

Chapter 14

Article I. - SPECIAL EVENT ADMINISTRATION & PERMITTING

Sec. 14-1. Purpose.

The purpose of this article is to provide definitions, permitting requirements, and methods for administering special events within the City of League City to ensure public safety, efficient allocation of city resources, and the orderly conduct of special events that may impact public safety.

Sec. 14-2. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Applicant means the person, sponsor, promoter, organizer, operator or any of their respective agents, representatives or contractors who file an application for a special event permit and who agrees to be responsible for the special event.

Attendees means any individual who is present within the area of a special event, including but not limited to participants, spectators, event staff, vendors, and volunteers.

OEM means the City of League City Office of Emergency Management department, who shall act as the administrative department for the purpose of this article.

Reoccurring Special Event means any event that occurs, or is intended to occur, more than one time within a 35 calendar day period, which may be evidenced in the permit application or by submission of separate permit applications for the same event. Except where a distinction is made, the term Special Event includes a Reoccurring Special Event.

Special Event means any one-time, annual, infrequent, or reoccurring gathering which could substantially impact City resources or public safety, and/or that attracts, or is expected to attract, more than one hundred and fifty (150) attendees.

Sec. 14-3. Permit Required.

- (a) It shall be unlawful for any person, organization, or entity to:
 - (1) hold a Special Event without first obtaining a permit issued under this article and/or paying any applicable fee(s);

- (2) promote a Special Event without having first applied for a Special Event permit;
- (3) hold a Special Event after the Special Event permit has been revoked; or
- (4) hold a Special Event after the Special Event has been cancelled.

Sec. 14-4. Permit Application.

- (a) An Applicant seeking a Special Event permit must file an application using the City's designated online portal. An application must be filed not less than 45 calendar days before the first proposed date of the Special Event. Expedited consideration of permits desired less than 45 calendar days prior to the first proposed date of the Special Event may be conducted at the discretion of the OEM.
- (b) The application must be signed by the Applicant and must include at a minimum the following information:
 - (1) The name, mailing address, email and telephone number, including cellular, of the Applicant. If the Applicant is an entity or organization, the above information shall be provided in addition to the name and contact information of the individual making application on behalf of such an entity or organization, identifying in what capacity and under what authority such person represents the entity or organization;
 - (2) The name, address, email and telephone number, including cellular, of the Applicant's employee(s) or agents(s) who will be present and in charge during the entire Special Event including setup and breakdown, and if applicable, the specific day and times such employee(s) or agent(s) will be present;
 - (3) The location and description of the property on which the Special Event is to be held;
 - (4) Requested date(s) and time(s) of the Special Event;
 - (5) Description and site plan showing event layout, security and safety plan, transportation plan, and parking plan;
 - (6) Full description of activities planned for the Special Event, including schedule, set-up/break down times, event elements, trash management, and sanitation plans;
 - (7) Estimated number of Attendees;
 - (8) If applicable, media and/or drone management plan;
 - (9) If applicable, additional required permit(s), permit fee(s), and/or rental agreement(s); and
 - (10) If applicable, proof of liability insurance for the Special Event naming the City of League City as an additional insured and execution of a waiver and indemnification agreement.
- (c) The City reserves the right to require any additional information it deems necessary to ensure public safety and manage the potential impact on City resources.
- (d) Requirement of additional permits.
 - (1) Approval of a Special Event permit does not negate the requirement of any other permit, permit fee, or rental agreement as required under city policy, local, state, or federal law. Applicants may be required to obtain additional permits from the City or

relevant state agency, including but not limited to a tent or structural permit, alcohol permit, amplification permit, media permit, fireworks permit, security permit or signage permit.

- (2) It shall be the Applicant's sole responsibility to ensure the Applicant follows all City policies, local, state, and federal laws and acquires all necessary permits to be in compliance with all local, state, and federal laws.

Sec. 14-5. Fees.

Any fee assessed for a Special Event application and/or Special Event permit, issued under this article, shall be imposed for the purpose of recovering the costs incurred by the City in processing the Special Event application and/or Special Event permit. The amount of such fee shall be at a rate as determined by City Council and may be amended from time to time as deemed necessary.

Sec. 14-6. Application review.

- (a) After an application has been filed, the application shall be sent to the applicable City departments for approval.
- (b) Each City department designee shall evaluate the application to ensure the City has adequate resources and that the Special Event can be conducted without an impact on the public's health, safety, or welfare. Upon evaluation completion, the City department designee shall make any comments, concerns, or recommendations to the OEM.
- (c) Based on any comments, concerns, or recommendations, the OEM may require the Applicant to provide additional information, permits, and/or plans, which may include event staffing details, a medical plan, a site safety plan, and/or an inclement weather plan.
- (d) The OEM shall approve or deny an application within 15 calendar days after a complete application is received.
- (e) Any application seeking a Special Event permit for an event that is or is intended to be a Reoccurring Special Event, must also be approved by the City Manager or their designee.

Sec. 14-7. Issuance, denial or revocation of permit.

- (a) A permit shall be issued after receiving a complete application, approval by the necessary department(s), and payment of any required fee(s).
- (b) A permit is only valid for the Special Event for which the application is made and may not be transferred or assigned to any another person, organization, or entity.
- (c) A permit may be denied for failing to timely file an application, filing an incomplete application, false or misleading application information, failure to receive approval by the applicable City department(s), failure to adhere to any requirements under this article, or if City determines, in its sole discretion, the Special Event will negatively affect the public's health, safety, or welfare.

- (d) A permit may be revoked, at any time, for failure to adhere to any requirements under this article, failure to acquire necessary permits, false or misleading application information, or for any violation of City policy, local, state, or federal laws.
- (e) The City reserves the right to cancel any Special Event, in its sole discretion, if the City determines cancellation is necessary to protect the public's health, safety, or welfare. This includes, but is not limited to inclement weather events, blocking of ingress or egress of public streets, pandemics, or civil disorder.

Sec. 14-8. Inspections.

- (a) The City, including but not limited to the police department and fire marshal office, reserves the right to inspect any Special Event before, during, or after the Special Event to ensure the safety of the public and compliance with this article. If it is determined a violation is occurring, the City may order the Applicant of the Special Event to correct the violation and, if necessary to protect the public's health, safety, or welfare, shut down the Special Event.
- (b) It is an offense should the Applicant fail to comply with an order issued under this section.

Sec. 14-9. Penalty.

Any person, organization, or entity who violates any of the provisions of this article shall, upon conviction, be fined the maximum fine allowable by state law.

Sec. 14-10. Appeal.

The Applicant shall have the right to appeal the denial or revocation of a permit by submitting an appeal, in writing, to the City Secretary within 7 calendar days of receiving notice of denial or revocation. The Applicant may submit documents or other evidence in support of their position with their written appeal. The City Manager or their designee will review the appeal and may reverse, affirm, or modify in any regard the denial or revocation. A decision shall be issued by the City Manager or their designee within 7 calendar days after the filing of the written appeal with the City Secretary, and such decision shall be final.

Sec. 14-11. Special Event Additional Rules and Regulations.

City Council authorizes the City Manager or their designee to promulgate rules and regulations consistent with, and to further the purpose of, this ordinance.