

COLLIN COUNTY

APPLICATION FOR MASS GATHERING PERMIT

GATHERING NAME The Garden Show	LOCATION OF GATHERING (including description) Myers Park & Event Center 7117 County Road 166 McKinney, TX 75071	
Promoter Name Collin County Master Gardeners Association	Promoter Mailing Address 825 North McDonald Street, Ste. 150 McKinney, TX 75069	
Promoter Office Phone (972) 548-4232	Promoter Fax Number	Promoter Cell Phone
Property Owner Name Collin County Judy Moody Representative Park Mgr.	Property Owner Mailing Address 7117 County Road 166 McKinney, TX 75071	
Property Owner Phone (972) 548-4792	Cell Phone (972) 658-8128	Other Contact Number
Date(s) of Mass Gathering Sat., March 14, 2020 Sun., March 15, 2020	Starting time of Gathering 9:00 a.m. 11:00 a.m.	Ending time of Gathering 5:00 p.m. 5:00 p.m.
Maximum Number of Persons Allowed to Attend 10,000		Date of Application January 5, 2020
Printed Name of Applicant Jan Temples	Title of Applicant Chairperson	Signature of Applicant

Along with the above information you must attach to this application the following;

1. A financial statement reflecting the funds being supplied to finance the mass gathering and each person supplying the funds
2. A certified copy of the agreement between the promoter and property owner
3. A plan on how the promoter intends to limit attendance to the number of persons listed above
4. A description of each agreement between the promoter and performer
5. A description of each step the promoter has taken to ensure that minimum standards of sanitation and health will be maintained during the event
6. A description and written plan for traffic control, to control ingress and egress, to ensure the physical safety of the persons attending the event.
7. A description and written plan to provide adequate emergency medical care for those attending the event
8. A description and written plan on the supervision of minors who may attend the event.
9. Return completed application to the Collin County Fire Marshal's Office at 825 N. McDonald, Suite 140 McKinney, Texas 75069

1. A financial statement reflecting the funds being supplied to finance the mass gathering and each person supplying the funds.

The 2020 Garden Show Budget

Income

Sponsorships	\$ 8,550
Vendor Fees	\$ 9,500
Total Income	\$ 18,050

Expenses

Advertising	\$ 4,000
Bank Expense	400
Hospitality	1,000
Booth Supplies – Youth	400
Booth Supplies – Adult	400
ATM Rental	200
Pipe and Drape	6,000
Speakers	50
Supplies	1,000
Security Personnel	1,280
Volunteer Lunch	2,500
First Aid/Medical	450
Signage	<u>1,000</u>
Total Expenses	\$ 18,680
<u>Net Income</u>	\$ (630)

The maximum number of vendors will be 150.

The charity recipient for The Garden Show will be Community Lifeline.

- A certified copy of the agreement between promoter and property owner. (Please see attached agreement labeled “Attachment A”.)
- A plan on how the promoter intends to limit attendance to the number of persons listed above.

Based on attendance at the eight previous Garden Shows presented by the Collin County Master Gardeners Association (CCMGA) at Myers Park and Event Center, we anticipate a maximum attendance for the 2020 event as no more than 10,000 over a two day period, which would average 5,000 per day, noting that this estimate is on the high side. The Garden Show is a “come and go event” with anticipated attendance at any one time of less than 2,500.

It should be noted that Myers Park and Event Center can actually accommodate 20,000 people. Vendors and public service booths will be in the Show Barn with a capacity of 2,500 people, speaking events will be in The Landing with a capacity of 250 people and in the Stall Barn with a capacity of 300, and walking and bus tours to the Research and Demonstration Gardens will be held on the property grounds. Attendance numbers will be monitored by regular manual counts to ensure maximum capacity is not exceeded in each of these locations. Attendees will be turned away, if necessary, to ensure maximum attendance is not surpassed in order to ensure a safe and secure environment.

- A description of each agreement between the promoter and the performer/vendor.

Copies of sample contracts between the CCMGA and vendors/sponsors are included as “Attachment B”. Samples include Vendor Contract, Collin County City Contract, Non-Profit Organization Contract, Master Gardener Contract, and Title Sponsor/Title Sponsor Contract.

A copy of the Show Barn floor plan for vendor booths is included as “Attachment C”.

- A description of each step the promoter has taken to ensure that minimum standards of sanitation and health will be maintained during the event.

Myers Park Staff and CCMGA volunteers will monitor the facilities to ensure optimal sanitation standards are maintained at all times.

Myers Park and Landing has 28 permanent restroom facilities, which should accommodate 2,800 people and provide for the comfort of all the attendees and

ensure satisfactory sanitation conditions throughout the park for the two day event. The estimated attendance at any one time to The Garden Show is 2,500.

All food vendors are required to make application for food service permits and to be approved and permitted by the Collin County Development Services Department, as outlined in the Myers Park and Event Center Facility Usage Agreement.

- **A description and written plan for traffic control, to control ingress and egress, to ensure the physical safety of the persons attending the event.**

Traffic Control

The Parking Plan Map is included as “Attachment D”.

Entrance to The Garden Show is from CR 166 (Location 9) to the main parking lot at Myers Park and Event Center. A volunteer staff comprised of members of the CCMGA will direct traffic and parking at the entrance. The parking staff will be clearly identifiable with their uniform appearance and identification credentials.

Vendor and CCMGA volunteer parking has been designated for the parking lots behind and to the west of the Show Barn with a volunteer staff comprised of CCMGA members to direct traffic and parking at that location.

On Site Security

Security will be provided by personnel contracted by Myers Park and Event Center and reimbursed by CCMGA. Two security personnel will be on duty at all times beginning one hour before and ending one hour after event openings and closings respectively. In addition, no less than 80 CCMGA volunteers will be in attendance at the event at all times and will monitor activities. It should be noted that this is a family-oriented event.

Communications

The Office for The Garden Show will be located in the Show Barn. CCMGA volunteers will be designated for 7 areas of the park with roving volunteer personnel to identify problems. A communications system will be established to coordinate activities with parking, security, medical, emergency, and volunteer personnel in order to protect the physical safety of persons attending the event. In addition, personnel in the Office of the Show Barn will have direct contact with Myers Park Staff at all times. All volunteer personnel will be given verbal and written guidelines regarding evacuation routes, fire extinguishers, the location of first aid personnel, the communications system, and their responsibility of the safety of participants and guests.

The Show Barn Office will be the location of reuniting lost children with their adult. CCMGA volunteers will monitor visitors to the Garden Show to ensure minor are accompanied by an adult and as stated in Item 9.

- A description and written plan to provide adequate emergency medical care for those attending the event.

Medical Care:

A clearly marked First Aid Center will be located near the entrance to the Show Barn. Trained medical personnel (an EMT) will be stationed in the First Aid Center. CCMGA volunteers will monitor visitors and notify through appropriate channels any type of medical emergency. All volunteers will be aware of the location of the First Aid Center.

Communications:

Communications with medical and fire responders will be coordinated through the Show Barn Office. CCMGA volunteers will be situated throughout the park with communication devices available to communicate arising situations. Show Barn Office personnel will also have direct contact with Myers Park Staff.

- A description and written plan on the supervision of minors who may attend the event.

All minors will be required to be accompanied by an adult. Signs stating that policy will be posted throughout the Show Barn and Myers Landing and announcements will be made periodically stating the policy. CCMGA volunteers will monitor the attendees to ensure children are accompanied by an adult. The Show Barn Office will be the location of reuniting lost children with their adult, if necessary.