

Geocaching 101

Brought to you by members of the
Wisconsin Geocaching Association

June 2020

Disclaimers

- We are sharing our combined experience recognizing that geocaching has and continues to evolve.
- Our comments are ours alone and may not necessarily reflect any official stance of the Wisconsin Geocaching Association.
- We are volunteering our time.

Agenda

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Basics

What are all these terms!?

02

Getting Started

Create an account and find
your first cache!

03

Best Practices

Do's and Don'ts.

04

Advanced Topics

Trackables, Pathtags,
alternative apps, and more.



01

Basics

What are all these terms?!

What is Geocaching?

Combination of
Technology,
Nature, and Fun!



What is Geocaching?

- Geocaching is an eco-sport or outdoor adventure game for GPS users of all ages.
- **There are over 3 million active geocaches and over 1 million active geocachers worldwide.**
- You'll find places you never knew existed!



As someone that doesn't cache a lot at all but is married to a very experienced cacher, Uncle_Fun, I have still reaped many benefits - the places we have visited, are many times unexpected and beautiful - never would have known about them without caching. The people we have met? So many nice people! Several are now considered very close friends of mine. Last but not least- as a couple we have taken some amazing trips as a result. Be open to new experiences and join in on the fun as little or as much as you want.



Geocaching Widow

Who Goes Geocaching?

- Anybody and everybody who enjoys the outdoors and looking for treasure!
- Families with kids.
- People looking for something to do while walking their dog.
- Solo geocachers of all ages.

What is GPS?

- GPS stands for *Global Positioning System*.
- As of February 2019, the system contains 31 satellites (27 active, 4 reserve) in low Earth orbit that continuously broadcast their position.
- GPS makes our hobby possible!



What is a GPSr?

- *GPS receivers* are personal devices that display their current location and help the user navigate to another location.
- The term GPSr often refers to a dedicated device.
- Today's smartphones double as GPSrs when paired with the right app(s).



What is a Geocache?

- A geocacher hides a container somewhere in the world and posts the GPS coordinates online.
- The container is the geocache!
- Other players use a handheld device to search for it.
- Caches can be hidden anywhere, from busy urban settings to the middle of the woods.
- Your goal is to find the cache, sign the physical log inside, and share your experience online!



Contact an experienced cacher in your area with ANY questions, most of us are willing to share our knowledge with new cachers.

Douce Us 5



What is a Muggle?

- Borrowed from the world of *Harry Potter*, the term *muggle* refers to someone who is not a geocacher.
- Missing caches are sometimes said to be *mugged*, potentially removed by someone who is unaware of our game.
- Geocaching doesn't have to be secret, but drawing unnecessary attention can compromise caches.

Acronyms

CO		Cache Owner
DNF		Did Not Find
FTF		First to Find
GZ		Ground Zero
PNG		Park 'n' Grab
TNLN		Took Nothing Left Nothing
TOTT		Tool of the Trade



02

Getting Started

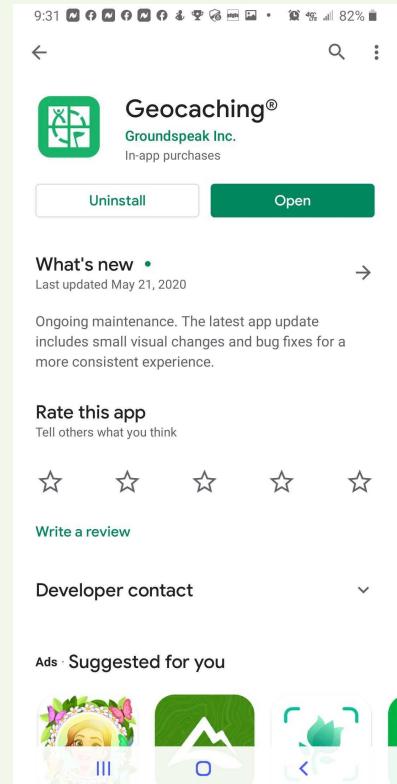
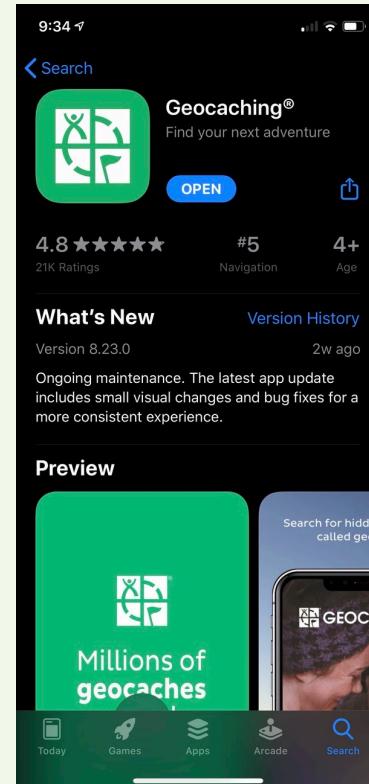
Create an account and find your first cache!

An App or a Website?

- It's both!
- All geocaches are listed on the geocaching.com website.
- Many players choose to use a smartphone app to access the online database of geocaches. Others use a computer and dedicated GPSr.
- Since a smartphone app is the easiest way to get into geocaching, that's what we plan to cover in this presentation.
- You can do many of the same things and more using geocaching.com.

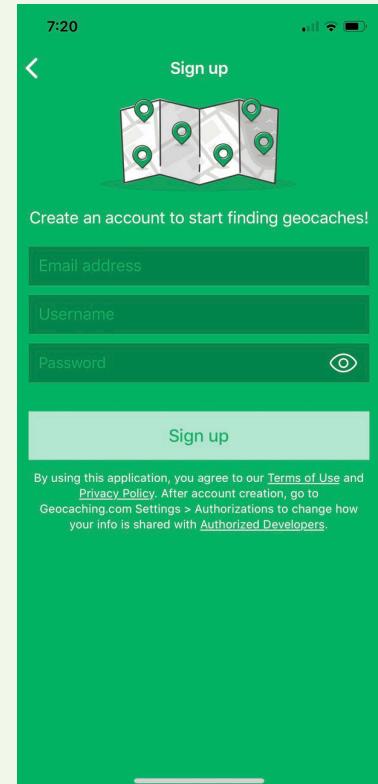
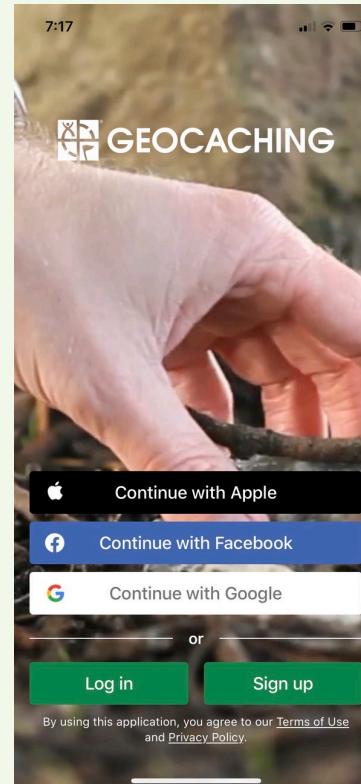
Download the App

- To create your account from your phone, you will need the Geocaching app released by Groundspeak Inc. available for iOS and Android devices.
- The app is free.



Create an Account

- Login using a third-party provider OR
- Create an account directly with geocaching.com (shown here)



Choose Your Username Wisely!

- This is the name by which you will be known online and in the community, even after you meet other geocachers in person.
- You'll also be signing it on every log (some of them tiny), so consider keeping it shorter or choose something you can abbreviate.
- Be creative but keep it family friendly.
- If you decide you aren't happy with your choice, you can change it later.



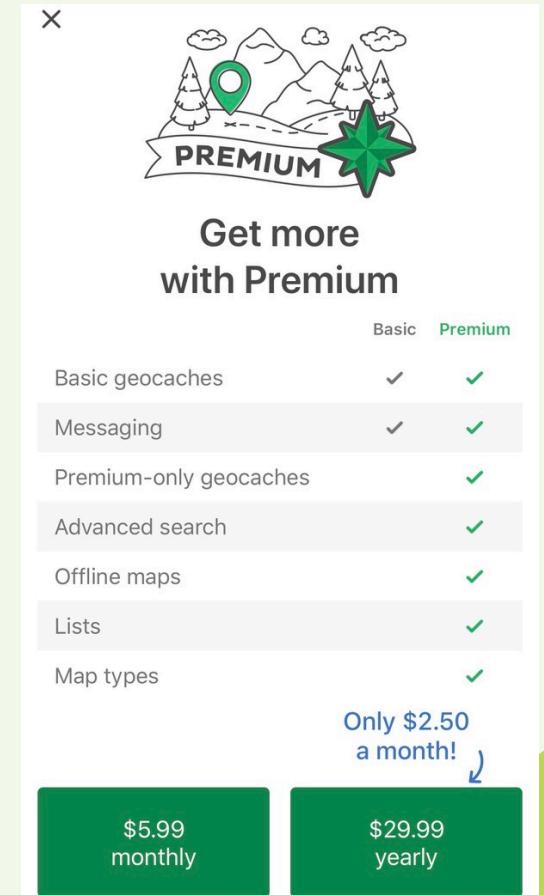
While the find is always exciting, the hiking, the scenery, and the time spent together is the true prize.

mate dulce



Membership Types

- You can play for free with a Basic membership that has restrictions (fewer on the website).
- Upgrade to Premium membership to eliminate restrictions and access more features.



A promotional graphic for a Premium membership. It features a green banner with a location pin and a green star, with the word 'PREMIUM' in white. The background shows a stylized landscape with mountains, trees, and clouds. The text 'Get more with Premium' is displayed, followed by a comparison table between Basic and Premium memberships. A note at the bottom right says 'Only \$2.50 a month!' with a blue arrow pointing to the monthly price.

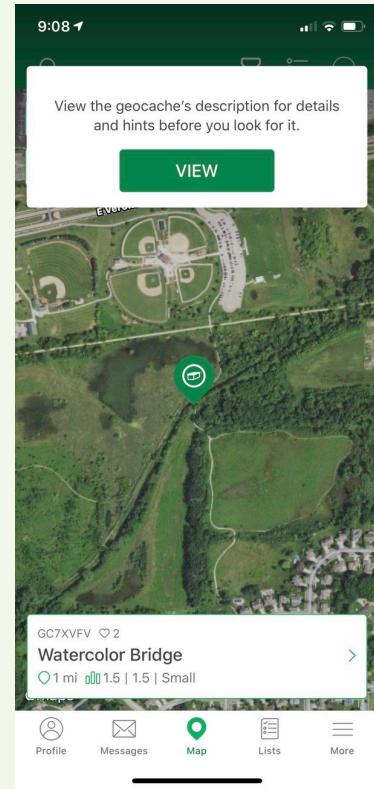
	Basic	Premium
Basic geocaches	✓	✓
Messaging	✓	✓
Premium-only geocaches		✓
Advanced search		✓
Offline maps		✓
Lists		✓
Map types		✓

Only \$2.50 a month!

\$5.99 monthly \$29.99 yearly

Choose Your First Geocache

After creating your account, the app will automatically direct you to a nearby traditional cache.



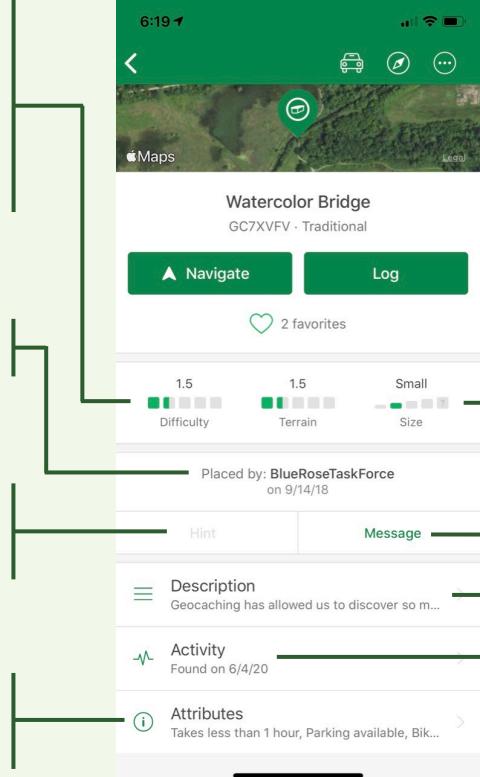
Cache Details

Difficulty and terrain ratings measured from 1 to 5 with half-step increments give you an idea of what to expect. Start with lower ratings for a better success rate.

The owner is responsible for this cache.

The hint might help if you're struggling. No promises, though. (No hint here.)

Attributes tell you more about the hide and terrain along the way.



Container size gives you some idea of what you're looking for and where it could be hidden. Small to large usually have room for SWAG and trackables.

Micro – Film canister or smaller
Small – Sandwich container

Regular – Shoe box
Large – 5-gallon bucket

Other – Doesn't fit another category

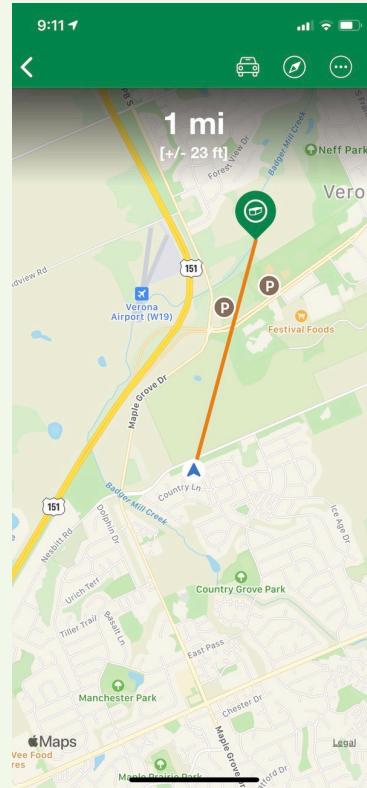
Message the owner about this cache.

Read the description! It often contains important details.

Logs from recent finders might also hold clues.

Go Get It!

- Tap **Navigate** once to see a map view.
- Tap the compass icon in the upper right for a simpler pointer view.



The Search

- When you get near GZ, put your phone away!
- Even a dedicated GPSr is only accurate to within about 20 feet.
- Use your brain – where would you hide a container here?
- It takes some practice, but you will eventually build up some “geo-sense” for where people like to stash containers.
- Struggling? Change your thinking or perspective.
- Expand your search area before declaring a DNF.



It's OK to DNF. We all do, even on the
easy ones!

MTCLMBR



You Found It! Now What?

- Get excited!
- Open the container and sign the physical log inside (this is required!).
- Trade items (optional).
- Replace the cache exactly as you found it!
- Tap the Log button to submit your find online OR
- Save a draft to complete your online log later (Premium only).



Log your DNFs. It might not feel good, but it will help others and the CO. And if you've got a couple DNFs going for you....aim for a nice P&G, so you can get your geo-mojo back.

TheOtherGuy





03

Best Practices

Do's and Don'ts.



I cache alone, and being a woman, I am always keeping an eye on safety. And sometimes, you just don't feel like ducking into a scratchy, mosquito-filled, muddy woods. If you aren't dressed for walking in the woods, then go for the urban caches!

WiscBikeGal



Safety

- Make a plan and tell someone where you are going, especially when visiting remote areas.
- Carry more water than you think you'll need.
- Understand the kind of wildlife you might encounter so you can tell the difference between harmless and dangerous.
- Dress appropriately and carry supplies like water, sunscreen, bug spray, and more.
- Know your limits. Stop if you're uncomfortable. You don't have to find every cache.
- Have we mentioned lots of water?

Leave No Trace

- Be a responsible geocacher.
- Carry out your trash.
- Stick to the trail as much as possible. The easiest path to the cache is not always a straight line!
- Do your best not to disturb the natural fauna of an area.
- Minimize your impact on the environment.





As a CO, I love descriptive logs and
read every single log on my caches.
It's exciting to hear what your
experience might have been.

MTCLMBR

Logging a Cache

- Try to avoid short, generic logs like TFTC.
- Take a moment to share your experience. Owners will appreciate it!
- Mention the condition of the cache, especially if there is an issue.
- Avoid spoilers in your log and/or photos. Subtle clues are OK, even appreciated by other cachers reading later.
- Log your DNFs! They alert the cache owner of a potential problem.

SWAG

Trade even, trade up,
or do not trade at all.



Trading SWAG

- Trade items are usually inexpensive trinkets, but they don't have to be junk.
- Good examples include small toys, key chains, magnets.
- Some cachers make their own signature items to leave in caches.
- Make sure whatever you're trading fits in the container.
- If you can't trade, don't take anything!

More on SWAG

- Keep it safe, legal, and family friendly.
- Avoid alcohol, drugs, explosives, matches, lighters, knives, weapons, etc.
- No soap bubbles or other liquids. (They explode!)
- No food or heavily scented items. (Attracts wildlife!)
- Remember that caches are out in the elements year-round with significant temperature fluctuations over time.

Other Tips

- Carry a pen or pencil. Keep extras in your caching bag and your car.
- Pens can freeze in cold weather!
- Replace it exactly as you found it! You may think you are helping by moving the cache to a "better" spot, but you could be compromising the integrity of the cache. If you think it is wrong, message the CO so they can fix it if needed.
- Logs in the lid.





04

Advanced Topics

Trackables, Pathtags, alternative apps, and more.

Physical Caches



Traditional



Multi-Cache



Mystery/Puzzle



Letterbox Hybrid



Wherigo



Geocaching HQ

Caches Without a Container



EarthCache



Locationless



Virtual



Adventure Lab



Webcam



Partner with a more experienced cacher. It will get easier after your first 100 when you've learned some of the ropes. Attend events to meet people if you don't know local cachers.

CashtonGS



Events



Event



Geocaching HQ Block Party



Cache In Trash Out (CITO)



GPS Adventure Maze



Mega Event



Geocaching HQ Celebration



Giga Event



Community Celebration Event

Trackables

- Not typical SWAG.
- Trackable items take many forms, but always have a tracking code on them.
- They are meant to travel from cache to cache, with progress tracked online.
- Most have a specific goal.
- Only take a trackable from a cache if you are willing to log it online and help it toward its goal by placing it in another cache.



Geocoins

Custom-minted, trackable coins. Due to their higher value, they are often kept in personal collections instead of placed in caches to travel.



Logging Trackables

- **Discovered It** – You saw the item but didn't take it.
- **Retrieved from Cache** – You found and took the item from the cache indicated in the last log.
- **Retrieve from Somewhere Else** – You found and took the item from somewhere other than the last logged cache.
- **Dropped Off in Cache** – You took the item to a new cache and left it there.
- **Visited Cache** – You took the item to a cache but didn't leave it. Also known as *dipping*.
- **Mark as Missing** – The item has not been successfully logged in a long time and is not where it is supposed to be according to the last log. Only available to trackable/cache owners.
- **Write Note** – A log that doesn't fit the others. Maybe you want to add some photos. Or maybe you want to let the owner know the item wasn't in the last cache where it was logged, but you don't have access to Mark as Missing.



Geocaching has a lot to offer! You don't need to learn everything right away. Each geocaching experience can only be new once. Take your time and enjoy each one!

ACME_WildCachers



Pathtags

- One type of custom-designed personal signature item.
- Single-sided metal tag about the size of a quarter.
- Can be found in caches or traded at events.
- They are not trackable on geocaching.com, so it's OK to take and keep one for yourself.
- Manage and track your collection at pathtags.com.





If you think you are going to stick with it and eventually want to fill your calendar, save the caches close to home for days you need to fill when the weather is not so great.

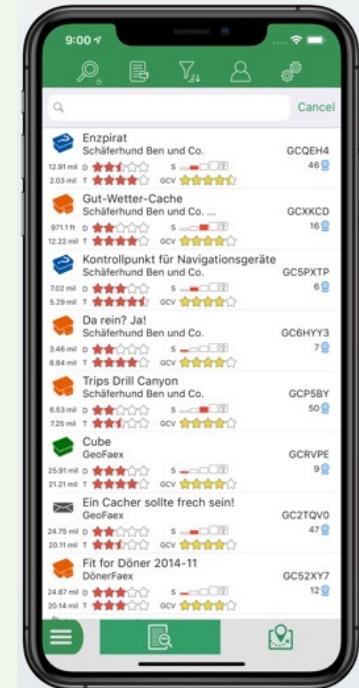
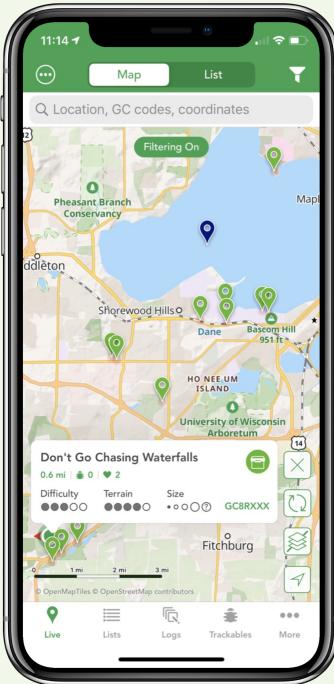
Chatauqua560



Alternative Apps for iOS

Cachly

- \$4.99 one-time purchase
- \$2.99 one-time in-app purchase for Premium Offline Maps



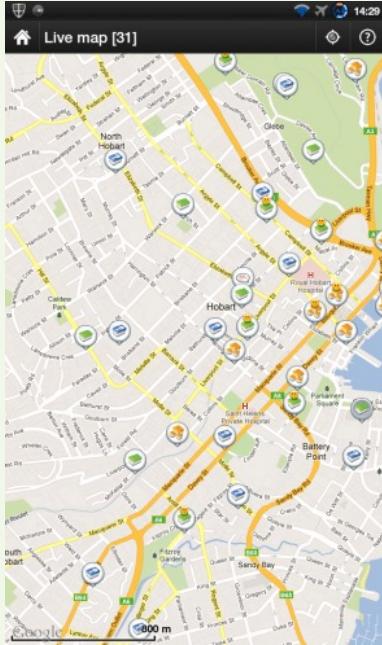
Looking4Cache

- Lite version is free
- \$5.99 for Pro

Alternative Apps for Android

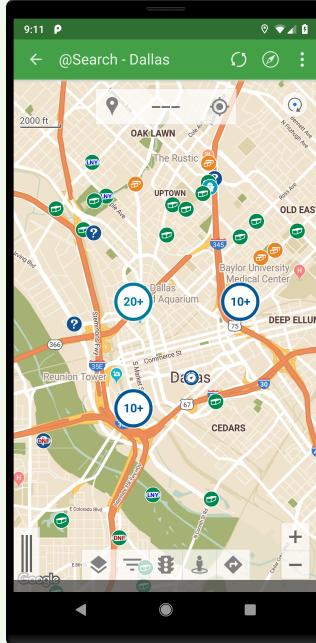
c:geo

- Free



Geooh Go

- \$4.99 one-time purchase
- \$0.99 semi-annual subscription for enhanced features



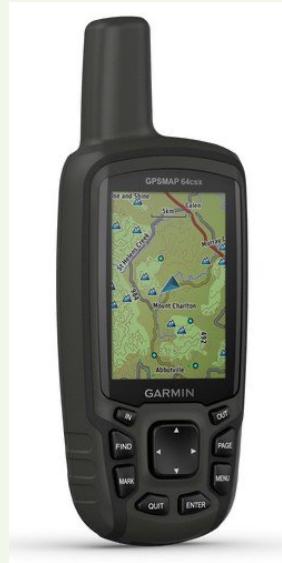
Garmin Handheld GPSr Options



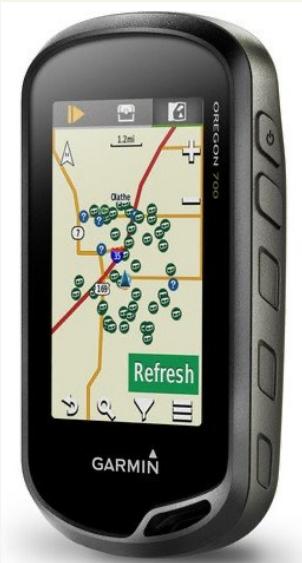
eTrex



eTrex Touch



GPSMAP 64x



Oregon 700/750



GPSMAP 66



Don't let anyone else tell you the "right" way to cache. Experienced geocachers often are going for the numbers, or difficulty, or some sort of challenge achievement. Just enjoy finding something hidden wherever you are. It shouldn't be a burden that you HAVE to do.

WiscBikeGal

Resources

Geocaching HQ

- www.geocaching.com
- www.geocaching.com/help/ - Help Center
- forums.geocaching.com/GC/
- www.geocaching.com/blog/
- shop.geocaching.com

GPSRs and Apps

- www.cach.ly
- www.cgeo.org
- geooh-go.com
- www.looking4cache.com

Podcasts

- [Geocache Talk](#)
- [The Geocaching Podcast](#)
- [GeoGearHeads](#)
- [Inside Geocaching HQ](#)
- [PodCacher](#)

EarthCaches

- www.earthcache.org

Other Tools

- www.project-gc.com – Statistics and Planning
- www.geocachingtoolbox.com – Puzzle Tools



Questions?



The WGA is a great resource for everything from hiding to finding to events. The website is a great tool.

rawevil



Wisconsin Geocaching Association

- We are a group of fun-loving, enthusiastic, outdoor-minded people who like to geocache, and we want to help others do the same.
- Join us for community, games, and more!
- Wisconsin Geocaching Association 
- @WIGeocaching 
- wigeocachingassociation 





A large, bold, dark green text 'Thank You!' is centered on a light yellow background. The background features a repeating pattern of green and yellow triangles, creating a sense of depth and motion.

Thank You!



Pavilion Rental Packet

A.M. "Chick" Anderson Park: 108 Pecan St. Sweeny, Tx

Martin Luther King Park: MLK St Sweeny, Tx

Backyard Park: 1664 Main St Sweeny, Tx

**All reservations, permits and changes must be made by the responsible party at the City Hall:
102 West Ashley Wilson Road Sweeny, Texas 77480. You may contact the City Secretary and City
Manager for availability, process to secure rental and approval for the event, except any variances
that have to be presented and voted by the City Council.**

- Reservations available by appointment between 8:30 a.m.-4:00 p.m. Monday – Friday.
- Pavilion rentals are from 6 a.m. – 8 p.m.
- Monday - Thursday bookings available up to three months in advance, Friday - Sunday bookings available up to six months in advance.
- Responsible party must be 21 years of age or older to reserve the facility, and must provide verification of age and physical address with current Texas Driver's License or Identification Card.
- All rental fees are due the day of your rental appointment and deposits are submitted for payment. Cash, Check, and Money Orders are accepted.
- Renter is responsible for cleaning and discarding their trash after their event, dumpsters are on site. Two complimentary trash bags can be picked up prior to your rental at the City Hall.
- Splash Pad is open seasonally (Open Monday after Pride Day and closes first weekend in October). The splash pad is not in conjunction with the rental of a pavilion and is not guaranteed to be operating the day of an event.

Rental of pavilion does not include any park amenities and no refund will be given if the amenities are not available. No refund is given if splash pad is out of order.

Pavilion Name	Deposit	Rental Fee
Gazebo	\$25	\$25
MLK Pavilion	\$25	\$25
Backyard Park Pavilion	\$25	\$25

Cancellation Policy:

All cancellations or changes to a rental permit must be received in writing at least five days in advance to the scheduled event date to receive a refund, minus a \$25 service charge. The responsible party must make all changes and cancellations in person.

If inclement weather (i.e., rain, storm, or freeze) prevents use of pavilion, the responsible party must contact Kaydi Smith or David Jordan at 979.548.3321, by the morning of the next business day, to advise of such refund.

Rules and Regulations:

The City of Sweeny reserves the right to shut down an event at any time for violations of the rental permit, park rules, or City policies. No refunds will be issued if an event is shut down due to such violations.

- Standard City Ordinances, general park rules apply.
- A reservation sign with your name will be posted at the pavilion.
- Alcohol is not allowed in the park. Security is required for events with 75 or more people, and/or events that are advertised to the public. If security is needed, please contact Sweeny Police Department.
- The use of motorized vehicles on grassy areas is strictly prohibited. Parking is in designated parking areas only. No parking on sidewalk, or under pavilion.
- Glass containers are not permitted at City parks to protect concrete or grass.
- All decorations must be cleaned up and removed upon departure, including tape, etc.
- The use of inflatable "moon walks", generators, and similar equipment is permitted.
- Deposit refunds for pavilions are based on condition of pavilion following the rental (damage and cleanliness) as well as the observance of permit rules and regulations. If any damage or other violations occur, the rental deposit will be retained. Damages exceeding the rental deposit will be charged to the responsible party. Compensation for damage includes the costs of all labor, materials, and supplies to repair or replace the damage to facility or grounds.

Renter agrees to indemnify, defend and hold harmless the CITY of SWEENY, its officers, officials, agents, and employees from any claim, loss, damage, causes of action, suits and liability of every kind, including all expenses of litigation, court costs, and attorney's fees, for injury to, or death of any person, or for damage to any personal or real property, arising out of, or in conjunction with the Renter's event, or any act or omission of the renter, its officers, employees, agents, or subcontractors during the conduct of renter's event.

Applicant's Name

Applicant's Signature

Date



City of Sweeny Parks & Recreation Department

102 W Ashley Wilson Road, Sweeny, TX 77480

979 548 3321 /info@sweenytx.gov / https://www.sweenytx.gov/

PUBLIC EVENT/SPECIAL EVENT PERMIT APPLICATION

CITY EVENTS: It is recommended to schedule a meeting with City of Sweeny City Hall to discuss the application in detail. Please call (979) 548-3321. All reservations, permits and changes must be made by the responsible party at the City Hall: 102 West Ashley Wilson Road Sweeny, Texas 77480. You may contact the City Secretary and City Manager for availability, process to secure rental and approval for the event, except any variances that have to be presented and voted by the City Council.

Reservations can be made 6 months in advance for any public event, special event or company picnic.
Set-Up Date: _____ Start time: _____ End Time: _____

Event Date(s): _____ Start time: _____ End Time: _____

Event Date(s): _____ Start time: _____ End Time: _____
(Two-day event) / add additional line for 3+ day event

Break-down Date: _____ Start time: _____ End Time: _____

Park Requested: _____

Facility/Facilities Requested: _____

including but not limited to: pavilions, gazebos, open field, restrooms, etc.

Type of event
Mark all that apply:

Fair/Festival Concert Tournament
 Fundraiser Company Picnic Race/Fun Run

Other: _____

Estimated # attending event: _____ (include vendors, staff, volunteers and participants)

Descriptive summary of the event (attach additional sheets if necessary):

Event Name: _____

Name of Applicant: _____ (Photo ID req. / age 21+)

Company Name (if applicable): _____

Individual/Tax-Exempt, For-Profit or Commercial:
(attach proof of current tax-exempt/non-profit status)

Mailing address: _____ City: _____

State: _____ Zip: _____ Email address: _____

Cell Phone () _____ Other Phone () _____

Day of Event Contact Name: _____ Phone () _____

Is the event being sponsored, co-sponsored or supported by another organization or group? If yes, attach a list of supporting organization(s).
 YES NO

Will admission or registration fees be charged?
If yes, attach a list of proposed fees and their purpose

How will the event be promoted?

Ads Social Media
 Flyers/posters Billboards
 Signs* Other _____

*Separate permit needed for signs

Event website: _____

Event Location Layout - Please list the proposed event location and attach a map of the proposed logistical layout for your event.

Event Size: _____ # of Participants _____ Total Number of Attendees at one time

_____ # of Staff/Volunteers _____ **Total Number of Attendees**

Event History: Is this a first-time event? YES NO

Is this an Annual Event? YES NO

How many years in existence? _____ YEARS Highest Number of Attendees _____

Previous Name(s) of Event: _____

If your previous year's application is on file, are there any changes from the previous year?

List: _____

Activities and Entertainment - Please attach a list of scheduled activities and entertainment with times (i.e. bands, contests, arts & crafts show, cook-off, performers, etc.).

Structures - Please check all structural elements that apply.

Tent(s) Booth(s) Table(s) Chair(s) Stage(s)
 Fencing Light Tower(s) Generator(s) RV(s) Amusements
 Other(s), please list: _____

You will need to provide sizes of all structures and include means of fire apparatus access along with any flame resistance certifications. Depending on structure sizes, you may need to have a trained crowd manager present.

Event Parking - What parking arrangements have been made for your event? If you are using alternate parking lots, an approval letter from the property owner must accompany this application. An event parking map will need to be submitted with this application.

Event Participant Parking Area (vendors, staff, volunteers, media): _____

Event Attendees Parking Area _____

Grass Parking - If you are requesting to utilize a grass parking area, what will you do in the event of inclement weather?

Street/Lane Closures: Are you requesting any street/ lane closures? YES NO

Please list any street/lane closures you are requesting and attach a map:

***Portable Toilets:** Indicate the number of portable toilets you will have at your event. The closure of free-standing park restrooms may be required depending on the # of participants expected. Any event exceeding 500 in attendance may require portable toilets.

_____ # of Regular _____ # of ADA

When will they be delivered? _____
*For multi-day events, servicing of port-a-lets is required!

Food/Beverages: Please indicate all food/ beverage elements that apply:

Sale of food/beverages Distribution of food/beverages

A Permit is required for each vendor selling or distributing food/beverages.

Distribution of Alcoholic beverages (The sale of alcohol is not permitted)

**You must obtain a TABC Permit for the distribution of alcoholic beverages and will need permission from the City of Sweeny Council
To obtain your permit, if required.**

Please state your alcohol control plan, such as limits, enforcement, shuttle services, etc.

First Aid Plan: Will you have a first aid station on-site? YES NO

What are your plans for a minor/major emergency? _____

Does your event layout provide for emergency vehicle access? YES NO

Utilities

Will you need electricity? YES NO

Electricity for: _____

Will you need access to water? YES NO

Water for: _____

Inclement Weather Plan:

What are your plans in case of inclement weather? _____

Name and phone number of weather monitor: _____

Event Notification: The applicant understands that they may be required to serve notices to residents and/or businesses in the area where the event will be held and furnish proof to the City Hall. Notices should include event date, times, and details.

Security:

The applicant is responsible for adequate security for the permitted event, including crowd control, emergency response access and safeguarding the attendees and park property. The City of Sweeny Police Department will determine how many officers will be necessary for your event. The rate for security will is \$45 per officer per hour.

Insurance Requirements:

Public liability and property damage insurance is required for all athletic user groups, special event permit applicants, amusement vendors (i.e. moonwalks, bouncy houses, water slides), special event organizers producing events that are open to the public, and for-profit commercial vendors, otherwise known as "vendor" in the amounts set forth below acts or omissions of the vendor.

Insurance must be issued by a casualty company authorized to do business in the State of Texas, and in standard form approved by the Board of Insurance Commissioners of the State of Texas, with coverage provisions insuring the public from any loss or damage that may arise to any person or property by reason of the acts or omissions of the vendor.

Vendor must at its own expense be required to carry the following minimum insurance coverage:

- For damages arising out of bodily injury to or death of one person in any one occurrence – twenty-five thousand and no/100 dollars (\$25,000.00);
- For damages arising out of bodily injury to or death of two or more persons in any one occurrence – fifty thousand and no/100 dollars (\$50,000.00);
- For damage to or destruction of property in any one occurrence – one hundred thousand and no/100 dollars (\$100,000.00);
- Alcohol - If alcoholic beverages are served, or allowed to be consumed during the event, the insurance certificate must state specifically that it also covers any losses resulting from the consumption of alcohol at the event.

Certificate Holder:

The Certificate Holder is: City of Sweeny, 102 Ashley-Wilson Rd, Sweeny, TX 77480

Additional Insured Required:

The City of Sweeny must be named as additional insured on policies listed in subparagraphs above and must be notified of any changes to the policy(ies).

General Requirements:

- Insurance is to be placed with insurers having a best rating of no less than A.
- The vendor must furnish the City with certificates of insurance and original endorsements affecting coverage required by these insurance clauses.
- The insurance certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf.
- Proof of insurance must be provided at least ten (10) business days before the start of the event, athletic season, or first permitted date, or the permit/event will be cancelled.
- The City reserves the right to pursue other remedies permitted by law or in equity.
- In no event must the City be liable for any damage to or destruction of any property belonging to the event organizer/vendor unless specified in writing and agreed upon by both parties.

Indemnification

Vendor agrees to indemnify, defend and hold harmless the CITY of SWEENEY, its officers, officials, agents, and employees from any claim, loss, damage, causes of action, suits and liability of every kind, including all expenses of litigation, court costs, and attorney's fees, for injury to, or death of any person, or for damage to any personal or real property, arising out of, or in conjunction with the Vendor's event, or any act or omission of Vendor, its officers, employees, agents, or subcontractors during the conduct of Vendor's event.

Special Event Permit Fees:

Fees for these permits are based on the number of people projected to be attending the event and whether or not gate/admission or registration fees are charged. Depending on the site, parks may include outdoor picnic shelters, outdoor pavilions and other outdoor amenities. Special Event Applications must be submitted at least 30 calendar days in advance of the event date and are made on a first-come, first serve basis.

Attendance	Deposit	User Fees	User Fees
		Non-Profit/Tax-Exempt	Commercial/For Profit
Less than 250	\$25	\$50	\$100
250-500 persons	\$50	\$100	\$150
501-1,000 persons	\$75	\$200	\$250
1,001-3,000 persons	\$100	\$300	\$350
3,001 or more	\$150	\$400	\$450

On Call Attendant (On Call Public Works Worker):

Any large event with 75 or more people must secure the services of at least one On Call Attendant to ensure the integrity of the reserved park is upheld.

- On Call Attendant must be scheduled at least two weeks prior to any large event.
- Changes, or event cancellations must be made 48 hours prior to scheduled event. Changes made within 48 hours will be subject to additional fees paid to the City of Sweeny.
- Any additional hours needed and not paid for prior will be taken out of the paid deposit
- On Call Attendant are only responsible for the duties assigned on this agreement.
- On Call Attendant fee is \$15.00 per hour and paid at time of reservation

On Call Attendant Responsibilities:

- Cleaning/pick up of trash on park grounds.
- Empty all garbage cans, dispose of bags in dumpsters and refill with new bags.
- Clean and restock all restrooms.
- For maintenance repairs to park facility, please call 979-548-3321.

Security Fees:

- City of Sweeny Police Officers will be present at all large events. All security fees are paid to the Officer(s) on Duty at a rate of \$45 per hour per officer. The number of officers needed for your event will be determined by the City of Sweeny Police Department.

SPECIAL EVENT CONTRACT RULES: The undersigned applies for a special event permit and agrees to the regulations listed below as established by the City of Sweeny.

1. Please have your Permit in possession during your use of the permitted facility.
2. The layout approved for this event denotes the permitted activities and must be followed in the staging and placement of parking, concession stands, booths, inflatables and amusements, trash receptacles, portable restrooms, performance staging and other support amenities. Any deviation from the approved layout, except in the instance of minor on-site adjustments must receive permission from the City Council.
3. Cancellations: If applicant wishes to cancel the event, the notification must be given in writing at least 7-calendar days in advance. Failure to comply with these deadlines may result in the forfeiture of user fees. Cancellations may be charged a \$25 administrative fee.
4. Concession Stands, exhibit booths, tents, awnings, and/or similar support structures may not be attached to, set against, or situated so as to damage any wall, column, tree, post, light standard or any other park amenity.
5. The Permit Holder must leave all facilities in good or better condition that existed before the event. Following the conclusion of the event all or part of the deposit may be refunded, depending upon the condition in which the facility is left. If the facility is damaged or not thoroughly cleaned, the Permit holder agrees, as a condition of the issuance of the Permit to pay such additional charges as are assessed by the Department. Permit Holders are responsible for damage to any furniture, equipment, and building along with the surrounding grounds. Deposits must be made when the reservation is made and will be deposited. Following the event, a refund will be issued to the permit holder approximately 14-30 days after the conclusion of the event (if applicable).
6. No banners, flags, temporary signs, or similar visual effects may be attached to lights, sign posts, trees or secured by stapling, nailing, or other means that may cause damage to park structures or amenities. Confetti, silly string, and glitter are not allowed.
7. No glass containers are allowed.
8. Please note that should the City need to utilize the park for emergency purposes, Applicant will be given notice at the earliest opportunity and User Fees will be refunded.
9. The completed "Public Event/Special Event Permit Application" must be submitted to the City of Sweeny Permit Department a minimum of 30 calendar days in advance but not more than 12 months in advance. Deposit payments are due at the time the reservation is made. The Applicant will be required to pay 100% of all Special Event Permit Fees, ten (10) calendar days prior to the event date.
10. Permit holder is responsible for obtaining any noise/sound or additional permits that required by the City that the event is held in.
11. Sites and Facilities are limited. For this reason, reservations should be made as far in advance as is reasonably possible. Special event reservations can be made up to 6 months in advance.
12. All electrical connections and hook-ups installed by the applicant must meet appropriate safety and city or county code requirements. Special event permits are issued for the use of existing electrical systems and outlets only. Total amperage required by the applicant may not exceed safe capacity of existing park service.

SPECIAL EVENT CONTRACT RULES - Continued

13. Existing faucets or hose bibs may be used for water connections, but no temporary connections or modifications to the park's water supply may be made without prior approval.
14. Adherence to the date and time allotments of this application/permit are mandatory, and is inclusive of set-up, strike and clean-up.
15. Failure to abide by any of these General Conditions will automatically revoke the Permit and cancel the Reservation. All policies and fees in this application are subject to change.
16. All Reservation Application Forms must include a valid telephone number, email address, cell phone number. Facility and/or User Reservation Fees are to be paid by Cash, Personal Check, Cashier's Check, or Money Order made payable to the City of Sweeny.
17. The Applicant must provide for the Event, at no additional charge to the public, an adequate number of portable toilets (one per 200 attendees), including a proper ratio of such toilets that meet the Americans with Disabilities Act specifications (ADA).
18. The Permittee must obtain a Fire Inspection (if necessary).
19. Depending on the size and nature of the event, the Permittee may be required to meet with the Parks and Recs and Public Works. This meeting allows the Permittee and all involving departments within the City of Sweeny to discuss all logistics for the event.
20. The Permittee may use, for the event, any electrical outlets that currently exist at the site. It is the Permittee's responsibility to contact the Public Works Department at least 72 hours before the Event to ensure that the electrical power is turned on. If the Event takes place at a Site where no electrical outlets are currently in place or if the Permittee has additional electrical requirements, it will be the Permittee's responsibility to safely provide for the Event's additional needs.
21. Any misrepresentation of the signed special event application or failure to meet the requirements set forth herein will result in retention of the deposit fee.
22. Following the conclusion of the Event, if the Facility, or Grounds is damaged, the Permittee agrees, as a condition of the issuance of the Permit to pay such charges as are assessed by the City.

Applicant's Name

Applicant's Signature

Date

Checklist / Notes:

For Office Staff Only:

Staff Initials: _____

Permit #: _____

Receipt Attached _____

Initial Meeting Date: _____

On-Site Meeting Date: _____

Routed to other Departments:

 Parks & Rec City Council EMS Sweeny PD**Rental Supervisor Checklist**

- Event Layout:
- Event Parking Map:
- Copy of Event Flyer
- Handicap Parking
- Activity & Structures Listing:
- Insurance:
- TABC Permit:
- Sound Permit:
- Security Scheduled:
- On Call Attendant Scheduled
- Street Closure Map:
- Written Emergency Action Plan (EAP):
- Fire Inspection:

Rental Supervisor Signature: _____

Date: _____

NOTES/SPECIAL REQUESTS:
