

City of Kemah Special Event Safety Plan

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home #: _____ Work #: _____ Cell #: _____

Drivers License State: _____ Number: _____ DOB: _____

Date of Event _____

Time of Event: _____ am/pm to _____ am/pm

Total Hours: _____

Type of Event: _____

Site Plan Drawing Submitted _____

Approximate number of guests/ participants: _____

Will alcohol be served, sold or allowed: Yes No If Yes-*

*Alcohol Time: (4 hour Minimum) _____ am/pm to _____ am/pm

Total Hours: _____

*Number of Officers required _____

*Security Fee \$ _____ (Cash Payment Only) Date: _____

Security Fee Collected: \$ _____ Received by: _____ Date: _____

(City Official Use)

Departmental Approval Checklist

Chief of Police/Designee: _____ **Date:** _____

City Administrator: _____ **Date:** _____

City Special Events Coordinator: _____ **Date:** _____

I. Cancellation Conditions

- The City of Kemah reserves the right to cancel the scheduled event-.
- I understand and assume full responsibility for any damages to the facility and or equipment in the facility during the hours of my scheduled event. I further understand that in the event damages do occur and said damages exceed the amount of deposit for same, I will be required to reimburse the City of Kemah within three business days after being presented with an itemized invoice for said damages.
- CANCELLATION: The City of Kemah reserves the right to cancel usage of the city owned property / facility if, in the sole discretion of the City, through the office of the City Administrator, the facility is needed for municipal purposes or in the event of a natural or man made disaster. The City, upon cancellation, will return all deposits and fees. I understand that the Kemah Police Department has the authority to terminate the event should said event become unruly or becomes a public safety issue.

II. Security Requirements

- Kemah Police Officer(s) will be required **throughout** all functions when **alcohol** is being served, sold or otherwise provided or allowed in or on the facility grounds. This security is required for the protection of all parties involved. I acknowledge that alcoholic beverages will be served, sold or otherwise provided or allowed in or on the facility grounds at my event and I understand it is my responsibility to comply with all laws concerning the possession and consumption of same.
- The police officer(s) act as independent contractors, however the officer(s) are **required to remain on site** until what time the facilities are vacated. In the event this time exceeds the times of the contract, said officers will be compensated at the rate prescribed. Any time over 15 minutes is compensated for ½ hour and any time over ½ hour is compensated for a full hour.
- I acknowledge that the number of officers required at my event where alcohol is being sold, served or allowed in or on the premises is based on the following number of attendees Officers set rate is \$ 35.00 per hour.

1 to 250		Two Officers
251 to 500		4 Officers
501 to 1200		6 Officers
1200 to 2500		8 Officers
2500 +		10 +

I further acknowledge that the City of Kemah has the right to demand additional fees for additional officers, EMS, and or other City personnel to attend the event if,

in the opinion of the Facility Coordinator and the Chief of Police, the additional personnel are necessary to preserve the peace.

III. Noise Conditions

- I understand that all music including live bands, will only be played inside the building and that no speakers will be situated in a manner that projects the sound outside of the facility. I further agree to abide by the City of Kemah's Noise Ordinance 1060.1.

IV. Waiver of Liability

- I understand the City of Kemah is not responsible for the loss or damages of any equipment, supplies or property belonging to the Renter/Occupant or attendees.
- To the fullest extent permitted by law, the Renter/Occupant shall indemnify and hold harmless the City of Kemah from and against any claims, damages, losses, or expenses, including but not limited to attorney fees, which arise out of or in any way relate to, any and all personal injury, death and/or property damage in connection with their use of the Kemah Community Center. This includes any act or omission by the City or any of the City's representatives, and employees. The City of Kemah does not discriminate based on race, age, religion or gender. The City of Kemah facilities are in compliance and are accessible to handicapped individuals.

V. Traffic Plan

The Kemah Police Department will designate all traffic routes prior to all events being approved and reserves the right to change the routes as needed, to maintain reasonable traffic flow. If, due to the event, normal traffic flow is disrupted, officers working security at the event can be used to assist on duty personnel to return traffic to an acceptable flow.

VI. Site Plan Requirements

- Location of Event / Map of Route
- Location of Entry and Exit to event / Start / Finish Line
- Location of alcohol sales or distribution
- Restrooms
- Parking – Vendors/ Workers
- Emergency vehicle parking

VII. Acknowledgement

Applicant represents and certifies that:

- All information provided in this application is true and correct. Misrepresentation or erroneous information in this application constitutes grounds for denial of this and future applications for use of the City owned property.
- Applicant and user will bear all cost for clean up and damages
- The City of Kemah shall not be liable for personal injury, loss or damage to property.
- I have read the rules and I understand I must be at least 21 years of age for this application to be considered.
- The City of Kemah requires that applicant provide security through the Kemah Police Department for any function where alcohol is being sold, provided, or allowed on the premise or in the facility. The applicant shall pre-pay a cash fee of 100% of the cost for security at the time of application. These funds will be held by the City to assure that adequate security is present for all events requiring same.. The contract for security services is between the applicant and the individual police officer(s). When the City of Kemah Police Officer(s) is/are working in this environment on City premises, he/she is not acting in his/her official capacity as a City employee but as an independent contractor providing these services. Said fees are not salary. The City shall not ever be anything more then the holder of the deposits and shall disburse same as directed by the parties

_____/_____
 Applicant Signature Date Facility Coordinator Date

Driver's License: State ____ Number _____

Address: _____ Phone No.: _____

This agreement is not binding upon the City of Kemah unless the Renter/Occupant has signed it; paid in full all deposits and fees, and signed by the Facility Coordinator or designate representative of the City of Kemah.

Please remit all fees to City of Kemah and bring direct to our office or mail to:

City of Kemah
 1401 Hwy. 146
 Kemah, Texas 77565

Phone – 281.334.1611
 Fax – 281.334.6583
www.kemah-tx.gov