



# SPECIAL EVENT PERMIT APPLICATION

14999 Darrington Road, Horizon City, TX. • (915) 852-1046 (T) • (915) 852-1005 (F) • [www.horizoncity.org](http://www.horizoncity.org)

Case:

## APPLICANT INFORMATION

Name or Organization:

Address:  City/State/Zip:

Home/Work Phone:  Cell:  Fax:

Email:

## APPLICANT ORGANIZER OR REPRESENTATIVE

Representative Name:

Address:  City/State/Zip:

Home/Work Phone:  Cell:  Fax:

Email:

## EVENT INFORMATION

**Official Name of Event:**

**Event Type:**  Parade  Procession  Run/Walk  Bike Race  March  Bazaar/Carnival  Block Party  Celebration  
 Street Dance  Street Festival  Street Display  
 Other (Explain) : \_\_\_\_\_

Will there be any amusement rides?  Yes  No | If yes, please submit details for planned amusement rides.

**Propose of Event:**  Fundraiser  Community/Neighborhood Activity  School Activity  Religious Activity  
 Other (Explain): \_\_\_\_\_

**Target Audience :**  Children  Teens  Families  18 and Over  21 and Over

## PARADES / PROCESSIONS / RACES / MARCHES ONLY

**Location Assembly (Where do participants start):**

**Route or Event Location Description:**

**How will participants be released?**  All at Once  In waves/groups (describe) \_\_\_\_\_  
 Other (describe) \_\_\_\_\_

**Describe Release:**

**What type of entertainment & activities will take place (music, games, etc.)?**

**Will you be using a park or other park property in conjunction with your event?**  Yes  No

## EXPECTED ATTENDANCE

	Number		Number
Spectators/Attendees:	<input style="width: 95%; height: 20px;" type="text"/>	Other(Specify):	<input style="width: 95%; height: 20px;" type="text"/>
Participants/Event Staff/Volunteers:	<input style="width: 95%; height: 20px;" type="text"/>		<input style="width: 95%; height: 20px;" type="text"/>
Vehicles:	<input style="width: 95%; height: 20px;" type="text"/>	Number of people expected during peak hour:	<input style="width: 95%; height: 20px;" type="text"/>

## PUBLIC RELATIONS

This information will be released in response to inquiries from the public and may be published online and/or through other media.

**Name:**  Same as Applicant  Same as Contact  Private Event  Other:

**Phone:**  | **Email:**

**Website:**

**TRAFFIC AND EVENT TIMES**

If the event includes multiple date, please enter the overall date below and proceed to individual date breakdown.

TRAFFIC CONTROL: TIME YOU NEED THE STREET/TRAFFIC MONITORED <i>(include setup and cleanup times)</i>			EVENT TIMES: TIME THAT PARTICIPANTS/ATTENDEES WILL BE PRESENT ON CITY RIGHT-OF- WAY		
<input type="checkbox"/> Multiple Traffic Control Dates			<input type="checkbox"/> Multiple Event Dates		
Traffic Control	Date	Time	Event	Date	Time
START:			START:		
END:			END:		
MULTIPLE DATE BREAKDOWN					
Date	Time Start	Time End	Date	Time Start	Time End

**ANIMALS**

Will your event feature animal?  Yes  No

**Important Note:**  
*Applicants are required to keep event footprint clean & free of animal excrement during the event.*

Type(s) of Animals: \_\_\_\_\_

Will on-site housing be provided? Describe Housing: \_\_\_\_\_

Yes  No

**AMPLIFICATION USE**

Will your event use amplified devices? *(Answer YES if your event will feature loud speakers, microphones, or amplified instruments.)*  Yes  No

Microphones	Speakers	Amplifiers	Other :
Quantity: _____	Quantity: _____	Quantity: _____	Quantity: _____
<b>Purpose of Amplification:</b>	<input type="checkbox"/> Announcements <input type="checkbox"/> Ambience <input type="checkbox"/> Concert <input type="checkbox"/> Advertising <input type="checkbox"/> Provide Services		
Location Description of Amplification Devices:	_____ _____		

*\*Amplification utilized during the event shall comply with noise standards as set forth in the Municipal Code.*

**EVENT CLEANUP**

Method of Street/Right-of-Way & Park Cleaning:  Applicant  City Cleaning Services  3<sup>rd</sup> Party Professional Services: \_\_\_\_\_

On-Site Responsible Party for Cleanup: \_\_\_\_\_

Phone: \_\_\_\_\_ | Cleaning and Sanitation Plan Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The Town of Horizon City requires applicant to clean the street, sidewalks, parks and other rights-of-way from all event litter and debris. In the event that the areas are not cleaned by the applicants, the City may perform such cleaning at a cost to the applicant. Arrangements may be made in advance to perform the cleaning, at a cost, by the requesting the services below.

If requesting City Cleaning Svcs  
Type of cleaning requested : \_\_\_\_\_

\_\_\_\_\_

**ALCOHOL SALES AND CONSUMPTION**

***Insurance and other provisions may be required when serving, consuming or selling alcohol. All alcohol sales require a TABC License.***

Will alcoholic beverages be sold, served or Consumed at the event? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will alcoholic beverages be sold, served or Consumed in a City Park? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will alcoholic beverages be sold, served or consumed On City Right-of-Way? <input type="checkbox"/> Yes <input type="checkbox"/> No
(FOR ALCOHOL SALES ONLY)		
Trade Name of TABC License Applicant: _____		

**TRAFFIC CONTROL PLAN**

Barricade Company:	
Description of Closure: (Street, Lane, Sidewalk, etc.)	

**POLICE AND SECURITY**

*Parades Only:* Will someone other than Horizon Police Department conduct traffic Enforcement services?  Yes  No

If yes, what office or organization:	
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*The office or organization must submit a signed letter on department letterhead indication that they will be providing traffic enforcement services.*

Are you hiring security guards?  Yes  No | Number of Guards:

**Security Company:**

Contact Person:	
Address:	City/State/Zip:
Work phone:	Cell:   Email:

**Officers Company:**

Contact Person:	
Address:	City/State/Zip:
Work phone:	Cell:   Email:

**FIRE AND SAFETY**

**All temporary fencing, barriers and temporary structures must be detailed on the site plan.**  
A public safety plan, crowd managers and / or fire guard may be required and must be approved by the Fire Department

Will temporary fences or barriers be erected? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will temporary membrane structures be erected? (tents, canopies) <input type="checkbox"/> Yes <input type="checkbox"/> No	Will stages or other structures be erected? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Describe the purpose of structure(s)?	
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Quantity and Size of Structure(s):	
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How will you supply electrical power to your event?	
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Will compressed gasses be used? <input type="checkbox"/> Yes <input type="checkbox"/> No	(If yes,) Flame Type: <input type="checkbox"/> Cooking <input type="checkbox"/> Display/Ceremonial	Will the event feature or utilize fireworks/pyrotechnic? <input type="checkbox"/> Yes <input type="checkbox"/> No
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**Contractor Company:**

Contact Person:	
Address:	City/State/Zip:
Work phone:	Cell:   Email:

Will restaurants, bars, clubs or other businesses within the event footprint participate in the event?  Yes  No

Business Name	Contact Name	Address	Phone Number

**FOOD SALES**

Will the event feature food, beverage or merchandise vendors?  
 Yes  No

Approx. # of food locations: | Approx. # of beverage locations:

Approx. # of pre-packaged food locations: | Approximate # of exposed food locations:

**ACKNOWLEDGEMENTS**

I understand that a deposit and any additional cost estimate for the City Services (excluding Parks), including Police and/or cleaning, must be paid within 5 days of the date upon which the City informs the applicant of the amount. (Typically the cost will be invoiced)	Initials
I understand that any cost estimate I am provided (excluding Parks) is only an approximation of the actual cost. I will be responsible for paying the full cost of the City Services provided to me, which may be higher than estimates provided.	Initials
<b>If requesting City Cleaning Services:</b> I hereby request that the City provide the cleaning as indicated above and as the City and its employees deem appropriated. I am obligated under the City Code to keep event areas clean of all litter and debris, whether caused by myself, participants, or spectators to the event. I agree to pay the City for the costs of such cleaning services when I am billed for such services.	Initials

Applicant will coordinate with the applicable City Departments, state or federal agencies to obtain any necessary permits and approvals required for the proposed event and use of premises, including, but not limited to, sound amplification and the sale of alcoholic beverages.

**RELEASE:** In consideration of the permit for use of city streets, sidewalks, and other public places, it is understood that the applicant(s) contained herein Do hereby release and discharge the City, its respective officers, directors, agents, and employees, jointly and severally, from any and all liability for illness, injuries, and damages that may be suffered which arise out of or result from participation in this event.

**ACKNOWLEDGMENT:** I attest that this application is complete and accurate to the best of my knowledge. I understand that any inaccurate or incomplete information provided on this application may delay obtaining the special event permit.

\_\_\_\_\_  
 (Applicant Name)

\_\_\_\_\_  
 (Applicant's Signature)

\_\_\_\_\_  
 (Date)

\_\_\_\_\_  
 (Applicant Organizer or Representative)

\_\_\_\_\_  
 (Representative Signature)

\_\_\_\_\_  
 (Date)

<b>OFFICE USE ONLY</b>
Received Date: _____
Received By: _____
<b>PLANNING DIRECTOR or DESIGNEE DETERMINATION</b>
Approval Date: _____
<b>Fee (\$100),</b> Deposit & Additional Costs: _____ Invoice #: _____
Other information needed: _____
Reason for Denial: _____
Denial Notice Date: _____
Pending: _____



## SPECIAL EVENTS RULES AND REGULATIONS

- Special Events will be authorized by the Planning Director or designee to hold any event.
- Applicant or Organizer must be available to answer City staff calls during the event via the provided phone number.
- Applicant must first obtain a special event permit from ESD#1 – Contact Fire Marshal's office at: (915) 852-3204, Address: 14151 Nunda Dr., Horizon City, TX. 79928
- Block parties shall be conducted only on low-volume residential streets, dead-ends streets, or cul-de-sacs. No thoroughfares or collector streets may be used.
- All residents living on the street or block for which the block party is planned, must have been contacted and do not object to the block party.
- Must have definite start and end times.
- "Hard" barricades may be set up one hour prior to the event. Ribbon, tape, or traffic cone barricades may be used as an alternative. An aisle shall be left in the street to permit passage of emergency vehicles or vehicles of residents. All barricades must be removed immediately after events.
- There shall be no vehicle, table or other obstruction on the street or cul-de-sac.
- Dancing in the street is allowed as long as the stereo equipment is off the roadway.
- Party is subject to laws (i.e. loud music, disorderly conduct). If a complaint is received regarding minor violations, the police department will notify the person in charge with a warning by telephone. If a second complaint or serious violation is received and verified by an officer, you will be requested to have the party disbanded and/or moved inside.
- Fire hydrants shall not be obstructed in any way. They shall not be decorated or disguised.
- Banners crossing the street must provide a minimum of 15 feet of clearance above the roadway for emergency vehicle access. The fire department may inspect the location and cause any violations to be corrected before party continues.
- The possession and use of any fireworks, including sparklers, is prohibited in the Town of Horizon City.
- Alcohol beverages may be consumed on any public property, in particular, the street and sidewalk areas within the party event.
- Applicant(s) shall be responsible for the pick-up of trash and garbage within 4 hours of the end of the event.
- All special event permit applications shall be filed no less than 30 days in advance, but not more than 180 days before the event. (*Exception: First Amendment event, an application may be filed less than 30 days (some conditions apply).*)
- Event organizer must provide a map with clearly definable traffic routes, if applicable.
- Prior consultation with Event Committee, (i.e. Chief of Police, Fire Marshal, Public Works Director, City designees, etc.) concerning traffic, etc. must be satisfied.



## SPECIAL EVENT DOCUMENTS REQUIRED TO BE FILED WITH APPLICATION CHECKLIST

1.  **FEE:** Event Fee with Preliminary Application and all cost estimates (i.e. deposits, etc.) with the final application.
2.  **AUTHORIZATION:** Written statement from the applicant of the event indicating that the event organizer/representative has authority to make the event permit application.
3.  **FIRE:** Copy of the approved ESD#1 Fire Permit. (No special event permit will be issued until Fire Permit is approved.
4.  **FOOD:** Registration or copy of the mobile food vendor permit for each food vendor, including ESD#1 permits.
5.  **ALCOHOL:** Copy of TABC License for sales alcohol sales
6.  **AMUSEMENT RIDES:** Site plan for all amusement rides, if applicable.
7.  **MAPS** showing streets and pedestrian ways that are impacted as well as a site setup indicating all equipment that will be used by the special event;
8.  Parade route map
9.  **STRUCTURES:** Location of tents, awnings, canopies, food service booths, or other temporary structures shall be shown on a map.
10.  **AMPLIFICATION:** Location and orientation of loud speakers and any other amplification devices shall be shown on a map.
11.  **PLAN:** Traffic Control Plans. If applicable.
12.  **INSURANCE:** Proof of commercial liability insurance coverage in the amount of at least \$250,000 for personal injury an property damage naming the City as an additional insured for the special event.
13.  **NOTICES:** Proof that all property owners adjacent to the parade route have been notified of the route, date and duration of parade.
14.  **SIGNS:** Details of all signage
15.  **OTHER:** \_\_\_\_\_