Print Form

Special Event Permit Application

A Special Event Permit is required for all events occurring within the City of Arlington outdoors or in a non-permanent structure where 500 or more participants are expected. The complete application package for a Special Event Permit must be submitted at least 45 days prior to the first day of the event. One application is required per event.

A $150.00 permit fee will be assessed for each event at the time of each application submittal.

If the event involves temporary outdoor sale of merchandise, goods, or food and beverage the event applicant must be the holder of the Certificate of Occupancy. Sales and distribution are limited to items sold or distributed by the business possessing the Certificate of Occupancy at the location where the temporary outdoor event will occur.

The date and location of your event will be tentatively scheduled when the completed application is received; however it will not be confirmed until your permit is approved.

Application Review Process:

1. Complete all blanks on the application, and submit all required documentation including site plans. An incomplete application package will not be processed.
2. The application will be reviewed by the following departments as applicable: Police, Fire, Health, Community Development and Planning, Transportation, Environmental, Risk Management, Convention Center, and City Attorney. Each of the departments may contact you individually to request and/or clarify information. Each of the departments may establish conditions of approval.
3. Each reviewing department will reply to the Ordinance Administrator with approval; approval with conditions; or; denial.
4. Denials will be in writing. Denials may be appealed and instructions for the process will be included in the denial letter.
5. All tents, booths, tables, stages, bandstands, platforms or other temporary structures associated with the temporary outdoor event must be approved.

Note: Based on circumstances after the initial review, some events may require:

- A reasonable deposit of Security or a bond for the repair of any damage to the City of Arlington property, the cost of clean up or both,
- A reasonable deposit of Security or a bond to defray the cost of furnishing adequate forces for security and traffic control by the Arlington Police Department – the amount of Security or bond to be determined by the Arlington Police Department,
- Additional sanitary and refuse facilities that is deemed reasonable and necessary for the event,
- Plans to accommodate persons with disabilities.

APPLICANT'S INFORMATION

(Note: if event includes outdoor sale of merchandise, goods, or food and beverage the event applicant must be the holder of the Certificate of Occupancy)

Applicant's Name: _____

Name of Event: _____

Applicant's Address: _____

City: _____ **State:** _____ **ZIP:** _____

Applicant's Phone No: (_____) _____ **Applicant's Fax No: (_____)** _____

Applicant's email: _____**Emergency Phone #: (_____)** _____

EVENT INFORMATION

Address(s) of the event: _____

Provide a detailed description of the event's activities, entertainment, etc.

Event Dates and Times

Setup	Date _____	Time _____	Day of Week _____
Event Starts	Date _____	Time _____	Day of Week _____
Event Ends	Date _____	Time _____	Day of Week _____
Tear Down	Date _____	Time _____	Day of Week _____

If event will be held over multiple days, describe schedule in detail:

What is the maximum number of daily attendees expected? (check one only)

☐ 500 to 1,000 ☐ over 1,000 to 2,000 ☐ over 2,000 to 4,000

☐ over 4,000 to 7,500 ☐ over 7,500 to _____

PROPERTY OWNER'S INFORMATION (Provide If Different From Applicant)

Name of Property Owner: _____

Property Owner's Agent's Name: _____

Agent's Phone No: (_____) _____ **Agent's Fax No: (_____)** _____

Agent's email address: _____

OWNER'S AUTHORIZATION & OBLIGATION – ATTACHMENT "A"

(Note: Not required for use of ROW or publically owned property – not required when the applicant is the holder of the Certificate of Occupancy)

Execute Attachment "A" - permission from the property owner authorizing the applicant/sponsor the use of the property; and, acknowledging the responsibility of cleaning up the property and surrounding rights-of-way as may be applicable, and any charges assessed by the City for expenses incurred by the City of Arlington. (Note: A bond for clean up may be required by the City.)

PUBLIC SAFETY

Have you hired a licensed professional emergency medical services provider to develop and manage your event's medical plan? If yes, please list.

Medical Services Provider _____

Telephone Day (_____) _____ **Fax (_____)** _____

Please describe your medical plan including the number and certification levels (medical doctor, registered nurse, licensed practical nurse, Paramedic, EMT) of resources that will be at your event. Please indicate the number and the locations of aid stations. Your plan must include access to an Automated External Defibrillator (AED) within 5 minutes as well as consideration for how communication will occur between your event staff and first aid/emergency personnel:

Security is required for all events and can often be a combination of private security and peace officers. Peace officers are required for traffic management posts. The number of officers/security personnel needed at your event will be determined by the Arlington Police Department.

EVENT DETAILS

Will a tent(s) be erected on the site? ☐ **NO** ☐ **YES**

If yes, complete and attach "Tent Worksheet – Attachment "B" - and locate all tents on site plan. Any required "Operational Tent Permits" must be secured from Fire Department located at 405 W. Main Street, phone 817-459-5539

Will any City streets be blocked or used? ☐ **NO** ☐ **YES**

If yes, please note the following: NO closure shall be allowed on any street that is classified as an arterial or collector street. Residential collectors, or streets functioning as residential collectors, shall not be closed when there are no feasible alternate routes. **Attach a certificate of general liability insurance** in the minimum amount of $1,000,000 per occurrence naming the City of Arlington, their officers, agents and employees as additional insured with a waiver of subrogation for street blockages or closures; or. for claims occurring in City rights-of-way

Will temporary restroom facilities be provided? ☐ **NO** ☐ **YES**

If yes, please indicate the quantity per gender, quantity of accessible facilities and the specific locations on the accompanied site plan(s).

Have you previously hosted any similar events? ☐ **NO** ☐ **YES**

If yes, please indicate whether those events were held within or outside of Arlington. You may be required to provide references for other locations you have hosted similar events.

FOOD AND BEVERAGE

Will food and/or beverages be served on site? ☐ **NO** ☐ **YES**

Will food and/or beverages be prepared on site? ☐ **NO** ☐ **YES**

If yes, please provide procedures for the following:

1. Provide procedures for disposing of gray water (water from washing hands, utensils, mop water, etc.) from food and drink areas. Note that gray water must eventually be disposed of to the sanitary sewer. Discharge to the storm sewer is strictly prohibited.

2. Provide procedures for cleaning of all outside booths. Note that all discharges from cleaning and outside washing must eventually be disposed of to the sanitary sewer. Discharge to the storm sewer is strictly prohibited.

3. Provide procedures for the cleaning of spilled drinks, food and any other type of spilled materials from the paved areas. Liquid spills may be cleaned up using absorbent materials and disposed of as trash. Solid materials may be swept up and placed in the trash.

4. Provide procedures for trash/debris collection and ultimate disposal. Trash and debris must be periodically picked up and placed in trash containers. Trash cannot be allowed to be displaced by the wind.

Will alcoholic beverages be sold or served? ☐ **NO** ☐ **YES**

If yes, please note the following:

The Texas Alcoholic Beverage Commission (TABC) requires specific and specialized permits for selling/serving alcohol. These permits will be based on the parameters and scope of the desired service and the type of event. Due to the numerous scenarios that may be involved in your event, it is impossible to outline the requirements in this application. It is your responsibility to contact the TABC office and speak to an Agent who will be the entity for permission and, if approved, provide the exact permit(s) required.

Permission by the City to hold a Special Event does not guarantee permission from TABC to serve/sell alcohol. Your event may be approved by the City but the service and selling of alcohol is the domain of the TABC and may be denied at their discretion.

Permission by the TABC to serve/sell alcohol at a Special Event does not guarantee permission of the City. Final approval of the Special Event application is the domain of the City.

Who holds the TABC license for your event? _____

INCLUSIONS

Each of the following items must be included with this application for it to be considered complete. Your application will not be reviewed until all items have been submitted.

- ☐ A certificate of general liability commercial insurance in the minimum amount of $1,000,000 per occurrence naming the City of Arlington, their officers, agents and employees as additional insured for claims occurring in City rights-of-way and/or public property. Additional amounts may be required based on the nature of the activity and the risk involved as determined by the City's Risk Management.

- ☐ A letter of permission from the property owner authorizing the applicant/sponsor the use of the property for the proposed event (if the applicant is different from the owner). The letter of permission shall state the dates and times of the proposed event and any owner's conditions that may be imposed.

- ☐ A letter from the property owner acknowledging the responsibility of cleaning up the property and surrounding rights-of-way as may be applicable, and any charges assessed by the City for expenses incurred by the City of Arlington.

- ☐ For races/walks – a proposed route map. Certain areas of the City have limited available routes from which to choose.

- ☐ A detailed site plan that provides an overview of your entire event. Needs will vary depending on the event, but it may include:
    - An outline of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel, assembly areas, number and types of expected vehicles and all street or lane closures.
    - The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
    - The provision of minimum 24 foot emergency access lanes throughout the event venue.
    - The location of first aid facilities and ambulances.
    - The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, beer gardens, cooking areas, and other temporary structures.
    - A detail or close-up of the food booth and cooking area configuration including booth identification of all vendors cooking with flammable gases or barbecue grills
    - Generator locations, size (>5 KW) and/or source of electricity.
    - Placement of vehicles and/or trailers.
    - Exit locations for outdoor events that are fenced and/or locations within tents and tent structures.
    - Identification of all event components that meet accessibility standards.
    - Other related event components not listed above.

ACKNOWLEDGEMENT OF APPLICANT

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of event will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local ordinances regulating this type of event or the use of any land or buildings.

THE UNDERSIGNED HEREBY AGREES TO WAIVE ALL CLAIMS, RELEASE, INDEMNIFY, DEFEND AND HOLD HARMLESS THE CITY OF ARLINGTON, TEXAS, ITS DEPARTMENTS OR EMPLOYEES, OR ITS CITY CONTRACTORS OR OTHER OFFICIALS, OFFICERS, AGENTS, OR CITY EMPLOYEES FROM ANY AND ALL LIABILITY, CLAIMS, SUITS, DEMANDS AND/OR CAUSES OF ACTION, SUITS AND LIABILITY OF EVERY KIND, INCLUDING ALL EXPENSES OF LITIGATION AND/OR SETTLEMENTS WHICH MAY ARISE BY REASON OF INJURY TO PROPERTY OR PERSON OR FOR THE LOSS OF USE ARISING OUT OF OR IN CONNECTION WITH THE EVENT. SUCH INDEMNITY SHALL APPLY WHERE THE CLAIMS, LOSSES, DAMAGES, CAUSES OF ACTION, SUITS OR LIABILITY ARISE IN WHOLE OR IN PART FROM THE NEGLIGENCE OF THE CITY OF ARLINGTON, TEXAS ITS COMMUNITY SERVICES DEPARTMENT OFFICIALS OR OFFICERS, CITY CONTRACTORS OR OTHER OFFICERS, OFFICIALS, AGENTS OR EMPLOYEES.

Printed Name:_____**Signature:**_____**Date:**_____

CRIMINAL PENALTIES FOR MAKING FALSE STATEMENTS

Any person convicted of making false statements shall be fined not more than $1,000 or imprisoned for not more than 180 days, or both. A person commits the offense of making false statements if that person willfully makes a false statement that is in fact material, in writing, directly or indirectly, to any instrumentality of the City of Arlington government, under circumstances in which the statement could reasonably be expected to be relied upon as true.

Note to applicant: There may be conditions and/or situations where your application may be denied or you may be requested to make some scheduling adjustments. Following is a list of basis of application denial or suspension or revocation of permits in certain situations.

1. The applicant has made any false material representation in the application.
2. The applicant fails to provide any of the items or information required by this Chapter or the Executive Public Safety Special Event Planning Guideline.
3. The Special Event will substantially interfere with any other event, parade, park event, street use event or other Special Event for which a permit has already been granted, or substantially interfere with the provision of public safety or other City services in support of such other previously-scheduled event or events, or will have an unmitigatable adverse impact upon residential or business access and traffic circulation in the area in which it is to be conducted.
4. The application for permit including any required attachments and submissions is not fully completed and executed.
5. The applicant has not tendered and maintained the required insurance certificate or security deposit.
6. The applicant is not legally competent to contract.
7. The Responsible Parties have, on prior occasions, damaged City property and have not paid in full for such damage, or have other outstanding and unpaid debts to the City.
8. The use or activity intended by the applicant would conflict with previously planned programs organized and conducted by the City and previously scheduled for the same time and place.
9. The proposed use or activity is inconsistent with the type of Public Facility.
10. The use or activity intended by the applicant would present an unreasonable danger to the health or safety of the applicant, or other users of the Public Facility, or City employees or the public.
11. The Responsible Parties have not complied or cannot comply with applicable permit requirements, ordinances or regulations of the City concerning the sale or offering for sale of any goods or services.

12. The use or activity intended by the applicant is prohibited by law, by this code and ordinances of the City, by the regulations of the Parks and Recreation Director or by the regulations of the Deputy City Manager designated by the City Manager.
13. The conduct of the Special Event will substantially interrupt the safe and orderly movement of aerial navigation, or of public transportation or other vehicular and pedestrian traffic in the area of the Special Event; or will cause irresolvable conflict with construction or development on Public Property or at a Public Facility where the Special Event is held; or will close streets or unreasonably restrict the number of traffic lanes during peak commuter hours on weekdays so as to cause unsafe conditions for the public; or the expected attendance at the event will exceed the lawful capacity of the Public Facility under the City's fire code; or the parking available at the Public Facility will be inadequate to accommodate the expected attendance at the event.

ATTACHMENT "A"
SE/Temporary Outdoor Event
Letter of Authorization

PROPERTY location: _____
(Address or legal description)

PROPERTY OWNER NAME: _____
(Company, Organization)

PROPERTY OWNER CONTACT: _____
(Name, address, telephone, fax, email)

AUTHORIZED PERSON/ENTITY NAME: _____
(Must be same as TOE applicant)

AUTHORIZED PERSON/ENTITY CONTACT: _____
(Name, address, telephone, fax, email)

EVENT(s): _____
(Describe)

EVENTS(s) date: _____
(Date)

As OWNER of the PROPERTY, I hereby authorize the PERSON/ENTITY indicated above to hold the EVENT at the PROPERTY. I acknowledge and accept responsibility for cleaning up the property and surrounding rights-of-way as may be applicable, including charges assessed by the City of Arlington for expenses incurred by the City. I also acknowledge and agree that the city may require a bond or proof of insurance related to the EVENT(s).

THE UNDERSIGNED HEREBY AGREES TO WAIVE ALL CLAIMS, RELEASE, INDEMNIFY, DEFEND AND HOLD HARMLESS THE CITY OF ARLINGTON, TEXAS, ITS DEPARTMENTS OR EMPLOYEES, OR ITS CITY CONTRACTORS OR OTHER OFFICIALS, OFFICERS, AGENTS, OR CITY EMPLOYEES FROM ANY AND ALL LIABILITY, CLAIMS, SUITS, DEMANDS AND/OR CAUSES OF ACTION, SUITS AND LIABILITY OF EVERY KIND, INCLUDING ALL EXPENSES OF LITIGATION AND/OR SETTLEMENTS WHICH MAY ARISE BY REASON OF INJURY TO PROPERTY OR PERSON OR FOR THE LOSS OF USE ARISING OUT OF OR IN CONNECTION WITH THE EVENT. SUCH INDEMNITY SHALL APPLY WHERE THE CLAIMS, LOSSES, DAMAGES, CAUSES OF ACTION, SUITS OR LIABILITY ARISE IN WHOLE OR IN PART FROM THE NEGLIGENCE OF THE CITY OF ARLINGTON, TEXAS ITS COMMUNITY SERVICES DEPARTMENT OFFICIALS OR OFFICERS, CITY CONTRACTORS OR OTHER OFFICERS, OFFICIALS, AGENTS OR EMPLOYEES.

Undersigned acknowledges as duly authorized signatory of OWNER, hereby binds OWNER and executes this Authorization on this _____ day of _____, 20____.

Owner: _____
(As listed on TAD records or provide ownership documentation)

By: _____
(Signature – Agent or individual owner)

Name: _____
(Printed Name – Agent or individual owner)

Title: _____

Tent Worksheet
Attachment "B"
Attach to all event permit applications

Complete this worksheet if tents of any size are to be erected as part of the planned event. Note that all tents must be placed a minimum of 12 feet from any permanent structure. You will be notified of the required number of operational tent permits, if any.

Tents not equipped with sidewalls

						PERMIT REQUIRED	
QTY	SIZE (ft)	X	SIZE (ft)	AREA(sq ft)	TENT SEPARATION (ft)	YES	NO
		X					
		X					
		X					
		X					
		X					
		X					

Tents equipped with one or more sidewalls

						PERMIT REQUIRED	
QTY	SIZE (ft)	X	SIZE (ft)	AREA(sq ft)	TENT SEPARATION (ft)	YES	NO
		X					
		X					
		X					
		X					
		X					
		X					

Excerpted from 2009 Edition of the *International Fire Code*:

TENT. A structure, enclosure or shelter, with or without sidewalls or drops, constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

2403.2 Approval required. Tents and membrane structures having an area in excess of 400 square feet (37 m2) shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the fire code official .

Exceptions:

1. Tents used exclusively for recreational camping purposes.
2. Tents open on all sides which comply with **all** of the following:
   - 2.1. Individual tents having a maximum size of 700 square feet (65 m2).
   - 2.2. The aggregate area of multiple tents placed side by side without a fire break clearance of 12 feet (3658 mm), not exceeding 700 square feet (65 m2) total.
   - 2.3. A minimum clearance of **12** feet (3658 mm) to all structures and other tents.