

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, 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

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 in traffic safety planning, what time will the first participant leave the start line _____

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:

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) A written contract between the Applicant 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.**

L) 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 - 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, 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.**



Prior to permit approval, submittal of the following items is required:

- 1) Written authorization granting Applicant permission to submit this permit application on behalf of event host
- 2) Written permission from property owner for use of private property
- 3) Detailed Event Site Plan including equipment, map of streets and pedestrian ways
- 4) **Certificate of Insurance** for event coverage with the City of Plano listed as a **Certificate Holder** and **Additional Insured**
- 5) A list of all addresses notified along with a copy of notification letter
- 6) Payment of non-refundable Permit Application Fee
- 7) Payment of Site Restoration Fee, if applicable, \$2 per participant, minimum \$100 per event
- 8) A copy of the written contract between the Applicant and a Certified Traffic Control Contractor (the Agreement), as required by 8(J) herein, must be provided to the City a minimum of five working days prior to any event where road closures or diversions are being proposed. Failure to timely submit the Agreement, altering the Agreement after submission, or cancelling the Agreement prior to the event shall result in denial of the permit, revocation of the permit, and/or cancellation of the event.

Insurance

Insurance coverage must be provided for the day of the event. The *City of Plano its' officers, officials, employees, boards and commissions, agents, and volunteers* are to be shown as Additional Insured.

Commercial General Liability: \$1,000,000 limit per occurrence for bodily injury, personal injury and property damage, \$2,000,000 Aggregate. *NOTE: The aggregate loss limit applies to each event.*

The insurance carrier of this policy must be rated "A-: VI" or better by A.M. Best's Key Rating Guide or "A" or better by Standard & Poor's and be licensed to do business in the State of Texas.

The policy should contain a 30-day written notice of cancellation. The address for the certificate is **City of Plano, P O Box 860358 Plano, TX 75086-0358**.

In the event the City determines, upon review of this application, that this special event requires the special attention and involvement of the City personnel or facilities, the City shall so notify the applicant. In such event, prior to the issuance of a permit for this special event, the applicant shall pay to the City the cost estimated for policing, closure of roadways, and applicable fees, along with any required Clean - Up Deposit and Surety Bond. Should actual costs for policing and cleaning exceed the estimated amount, the applicant agrees to pay any additional costs to the City incurred as a result of the special event within five (5) days of the date upon which the City informs the applicant of the amount of such additional costs.

The Municipal Code of Ordinances may be viewed from www.plano.gov/City_Hall/CityGovernment/. Please review Chapter 11, Article VIII for Special Event Permit regulations.

I, the undersigned, hereby confirm that the information stated above is true and correct to the best of my knowledge.

Signature of Authorized Event Representative	Date
--	------

I, THE UNDERSIGNED APPLICANT, AGREE TO INDEMNIFY AND HOLD HARMLESS THE CITY OF PLANO, ITS OFFICERS, EMPLOYEES, AGENTS, AND REPRESENTATIVES AGAINST ALL CLAIMS OF LIABILITY AND CAUSES OF ACTION RESULTING FROM INJURY OR DAMAGE TO PERSONS OR PROPERTY ARISING OUT OF THE SPECIAL EVENT.

Signature of Authorized Event Representative	Date
--	------

Plano Parks & Recreation Department
P O Box 860358, Plano, TX 75086-0358
Phone 972-941-7250 Fax 972-461-6882
Rev. 05/12



Plano Parks & Recreation Dept.
1409 Ave K, Plano, TX 75074
www.planoparks.org
Page 5 of 5