



County of Galveston
Department of Parks & Cultural Services
4102 Main Street (FM 519) • La Marque, Texas 77568
Phone: (409) 934-8100 • Fax: (409) 621-7986

Bayside Lions Club
FY25 - FY27 Fee Reduction Request - Family Kite Fest
October 11, 2025 and dates TBD in FY26 & FY27 at Bayshore Park

5.1.2 Criteria for Requesting Reduction of a Permit Fee. The criteria for requesting such a reduction are:

- i) Submit a written request to the Parks and Senior Services Department at least 90 days before the event;
- ii) Describe the level of significant contributions the organization or agency has provided to a Galveston County park, Galveston County senior services and/or beach facilities, or the Galveston County community in the past year;
- iii) Submit financial plans on the upcoming event, including all projected revenues and expenditures for the event;
- iv) Submit background information regarding the organization or agency; and
- v) Provide proof of current tax-exempt status or non-profit status, including IRS Form 990.*

Once all criteria are met, the Parks Department and Senior Services Department will submit the item to the Commissioners' Court agenda. Commissioners' Court will either approve reduction of the permitting fee or deny the request. A member of the organization requesting the reduction of a permit fee may be present at the Commissioners' Court meeting.

5.1.3 Options and requirements for Fee Reduction:

- i) Fees may be reduced by up to 80%, but not to exceed a \$1,000.00 reduction in fees.
- ii) Admission to events receiving reduced fees must be open to the public free of charge. While event sponsors may charge for goods or services at the event, no admission or gate fee shall be charged.
- iii) Galveston County must be identified as a sponsor of any event in which a fee is reduced. The County must be recognized on any and all print media, banners, websites and in a place of prominence at event locations during the event. Galveston County reserves the right to place a banner or signage at/in event grounds.
- iv) Galveston County reserves the right to view sales and special event documentation at its request at any time.

Non-refundable user fees Amount:

Special Event Permit Fee for 100-300 attendees: \$145.00

Electricity = \$10.00

Grand Total = \$155.00

Fee Reduction Amount: 80% of \$155.00 = \$124.00

Grand Total of User Fee Payment should reduction be approved: \$31.00

*Please see attached request., \$75.00 deposit is not included in fee reduction request.



Galveston County - Parks & Cultural Services
4102 Main Street
La Marque, TX 77568
Phone: 409-934-8102 Fax: 409-621-7986
Scheduling Invoice

Creation Date: Tue Oct 8, 2024

Invoice #: 10711

PAYEE: Melissa Bryce
PO Box 8401
Bacliff, Texas, United States
77518

Total Amount Due: \$230.00

Amount Paid: \$0.00

Balance Due: **\$230.00**

Client #: 7463
Phone 2: (281) 433-2323
Status: Firm

Email: mlbryce25@gmail.com
Event: 2nd Annual Family Kite Festival

Phone 1: (806) 282-4086
Special Event: Yes

Please make checks payable to Galveston County Parks Department.

Facility Times

Facility Name	Description	Date	Time	Price
Bayshore Park - Facilities - Entire Park	Special Event (100-300 persons) - \$145.00 Flat Rate	Sat Oct 11, 2025	07:30AM - 10:30AM	\$145.00
Facility Subtotal:				\$145.00
Total:				\$145.00

Services

Service Name	Description	Qty	Date	Time	Price
Deposits - All - Public/Special Event/Company Picnic	101-300 Attendees - \$75.00 Flat Rate (Per Unit)				
Stand Alone Service		1	Sat Sep 13, 2025	09:00AM - 04:00PM	\$75.00
Service Subtotal:					\$75.00
Fees - All - Electrical Outlet	User Fee - \$10.00 Flat Rate (All Units)				
Bayshore Park - Facilities - Entire Park		1	Sat Oct 11, 2025	07:30AM - 10:30AM	\$10.00
Service Subtotal:					\$10.00
Security - All - Open to Public	Paid in cash - \$0.00 Flat Rate (Per Unit)				
Stand Alone Service		1	Sat Sep 13, 2025	09:00AM - 04:00PM	\$0.00
Service Subtotal:					\$0.00
Total:					\$85.00

Transactions

There are no transactions to display for this Invoice...

Comments

Thank you for booking with Galveston County Parks & Cultural Services. We are open M-F from 8am-4:30pm and closed on County holidays. If you have any issues after-hours or on the weekends, please call 409-996-9883. Please note that payment for invoices for indoor/outdoor facility rentals and special events are due 30 days prior to your event. Credit/ debit card transactions incur either a 2.2% or \$3.95 convenience fee (whichever is greater). Cancellations on unpaid balances will begin 25 days before the event date.

Subtotal: \$230.00

Total: \$230.00

Amount Paid: \$0.00

Balance Due: **\$230.00**



Bayside Lions Club
P.O. Box 8401 Bacliff, Texas 77518
Serving Bacliff, San Leon & Bayview
Federal Tax ID 87-2630299



"WE SERVE"

August 11, 2025

Ms Martha Lee
4102 Main St
La Marque, Texas 77568

Dear Martha,

Thank you for your help with this event. Covid sounded the death knell of our beloved circus, a signature event for the Bayshore community for many years. Ever since, we have search for a replacement that would offer children's entertainment and encourage family interaction. We believe The Bayside Family Kite Fest does just that. We are requesting that Commissioner's Court will allow The Bayside Lions to reserve Bayshore "Spillway" Park for this second annual event, to be held October 11, 2025 from 11am – 3 pm for the convenience of the residents in the Bacliff and San Leon communities. We will provide free kites/string for children age 12 and under; have retained members of a professional kite flying organization to perform demonstrations and the Lions will sell food concessions. Our intention is for this to continue to be an annual event.

You asked that I explain how the Lion Club helps the community. Lions believe we can change the world by addressing the needs of our community. And we address those needs in so many ways and always with kindness and care. To name recent activities some on our current calendar:

1. We are all volunteers and 100% of fund raised are returned to the community.
2. We supply and maintain the American Flag that flies near the intersection of Hwy 146 and Grand Ave. at an annual cost of nearly \$2000.00.
3. We do monthly vision screening of the uninsured at the Lighthouse Christian Ministries, identifying those needing vision correction and then facilitating their receiving a doctor's exam and eyeglasses at no charge.
4. We have a route of 23 optical businesses where we routinely collect used eyeglasses for recycling. (approx. 10,000-12,000 a year)
5. We make financial donations to the local VFDs and have given scholarships to volunteer firemen to further their training.
6. We offer scholarships to local high school graduates – for higher education or career training,
7. We partner with BVFD to sponsor the annual Christmas Parade and visits to Santa, distributing approximately 300 gifts to children who attend.
8. We deliver prepared Thanksgiving meals to senior shut-ins in the community.

9. We participate in Halloween on Grand.
10. In November we will prepare and serve a meal at the Ronald McDonald House in Galveston.
11. Some of our members do weekly Food Bank deliveries to residents without transportation.
12. We serve free pancake breakfasts to residents of Bacliff and San Leon twice a year.
13. In March we will sponsor a Health Fair with a focus on drug awareness, diabetes, First Aid training and vision assistance.
14. And we host an annual Easter Egg Hunt for the children.
15. Finally, as I mentioned in the beginning, we work to respond to the needs of the community and this year, following Hurricane Beryl, we secured \$13,500.00 in grants to help the residents of Galveston County recover. We distributed nearly 7000 lbs. of meat and boxes of non-perishables to restock freezers and pantries for those who suffered losses. We purchased two chainsaws to help residents remove fallen trees from their homes.

I hope you see value in our service and will consider our request. I invite you and the members of commissioner's court to visit our meetings and/or offer your financial support. We meet the 2nd Wednesday of each month at 6:30 pm at the JP Court Building in Bacliff.

If you have further questions or need additional information, please contact me at mlbryce25@gmail.com or 806-282-4086.

Your truly,
Lion Melissa Bryce
President, Bayside Lions Club



Set-Up Date: October 11, 2025 Start time: 9:00 am End Time: 11:00 am
Event Date(s): October 11, 2025 Start time: 11:00 am End Time: 3:00 pm
*Event Date(s): _____ Start time: _____ End Time: _____
(Two-day event) / add additional line for 3+ day event
Break-down Date: October 11, 2025 Start time: 3:00 pm End Time: 5:00 pm
Reservations can be made 24 months in advance for any public event, special event or company picnic.
Park Requested: Bayshore Spillway Park
*Facility/Facilities Requested: Pavillion and fields

*including but not limited to: pavilions, gazebos, sports fields, cabanas, bunkers, restrooms, etc.
Type of event: X Fair/Festival _____ Parade _____ Event exceeds
_____ Circus/Carnival _____ Company Picnic _____ facility capacity
_____ Wedding _____ Race/Fun Run _____ Amusement request
_____ Concert _____ Demonstration/Rally
_____ Other: _____
*Estimated # attending event: 275 (include vendors, staff, volunteers and participants)
Descriptive summary of the event (attach additional sheets if necessary): _____
Family Kite festival with concessions and children activities

Event Name: Bayside Lions Family Kite Fest
Name of Applicant: Melissa Bryce (Photo ID req. / age 21+)
Company Name (if applicable): Bayside Lions Texas
Individual/Tax-Exempt For-Profit or Commercial: Tax Exempt Charity #87-2630299
(attach proof of current tax-exempt/non-profit status, including IRS form 990)
Mailing address: PO Box 8401
City: Bacliff State: TX Zip: 77518
Email address: mlbryce25@gmail.com
Cell Phone (806) 282-4086 Other Phone () _____
Event Day Contact Name: Melissa Bryce Phone (806) 282-4086
Certain indoor facilities have additional amenities for rent. Please see page 7 and use the checklist below if you would like to rent:
_____ PA System (Add \$50.00) _____
*Set-Up & Break Down of Tables/Chairs
(Add \$250 for large facilities or \$125 for small facilities)
*Lay-out required
_____ Podium (Add \$10.00)



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

Will gate, admission or registration fees be charged? _____ YES _____ ☒ NO
If yes, attach a list of proposed fees and their purpose and also see section 5.1.4 of Facility Permitting Policy.

How will the event be promoted? _____ TV Ads _____ Newspaper Ads _____ Radio
_____ Flyers/posters _____ Billboards _____ ☒ Internet
_____ Facebook _____ Other: _____

Event website: _____

REQUIRED ATTACHMENTS - Use the blank space as a check list before submitting your application to the Rental Supervisor.

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

_____ **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.

Event Set-Up Parking Area: _____ Paved parking areas

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

Event Attendees: _____ Residents of Bacliff and San Leon

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

☒ **Event Size:** _____ 260 # of Participants _____ 15 # of Staff/Volunteers
_____ # of Spectators _____ 275 **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? _____ 2 YEARS

Previous Name(s) of Event: _____

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

Yes - contact information



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REQUIRED ATTACHMENTS - Continued

☒ **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.).

Professional kite flying demonstration 11:00 am

☐ **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)

☐ Other(s), please list: _____

☒ **Utilities**

Will you need electricity? ☒ YES ☐ NO (see page 9, item #13)

Electricity for: PA system and concessions

Will you need access to water? ☒ YES ☐ NO

Water for: Concessions and health dept regulations

☐ ***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. Minimum of (1) per one hundred (100) participants is required.

☐ # of Regular

☐ # of ADA

When will they be delivered? _____

*For multi-day events, servicing of port-a-lets is required!

☒ ***Event Clean-Up/Trash:**

Who is responsible for the event clean-up? Bayside Lions

Contact Phone Number: 806-282-4086

Will your event have a dumpster? ☒ YES ☐ NO

What size? 4 yd When will it be delivered? Oct 10

Recycling: Do you have a plan for recycling for the event? If so, please describe:

no

*Galveston County Parks & Cultural Services may be able to donate a limited number of trash can liners and extra toilet paper to the event, depending on available supplies.



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REQUIRED ATTACHMENTS - Continued

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

☒ Sale of food/beverages ☐ Distribution of food/beverages

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

☐ Sale of Alcoholic beverages ☐ Distribution of Alcoholic beverages

You must obtain a TABC Permit for the sale/distribution of alcoholic beverages and will need permission from the Galveston County Parks & Senior Services Division to obtain your permit, if required.

Please state your plan(s) to keep others from bringing alcoholic beverages into your event and to keep patrons from taking alcoholic beverages out of the event.

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

What are your plans for a minor/major emergency? Bacliff and San Leon EMS

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

Insurance Requirements: Public liability and property damage insurance is required for all athletic user groups, amusement vendors (i.e. moonwalks), 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. 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 shall 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 – one hundred thousand and no/100 dollars (\$100,000.00);
- For damages arising out of bodily injury to or death of two or more persons in any one occurrence – three hundred thousand and no/100 dollars (\$300,000.00);
- For injury to or destruction of property in any one occurrence – one hundred thousand and no/100 dollars (\$100,000.00);
- Alcohol - If alcoholic beverages are sold, 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.



INSURANCE - Continued

Certificate Holder:

The Certificate Holder is: The County of Galveston, 722 Moody (21st Street), Galveston, TX 77550

Additional Insured Required:

The County of Galveston shall be named as additional insured on policies listed in subparagraphs above and shall 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 shall furnish the County 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 five (5) business days before the start of the event, athletic season, or first permitted date, or the permit/event will be cancelled.
- The County reserves the right to pursue other remedies permitted by law or in equity.
- In no event shall the County 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.

X Security:

The applicant is responsible for adequate security for the permitted event, including crowd control, emergency response access and safeguarding the applicant and park property.

Galveston County Parks & Senior Services requires that: Uniformed "Texas Commission Law Enforcement Officers Standards and Education" (TCLEOSE certified Peace Officers, with the exception of reserve Peace Officers, employed by Law Enforcement agencies located within Galveston County are required for any Public, Special Event, or Company Picnic at which alcohol is present, or any Public, Special, Private Event or Company Picnic with an estimated attendance of 100 or more (including vendors, staff, volunteers, etc.), or events where an admission fee is charged or has live music, bands, or a deejay. Such Peace Officers must also be present at any Event in which, in the opinion of the Director, the anticipated attendance or the planned activity may affect public health or safety. Requirements are listed below. The minimum number of Peace Officers required is two for the first 100 people in attendance; of the two, one of the required Peace Officers must be a TCLEOSE Certified Galveston County Sheriff's Deputy or a Galveston County Constable. If an Event exceeds the attendance as defined below, one additional Officer for each additional 100 people in attendance is required. The Park Patrol Security Supervisor may require additional peace officers, if in their opinion, it appears such additional officers are warranted and can do so at a Minimum of up to 24 hours in advance of the Event. Security is paid when the event begins (not during set-up) until the last event attendee leaves the facility. If officers arrive and the event has already begun, payment for each officer will be due according to the hours of the permit (retroactive).



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SECURITY - Continued

It is the Applicant's responsibility to make arrangements for Security by contacting the Park Patrol Security Supervisor, during normal business hours (M-F; 8am-5pm) at either (409) 934-8122.

Arrangements for Security under normal circumstances should be made 30 calendar days in advance.

NO ALCOHOL AT THE EVENT	EVENTS WITH ALCOHOL
1-199 = 1 Officer	1-199 = 2 Officers
199-299 = 2 Officers	199-299 = 3 Officers
300-399 = 3 Officers	300-399 = 4 Officers
400-499 = 4 Officers	400-499 = 5 Officers

mlb Initial - **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 Department (initial on line).

____ **Street/Lane Closures:** Are you requesting any street/lane closures? ___YES___^x NO

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

See next page for a schedule of fees

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 90 calendar days in advance of the event date and are made on a first-come, first serve basis.

OUTDOOR (PARKS AND AMENITIES) - PARK USER FEES AND DEPOSITS / Parks Open 7:30am-10pm

Attendance	User Fees	User Fees	Deposit
	Individual/Tax-Exempt	Commercial/For Profit	
Events with 100 persons or less in attendance	\$70	\$140	
101-300 persons	\$145	\$230	\$75
301-500 persons	\$345	\$700	\$200
501-2,000 persons	\$575	\$1,150	\$700
2,001-5,000 persons	\$700	\$1,400	\$1,700
5,001 or more persons	\$700	\$1,400	\$2,700
Events with gate/admission or registration fee	\$1.00 per person (see FPP, section 5.1.4)	\$1.00 per person (see FPP, section 5.1.4)	Use attendance to determine

INDOOR - FACILITY USER FEES AND DEPOSITS / Facilities Open 8am-10pm

Center and Capacity	User Fees	User Fees
	Individual/Tax-Exempt	Commercial/For Profit
Walter Hall Pavilion Bottom Floor (300)	\$85.00 per hour, three hour minimum/ \$400 Deposit	\$170.00 per hour, three hour Minimum/ \$400 Deposit
Wayne Johnson Community Center (300)	\$85.00 per hour, three hour minimum/ \$400 Deposit	\$170.00 per hour, three hour Minimum/ \$400 Deposit
Bayside Community Center (200)	\$85.00 per hour, three hour minimum/ \$400 Deposit	\$170.00 per hour, three hour Minimum/ \$400 Deposit
Dickinson Community Center (100)	\$50 per hour, no hourly minimum/ \$250 Deposit	\$80.00 per hour, no hourly minimum/ \$250 Deposit
Pioneer House (75)	\$50 per hour, no hourly minimum/ \$250 Deposit	\$80.00 per hour, no hourly minimum/ \$250 Deposit
Walter Hall Pavilion Top Floor (25)	\$20.00 per hour, no hourly minimum/ \$250 Deposit	\$40.00 per hour, no hourly minimum/ \$250 Deposit
Events with gate/admission or registration fee	\$1.00 per person (see FPP, section 5.1.4)	\$1.00 per person (see FPP, section 5.1.4)

ADDITIONAL FEES, IF APPLICABLE	
Set-Up/Break-Down	\$250 for 140-300 capacity & \$125 for all others
Overtime Hours:10pm-8am & County Holidays	Additional hour fee \$25.00 per hour
PA System	\$50.00
Podium	\$10.00



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SPECIAL EVENT CONTRACT: The undersigned applies for a special event permit and agrees to the regulations listed below as established by the Galveston County Department of Parks and Cultural Services.

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 Parks Supervisor or their representative.
3. No motorized vehicles may be driven upon or parked on turf areas or sidewalks unless approved in the layout.
4. Cancellations: If applicant wishes to cancel the event, the notification must be given in writing at least 30-calendar in advance. Failure to comply with these deadlines will result in the forfeiture of user fees. Cancellations may be charged a \$30 administrative fee.
5. 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.
6. Deposits: The Permit Holder must leave the facility 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 are 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 by check or money order within 30 days of the day the reservation is made and will be deposited. Following the event, a refund check will be issued to the permit holder approximately 45-60 days after the conclusion of the event (if applicable).
7. Trash: Applicant agrees to pick up trash and litter during and after all events. Events are required to remove bags of trash from the Site the same day as the event. Failure to remove trash/litter may result in forfeiture of all or part of the Applicant's deposit. In addition, the Applicant may be responsible for other costs incurred by the Department for the removal of trash/litter from the site.
8. Recognized Holidays & Other Unavailable Dates: Indoor facilities cannot be permitted on County holidays. County holidays are: New Years Day, Good Friday, Easter Sunday, Veterans Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve and Christmas Day; the facility may not be available the Friday prior or Monday after the holiday in accordance with the County's Holiday schedule. County Holidays are subject to change. Martin Luther King, Jr. Day, Memorial Day, July 4th and Labor Day will be available to permit subject to staff availability and with an additional overtime rate of \$25.00 per hour.



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9. No banners, flags, temporary signs, or similar visual effects may be attached to lights, sign posts, trees or secured by stapling, taping, nailing, or other means that may cause damage to park structures or amenities. Rice, birdseed, confetti, silly string, pinatas and glitter are not allowed.

10. Permits that extend beyond park hours are subject to an overtime fee.

11. No glass containers are allowed.

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. If the existing electrical system does not meet the event's needs, then the applicant must contract this service with a firm/individual who has a Master Electrician/Electrical Contractor License issued by the City within the park/facility boundaries fall. Such contractor will be responsible for obtaining the necessary permit(s), as well as installation and removal of any temporary power source per article 305 of the National Electrical Code and any city or county codes that pertain. Total amperage required by the applicant may not exceed safe capacity of existing park service. A copy of the electrical permit must be provided before any temporary electrical connection is made.

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. Please note that should the County need to utilize the park for any reason, Applicant will be given notice at the earliest opportunity and User Fees will be refunded.

16. 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.

17. Permit holder is responsible for obtaining any noise/sound or additional permits are required by the City that the event is held in.

18. For Public, Special Events, applicants for permits must submit a "Special Event Reservation/Application" Form. The completed "Special Event Reservation/Application Form" must be submitted to the Permit Office at a minimum of 90 calendar days in advance but not more than two years in advance. Deposit payments are due within 30 days of the day that the reservation is made. The Applicant will be required to pay 100% of the required Site Reservation User Fees, and other Fees as determined by the Permit Office as being applicable to the special event, thirty (30) calendar days prior to the event date unless the applicant is granted a full or partial refund under the requirements of section 2.1 or the event is categorized under section 5.1.4 "Gate Fees". Gate fee applicants shall pay required fees at the conclusion of their event.

19. No "Outdoor Special Event" with attendance of 500 or more will be held within 30 calendar days of another "Outdoor Special Event" within the same park location.



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20. Sites and Facilities are limited. For this reason, reservations should be made as far in advance as is reasonably possible. Public, special events and company picnics can make reservations up to 24 months in advance.

21. All Reservation Application Forms must include a valid telephone number, email address if available, cell phone number and/or fax number as alternative means of contact. Facility and/or User Reservation Fees for both indoor and outdoor facilities and/or grounds are to be paid by Cash, Personal Check, Cashier's Check, Money Order and if applicable by Credit Card (Visa, MasterCard, Discover, etc.) made payable to the Galveston County Parks & Cultural Services Department. Personal checks are only accepted more than 30 calendar days in advance of a reservation. If less than 30 days, cash, cashier's check, money order, or credit card payment is required.

22. For indoor facility rentals for either private or public/special events and company picnics, following the conclusion of the Event if the Facility, or Grounds is damaged or if the Facility, Grounds area is not thoroughly cleaned, the Permittee agrees, as a condition of the issuance of the Permit to pay such charges as are assessed by the Department. If a dispute arises out of or relates to the breach of this Agreement, and if the dispute cannot be resolved through negotiation, then the County and Permittee agree to submit the dispute to mediation. In the event that the County or Permittee desire to mediate any dispute, that party shall notify the other party in writing of the dispute it desires to mediate. Within thirty (30) days after receipt of the written notice of the dispute and the request to mediate, the parties shall attend a mediation conducted by a mutually agreeable mediator. If the parties do not achieve a resolution of the dispute by mediation, within ten (10) days after the mediator declares an impasse, either party may make a written demand for binding arbitration by an impartial and unbiased arbitrator. Mediation is a condition precedent for the filing of suit by the aggrieved party. The demand for arbitration must describe the dispute and the factual basis for the dispute in reasonable detail. The parties may agree, in writing, to appoint an impartial and unbiased arbitrator to hear the dispute. In the event that the parties are unable to agree on the appointment of an arbitrator, either party may file suit in either the county court-at-law or the district court of Galveston County to request appointment by the court of an impartial and unbiased arbitrator to hear the dispute and a referral of the case to the appointed arbitrator to conduct a binding arbitration. The arbitration shall be conducted according to the Commercial Arbitration Rules and Mediation Procedures (Including Procedures for Large, Complex Commercial Disputes) of the American Arbitration Association which are in effect on the date of the demand for arbitration is received by a party, except to the extent of a conflict with this Agreement.

23. Cleaning and Trash For Indoor Facility Rentals: Permit Holders are responsible for the cleaning of the facility and Permit Holder is allowed to contract cleaning services but must remain on premises until cleaning is complete. Permit Holder agrees to mop and sweep all rooms including banquet rooms, bathrooms, kitchens and entryways and return tables and chairs to proper locations. Trash cans, bags, mops, brooms, mop bucket and cleaning supplies are provided. Trash cans are for use for trash only. County staff will inspect the facility immediately following the event. If the facility is not satisfactorily cleaned, Section 2.9 of the Facility Permitting Policy will apply.



Galveston County Parks & Cultural Services
4102 Main Street (FM 519), La Marque, TX 77568
Office Phone: 409-934-8101 Fax: 409-621-7986
PUBLIC EVENT/SPECIAL EVENT PERMIT APPLICATION
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24. Cleaning and Trash For Outdoor Facility Rentals, the Permittee must pick up trash and litter during and after all Events. Events where in excess of 100 persons are in attendance will be required to remove bags of trash from the Site the same day of the event. In the event that trash is not removed, the permittee may be responsible for other costs incurred by the Department for the removal of trash and litter from the Site.

25. The Applicant must provide for the Event, at no additional charge to the public, an adequate number of portable toilets (one per 100 attendees), including a proper ratio of such toilets that meet the Americans with Disabilities Act specifications (ADA).

26. The Permittee may use for the Event any electrical outlets that currently exist at the Site at a cost of \$10.00 per outlet. It is the Permittee's responsibility to contact the 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.

27. 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.

Melissa Bryce

Applicant's Name

Melissa Bryce

Applicant's Signature

August 11, 2025

Date



Galveston County Parks & Cultural Services
4102 Main Street (FM 519), La Marque, TX 77568
www.galvestoncountytv.gov

PUBLIC EVENT/SPECIAL EVENT PERMIT APPLICATION
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Checklist / Notes:

For Office Staff Only:

Staff Initials: _____

Permit #: _____

Deposit Fee Paid: _____
Date: _____

Method of Payment: Cash MO# _____
Check# _____ CC

User Fee Paid: _____
Date: _____

Method of Payment: Cash MO# _____
Check# _____ CC

Initial Meeting Date: _____

On-Site Meeting Date: _____

Routed to Internal Departments:

_____ Parks _____ GCSD _____ GCFR
_____ Permit Office _____ Director

Rental Supervisor Checklist

Layout: _____ Event Parking: _____ Activity Listing: _____ TABC Permit: _____

Insurance: _____ Sound Permit: _____ Security Scheduled: _____

Street Closure Map: _____

GCPD Staff in charge: _____ Cell: _____

_____ Event Notes: Emailed On: _____

Route to Rental Supervisor for signature and final review _____

Rental Supervisor Signature: _____ Date: _____

NOTES/SPECIAL REQUESTS:



Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

DISTRICT 2S4 LIONS CHARITIES
PO BOX 2149
GALVESTON, TX 77553

Date:
12/07/2021
Employer ID number:
87-2630299
Person to contact:
Name: Customer Service
ID number: 31954
Telephone: (877) 829-5500
Accounting period ending:
June 30
Public charity status:
170(b)(1)(A)(vi)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
September 14, 2021
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053659003681

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/11/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER DSP Insurance Services, Inc. 1900 E. Golf Rd., Ste. 225 Schaumburg, IL 60173	CONTACT NAME: Bryan Adams	
	PHONE (A/C, No, Ext): 1-800-316-6705	FAX (A/C, No): 847-934-6186
INSURED Bacliff/San Leon Bayside Lions Club (District 2-S4) Bacliff Texas	E-MAIL ADDRESS: lionsclubs@dspins.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: ACE American Insurance Company	
	INSURER B:	
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F:		
NAIC # 22667		

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Agg. Per Named Insured is \$2,000,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			HDOG48914445	09/01/2024	09/01/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			ISAH10835549	09/01/2024	09/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Provisions of the policy apply to the named insureds participation in the following activity during the policy period shown above:
October 11, 2025


Bayside Lions Family Kite Fest

The following persons or organizations granting use of real property, including structures thereon are included as Additional Insured(s), but only with respect to General Liability arising out of the use of premises by the insured shown above and not out of the sole negligence of said additional insured.

The County of Galveston

PROVISIONS OF THE POLICY DO NOT APPLY TO THE SALE OR SERVING OF ALCOHOLIC BEVERAGES

CERTIFICATE HOLDER**CANCELLATION**

The County of Galveston 722 Moody (21st Street) Galveston Texas 77550	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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