



# Outdoor Events Ordinance Guidelines

## Neighborhood Events & Parades

**Guideline Criteria: Must be sponsored by a Neighborhood Association or persons living on the block.**

**(Division 9 Sec. 20-438)**

### NEIGHBORHOOD EVENTS

These events are defined as outdoor gatherings or celebrations with less than 500 attendees at any one time on a residential street, as defined by the City's current Master Thoroughfare Plan, **that are sponsored by a Neighborhood Association or by persons living on the block that require the use**, occupation or full or partial closure of a street, sidewalk or public right of way. Neighborhood tours, such as home or garden tours are not considered a Neighborhood Event. **Any neighborhood event with an expected attendance of 500 or more at any one time shall be treated as a Special Event, and additional Requirements including Permit fees will apply.**

Neighborhood events are required to obtain an Outdoor Events Permit from the City of Fort Worth Office of Outdoor Events.

### GUIDELINES

1. At least 50% plus one (1) of the residents on the street affected by the Neighborhood Event must sign a petition on the City's approved form granting permission for the Neighborhood Event to be held.
2. The petition must be signed no earlier than sixty (60) days before the proposed Neighborhood Event and submitted to the Outdoor Events Manager no later than fifteen (15) days prior to the proposed Neighborhood Event.
3. Event organizer shall apply for a Neighborhood Event Permit by filing an application with the Outdoor Events Manager no later than fifteen (15) days before the date on which the proposed Neighborhood Event is scheduled to occur.

### NEIGHBORHOOD PARADES

A neighborhood parade is a procession of less than 500 pedestrians, vehicles or animals or combination thereof, traveling in unison along or upon a residential street as defined by the City's Master Thoroughfare Plan. These parades must be organized, conducted and sponsored by a Neighborhood Association or by persons living on the block. Neighborhood parades must obtain a permit from the Office of Outdoor Events by filing an application.

### GUIDELINES

1. The organizer must file no later than fifteen (days before the date of the proposed parade for a permit.)
2. Notice of the neighborhood event must be provided to all residents no later than fifteen (15) days before the event by US mail, electronic mail, hand delivered, Neighborhood newsletter, signs posted on Private Property or through normal and customary method of communication with the neighborhood residents.
3. Submit General Liability Insurance certificate in the amount of \$1 million naming the City of Fort Worth as an additional insured (**parades with motorized vehicles and/or parade route involves the use of arterial and/or collector streets**).

4. **\$150 Permit Fee** required for **parades** that involve **arterial streets**.

## REGULATIONS

1. Neighborhood events and parades may be held any day of the week but streets must be clear and open to traffic no later than 11 p.m.
2. Permits are required to be present during the entire duration of the event or parade.
3. A neighborhood event may occupy no more than 1,300 linear feet or two blocks.
4. The portion of the public right of way to be used by the neighborhood event shall be closed to vehicular traffic by an appropriate number of Type 1 barricades. Barricades are supplied by the permit holder, and permit holder is responsible for placing and removing them.  
(This does not apply to parades.)
5. Barricades must be staffed with at least one person eighteen (18) years of age or older who is wearing a reflective safety vest.
6. Barricades must be removed within one-half (1/2) hour after the ending time of the event.
7. No vehicles may be parked at the barricade locations.
8. A 12-foot unobstructed roadway is required along closed sections of the streets.
9. No structures, including tents, stages and bounce houses are allowed in the unobstructed roadway width or any sidewalk or parkway. Chairs and tables are allowed.
10. A three (3) foot clearance shall be maintained around fire hydrants.
11. Permit holder is responsible for collecting and disposing of all trash and cleaning up at the conclusion of the event. If clean-up is not to the satisfaction of the City, the clean-up will be performed by the City and the permit holder billed for the cost of the clean-up.
12. No admission fees may be charged.
13. The applicant / permit holder shall be responsible for any significant damage to the City streets, sidewalks, and/or other City real or personal property.

## WHERE TO OBTAIN FORMS

Neighborhood applications and petition forms are available at: [www.fortworthtexas.gov/departments/public-events/outdoorevents](http://www.fortworthtexas.gov/departments/public-events/outdoorevents) or by calling 817-392-7894.

## FORM SUBMISSION

Submit application and petitions:

### ***In person***

City of Fort Worth  
Public Events Department  
Outdoor Events Manager  
1201 Houston Street  
Fort Worth, TX 76102  
817-392-7894

### ***Electronically***

[specialevents@fortworthtexas.gov](mailto:specialevents@fortworthtexas.gov)

### ***Fax***

817-392-2756 Attention Outdoor Events Manager

## Questions

To learn more of for questions, call 817-392-7894.



NEIGHBORHOOD **PARADE** APPLICATION

APPLICATION DATE \_\_\_\_\_  
NEIGHBORHOOD ORGANIZATION \_\_\_\_\_  
NAME OF APPLICANT \_\_\_\_\_  
APPLICANT ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP CODE \_\_\_\_\_ PHONE # \_\_\_\_\_  
FAX # \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

**PARADE DESCRIPTION:**

**HISTORICAL AND PROMOTIONAL INFORMATION:**

PARADE DATE \_\_\_\_\_ BEGIN TIME \_\_\_\_\_ END TIME \_\_\_\_\_  
COORDINATING POLICE OFFICER \_\_\_\_\_ CELL PHONE \_\_\_\_\_

NUMBER OF FLOATS: \_\_\_\_\_ NUMBER OF VEHICLES \_\_\_\_\_ NUMBER OF WALKERS \_\_\_\_\_

**ROUTE DESCRIPTION: (ATTACH MAP TO APPLICATION)**

I prefer my permit to be:  Mailed  E-mailed  Faxed  Ready for pick up at office

Neighborhood organization and applicant understands the rules, regulations and terms and agrees to abide by all requirements of the Outdoor Events Ordinance No.19255-08-2010.

Signature of neighborhood representative \_\_\_\_\_ Date \_\_\_\_\_

EVENT HOLDER IS RESPONSIBLE FOR PROVIDING STANDARD TRAFFIC CONES AND REQUIRED TO HIRE POLICE OFFICERS TO SECURE THE ROUTE DURING EVENT.

ACCESS TO CLOSED STREETS MUST BE PROVIDED FOR EMERGENCY VEHICLES (AMBULANCE OR FIRE TRUCK) IN CASE OF AN EMERGENCY.

A 12 FOOT UNOBSTRUCTED ROADWAY IS REQUIRED ALONG CLOSED SECTIONS OF STREET. NO STRUCTURES, INCLUDING TENTS, STAGES AND BOUNCE HOUSES ARE ALLOWED IN THE UNOBSTRUCTED ROADWAY WIDTH OR ANY SIDEWALK OR PARKWAY.

**PUBLIC EVENTS DEPARTMENT – OFFICE OF OUTDOOR EVENTS**

OUTDOOR EVENTS MANAGER  
FORT WORTH CONVENTION CENTER  
1201 HOUSTON STREET  
FORT WORTH, TX 76102  
(817) 392-7894 FAX (817) 392-2756