



# OUTDOOR EVENTS APPLICATION – FIRST AMENDMENT EVENTS

## SECTION 1 - APPLICANT INFORMATION

Application Date: \_\_\_\_\_ Name of Event: \_\_\_\_\_

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

**The person listed as the contact person shall be the sole contact person for purposes of this application.**

E-mail Address: \_\_\_\_\_ Event Website: \_\_\_\_\_

Cell Phone#: (\_\_\_\_\_) \_\_\_\_\_ Business Phone#: (\_\_\_\_\_) \_\_\_\_\_

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

Organization / Event Producer: \_\_\_\_\_ Contact: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Cell Phone#: (\_\_\_\_\_) \_\_\_\_\_

Business Phone #: (\_\_\_\_\_) \_\_\_\_\_ Fax #: (\_\_\_\_\_) \_\_\_\_\_

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

## SECTION 2 - EVENT INFORMATION

### TYPE OF EVENT:

- First Amendment
- Rally
- Parade
- March / Walk
- Other \_\_\_\_\_  
*(Specify)*

Description of Event and Purpose (include historical and promotional information)

Event Date(s): \_\_\_\_\_

Event Location:  Cultural District  Downtown Outdoor Events District  Near Southside Outdoor Events District

Stockyards Outdoor Events District  City Park \_\_\_\_\_  Other \_\_\_\_\_  
*(Specify)* *(Specify)*

Anticipated Crowd: \_\_\_\_\_ Event Hours: \_\_\_\_\_

Set-up Date (s) and Hours: \_\_\_\_\_ Removal Date(s) and Hours: \_\_\_\_\_

Coordinating Police Supervisor: \_\_\_\_\_ Office Phone#:(\_\_\_\_\_) \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Cell Phone#:(\_\_\_\_\_) \_\_\_\_\_

### CHECK ALL THAT APPLY:

- Dignitaries Invited and confirmed (Please provide names)
- Media Invited and confirmed (Please provide names)
- Amplified Music (Must comply with Noise Ordinance No. 14331)
- Admission or Registration Fee \$ \_\_\_\_\_
- Event on Public Right of Way only
- Event on Private Property only
- Event on Private and Public Property
- Event in City Park or Plaza
- Sidewalk Closure
- Lane Closure – Number of lanes to be closed \_\_\_\_\_
- Full Street Closure
- Parking Meter Rental (Complete parking meter rental request form)

**SECTION 3 - STREET CLOSURES** (All proposed closures must be listed on application form.)

**Street Name:** \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Beginning Date: \_\_\_\_\_ Time: \_\_\_\_\_ Ending Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Street Name:** \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Beginning Date: \_\_\_\_\_ Time: \_\_\_\_\_ Ending Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Street Name:** \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Beginning Date: \_\_\_\_\_ Time: \_\_\_\_\_ Ending Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Street Name:** \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Beginning Date: \_\_\_\_\_ Time: \_\_\_\_\_ Ending Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Street Name:** \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Beginning Date: \_\_\_\_\_ Time: \_\_\_\_\_ Ending Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Street Name:** \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Beginning Date: \_\_\_\_\_ Time: \_\_\_\_\_ Ending Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Street Name:** \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Beginning Date: \_\_\_\_\_ Time: \_\_\_\_\_ Ending Date: \_\_\_\_\_ Time: \_\_\_\_\_

**SECTION 4 - PARADE / MARCH INFORMATION**

Staging Time: \_\_\_\_\_ Step-off Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Starting Point: \_\_\_\_\_

Ending Point: \_\_\_\_\_

Route Description (*attach a map with application*) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of Floats/Vehicles: \_\_\_\_\_ Number of Walkers: \_\_\_\_\_

Estimated length of parade: \_\_\_\_\_

Staging Area: \_\_\_\_\_

Parade Official/Marshal: \_\_\_\_\_

Phone #:( \_\_\_\_\_ ) E-mail Address: \_\_\_\_\_

## SECTION 5 - APPLICATION PLANNING TOOL AND CHECKLIST

### EVENT SITE PLAN

A scaled site drawing that shows location of generators, tents, stages, booths, utility poles, stands, disbanding areas, signs, banners, vendors, portable toilets; orientation of amplifiers and loud speakers, lighting, viewing stands, bleachers, VIP areas, disability access, and emergency exits must be submitted with the application.

### TRAFFIC CONTROL AND PARKING PLAN

### ATTENDANCE ESTIMATES

### SECURITY

Event holder is required to provide police officers for security, crowd control and traffic control at the event or parade. The total number of officers working at the event/parade is determined by the Fort Worth Police Department. Any fees for police officers will be at the event holder's expense. An Emergency Evacuation Plan will need to be designated and approved. This should include the officers names', contact numbers and scheduled time for the event. Event holder and coordinating police supervisor are required to attend pre-event meeting.

### FIRE CODE & SAFETY

Event holder must contact the City of Fort Worth Fire Department, 817-392-6840, to obtain any required permits. This includes tent permits. The Fire Department may require certified EMS staff at the event.

### EMERGENCY MANAGEMENT

Event holder is required to contact the Emergency Management Office, 817-392-6170 to notify them of your event and meet any requirements they may request.

### ELECTRICAL SYSTEMS & STAGE PERMIT REQUIREMENTS

Event Holder must contact the Planning and Development Department, 817- 392-7830 to schedule an inspection of all electrical systems if applicable and required to comply with the provisions of the Fort Worth Building Code and Stage Requirements.

### MUSIC

Event holder must comply with the Federal Copyright Law of 1978 (17 U.S.C. 101, et seq.) This law states that you, the event holder, are responsible for abiding by royalties, copyrighted works, and securing permission from artists/performers for any music used during your event. No written documents are needed for this requirement.

### NOISE MITIGATION PLAN

### PUBLIC NOTIFICATION

The event holder is required to notify the Fort Worth Police Department and Fort Worth Fire Department



**SECTION 6 - USER AGREEMENT AND TERMS AND CONDITIONS**

1. The "Permit" and Traffic Control Plan (TCP) must be on site during your event at all times. You are authorized to occupy only the area(s) noted on the permit. You may not occupy or block access to additional city property (sidewalks, parking lots, rights of way, etc.) or private property without permission. Each closed intersection is required to be staffed by an adult eighteen (18) years of age or older during event set up and break down and during event operational hours.
2. The Event Holder shall comply with all requirements of the City's Special Events Policy and other city ordinances.
3. The Event Holder shall comply with the City's Amended Noise Ordinance No. 20191-05-2012 Sec. 23-8
4. All necessary food and/or beverage permits and information for proper dispensing and handling procedures shall be obtained from the Consumer Health Department (817-392-7255) and are in accordance as stated under Model Food Ordinance #9827.
5. Permits for dispensing alcoholic beverages shall be obtained from The Texas Alcoholic Beverage Commission (TABC) (817-652-5912) at least ten (10) days prior to the event.
6. Daily litter removal is required in the vicinity of the closed streets. Litter must be removed from the sidewalks and streets inside the event area and for one (1) block around the event on the morning after each scheduled event day prior to 8:00 AM.
7. Off-duty City of Fort Worth Police Officers or other peace officers licensed in the State of Texas must be on site throughout the event's operations and outside the perimeter of the street closure to provide security and traffic control. The Police Department shall determine the number of officers required for the event.
8. When it is the opinion of the Fire Code Official, it is essential for public safety in a place of assembly or any other place where people congregate, because of the number of persons, or the nature of the performance, exhibition display, contest or activity, the owner, agent or lessee shall employ one or more qualified Fire Marshals, EMS and Public Safety Plan as required and approved, to remain on duty during the times such places are open to the public, or when such activity is being conducted, in accordance with the most current IFC (SECTIONS 403.1, 403.1.1, and 403.1.2). Agrees to services provided and shall be invoiced with payment due within (30) days.
12. In addition, when the City of Fort Worth has to provide on-duty resources due to the lack of Security, Fire Marshals, etc., the event holder will be billed for this service.
13. A person commits an offense if he commences or conducts a street function, parade, or special event without an applicable permit; or in violation of any provision of a street function permit, parade permit, special event permit, or any other city ordinance or applicable law.

**SECTION 6 - USER AGREEMENT AND TERMS AND CONDITIONS (Page 2)**

***I have read and understand the rules, regulations, terms and conditions listed above and will abide by all requirements and ordinances of the City of Fort Worth.***

<i>Authorized Signature</i>	<i>Title</i>	<i>Date</i>
<i>Print Name</i>	<i>Signature</i>	<i>Date</i>

***Thank you for choosing the City of Fort Worth for your event!***

**Office Use Only**

Application received: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ Routed to: CS \_\_\_\_\_ PD \_\_\_\_\_ FD \_\_\_\_\_ SS \_\_\_\_\_ SM \_\_\_\_\_ OEM \_\_\_\_\_

Pre-event Meeting: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Permit# \_\_\_\_\_

Comments: \_\_\_\_\_

