PARKS & RECREATION

CITY OF BRYAN





Special Events Guide

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Welcome to the City of Bryan Special Events Guide.

Special events create a unique opportunity for our communities to express their culture, rally towards a noble cause, or simply enjoy fellowship with one another within the City of Bryan. It allows visitors to experience "The Good Life, Texas Style" by engaging with our community through activities and conversations. The City of Bryan is proud to host and facilitate a wide variety of special events every year. From parades to races to concerts, the City of Bryan is dedicated to serve the community by ensuring each event is safe and properly managed.

The City of Bryan Parks, Recreation, and Facilities Services Department created the Special Events Guide to help navigate and equip Special Event Managers throughout the application process. This guide will provide the necessary information about permitting, planning, and producing a special event in Bryan. Our dedicated staff will assist you if you have questions throughout the process. We recommend contacting the Parks, Recreation, and Facilities Services Department well in advance of your event in order to ensure a smooth application process. It is important to meet every deadline listed in this guide in order to give our staff enough time to evaluate and assist your special event.

On behalf of the City of Bryan, we appreciate you taking the time to consider organizing a special event. Our staff is happy to provide any guidance or answer any questions you may have.

Sincerely yours,

City of Bryan Parks, Recreation, and Facilities Services Department

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Special Event Definitions

A special event is defined as an event open to the public held within city limits, that is of limited duration, and is likely to attract 100 or more visitors and shall include, without limitation; exhibitions, automobile races, sporting events, festivals, air shows, carnivals, circuses, revivals, tent sales, concerts, parades, runs, walks, races, or motorcades.

Other relevant definitions include:

Motorcade - any organized procession containing ten or more motor vehicles, except funeral processions and authorized governmental processions, on any public street, sidewalk, or alley.

Parade - any march or procession consisting of people, animals, or vehicles, or a combination thereof, except funeral processions, upon any public street, sidewalk, alley, park or other outdoor places owned or under the control of the City. Parades that are not hosted by the City of Bryan or Destination Bryan (i.e., where the city of Bryan or Destination Bryan is the organizer) are limited to the celebration of U.S., Mexico, and Canada national/federal holidays.

Run - any event that is considered a walk, run, or race consisting of people upon any public street, sidewalk, or alley.

Street closing event - any activity, including but not limited to special events which require a closing of any public street, sidewalk, or alley, and require rerouting of normal or unusual traffic flow.

Exemptions

The following may be conducted within the City of Bryan without a permit:

- Special Events, street closures, parades, runs, walks, races or motorcades organized by the City of Bryan or Destination Bryan shall not be required to pay applicable permit fees, but will still be required to submit a permit.
- Private parties held on residential private property and to which the public is not invited and where there are not more than 100 guests.
- An event wholly contained on property specifically designed or suited for the special event and which has an appropriate certificate of occupancy, appropriate zoning, and adequate parking.
- Funeral processions.

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Application Process

City staff will route the Special Event Permit Application through the appropriate City offices for approval or denial of application. Applicant will be notified of approval/disapproval pending compliance with noted concerns within 10 business days of application. Final notice will be given no less than 5 days prior to the date of the event. Applicants may appeal the denial of a Special Event Permit Application or the conditions to be imposed with the permit pursuant to Section 15-192 of the Bryan City Code of Ordinances. If streets need to be closed or solid waste containers are needed, the proper applications need to be completed and the applicable fees paid before approval. Make sure any sketches, maps, or additional information as outlined in the application are included.

Application Fees

The Special Event Permit Fee shall be paid at the time of application. The permit must be present on site at all times during the event. The deposit fees shall be paid when the total amount of all event fees is determined.

Cancellation Policy

Cancellation notice procedure: Applicant must contact the Parks Department **at least 10 business days in advance** of the reservation date to qualify for a refund, less 10% or $10, whichever is greater, for administrative costs. The Parks and Recreation office can be contacted at 979-209-5528. Notification date will be the date the Parks and Recreation office receives the written notice.

Groups failing to use their permits and/or failing to cancel permits **at least 10 business days prior** to their event date will forfeit their entire fees paid.

Permits may only be transferred or fully refunded with weather exceptions or City preemption. The Parks and Recreation office must receive written requests for such situations **within 5 business days** after the original permit date.

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Post Event Site Evaluation

The deposit fees will be refunded after the event, within 20 business days, less any expenses incurred by the City due to the event. If city property used as an event site is not in the same condition as it was before the event, city staff reserves the right to withhold portions of the deposit to repair any damages resulting from the event.

A post event site evaluation will focus on the following items:

- Have all event-related items been removed?
- Has all trash, animal waste, and debris been picked up and removed?
- Have all hard surfaces been cleared of stains?
- Have any trees, shrubs, flowers, turf, light poles, park furniture, or water fixtures been damaged?
- Have any electrical panels and outlets been misused or damaged?

Event Size	Permit Fee	Permit Deposit	Deadline for Submission (# of days prior to event)
Under 100 persons	$50.00	$0.00	30 working days
100 - 499 persons	$50.00	$500.00	30 working days
500-999 persons	$100.00	$1,000.00	60 working days
1000 - 3999 persons	$150.00	$1,500.00	90 working days
4000 + persons	$200.00	$2,000.00	120 working days

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Street Closures

Temporary street closing is defined as a street closure for a duration of eight (8) hours or less. Event organizers are required to pay a street closing deposit of $200 and barricade fees. The barricade fee shall be $100 for the first location and $50 per location thereafter. The City will deliver, set up, and retrieve all barricades. The deposit fees will be refunded within 20 business days after the event, less any expenses incurred by the City, due to the event. If a major road is closed, a police officer will have to monitor the barricade at the closure. Per city ordinance, parades are limited to celebrating federal holidays unless the parade is organized by the City of Bryan or Destination Bryan. Street closures in Downtown Bryan are limited to events organized by the City of Bryan or Destination Bryan, unless previously approved by City Manager.

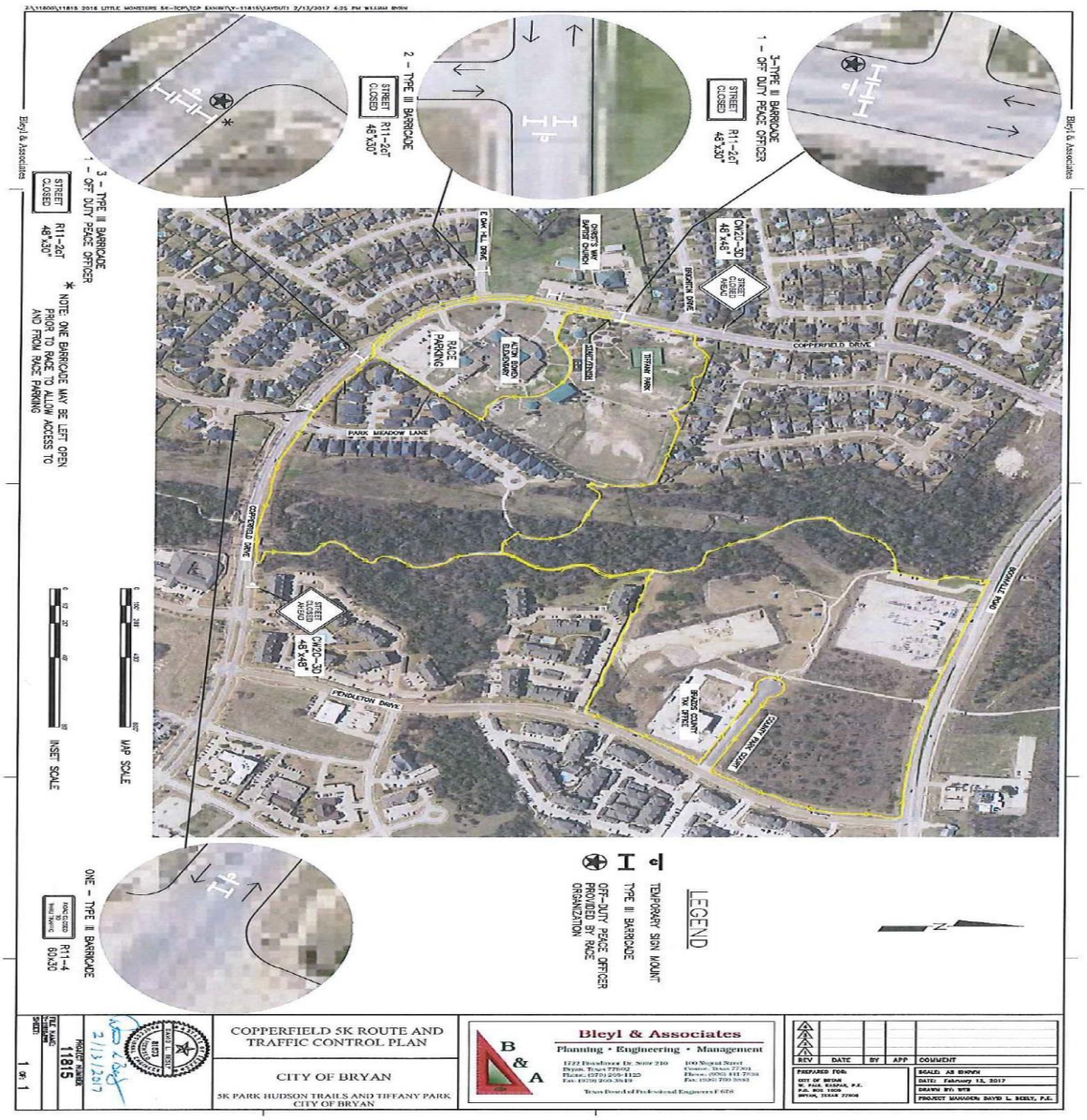
Temporary signage notifying citizens of street closures and restricted parking is required for special events that request street closures in **Downtown Bryan.** Signage is $30 per sign, and must be visible for both directions of traffic for each street that is closed. Towing vehicles that are within the street closure area is an expense to be paid by the event organizer. If you wish to tow a vehicle, it must be coordinated with the Bryan Police Department. Event organizer can locate an officer and have them call dispatch or if an officer cannot be found, call dispatch themselves,**979-361-3888.** An officer will be dispatched when one is available. Any vehicle towed from a street closure can be located at the Bryan Municipal Court parking lot, **401 S Tabor Ave, Bryan, TX 77803**.

The City of Bryan will provide temporary street closure using the following method:

- The requesting group or individual will complete the Temporary Street Closing Application
- Applicant shall attach a required sketch or drawing of proposed closure
- Applicant will need to contact Texas Department of Transportation (TX DOT) for information and application for closure for the following roadways below. A TEA 30 form, copy of city resolution #4136, a COI, and TCP will need to be included in the application to TX DOT to close state roadways for special events.

- FM 158 (Boonville Road, William J Bryan Parkway)
- FM 974 (Tabor Road)
- SH 21 (San Jacinto Lane)
- FM 1179 (Briarcrest Drive, Villa Maria Road from Briarcrest Drive to SH 47)
- FM 1687 (Sandy Point Road)
- FM 1688 (Leonard Road from SH 2818 to SH 47)
- SH 6 (Earl Rudder Freeway)
- SH 6-R (Texas Avenue)
- SH 308 (S College Avenue from Sulphur Springs Road to Inlow Boulevard)
- SH 2818 (Harvey Mitchell Parkway)
- SH 21 (San Jacinto Lane)
- SH 30 (Harvey Road)

Street Closures Cont.



Road closures require engineered Traffic Control Plans (TCP) from a licensed engineer. The plan must include the proposed traffic control devices, such as markers, barricades, and signs, as well as the layout of the road closures. TCPs from previous events can be used if applicant has written approval from licensed engineer. All street closures must adhere to TX DOT standards. Below is an approved Traffic Control Plan (TCP) for a 5k race the Park Hudson Trail/Tiffany Park area.

Solid Waste Containers

If solid waste containers are needed, they may be made available for temporary use during special events. The fees shall be (per container):

90 Gallon	300 Gallon	2 Cubic Yard (CY)	3CY	4CY	6CY	8CY
$26.00	$34.00	$38.00	$42.00	$50.00	$58.00	$66.00

Each time (after the first) that a container is serviced, there will be an additional servicing fee of:

90 Gallon	300 Gallon	2 Cubic Yard (CY)	3CY	4CY	6CY	8CY
$17.00	$22.00	$24.00	$27.00	$32.00	$37.00	$42.00

Standard guidelines for determining container need:

Number of People	Container Size
150	90 gallon
450	300 gallon
900	3 cubic yard (CY)
1200	4 CY
1800	6 CY
2400	8 CY

Street Sweeping

If street sweeping is requested prior to or for after the event, the fee is $75.00 per hour.

Trash & Cleaning Plan

The event organizer is responsible for properly disposing of all waste and garbage throughout the event. Immediately upon conclusion of the event, the area must be returned to a clean condition. Cleanup and disposal will be at the cost of the event organizer. As an event organizer, please consider to:

- Ensure quantity of receptacles and dumpsters are sufficient for the size of the event, to be determined and agreed upon by the Special Event Committee/Environmental Services.
- Ensure that ground litter is picked up continuously throughout the duration of the event.
- Have a dedicated cleaning crew that will pull and replace trash receptacle liners throughout the duration of the event.

Electrical

If use of electrical outlets (**Downtown Bryan**) is requested, the fee is $25.00 per electrical outlet. If you are using a generator, it should be placed 5 feet from a tent or structure, and any "hot" surfaces guarded to prevent accidental contact. The generator should not be used in enclosed spaces. Extension cords shall be rated for the load being supplied, be in good condition, and should be grounded if supplying grounded appliances. Extension cords should be appropriate length.

Vendor and Alcohol Permits

If there will be **vendors** at your event, each vendor will need to purchase a Special Event Vendor Permit from the City of Bryan. The permit will allow vendors to sell food, non-alcoholic beverages, or merchandise at your event. The Special Event Vendor Permit fees are **$50 for residents** and **$60 for non-residents**.

If **food and beverages** are served, you may need to purchase a $55 Temporary Food Service Permit for food and beverages from the Brazos County Health Department. The Brazos County Health Department can be contacted at 979-361-4450. The Temporary Food Service Permit Application provided by the Brazos County Health Department can be accessed by the following link:

http://www.brazoshealth.org/environmental/temp

If **alcohol** is present and/or allowed at the event, you will be required to obtain an Alcohol Permit. The Alcohol Permit fees are **$50 for residents** and **$60 for non-residents.**

If you provide/sell alcoholic beverages, you will need to contact TABC at 979-260-8222 for appropriate licensing regulations.

Port-O-Potties

The City of Bryan does not provide Port-O-Potties or mobile restrooms. It is the responsibility of the event organizers to supply port-o-potties (or restrooms) at a rate of 1 per 150 persons, including at least one that meets ADA requirements. See the following link for ADA requirements:

https://www.ada.gov/regs2010/2010ADAStandards/2010ADAstandards.htm

Security

Request for police services will be referred to BadgeHire for **non-city organized** events. BadgeHire will determine if and how many officers/security guards will be required for your event. BadgeHire will negotiate costs with the event organizers. BadgeHire can be reached at 936-581-3920, person of contact is Jason Warren.

City sponsored events hosted/organized by Destination Bryan or Parks and Recreation will be worked by Bryan Police Officers. When off duty officers are requested for security for special events where alcohol is served, a minimum of two uniformed officers are required. The ratio of officers to event attendees is 1:150. The ratio can vary depending on the type of event and will be reviewed on a case by case basis.

The City of Bryan will make every effort to provide the number of officers required for the size of the event, however, if the Bryan Police Department officers are not available, the applicant will be required to hire security from a City approved security company.

Booths, Tents, or Canopies

If your event will include any tents or canopies, please provide pictures and the size and type of the tent or canopy. All booths that will be cooking on-site must meet all applicable fire codes for the City of Bryan. Fire extinguishers must be supplied for events that include booths, tents, or canopies.

Water Hookups

For events requesting a temporary water meter to be installed on a fire hydrant, please contact Bryan Texas Utilities (BTU) at 979-821-5700 to set up an account. This request will need to be made a minimum of two weeks prior to the event date. The fees for water hookups are a $1,000 refundable deposit, $400 set fee, and a $4.05 fee per 1,000 gallons of water used. BTU and the city will not provide water hookups for events held in Downtown Bryan.

Inflatable & Temporary Amusements

Only permitted park/pavilion renters may have inflatables, bounce houses, dunk booths, or similar equipment. Vendor must comply with Texas Department of Insurance (TDI) requirements. At least 10 working days before the rental, provide proof of TDI compliance and insurance of at least $1 million per occurrence/$2 million aggregate, naming the City of Bryan as an additional insured. Equipment must be installed and removed by a trained representative of the compliant vendor. The City must approve the location before setup. Delivery/removal vehicles must remain on improved surfaces. Generators are required for temporary amusements.

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Insurance Requirements for Special Events

Insurance is required for most special events. The following tables outline tier levels based on event criteria. Each tier specifies minimum insurance requirements for general liability, additional coverage types, and other considerations. The certificate of insurance must list the City of Bryan as the certificate holder using the following information:
City of Bryan
Risk Management Department
P.O. Box 1000
Bryan, Texas 77805

Policies must include Additional Insured status (via CG 20 26, CG 20 12, or equivalent) and a Waiver of Subrogation if favor of the City. Blanket additional insured endorsements are acceptable. Proof of insurance must be submitted no later than 10 business days before the event date. Failure to provide required insurance will result in cancellation of the event and forfeiture of permit fees. The City of Bryan will not waive insurance requirements.

The policy must be endorsed to show the City as Additional Insured with a Waiver of Subrogation in favor of the City. The insurance must be valid through the end of the event and should be issued within 10 working days prior to the event. Failure to provide required insurance will result in cancellation of the event and forfeiture of permit fees. **The City of Bryan will not waive insurance requirements.**

Criteria	Low Risk (Tier 1)	Moderate Risk (Tier 2)	High Risk (Tier 3)
Expected Attend-	Up to 100 attendees	101-500 attendees	Over 500 attendees
Event Type	Stationary (e.g., booths, farmers' markets)	Active but low risk (e.g., live music, sporting practices)	High-risk activities (e.g., fire-works, carnival rides)
Event Location	Enclosed/controlled venue	Public-park or open-air venue	Downtown streets or high-traffic areas
Duration	Less than 4 hours	4-8 hours	Over 8 hours or multiple days

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Insurance Requirements by Tier

Coverage Type	Tier 1	Tier 2	Tier 3
General Liability	$1,000,000 per occurrence	$2,000,000 per occurrence	$5,000,000 per occurrence
Umbrella Liability	Not required	Not required	$3,000,000 (may be used to
Automobile Liability	Not required	$1,000,000 per accident if vehicles used	$1,000,000 per accident if vehicles used
Workers' Compensation	Not required	Required if employees or contractors are present	Required if employees or contractors are present

Events Involving Alcohol
Events with less than 500 attendees will be required to have $1,000,000 liquor liability if selling or serving alcohol. Events with more than 500 attendees will be required to have $2,000,000 liquor liability insurance. Host liquor liability insurance will satisfy this requirement if alcohol is only being served. TABC permit holder must add the city as an Additional Insured.

Vendor Insurance Requirements
Event organizers are responsible for ensuring that all vendors maintain required insurance. Food vendors must provide product liability coverage or mobile unit liability where applicable.

Risk Review Requests
Event organizers may request a review of insurance requirements if they believe the assigned tier does not reflect their event's actual risk. Requests must include:

- A detailed risk mitigation plan (security, safety measures, on-site controls)
- Documentation of previous event history demonstrating no claims or incidents

Inflatables and Amusement Rides
Inflatables and amusement rides must display a valid amusement ride compliance sticker issued by the Texas Department of Insurance. More information is available on the TDI website at:
https://www.tdi.texas.gov/commercial/lcamuseinfo.html

City Review Disclaimer
The City of Bryan reserves the right to adjust insurance requirements based on the specific risk profile of the event. Additional coverage or higher limits may be required.

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Area Notification to Residents

In the event that a street closure is expected, the applicant shall notify all residents and businesses within the street closure area and within a 300 foot radius of the outer perimeter of the event, as marked by fencing or entrance table indicated on the event diagrams submitted to the City. Completion of this form is required to receive a permit. The event organizer shall obtain signatures of those notified of the upcoming event (see Special Events Notification Signature Sheet). Such signatures do not denote approval but solely signify notification. A diagram of the notification area shall be submitted with the signature sheet.

The event organizer shall leave a notification letter with each signee. This letter shall include the following information:

1. Name of event
2. Date(s), time(s), and duration of event
3. Brief description of the event
4. Any closure areas
5. Name and phone number of event contact should they have concerns
6. Where attendees will be parking

The signatures of notification, the notification letter, and the notification diagram shall be submitted at least **20 working days prior** to the special event. In addition, the event organizer shall comply with all additional requirements imposed by the City of Bryan with respect to the notification of residents and businesses affected by the special event. Under certain circumstances where events may generate extremely large crowds, loud noise or parking issues, staff may require additional notification time, signatures, and outreach.

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ADA Accessibility

The City of Bryan wants to ensure that all special events provide reasonable accommodations to those with disabilities. Here is a general checklist when planning your event; please note there may be additional requirements and not all of these may apply:

Requirement	Yes	No
Have you provided a Request for Accommodation Statement within all marketing materials? (i.e., "If an ADA accommodation is needed, please contact [name of contact person and phone number] at least 72 hours before the event."		
Is there a plan in place to provide sign language interpreters, assistive listening devices, Braille, or other alternative formats, if needed?		
Have staff, volunteers, or others been trained on appropriate ways to assist people with disabilities?		
Are all food and beverage vendors located on an accessible path of travel?		
Are all sales counters at a height of 34 inches or less and cane detectable?		
Are 5 percent of all tables in the eating area accessible?		
Are all displays and/or exhibits located on an accessible path of travel?		
Is there a minimum 5-foot turning space in front of, or inside of, an exhibit area?		
If seating is provided to the general public, are there varied seating choices for people who use wheelchairs or other mobility equipment?		
Is companion seating available next to the space for the person using the mobility equipment?		
Is proper signage in place identifying the accessible path, toilets, parking, and seating accommodations?		
Are there a minimum of 5 percent, but not less than a 1 percent, accessible portable toilet units?		
Are all cords, wires, hoses, etc., that are located within a path of travel ramped or placed within a cord cover? (If tape is used, colored tape is required)		
Have you spoken with vendors about the need for them to be accessible ?		
Do you have a parking plan with designated accessible parking spaces and/or a designated loading/unloading area?		

Emergency Action Plan

Events with an anticipated attendee total over 1,000 will be required to fill out an Event Action Plan (EAP) that must be approved by the city's Emergency Management Coordinator. The EAP should be a detailed plan recognizing potential issues and planned responses. The following is a template designed to cover the plan:

Weather related issues: rain, severe storms, tornadoes etc.:

⇒ If bad weather is forecasted, will the event be cancelled? If so, how will attendees be notified?

⇒ Develop a plan for severe weather. Where will people go and who is designated to assist in their successful arrival at the safe refuge location?

Emergency response issues:

⇒ Where will emergency response vehicles (police, fire, EMS) access the event in case it is needed?

⇒ Who will conduct crowd control in the event of emergency?

⇒ Will a first aid station, with a trained first aid provider, be designated at the event? Where?

⇒ If applicable, is there adequate shade to prevent heat related emergencies? Will water be provided? Where?

⇒ Who will staff barricades? Who will work entry gates? Maintain access and egress?

Security:

⇒ If volunteers or private agencies provide security, will they have appropriate phone numbers for EMS, Fire and Police?

⇒ Who will provide communications equipment? Portable radios? Cell phones or access to land lines provided?

Event Logistics:

⇒ Location of staging area for support staff?

⇒ What time will the crowd be dispersed?

⇒ **REMEMBER TO MAINTAIN FIRE LANES AND ACCESS ROADS (20ft. clearance).**

⇒ Appoint one person to oversee and take responsibility for the event. Who? Where will they be located? How will they be contacted DURING the event?

⇒ Crowd management is required if there are more than 1000 persons at the event, at 1/250 ratio. They can have other assignments but should help maintain security, access, exits, safety, crowd control, accountability, and emergency response.

Public Safety Site Plan

The Public Safety Site Plan is designed to create a visual representation of your event through schematic drawings. The site plan must include the following:

1. Location of ticket or information booths, stages, tents, and any other event structures
2. Location of first aid stations
3. Boundaries of event
4. Location of fire extinguishers
5. Location of severe weather shelters
6. Location of emergency access points or roads
7. Location of emergency contact event personnel
8. Location of assembly area and approximate occupant amounts
9. Location of event parking
10. Other: Please also provide any other information you feel should be considered

Public Conduct During Parades

To ensure safety and security, the following behavior will not be tolerated during a public parade:

***Interference*.** No person shall unreasonably hamper, obstruct or interfere with any parade or parade assembly or with any person, vehicle or animal participating or used in a parade.

Driving through parades. No driver of any vehicle, except an authorized emergency vehicle as defined in V.T.C.A., Transportation Code § 541.201, shall drive between the vehicles or persons comprising a parade when such vehicles or persons are in motion and are conspicuously designated as a parade.

Parking on a parade route. The City Manager, Director of Public Works, Police Chief, Fire Chief, or their designees, shall have authority, when reasonably necessary, to prohibit or restrict the parking of vehicles along a highway or part hereof constituting a part of the route of a parade and post signs to such effect. It shall be unlawful for any person to park or leave unattended any vehicle in violation thereof.

Smoking Ordinance

The Smoking Ordinance is governed by state and local law. For more information regarding the City's smoking ordinance, see Chapter 50, Article IV, Division 3 and Chapter 86, Article II, Division 4 of the City of Bryan Code of Ordinances.

Park Reservations, Fees, and Capacities

If you would like to utilize one of our public park facilities for your event, you can check capacities and availabilities here: https://www.bryantx.gov/parks-and-recreation/pavilion-rental-fees/

Additional paperwork, fees, and approvals are required to use public park areas or facilities. You will need to check with the Parks and Recreation for additional details.

Downtown North Property Requirements

There are several grass lots located in the North area of Downtown Bryan that are Bryan Commerce and Development (BCD) -owned properties. In order to use these grass lots for special events, event organizers must sign a Property Use Agreement as well as obtain additional insurance. For further details, you may contact Special Event Coordinator, Matt Minahan.

Volunteers

As part of the planning process, you will need to determine the number of staff to volunteer ratio needed to coordinate and facilitate the special event. A well-organized staff and well-connected volunteers are vital to the success of an event. Questions to begin this phase of the planning process include:

⇒ How many volunteers will be needed to carry out the event?

⇒ What type of volunteers will be needed (do they have previous event experience)?

⇒ Who will serve as committee chairs or co-chairs?

⇒ Identify specific areas of the special event and assign volunteers.

The more volunteers you recruit, the greater your chance for success. Recruiting an experienced volunteer coordinator/chair is essential, along with the appointment of enthusiastic volunteers for the steering committee. The steering committee (the primary planners and workers for the event) works closely with an organization's staff members to carry out the tasks required in hosting a memorable function. Not only do steering committee members handle the event duties, but they also become invested in the event.

Marketing

The event may be marketed at the applicant's own risk. If the applicant markets the event before the permit is issued, and the permit is denied, the applicant may not hold the City responsible or liable for any of the costs incurred from marketing.

Signage

Code of Ordinances, Chapter 106, Streets, Sidewalks and Other Public Places, Article V, Sec. 106—165:

The City finds that temporary signs in the public right-of-way are necessary and desirable for street closing events, and should be permitted in the public right-of-way as part of the street closing event permit at the location of the permitted event for the duration of the permit.

The City also finds that in order to promote freedom of expression, handheld signs, as defined in this chapter, should be permitted in the unimproved portions of the right-of-way and on sidewalks by persons lawfully present.

Code of Ordinances, Chapter 98, Signs, Article 1, Sec. 98 98—124:

Balloons or gas-filled objects may be used for display or advertising for special events; maximum height to be 35 feet. One use allowed for three days maximum time per premise per 30-day period.

Appeal

If the applicant objects to the denial of a permit, the conditions to be imposed with the permit, or the revocation of a permit by the approval authority, the applicant may appeal the decision to the City Manager or their designee. If the applicant chooses to appeal the decision of the City Manager or their designee, the applicant shall file a written request for City Council consideration within three days of the denial. An appeal shall be heard by the City Council at the next available regularly scheduled City Council meeti

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Special Event Permit Check List:

REQUIRED:

- ○ Special Event Permit Application
- ○ Permit Fee
- ○ Permit Deposit
- ○ Public Safety Site Plan
- ○ Contingency Plan
- ○ Special Events Notification Signature Sheet
- ○ Bryan Fire Department Checklist
- ○ Bryan Police Department Special Event Attachment

IF APPLICABLE:

- ○ Proof of Insurance
- ○ Area Notification of Impacted Neighbors
- ○ Temporary Food Service Permit Application (Brazos County Health Department)
- ○ Temporary Street Closing Application
- ○ Deposit/Payment for:
  - ○ Barricades
  - ○ Solid Waste Containers
  - ○ Street Sweeping
  - ○ Electrical Outlets
  - ○ Vendor and Alcohol Permits

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Contact List

For your reference, the following is a list of contacts you may need in acquiring all necessary permitting for your event:

Emergency Management

110 N Main St STE 100
Bryan, TX 77830
Jeanelle Johnson
Phone: (979) 821-1030

Fire Services

300 William Joel Bryan Parkway
Bryan, TX 77803
Gerald Burnett
Phone: (979) 209-5964
Fax: (979) 209-5989

Traffic Operations

1111 Waco Street
Bryan, TX 77803
Elizabeth Pederson
Phone: (979) 209-5919

Police Services

303 East 29th Street
Bryan, TX 77803
Jason James
Phone: (979) 209-5322

Solid Waste

1111 Waco Street
Bryan, TX 77803
Kyle McCain
Phone: (979) 209-5934
Fax: (979) 209-5900

Parks and Recreation

1309 East Martin Luther King Street
Bryan, TX 77803
Matt Minahan
Phone: (979) 209-6005
Fax: (979) 209-5524

Brazos County Health Department

201 North Texas Ave
Bryan, TX 77803
Phone: (979) 361-4440

BadgeHire

214 S Magnolia St
Hearne, TX 77859
Jason Warren
Phone: (936) 581-3920