



Special Events Policy and Procedures



**Adopted
March 13, 2025**

City of Abilene Special Events Policy and Procedures

GENERAL POLICY STATEMENT

The City of Abilene (City) encourages its citizens and businesses to participate in and produce special events that enhance the quality of life, provide entertainment and other leisure activities, promote local economic health, attract visitors and contribute to the dynamic atmosphere of the community. To facilitate these events, the City has established orders, policies and procedures to ensure the success of such events by providing a system for advanced planning, standard information and basic ground rules that allow special event organizers, sponsors and facility users to achieve their mutual goals, while minimizing the impact of the event on the community.

It is the purpose of this policy and related procedures to regulate special events held in the City so that such events can occur with the safety and health of the participants in mind, the protection of public property considered and the impact on non-participating residents minimized. The City Manager or designee has the right to waive certain submittal requirements if the facility has pre-approved permits and emergency plans on file and in place.

The City recognizes that approval from other entities may be required to complete the City of Abilene Special Event approval process. It is the responsibility of the event organizer to ensure that all applicable rules are followed, and all necessary authorizations are obtained.

FACILITY USE AND PERMIT INFORMATION

The City of Abilene's Parks and Recreation Department is responsible for distributing, receiving, and processing all applications for special events and for coordinating review of applications by appropriate City Departments. The Parks and Recreation Department (Special Events Division) is located at; 633 Walnut, Abilene, Texas 79601. The hours of operation are 8:00 a.m. to 5:00 p.m. Monday through Friday. For additional information, please call 325-676-6217.

The City of Abilene's Parks and Recreation Department is also responsible for distributing, receiving, and processing all facility reservations for the use of City-owned athletic fields, park pavilions, outdoor courts, splash pads, recreation centers, activity buildings, and parks. Reservations at these facilities for the purposes of conducting anything other than a special event do not require a Special Event Permit. Facility use and rental requests can be made online at www.abilenetx.gov, or in person at 633 Walnut.

The Special Event Application approval process does not necessarily or automatically reserve facilities. Park areas that are impacted by the event will require a facility reservation so as not to further impact a **park patron**. A facility reservation and/or Special Event Permit **does not provide exclusive use** of the entire park and/or facility. The general area of the park, pathway and/or facility must remain open to the public. Access to the general public may not be restricted at any time, regardless of whether or not the event is gated and/or charging admission unless further approvals are granted including a host venue sponsorship agreement. Except for Festival Gardens rentals, rental of the Festival Gardens allows for a private/gated event.

Special events and/or reservations for City facilities not included in this policy should be contacted directly:

Abilene Zoo: www.abilenezoo.org

Abilene Convention Center: <https://abileneconventioncenter.com>

DEFINITIONS

“Application Fee”

The fee for any Special Event Application is \$100.00, as approved by the City Council. No application for a permit will be processed until the required application fee and permitting fees are paid. The application fee is nonrefundable, shall not be prorated and is a separate fee from any permit fees.

“Business Day”

Any calendar day except Saturday, Sunday or any City of Abilene holiday.

“Commercial Event”

A Commercial Event is a special event held by for-profit organizations which is open to public participation (fee or free) and may include, but is not limited to, a fair, festival, exhibition, carnival centered around music, art, culture, food, car/truck/vehicle, etc. These events require an approved Special Event Application. A donation to a non-profit does not constitute the event being a non-commercial event.

“Float”

One or more vehicles with or without a trailer or forty (40') of occupied space within the parade procession.

“General Event”

Private events, ceremonies, social gatherings, and parties that are not otherwise defined herein, and where parking can be accommodated onsite for the total number of attendees.

“Local Streets”

A type of thoroughfare: arterial, collector, minor arterial, or an expressway that is primarily used within the city limits. Street closures are not authorized on arterial streets, except on North 1st between Walnut and Cedar.

“Parade”

When one or more street closures are required, a concerted walk, column, march, procession of any kind, or similar display consisting of twenty-five (25) or more individuals, or five (5) or more floats, moving together in or upon any public roadway, sidewalk, or other public property in a place within the regulatory jurisdiction of the City.

“Procession”

When a street closure is not required, a concerted walk, column, march of any kind, or similar display consisting of twenty-five (25) or more individuals moving together in or upon any public roadway, or other public property in a place within the regulatory jurisdiction of the City.

“Public Property”

Any property held for public use by any department or branch of government, federal, state, county, school or municipal.

“Special Event”

A special event is a nonroutine pre-planned activity that brings a group of people together for a specific purpose, usually for a limited time. Special events can be held on public or private

property and can include but not limited to a variety of activities such as concerts, parades, festivals, carnivals, fundraisers, rally, races, and walks/runs.

“Special Event Application”

The initial step in the special event permitting process. The application is a form to present event intentions and requests for review.

“Special Event Permit”

Final signed permit authorizing event as detailed.

“Special Event Permitting Office”

The office of the City of Abilene responsible, under the Special Event Permit Policy, for accepting and processing applications for a Special Events Permit.

“Support Services”

Resources, such as security, fire/EMS Services, waste management, or street services, may be required to support a special event. City services may be available at a fee but all services are the responsibility of the Applicant.

“Tournament”

A tournament is a pre-planned temporary series of games or contests involving use of a City sports complex or field(s). Such tournaments are customarily held for purposes of competitions aimed at drawing crowds that may impact surrounding neighborhoods, traffic flow or the community as a whole.

SPECIAL EVENT PERMIT PROCESS

The City of Abilene provides a wide variety of facilities for special events and general leisure time use. When planning a special event, a Special Event Application must be submitted. The City will determine the review and approval process and the level of involvement or support service provision, if any, that the event requires.

Once the application is received, City staff will guide the Applicant through the process for approval and requirements to receive a Special Event Permit, if warranted. A Special Event Permit may or may not be required for events taking place on property not owned, managed or operated by the City. This determination shall be made based on the number of expected attendees, permit-required components of the events, and the potential impact on surrounding residents, businesses, and traffic.

While all special events require the same application, the application review and approval period and required permit(s) may vary depending on the type and location. No events should be publicized until the Applicant has received all necessary permits and approvals from the City and, if necessary, any additional permitting agencies. Permits and approvals for events, facility use or support services are issued on a first-come, first-served basis.

- ✓ **STEP 1:** Submit a Special Event Application.
- ✓ **STEP 2:** The Special Event Permitting Office will review and determine the level of involvement or support service provisions, if any, that the event requires. A tentative permit/deposit payment will be made to hold the facility during the review period, if applicable.
- ✓ **STEP 3:** Notification of status or conditional status to include all applicable requirements needed.
 - **Fees:** Upon conditional approval, full payment is due.

- **Required Documentation:** All applicable documentation including, but not limited to, approved traffic control plan, site plan/map, parking plan, trash plan, public notification plan and public safety plan must be submitted **14 days prior** to the event date.
- **Insurance Requirements:** All applicable insurance or Texas Alcoholic Beverage Commission documentation must be submitted **seven (7) days prior** to the event date.
- ✓ **SPECIAL EVENT PERMIT:** If all documentation is received and approved as required, a final Special Event Permit will be issued, and any other provisions that may be needed will be communicated to the event organizer.
 - All permits issued through this process shall expire at the termination of the permitted event.
 - No permit issued shall be transferred or assigned.

CRITERIA FOR APPROVAL/DISAPPROVAL

In issuing a permit for a special event, the City of Abilene considers whether:

- The event is reasonably likely to cause injury to persons or property, create a disturbance, cause disorderly conduct or encourage or result in violation of the law, or community standards;
- The event will unreasonably and substantially interrupt the safe and orderly movement of pedestrians and vehicular traffic in the area;
- The proposed location is adequate for the size and nature of the event;
- The event does not unreasonably interfere with the intended use of the area;
- The Applicant's information was accurate and truthful;
- The Applicant's apparent ability to execute the event;
- The Applicant's apparent ability to obtain the appropriate insurance (if applicable);
- The event unreasonably conflicts with other scheduled special events in the community;
- Approvals by other governing agencies (i.e. County); and
- All permit requirements and deadlines have been met.

REQUIRED APPROVALS, DENIAL, AND APPEAL PROCESS

Applications for special events must be reviewed and approved by all appropriate Departments including, but not limited to: Abilene Fire Department, Abilene Police Department, Event Permit Administrator, Public Works, Traffic & Transportation Division, Risk, Legal, Parks & Recreation, and Environmental Health. If needed, the City will establish a review meeting, and **the Applicant or event organizer shall have a representative in attendance.**

Agreement for Street Closures: If an event requests to close a street or multiple streets, 100% of the businesses located in the street closure area must be notified prior to event approval. 51% of the businesses located in the street closure area must agree to street closure by signing an approval form prior to event approval. The organizer will create an event notification letter to provide the impacted businesses that are unable to sign the Attachment A form and to submit to the Special Events Permitting Office.

An application for a special event permit may be denied to a person for the following reasons:

- An investigation reveals that the applicant falsified information on the application.
- An official has determined that the health, safety or welfare of the citizens would be impaired by allowing the special event to occur as requested.
- An application is incomplete or submitted after the application due date.

In the event that an application is denied, the Applicant may file an appeal with the City Manager within five (5) business days from the date of denial. This appeal shall contain a written statement setting forth the grounds for the appeal. The City Manager shall issue a written decision to the appeal within five (5) business days of the receipt of the appeal. The decision of the City Manager shall be final and may not be appealed further.

Approval of the event by any other entity does not imply approval by the City of Abilene. The City's approval of a special event and/or issuance of a special event permit does not grant or authorize use of the City's trademark, brand or domain name. No permit issued shall be transferred or assigned. All permits issued shall expire at the termination of the permitted event.

DEADLINES

Applications should be submitted at a minimum within the timeframes specified for the types of events proposed. Reservations are subject to availability and applicable reservation timeframes and guidelines described below. The City of Abilene City Manager may waive the submission deadline in extreme cases of unforeseen events.

REVOCAION

Issued permits may be revoked for any of the following causes:

- Fraud, misrepresentation or false statement contained in the permit application.
- Fraud, misrepresentation of false statement made in the course of carrying out the permitted event.
- The Applicant refuses to comply with the terms of the permit.
- The Applicant refuses to pay or has delinquent fees.
- The Applicant has not provided proof of insurance, if required.

Notice of revocation of a permit shall be given verbally or in writing and state the grounds of the revocation. The Applicant shall immediately surrender their permit and immediately cease the special event.

DOWNTOWN PARADES

Application Deadline: 60 DAYS PRIOR TO THE EVENT

Parades are required to follow the established downtown route as depicted in the route map maintained in the Special Events Office. Except for processions, Multi-Day Events shall not occur during the hours of 7:30 am to 5:30 pm, Monday thru Friday, on North 1st, Pine, Cypress, Oak, or Chestnut Streets within the Downtown Area, unless otherwise approved by the City Manager or designee. Staging shall occur within the staging area(s) in the South Downtown Area. Parades shall not exceed the limit of 135 floats. No parade shall exceed a 90 minute duration. Parade floats shall not exceed twelve feet (12') in height and shall not exceed forty feet (40') of occupied space within the parade procession.

Items shall not be thrown from parade floats by parade participants. An itemized list of each group representing a float shall be submitted to the special events office no later than seven (7) days prior to the parade. Dates, times, duration, and other parade elements are subject to review and approval as part of the permit process. All parades shall abide by the City of Abilene [parade ordinance](#). All parades are considered events with street closures.

- Applicant may be required to attend review meeting
- Insurance is required
- Fee: \$200.00

OUTSIDE OF DOWNTOWN EVENT

Application Deadline: 60 DAYS PRIOR TO THE EVENT

Any other private use upon any public street, alley, sidewalk, or public way.

- Applicant may be required to attend a review meeting
- Insurance is required
- Fee: \$100.00

SINGLE DAY/SINGLE DAY LOCAL EVENT

Application Deadline: 14 DAYS PRIOR TO EVENT IF NO STREET CLOSURES

Application Deadline: 30 DAYS PRIOR TO EVENT IF STREET CLOSURES ARE

Single Day Event: Do not require the use of cones, barricades or other traffic control devices in traffic lanes, and shall occur only on sidewalks or other public walkways. These events may require police traffic control at designated intersections.

- Applicant is not required to attend a review meeting
- Insurance is not required
- Fee: \$25.00

Single Day Local Street Event: May require full or partial control or use of the street but are less than ten (10) continuous hours a calendar day in duration. These events are restricted to local streets, including the Downtown Area. Except for processions, Single Day Events shall not occur during the hours of 7:30 am to 5:30 pm, Monday thru Friday, on North 1st, Pine, Cypress, Oak, or Chestnut Streets within the Downtown Area.

- Applicant is not required to attend a review meeting
- Insurance is required
- Fee: \$50.00

MULTI-DAY/MAJOR IMPACT EVENT

Application Deadline: 60 DAYS PRIOR TO THE EVENT

Events that require full or partial control or use of the street and are either a multiple day event or a single day event with a community-wide focus or major impact. Except for processions, Multi-Day Events shall not occur during the hours of 7:30 am to 5:30 pm, Monday thru Friday, on North 1st, Pine, Cypress, Oak, or Chestnut Streets within the Downtown Area, unless otherwise approved by City Manager or designee.

- Applicant is required to attend a review meeting
- Insurance is required
- Fee: \$100.00

FIREWORKS/PYROTECHNICS/SPECIALIZED EQUIPMENT EVENT

Application Deadline: 60 DAYS PRIOR TO THE EVENT

Example: 4th of July, Outdoor Concert, Drone Show, etc...

Events posing a special hazard to the general public and property due to the nature of the equipment involved. Specialized equipment includes but is not limited to drones, model aircraft,

etc. These events may require outside review prior to approval.

- Applicant is required to attend a review meeting
- Insurance is required
- Fee: \$300.00

PROCESSIONS AND GENERAL EVENTS

Example: March, Organized Run/Walk, etc...

Procession: When a street closure is not required, a concerted walk, column, march, procession of any kind, or similar display consisting of twenty-five (25) or more individuals moving together in or upon any public roadway, or other public property in a place within the regulatory jurisdiction of the City. Processions are considered events without street closures. Processions require a Single Day or Multi-Day Permit and paid police traffic services, excluding funeral processions, university, college, secondary and primary school events when supervised by the school, neighborhood parades or neighborhood processions on residential streets.

General Events: Private events, ceremonies, social gatherings, and parties that do not meet any of the above-mentioned criteria and facilities where parking can be accommodated onsite for the total number of attendees may not require a Special Event Permit. A facility reservation may be required.

FEES

City of Abilene Ordinance Sec. 26-164 outlines the process for establishing permit fees. A refundable security/damage deposit is required to secure the facility for the special event/tournament, and reservation fees are due at least fourteen (14) days prior to the event. The City reserves the right to increase the amount of the refundable security/damage deposit, at its sole discretion, based on the size and scope of the event. The reservation fee includes the use of the facility and existing utilities. Special Event Permit fees are applicable for commercial and non-profit events.

Additional charges may be incurred by the Applicant if the facility or property used for the special event is damaged or not cleaned up including, but not limited to, physical damage, general trash from the event, vendor-related items, and/or sign/barricade and traffic control device removal. Additionally, fees will apply if hours for set up or tear down exceed hours reserved. A refund of the security/damage deposit will be processed upon review of the facility/property by City staff at the conclusion of the event; no later than 15 business days following the last day of the event reservation. The Permit holder is responsible for all costs associated with the special event including but not limited to tents, tables, chairs, sound, trash removal, portable toilets, insurance, security, medical services/first-aid, advertising, etc.

CITY SERVICES

Unless the City co-sponsors an event through a formal written agreement, no city services will be donated as part of the issuance of a Special Event Permit. Certain City services may be available for a fee. Otherwise, all required services will be the sole responsibility of the event organizer or responsible party, either through qualified volunteers or through privately contracted services. Event organizers shall coordinate security with the Abilene Police Department. All required services shall be clearly identified and secured, and are subject to review by the Special Event Permitting Office.

SITE PLANS, RACE COURSE ROUTE AND PATHWAY MANAGEMENT

In order to understand the impact of the special event to the facility and the community, a detailed site set-up plan and/or route or race course map will be required as part of the application process. For walks that only utilize the pathway system, a staffing plan (or Traffic Plan) is also required to address all pathway/street intersections to ensure the safety of event participants and the movement of traffic. For walks, the plan would ensure the movement of vehicles is not delayed by the event.

PARKING, EVENT SET UP AND BREAKDOWN

Applicants are required to submit an adequate parking plan for the event and activities being proposed. If utilizing parking onsite at a City facility, the number of existing parking spots must accommodate the total number of attendees for the event as well as ADA accessible parking. If onsite parking is not sufficient, event organizers will be required to secure authorization for additional parking areas, this does not include parking along the right of way or parking along shoulders/ roadways. Additionally, the City will require written approval for offsite areas from property owners before the Special Event Permit is issued. Facility reservation hours must include hours for set up and breakdown. Permit holders are not authorized to access the facility for set up outside of reserved hours and must vacate the park or any other City property at the designated end time. Additional fees will apply if hours for set up or tear down exceed reservation.

TRAFFIC CONTROL

All proposed street closures must be included in the Special Event Application and be authorized by the police department. If your event involves street closures, you must obtain traffic/safety equipment for the safe closure of your venue and ensure proper detour and parking information is posted. Applicants must also plan for the systematic closure and reopening of the streets and other areas in which your event will take place. The traffic control plan will need to show the type of Manual for Traffic Control Devices (MUTCD) approved barricades to be used and advance signage that is applicable with the closure. Street closures will not be approved on Arterial Thoroughfare except for a Single Day Local Street Event or Multi-Day/Major Impact Event located within the Downtown Area. Other than processions, events shall not occur during the hours of 7:30 am to 5:30 pm, Monday thru Friday, on North 1st, Pine, Cypress, Oak, or Chestnut Streets in the Downtown Area.

PUBLIC SAFETY/SECURITY

Applicants are responsible for providing a safe and secure event. Event organizers must ensure adequate personnel are present to provide general security, manage crowds, maintain order, enforce local laws and ordinances, provide medical assistance, traffic control, etc. All costs associated with public safety are the responsibility of the permit holder. All Private Security must be approved by the Abilene Police Department. Events may be required to complete a Crowd Management Course to receive a Crowd Management Certificate. Two Crowd Managers are required for the first 1000 participants, 1 additional Crowd Manager will be required for each additional 1000 participants. Requirements are subject to change based on the type of event, activities being proposed, previous event history. Any event with over 5,000 anticipated participants must submit 3 different event organizers to contact for the safety of the participants and spectators.

Parade Organizers are responsible for submitting a parade lineup. The lineup will need to be in order based on the Staging Area required for the number of units in the Parade. Parade floats shall not exceed twelve feet (12') in height, and shall not exceed forty feet (40') of occupied space within the parade procession. The lineup must include the name of the participant/organization's float in the order of the Parade line up. Each participant/organization must be listed in order to be approved to participate in the parade. This information is solely for the purpose of event safety during the event by the Fire Department, Emergency Management, and Abilene Police Department. The lineup will not be shared with the public.

COMMUNITY OUTREACH

If an event requests to close a street or multiple streets, a Community Outreach Plan is required. 100% of the businesses or residents located in the street closure area must be notified prior to event approval. 51% of the businesses or residents located in the street closure area must agree to the street closure by signing the form prior to event approval. A copy of the completed Notification Letter and Notification of Street Closure form must be submitted with the application. Notification Letters can be sent by postal mail, emailed, or hand delivered to impacted businesses/residents. Applicants are able to add the required documents during the permit application review process. The plan should identify and resolve, to the reasonable extent possible, any potential problems within and around the venue that may take place as a result of the proposed event. This Community Outreach Plan should, at a minimum, include a community point of contact, presentation of the proposed event plans to community group(s) for feedback and advisory recommendation(s) to the City, as well as notification materials developed specifically for entities that are directly affected by the event.

The Notification Letter must include but is not limited to; The City of Abilene Special Event Policy requires notification to be sent to each business within the street closure area, a response is required stating approval or denial. Notification responses will need to be submitted via email to Specialevents@abilenetx.gov. If a response is not received postmarked no later than 14 days prior to the event, it will be assumed that the impacted business/resident is in agreement with the street closures. Notices posted in the park shall be reviewed and approved by the Director of the Parks and Recreation Department. All costs incurred as part of the Community Outreach Plan are the responsibility of the event organizer or sponsor.

TRASH AND LITTER

Permit holders are responsible for providing clean-up during and following the event, including all trash and litter removal. All permanent trash receptacles must be maintained during the event and left free of trash following the event. Organizers may be required to provide additional trash receptacles and dumpsters based on the event scope. A Street Sweeper will be required upon conclusion of all permitted parades. The applicant/permit holder is solely responsible for arranging the additional trash needs and all associated costs by inputting the waste management plan on the Special Event Application. If it becomes necessary for the City to clean up any given area, the permit holder will forfeit any deposit and may be billed for all costs of the clean-up. The City reserves the right to determine location for dumpster units.

RESTROOMS

Organizers of special events may be required to provide portable toilets or make arrangements for restroom facilities, at the event organizer's expense. Portable toilets must be removed immediately following the event, unless other arrangements have been made and approved by City staff. The public restrooms at any City facility typically must remain open to the general public during the special event. The City may require event organizers to provide a restroom porter service (on-site vendor stocking and cleaning periodically throughout the day) for existing restroom facilities based on the information provided by the Applicant. All costs for porter services will be the responsibility of the permit holder. The City reserves the right to determine location for portable restroom units.

SALE OF FOOD

Where food is prepared on-site and for sale, organizers are responsible for obtaining appropriate permits from the Abilene Taylor County Public Health District. A copy of the permit(s) will be required prior to the issuance of the Special Event Permit. Organizations with approved events that occur on Parkland must submit an approved vendor list. Vendors listed on the approved vendor list must complete the vendor permitting process through the Parks & Recreation Department in order to obtain a Vendor Permit and be approved to make a profit on parkland.

ALCOHOLIC BEVERAGES

If you propose to provide alcohol (sold or free) at your event, you will need to secure a permit from the Texas Alcoholic Beverage Commission (TABC). Alcohol sold or distributed on outdoor City public property or outdoor private property within a special event venue is limited to those persons 21 years and older. The TABC permit timeframe is required to cover the dates that alcohol is present on the premises if the premises is not permitted by TABC prior to the event. Sale or consumption of alcohol in a City Park is prohibited per [Ordinance Chapter 22 - Sec. 22-1](#). - Intoxicating Beverages Prohibited; Confiscation, unless it adheres to the allowance permitting outlined in the [ordinance subsection \(c\) and \(d\)](#). If alcohol associated with your event will be located on property managed by another public agency or on private property (e.g., a restaurant), use and distribution shall comply with the requirements of the respective entities. If alcoholic beverages are to be sold or consumed at the special event at an alcohol-allowed facility:

- Applicant will be required to acknowledge any prohibited areas for alcoholic beverages as outlined above.
- Liquor Liability Insurance coverage must be provided naming The City of Abilene as additional insured and included a Waiver of Subrogation for alcohol sales.
- Applicant will be required to provide Security.

INSURANCE

The Host Organization is responsible for providing a Certificate of Insurance and a separate additional Insured Endorsement reflecting Commercial General Liability insurance, Worker's Compensation insurance and Liquor Liability insurance (if applicable) for the Host Organization and, as applicable, the Primary Contact, Private Security Service Provider, Medical Service Provider, and other Service Providers if required by the Risk Management Department.

The insurance and endorsements shall specifically name the City, its officers, employees, volunteers, and agents as an additional insured and shall provide coverage for the entire duration of dates and times for which the Special Event Permit is in effect, including setup and dismantle dates. If the event includes the use of alcohol, whether or not it is distributed on City property, Liquor Liability Insurance shall also be required.

The certificate must:

- Name The City of Abilene as the “Certificate Holder” and "Additional Insured" – Other entities/location may also be required to be named;
- Contain a provision for ten (10) days prior written notice to the City of Abilene if the policy expires or is canceled or changed;
- Not have exclusions in the insurance coverage regarding publicly owned or leased property or City of Abilene operations or personnel, employees, licensees or agents; and
- Include a Waiver of Subrogation.

All costs associated with insurance are the responsibility of the event organizer. Subcontractors, vendors and others associated with the production of the special event may also be required to meet this condition including, but not limited to food/beverage vendors, activity vendors, caterers and/or event rental companies.

AMPLIFIED SOUND/NOISE

The City of Abilene has a noise ordinance which prohibits excessive noise. [Sec. 20-1. - Noise control generally](#); any unreasonable loud, disturbing, unnecessary noise which causes material distress, discomfort or injury to persons of ordinary sensibility in the immediate vicinity thereof is hereby declared to be unlawful and is hereby prohibited. Any noise of such character, intensity and continued duration which substantially interferes with the comfort and enjoyment of private homes by persons of ordinary sensibility is hereby declared to be unlawful and is hereby prohibited. The parent of any child and the guardian of any ward shall not authorize or knowingly permit any such child or ward to violate this section. Due to the nature of events and the fact that the majority of community facilities are built near, adjacent to or in close proximity to residential areas, it is the sole responsibility of the event organizer to familiarize themselves with these noise restrictions and ensure the event is in compliance.

SIGNS AND BANNERS

All signs and/or banners to be displayed prior to and during the event must be approved prior to issuance of the Special Event Permit. The applicant/permit holder is solely responsible for arranging a contractor for installment of the banner(s) and all associated costs. The banner requirements have been implemented on the Special Event Application. Signs must be removed immediately after the Special event. Banners may not be hung on or suspended from existing light pole structures.

FIREWORKS/PYROTECHICS/SPECIALIZED EQUIPMENT

Fireworks, pyrotechnics or any type of flame effects of any class, kind or type requires additional applications, reviews and conditions for approval. Fireworks are regulated by the State of Texas, and the Abilene Fire Department Fire Marshal’s Office. Applicants must provide proof of approval and compliance with all requirements of such agencies at least 30 days prior to the event.

The operation of specialized equipment includes, but is not limited to, drones. While the FAA possesses the exclusive authority to enforce all aviation law, certain situations may also involve local or state authorities for the deterrence, detection, and investigation of unauthorized or illegal activity by drone operators. If your proposed event will involve UAS operations, the applicant must comply with all FAA rules and regulations. For the latest information, visit the FAA’s UAS site at: <https://www.faa.gov/uas/>. Drones (UAS) shall be operated in accordance with Federal

Aviation Regulations, including registering the activity through the Federal Aviation Administration's "B4UFly" website and using FAA-licensed photographers/videographers who are hired to record any event. Drones are not allowed in City of Abilene parks without special written permission. Specialized equipment not listed may require a review meeting.

CITY SERVICES AND EVENT ACCESS

All regularly scheduled city services will be provided during the normal work hours whenever possible. The City of Abilene does not have Special Event equipment, signs or supplies for loan or for rent. City staff will provide Applicants consultation as may be reasonably necessary to resolve problems, answer questions and facilitate review by outside agencies at no charge to the Applicant.

Please note that City staff and their respective contractors, shall have unrestricted access to the reserved facility or facilities at any time during the event (set up, tear down, event production) to execute the functions of their respective job or contract. City staff and contractors will be identifiable through a uniform or employee identification.

The City of Abilene City Manager (or designee) has the authority to cancel or stop an event, before or during the event, if the conditions required for approval of the event are not being met. In addition, the City Manager (or designee) and public safety officials have the authority to cancel or stop an event, or place additional restrictions on the event, if it is deemed that the public health, safety or welfare is being jeopardized and/or would be better served with additional restrictions or requirements.

SPECIAL RULES AND ADDITIONAL PROCEDURES

Special rules and additional procedures may be required that are unique to certain City of Abilene facilities. All rules and regulations contained within the [City of Abilene Ord. Chapter 22](#) and [Article IX](#), and may be amended from time to time, apply to special events. Most parks and pathway areas cannot be reserved or permitted for the exclusive use of one (1) group, and access to general park amenities by the general public may not be restricted at any time.

The City of Abilene reserves the right, at its sole discretion, to deny use of the facility or require the event to cease and organizer/attendees vacate the park in the event these policies are not adhered to.

POLITICAL ACTIVITY

Political events/activity, including but not limited to, candidate meet and greets, conducting voter registration, City of Abilene forums and/or rallies, are permitted with the following considerations:

- All park rules are followed per [City of Abilene Ord. Chapter 22](#).
- The activity does not interfere with existing park reservations, maintenance and/or special events.
- The activity does not impede access to any areas within the facility or cause a disruption to patrons and surrounding residents.
- Certain exceptions may apply as required by law and determined by the City of Abilene Legal Counsel.

OTHER CONSIDERATIONS AND APPROVALS

By submitting an application for a Special Event Permit, Applicants agree to follow local, state

and federal Orders or Declarations and/or Centers for Disease Control and Prevention (CDC) and Public Health Agency guidelines on disease control and prevention when organizing events and gatherings. Guidelines for events and gatherings are available from various sources including, but not limited to, the CDC (www.cdc.gov) and the Department of Human Health Services (www.hhs.gov). The City of Abilene does not accept any responsibility or liability of the health and safety of the event Applicant, participants, attendees, volunteers, vendors or sponsors. Applicant assumes all liability related to the health and safety of all those attending the special event. The City of Abilene does not disinfect or sanitize all park facilities including, but not limited to, equipment, amenities, restrooms and/or trash receptacles.

PENALTY FOR VIOLATIONS

Any person, firm, partnership, corporation, association, agent or employee thereof who violates any of the provisions of the governing ordinance outlined in the Special Events Permit Policy, shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined in an amount not exceeding five hundred dollars (\$500.00) for each offense. Each and every day that such violation shall continue shall be deemed to constitute a separate offense.

Quick Reference Table

	Single Day	Single Day - Local Street	Multi-Day/ Major Impact	Downtown Parades	Outside of Downtown	Fireworks/ Pyrotechnics/ Specialized Equipment
Criteria	no control over the street; shall occur only on sidewalks or other public walkways.	less than 10 hours in duration; requiring control of local streets;	multiple day event or major impact; requiring control of streets;	closed streets, approved route in the Downtown Area and approved staging area.	any other private use upon any public street alley, sidewalk or public way	posing special hazard to the general public and property due to equipment used;
Application Available	Parks & Recreation Department	Parks & Recreation Department	Parks & Recreation Department	Parks & Recreation Department	Parks & Recreation Department	Parks & Recreation Department
Application due before event date	14 days	30 days	60 days	60 days	60 days	60 days
Applicant may need to attend review meeting	No	No	Yes	Yes	Yes	Yes
Agreement	Approved Application	Approved Application	Approved Application	Approved Application	Approved Application	Approved Application
Indemnity required	Yes	Yes	Yes	Yes	Yes	Yes
Insurance required	No	Yes	Yes	Yes	Yes	Yes
Permit fee	\$25.00	\$50.00	\$100.00	\$200.00	\$100.00	\$300.00
Coordinating City Department	Parks and Recreation Department	Parks and Recreation Department	Parks and Recreation Department	Parks and Recreation Department	Parks and Recreation Department	Parks and Recreation Department

ATTACHMENT A

NOTIFICATION OF STREET CLOSURE

NAME OF EVENT: _____ DATE OF EVENT: ; _____

STREET(S) TO BE
CLOSED: _____

TIME OF EVENT: _____ TIME OF STREET CLOSURE: _____

BUSINESS NAME: _____ PHONE#: _____

SIGNATURE: _____ PRINT NAME: _____

BUSINESS NAME: _____ PHONE #: _____

SIGNATURE: _____ PRINT NAME: _____

BUSINESS NAME: _____ PHONE #: _____

SIGNATURE: _____ PRINT NAME: _____

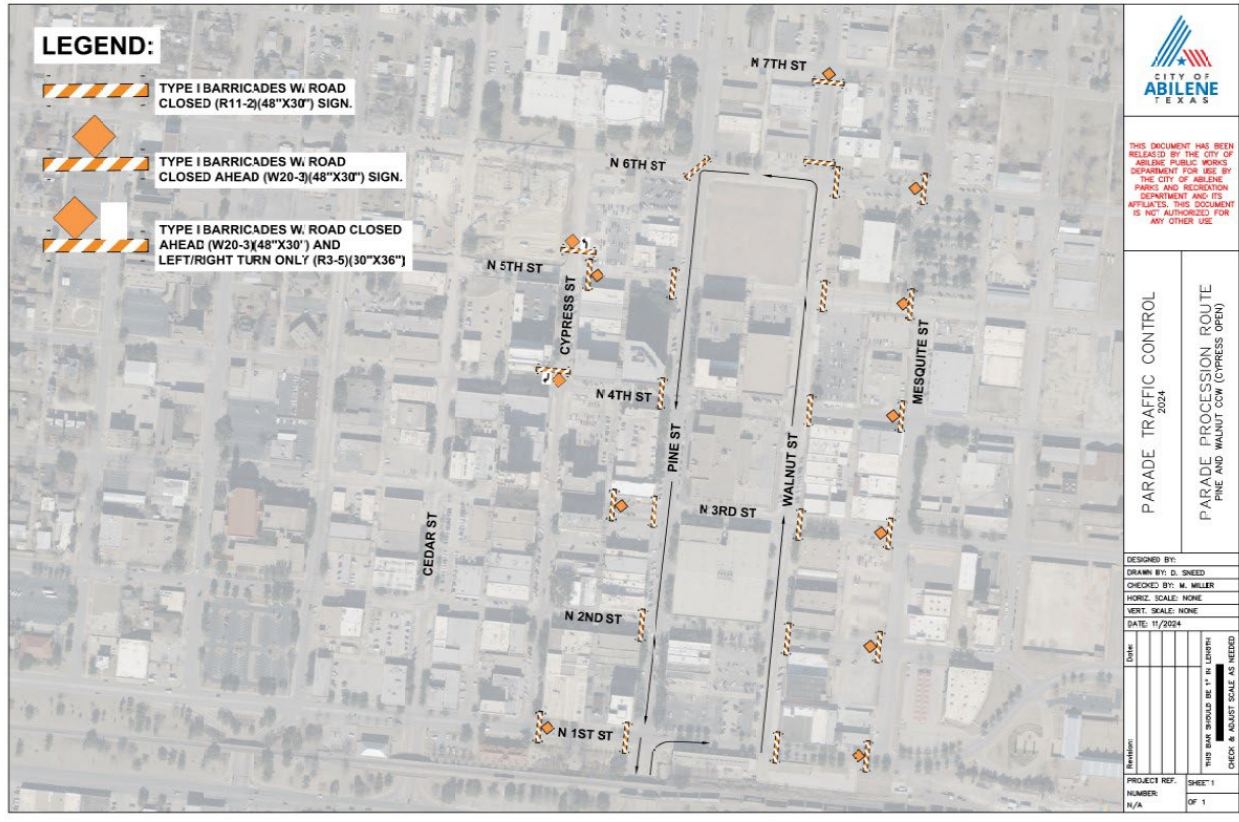
BUSINESS NAME: _____ PHONE #: _____

SIGNATURE: _____ PRINT NAME: _____

BUSINESS NAME: _____ PHONE #: _____

SIGNATURE: _____ PRINT NAME: _____

2025 PARADE ROUTE: The route map is subject to change at any time. Please see the Special Events Office for any possible changes due to unforeseen construction etc..



60, 96, & 135 - STAGING PLANS: The staging plans are subject to change at any time. Please see the Special Events Office for any possible changes due to unforeseen construction etc..





2026 PARADE ROUTE: The route map is the set Parade Route on conclusion of the Cypress Street construction.



2026 PARADE ROUTE: The route map is the set Parade Route pending approval from the Double Tree by Hilton.

