

## EVENT TYPE AND LOCATION

Event History: Is this your first event with LPAR? ☐ YES ☐ NO

What events have you attended as a vendor for the City of Lufkin?

List events: \_\_\_\_\_

Date application submitted: \_\_\_\_\_

Will these events impact area businesses and residences/residents \_\_\_\_\_

If so, were the impacted businesses and residents notified/contacted ☐ YES ☐ NO

WHO: \_\_\_\_\_

HOW: \_\_\_\_\_

# of Entries: \_\_\_\_\_ Type of Entries: \_\_\_\_\_

Special Needs: \_\_\_\_\_

Description of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

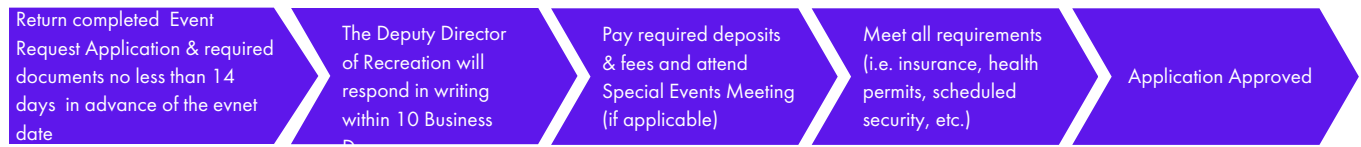
NOTE: PERMIT APPLICATIONS FOR EVENTS WITH 200 ATTENDEES MUST BE SUBMITTED SIXTY (60) DAYS BEFORE THE EVENT DATE. The Chief of Police sets conditions for special events, Lufkin Police Department (LPD), or his designee. At any time, LPD may mandate additional conditions based on the specifics of an event. The permittee is responsible for the actions of participants and shall inform participants of event conditions. Violating any permit condition may result in the cancellation and disbandment of the event. LPD or the Texas Department of Transportation may, at any time and for any reason, rescind the permit.

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# SPECIAL EVENT REQUEST APPLICATION PROCESS & SUBMITTAL



An Event Request Application will be reviewed once the following documents have been received:

- Completed Vendor Request Application. Applicable forms and documents should also be included (i.e., proof of non-profit status, food and beverage vendor form, vendor pictures etc.). Checks should be made payable to "City of Lufkin."

## ADDITIONAL INFORMATION:

The applicant must submit any amendments and/or revisions to the original application in writing. Revisions are subject to the review of the Deputy Director of Recreation.

Our staff is dedicated to helping applicants through the entire application process. They offer consultation to troubleshoot any issues, resolve problems, provide feedback, and answer any questions.

Keep in mind that the requirement for a Special Events Permit from the Lufkin Police Department may vary depending on the size and type of event you are planning. Additionally, the Deputy Director of Recreation may require you to attend a special event meeting with staff before issuing a permit. Our team is here to help guide you through the process.

## APPLICATION SUBMITTAL:

Mail: City of Lufkin Parks & Recreation

Department Attn: Deputy Director of Recreation

516 Montrose St Lufkin, TX 75901

E-mail: Scan & e-mail to: [rflores@cityoflufkin.com](mailto:rflores@cityoflufkin.com)

Applications must be complete and include all required documents. Applications received that are deemed incomplete will be returned to the applicant. Please note that the submittal of your application should not be construed as final approval or confirmation of your permit application.

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# Event/Vendor Guidelines

## VENDOR SPACE IS LIMITED:

The number of vendor spaces is predetermined and limited. The Lufkin Parks and Recreation Department assigns spaces.

## EQUIPMENT DELIVERY AND PICK-UP:

The vendor or a representative must be present during equipment and supply deliveries to ensure proper placement.

Equipment should be picked up as soon as possible after the event's conclusion. Equipment such as tables, chairs, etc, are the vendor's responsibility and will not be provided. Vendors are responsible for their equipment in case of loss or damage.

## SALES TAX:

Vendors that sell a product must collect sales tax. If the vendor is exempt, proof must be submitted. All vendors are responsible for reporting their own taxes to the Texas State Comptroller. Vendors must supply a copy of the sales tax certificate to the Special Events Coordinator. The sales tax certificate must be on display during the event.

## FREE ITEMS/ GIVEAWAYS:

All "free" items and Giveaways must be disclosed to the Special Events Coordinator for approval. No booth may give away or sell food or drinks without approval.

## VENDOR SPACES:

Vendor booths cannot be shared or subleased. Vendors failing to comply with the rules and guidelines may be required to leave the event and will not be refunded a fee. Vendor booths may not block aisles with displays or persons promoting the booth. All vendors must stay within the designated event area. Mobile vendor sales are not allowed.

## REFUNDS:

Vendor fees are non-refundable. In case of inclement weather or event cancellation, a refund will be issued to the applicant.

## TRASH/VENDOR SPACE

If it becomes necessary for the City of Lufkin to clean up any event area, the permit holder may be invoiced for all clean-up costs, including a clean-up fee of \$50.00 per hour per employee.

## EQUIPMENT DELIVERY AND PICK-UP:

The event organizer or a representative must be present during equipment and supply deliveries to ensure proper placement.

Equipment should be picked up as soon as possible after the event's conclusion.

## TENTS & CANOPIES:

Tents and canopies are allowed but must be secured to prevent injury. All large tents (larger than 200 square feet) should be secured with water barrels, as stakes could damage the street or water/irrigation lines. If water barrels are not an option, you must get pre-approval from the Special Events Coordinator to use stakes and ensure water/irrigation lines are marked before set-up begins. Any tie-downs need to be flagged in a manner so they are recognizable to prevent pedestrians from running into or tripping over them. Any stakes must be covered (i.e. with a tennis ball or bale of hay) to mitigate injuries from tripping and/or falls. Please note that tents, tent poles, or tie-downs cannot be placed in pedestrian walkways. Tents & canopies cannot be set up where the tents themselves, poles, or ties downs cover or encroach on a walkway or sidewalk.

## ELECTRICITY:

If your vendor booth needs more electricity than what is already at the event site, then the vendor will need to supply their own generators for additional power. Vendors may only use QUIET generators. Vendors must also provide their own extension cords. To avoid tripping hazards, all electrical wires or extension cords must be covered or staked down.

## WATER:

Existing faucets or hose bibs at an event site may be used for water connections. Please note that food-grade hoses are required, and the use of irrigation connections is strictly prohibited. Some locations will require a water key to access, so please be sure to request the use of water through the application process.

All hoses must be covered or staked down to avoid tripping hazards.

# COMPLIMENTARY SERVICES FOR PARKS AND RECREATION FACILITIES

## POLICY AND PROCEDURE

### Purpose:

This policy outlines the process for local non-profit organizations to utilize services or rentals from Parks and Recreation facilities for their events or activities.

### POLICY:

Eligibility: Only active non-profit organizations registered within the city limits are eligible to apply for complimentary services or rentals from Parks and Recreation facilities.

Limitation: Each eligible non-profit organization is allowed a maximum of two rentals per calendar year. This includes park pavilions, stage, Chambers Rock House, and Brandon Community Center.

Business Conduct: All events held at Parks and Recreation facilities must comply with the city ordinance, which prohibits the selling of any items and conducting business on city property. Events must be non-commercial and solely for the benefit of the community.

Responsibility for Damages: In the event of damage to the facility or equipment during the rental period, the rental organization is fully responsible for the repair or replacement costs. If damage is witnessed, the full amount of the facility or equipment will be the responsibility of the renting organization.

Food Distribution: All organizations providing free food to the community must adhere to the Angelina County and Cities Health District guidelines. All organizations providing free food to the community are required to complete and submit a Temporary/Special Events Application to the Health District before securing a reservation with the parks and recreation department. Once approved by the Health District a copy of the application must be presented to the Lufkin Parks and Recreation department.

\*Temporary/Special Event Application fees apply. Please see the application attached for the fee details.

### Compliance:

Organizations utilizing Parks and Recreation facilities must comply with all policies, procedures, and regulations outlined in this document. Failure to comply may result in the denial of future rental requests or other penalties as determined by the city authorities.

## APPROVAL PROCESS

- ☐ 1. All requests must be made two weeks prior to the requested date to be considered.
- ☐ 2. All requests must submit an online Event Request Form located at [www.Lufkinparks.com](http://www.Lufkinparks.com).
- ☐ 3. All requests must complete an Event Request Packet provided by the Parks and Recreation department.
- ☐ 4. All requests must submit proof of non-profit status.
- ☐ 5. If applicable submit an approved Temporary/Special Event form from the Angelina County and Cities Health District. Please allow five business days to receive a response from the Lufkin Parks and Recreation Department. The application will be reviewed and approved by the Parks and Recreation department.

# FOOD & BEVERAGE

## TEMPORARY HEALTH PERMITS:

If food or beverages are served or sold, you or your vendor may need to purchase a temporary health permit from the Angelina County and Cities Health District. The Angelina County and Cities Health District can be reached at (936) 632-1139 or by visiting: <https://www.acchd.us/index.php> Temporary Health Permits must be obtained a minimum of 10 days prior to the event.

Temporary Health Permits issued between 3 and 10 days prior to the event will incur a late fee. No Temporary Health Permits will be issued within 3 days of the scheduled start of an event. Vendors without permits cannot open or operate during an event. Noted violations will result in the possible revocation of the organizer's Special Event Permit.

## ALCOHOL:

The sale or promotion of alcohol is prohibited.



**If food or beverages are served or sold, vendors may need to purchase a temporary health permit from the Angelina County and Cities Health District.**

# FREE FOOD GIVEAWAYS

## FOOD DISTRIBUTION:

All organizations providing free food to the community must adhere to the Angelina County and Cities Health District guidelines. Before securing a reservation with the Parks and Recreation Department, all organizations must complete and submit a Temporary/Special Events Application to the Health District. Once the Health District approves, a copy of the application must be presented to the Lufkin Parks and Recreation department.

\*Temporary/Special Event Application fees apply. Please see the application attached for the fee details.

Temporary Health Permits issued between 3 and 10 days prior to the event will incur a late fee. No Temporary Health Permits will be issued within 3 days of the scheduled start of an event. Vendors without permits cannot open or operate during an event. Noted violations will result in the possible revocation of the organizer's Special Event Permit.



**If FREE food or beverages are given to the community a temporary health permit from the Angelina County and Cities Health District is required.**



thermometer (metal stem) shall be used to monitor the proper internal cooking and holding temperatures of TCS foods. Packaged foods shall not be stored in direct contact with water or undrained ice. Keep all food receipts for review by the regulatory authority.

**EQUIPMENT:** Food, utensils and single service articles shall be protected from contamination during storage, preparation, display and service. Utensils, including ice scoops, shall be provided to minimize handling of foods. Food contact surfaces shall be easily cleanable and washed, rinsed and sanitized as necessary using three suitably sized basins as follows: wash with warm soapy water, rinse in clean water and sanitize with 50 ppm chlorine or 200 ppm quaternary ammonia. Single-service articles must be provided for use by the consumers.

**PERSONAL HYGIENE:** Personnel shall maintain a high degree of personal cleanliness and conform to good hygienic practices. They shall be free of infections which may transmit foodborne illness. Hands shall be washed as often as needed during food preparation. Hand wash facilities shall include an insulated container with a spigot that can be turned on to allow potable, clean, warm water to flow; a wastewater container; soap; disposable towels and a waste receptacle. An approved hand sanitizer must be used after handwashing. Single-use gloves may be used in addition to handwashing. The use of tobacco or eating food in preparation and serving areas is prohibited.

**WATER:** A sufficient supply of flowing water from an approved source shall be provided to prepare food and to clean hands, equipment and utensils. A closed water container with a spigot may be used.

**TOILET FACILITIES & WASTE DISPOSAL:** Conveniently located toilet facilities shall be provided. All sewage and wastewater shall be disposed of through a sewage system according to law. Adequate, covered containers for refuse and garbage shall be provided.

**BOOTH CONSTRUCTION:** Subflooring shall be graded to drain and dust shall be controlled. Floors shall be constructed of concrete, asphalt, dirt or gravel if covered with mats, removable platforms or other suitable materials approved by the regulatory authority, such as but not limited to tarps. Overhead protection above food preparation areas shall be constructed of wood, canvas or other materials to protect against the weather. Pests (flies, roaches or rodents) shall be controlled. Doors, walls, screening and other measures may be required when necessary to restrict the entrance of flying insects.

**ADVISORY:** Section 228.222 (a) of the Texas Food Establishment Rules provides that "The regulatory authority may impose additional requirements to protect against health hazards related to the conduct of the temporary food establishment, may prohibit the sale of some or TCS foods, and when no health hazard will result, may waive or modify requirements of these rules." Failure to comply with these requirements may result in the immediate suspension of the permit and assessment of penalties as provided by the Texas Health and Safety Code, Chapter 437.

PREVENTING FOODBORNE ILLNESS IS A RESPONSIBILITY SHARED BY ALL INDIVIDUALS INVOLVED IN FOOD PRODUCTION, DISTRIBUTION AND PREPARATION. IF YOU HAVE QUESTIONS OR NEED FURTHER ASSISTANCE, CONTACT THE ENVIRONMENTAL DIVISION AT

Phone: (936) 632-9109

E-mail: [aturner@acchd.us](mailto:aturner@acchd.us)

Office: 503 Hill Street, Lufkin, TX 75904

*Pursuant to Health and Safety Code Chapter 431 and Title 25 of the Texas Administrative Code, and in reliance on statements and representation made by licensee, the licensee shall be subject to all applicable rules, and agrees to abide by the regulations and orders of Angelina County & Cities Health District now or hereafter in effect. This health permit is valid until the date of expiration unless revoked for non-compliance and is NON-TRANSFERABLE.*

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**Applicant Signature**

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**Applicant Name (Printed)**

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**(Date)**



# FIRE RULES

## Fire Safety

Location: All tents, canopies, or other membrane structures cannot be within 20 feet of lot lines, buildings, other tents, parked vehicles, or internal combustion engines. Guy lines included.

## Exits:

### Exit requirements for tents:

- A. Any openings must remain open unless covered by a flame-resistant curtain. Curtains shall be of a color, or colors, that contrast with the tent.
- B. Opening curtains must be free sliding on a metal support
- C. Exit supports on openings must be 80 in. above floor level
- D. When opened no part may obstruct exits
- E. All tents and Canopies must have at least one exit. Occupant loads of 10 to 199 must have at least 2 means of egress (exits) with a width of 72 in. each
- F. 200 to 499 must have at least 3 means of egress with a width of 72 in.
- G. 500 to 999 must have at least 4 means of egress with a width of 96 in.

## Exit Signs:

Exits shall be clearly marked when the occupant load is 50 or more

Labels: All tents as defined by the fire code and being used for a structure, shelter, or fully enclosed shall have a Flame-Retardant Certificate indicating the size of the tent, type of fabric, and the chemical used to treat a fire. This DOES NOT apply to canopies. Fire Department Access: Fire Department Access Roads will always be made available during the event so emergency apparatus can have access to all structures.

## SMOKING:

- A. NO SMOKING in tents or canopies
- B. No smoking signs shall be conspicuously posted

Exposed Flame: Open flame or other devices emitting flame, fire, heat or any flammable or combustible liquids, gas, charcoal or other cooking devices shall not be permitted inside or within 20 feet of the tent unless approved by the Fire Marshal.

Portable Fire Extinguishers: Portable fire extinguishers shall be provided as required within 75 feet of travel distance. Fire Extinguishers need to be secured or mounted for ease of access.

Protective mats or other approved means shall be placed over electrical cables on walkways.

## Generators:

Generators shall be at least 20 feet from any structure or canopy and not accessible to the public.

## Combustible Materials:

Flammable or Combustible materials/liquids shall be at least 50 feet from all tents, canopies and structures.

#### Cooking Tents:

- A. Must be a separate tent from the public
- B. Must be at least 20 feet away from other tents and structures
- C. Restrictions do not apply to warming devices with no open flame or heat

#### Cooking:

- A. Cooking and Heating shall NOT be located within 10 feet of an exit or combustible materials.
- B. All cooking tents, canopies, and trailers must have an approved 2A:10BC fire extinguisher
- C. If vegetable or animal fat is present, a Class K extinguisher is required
- D. All food vendors shall have a Temporary Health Permit and have a passing inspection by the Angelina County and Cities Health District prior to the start of the event.

#### LP Gas:

- A. No storage of LP gas containers is allowed in any tent or canopy
- B. Safety release valves shall be pointed away from tents
- C. 500 gallons or less, the tanks shall not be under the tent but may be located at the edge of the footprint of the tent.
- D. Tanks shall be secured in the upright position and protected from vehicular and pedestrian traffic

#### Cooking in Trailers:

- a. Cooking done inside a trailer shall be required to have a Type I hood system that is UL300 or UL300A rated if using deep fat frying
- b. Hood systems should be inspected every 6 months
- c. All gas, solid, or liquid fuel burning inside a trailer must be vented to the outside with an approved venting system and spark arrestor

