



OUTDOOR EVENTS APPLICATION

Permit WILL NOT be issued without Permit Fee

SECTION 1 - APPLICANT INFORMATION

Application Date: _____ Name of Event: _____

Organization Name: _____

Organization Contact: _____ Title: _____

The Organization Contact shall be the sole contact person for purposes of this application.

Email Address: _____ Event Website: _____

Business Phone No: (_____) _____ Cell Phone No: (_____) _____

Organization Address: _____ City: _____ State: _____ Zip Code: _____

Event Producer Name: _____ Event Producer Phone No: _____

Email Address: _____ Cell Phone No: (_____) _____

Address: _____ City _____ State _____ Zip Code _____

SECTION 2 - EVENT INFORMATION

TYPE OF EVENT:

- ☐ Festival ☐ Marathon ☐ Cycling Rally ☐ Concert ☐ Run ☐ Parade ☐ Walk
☐ Paid Admission or Registration Fee \$ _____ ☐ Sell of Merchandise (*Describe*) _____
☐ Other _____ (*Specify*) ☐ School Event _____ (*Name of School*)

NOTE: For payment with check, please specify name of school or organization

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 Attendance: _____ Event Start Time: _____ Event End Time: _____

Event Set-up Date(s) and Hour(s): _____ Event Tear Down Date(s) and Hour(s): _____

Coordinating Police Supervisor: _____ Office Phone No: (_____) _____

Coordinating Police Email Address: _____ Cell Phone No: (_____) _____

CHECK ALL THAT APPLY:

- ☐ Amplified Music (Must comply with Noise Ordinance No. 14331)
☐ Serving Alcohol
☐ Sidewalk Closure
☐ Full Street Closure
☐ Event on Public Right of Way only
☐ Event on Private and Public Property
☐ Parking Meter Rental (Complete parking meter rental request form)

- ☐ Concessions
☐ Fireworks
☐ Non-food Vendors #: _____
☐ Entertainment Time(s): _____
☐ Event on Private Property only
☐ Lane Closures (Number of lanes to be closed) _____

SECTION 3 - LIST STREET CLOSURES

(Use separate sheet to include ALL street closures – Please include Site Map)

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 INFORMATION

Parade Date: _____

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: _____

Staging Area: _____

Parade Official/Marshal: _____

Phone No: (_____) _____ Email Address: _____

APPLICATION PLANNING TOOL AND CHECKLIST

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PERMIT FEE AND SECURITY DEPOSIT

A \$300 permit fee and refundable deposit of \$700 required (Please submit two separate checks made payable to the City of Fort Worth – Please reference Event Name and Event Date on check) May also pay with a Credit Card (over the phone)

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PUBLIC NOTIFICATION

The event holder is required to notify all affected residents, businesses, etc. of the specific plan and any comments from those individuals must be submitted to our office. A copy of the notification and distribution list is needed for this requirement.

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CREATE AND SUBMIT 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.

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SUBMIT TRAFFIC CONTROL PLAN AND PARKING LOCATION PLAN

Be sure to consult with Barricade Company for rental of barricades and include shuttle and remote parking facility(s).

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SUBMIT CURRENT INSURANCE CERTIFICATE

The city requires a certificate of liability insurance that includes: **1)** \$1-million general liability coverage per occurrence **2)** \$1-million alcohol liability coverage if alcohol is served or sold **3)** \$1-million non-owned vehicle liability coverage for parades if vehicles are part of the procession **4)** the city as certificate holder and additional insured **5)** a 30-day cancellation notice.

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SUBMIT COPY OF RESTROOM ORDER

Events with anticipated attendance of 100 or more MUST provide an adequate number of restrooms, including mobility impaired accessible units at the event holder's expense. Toilet facilities shall be provided and designated for each gender at a ratio of not less than 2:1 women's to men's. A copy of your order, including delivery date(s) and times as well as delivery location must be submitted to our office.

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ORDER 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. SECURITY VERIFICATION FORM IS REQUIRED**

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SECURE APPROPRIATE PERMITS FOR 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 requires you have certified EMS staff at the event.

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CONTACT 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.

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SCHEDULE INSPECTIONS FOR ELECTRICAL SYSTEMS & STAGE REQUIREMENTS

Event Holder must contact the Planning and Development Department, 817- 392-2222 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.

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ADHERANCE TO COPYRIGHT LAW FOR 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.

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SUBMIT NOISE MITIGATION PLAN (Required to comply with Noise Ordinance 20191)

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ALCOHOL CONSUMPTION REQUIREMENT

The event holder must submit a plan on how to prevent consumption of alcohol by minors. Plan must include signage at the point of sale and be presented in writing to our office. Event holder must contact TABC, 817-652-5912 to obtain proper licensing and training if alcohol is being served or sold.

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OBTAIN HEALTH PERMITS

Event holder is responsible for contacting the Code Compliance Consumer Health Division, 817-392-7255 to obtain the necessary permits and information on proper food dispensing and handling procedures.

SECTION 5 - USER AGREEMENT AND TERMS AND CONDITIONS

1. Indemnification - Applicant shall assume full responsibility and liability for and indemnifies, defends and holds the City harmless against: a.) All liability, claims for damages, and suits for or by reason of any injury to any person, including death, and damage to any property for every cause in any way connected with the holding of the Event, including the preparation, set-up, teardown and cleanup; and b.) All expenses incurred by the City for public safety, sanitation and transportation personnel and resources required to preserve public order and protect public health safety and welfare, together with any other expenses or costs that may be incurred by the City as a result of the Event. The Applicant shall indemnify the City against all charges, expenses and costs, including the City's legal department services incurred on account of or by reason of any such injuries, damages, liability, claims, suits or losses and all damages growing out of the same.
2. Applicant must provide to the Outdoor Events Manager, a.) Certificate of Commercial General Liability Insurance listing the City of Fort Worth as an additional named insured in the amounts prescribed by the Risk Manager or designee. b.) Where alcohol is to be served and/or sold, a Certificate of Insurance in the amount of \$1,000,000 as liquor liability insurance, in addition to the general liability insurance requirements.
3. 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, event break down and during event operational hours and MUST wear reflective safety vest(s).
4. The Event Holder shall comply with all requirements of the City's Amended Noise Ordinance No. 20191-05-2012 Sec. 23-8, the City's Special Events Policy and any other City Ordinances.
5. It is a requirement of the Applicant/Event Holder to provide portable toilets, including mobility-impaired units for events with anticipated attendance of 100 or more. Toilet facilities shall be designated for each gender at a ratio of not less than 2:1 women to men. A copy of your order, including delivery date(s) and time(s) as well as delivery location must be submitted to the Outdoor Events office.
6. 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. All other 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.
7. The Event Holder is responsible for costs of repairs in excess of deposit amount AND daily litter removal from sidewalks and streets inside the event area and for one (1) block around the event area on the morning(s) after each scheduled event day prior to 8:00 AM. If the event area is left in as good or better condition than before the event, the deposit will be refunded. Reimbursement to cover any damages to public or private property, etc. shall be deducted from the deposit and Event Holder will be invoiced for any additional amount for actual cost of repairs and payment due within 30 days.
8. 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. If the City of Fort Worth has to provide on-duty resources due to lack of Security, Fire Marshals, EMS/EMT, etc., the Event Holder will be billed for this service. Event Holder will be invoiced and payment due within 30 days. (EMS/EMT must be EPAB certified)
9. Because of the number of persons or nature of the performance, exhibition display, contest or activity, it is essential for public safety that the Event Holder, owner, agent or lessee shall employ one or more qualified Fire Marshals or EMS/EMT and provide a required approved Public Safety Plan that will remain on duty during the times such places are open to the public or when such activity(s) are being conducted in accordance with the most current IFC (SECTIONS 403.1, 403.1.1, AND 403.1.2). (EMS/EMT must be EPAB certified)
10. A person commits an offense if he/she 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.

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

Authorized Signature

Title

Date

Office Use Only

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

Pre-event Meeting: _____ Approved _____ Denied _____ Permit# _____

Comments: _____



Section 6 - EVENT NOTIFICATION AFFIDAVIT

Outdoor Events Ordinance Sec. 20-413 Notification Requirements

Events Holders are required to provide notice no later than thirty (30) days prior to the date of the event. The Applicant for a Special Event Permit shall provide written notice, at Applicant's expense, to all registered Neighborhood Associations, Religious Institutions and Schools within $\frac{1}{4}$ mile surrounding the Event, and all owners of property, as shown by the current tax roll, along all the block faces of the Event. Notice shall also be sent to the Outdoor Events Manager.

Notice may be provided by United States mail, electronic mail, signs posted on private property, publication in one issue of the local section of a newspaper of general circulation in the City or hand delivery. The notice must state the type of Event, the date(s) of the Event, the location of the Event, the specific street closures and the time the streets will be closed.

For condominiums, hotels or high rise residential buildings, notice may be provided to the property manager or the Homeowners Association

Initial _____ **1st Notice 120 days** prior to event date when application is submitted

Initial _____ **2nd Notice 30 days** prior to event date

Event Holder is required to include the following language on the notice:

Failure of a property owner to return written comments within ten (10) days shall be considered as non-opposition to the proposed Special Event or Parade.

I have read and understand the rules, regulations, terms and conditions and have complied with the notification requirements listed above.

Authorized Signature

Print Name

Title

Date

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

Office Use Only

Date Event Notification received: _____ Reviewed by: _____

Comments: _____



Section 7 - OUTDOOR EVENT SECURITY VERIFICATION FORM

An Outdoor Event Permit WILL NOT BE ISSUED until this form is COMPLETED AND SIGNED by the Coordinating Officer and returned to the Public Events Office.

Name of Event: _____

Date(s) of Event: _____

Coordinating Officer and ID: _____

Coordinating Officer Cell Number: _____

Expected number of Officers needed for the event: _____

Has the cost of Security/Traffic control been discussed with the Event Producer?

Yes ☐ No ☐

Has the Event Producer agreed to these costs?

Yes ☐ No ☐

Have you agreed to the Route and/or Event plan submitted by the Event Producer?

Yes ☐ No ☐ Comments Attached ☐

Coordinating Officer Date

Event Producer Date

Public Events – Office of Outdoor Events Date

An Outdoor Event Permit WILL NOT BE ISSUED until this form is COMPLETED AND SIGNED by the Coordinating Officer and returned to the Public Events Office.