



SPECIAL EVENT PERMIT APPLICATION

Form revised 1/1/2021

EVENT INFORMATION

Type of Event:

See Sec. 4.603 of Article 4.600 Special Event Regulations and Temporary Uses for complete definitions of event types

Major Special Event (generally more than 500 participants or spectators expected)

Minor Special Event (generally less than 500 participants or spectators expected)

Event Address/Location: _____

Dates and hours of event: _____

Description of Event: _____

Expected number of participants/spectators: _____ Anticipated number of automobiles: _____

Proposed methods of providing parking: _____

EVENT CONTACT & PROPERTY OWNER INFORMATION

Event contact name: _____

Company or organization (if applicable): _____

Address: _____ City/State/ZIP: _____

Phone: _____ Fax: _____

Email: _____

Is the event contact also the property owner?

Yes (proceed to event contact signature)

No (please complete property owner information and have property owner sign this application)

Owner: _____ Contact Name: _____

Address: _____ City/State/ZIP: _____

Phone: _____ Fax: _____

Email: _____

I/we, the event contact/property owner for said event to be held at the location described above, certify that all information provided with this application is true and correct and that all schedules will be strictly adhered to.

Event contact Signature: _____ Date: _____

Owner Signature: _____ Date: _____

See application requirements for details on completing this application

FOR OFFICE USE ONLY

Date Received: _____ Date Paid: _____

Employee: _____ Permit Fee: _____

Permit #: _____ Receipt #: _____

Approved by: _____ Title: _____ Date: _____

SPECIAL EVENT PERMIT REQUIREMENTS

APPLICATION REQUIREMENTS

- Complete the application by printing all information legibly. Application must contain the original signature/s of the event contact and property owner. Email all documents (pdf) to M.J. Randolph: mrandolph@town.northlake.tx.us for review.
- Provide the following additional information along with this application. *An asterisk (*) denotes that this item is required for Major Special Events only, however the Special Events Coordinator may request this information for Minor Special Events if necessary to aid in the review of the permit application:*
 - *Site Plan** showing the area to be used during the event and the location of proposed structures, tents, fences, barricades, restroom facilities, and any other facilities and improvements to serve the proposed special event
 - Parking Plan** showing location/s to be used for parking
 - Sign Plan** showing location and construction of any temporary signs to be used in connection with the event
 - *Traffic Plan** identifying location and time of traffic control needs, if any, and time and location of street closings, if any are requested.
 - *Vendor Plan** showing location where the sale of merchandise or sale of food or alcoholic beverages will take place. Street vendors and peddles should also be described, if any. All temporary vendors must abide by the temporary vending requirements and obtain appropriate permits from the Town.
- Submit a **Tent Permit** application for any tents, canopies or other membrane structures for any tents larger than 200 square feet and canopies larger than 400 feet.
- Submit completed application along with the any other required information and the appropriate permit fee a minimum of 30 days prior to a Minor Special Event and 45 days prior to a Major Special Event

SPECIAL EVENT PERMIT FEES

Application fee	\$40
Special events fees, per day:	
75 – 200 spectators/participants	\$30
200 – 400 spectators/participants	\$50
400 – 800 spectators/participants	\$75
Exceeding 800 spectators/participants	\$100
Special Event involving filming activity	\$50
Rental Fee for town equipment and property	Negotiated case by case
Fee for police officers to provide security	(a four (4) hour minimum is required): \$50.00 per hour per police officer. If traffic control/direction is requested, the fee per police officer is \$75.00 per hour.
Reimbursement fee to town for clean up, etc.	Actual cost plus 20 percent
Security Deposit for rented equipment from town	50% of negotiated rental fee

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ARTICLE 4.600 SPECIAL EVENT REGULATIONS AND TEMPORARY USES

Sec. 4.601 Purpose

The purpose of this article is to promote temporary uses, events and activities within the town, to create a positive image of the town, and to stimulate significant economic development while also promoting the health, safety and general welfare of the town.

Sec. 4.602 Article Cumulative

(a) The provisions of this article are cumulative of all town articles. All permits and licenses required by any other article or law for specific activities to be conducted in conjunction with, or as part of, the special event must be applied for separately, in accordance with the applicable article or law. The special event manager shall receive and coordinate applications for town-issued permits or licenses required in addition to the special event permit.

(b) This article authorizes appropriate town departments to issue permits for the special events as set forth in these requirements in locations where the activity would otherwise be prohibited by article.

Sec. 4.603 Definitions

Applicant. A person who has filed a written application for a special event permit.

Established Special Event. An event or activity that occurs once a year; has an average attendance that exceeds that which normally occurs on the site; significantly contributes to positive advertising and economic growth of the town; and is open to the public, with or without a fee.

Major Special Event. A major special event is defined as an event that involves the following:

- (1) The number of participants or spectators exceeds 500;
- (2) The event requires the use, blocking or restriction of public property;
- (3) The event requires public street closures;
- (4) The event requires traffic control;
- (5) The event requires the erection, installation, or placement of any one of the following on either public property or on property where these activities are otherwise prohibited:
 - (A) Band shell;
 - (B) Grandstand;
 - (C) Bleachers;
 - (D) Portable building;
 - (E) Public toilets;

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- (6) The event requires no-parking, directional, over-sized, or identification signs or banners in or over a public right-of-way or on private property where these activities would otherwise be prohibited; or
- (7) Retail sales of products that are not incidental to the primary activity will be conducted, with the exception that charitable and nonprofit organizations conducting retail sales for fundraising purposes may be considered a minor special event

Minor Special Event. A minor special event is defined as follows:

- (1) The number of persons anticipated to attend the event is equal to or more than the number who customarily attend normal activities at the facility;
- (2) The estimated number of participants or spectators is expected to be fewer than 500;
- (3) The event does not require traffic control;
- (4) The event does not require the use, blocking or restriction of public property;
- (5) The event does not require public street closures; and
- (6) The event involves no retail sales except those sales that are incidental to the primary activity such as refreshments and souvenir sales except that charitable and nonprofit organizations may conduct retail sales for fundraising purposes.

Person. An individual, firm, partnership, corporation, association or other legal entity.

Special Event Manager. The person designated by the town council to implement, administer and enforce this article and includes any designated representative of the special event manager.

Special Event Permit. Written approval to hold a special event granted by the special event manager under this article.

Temporary Use. A use established for a limited duration with the intent to discontinue such use upon the expiration of the time period.

Sec. 4.604 Special Event Manager; General Authority and Duty

The special event manager, or a designee, has authority to implement, administer and enforce the provisions of this article, and to issue a special event permit as set forth in this article when requirements of this article have been met.

Sec. 4.605 Maximum Yearly Operation

No applicant shall conduct or sponsor one or more special events within the town for more than 60 days in any calendar year, except that this limit does not apply to commercial movie production.

Sec. 4.606 Fee

A fee in accordance with the town fee schedule found in the appendix to this code shall be paid to the town at the time of application submittal. No application shall be accepted without an accompanying fee.

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Sec. 4.607 Special Events

(a) Exemptions. Temporary uses or special events that are held entirely on public property and are under the control of the town shall not require a special event permit.

(b) Special Event Time Limit.

(1) Minor Special Events. Upon approval of the special event manager, a minor special event permit shall be issued for not to exceed a period of three (3) consecutive days, and may be renewed, without payment of fee, for an additional period of three (3) consecutive days.

(2) Major Special Events Permit. Upon approval of the special event manager, a major special event permit shall be issued for not to exceed a period of eleven (11) consecutive days, and may be renewed, without payment of fee, for one additional consecutive eleven-day period.

(c) Approval by Town Council. The special event manager, or designee, may refer consideration of a special event permit to the town council when the special event manager determines that approval by the town council is necessary.

(d) Application Requirements.

(1) Permit Required. A person desiring to hold a special event shall apply for a special event permit as required by this article.

(2) Application Required. A special event permit shall be obtained by filing a written application with the special event manager upon a form provided by the town for that purpose.

(A) Minor Special Event Permit. An application for a minor special event shall be filed not less than 30 days before the special event is to begin.

(B) Major Special Event Permit. A major special event shall be filed not less than 45 days before the special event is to begin.

(C) Application Time Limit. The special event manager may waive the time limit for a major and minor special event permit if the special event manager determines that the application may be processed in less than the stated time, provided application fees are paid as set forth in the town's fee schedule.

(e) Application Process. Upon receipt of the application, the special event manager shall forward a copy of the application to all appropriate departments for review. Such departments shall include, but shall not be limited to fire, police, building inspection, environmental and health services and transportation. All departments shall forward comments and/or requirements, as necessary to protect the safety and general welfare of the town, to the special event manager no more than 10 days after receipt of such request.

(f) Permit Issued. The special events manager shall issue the special events permit, including comments and requirements as described in (e), above, unless denial is required according to [Subsection 4.607\(n\)](#) "Denial of Special Event Permit."

(g) Application Contents; Minor Special Event. An application for approval of a minor special event shall include the following information:

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- (1) Name, address and telephone number of individual, organization or company conducting the event.
- (2) Name and phone number of event contact.
- (3) Description of event.
- (4) Exact event location or route.
- (5) Expected number of participants and/or spectators.
- (6) Anticipated number of automobiles and proposed methods of providing parking.
- (7) Location and construction of any temporary signs to be used in connection with the event.
- (8) Dates and hours of operation.
- (9) Signed certificate by the responsible party and the record owner of the land that all information provided is true and correct and that all schedules will be strictly adhered to.

(h) Approval; Minor Special Event Permit. No minor special event permit may be approved unless:

- (1) The activities will be limited to between the hours of 8:00 a.m. and 11:00 p.m.
- (2) There are no complaints on record for similar activities.

(i) Application Contents; Major Special Event. An application for approval of a major special event shall include the following information:

- (1) Name, address and telephone number of individual, organization or company conducting the event.
- (2) Name and phone number of event contact.
- (3) Dates and hours of operation.
- (4) Description of event.
- (5) Exact event location or route.
- (6) Drawing showing the area to be used during the event and the location of proposed structures, tents, fences, barricades, signs, banners, restroom facilities, proposed parking areas and statement of total number parking spaces available in each parking area, any other facilities and improvements to serve the proposed special event.
- (7) Estimated number of participants and spectators at the event.
- (8) Anticipated number of automobiles.
- (9) Location and construction of any temporary signs to be used in connection with the event.

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- (10) Location and time of traffic control needs, if any.
- (11) Exact dates and times of commencement and termination of the event.
- (12) Signed certificate by the responsible party and the record owner of the land that all information provided is true and correct and that all schedules will be strictly adhered to.
- (13) Time and location of street closings, if any are requested.
- (14) Location where the sale of merchandise or sale of food or alcoholic or nonalcoholic beverages will take place. Street vendors and peddlers should also be described, if any.

(j) Notice. An applicant for which a permit has been issued to hold a major special event shall notify, in writing, each abutting property owner or occupant of the event at least 15 days prior to the date on which the event will begin. The notice must be delivered to the abutting property address. In the case of a progressive special event, such as a parade or marathon, each owner or occupant of real property abutting the route of such event must be notified.

(k) Security, Health and Safety Requirements. The special event manager, upon recommendation of the chief of police, may require a number of police officers, in addition to those required in this article if:

- (1) Alcoholic beverages are in any way available at the event.
- (2) Increased security, crowd control, or traffic control are deemed necessary due to the nature of the special event.
- (3) The history of the event indicates that a greater number of police officers are required to protect the public health, safety and welfare.
- (4) All requirements of the Uniform Fire Code [International Fire Code] shall be applicable to any special event permit approved in accordance with this article.
- (5) Refuse collection shall be in accordance with all applicable city ordinances and contracts.
- (6) All fees required by the town for the operation or any activities taking place in conjunction with the special event must be collected in full prior to the opening of the special event.
- (7) All inspections that are required as a condition of the special event permit or any other ordinance or law must be completed and approved prior to the opening of the special event.

(l) Indemnification. An applicant for a major special event permit must execute a written agreement to indemnify the town and its officers and employees against all claims of injury or damage to persons or property, whether public or private, arising out of the special event.

(m) Insurance.

- (1) An applicant for a special event permit in which the estimated number of participants and spectators exceeds 500 for any day of the event shall procure and keep in full force and effect for the duration of the event, insurance written by an insurance company approved by the state and acceptable to the town and issued in the standard form approved by the state department of insurance. All provisions of each policy must be acceptable to the town. Each policy must name the

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town and its officers and employees as additional insureds. The coverage provisions of each policy must provide coverage for any loss or damage that may arise to any person or property by reason of the conduct of the special event by the applicant.

(2) Commercial general liability insurance must be provided with combined single limits of liability for bodily injury and property damage of not less than:

(A) \$500,000.00 for each occurrence, for an estimated daily number of participants and spectators of 501 to 4,999; or

(B) \$1,000,000.00 for each occurrence, for an estimated daily number of participants or spectators of 5,000 or more.

(3) If a special event includes vehicles, fireworks, aircraft or other equipment, devices, or activities that are excluded from coverage in the commercial general liability insurance policy required in subsection (2) above, then separate additional liability insurance coverage for the applicable exclusion must be provided with the combined single limits of liability for bodily injury and property damage of not less than:

(A) \$500,000.00 for each occurrence, for an estimated daily number of participants and spectators of 501 to 4,999; or

(B) \$1,000,000.00 for each occurrence, for an estimated daily number of participants or spectators of 5,000 or more.

(4) If any alcoholic beverage is sold, served, or otherwise made available at the special event, liquor liability insurance must be provided by the alcoholic beverage license holder in an amount of not less than \$1,000,000.00 for each claim.

(5) If a facility or other property owned or managed by the town is subject to both the insurance requirements of this article and insurance requirements established by another town article, an official town action, a town lease or use agreement, or other applicable law, then the insurance requirements with the greater limits and coverages must be met to conduct the special event at the facility or property.

(6) An original certificate of insurance completed by an authorized agent of the insurance company and evidencing each insurance coverage required under this section must be delivered to the special event manager at least 10 days before the special event begins.

(n) Denial of a Special Event Permit. The special event manager shall deny a special event permit if:

(1) A special event permit has been granted for another special event at the same location and time.

(2) An established event is customarily held at the same location and time as the proposed special event.

(3) The special event will occupy any part of a freeway, expressway, or tollway.

(4) The special event will unreasonably disrupt the orderly flow of traffic, and no reasonable means of rerouting traffic or otherwise meeting traffic needs is available.

(5) The applicant fails to provide for the health and safety of participants and surrounding areas.

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(6) The applicant fails to comply with, or the event will violate, any town article or other applicable law, unless the prohibited conduct or activity is allowed under this article.

(7) The applicant makes a false statement of material fact on an application.

(8) The applicant has had a previous special event permit revoked or has had two (2) or more violations of this article within the preceding fourteen (14) months.

(9) The police or fire chief determines that the special event would pose a serious threat to the public health, safety, or welfare.

(10) The applicant has a history of conducting or sponsoring special events in a disorderly, unsafe, unsanitary or fiscally irresponsible, manner.

(o) Revocation of Special Event Permit. The special event manager may revoke a special event permit if the applicant fails to comply with any requirement of this article. At the discretion of the special event manager, any revocation may be referred to the town council for consideration. Notice of such revocation shall be provided to the applicant, in writing by certified mail, return receipt requested. Such notification shall state that the revocation may be appealed to the town council.

(p) Appeals. An applicant may appeal to the town council the decision of the town special event manager regarding any requirement of a minor or major special event permit, or the denial or revocation of such permit.

Sec. 4.608 Temporary Uses

This section not included because it is not applicable to special events. For more information on Temporary Uses, see Sec. 4.608 of the Northlake Code of Ordinances.

Sec. 4.609 Waiver

Upon written request by the applicant, any portion of this article may be waived if approved by the town council.

Sec. 4.610 Offenses

(a) A person commits an offense if a special event or temporary use commences or is conducted:

(1) Without a special event or temporary use permit; or

(2) In violation of any provision of this article, or any other town article or applicable law.

(b) A culpable mental state is not required for commission of an offense under this section.

Sec. 4.611 Penalty

(a) A person who violates a provision of this article or requirements of a special event permit is guilty of a separate offense for each day or part of a day during which the violation is committed or continued.

(b) Each offense is punishable by a fine in accordance with the general penalty provision found in [Section 1.106](#) of this code. (Ordinance 06-0824F adopted 8/24/06)