normal ambulance service to portions of the city other than that to be occupied by the special event and adjacent areas.
- (d) Will not interfere with the movement of firefighting equipment in route to a fire. The concentration of people, animals, and vehicles at special event assembly points will not unduly interfere with proper fire and police protection or ambulance service to areas near such assembly points.
- (e) Will have adequate provisions from applicant for:
 - (1) Protection of event participants;
 - (2) Maintenance of public order in and around the special event location;
 - (3) Crowd security, taking into consideration the size and character of the event;
 - (4) Emergency vehicle access; and
 - (5) Safe, sanitary conditions for preparation or operation of food concessions.
- (f) In the case of a parade:
 - (1) A parade must be scheduled to move from its point of origin to its point of termination without unreasonable delays in route.
 - (2) Start time must be at least two hours after the end time of another approved parade, if the route to be followed passes within one-half mile of any point along the route of another parade for which a permit has been granted.

Sec. 66-86. - Denial or revocation.

- (a) The community events manager, or his or her designee, may deny a special event permit if:
- (1) The special event will conflict in time and location with another event for which a special event permit has already been granted;
 - (2) The applicant fails to comply with, or the special event will violate, an ordinance of the city or any other applicable law;
 - (3) The applicant makes or permits the making of a false or misleading statement or omission of material fact on an application for a special event permit;
 - (4) The applicant has been convicted of violating this article or has had a special event permit revoked within the preceding twelve (12) months, or who has outstanding fees for prior special event;
 - (5) The applicant fails to provide proof of any license or permit required by this article, city ordinance, or state law;
 - (6) The special event, the opinion of one or more city departmental directors, would severely hinder the delivery of normal or emergency services or constitutes a public threat;
 - (7) Insurance requirements for the special event have not been met;
 - (8) The applicant has, on prior occasions, damaged city property and has not paid in full for such damage; or
 - (9) Fees required for approval of the special event permit are not timely paid, in the absence of a valid waiver of same from the city (e.g., an approval of in-kind services).
- (b) A special event permit shall be revoked by the city manager, or his or her designee, upon the following conditions:
- (1) If the police chief, fire chief, fire marshal, building official, code enforcement officer, or other city official, or their designated representatives, find that any of the provisions of this article, city ordinance, or state law is being violated;
 - (2) If, in the judgment of the police chief or fire chief, a violation exists which requires immediate abatement, they shall have authority to revoke a permit in the absence or unavailability of the director of parks and recreation; or
 - (3) The applicant made, or permitted to be made, a false or misleading statement or omission of material fact on an application for a special event permit.
- (c) Prior to denial of a permit, the director of parks and recreation shall consider alternatives provided by the applicant to the time, place, or manner of the special event that will allow the event to occur without posing a threat to health or safety, or otherwise violate state or local law.

Sec. 66-87. - Appeals.

Decisions of the community events manager, parks and recreation director, police chief, fire chief, or any other city official regarding the issuance of a special event permit or the imposition of costs, additional restrictions, or conditions upon the granting of a special event permit may be appealed to the city manager, or in his absence, the deputy city manager or assistant city manager (collectively "city manager's office"). Such appeal shall be in writing and be delivered to the city manager within five (5) business days after the issuance of a decision by the director of parks and recreation or other official. When making a determination regarding the appeal, the city manager shall consider the application under the standards provided in this article and sustain or overrule the director's decision. The decision of the city manager's office on the merits of the appeal shall be issued within five (5) business days and shall be final.

Sec. 66-88. - Force majeure.

- (a) The city may, in its sole discretion, postpone, cancel, suspend, or close any special event or revoke a special event permit for any force majeure event.
- (b) The city shall have no liability for such postponement, cancellation, suspension, or closing. Further, the city shall have no liability for failure to postpone, cancel, suspend, or close a special event for a force majeure event or any other reason.

Sec. 66-89. Reserved.

DIVISION 3. - SPECIAL PROVISIONS

Sec. 66-90 Fees for security, crowd control, and traffic control.

An application for a special event shall not be approved unless the applicant has tendered to the City full payment of security, crowd control, and traffic control fees in the amounts set forth in the City's fee schedule. The base number of officers required is set forth in the table below. Additional personnel may be required for an event as determined by the fire department or police department during processing of the application, or as may be needed due to changed circumstances between the application date and the event date.

FIRE	
# of participants/attendees/spectators	Minimum # of FD personnel & Apparatus
0-250	1 inspector (based on event type)
251-1,500	2 EMS/Fire Personnel + 1 inspector (3 total); UTV
1,500-3,000	2 EMS/Fire Personnel + 1 inspector (3 total); UTV
3,001-5,000	2 EMS + 2 Fire Personnel + 1 inspector (5 total); UTV/Type-6
5,001-10000	4 EMS + 2 Fire Personnel + 1 Inspector/Fire Marshal (7 total); UTV/Type-6

Over 10,000	4 EMS + 3 Fire Personnel + 1 Command + 1 Inspector/Fire Marshal (9 total); UTV/Type-6/Engine/Command
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POLICE	
# of participants/attendees/spectators	Minimum # of officers
0-75	0
76-200	Consult with PD to determine if LEO required
201-1,500	2
1,501-3,000	4
3,001-5,000	6
Over 5,000	6 plus 1 for every 1,000

Sec. 66-91. - Applicant parking requirements; City authority over parking.

Applicants shall describe in the site plan what parking and public transportation for the special event has been provided. If parking is planned to be on private property, written evidence that the applicant has a right of possession of the property through ownership, lease, license, or other property interest must be provided. The city shall have authority, when reasonably necessary as determined by the police department, to prohibit or restrict the parking of vehicles along a street, highway, or part thereof adjacent to the site of the special event.

Sec. 66-92. - Trailers.

Trailers or other vehicles may be temporarily occupied as living quarters at the site of special events spanning multiple days, those necessitating substantial onsite work for setup or cleanup, or as otherwise approved by the city in writing at the time of permit issuance (absence of any express authorization for trailers or other vehicles means shall constitute a denial). Such vehicles and trailers shall be parked not less than three hundred (300) feet from any residential district, and shall otherwise comply with all city ordinances and regulations.

Sec. 66-93. - Amusement rides; Inflatables.

Rides and/or attractions associated with special events (including without limitation inflatable amusement devices such as "bounce houses") shall conform with the statutory rules and regulations set forth in Chapter 2151 *et seq.* of the Texas Occupations Code, designated as the Amusement Ride Safety Inspection and Insurance Act (as amended). Copies of inspection reports will be required. Inflatables/bounce houses with water features, and amusements, rides, or other activities involving water or other liquids (including without limitation balloons, squirt guns, pools, soaker hoses, dunking booths, "slip-and-slides", etc.) are prohibited on city property.

Sec. 66-94. - Tents and temporary structures.

Any special event which includes the use of a tent, canopy, or temporary structure shall meet the requirements in all applicable fire codes and regulations adopted in the city (e.g., International Fire Code). Fire lanes for emergency equipment must be provided and the site prepared in a manner so as not to be a fire hazard as determined by the fire chief. A certificate of flame resistance shall be provided for all tents, canopies, or other membrane structures that are equal to or greater than four hundred (400) square feet in area.

Sec. 66-95. - Food service; Sanitary facilities

- (a) Where food service is provided, said operation shall be in compliance with all provisions of the food and food establishment ordinances of the city, as well as all other applicable state and local laws. Applicants are responsible for ensuring their activities are in compliance with all regulations for food handling with Collin County and other enforcement authorities. Approval of a permit by the city is not a substitute for approval from other entities, nor does an exemption from the city's special event permit requirement constitute an exemption from food service regulations. Contact Collin County for additional information regarding their permit requirements.
- (b) For events not held at locations with sufficient public restroom facilities for the invitees, the applicant must provide for a sufficient number of portable type sanitary facilities at the event or written assurances of access to permanent facilities on private property (e.g., letters of authorization from nearby businesses offering use of their facilities for the specific event). Contact city staff for information regarding how many portable toilet facilities will be required based on the size and location of the proposed event.

Sec. 66-96. - Animal waste.

In the case of a parade, the applicant shall provide cleanup for animals along the parade route at the conclusion of the parade in accordance with city ordinance.

Sec. 66-97. - Water usage and disposal of wastewater.

Applicant shall submit a plan for the disposal of wastewater, including capture and containment, which must be approved by the city to the special event. The plan must be in accordance with local, state, and federal laws.

Sec. 66-98. - Trash disposal.

Trash disposal containers must be provided on-site for all outdoor special events. There may be costs associated with the disposal of waste and recycling for special events in accordance with city ordinance. The appropriate waste and recycling containers to be selected are dependent upon the location and the number of event participants and visitors, and is to be handled on a case-by-case basis as determined by the director of solid waste and recycling. If special events are held on city-owned property, waste containers, excluding dumpsters, may be available onsite for use by the special event upon request, and additional containers or dumpsters may be necessary to provide adequate waste and recycling collection service.

Sec. 66-99. - Amplified sound.

When loudspeakers, or any other amplifying device, are to be used in conjunction with the special event, the location and orientation of these devices shall be indicated, along with the planned hours of use, on the site plan.

Speakers which are positioned so as not to adversely affect an adjacent residential district may be used between the hours of 6:00 a.m. and 9:00 p.m. when a special event permit has been obtained. Applicants shall comply with all city noise ordinances and any variance requests require approval by city council.

Sec. 66-100. - Signage.

Signage used in accordance with the special event shall comply with the sign regulations of the City of Princeton under the provisions for special event and promotional signage in city code. Accordingly, signs advertising the event or directing potential customers to the event site are expressly prohibited from placement in the city rights-of-way.

Sec. 66-101. Reserved.

Sec. 66-102. – Inspections; Cleanup.

Inspections may be required at any time to show compliance with city ordinances. The applicant shall clean up immediately after the conclusion of the special event.

Sec. 66-103. - Electrical equipment.

All electrical equipment and installations shall comply with the currently adopted version of the National Electric Code. Use of portable generators must be disclosed and must be operated in compliance with city noise regulations.

Sec. 66-104. - Police protection; Direction of traffic; Traffic control plan.

- (a) When the presence of law enforcement officers is necessary for special events, the applicant shall be responsible for the cost of providing police personnel. Police protection and security must be provided by a licensed peace officer commissioned by a law enforcement agency in Collin County, and be equipped with radio communications equipment compatible with city and county systems. Use of officers outside the current staff of the Princeton Police Department must be approved in writing by the Princeton Police Chief (for each officer named to provide security services) at least 14 days prior to the event. The cost for City police personnel shall be paid at the rate set by the police chief. There is a minimum three-hour cost per individual.
- (b) The objective standards used to determine the number of law enforcement officers shall be as follows:
 - (1) General traffic conditions in the area requested, both vehicular and pedestrian;
 - (2) Route to be taken if the special event is a parade or other moving event;
 - (3) Duration of the special event;
 - (4) Whether all or any portion of a roadway will be closed;
 - (5) The estimated number of people who will attend;
 - (6) Uses adjacent to the special event, such as residential or commercial areas;
 - (7) Time and date of the special event;
 - (8) Alcoholic beverages available for consumption at the special event;
 - (9) Wild or undomesticated animals at the special event; and
 - (10) Need for safety zones (balloon/helicopter launch or landing area, etc.).

All reasonable alternative routes, times, and locations will be considered so as to offer the applicant the option that will provide the lowest costs consistent with the general public health, safety, and welfare. The cost or a portion of the cost of providing police personnel to meet these guidelines may be requested by the applicant and provided as in-kind services by the city upon approval from city council.

- (c) For events where the anticipated attendance is likely to exceed the vehicle capacity of nearby parking facilities, after taking into consideration curbside parking availability and estimated city facility demands on the special event dates at issue, the public works director, in consultation with the police chief and city manager, shall determine whether a special event application must include a traffic control plan developed by a professional engineer or licensed traffic control professional in accordance with the Texas Manual on Uniform Traffic Control Devices. When required, the expense of preparing the traffic control plan shall be the responsibility of the applicant, and failure to timely submit an appropriate traffic control plan shall be grounds for denial or revocation of a permit.
- (d) Traffic control and direction upon city rights-of-way shall be allowed only by a Princeton Police Officer or other sworn Texas law enforcement officer with authorization from the Princeton Police Chief. Vehicular traffic control and direction by private citizens in the city rights-of-way is prohibited.
- (e) Private security personnel who are not licensed peace officers may be used to supplement the law enforcement personnel required under this ordinance, but cannot be used to substitute for the minimum number of officers required for event approval.

Sec. 66-105. - Emergency medical services.

When the presence of emergency medical service ("EMS") is necessary for a special event, the applicant shall be responsible for reimbursing the city for the cost of providing personnel. The cost for city provided EMS personnel shall be in accordance with city ordinances.

The objective standards used to determine the number of EMS personnel and ambulances shall be as follows:

- (a) The estimated number of people who will attend;
- (b) The peak hourly attendance;
- (c) Duration of the special event;
- (d) Whether all or any portion of a roadway will be closed;
- (e) Uses adjacent to the special event, such as residential or commercial areas;
- (f) Time and date of the special event;
- (g) Alcoholic beverages available for consumption at the special event; and
- (h) Need for safety zones (balloon/helicopter launch or landing area, etc.).

All reasonable alternative routes, times, and locations will be considered so as to offer the applicant the option that will provide the lowest costs consistent with the general public health, safety, and welfare. The cost or a portion of the cost of providing EMS personnel to meet these guidelines may be requested by the applicant and provided as in-kind services by the city upon approval from city council.

Sec. 66-106. - In-kind services.

The city council may find that a special event is in the public interest and a benefit to the citizens, and therefore may authorize the grant of "in-kind services" by waiving fees, including but not limited to, staff, facility rental fees, and security. Event organizers may submit a request to the city for in-kind services, which will be considered for approval by the city council at an open public meeting. If in-kind services are requested, city council approval is required prior to issuance of the accompanying permit, and a special event application must be submitted to the director of parks and recreation, or his designee, at least ninety (90) days prior to the special event. Approvals of requests for in-kind services

and/or waiver of fees shall not by itself constitute “co-sponsorship” or endorsement of the special event or its organizers by the City of Princeton or its staff, nor shall a denial of such request constitute any negative statement, but shall be construed as a determination by the council that the necessary funds should be spent on other public programs. An approved request for in-kind services does not authorize the applicant to suggest or imply sponsorship by the City of Princeton in event advertising.

Sec. 66-107. - Neighborhood block parties.

The city believes that neighborhood block parties are in the public interest and a benefit to the citizens. Persons organizing a neighborhood block party are required to obtain a special event permit from the city and must file an application at least fourteen (14) days before the intended event date. The director of parks and recreation, or his designee, may determine that the application can be processed in a shorter time period, taking into consideration the nature and scope of the proposed event.

Neighborhood block parties will be exempt from special event application fees described in this article, but may be subject to other city fees (e.g. tent permit fees). A process for notifications to affected properties adjacent to the special event must be submitted in accordance with section 66-84(n). Neighborhood block parties are exempt from the insurance requirements set forth in sec. 66-110, provided, however, that if any city property other than public rights-of-way is to be utilized in the neighborhood block party, insurance requirements for amusement rides and liquor liability shall still apply.

Sec. 66-108. - First Amendment activity.

Persons organizing a First Amendment activity that is preplanned, scheduled, and promoted for a future date are required to obtain a special event permit from the city and must file an application at least seven (7) days before the intended event date.

First Amendment activities will be exempt from special event application fees and costs associated with policing the event. First Amendment activities are exempt from the insurance requirements set forth in sec. 66-110.

DIVISION 4. – PARADE OFFENSES

Sec. 66-109. - Public conduct.

- (a) *Interference.* It shall be unlawful for any person to unreasonably hamper, obstruct, impede, or interfere with any parade, parade assembly, or with any person, vehicle, or animal participating or used in a parade authorized under this article.
- (b) *Driving through parades.* It shall be unlawful for any driver of a vehicle, bus, or bicycle to drive between the vehicles or persons comprising a parade when such vehicles or persons are in motion and are conspicuously designated as a parade.
- (c) *Parking on a parade route.* The chief of police shall have authority, when reasonably necessary, to prohibit or restrict the parking of vehicles along a highway or part thereof shall be unlawful for any person to park or leave unattended any vehicle in violation thereof. No person shall be liable for parking on a street unposted in violation of this article.

DIVISION 5. – INSURANCE; INDEMNIFICATION

Sec. 66-110. - Insurance.

- (a) The applicant for a special event permit shall furnish the city with a certificate of insurance complying with minimum standards sufficient to protect event attendees, the general public, and city-owned property as outlined below, including property damage arising from the special event that impacts or occurs on city property. Unless waived by the City, the certificate of insurance must name the City of Princeton, Texas as an additional insured for the time period encompassing the special event.
- (b) The city shall have the right to lower or increase the amount based upon the type of event, equipment, machinery, location, number of people involved, provision of alcohol, and other pertinent factors or risks associated with the special event.
- (c) Commercial general liability insurance: Must be provided with combined single limits of liability for bodily injury and property damage of not less than one million dollars (\$1,000,000.00) for each occurrence. Depending on the scope and activities contemplated under the special event permit (i.e. estimated attendance, amusement rides, live animals, acrobatics, etc.) the city's manager's designee may require higher limits of liability insurance. For event banners on street light poles, commercial general liability insurance must be provided with combined single limits of liability for bodily injury and property damage of not less than five hundred thousand dollars (\$500,000.00) for each occurrence.
- (d) Other insurance: If a special event includes animals, vehicles, aircraft, or other equipment, devices, or activities that are excluded from coverage in the general liability insurance policy, or create a special or increased risk, then separate additional liability insurance coverage for the applicable exclusion(s) must be provided with the same combined single limits of liability for bodily injury and property damage as outlined in the paragraphs above.
- (e) Additional insured: The insurance required in subsections (c) and (d) above shall name the city as an additional insured.
- (f) The insurance requirements of this article may be satisfied by a single policy or a combination of insurance policies providing the total minimum required coverage. For insurance coverages which are required due to the inclusion of a specific activity in the special event (e.g., amusement rides, alcohol), the insurance may be provided by an entity other than the applicant, so long as all policies used to satisfy the requirements of this article name the City of Princeton, Texas as an additional insured for the time period encompassing the special event and satisfactory documentation of same has been provided by the applicant.

Sec. 65-111. - Indemnification.

The applicant, permittee, and/or event sponsor(s) shall defend, indemnify, protect, and hold harmless the city, its officers, directors, employees, agents, successors, contractors, subcontractors, assigns, sponsors, and volunteers from and against any and all liens, claims, demands, loss, liability, cost (including but not limited to attorneys' fees, accountants' fees, engineers' fees, consultants' fees and experts' fees), expense, damage, and causes of action for damages because of injury to persons (including death) and injury or damage to or loss of any property or improvements arising from or caused, in whole or, or in part, by the acts and/or omissions of the applicant, permittee, event sponsor(s), their officers, directors, agents, employees, contractors, subcontractors, volunteers, and participants in the special event.

EXHIBIT B – SPECIAL EVENT FEE SCHEDULE

Special Event Application & Permit Fees

Nonrefundable Administrative Processing Fees

Special Event Permit Application	\$50 per event
Place of Assembly (“POA”) Operational Permit application fee when required by Fire Code	\$100 per application

Special Event Permit Fees

Tent, Canopies, or Temporary Membrane Structure POA Operational Permit	\$30/per 400 sq. footage of tent, canopy, or temporary membrane
Carnival, Circus, Fair, or Festival POA Operational Permit	\$200
Other Place of Assembly Operational Permit	\$200 per structure
Special Event Vendor Permit	\$25 per vendor; \$15 per non-profit vendor; to be collected with vendor forms by event organizer for any event with 5+ vendors

Temporary Food Permit (Administered by Collin County) -

Applicants for special events involving service of food must also fully comply with all state, county, and local regulations. Suitable proof of compliance must be provided with all special event applications.

Please consult https://www.collincountytx.gov/development_services/Pages/food_service_forms.aspx (“Food Service / Health Permits”) and <https://www.dshs.state.tx.us/foodestablishments/permitting.aspx> (“Temporary Retail Food Establishments”) for more information.

Food handlers permit	\$30 per booth/table or actual county rate plus \$5, whichever is higher, if paid to city; county rates if remitted directly to county.
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Park User Fees

Deposit (required for reservation of use of park facilities; not required when no city property outside of public right-of-way is to be used)	\$50 per facility (refundable if appropriate cleanup accomplished after event)
Usage Fee	\$25/per 4 hours
Electricity Fee	\$35 minimum; subject to limited availability and additional charges may apply depending on # of connections needed and total circuit loads. Contact staff for more information regarding the fees for individual proposed uses.

Public Works

Traffic Control	Setup/takedown/operation during business hours: no charge
Traffic Control	Setup/takedown/operation outside normal business hours, \$120/hr.

\$120/hour includes two Public Works personnel to secure the intersections for 1 hour. Includes mobilization and demobilization, all barricades, and required equipment. For safety and security, this includes 2 PW personnel per intersection, and roving supervisors.

Trash Disposal & Sanitation

First two additional drum cans or roll-away trash bins	No charge
Additional drum cans or roll-away bins	Rates set by city solid waste franchisee.

Dumpsters	Rates set by city solid waste franchisee.
Portable toilets (1 unisex unit per __ persons over the first __)	Contact city staff for details.

Police protection and traffic direction services

Princeton Police Department will have final say on the number of security personnel needed for the event and the manner in which they are deployed. The costs for police personnel provided by the Princeton Police Department shall be paid at the rate set by the police chief. There is a three-hour minimum applicable to each Princeton officer utilized. Peace officers who are not employed by the City of Princeton may only be utilized with written approval from the police chief, and are prohibited from conducting traffic control for any special event without such approval. Contact the city staff for more details.

Fire Department/Emergency Medical Services (EMS)

There is a 4-hour minimum for EMS requests.

Inspector	\$30 per hour
Fire Marshal	\$50 per hour
EMS or Fire Personnel (non-Command)	\$30 per hour
FD Command	\$40 per hour
Apparatus Fees	\$65.00 per hour per apparatus