



P.O. Box 369 (Mail)
303 E. Pecan Dr. (Physical)
Johnson City, TX 78636
830.868.7111 (Phone)
830.868.7718 (Fax)

Application Date: _____

APPLICATION FOR SPECIAL EVENT / PARADE PERMIT CHAPTER 4

7

PERMIT NO.: _____

PLEASE READ THE FOLLOWING PRIOR TO COMPLETING THIS FORM: CITY STAFF MAY CONTACT YOU TO DETERMINE IF TRAFFIC CONTROL OR ANY OTHER CODE REQUIREMENTS ARE NECESSARY FOR APPROVAL OF THE SPECIAL EVENT / PARADE PERMIT APPLICATION. AFTER REVIEW OF THE APPLICATION, CITY STAFF WILL CONTACT YOU TO INFORM YOU OF THE DISPOSITION OF THE APPLICATION. PERMIT APPLICATIONS MUST BE FILED A MINIMUM OF **FIFTEEN (15) DAYS** BEFORE THE SPECIAL EVENT / PARADE. IMPORTANT CONTACT INFORMATION:

830.868.3209 (POLICE DEPT.) 830.868.7111 (CITY HALL)

Special Event / Parade Definition:

Event: A planned occasion or activity that occurs on and impacts a City public right-of-way, such as a street, sidewalk, alley, walkway, or other City public-owned facility, such as a municipal park, pool, or community building, during a particular interval of time; an event includes a parade, rally, public rally, or recreational street use.

Parade: Any march or procession consisting of people, animals, vehicles (motorized or nonmotorized), floats, or a combination thereof, except funeral processions, upon any public street or alley which does not comply with the normal or usual traffic controls and which may reasonably require and necessitate special traffic control and/or rerouting, special police protection, and/or crowd control or other prior planning, and which is organized for a common purpose, theme, or cause.

Section I. Event Information

Check One: ☒ Parade ☒ Special Event Start Date: 11 / 24 / 22 End Date: 1 / 8 / 23

Repeat Event: ☒ Yes ☐ No If so, please provide dates: _____

Event Description: Lights Spectacular 33rd Season

Location and/or Route of Event: Memorial Park Square downtown District

Event Assembly Time, if applicable: 11/24/22 Assembly Location: For parade Highschool attached route

Event Disband Time, if applicable: NA Disband Location: _____

Number of Participants: People: _____ / Animals: _____ Animal Type: _____

Number and Type of Vehicles: Vehicles: _____ Vehicle Type: _____

Will the Event Occupy All or Part of the Road: ☐ No ☒ Yes Street Closure(s) Required?: ☐ No ☒ Yes
If Yes, specify street closure location: see attached map

Will loudspeakers, live music, or amplification equipment be on site?: ☒ Yes ☐ No
If yes, please describe: Speakers, mic & amp located at Courthouse, music at park and street dances

Will alcohol be served?: ☒ Yes ☐ No

Will alcohol be sold?: ☒ Yes* ☐ No

* TABC license and certificate of general liability insurance required. *pending approval*

Will food be sold at the event?: ☒ Yes* ☐ No

* Copies of licenses or permits issued by the appropriate agencies required. *will submit w/they Book*

Will individual retail vendors participate in the event?: *1* ☒ Yes* ☐ No

* Peddler permit applications must be submitted.

Restroom facilities provided by event?: ☒ Yes ☐ No

How many restrooms and in what location(s):

See attached map

Section II. Organization/Personal Information

Sponsoring Organization: *Lights Spectacular Hill Country Style*

Non-Profit Organization: ☐ No ☒ Yes (Please provide proof of non-profit status with application.)

Event Chairperson: *Playette Bible* Phone: () - Cell: *(210) 317.3138*

Mailing Address: *598 Red P.O. Box 254 JC TX 78034* E-mail: *info@lightspectacular.com*

Section III. Application Checklist

Please provide the following documentation with application:

- ☒ Medical Plan
- ☒ Evacuation Plan
- ☒ Security Plan
- ☒ Executed Indemnity and Hold Harmless Agreement
- ☒ Liability Insurance

Section IV. Other

Please provide any additional information that may be helpful when considering this permit application:

Section V. Execution

The applicant is responsible for the regulation and removal of all debris, trash, et cetera arising from the special event / parade. The applicant must utilize the commercial solid waste disposal company currently having a franchise agreement with the City. Refer to the current fee schedule for applicable permit fees. The event chairperson must place an approved permit in a conspicuous location within the event location. If the applicant is applying on behalf of another entity, the applicant must submit written permission from the other entity to do so.

General liability and, if alcohol is to be sold, liquor liability insurances in an amount not less than \$1,000,000.00, naming the City as additional insured, required. The Applicant shall agree to pay any additional costs and to provide full reimbursement for such costs to the City within 60 calendar days of the conclusion of the event. The assessed reimbursement amount may be appealed to the City Council. A refundable deposit for estimated costs per event may be required. The deposit may be applied toward payment of City costs. Said deposit may be forfeited for nonpayment of City costs.

My signature below indicates that I have the authority to execute this application on behalf of myself and / or the organization identified on this application, and both the organization and myself agree to fully comply with any and all provisions of this application, the permit and its requirements, and the City of Johnson City Code of Ordinances.

Printed Name of Applicant: Rayette Bible

Relationship to Organization: Chair

Address: P.O. Box 254 JC TX 78034 Phone: () - Cell: (214) 317-3178

Signature: Rayette Bible Date: ____/____/____

OFFICE USE ONLY:

Approved: ____ Disapproved: ____ Mayor: _____ Date ____/____/____

Approved: ____ Disapproved: ____ Police Chief: _____ Date ____/____/____

Approved: ____ Disapproved: ____ CAO: _____ Date ____/____/____

Appendix A: Medical and Evacuation Plans

What physical address will be given in the event of an emergency?

101 E Pecan St.
Johnson City, TX
78636

Emergency operations will be coordinated by:

Name: Raunth Bible

Telephone No.: (210) 317-3138
(Telephone number must be in service during event)

Name: Laura Batley

Telephone No.: (830) 201-0199
(Telephone number must be in service during event)

Emergency telephone numbers:

Emergency: 911
Fire Dept.: (888) 456-9740
Police Dept.: (830) 868-0995

Medical Plan

Event employees / volunteers shall immediately report all serious medical emergencies to the Emergency Coordinator(s) referenced above. Basic first aid shall be handled by the event Emergency Coordinator(s). Serious medical emergencies shall be reported to the North Blanco County Emergency Medical Service. Please provide any additional medical plan information (attach additional sheets if necessary):

Basic first aid will be at the elf shack, will have a first aid kit
will also coordinate with local EMS the location if needed
or pick up for assistance.

Evacuation Plan

Attach a site plan of the event. Indicate on the site plan all exit locations for pedestrians and vehicular traffic. Please detail evacuation plan procedures for event attendees and employees / volunteers (attach additional sheets if necessary):

street closures 11/24 - 11/27
and street closures weeks after
see attached maps
identified pedestrian exits from the square

Appendix B: Security Plan

Parking plan submitted: ☒ Yes ☐ No

Police officers provided by the City of Johnson City Police Department: Yes ☒ No ☐

Events requesting City Police Officers shall contact:

Chief Ross Allen
830.868.3209
policechief@johnsoncitytx.org

Police officers provided by the City of Johnson City Police Department will provide security and protection for event personnel, participants, patrons, and vendors. Such officers will maintain order and perform crowd control on event property. Such officers will be assigned duty posts, as directed and determined by the supervising officer. Such officers shall not handle event money, work as parking attendants, or complete any other duties that would deter them from performing their primary mission of event security and crowd control. Officers shall be paid by the event prior to the end of the event.

Police officers provided by the event: Yes ☒ No ☐

Contracted Security Company:

company pending quotes

Contact person (day of event):

Contact person telephone no.:

() -

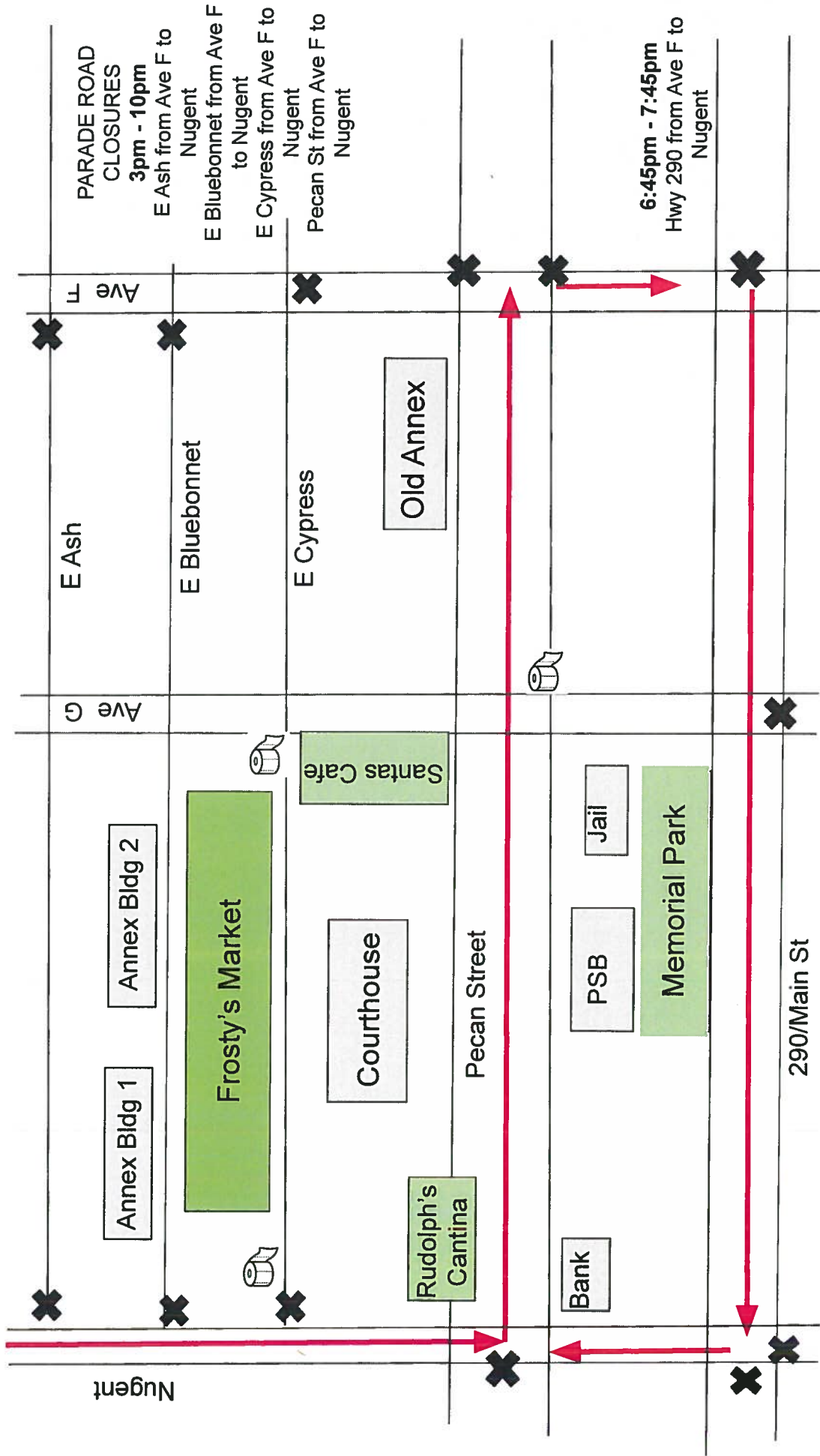
Number of police officers provided for the event: 4 crossing guards at F4290

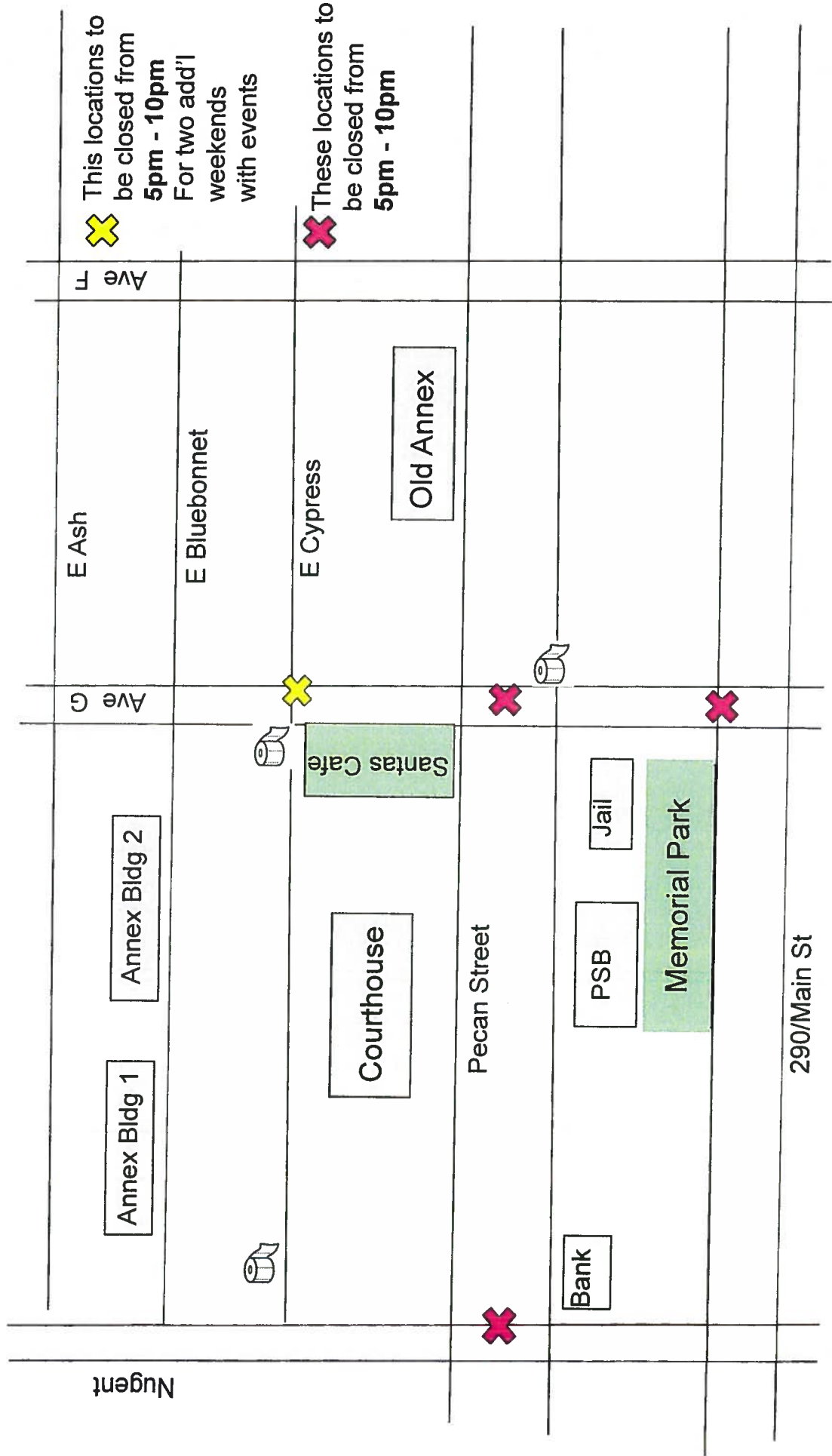
Please provide any additional security plan information (attach additional sheets if necessary): 11/24 11/27

crossing guards at F4290

opening weekend

pending bids







Wesco Insurance Company
 800 Superior Avenue East, 21st Floor
 Cleveland, OH 44114

COMMERCIAL COMMON POLICY DECLARATIONS SUMMARY PAGE

Policy Number WPP1657361 03

Policy Period

From: 11/15/2021 **To:** 11/15/2022

12:01 A.M. Standard Time at the Name Insured's Address

Transaction

Renewal

Named Insured and Address

Lights Spectacular Hill Country Style, Inc.
 PO Box 254
 Johnson City TX 78636

Producer: 20418

Stripling Enterprises, Inc. dba Galloway Insurance
 Galloway Insurance
 PO BOX 8
 BURNET TX 78611-0008
Telephone: (512) 756-2988

Business Description

Club

Type of Business

Other - Non-Profit

Auditable ☐

Non-Auditable ☒

Audit Period

Non-Auditable

In return for the payment of the premium, and subject to all the terms of this policy, we agree with you to provide the insurance as stated in this policy. This policy consists of the following coverage parts for which a premium is indicated. This premium may be subject to adjustment.

COVERAGE PART DESCRIPTION

General Liability

PREMIUM

\$531.00

Policy Premium

\$531.00

Deposit Premium (if applicable)

\$531.00

Taxes and Surcharges

\$0.00

Total Deposit Premium

\$531.00

(Includes Taxes, Surcharges, and applicable Terrorism Premium)

FORMS AND ENDORSEMENTS*

See Forms and Endorsements Schedule

*Entry optional if above in common policy declarations schedule

THESE DECLARATIONS TOGETHER WITH THE COVERAGE DECLARATIONS, COMMON POLICY CONDITIONS, COVERAGE FORM(S) AND FORM(S) AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART THEREOF, COMPLETE THE ABOVE NUMBERED POLICY.

8/30/2021

Date

Signature of Authorized Representative





Wesco Insurance Company
800 Superior Avenue East, 21st Floor
Cleveland, OH 44114

Policy Number:
WPP1657361 03
Named Insured:
Lights Spectacular Hill Country Style, Inc.

COMMERCIAL GENERAL LIABILITY COVERAGE DECLARATIONS EXTENSION OF DECLARATIONS

LOCATION OF PREMISES

Location of All Premises You Own, Rent or Occupy:

1
101 E Pecan
Johnson City TX 78636

PREMIUM

Location	Classification	Code No.	Exposure	Basis	Rate		Advanced Premium	
					Premises Ops	Prod/Comp Ops.	Premises Ops.	Prod/Comp Ops.
1		43424	35,000	s	15.183	0.000	\$531.00	\$0.00
Exhibitions - outside - no stadiums or grandstands								
Extension of Declarations – Total Advance Annual Premium \$531.00								





Wesco Insurance Company
800 Superior Avenue East, 21st Floor
Cleveland, OH 44114

Policy Number:
WPP1657361 03
Named Insured:
Lights Spectacular Hill Country Style, Inc.

COMMERCIAL COMMON POLICY DECLARATIONS FORMS AND ENDORSEMENTS SCHEDULE

Coverage	Form Number	Edition Date	Title
CG	CG0001	04/13	COMMERCIAL GENERAL LIABILITY COVERAGE FORM
CG	CG0103	06/06	TEXAS CHANGES
CG	CG2107	05/14	EXCLUSION – ACCESS OR DISCLOSURE OF CONFIDENTIAL OR PERSONAL INFORMATION AND DATA-RELATED LIABILITY
CG	CG2109	06/15	EXCLUSION - UNMANNED AIRCRAFT
CG	CG2116	04/13	EXCLUSION – DESIGNATED PROFESSIONAL SERVICES
CG	CG2146	07/98	ABUSE OR MOLESTATION EXCLUSION
CG	CG2167	12/04	FUNGI OR BACTERIA EXCLUSION
CG	CG2173	01/15	EXCLUSION OF CERTIFIED ACTS OF TERRORISM
CG	CG2639	12/07	TEXAS CHANGES – EMPLOYMENT-RELATED PRACTICES EXCLUSION
CG	GL990182TX	08/20	COMMUNICABLE DISEASE EXCLUSION
CG	GL990252	07/17	GENERAL LIABILITY ENHANCEMENT NONPROFIT
IL	IL0017	11/98	COMMON POLICY CONDITIONS
IL	IL0021	09/08	NUCLEAR ENERGY LIABILITY EXCLUSION ENDORSEMENT (BROAD FORM)
IL	IL0168	03/12	TEXAS CHANGES – DUTIES
IL	IL0275	11/13	TEXAS CHANGES – CANCELLATION AND NONRENEWAL PROVISIONS FOR CASUALTY LINES AND COMMERCIAL PACKAGE POLICIES
IL	IL0985	01/15	DISCLOSURE PURSUANT TO TERRORISM RISK
IL	IL990044	01/17	ASBESTOS EXCLUSION
IL	IL990048	01/17	EXCLUSION - LEAD
IL	IL990055	08/17	FUND-RAISING EVENTS BLANKET ENDORSEMENT
IL	MP990001	10/17	NONPROFIT SUPPLEMENTAL COVERAGE



CITY OF JOHNSON CITY, TEXAS
Special Event Application
Indemnity Addendum

FOR AND IN CONSIDERATION of receiving permission to hold a special event inside the City limits of Johnson City, TX, to conduct the Activities provided in the Special Event Application ("Agreement") between the Applicant and the City of Johnson City, TX (herein "City"), the Applicant agrees to the following terms and conditions:

INDEMNITY AND RELEASE

1. **RELEASE.** Applicant and Applicant's participants, for themselves, their agents, employees, representatives, successors and assigns hereby release and fully discharge the City, its affiliates, subsidiaries, and any of its respective partners, directors, officers, employees, agents, and representatives from any claims, causes of actions, settlements, liabilities, demands, damages, losses and expenses (including, without limitation, attorneys' fees, court costs, or any costs resulting from any environmental response or remediation or other cleanup or disposal) of any kind, which Applicant or Applicant's participants may have or incur for, from or relating to any accident, damage (including, without limitation, actual or direct damages, or any lost profits, special, indirect or consequential damages of any kind), or injury (including, without limitation, personal injury, bodily injury, sickness or death) to any person or property (real, personal or mixed) of Applicant or Applicant's participants sustained or incurred in connection with Applicant's or any of Applicant's employees', agents', principals' or subcontractors' presence or actions or omissions on or off the City's property, or otherwise relating to any services provided by Applicant or any of Applicant's employees, agents, principals, or subcontractors, regardless of whether such accident, damage or injury is caused by or attributable to (in whole or in part) by the negligent (sole, joint, concurrent, simple or gross negligent) acts or omissions, strict liability, products liability, any condition or defect in or on any property, or any other fault or responsibility of the City.
2. **INDEMNITY.** WITHOUT BEING LIMITED BY ANY INSURANCE COVERAGE, APPLICANT AND APPLICANT'S PARTICIPANTS HEREBY AGREE TO FULLY INDEMNIFY, DEFEND AND HOLD HARMLESS THE CITY FROM AND AGAINST ANY AND ALL CLAIMS (INCLUDING, WITHOUT LIMITATION, CLAIMS FOR PERSONAL INJURY, BODILY INJURY, ILLNESS, DEATH OR PROPERTY DAMAGE, WHETHER REAL, PERSONAL OR MIXED), CAUSES OF ACTIONS, LIABILITIES, DEMANDS, DAMAGES (INCLUDING, WITHOUT LIMITATION, ANY ACTUAL OR DIRECT DAMAGES, OR ANY LOST PROFITS, SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES), SETTLEMENTS, PENALTIES, FINES, LOSSES AND EXPENSES (INCLUDING WITHOUT LIMITATION, ATTORNEYS' FEES, COURT COSTS, OR ANY COSTS RESULTING FROM ANY ENVIRONMENTAL RESPONSE OR REMEDIATION OR OTHER CLEANUP OR DISPOSAL), ACTUAL OR THREATENED, ARISING UNDER ANY THEORY OF LIABILITY (INCLUDING, WITHOUT LIMITATION, COMMON LAW, STATUTORY, REGULATION, TORT, CONTRACT, STRICT LIABILITY, PRODUCT LIABILITY, OR OTHER)

(COLLECTIVELY, "LOSSES"), INCURRED BY, ARISING IN FAVOR OF, OR ASSERTED OR BROUGHT BY THE CITY, APPLICANT, OR ANY AGENT, REPRESENTATIVE, EMPLOYEE OR SUBCONTRACTOR OF APPLICANT, OR ANY THIRD PARTY (INCLUDING, WITHOUT LIMITATION, ARISING FROM ANY ACCIDENT, DAMAGE OR INJURY TO ANY PERSON OR PROPERTY (REAL, PERSONAL OR MIXED), RESULTING OR ARISING FROM OR RELATING TO, ANY BREACH OF THIS AGREEMENT BY APPLICANT OR APPLICANT'S PARTICIPANTS, OR THE PRESENCE OF ANY ACTIVITIES (INCLUDING, BUT NOT LIMITED TO, THE IDENTIFIED ACTIVITIES) OF APPLICANT OR APPLICANT'S PARTICIPANTS ON OR OFF CITY PROPERTY, OR ANY SERVICES PROVIDED BY APPLICANT OR APPLICANT'S PARTICIPANTS (OR ANY OF THEIR AFFILIATES, SUBSIDIARIES, OR ANY OF THEIR RESPECTIVE DIRECTORS, OFFICERS, EMPLOYEES, AGENTS OR REPRESENTATIVES), REGARDLESS OF ANY OF SUCH LOSSES ARE ATTRIBUTABLE TO (IN WHOLE OR IN PART) THE ACTIONS, OMISSIONS, NEGLIGENCE (SOLE, JOINT, CONCURRENT, SIMPLE OR GROSS), STRICT LIABILITY, PRODUCTS LIABILITY, ANY CONDITION OR DEFECT IN OR ON ANY PROPERTY, OR OTHER FAULT OR RESPONSIBILITY OF THE CITY, OR ANY OF ITS OFFICIALS, AGENTS, REPRESENTATIVES, OR EMPLOYEES, OR OF APPLICANT, APPLICANT'S PARTICIPANTS OR ANY THIRD PERSON OR PARTY.

3. In the event of a conflict between the terms of the Agreement and the terms of the Addendum, the terms of the Addendum shall govern and control.


By signing below, the Applicant agrees to the Indemnity and Release provisions contained above and to pay any additional costs to the City incurred as a result of the special event within five (5) days of the date upon which the City informs the Applicant of the amount of such additional costs. Should the Applicant not pay such additional costs, no future special event permits shall be issued to the same Applicant for a period not to exceed two (2) years. Nothing herein shall preclude the City from enforcing any legal or equitable remedy against the Applicant for recovery of such additional costs.

Signed and Accepted by:

Applicant's Signature:

Printed Name:

Date:



Rayette Bile

7, 18, 22



P.O. Box 369 (Mail)
303 E. Pecan Dr. (Physical)
Johnson City, TX 78636
830.868.7111 (Phone)
830.868.7718 (Fax)

APPLICATION DATE: _____

PARK FACILITY RENTAL AGREEMENT

APPLICANT INFORMATION:

CONTACT NAME: Rayette Bible
ORGANIZATION NAME (IF APPLICABLE): Lights Spectacular
ADDRESS: P.O. Box 254 Johnson City TX 78636
PHONE: (210) 317-3138 EMAIL: info@lightspectacular.com

FACILITY REQUEST:

- ☒ MEMORIAL PARK ☐ SOFTBALL FIELD
☐ PARK BUILDING ☐ PARK PAVILION
☐ POOL

EVENT INFORMATION (SPECIAL EVENT PERMIT MAY BE REQUIRED):

EVENT DATE(S): 11/24/22 TO 1/8/23 setup lights starting in October tear down in Jan
TIMES OF USE: _____ TO _____ Improvements / all lights removed
(PLEASE BE SPECIFIC, INCLUDING DELIVERIES AND SET-UP)

EVENT DESCRIPTION:

Lights Spectacular will light trees in park and decorate the grounds and the gazebo for the Christmas season

PUBLIC EVENT: ☒ YES ☐ NO EXPECTED ATTENDANCE: _____

WILL THERE BE LOUDSPEAKERS, LIVE MUSIC, OR AMPLIFICATION EQUIPMENT?: ☒ YES ☐ NO

IF YES, PLEASE DESCRIBE: Background music Christmas music

WILL ALCOHOL BE SERVED?: ☐ YES ☒ NO

WILL ALCOHOL BE SOLD?: ☐ YES* ☒ NO

* TABC LICENSE AND CERTIFICATE OF GENERAL LIABILITY INSURANCE REQUIRED.

FOOD SALES AT EVENT?: ☒ YES ☐ NO

Food trucks permits will be asked for as each book

MISCELLANEOUS INFORMATION:

PLEASE SEE THE CITY'S FEE SCHEDULE FOR REQUIRED DEPOSITS, RENTAL RATES, AND/OR MISCELLANEOUS FEES. IF THE EVENT IS DETERMINED BY CITY STAFF TO REQUIRE A SPECIAL EVENT PERMIT, PLEASE BE AWARE THAT PARKING REQUIREMENTS, SANITARY FACILITIES, WASTE COLLECTION AND DISPOSAL ARRANGEMENTS, GENERAL LIABILITY INSURANCE, AND SURETY BONDS MAY BE REQUIRED.

ACKNOWLEDGEMENT:

I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS STATED IN THE CODE OF ORDINANCES AND PARKS AND RECREATION POLICIES, PROCEDURES, AND RULES FOR THE PARK FACILITY REQUESTED ON PAGE ONE OF THIS AGREEMENT. AS THE AUTHORIZED AGENT, I SHALL BE THE RESPONSIBLE FOR THE ORGANIZATION AND/OR EVENT INDICATED ON PAGE ONE. I HEREBY AGREE TO INDEMNIFY AND HOLD HARMLESS THE CITY OF JOHNSON CITY, ITS OFFICERS, EMPLOYEES, AGENTS, AND REPRESENTATIVES AGAINST ALL CLAIMS OF LIABILITIES AND CAUSES OF ACTION RESULTING FROM INJURY OR DAMAGE TO PERSONS OR PROPERTY ARISING OUT OF THE EVENT.

Raquette Bible

AUTHORIZED AGENT SIGNATURE

7, 11, 22

DATE SIGNED

Raquette Bible

PRINTED NAME



P.O. Box 369 (Mail)
303 E. Pecan Dr. (Physical)
Johnson City, TX 78636
830.868.7111 (Phone)
830.868.7718 (Fax)

Application Date: _____

FIREWORKS PERMIT APPLICATION

APPLICANT'S NAME: Lights Spectacular DATE: 7/11/22
APPLICANT'S ADDRESS: PO Box 254 PHONE #: 210 317 3138
AGE: NA

LOCATION OF PROPOSED FIREWORK DISPLAY:

Behind County Annex off of Bluebonnet Ln closer to G

ADDITIONALLY, THE FOLLOWING MUST ACCOMPANY APPLICATION:

- ☒ Names, ages, and addresses of all persons conducting the display.
- ☒ Proof of insurance or bond as required by Ordinance.
- ☒ A survey or aerial image submitted illustrating the display area and location of all launch and detonation sites, public areas, and safety features.
- ☒ Location of stored fireworks for the display.

*all pending
event permit
approval
& no burn ban
& approval
from communities*

By signing below, the Applicant hereby acknowledges that he/she is familiar with the Firework Rules promulgated by the State Fire Marshall and Article 5.43-4, Insurance Code of the State of Texas and agrees to adhere strictly to the provisions of said regulations.

SIGNATURE: Raelynn B. B. B. License #: _____

Office Use Only:

Permit #: _____ Date Received: _____

Date of Approval: _____ Date of Denial: _____

Approved by: _____ Fire Marshal Approved: _____

CITY OF JOHNSON CITY
HOTEL OCCUPANCY TAX (HOT) GRANT
Application Guidelines

The City of Johnson City collects hotel occupancy taxes (HOT) to be used only for events or projects which promote tourism and the hotel industry in the City. A HOT Grant is awarded by the City to an organization or group for a qualifying HOT activity described below. The funding period is from October 1 through September 30 of each year. A HOT Grant is issued after an event/project, and on a reimbursement basis.

Eligibility for HOT Grant

To be eligible for a HOT Grant, an organization or group must meet this two-part test set by law:

Part One: The event/project should generate meaningful hotel activity by bringing visitors to the City and increasing occupancy in hotels in the City and surrounding area.

Part Two: The event/project must fit into one of these qualifying HOT activities:

1. A visitor information center;
2. Advertising, solicitation, and promotions that attract tourists to the City or its vicinity;
Most HOT grant applications will fit into this category. Here, funding is limited strictly to paying for advertising and marketing expenses, for example: advertisements, billboards, radio and television promotions.
3. Promotion of the arts;
4. Historical restoration or preservation programs;
5. Signage in the City directing tourists to sights and attractions that are visited frequently by hotel guests; or
6. Promotion and preservation of "Dark Skies" programs to reduce light pollution and sky glow in the City.

NOTE: Issuance of a HOT Grant by the City is not sponsorship or patronage of the event/project.

Application Requirements and Funding

1. Application Process.

- A. An applicant must complete and submit an application form with the following information:
 - i. Reasonable data that the event/project will increase overnight hotel stays in the City consistent with the level of HOT funding requested. For example: the event is multiple days, 400 of the participants will travel more than 100 miles and 125 participants will stay in the City;
 - ii. A complete budget detailing HOT expenses;
 - iii. A plan documenting how the event/project will be marketed to attract visitors and overnight stays to the City, such as:
 - a. Placing advertisements outside a 100-mile radius of the City in addition to within the City;
 - b. Making lists of local lodging and current contact information on city and area hotels, motels, and bed and breakfasts available to the public; and

- c. Providing city hoteliers information on the event/project and permitting them to participate in a bidding process for bookings (if applicable);
 - iv. For advertising, final advertising copy must be reviewed and approved by City staff for appropriate representation of the City and of local lodging;
 - v. Promotional material (brochures, website, advertisements, etc.) and signage for which HOT funds are used shall include the City logo or appropriate City identification; and
 - vi. Other relevant information requested by the City.
- B. An application will be reviewed by City staff who will issue a recommendation to Council. At a designated council meeting, an applicant may make a presentation to Council. The City Council will issue a decision on an application. The decision by Council is final.

2. Post-Event Report.

- A. To receive payment of a HOT Grant, an approved applicant must submit a Post-Event Report to the City no later than 60 days after the event/project with the following information:
- i. Tracking of overnight visitors for the event/project, such as:
 - a. registry numbers from hotels on the number of guests at hotels and other lodging facilities;
 - b. historic information on the number of room nights booked during previous years of the same event/project (if applicable);
 - c. information on the size of a room block that was reserved at area lodging to accommodate overnight guests;
 - d. a list of zip codes of event/project attendees; or
 - e. a survey distributed to attendees showing what hotel/lodging an attendee stayed at and the number of days;
 - ii. One sample of each form of advertising/promotion used in marketing the event/project and where advertising was placed and its market reach; and
 - iii. Budget expenses itemized and payment (receipts, invoices, etc.).
- B. Failure to submit the Post-Event Report will disqualify an applicant of a HOT Grant for the event/project.

3. Award of HOT Grant.

- A. A HOT Grant will be awarded upon review and approval of the Post-Event Report.
- B. Deviation from the initial application and description of the event/project may result in the partial or total withdrawal of the HOT Grant.
- C. A HOT Grant will be awarded only on a reimbursement basis.
- D. The amount of a HOT Grant will be equal to the approved total of actual expenses incurred.

Note: Because of limited available revenues, it is strongly recommended that a portion of the surplus revenues generated from an event/project be redirected into the costs of operating that same event/project in the future.

**CITY OF JOHNSON CITY
HOTEL OCCUPANCY TAX (HOT) GRANT APPLICATION**

SECTION 1 – APPLICANT INFORMATION

Organization/Group: <i>Lights Spectacular Hill Country Style</i>		Application Date: <i>7.11.22</i>
Mailing Address: <i>PO Box 254 Johnson City TX 78634</i>	Physical Address:	
Organization/Group Website (if applicable): <i>www.lightsspectacular.com</i>		
Name of Authorized Representative: <i>Rayette Bible</i>		
Representative Phone Number: <i>210 317 3138</i>	Representative Email: <i>rayette@fatboyburgers.tx.com</i>	
Type of Organization/Group (Ex: Nonprofit or Private/For Profit): <i>non profit</i>	Tax ID No.: <i>31-1608935</i>	
Description of Organization/Group: <i>Hill Holiday lighting for Johnson City including, parade marlat days, food booths and santa</i>		

SECTION 2 – EVENT/PROJECT DESCRIPTION AND EXPENDITURES

Name of Event/Project: <i>Lights Spectacular</i>	How is this event/project a qualifying HOT activity? Brings many tourists to town to stay and eat
Projected Expenditure Total of Event/Project:	HOT Grant Amount Requested: <i>5,000</i>
Location: <i>Courthouse square memorial Park</i>	Event/Project Date(s): <i>November 24, 2022 to January 8th 2023</i>
Estimated Number of Total Participants: <i>5000 - 10,000</i>	Estimated Number of Overnight Guests: <i>2000 - 4000</i>
Are rooms blocked for the event? Number? <i>no</i>	

Description of Event/Project Activities:

Parade, Fireworks, Market, Holiday festivities,
carriage rides, Santa

Will this event/project be ticketed? If yes, price of ticket or admission fee:

no

How many years has this event/project been held? Dates held:

33 annually

Description of how the HOT Grant will be used for the event/project:

advertising for the event

Description of contributing funds from other sources and amounts:

sponsorships from Local Business &
Individuals

Describe how the event/project will enhance/promote tourism and the hotel industry in the City (use additional sheets if necessary):

Lights Spectacular will bring tourist into
Johnson City for 6 weeks, many will eat, shop
and stay overnight at hotels and Bnbs

Have HOT Grants been used previously for this event/project? If yes, please provide the following:

When? last year 5,000

How much? 5,000

Number of hotel rooms used?

1000+ hard to track

SECTION 3 – REQUIRED DOCUMENTATION

An application will not be considered complete until all required documentation has been submitted and the application is signed.

Submit documents separately (City to check off receipt):

- ☒ Itemized, detailed list of expenditures for HOT Grant.
- ☐ Advertising/marketing plan, including target audience. Include description of how and to whom the campaign is marketed; promotions and costs (ads in newspaper, radio, tv); press releases; direct mail to out-of-town recipients; area of campaign; dates of promotion.
- ☐ Event/project timeline and schedule.

SECTION 4 – APPLICATION SUBMISSION

Please return completed application with required attachments to:

By Mail:

City of Johnson City
Attn: Chief Administrative Officer
P.O. Box 369
Johnson City, Texas 78636

Hand Delivery:

City of Johnson City City Hall
Attn: Chief Administrative Officer
303 E. Pecan Drive
Johnson City, Texas 78636

Electronic Submission: _____@johnsoncitytx.org

SECTION 5 – CERTIFICATION

By my signature below, I certify that I am the authorized representative of the above-named organization/group applicant and that the information provided on this application is complete and accurate. I represent that the organization/group understands the application, guidelines and requirements for a HOT Grant, and agrees to comply with and abide by them. Further, I certify that funds received will be used in accordance with state law to directly enhance and promote tourism and the hotel industry in the City and surrounding vicinity.

Applicant Signature: _____

Printed Name: _____

Date: _____

Raquette Bible
Raquette Bible
7/11/22

For City Use Only

Date Received and Staff Initials: _____

Date Approved and Staff Initials: _____

HOT Grant Amount Awarded: _____

City of Johnson City
Outside Agency Funding Application
Fiscal Year: 2022



If you have any questions or to submit your application, please contact:

City of Johnson City
Attention: Whitney Walston, Deputy City Secretary
P.O. Box 369, Johnson City, TX 78636
wwalston@johnsoncitytx.org

Funding Criteria

I. Outside Agency Funding

In order to issue funding by donation, the City Council must legally find that the expenditure of tax dollars or use of City resources serves a public purpose (i.e. for the good of the community and the citizens of the City). An award of funding by the City is an implied legal finding that the funding expenditure or use of City resources meets the “public purpose” legal standard for a donation. Issuance of funding does not constitute, implied or otherwise, City sponsorship. Funding provided for a service, activity, and/or event shall be in accordance with all State and local regulations regarding the proper use of general revenues.

II. Types of Assistance

The City provides two types of funding:

- a) Financial. This is direct, advanced funding from the City’s general revenue or other funds and issued as a donation.
- b) Nonfinancial. This is non-cash, in-kind use of City resources and/or assets, such as fee waivers, posting on the City’s website, a calendar of events listing, or use of the City’s visitor information services.

The intention of this donation funding policy is to attract services, activities, and/or events that are or will become financially self-supporting and not require annual funding assistance. Nonetheless, the City Council may fund outside entities that provide core services, activities, and/or events for the citizens of Johnson City. Services, activities, and/or events are defined as:

- a) something promoted, designed, and managed by private and/or non-profit entities for public attendance or participation; and
- b) is, in whole or in part, directly beneficial to the City of Johnson City and its residents and/or business owners.

III. Evaluation

Applications are evaluated using the following criteria:

- Number of citizens served by the entity;
- Other quantitative data demonstrating an essential service, activity, and/or event is provided to the citizenry;
- Type of service, activity, and/or event provided and whether other entities in the community provide the same;
- Availability of other funding sources for the entity; and
- Demonstrated ability to adhere to the guidelines outlined in this Policy.

The amount of funding received by each entity is based on City Council discretion and availability of funds.

IV. Reporting Requirements

All entities shall have a standardized process for application, review, monitoring, and reporting. Entities receiving funding from the City are required to provide to the City biennial performance data showing compliance with the stated goals and services, activities, and/or events in their application.

Required reporting dates:

- June 31st of each year; and
- December 31st of each year.

The City, at its discretion, may require an examination of any entity's financial records.

V. Additional Compliance Required

Required Permits for an Event

Prior to receiving funding, an organizer must apply for and receive an event permit from the City. An application for an event permit may be submitted at the same time as the request for funding.

An organizer is responsible for securing and maintaining at his expense all other licenses, permits, and other State or Federal authorizations necessary for the event. Copies of these documents shall be submitted to the City along with the application for funding.

Compliance with Laws and Public Safety Criteria

By applying, an organizer is agreeing to comply with all laws, regulations, and ordinances applicable to the service, activity, and/or event and to meet the public safety criteria for police, security, fire protection, and emergency medical services.

Sanitation and Clean-Up

By applying, an organizer is agreeing to be responsible for sanitation and clean-up during and after the service, activity, and/or event. If applicable, the organizer shall coordinate with the City for toilet facilities, if used for the event, and trash containers and trash disposal. Costs shall be at the organizer's expense, unless the service is provided by the City as an in-kind donation. Recycling is encouraged.

Vendors, Exhibitors and Sponsors

If applicable, the City reserves the right to approve, decline, or dismiss a vendor, exhibitor, or sponsor listed on an application and whose conduct, merchandise, services, displays, advertising, promotional materials and/or services, activities, and/or events may be inconsistent with the policies, goals or legal decency standards of the City.

Temporary Signage

If applicable, content for temporary signage must be submitted with an application for approval. The City is not responsible for damage to temporary signage caused by wind, vandalism or other sources.

Advertising and Promotion; City Logo

If applicable, advertising and promotional materials, including, but not limited to, internet, radio, television, flyers, brochures, and newspaper ads, must include the City's logo.

Conduct

By applying, an organizer is agreeing to be responsible for the behavior of all spectators, visitors, guests, participants, or invitees to the service, activity, and/or event. Improper conduct or the inability to control conduct may result in the loss of current and/or future funding for the service, activity, and/or event.

Insurance and Indemnification

By applying, an organizer is agreeing to obtain and maintain at his expense general and public liability insurance during the service, activity, and/or event. An applicant shall submit to the City a certificate of insurance prior to the service, activity, and/or event.

Comprehensive liability insurance shall be obtained from an approved insurance carrier in the amount of at least \$1 million per occurrence for personal injury, bodily injury, and property damage. Organizers must indemnify, and hold the City, their officers, directors, elected officials, agents, representatives, employees and volunteers harmless from and against any and all claims, suits, expenses, damages or other liabilities, including reasonable attorney fees and court costs, arising out of bodily injury or property damages resulting from or in connection with the event. The City shall be named as an additional insured. The certificate shall state that the City shall be given 14-day advance notice of any modification or cancellation of the policy.

Cancellation

In the event of cancellation of the service, activity, and/or event,

- a) all funding issued in advance to the organizer shall be repaid to the City;
- b) no funding shall issue; and
- c) the organizer shall be responsible for all expenses incurred up to the time of cancellation.

City of Johnson City
Outside Agency Funding Application
Fiscal Year: 2022

Please complete all applicable information:

Organization: Lights Spectacular

Date: 1 / 1

Contact Person: Rayette Bible

Mailing Address: P.O. Box 254 Johnson City TX 78636

Street Address: _____

Email: info@lightspectacular.com

Phone No.: (210) 317-3138 Rayette

Mobile No.: () -

Mobile No.: () -

Organization Fiscal Year: 2022

Date(s) and Time(s) of Event (if applicable):

11 / 24 / 22 to 1 / 8 / 2023 12 a.m. / p.m. to 12 a.m. / p.m.

Event Location (if applicable): Courthouse square & Memorial Park

Estimated Attendance (if applicable) _____

Please attach the following to your application (if applicable):

- ☒ Proposed activity or project budget
- ☒ Advertising and promotion plan, including promotion materials
- ☒ Security and safety plan
- ☐ Copies of permits, licenses, or other Federal, State, or Local authorizations required for the event City permit pending & County
- ☒ Event layout
- ☒ Planned services, activities, and/or events and/or services

Amount of Funding Request: \$ 10,000

Other funding sources?: ☒ Yes ☐ No

If yes, please describe:

Sponsorships and Gifts from businesses
and private donors
requesting 5000 from Hot funds

Request description and narrative (attach add'l sheets if necessary):

2022 Lights Spectacular will include lighted trees
down town around the Courthouse, parade, market days,
street dances, beer and wine booths, food trucks,
decorating and lighting memorial park, non profit food vendors,
and other activities each weekend including Santa at
the park.

Has your organization received outside agency funding from the City before? ☒ Yes ☐ No

If yes, how was the money spent? (attach addit'l sheets if necessary):

2021 Outside Funding was spent on
tree lighting, park lighting upgrades, additional
porta potties, signage and security.

Agency Certification

I certify that all information reported in this application and attached is true, accurate, and complete to the best of my belief and knowledge. I certify that I am authorized to complete and submit this application on behalf of Lights Spectacular (agency) and have been designated as such by its Board of Directors and/or governing body. I will provide written notice of any changes or additions to this information. I understand the agency may need to provide additional information during the application process.

Applicant Acknowledgment and Agreement

In the event of City approval of Applicant's donation request, Applicant, by his signature below, acknowledges the above terms and conditions and agrees to perform in accordance with these terms and conditions.

Date: 4 / 29 / 2022

Signature:

Rayette Bible

Printed Name:

Rayette Bible

Title:

Chair

Packets should be directed to:

City of Johnson City
Attention: Whitney Walston, Deputy City Secretary
P.O. Box 369
Johnson City, TX 78636
wwalston@johnsoncitytx.org

**LIGHTS SPECTACULAR HILL COUNTRY STYLE INC
BUDGET 2022**

	<u>JAN - DEC 22</u>
Income	
Sponsorship Income	\$ 57,000.00
City of JC Partnership	15,000.00
Cash from Buckets	4,000.00
Beer/Wine Garden Income	2,500.00
Venmo	600.00
Vendor Fee for Non-Profit Food	500.00
Income from Points on Chase CC	150.00
Total Income	<u>79,750.00</u>
Expense	
Advertising	\$ 7,000.00
Awards	350.00
Courthouse Decoration	200.00
Electrical Repair Work / Upgrades	8,000.00
Elf Shack Expense	1,000.00
Equipment/New Lighting Purchased	3,200.00
Equipment Rental	1,700.00
Fireworks Expenses	4,500.00
Gifts for Sponsors	1,000.00
Insurance	550.00
Parade Expenses	500.00
Park Decoration/Lighting Expenses	2,200.00
Pest Control for Storage Shed	550.00
Postage & Box Rental	170.00
Printing Expenses	150.00
Accounting/Tax Software	650.00
Santa Expense	4,750.00
Scholarships Given	2,000.00
Security Expense	3,500.00
Shuttle Opening Night	550.00
Street Dance/Musicians	5,000.00
Supplies & Storage Items	1,000.00
Tree Lighting Expenses	24,000.00
Utilities PEC & Toilets	6,000.00
Venmo Fees	30.00
Volunteers/Committee expenses	1,200.00
Total Expense	<u>79,750.00</u>
Net Revenue	<u>\$ 0</u>

[illegible]

Estimated Marketing Spend for 2022 Season		
Wix.com	Mail/Domain	\$300.00
Various	Trees for Local Sponsors	\$400.00
Various	Tree Décor for Local Sponsors	\$300.00
Horseshoe Bay Beacon	Cover	\$1,800.00
Print/Sign Shop	Signs/ Misc Print Items	\$700.00
Victory Media	Picayune Magazine	\$750.00
Johnson City Courier	Full Page Ad	\$750.00
Community Impact	Online Ad - Region TBD	\$1,500.00
Facebook	Facebook Ad/Promos	\$500.00
Total		\$7,000.00