

## **Special Event Assistance Program Instructions**

Per Garland City Council Policy, the Special Event Assistance Program provides a process for non-profit organizations to request City services for special events held within the City of Garland. Funding for eligible events is based upon the availability of funds.

## **Eligibility**

All requests for City services through this program must meet the following criteria:

- A. The organization must be a civic, cultural, educational, religious, and/or service group with a national or state charge as a non-profit organization.
- B. Written evidence must be provided verifying the organization is a non-profit in accordance with Section 501(c)3 or 501(c)4 of the Internal Revenue Service Code.
- C. Membership in the organization must be open to all citizens of Garland.
- D. The event must be of economic benefit to the Garland community, and/or contribute to the quality of life in Garland as a whole.
- E. The event must be open to the public for participation.

## **Procedure**

Organizations must make a formal written request to the City via the Special Event Assistance Program Application to solicit in-kind City services related to a special event.

- A. The application must be completed and submitted a minimum of 45 days prior to the event.
  - 1. The application must state specifically what the benefits to the City shall be as a result of the event.
  - An expense and revenue report for the previous year's event must be included. If this is a new event, financial projections must be included.

- B. Proof of 501(c)3 or 501(c)4 status with the IRS must accompany the application.
- C. A copy of the proposed event site plan (fairs, festivals and carnivals) and/or route plan (parades, races and runs) must accompany the application.
- D. A Temporary Activity Permit Application must accompany the application if the event will include any of the following:
  - 1. Use of city-owned facilities or parkland
  - 2. Use of city streets or alleys (i.e. street/lane closures or intermittent traffic control)
  - 3. Use of sound amplifying equipment
  - 4. Erecting a tent greater than 399 sq. ft.
  - 5. Preparation or serving of food
  - Involvement of animals.
- E. The organization will be required to provide proof of public event liability insurance in the amount of \$500,000 per occurrence for bodily injury and property damage arising from the event at least 10 days prior to the event. The insurance policy must list the City of Garland as an additional insured.

## **Available Services**

The following services are logistical elements the City of Garland may be able to provide through this program. This program does not provide financial sponsorships, event furniture/supplies, or fund services provided by outside entities.

Police security	<ul><li>Running water (if available at site)</li></ul>
Street closures	☐ Electrical power (if available at site)
Barricades	<ul> <li>Park use (per department approval)</li> </ul>
Traffic/crowd control	<ul> <li>Preparation of City-owned facility</li> </ul>
Trash/recycling containers	

For additional information about the Special Event Assistance Program or to obtain an application, please contact the Jackie Justice in the Parks and Recreation Department at 972-205-2752 or jjustice@garlandtx.gov.