



OUTDOOR EVENTS APPLICATION

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: _____ Phone#: (_____) _____

Fax #: (_____) _____ Cell Phone#: (_____) _____

Address: _____ City _____ State _____ Zip Code _____

Event Producer: _____ Contact: _____

E-mail Address: _____ Cell Phone#: (_____) _____

Phone #: (_____) _____ Fax #: (_____) _____

Address: _____ City _____ State _____ Zip Code _____

SECTION 2 - EVENT INFORMATION

TYPE OF EVENT:

- | | | |
|-----------------------------------|-----------------------------------|--|
| <input type="checkbox"/> Festival | <input type="checkbox"/> Marathon | <input type="checkbox"/> Cycling Rally |
| <input type="checkbox"/> Concert | <input type="checkbox"/> Run | <input type="checkbox"/> Parade |
| | <input type="checkbox"/> Walk | <input type="checkbox"/> Other _____
<i>(Specify)</i> |

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:

- | | |
|--|--|
| <input type="checkbox"/> Amplified Music (Must comply with Noise Ordinance No. 14331) | <input type="checkbox"/> Concessions |
| <input type="checkbox"/> Admission or Registration Fee \$ _____ | <input type="checkbox"/> Serving Alcohol |
| <input type="checkbox"/> Event on Public Right of Way only | <input type="checkbox"/> Selling merchandise - Describe: _____ |
| <input type="checkbox"/> Event on Private Property only | <input type="checkbox"/> Non-food Vendors #: _____ |
| <input type="checkbox"/> Event on Private and Public Property | <input type="checkbox"/> Entertainment Time(s): _____ |
| <input type="checkbox"/> Event in City Park | <input type="checkbox"/> Fireworks |
| <input type="checkbox"/> Sidewalk Closure | |
| <input type="checkbox"/> Lane Closure – Number of lanes to be closed _____ | |
| <input type="checkbox"/> Full Street Closure | |
| <input type="checkbox"/> Parking Meter Rental (Complete parking meter rental request form) | |

SECTION 3 - STREET CLOSURES (All closures must be 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 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 INFORMATION AND CHECKLIST

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

INSURANCE

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.

RESTROOMS

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.

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 requires you have 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, 817-392-2222 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.

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 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.

ALCOHOL

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.

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.

PERMIT FEE AND SECURITY DEPOSIT

A **\$150** permit fee and refundable deposit of **\$700** must accompany your application (**Please submit two separate checks made payable to the City of Fort Worth**)



SECTION 6 – 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. An Applicant for a permit to hold an Event where alcohol is to be sold must provide to the Outdoor Events Manager 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 and break down and during event operational hours.
4. The Event Holder shall comply with all requirements of the City's Special Events Policy and other city ordinances.
5. The Event Holder shall comply with the City's Amended Noise Ordinance No. 20191-05-2012 Sec. 23-8
6. Portable toilets, including mobility-impaired units, are required.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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. The event holder shall be responsible for costs of repairs in excess of amount of deposit and shall be invoiced and due within 30 days for all costs related to these, or other, requirements.
13. If the site is left in as good or better condition than before the event, the deposit will be refunded. Reimbursement to cover damage to public or private property, etc. shall be deducted from the deposit and event holder will be invoiced for any additional amount for the actual cost of repairs.
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. Please allow approximately 30 days for processing any refunds.
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.



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 ¼ 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: _____

OUTDOOR EVENT SECURITY VERIFICATION

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.