

# APPLICATION FOR A SPECIAL EVENT PERMIT

Completed Application *and* Permit Fee are due **30 days** before event date  
A Late Fee will be added if Application *and* Permit Fee are received less than 30 days before event date  
Application submittal does not guarantee permit approval

**Special Event Permit Fee**  
50 - 2500 attendees = \$100  
Over 2500 attendees = \$250

**Site Restoration Fee for Trail Use**  
Per Individual Participant = \$2  
Minimum Per Special Event = \$100

Event Name: \_\_\_\_\_

Event Location/Address: \_\_\_\_\_

Purpose: \_\_\_\_\_

Event Start Date: \_\_\_\_\_ Event End Date: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Approximate Number of Persons Attending Event Per Day: \_\_\_\_\_

## Applicant Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

*If the event is to be held by or for any person/organization other than the applicant, the applicant shall attach a written statement from that other person/organization showing authority to make this application.*

## Organization Hosting Event

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Authorized Head of Organization: \_\_\_\_\_

Phone: \_\_\_\_\_

## Event Chairperson/Contact

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Fax number: \_\_\_\_\_

Email: \_\_\_\_\_



## Event Information

On-Site Preparation Will Begin: Date \_\_\_\_\_ Time \_\_\_\_\_

Clean-Up Will Be Completed: Date \_\_\_\_\_ Time \_\_\_\_\_

Proposed Parking Locations and Number of Parking Spaces Provided: \_\_\_\_\_

Applicant shall submit written permission for use of parking from property owner. Parking location(s) must be indicated on the site plan.

1. Please mark all items that will be a part of this event:

Closing a public street       Sale of merchandise       Cooking with chafing fuel or a fryer  
 Portable toilets or portable building       Loudspeakers       Trailer(s) to be used as living quarters  
*Proposed location(s) and/or the positioning must be indicated on the event site plan.*

2. Will any of the following items be utilized at this event:

Stage, band-shell, stage/trailer, grandstand or bleachers       Fencing       Generator(s)       Tent(s)  
*Proposed location(s) and/or the positioning must be indicated on the event site plan.*

**For Generators:** Quantity and sizes: \_\_\_\_\_

**For Fencing:** Proposed location(s) and/or the positioning must be indicated on the event site plan.

**For Tent(s):** How many \_\_\_\_\_ Dimensions/size \_\_\_\_\_

Will the tent(s) have sides? **YES / NO** *If yes*, how many sides will be closed? \_\_\_\_\_

The size(s) and proposed location(s) of tents, canopies or other membrane structures must be indicated on the event site plan.

All tents must be a minimum of 20 feet from existing building and vehicular traffic - parked or moving. Staking tents on City property is not permitted. To avoid damage to underground lines, tents must be secured with water barrels. A **Certificate of Flame Resistance** for tents, canopies or other membrane structures totaling 200 sq. ft. and larger must be provided no later than 10 business days before event for permit approval. All electrical equipment and installations shall comply with currently adopted version of the National Electric Code.

Please review requirements regarding electrical, fence and tents posted on our web site at [planoparks.org](http://planoparks.org), Special Event Permits, or viewed at <http://pdf.plano.gov/parks/Tents.pdf> and then initial the following acknowledgement:

\_\_\_\_\_ I, the undersigned, have reviewed and will abide by the requirements provided in the Building Inspections Department handout.

3. Will amusement rides/inflatables/bounce house(s) be used in conjunction with the event? **YES / NO**

***If yes, the proposed location(s) must be indicated on the event site plan. Texas Dept. of Insurance Certificate of Inspection required no less than 10 business days before event for permit approval.***

**\*\*Rides and/or attractions associated at special events shall conform with the statutory rules and regulations set forth in Chapter 21. Article 21.53 of the Texas Insurance Code, designated the Amusement Ride Safety Inspection and Insurance Act, as amended. Certificates of Inspection and copies of inspection reports will be required. From time to time a question arises concerning whether a ride is subject to the requirements of the Texas Amusement Ride Safety Inspection and Insurance Act. (The Act lists rides that are included and excluded, but there are still instances where questions arise.) In those cases, the City of Plano's position is that the ride is included unless the applicant can provide written documentation from the Texas Department of Insurance (TDI) that the specific ride(s) have been reviewed and determined not to fall under the Act. It is the Applicant's responsibility to provide a written TDI opinion exempting that specific ride(s).**



4. Events which are advertised by any means and open to the general public must have a City of Plano Temporary Food Event permit, regardless of whether a fee is charged for the food/beverage. The Temporary Food Event permit is in addition to this Special Event Permit. Food questions? Call 972-941-7143.  
*List vendors for this event: name, address and contact number*

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A Temporary Food Event permit application may be downloaded at:  
<http://plano.gov/sites/pdf/documents/health/TEMP%20PERMIT%20APPLICATION.pdf>  
Application submittal does not guarantee permit approval. Please allow sufficient time for review by submitting all Temporary Food Event permit applications prior to submittal deadline noted on application.

5. Explain how sanitation will be handled by this event. If service is contracted, provide the contractor name.

Portable Restrooms: \_\_\_\_\_

Disposal of trash/dumpsters: \_\_\_\_\_

6. If this application is for a Run/Walk or Parade, please include:

- A) To assist traffic safety planning, provide start time for each distance proposed:  
1 mile \_\_\_\_\_ 5k \_\_\_\_\_ 10k \_\_\_\_\_ other distance \_\_\_\_\_
- B) Onsite registration begins at \_\_\_\_\_
- C) Onsite preparation and set-up begins at \_\_\_\_\_
- D) Assembly location (street location) \_\_\_\_\_
- E) Name of company providing registration/marketing/run timing \_\_\_\_\_
- F) Name of rental company setting out barricades, event day contact name and phone number:  
\_\_\_\_\_

Provide copy of written contract between the Organization and a Certified Traffic Control Contractor (CTCC) for CTCC to provide cones (standard traffic cones - minimum 18"), barricades (Type I) and signage services for the event. This includes setup and takedown of cones, barricades, message boards and all signage required for road and/or lane closures on or near any public street in Plano. This will be required on ALL events where the event requires the use or alteration of public roadways in the City of Plano. **The City of Plano does not provide cones, barricades or signage required to reroute traffic due to a special event.**

- G) Attach Map of Proposed Route - Run/Parade Route, including starting point and disbanding area
- H) Estimated number of participants/people in the run/parade \_\_\_\_\_
- I) Number of vehicles/floats \_\_\_\_\_
- J) Other types of participants (example: animals, etc.) \_\_\_\_\_
- K) Site Restoration Fee - Runs/Walks utilizing the Plano park trail system will pay a Site Restoration Fee per participant. This \$2 per participant fee, minimum \$100 per event, will support the costs associated with maintenance and restoration of site.



7. Will alcohol be sold or allowed (BYOB) at this event? **SOLD / ALLOWED / NO**

*If SOLD, provide a copy of TABC Permit.*

For permit approval, *Host Liquor Liability* insurance must be provided.

8. Will signs/banners be utilized for the event? **YES / NO**

*If yes, please submit a list of signage sizes and proposed locations. Signage must be indicated on the event site plan.*

Walk/Runs that utilize any portion of the park trail system must post signage at trail entry points to notify leisure trail users of walk/run in progress. *To paint, stencil, write or otherwise mark on any sidewalk, curb, gutter or street is prohibited - ARTICLE XII Division 2 Sec. 6-487(15).*

9. Will animals (other than pets on a leash) be used in conjunction with the event? **YES / NO**

*If yes, how many? \_\_\_\_\_*

*The proposed location(s) must be indicated on the event site plan. A hand washing station must be provided and indicated on the site plan for permit approval. An **Animal Exhibition Permit** must be filed 30 business days before the event and in conjunction with this Special Event Permit Application for permit approval. The Animal Exhibition application may be downloaded at [www.plano.gov](http://www.plano.gov) - Animal Services Department or contact Animal Services at 972-769-4360.*

10. If the event will impact surrounding property owners, notice must be sent to abutting property owners at least two (2) weeks before the event date. **Applicant shall submit a copy of notification letter and a list of addresses notified.** A sample notification letter is available at [www.planoparks.org](http://www.planoparks.org), Special Event Permits page. Date notice provided to abutting property owners: \_\_\_\_\_

11. Is there a fee(s) for participation at this event? **YES / NO**

*If yes, attach fee schedule, include admissions, registrations, and amusements.*

**List all activities that will be conducted as a part of this event:**

- |    |     |
|----|-----|
| 1) | 6)  |
| 2) | 7)  |
| 3) | 8)  |
| 4) | 9)  |
| 5) | 10) |

**Property Owner Information**

If any portion of the event will be held on private property (including parking), please provide the following:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

*Applicant shall submit copy of letter from property owner giving written permission for event use.*

***Additional items, agreements and/or permits needed (varied by event)***

- |                                      |                                |  |
|--------------------------------------|--------------------------------|--|
| 1) Building Inspection Department *  | 5) Police Department *         | 9) Clean-Up Deposit or Surety Bond   |
| 2) Environmental Health Department * | 6) Public Works Department*    | 10) Amusement Ride – Texas Dept. of Insurance <i>Certificate of Inspection</i> |
| 3) Fire Department *                 | 7) Risk Management Department* | 11) State Permit (as applicable)   |
| 4) Parks & Recreation Department *   | 8) Animal Exhibition Permit    |  |

***\* When the presence of City staff is necessary or requested for special events, the applicant shall be responsible for reimbursing the City for the cost for each assigned person.***



