



Temporary Outdoor Event Permit Application

The complete application package for a Temporary Outdoor 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. The date and location of your event will be tentatively scheduled when the complete application is received; however it will not be confirmed until your permit is approved.

Non-Seasonal Temporary Outdoor Event. A temporary outdoor event that occurs independently of a particular season of the calendar year, including but not limited to: events related to religious institutions, schools, or other non-profit organizations. Non-seasonal temporary events are limited to 72 consecutive hours per event.

Seasonal Temporary Outdoor Event. A temporary outdoor event occurring at or dependent on a particular season or holiday of the calendar year, including but not limited to pumpkin stands, firewood sales, and Christmas tree lots. Temporary seasonal events may be approved for a period not exceeding 40 days prior to the event and two days after the event.

Temporary Outdoor Event. Any activity not located within a permanent structure involving amplified sound, erection of tents, and/or sales of merchandise, goods or food and beverage; or similar activity.

For any type event, temporary outdoor sale of merchandise, goods, or food and beverage shall only be conducted by the existing business on the property where the sale will be held. 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.

All tents, booths, tables, stages, bandstands, platforms or other temporary structures associated with the temporary outdoor event must be set back from the street curb by a minimum of twenty (20) feet, and must be within fifty (50) feet of the business front façade. No temporary structures are allowed to be erected in easements, fire lanes, or required parking spaces. Applicants/locations are limited to 18 temporary outdoor events per calendar year.

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 inspected and approved prior to the event.

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 (individual): _____
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:

Maximum number of daily attendees expected? (Not req'd for Seasonal TOE) (check one only)

- 1 to 100 over 100 to 200 over 200 to 300 over 300 to 400 over 400 to 500
- over 500 to 1,000 over 1,000 to _____

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

Name of Property Owner: _____
Property Owner's Agent's Name (individual): _____
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 or agent 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.)

EVENT DETAILS

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

If 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 \$500,000 per occurrence naming the City of Arlington, their officers, agents and employees as additional insured 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

(Not req'd for Seasonal or Non Seasonal TOEs)

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 Temporary Outdoor 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 *Temporary Outdoor Event* does not guarantee permission of the City. Final approval of the Temporary Outdoor Event application is the domain of the City.

Who holds the TABC license for your event? _____

ADDITIONAL REQUIREMENTS

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

- A certificate of general liability commercial insurance in the minimum amount of \$500,000 per occurrence in commercial general liability insurance naming the City of Arlington, their officers, agents and employees as additional insured for claims occurring in City rights-of-way,
- 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.
- 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.

Organization: _____ **Signature:** _____ **Date:** _____

Printed Name: _____ **Applicant Title:** _____

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 denial in certain situations.

- a. False or misleading information is contained in the application or required information is omitted;
- b. The promoter does not have sufficient financial backing or stability to carry out the preparations specified in the application or to insure the faithful performance of his agreements;
- c. The preparations specified in the application are insufficient to protect the community or the persons attending the event from health dangers or to avoid violations of V.T.C.A., Health and Safety Code, Section 341;
- d. The times and place for the event create a substantial danger of traffic or pedestrian congestion and disruption of other lawful activities;
- e. The preparations specified in the application are insufficient to limit the number of persons in attendance at the event to the maximum number stated in the application;
- f. The promoter does not have adequate agreements with performers to insure with reasonable certainty that the persons advertised to perform will appear;
- g. The preparations specified in the application fail to meet the requirements for a Certificate of Occupancy and all other requirements of the applicable Chapters of the Code of the City of Arlington, including but not limited to the provisions of the "Fire Code" and "Zoning" Chapters of Code of Ordinances;
- h. The event would violate any applicable federal, state or municipal law;

- i. The preparations fail to meet the conditions which the Ordinance Administrator has required pursuant to the application;
- j. The proposed event would conflict with another Special Event/Temporary Outdoor Event;
- k. The applicant has failed to pay past fees associated with a Special Event/Temporary Outdoor Event; and/or,
- l. Within the previous 12 months, the applicant violates a provision of this Article or any federal, state, or local laws and ordinances during a temporary outdoor event.

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

PROPERTY location: _____
(Address or legal description)

PROPERTY OWNER/OWNER'S AGENT'S NAME: _____
(Company, Organization)

PROPERTY OWNER/AGENT 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/AGENT 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: _____

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

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

Tents equipped with one or more sidewalls

QTY	SIZE (ft)	X	SIZE (ft)	AREA(sq ft)	TENT SEPARATION (ft)	PERMIT REQUIRED	
						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.