

City of Kemp, Texas  
Park Use Governance and Permits

Per Ordinance No. 09-08 Park Use Permits must be obtained for:

- Using park land before 6:00 a.m. or after 10:00 p.m.
- Build or attempt to build a fire (barbecue grills are exempt from this permit requirement and do not require a permit)
- Placing or maintaining a sign
- Being, acting as, or plying the vocation of a solicitor, agent, peddler, mendicant, beggar, strolling musician, organ grinder, exhorter, showman, or bootblack
- Possession and/or consumption of alcoholic beverages. **PER CITY COUNCIL ACTION ON 7/14/09, NO ALCOHOLIC BEVERAGE PERMITS MAY BE ISSUED AT THIS TIME.**
- Any organized gathering of more than 20 persons, if the organized gathering involves consumption of food, a meeting, a picnic, or any other organized event.

Fee Schedule:

- Reservation/Gathering of more than 20 persons permit fee: \$10.00 (per Ordinance No. 09-08)
  - If applied for and approved, permits for after-hours use, fire, peddling/soliciting and event-related signage **during event only** are included with \$10.00 reservation fee
  - Reservations also require a refundable \$75.00 deposit to cover park clean-up and damages resulting from event
- After-hours use permit fee: \$10.00
- Fire permit fee: \$10.00
- Peddling and/or soliciting: \$50.00
- Sign permit: \$2.00 per day per sign
- Electrical hook up: \$2.00 per plug per day

Alcohol policies, rules, and regulations:

- No use or possession of an alcoholic beverage is permitted on Kemp City Park property at this time.

**All permit applications must be received at least 5 business days before the event.**

## City of Kemp Park Use Permit Fee Application

Organization Name (optional):	Contact Name:
Contact Phone Number (regular business hours): (        )        -	Event Type:
Contact Phone Number (day of event): (        )        -	Date(s):
Contact e-mail:	Time(s):
Address, City, State and Zip Code:	
Please check area(s) of park requested for reservation	
<input type="checkbox"/> Entire park -----or-----	
<input type="checkbox"/> Pavilion	<input type="checkbox"/> Gazebo
<input type="checkbox"/> Playground equipment area	<input type="checkbox"/> Picnic table(s) Specify # of tables:
<input type="checkbox"/> Other (specify):	

## City of Kemp Park Permit(s) Request

<input type="checkbox"/>	<b>Gathering of more than 20 persons/Reservations</b>		
	<input type="checkbox"/> Anticipated # of attendees:		
	<input type="checkbox"/> After-hours use (please explain):		
	Hours park will be in use:		
	<input type="checkbox"/> Fire (please explain):		
	<input type="checkbox"/> Signage during event		
	<input type="checkbox"/> Soliciting (# of anticipated vendors): <small>NOTE – Non-profit vendors selling prepared food must submit a letter of determination from the IRS. For-profit vendors selling food must submit a copy of a food handler certification. Contact the Texas State Department of Health Services for more information. The event organizer MUST have this documentation available for examination during the event.</small>		
	<b>INITIAL:</b> _____ I/we understand the deposits shall be returned within 5 business days after the event, provided that the park was left reasonably clean, with all trash placed in receptacles. Should the City be required to provide any cleaning, repair or maintenance as a result of the gathering, the mayor or designee shall itemize the costs of cleaning, repair or maintenance and deduct from the deposit. Itemized costs shall not exceed \$75.00.		
		Total gathering/ reservations permit fee:	\$10.00
		Total deposit:	\$75.00

<input type="checkbox"/>	<b>After-hours use (please explain):</b>  Hours park will be in use:	Total after-hours permit fee:	\$10.00												
<input type="checkbox"/>	<b>Fire (please explain):</b>  *note: a burn ban supersedes any park permit. Should a burn ban be in effect on the day of your event, your park permit fee will be refunded.	Total fire permit fee:	\$10.00												
<input type="checkbox"/>	<b>Peddling or Soliciting</b> Type of business(es): _____ Beneficiary (if self, please write "Self"): _____ <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:5%; text-align:center;">a.</td> <td style="width:35%;">Will you be selling prepared food? (Barbecue, sandwiches, etc.)</td> <td style="width:20%; text-align:center;"><input type="checkbox"/> No <i>If no, you are done with this section.</i></td> <td style="width:20%; text-align:center;"><input type="checkbox"/> Yes <i>If yes, continue to question B</i></td> </tr> <tr> <td style="text-align:center;">b.</td> <td>Is this permit being applied for by a non-profit entity as defined by the IRS?</td> <td style="text-align:center;"><input type="checkbox"/> No <i>If no, continue to question C</i></td> <td style="text-align:center;"><input type="checkbox"/> Yes <i>If yes, a copy of your IRS determination letter is required. You are done with this section.</i></td> </tr> <tr> <td style="text-align:center;">c.</td> <td>Do you have a TXDHS license for food handling?</td> <td style="text-align:center;"><input type="checkbox"/> No <i>You are not eligible for this permit. Visit the Texas Department of State Health Services for certification information</i></td> <td style="text-align:center;"><input type="checkbox"/> Yes <i>If yes, a copy of your food handler certification from the Texas Department of State Health Services is required.</i></td> </tr> </table>	a.	Will you be selling prepared food? (Barbecue, sandwiches, etc.)	<input type="checkbox"/> No <i>If no, you are done with this section.</i>	<input type="checkbox"/> Yes <i>If yes, continue to question B</i>	b.	Is this permit being applied for by a non-profit entity as defined by the IRS?	<input type="checkbox"/> No <i>If no, continue to question C</i>	<input type="checkbox"/> Yes <i>If yes, a copy of your IRS determination letter is required. You are done with this section.</i>	c.	Do you have a TXDHS license for food handling?	<input type="checkbox"/> No <i>You are not eligible for this permit. Visit the Texas Department of State Health Services for certification information</i>	<input type="checkbox"/> Yes <i>If yes, a copy of your food handler certification from the Texas Department of State Health Services is required.</i>	Total peddling/soliciting permit fee:	\$50.00
a.	Will you be selling prepared food? (Barbecue, sandwiches, etc.)	<input type="checkbox"/> No <i>If no, you are done with this section.</i>	<input type="checkbox"/> Yes <i>If yes, continue to question B</i>												
b.	Is this permit being applied for by a non-profit entity as defined by the IRS?	<input type="checkbox"/> No <i>If no, continue to question C</i>	<input type="checkbox"/> Yes <i>If yes, a copy of your IRS determination letter is required. You are done with this section.</i>												
c.	Do you have a TXDHS license for food handling?	<input type="checkbox"/> No <i>You are not eligible for this permit. Visit the Texas Department of State Health Services for certification information</i>	<input type="checkbox"/> Yes <i>If yes, a copy of your food handler certification from the Texas Department of State Health Services is required.</i>												
<input type="checkbox"/>	<b>Sign placement</b> <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="width:40%;">Number of signs:</td><td style="width:10%;"></td></tr> <tr><td>Number of days:</td><td style="text-align:center;">x</td></tr> <tr><td>Fee per day per sign:</td><td style="text-align:center;">x \$2.00</td></tr> <tr><td>Total sign permit fee:</td><td style="text-align:center;">=</td></tr> </table>	Number of signs:		Number of days:	x	Fee per day per sign:	x \$2.00	Total sign permit fee:	=	Total sign permit fee:					
Number of signs:															
Number of days:	x														
Fee per day per sign:	x \$2.00														
Total sign permit fee:	=														
<input type="checkbox"/>	<b>Electrical hook-up</b> <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="width:40%;">Number of plugs:</td><td style="width:10%;"></td></tr> <tr><td>Number of days:</td><td style="text-align:center;">x</td></tr> <tr><td>Fee per day per plug:</td><td style="text-align:center;">x \$2.00</td></tr> <tr><td>Total electrical permit fee:</td><td style="text-align:center;">=</td></tr> </table>	Number of plugs:		Number of days:	x	Fee per day per plug:	x \$2.00	Total electrical permit fee:	=	Total electrical permit fee:					
Number of plugs:															
Number of days:	x														
Fee per day per plug:	x \$2.00														
Total electrical permit fee:	=														
Total permit fees and deposits:			\$												
Fees by: <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <input type="checkbox"/> By (city employee name): _____															
<input type="checkbox"/> <b>Approved by _____, Mayor or designee</b> This approved application serves as an official park permit for the purposes specified. A copy shall be made for: <input type="checkbox"/> City Secretary <input type="checkbox"/> Kemp PD <input type="checkbox"/> Public Works Director <input type="checkbox"/> Mayor <input type="checkbox"/> Applicant Condition of park before event: <input type="checkbox"/> Clean <input type="checkbox"/> Dirty (specify): _____ by _____ Condition of park after event: <input type="checkbox"/> Clean <input type="checkbox"/> Dirty (specify): _____ by _____															
<input type="checkbox"/> <b>Denied (reason):</b> _____															

## Itemized park cleanup

Quantity	Description	Cost	
	Hours of trash removal @ \$12.00/hr	\$	Surveyed by: _____
		\$	on ___/___/___
		\$	
		\$	Work completed by: _____
		\$	on ___/___/___
		\$	
		\$	
		\$	
		\$	
		\$	<b>Deposit refund:</b>
	\$75.00 deposit minus(-) total cleanup charges:	\$	=