



COMMUNITY CENTER APPLICATION

CITY OF GALVESTON PARKS & RECREATION DEPARTMENT

2222 28TH STREET, GALVESTON, TEXAS 77550
OFFICE: (409) 797-3711 / FAX: (409) 877-1553

CITY OF GALVESTON COMMUNITY CENTER APPLICATION

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EVENT INFORMATION / SUMMARY – ATTACHMENT A

EVENT TITLE: _____

EVENT DATE(S): _____

EVENT CATEGORY: COMMUNITY EVENT (OPEN, FREE-TO-PUBLIC. NO ENTRY OR REGISTRATION FEES)
 PRIVATE PARTY WEDDING AND/OR RECEPTION FUNDRAISER/AUCTION
 CORPORATE/STAFF/BOARD MEETING OTHER: _____

ALL COMMUNITY AND PRIVATE EVENTS ARE SUBJECT TO APPROVAL BY THE EXECUTIVE DIRECTOR OF PARKS AND RECREATION.

WILL THERE BE AN ENTRY OR REGISTRATION FEE FOR YOUR EVENT? YES NO
(THIS INCLUDES CHARGING ADMISSION TO ENTER AN AREA OR CHARGING A REGISTRATION FEE TO PARTICIPANTS)

DESCRIPTION OF EVENT: _____

ANTICIPATED ATTENDANCE: TOTAL: _____ PER DAY: _____
TOTAL NUMBER OF PEOPLE EXPECTED, INCLUDING SPECTATORS AND PARTICIPANTS

SETUP BEGINS: DATE: _____ TIME: _____ (AM / PM)

EVENT STARTS: DATE: _____ TIME: _____ (AM / PM)

EVENT ENDS: DATE: _____ TIME: _____ (AM / PM)

DISMANTLE: DATE: _____ TIME: _____ (AM / PM)

EVENT TIME OF 10 HOURS IS INCLUDED IN THE RENTAL; THIS INCLUDES SETUP, EVENT, AND DISMANTLE. ADDITIONAL HOURS MAY BE CONTRACTED FOR A FEE. REQUESTED USE ON DAYS BEFORE/AFTER EVENT DATE CAN BE CONTRACTED FOR A FEE.

CONTACTS

HOST ORGANIZATION: _____

PRIMARY CONTACT (*REQUIRED*): NAME: _____

TELEPHONE: _____

EMAIL: _____

SECONDARY CONTACT: NAME: _____

TELEPHONE: _____

EMAIL: _____

EVENT WEBSITE/HOME PAGE: _____

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EVENT INFORMATION / SUMMARY – ATTACHMENT A (CONTINUED)

HAVE WE APPROVED THIS EVENT IN THE PAST?: YES NO

IF YES, ARE THERE ANY CHANGES FROM PRIOR YEARS? HOW MANY YEARS HAVE YOU BEEN HOLDING THIS EVENT?:

IMPORTANT PLEASE REMEMBER THAT RENTAL OR USE OF THE COMMUNITY CENTER DOES **NOT** INCLUDE OUTDOOR PROPERTY GROUNDS. YOUR EVENT AND ALL INCLUDED ELEMENTS MUST REMAIN WITHIN THE BOUNDARIES OF THE BUILDING. IF YOU INTEND TO HAVE OUTDOOR ELEMENTS YOU MUST SUBMIT A SPECIAL EVENT APPLICATION.

APPLICANT & HOST ORGANIZATION INFORMATION – ATTACHMENT B

IF APPLICABLE

HOST ORGANIZATION: _____

CHIEF OFFICER OF HOST ORGANIZATION: _____

APPLICANT NAME: _____

ADDRESS: STREET: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: MAIN: _____ ALTERNATE: _____

EMAIL: _____

SECURITY PLAN – ATTACHMENT C

IF APPLICABLE

YOU ARE REQUIRED TO HAVE ONE (1) CERTIFIED POLICE OFFICER FOR EVERY ONE HUNDRED (100) ATTENDEES.

PLEASE CONTACT THE GALVESTON POLICE DEPARTMENT TO HIRE OFF-DUTY MEMBERS OF GPD. MORE INFORMATION IS AVAILABLE UPON REQUEST.

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ENTERTAINMENT & RELATED ACTIVITIES – ATTACHMENT D

PER CITY ORDINANCE NO. 15-035, THE MAXIMUM PERMISSIBLE SOUND LEVEL IS 75 DB(A) DURING DAYTIME HOURS (7:00 A.M. TO 10:00 P.M.) AND 70 DB(A) DURING NIGHTTIME HOURS (10:00 PM TO 7:00 P.M.)

ARE THERE ANY MUSICAL ENTERTAINMENT FEATURES RELATED TO YOUR EVENT? YES NO

WILL SOUND AMPLIFICATION BE USED? YES NO

IF YES: YOU WILL NEED TO COMPLETE A SEPARATE "LOUDSPEAKER PERMIT APPLICATION" IN ADDITION TO THIS FORM. YOU MAY REQUEST THIS APPLICATION FROM THE SPECIAL EVENT COORDINATOR. THIS FEE IS \$75.00 / DAY.

WILL THERE BE LIVE ANIMALS, PETTING ZOOS OR SIMILAR BE USED AT YOUR EVENT? YES NO

IF YES, PLEASE DESCRIBE: _____

WILL INFLATABLES, HOT AIR BALLOONS OR SIMILAR DEVICES BE USED AT YOUR EVENT? YES NO

IF YES, PLEASE DESCRIBE: _____

WILL ANY FIREWORKS, ROCKETS, LASERS, OR OTHER PYROTECHNICS BE USED AT YOUR EVENT? YES NO

IF YES, PLEASE DESCRIBE: _____

WILL ANY SIGNS, BANNERS, DECORATIONS, OR SPECIAL LIGHTING BE USED AT YOUR EVENT? YES NO

IF YES, PLEASE DESCRIBE: _____

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CONCESSIONAIRES / VENDORS – ATTACHMENT E

THIS CHECKLIST SERVES AS A PLANNING GUIDELINE AND MAY NOT BE INCLUSIVE OF ALL CITY, COUNTY, STATE AND FEDERAL REQUIREMENTS. IT IS THE APPLICANT'S RESPONSIBILITY TO ENSURE COMPLIANCE WITH ALL CONCESSIONAIRE AND VENDOR REQUIREMENTS APPLICABLE TO THIS EVENT. YOU MAY ATTACH MORE DETAILED INFORMATION IF NECESSARY.

WILL YOUR EVENT INVOLVE THE SALE OF ALCOHOLIC BEVERAGES? **YES** **NO**

IF YES, PLEASE DESCRIBE: _____

IMPORTANT GLASS CONTAINERS ARE STRICTLY PROHIBITED. THE APPLICANT ALONE IS RESPONSIBLE FOR ENSURING THE SAFE SALE OR DISTRIBUTION OF ALCOHOL AT THE EVENT, AND FOR COMPLIANCE WITH ALL APPLICABLE LAWS, RULES, AND REGULATIONS; THE CITY OF GALVESTON ASSUMES NO RESPONSIBILITY FOR ESTABLISHING COMPLIANCE OF TEXAS ALCOHOLIC BEVERAGE COMMISSION (TABC) PROCEDURES AND REQUIREMENTS.

DOES YOUR EVENT INCLUDE FOOD CONCESSIONS? **YES** **NO**

IF YES, PLEASE BE AWARE YOU WILL BE REQUIRED TO OBTAIN A PERMIT FROM THE GALVESTON COUNTY HEALTH DISTRICT IF YOU INTEND TO SELL FOOD OF ANY KIND. PLEASE DESCRIBE OR ATTACH A DETAILED DESCRIPTION OF WHAT TYPE OF FOOD IS INVOLVED AND HOW IT WILL BE SERVED:

DOES YOUR EVENT INCLUDE FOOD PREPARATION AREAS? **YES** **NO**

IF YES, PLEASE DESCRIBE OR ATTACH A DETAILED DESCRIPTION OF HOW THE FOOD WILL BE PREPARED:

DO YOU INTEND TO COOK FOOD IN THE EVENT AREA? **YES** **NO**

IF YES, PLEASE SPECIFY METHOD: **GAS** **ELECTRIC** **CHARCOAL** **OTHER**

IF OTHER, PLEASE DESCRIBE: _____

WILL ITEMS OR SERVICES BE SOLD AT YOUR EVENT? **YES** **NO**

IF YES, PLEASE DESCRIBE: _____

SANITATION & RECYCLING – ATTACHMENT F

REQUIRED

THE APPLICANT IS RESPONSIBLE FOR PROPER DISPOSAL OF WASTE AND GARBAGE THROUGHOUT THE TERM OF YOUR EVENT. A **\$500.00 CLEAN-UP DEPOSIT IS REQUIRED.** IF THE COMMUNITY CENTER IS RETURNED TO A CLEAN CONDITION IMMEDIATELY UPON CONCLUSION OF YOUR EVENT, YOU ARE ELIGIBLE TO RECEIVE THIS DEPOSIT BACK.

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INSURANCE REQUIREMENTS – ATTACHMENT G

REQUIRED

INSURANCE FOR YOUR EVENT WILL BE REQUIRED BEFORE FINAL PERMIT APPROVAL IS GIVEN. INSURANCE COVERAGE MUST BE MAINTAINED FOR THE DURATION OF THE EVENT, INCLUDING SET UP AND TEAR DOWN DATES. THE APPLICANT MUST OBTAIN COMMERCIAL GENERAL LIABILITY INSURANCE THAT NAMES THE CITY AND ANY OTHER ENTITIES IMPACTED BY THIS EVENT AS AN "ADDITIONAL INSURED."

THE CITY'S RISK MANAGEMENT DEPARTMENT HAS FINAL AUTHORITY REGARDING THE INSURANCE COVERAGE AND LIMITS FOR THE SPECIAL EVENT AND CAN REQUIRE INSURANCE COVERAGE FROM OTHER SERVICE PROVIDERS; PLACE REQUIREMENTS ON EVENT COMPONENTS AND/OR MODIFY EVENT COMPONENTS IN A SPECIAL EVENT DUE TO THE UNIQUE NATURE OR RISK OF A PARTICULAR EVENT OR EVENT COMPONENT; AND REQUIRE PARTICIPANT WAIVERS.

CERTIFICATES OF INSURANCE MUST REFLECT:

COMMERCIAL GENERAL LIABILITY WITH LIMITS OF:

- \$1 MILLION PER OCCURRENCE
- \$2 MILLION GENERAL AGGREGATE

WORKERS' COMPENSATION WITH LIMITS OF:

- \$1 MILLION (REQUIRED IF THE INSURED HAS PAID EMPLOYEES)

LIQUOR LIABILITY

- REQUIRED IF ALCOHOL WILL BE CONSUMED AT THE EVENT

CERTIFICATE HOLDER MUST REFLECT:

THE CITY OF GALVESTON
SPECIAL EVENTS COORDINATOR
P.O. BOX 779
GALVESTON, TEXAS, 77553

NAME OF INSURANCE AGENCY: _____

ADDRESS: **STREET:** _____

CITY: _____ **STATE:** _____ **ZIP:** _____

TELEPHONE: **MAIN:** _____ **ALTERNATE:** _____

CONTACT NAME: _____ **POLICY TYPE:** _____

POLICY NUMBER: _____ **POLICY AMOUNT:** _____

PLEASE OBTAIN AND ATTACH A "CERTIFICATE OF INSURANCE" (COI) REFLECTING THE ABOVE AND NAMING THE CITY OF GALVESTON AS AN ADDITIONAL INSURED.

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AFFIDAVIT OF APPLICANT

I CERTIFY THAT I HAVE RECEIVED THIS INFORMATION REGARDING THE PROPOSED RENTAL OF THE COMMUNITY CENTER. I AGREE TO ABIDE BY THESE RULES STATED WITHIN THE CONTRACT, AND FURTHER CERTIFY THAT I, ON BEHALF OF THE HOST ORGANIZATION, AM ALSO AUTHORIZED TO COMMIT THAT ORGANIZATION, AND THEREFORE AGREE TO BE FINANCIALLY RESPONSIBLE FOR ANY COST AND FEES THAT MAY BE INCURRED BY OR ON BEHALF OF THE RENTAL TO THE CITY OF GALVESTON.

THE APPLICANT FURTHER ACKNOWLEDGES THAT SUBMITTAL OF THIS ACKNOWLEDGEMENT DOES NOT ENTITLE THE APPLICANT OR ORGANIZATION TO THE COMMUNITY CENTER, AND THAT THEY MUST OBTAIN PERMISSION FROM THE CITY OF GALVESTON TO DO SO VIA THE 'RENTAL AGREEMENT AND LICENSE' CONTRACT.

PRINT NAME OF APPLICANT / HOST ORGANIZATION: _____

TITLE: _____

SIGNATURE: _____

DATE: _____

PRINT NAME OF PROFESSIONAL EVENT ORGANIZER: _____

TITLE: _____

SIGNATURE: _____

DATE: _____

PLEASE REFER TO THE 'RENTAL AGREEMENT AND LICENSE' CONTRACT FOR DETAILED INFORMATION REGARDING ANY FEE, STAFFING, LICENSING AND OTHER REQUIREMENTS.

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COMMUNITY CENTER APPLICATION FAQ

WHAT IS THE TOTAL COST I WILL END UP PAYING?

HERE IS A LIST OF FEES THAT MAY BE APPLICABLE TO YOUR EVENT:

RENTAL USE FEE:	\$	1,500.00 (10 HOURS)
CLEAN-UP DEPOSIT (REFUNDABLE):	\$	500.00
AGREED ADDITIONAL RENTAL TIME:	\$	50.00 (PER ADDITIONAL HOURS BEYOND 10 HOURS)
ON SITE STAFF MEMBER(S) FEE:	\$	20.00 (PER HOUR PER EVENT DURATION – PAID IN CASH)
SPECIAL EVENT APPLICATION / PERMIT FEE:	\$	200.00 (IF APPLICABLE)
LOUDSPEAKER APPLICATION / PERMIT FEE:	\$	75.00 (SINGLE DAY) OR \$150.00 (MULTI-DAY)

SHOULD YOUR EVENT REQUIRE SECURITY, AND YOU HAVE HIRED OR INTEND TO HIRE THE GALVESTON POLICE DEPARTMENT, ADDITIONAL FEES WILL VARY BASED ON THE AMOUNT OF PERSONNEL AND HOURS NEEDED DURING THE COURSE OF THE EVENT. YOU WILL BE PROVIDED AN ESTIMATE FROM THE GALVESTON POLICE DEPARTMENT UPON REQUEST.

ADDITIONAL FEES TO CONSIDER WHEN PLANNING YOUR EVENT INCLUDE THE COST OF INSURANCE, AND ANY OTHER PERMITS OR REQUESTS REQUIRED FROM ENTITIES OUTSIDE OF THE CITY OF GALVESTON. USE OF THE BUILDING BEYOND THE AGREED UPON RENTAL PERIOD IS SUBJECT TO \$125.00 AN HOUR FEES.

WHEN IS PAYMENT DUE?

YOU WILL BE INVOICED FOR THE SERVICES OR PERMITS REQUESTED AFTER YOUR APPLICATION HAS BEEN SUBMITTED. PAYMENT MUST BE RECEIVED BY THE SPECIAL EVENTS COORDINATOR NO LATER THAN TWO (2) WEEKS PRIOR TO THE START OF YOUR EVENT.

IF PAYMENT IN FULL IS NOT RECEIVED, THE RENTAL AGREEMENT WILL AUTOMATICALLY BE CANCELLED AND THE SECURITY DEPOSIT AND ANY RENT PAYMENTS MADE WILL NOT BE REFUNDED.

WHEN DO I NEED TO SUBMIT MY COMMUNITY CENTER APPLICATION BY?

A COMPLETED APPLICATION MAY BE FILED AS EARLY AS 180 DAYS BEFORE THE EVENT BUT MUST BE RECEIVED NO LATER THAN 30 DAYS BEFORE THE ACTUAL RENTAL DATE.

SPECIAL EVENT APPLICATION CHECKLIST

THANK YOU FOR COMPLETING YOUR SPECIAL EVENT PERMIT APPLICATION. BEFORE YOU SUBMIT YOUR APPLICATION TO THE CITY OF GALVESTON, PLEASE MAKE SURE THAT THE FOLLOWING STEPS HAVE BEEN COMPLETED:

HAVE YOU?

- SIGNED AND DATED YOUR APPLICATION?
- REQUESTED OR SUBMITTED A LOUDSPEAKER PERMIT APPLICATION IF APPLICABLE? (THIS MAY BE SUBMITTED AFTER THE APPLICATION HAS BEEN TURNED IN BUT MUST BE RECEIVED 10 DAYS PRIOR TO THE EVENT DATE OR IT WILL NOT BE ACCEPTED).
- ATTACHED OR COMPLETED YOUR CONCESSIONAIRES / VENDORS PLAN IF APPLICABLE?
- ATTACHED A CERTIFICATE OF INSURANCE LISTING THE CITY OF GALVESTON AS ADDITIONAL INSURED? (THIS MAY BE SUBMITTED AFTER THE APPLICATION HAS BEEN TURNED IN BUT MUST BE RECEIVED AT LEAST 10 DAYS PRIOR TO THE EVENT BEGINNING).

COMMUNITY CENTER AMENITIES (DOS AND DON'TS)

THANK YOU FOR CONSIDERING OUR CENTER FOR YOUR RENTAL. PLEASE SEE BELOW FOR SOME INFORMATION REGARDING WHAT THE CITY OF GALVESTON DOES AND DOES NOT PROVIDE FOR YOUR RENTAL:

WE DO PROVIDE:

- UP TO 30 – 5FT ROUND TABLES
- UP TO 10 – 8FT RECTANGULAR TABLES
- UP TO 8 – 6FT RECTANGULAR TABLES
- UP TO 300 WHITE BANQUET CHAIRS
- 120" PROJECTOR SCREEN AND PROJECTOR
- BASIC SPEAKER SYSTEM AND MICROPHONES
- BASIC PLACEMENT OF DESIRED FLOOR PLAN (YOU WILL BE RESPONSIBLE FOR ALL FINAL LAYOUT ADJUSTMENTS)

WE DO NOT PROVIDE:

- TABLE LINENS OR PLACEMENTS
- DECORATIONS OF ANY SORT
- BAR TABLES / STOOLS
- ADDITIONAL LIGHTING / SOUND
- USE OF OUTDOOR SPACE

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RENTAL RESERVATION TIMELINE

1 MONTH PRIOR:

- RENTAL PERIOD MUST BE DECIDED**

THIS INCLUDES THE DATE, TIMEFRAME (10 HOURS ALLOTMENT), TIME EXTENSIONS

- EVENT APPROXIMATE ATTENDANCE**
- SIGNED CONTRACT & INFORMATION SHEET**
- CLEAN UP DEPOSIT (\$500)**

2 WEEKS PRIOR:

- PROOF OF LIABILITY INSURANCE**

WE MUST RECEIVE A CERTIFICATE OF LIABILITY INSURANCE

- PROOF OF TABC LICENSE OR PERMIT**

ALL PERSONS SERVING ALCOHOL MUST CARRY A CURRENT AND VALID TABC LICENSE OR PERMIT. WE MUST RECEIVE A COPY OF ALL LICENSES OR PERMITS

- USE FEE (\$1,500)**

ADDITIONAL FEES MAY APPLY DUE TO REQUESTED TIME EXTENSIONS

1 WEEK PRIOR:

- FLOOR PLAN (IF NEEDED)**
- PROOF OF HIRED GALVESTON POLICE DEPARTMENT OFFICERS**

PLEASE CONTACT RONALD VARELA (RVARELA@GALVESTONTX.GOV / 409-797-3605)

SUBMIT YOUR COMPLETED PERMIT APPLICATION BY MAIL TO:

CITY OF GALVESTON COMMUNITY CENTER
ATTN: STORMY COLLINS
2222 28TH STREET
GALVESTON, TEXAS 77550

YOUR CONTACT AT THE CITY OF GALVESTON WILL BE:

STORMY COLLINS, SPECIAL EVENTS COORDINATOR
2222 28TH STREET, GALVESTON, TEXAS 77550
OFFICE: (409) 797-3711 / FAX: (409) 877-1553
EMAIL: ACOLLINS@GALVESTONTX.GOV

**YOU MAY ALSO SUBMIT YOUR COMMUNITY CENTER APPLICATION AND ANY ATTACHMENTS TO THE EMAIL ABOVE.
THIS IS RECOMMENDED FOR THE FASTEST RESPONSE TIME ON YOUR APPLICATION.**