



# GONZALES EVENT INFORMATION SHEET

This information is to be provided to the City of Gonzales at least 30 days prior to all public and private events held on City property.

EVENT NAME Winterfest/Christmas Parade  
 HOST ORGANIZATION Gonzales Main Street  
 CONTACT NAME Barbara Friedrich  
 CONTACT CELL PHONE 830-263-0118  
 EVENT DATE December 2, 2017  
 EVENT START TIME Saturday 8 a.m. EVENT END TIME Saturday 10 p.m.  
 EVENT LOCATION Confederate Square  
 HOLIDAY CELEBRATED HOLIDAY: Christmas  
 CITY COUNCIL APPROVAL REQUIRED Y\_\_X\_\_ N\_\_ MEETING DATE: November 14, 2017

### POLICE/FIRE/EMS DEPARTMENT

ATTENDANCE ESTIMATE About 3,000 all day Saturday  
 MUSIC Y\_\_x\_\_ N\_\_ LIVE\_\_x\_\_ DJ\_\_  
 FOOD Y\_\_X\_\_ N\_\_  
 ALCOHOL Y\_\_X\_\_ N\_\_ RESPONSIBLE PARTY\_\_ Karen Jacobs-Long Branch Saloon  
 MOTORIZED VEHICLES Y\_\_x\_\_ N\_\_ PARADE\_\_x\_\_ SHOW\_\_  
 PUBLIC OR PRIVATE EVENT Public  
 SECURITY Y\_\_x\_\_ N\_\_ # OFFICERS NEEDED\_Same as last years for parade  
 Parade set up will be 6 p.m. and parade starts at 7 p.m.

### ELECTRIC DEPARTMENT

ADDITIONAL LIGHTING Y\_\_ N\_\_x\_\_  
 NUMBER OF OUTLETS NEEDED Request that electric Department check all electrical outlets.  
 AMPS/WATTS NEEDED \_\_\_\_\_  
 TENT Y\_\_x\_\_ N\_\_ SET UP DAY/TIME November 30, 2017  
 TENT SIZE: \_\_\_\_\_ TAKE DOWN DAY/TIME December 4, 2017

### STREETS DEPARTMENT

STREETS AFFECTED Y\_\_x\_\_ N\_\_ Copy of parade route attached.  
 BARRICADES NEEDED Y\_\_x\_\_ N\_\_ Copy of parade route attached.  
 STREETS TO BE CLOSED Y\_\_x\_\_ N\_\_ Copy of parade route attached.  
 SET UP TIME Barricades need to be up by 6 p.m. for Christmas parade  
 TAKE DOWN TIME as parade ends. Will meet meet with Todd Remschel  
 will need barreis and barricades to block off Confederate square

### COMMUNITY SERVICES DEPARTMENT

STAGE NEEDED @ \$25.00 each Y\_\_ N\_\_x\_\_ LOCATION  
 20' wide X 12' deep X 4' tall (Both Stages)  
 NUMBER OF CHAIRS @ \$0.50 each about 50  
 NUMBER OF TABLES @ \$2.00 each about 15  
 NUMBER OF TRASH CANS as many as you can spare  
 SET UP TIME Saturday 7 am  
 TAKE DOWN TIME Saturday 10 pm

FOR INFORMATION CONTACT Kristina Vega, City Secretary  
 (830) 672-2815- City Hall citysecretary@cityofgonzales.org  
 (830) 672-2813- Fax

#### DISTRIBUTION:

CS\_\_ CMG\_\_ MS\_\_ ED\_\_ EL\_\_ PKS\_\_  
 PW\_\_ STR\_\_ FD\_\_ PD\_\_ EMS\_\_ SO\_\_