MLK Festival Grounds Rental Guidelines

1. MLK Festival Grounds are reserved through the Parks & Recreation Department Administration Office at 1701 North General Bruce Drive, Temple, Texas. By contacting the Special Events Team through the Department. Reservation requests must include a completed Outdoor Event Application. An application may be obtained at Administrative Offices, by calling (254) 298-5690 or visiting the City website and downloading an application at:
   https://www.templeparks.com/facilities rentals/outdoor_event_application.php

2. The MLK Festival Grounds may be reserved during the following hours:

   - Monday through Thursday the site may be reserved starting at 7:00 am and must end no later than 11:00 pm.
   - Fridays and Saturdays the site may be reserved starting at 7:00 am and must end no later than 1:00 am. If the event has amplified music and/or sound, all amplified sound must cease by 12:00 am. The grounds must be vacated, closed, and secured by 1:00 am.
   - Sundays the site may be reserved starting at 7:00 am for non-amplified music and sound. The site may be used from 8:00 am and must end no later than 11:00 pm. On these days, if the event has amplified music and/or sound, that amplification must cease by 10:00 pm. The grounds must be vacated, closed, and secured by 11:00 pm.

   These time frames which will be considered acceptable for set-up and tear down of events at the site.

3. Outdoor Event Application Lead Time Requirements for MLK Festival Grounds:

   Lead Time requirements have been set to ensure that the proper amount of time to review can be completed before an event organizer wants to start its advertising, marketing and promotion of the use of space for their requested use. If the applicant does not have an approved permit, the applicant may not advertise or promote an event. If advertising, marketing and/or promotion begins prior to permit approval, the application may be delayed or denied.

   An event organizer requesting to use this location for an event, must submit an Outdoor Event Application no later than the following number of months prior to the first day that the proposed event on the application is to be publicly advertised, promoted and/or marketed.

   Please note the following items as each may affect the time necessary for proper review and approval:
   - *All Outdoor Event Applications are subject to review led by the Parks & Recreation Department and may involve other departments depending on the application.*

- *The minimum lead time requirements account for what has been determined to be the necessary time to involve those departments involved with the application review.*
- *Any application requests beyond the general use of space contained within the designated areas of the MLK Festival Grounds may require additional time to review and/or include additional information furnished by the applicant.*
- *Any additional requests made by an applicant after the application has been submitted, may result in the need to provide additional information and/or fees prior to permit approval.*

Minimum of One Month (*30 days*)

- *Requested event:*
    - *may not include alcohol sales*
    - *must be an event of only one (1) day of usage*
- *Expected Attendance must be less than 1,000 attendees*
- *Parking, Traffic and Vehicle impact must be less than 2 blocks (streets, sidewalks, etc.)*

Minimum of Two Months (*60 days*)

- *Requested event:*
    - *may or may not include alcohol sales (this will require additional paperwork)*
    - *must be an event that is no more than two (2) days of usage*
- *Expected Attendance must be less than 2,500 attendees per day*
- *Parking, Traffic and Vehicle impact must be less than 3 blocks (streets, sidewalks, etc.)*

Minimum of Six Months (*180 days*)

- *Requested event:*
    - *may or may not include alcohol sales (this will require additional paperwork)*
    - *must be an event that is three (3) days of usage or more*
- *Expected Attendance may be more than 2,500 attendees per day*
- *Parking, Traffic and Vehicle impact may be more than 3 blocks (streets, sidewalks, etc.)*
- *Events requiring city services beyond those provided by the Parks & Recreation Department (police, fire, public works, etc.)*

PARD personnel will work with the applicant if an applicant submits a request with less than the required minimum lead time. An application submitted later than the minimum number of required days may face delays in the review and, depending on the type of usage being requested, it is not guaranteed to be approved and may be denied due to an inadequate amount of time for a proper and thorough review.

It is important that the applicant understand the lead time ensures all parties required to review can provide feedback and allow review from entities outside of the City's review and approval process. (*i.e., if application has a large impact to surrounding areas, if alcohol is part of the requested usage, etc.*)

4. An Outdoor Event Application must be submitted, and the respective fee(s) must be paid at the time of the MLK Festival Grounds site reservation is requested. If the Outdoor Event Application is denied, the applicant will receive a full refund of all Facility Rental Fees; however, application fees will not be refunded.

5. The fees for renting the MLK Festival Grounds may vary depending on the type of event, the services needed, and other considerations. A complete listing of fees for deposits, litter and damage, facility rental, set-up/tear down, security, staffing and other fees are listed on the attached fee schedule.

Deposit fees and Litter/Damage fees will be returned if the site is left in good condition as determined by a post-rental inspection by PARD personnel. If the MLK Festival Grounds are not left clean, in good condition, or are damaged, the fees may be forfeited, and additional fees may be assessed.

6. All fees are due at the time the reservation is made. Fees may be paid with **Cash, MasterCard/Visa** or a **check payable to the City of Temple.**

7. Some events using the facility may also be required to pay additional fees for on-site staffing specific to facility needs and access. This will be determined on a case-by-case basis during the review of the Outdoor Event Application.

8. Some events may also require on-site additional security staffing which is paid separately from fees paid to the City of Temple Parks & Recreation Department. These additional fees are paid directly to either City of Temple Police Department or Bell County Sheriff's Department. Security may be required based on the number of anticipated attendees and/or if an event will have alcohol being sold and/or served at the event. This is a requirement as outlined in the Parks & Recreation Rental Policies.

9. Cancellations must be received by Parks and Recreation Administration Office at least seventy-two (72) hours before the reservation in order to receive a full refund. Please allow two weeks for deposits/refunds to be processed.

10. Rainouts must be called in to the Parks and Recreation Administration Office within forty-eight (48) hours of the rainout. A full refund of rental fees will be processed for all rainouts reported within the forty-eight (48) hour window of the event and cannot be rescheduled.

11. Organizations renting the Festival Grounds facility must provide a designated person to serve as primary contact. A phone number and email address for the contact is required for communication purposes.

    These individuals will serve as the primary contact to verify all event and facility related requests and will be responsible for the facility and Festival Grounds and event attendees during the rental.

12. No smoking or vaping allowed at any City of Temple property including the MLK Festival Grounds.

13. Children are not to be left unattended or unsupervised during the reservation.

14. Alcoholic beverages are allowed; however, glass beverage containers are prohibited at the MLK Festival Grounds at all times. This includes the fields, any building, parking lot and the area surrounding the facility.

    Patrons wishing to sell alcohol at their event must submit additional information for review and approval before alcoholic beverage sales are permitted. These requirements are related to laws, ordinances, regulations and guidelines set by the Texas Alcohol Beverage Commission and/or the City of Temple.

15. **The facility and all grounds must be cleaned and vacated by the stated end time of the reservation.** The parking lot and the immediate facility area are considered part of the facility and must be free from litter.

16. Unless prior approval is obtained, all vehicles must park in the parking lot. Most events will have an impact on adjacent properties. A parking plan may be required during the review of the Outdoor Event Application. Renters should be prepared to share a plan as well as provide notification to adjacent property owners of the proposed event as outlined in the Outdoor Event Application process.

17. Unless prior approval is obtained, no objects (ex: tent stakes) may be inserted at a depth of more than one foot into the ground, due to potential interference and damage to irrigation and water lines.

18. Failure to adhere to any and or all of these procedures may result in guests being requested to leave the Fairgrounds, terminating the Lessee's reservation, and will be grounds for the forfeiture of the right to use the facility in the future.

19. Please be sure to have your permit with you evidencing your reservation for the date and time listed on the permit. Please contact Parks & Recreation personnel to resolve any issues that may arise during your rental at **(254) 493-7229.**

MLK Festival Grounds Rental Rates (Temporary)

FESTIVAL GROUNDS ONLY

$1,000 Deposit per Rental *(Must be paid at the time of securing the space.)*
$1,000 Per Day of Usage *(Must be paid no less than fourteen (14) days prior to the rental)*

- *Events & Rentals Serving 1,000 or More Attendees May Require Additional Liability Insurance Policy Which Names the City of Temple as Additionally Insured.*

SUNGLO VIP BUILDING

$250 Deposit per Rental *(Must be paid at the time of securing the space.)*
$250 Per Day of Usage *(Must be paid no less than fourteen (14) days prior to the rental.)*

- *This building is not currently available for rent without renting the Festival Grounds space at the same time.*
- *This building may not be rented independent of the Festival Grounds, nor is it required to be rented.*
- *This facility will have similar guidelines for usage based on our facilities such as Bend of the River and the Gober Party House.*

ADDITIONAL FEES & REQUIREMENTS

- *Based on the Outdoor Event Application, some events may require additional pre-event planning meetings to determine whether or not the rental and site usage will require additional staffing, safety and security personnel, emergency operations planning.*
- *Additional Fees may be required for On-Site Personnel Based on Event Type and Expected Use of Grounds & Facilities.*


East Avenue B
Stage Area
Stage Area
South 4th St.
South 6th St.
South Martin Luther King Jr. Dr.
MLK
Festival
Grounds
East Avenue C
East Avenue D
Railroad tracks
East Avenue E
City of
Temple
PARKS & RECREATION