



# Special Events

**Festivals \* Concerts \* Outdoor Gatherings \* Runs \* Walks \* Cycling**

Special Events are defined as a single temporary daily or series of consecutive days outdoor gatherings or celebrations that are expected to draw 500 or more attendees at any one time and held on private or public property. These events are required to obtain an Outdoor Events Permit from the City of Fort Worth if the event includes one or more of the following:

- Partial or full closure of a public street
- Blocking or restricting access to public property
- Blocking or restricting access to private property of others
- Use of pyrotechnics or special effects
- Use of open flames, explosives or and potential use of dangerous displays or actions as outlined in the City's Fire Code
- Sale or distribution of merchandise, food, or beverages on public or private property
- Erection of a tent on public or private property
- Installation of a stage, band shell, truck, trailer, van, portable building, booth, grandstand, or bleachers on public or private property
- Placement of portable toilets on public or private property
- Placement of temporary no-parking, directional, oversize or identification signs or banners in or over a public right of way, or on private property where otherwise prohibited by ordinance

## GUIDELINES

1. The event organizer must complete an Outdoor Events Application and submit to the Outdoor Events Manager:
  - 210 days before the event (Events with an attendance of 2,500 or more in the Downtown Outdoor Events District)
  - 120 days before the event (Events with 500 or more)
  - 60 days before the event (parades, walks, runs, races, processions, etc.)
2. No later than 5 days after the Outdoor Events Application is submitted, the event organizer must send notice of the event to registered neighborhood associations, churches and schools within ¼ mile surrounding the event and property owners along the block faces of the events as shown by the current tax roll. A copy of this notice is also sent to the Outdoor Events Manager. Notice is sent at organizers expense.
3. Documentation includes: application, estimated attendance affidavit, signed user agreement, noise mitigation plan, entertainment schedule with time, type and if amplification will be used, street and sidewalk closures, site plan, traffic control plan, emergency services and fire safety plan, details of cleanup, copy of notification letter, and certificate of insurance.
4. A pre-event meeting with City staff and stakeholders is required before the event to review event plans and logistics. Permit fees will be due at this time.
5. No later than 30 days before the event, organizer is required to send notice to registered neighborhood associations, churches and schools within ¼ mile surrounding the events and all property owners along the block faces of the event as shown by the current tax roll. Notice may be made by US mail, electronic mail, signs posted on private property, published in one issue of a local section of a newspaper with general circulation in the City, or hand delivered. A copy of the notice is also sent to the city's Outdoor Events Manager. Notice is sent at organizers expense.
6. The permit is issued after all ordinance requirements are met.
7. Deposit is refunded if no damage to the infrastructure or additional fees due no later than 30 days after the event.

## WHERE TO OBTAIN FORMS

Application forms are available at:

<https://www.fortworthtexas.gov/departments/public-events/outdoor-events>

## FORM SUBMISSION

Submit Application, supporting event documentation and fees:

### ***In person***

City of Fort Worth  
Public Events Department  
Outdoor Events Manager  
100 Fort Worth Trail  
Fort Worth, TX 76102  
817-392-7894

### ***Electronically***

[specialevents@fortworthgov.org](mailto:specialevents@fortworthgov.org)

### ***Fax***

817-392-2756 Attention Outdoor Events Manager

## QUESTIONS

To learn more or for questions, call 817-392-7894