



## Special Events Policy Requirements

**Public Events Program Manager**  
**Transportation and Public Works Department**  
**817/392-7894 (phone) 817/392-8941 (fax)**

**Street Permit Center**  
**311 W. 10<sup>th</sup> Street**  
**Fort Worth, TX 76102**

*If any portion of a City street and or sidewalk within the City's right-of-way is to be restricted or closed, it is necessary to obtain a permit from the Transportation and Public Works Department.*

### **Public or Private Property**

If a public or private event with anticipated attendance of 500 or greater, a Special Event Permit shall be required (**Churches and Schools exempt and other entities are also exempt if the event is in compliance with its certificate of occupancy**). Required to comply with Special Events Process and all applicable ordinances. Contact the **Development Department** - events on private property requires approval from the Board of Adjustments (Per Ordinance – 60 day review process) Required to provide adequate parking for event patrons.

**Special Event** means a temporary event or gathering, including but not limited to parades, street dances, races, concerts, festivals, celebrations, carnivals, circuses, using either **private** or **public property**, in which the estimated number of participants and the spectators **exceeds 500** during any day of the event and that involves one or more of the following activities:

- a. closing of a public street;
- b. blocking or restriction of public property;
- c. blocking or restricting access to private property of others;
- d. use of pyrotechnics or special effects;
- e. use of open flame, explosions or other potentially dangerous displays or actions;
- f. sale of merchandise, food, or beverages on public property outside the central business district, or on private property where otherwise prohibited by ordinance;
- g. erection of a tent on public property, or on private property where otherwise prohibited by ordinance;
- h. installation of a stage, band shell, truck, trailer, van, portable building, booth, grandstand, or bleachers on public property or private property where otherwise prohibited by ordinance;
- i. placement of portable toilets on public property or on private property where otherwise prohibited by ordinance; or  
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.

### **Notification:**

The Event Holder is required to provide written documentation (English and Spanish, when appropriate) to all residential, non profit and commercial properties, and specified organizations and agencies affected by the closures, including all closed streets and businesses and homes within a one (1) block radius of the closure. Notice to the public must be provided at least three (3) weeks in advance of the event. The notice must state the dates of the event, the schedule of concerts or performances and state the time restrictions street closures will occur. Any questions or concerns from residents, business or property owners shall be addressed by the event holder prior to issuance of a permit.

# FORT WORTH



## CITY OF FORT WORTH APPLICATION FOR SPECIAL EVENTS

*Only those temporary street closings not interfering with necessary traffic circulation and police or fire emergency vehicle routes shall be permitted.*

DATE: \_\_\_\_\_

NON-PROFIT ORGANIZATION REQUESTING STREET CLOSURE: \_\_\_\_\_

CONTACT: \_\_\_\_\_ EMAIL: \_\_\_\_\_

SIGNATURE OF EVENT HOLDER \_\_\_\_\_

ADDRESS OFFICE PHONE # FAX # MOBILE #

**\*\*BENEFITING NON-PROFIT (501 (c) 3) DOCUMENTATION REQUIRED**

EVENT PRODUCER: \_\_\_\_\_

CONTACT: \_\_\_\_\_ EMAIL: \_\_\_\_\_

SIGNATURE OF PRODUCER \_\_\_\_\_

ADDRESS OFFICE PHONE # FAX # MOBILE #

TYPE OF EVENT & PURPOSE FOR EVENT OR STREET USE:

ANTICIPATED CROWD \_\_\_\_\_ EVENT HOURS: \_\_\_\_\_

COORDINATING POLICE OFFICER: \_\_\_\_\_ OFFICE PHONE # \_\_\_\_\_

MOBILE PHONE # \_\_\_\_\_

**CHECK ALL THAT APPLY:**

- AMPLIFIED MUSIC (MUST COMPLY WITH NOISE ORDINANCE NO. 14331)
- ADMISSION FEE \$ \_\_\_\_\_
- FENCING (all structures, banners, scaffolding, vendors, stages, etc., are required to be reflected and indicated & submitted on a detailed event layout site plan)
- STAKING/DRILLING IN CITY'S RIGHT-OF-WAY (REQUIRES SITE REVIEW & APPROVAL OF TPW – INFRASTRUCTURE DEPT.)
- SIDEWALK
- LIST NUMBER OF LANES TO BE USED \_\_\_\_\_
- FULL STREET CLOSURE
- PARKING METERS NEEDED (COMPLETE PARKING METER RENTAL REQUEST FORM)

STREET/LANE TO BE CLOSED (INCLUDE CROSS STREETS) FROM TO (BEGIN & END - DATE AND TIME OF CLOSURE)

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**\*\*\*INCLUDE ATTACHMENTS IF MORE SPACE IS NEEDED\*\*\***

**\*A DETAILED SITE PLAN MUST ACCOMPANY THIS REQUEST FORM**

**\*ADEQUATE PARKING PLAN REQUIRED FOR EVENTS HELD ON PRIVATE AND/OR PUBLIC PROPERTY**

**\*INCLUDE EVENT ITINERARY AND ENTERTAINMENT/PERFORMER SCHEDULE**

**TRANSPORTATION & PUBLIC WORKS - STREET PERMIT CENTER / SPECIAL EVENTS**

**311 W. 10<sup>TH</sup> STREET - FORT WORTH, TX 76102**

**(817) 392-7894 FAX (817) 392-8941**

# Special Events Requirements

## **Food or Beverages**

If food or beverage are served to the public, it shall be the responsibility of the Event Holder to obtain a Health Permit and arrange for food handling training from the **Health Department at 817/ 871-7255**.

## **Alcoholic Beverages**

To serve or sell alcoholic beverages it is the responsibility of the Event Holder to obtain the proper permits, licenses and training from the **Texas Alcoholic Beverage Commission at (817) 451-9466**.  
If alcohol is to be sold, \$1,000,000 liquor liability insurance is also required.

## **Public Safety**

It is the responsibility of the Event Holder to provide EMS, Public Safety Plans (in accordance with the Fire Code, Section 403.1.1, and 403.1.2), Site Plan which includes the event layout, structures, tents, cooking arrangements, Fire Marshall, etc., as required by the **Fire Department**.

The Event Holder shall provide Security, Traffic Control and Emergency Evacuation Plans as required by the **Fort Worth Police Department**. **THE EVENT HOLDER AND COORDINATING POLICE OFFICER** is required to attend the Pre-Event Meeting before **APPROVAL** of the event is granted. Event Holder and key staff required to attend safety briefing meeting with Police Coordinator on the day of event prior to start of event.

**Event Holder required to provide provisions for its participants such as water, medical assistance, etc., and these provisions must be readily accessible during event at all times.**

**\*The City reserves the right to stop an event at any time if deemed a public safety issue.**

# Special Events Requirements

## Other Special Events in the City Right-of-Way

If an event, as indicated below, is held or staged on a City Street, right-of-way or sidewalk, the Special Events Street Use Policy & Ordinance Process shall be followed.

- Parade or Procession
- Tournament or Competition
- Festival or Cultural Event
- Exhibition or Show
- Concert
- Carnival
- Run Event

- **Walk Event**

Structured walks require that an Event Official be present at the start line of the walk. **Please note:** Prior to starting the event, the Event Holder is required to announce that “running is not authorized and to do so is at the risk of the participants”

**A permit shall be obtained for all parades, runs, races, walks, bike events, processions, etc. that are conducted in the City’s right-of-way. Contact the Police Department’s Central Division @ 817/392-3975 – three (3) weeks lead time is required. Required to hire off-duty Fort Worth police officers to provide traffic control during event.**

### **Park Locations**

Application must be submitted to the **Parks & Community Services Department** forty five (45) days prior to event if held at a park location.

**\* If any portion of your event will be held in a park location, please contact the Parks & Community Services Department @ 817/392-5718.**

- **Filming**

If held or staged on a City Street, right-of-way or sidewalk, please follow Street Closure and Special Event policies. **Street Use Permit / Filming Permit Fee: \$250**

### **Please note:**

**If an event, as described above with an anticipated attendance of 500 or greater and/or is held in the Central Business District (CBD), Historical Stockyards District or Cultural District, a Special Event Permit and Certificate of Insurance listing the City of Fort Worth as an additional insured in the amount of \$1,000,000 Commercial General Liability is required.**

# Special Events Requirements

## **Eligibility/Criteria:**

1. Comply with **Standard Production Requirements (pending input from Advisory Committee)**
2. Streets may be temporarily closed if they do not interfere with necessary traffic circulation, or police and fire emergency routes. This requirement is normally satisfied through the use of streets during weekends and holidays and with permission of relevant City departments.
3. Profit and Non-Profit firms, corporations, and/or associations may request street closures.
4. For-Profit organizations are required to obtain approval from City Council (must allow sufficient lead-time for processing and placing Mayor and Council Communication on City Council Agenda)
5. Temporary street closures conforming to these guidelines may be approved if determined to be in the public interest.
6. No Interstate Highway or frontage road shall be closed without permission from the City and Texas Department of Transportation – contact TxDOT at 817/370-6749.

## **Requirements:** The following requirements must be met:

1. Event holders must complete application and submit requests to TPW Street Permit Center no later than Forty Five (**45**) days prior to the event for review and consideration. An application for a special event or temporary street closure permit may be obtained from the Traffic Engineering Division's Street TPW Permit Center at 817/392-7894 or at the City's Website: [www.fortworthgov.org](http://www.fortworthgov.org)
2. Event holder and the **Event Coordinating Police Officer** must attend the pre-event meeting prior to the event.
3. If more than (5) Peace officers are required as deemed by the **FORT WORTH POLICE DEPARTMENT (FWPD)**, a Peace Officer who holds the rank of a supervisor shall be required as part of the Security Plan. If (5) FWPD Officers are utilized, a Sergeant or above shall be required. FWPD Officers are **required** to be on-site during the set up/removal and operational hours of event.
4. Barricades are required to be staffed by an adult (**18 years of age or older**) during vendor setup and take down and during event operational hours.
5. A Certificate of Insurance showing the City of Fort Worth as an additional insured in the amount of \$1,000,000 General Liability is required. An additional \$1,000,000 liability is required if alcoholic beverages are to be served or sold.
6. An event site plan, traffic control plan and safety plan must be submitted for the event. It is important to maintain access to businesses for customers and to keep adjacent neighborhood streets open for area residents.
7. Provide a copy of your notification letter to all affected Businesses and/or Residents.

## **Notification:**

The Event Holder is required to provide written documentation (English and Spanish, when appropriate) to all residential, non profit and commercial properties, and specified organizations and agencies affected by the closures, including all closed streets and businesses and homes within a one (1) block radius of the closure. Notice to the public must be provided at least three (3) weeks in advance of the event. The notice must state the dates of the event, the schedule of concerts or performances and state the time restrictions street will occur. Any questions or concerns from residents, business or property owners shall be addressed by the event holder prior to issuance of a permit.

## Special Events Requirements

In addition to property owners, businesses and residents, the following organizations must also be notified of any request for a street closure at least three (3) weeks prior to the event:

	Phone #	Fax #
1. All Permits:		
Fire Prevention, F.D.	392-6834 and 392-7635	392-6867
Police Central Division ( <b>Parade Permits</b> )	392-3975	392-4790
Health Department	871-7255	212-2713
2. Central Business District Contacts:		
Police Department Central Division	392-3975 or 392-3900	392-4790
Downtown Fort Worth, Inc.	870-1692	335-3113
FW Transportation Authority	212-2533	215-8902
F.W. Visitors & Convention Bureau	336-8791	336-3282
Fort Worth Convention Center	392-2502	392-2756
3. Stockyard District Contacts:		
Police Department NPD #3	740-2103	740-2122
North Fort Worth Business Association	626-7921	625-9744

### Fees

A **Street Use Permit Fee** in the amount of **\$150.00** and a **Special Event Deposit of \$700.00** shall be provided to the City for street closures to ensure proper clean up, etc. and reimbursement to cover damages to public or private property. In the event that the requirements of the permit are not complied with in full, the Event Holder shall forfeit the deposit.

When additional City resources are required, such as Police, Fire, Medical, Water, Traffic Devices, as determined by the City for health and safety reasons, such as additional Police or Fire Personnel, or public safety provisions such as water, medical equipment, are provided during a Special Event, the Special Event Deposit will be retained and the Event Producer will be invoiced for the additional amount incurred. This amount shall be paid within Thirty (30) days and failure to pay will result in no additional permits being issued.

All fees will be addressed at the **Pre-Event Meeting**, including fees for Police and Fire Departments as determined.

### Approvals

The City Traffic Engineer shall approve or deny any request for temporary closures that are in the public interest and/or may waive any technicality related to this policy.

# Special Events Requirements

## **Violations**

Any person who shall violate any portion of this Special Events Process and Ordinance will be subject to fines, probation and/or revocation of Special Events Permit and will not be eligible to hold any future events without fully satisfying the Special Events Policies & Ordinances.

## **Appeal Process**

A person may appeal a denial, suspension or revocation of a special events permit if he or she requests an appeal, in writing, received by the city manager not more than ten (10) days after notice of the action of the director is received by the applicant.

The city manager or his designated representative shall act as the appeals hearing officer in an appeal under this section. The hearing officer shall give the appealing party an opportunity to present evidence and make argument in his or her behalf. The formal rules of evidence shall not apply to an appeal hearing under this section, and the hearing officer shall make a ruling on the basis of a preponderance of the evidence presented at the hearing.

The hearing officer may affirm, modify or reverse all or part of the action of the director being appealed. The decision of the hearing officer is final.

All notices required under this article shall be in writing and sent certified or registered, return receipt requested through the United Postal Service.

## **Schedule**

The following schedule is recommended in order to provide sufficient time to plan the event, notify affected businesses and residents, obtain approvals of plans and a permit two weeks prior to the event.

# SCHEDULE FOR PUBLIC EVENTS

<b>FORTY FIVE (45) DAYS BEFORE THE EVENT</b>	<b>FIFTEEN (15) DAYS BEFORE THE EVENT</b>	<b>TEN (10) DAYS BEFORE THE EVENT</b>
<p><b>Pre Event Meeting with the following:</b></p> <ul style="list-style-type: none"> <li>Event Holder</li> <li><b>Event Coordinating Police Officer</b></li> <li>Non Profit Organization (if applicable)</li> <li>TPW</li> <li>Fire Department</li> <li>The T Transportation Service</li> <li>Parks and Community Services (PACS)</li> </ul> <p><b>Special Event Fees due:</b></p> <ul style="list-style-type: none"> <li>Permit fee <b>\$150.00</b></li> <li>Deposit <b>\$700.00</b></li> <li>Police</li> <li>Fire</li> </ul> <p><b>(Fees for Police and Fire to be determined at the Pre-Event Meeting)</b></p> <p><b>Review:</b></p> <ul style="list-style-type: none"> <li>Preliminary drawing of site plans for event including the placement of stages, vendors, fencing, tents, ticket booths, seating, toilets, etc.</li> <li>A Traffic Control Plan including detours shall be submitted.</li> <li>Special Event Terms &amp; Conditions Agreement (signed by event holder)</li> </ul>	<ul style="list-style-type: none"> <li>Certificate of Insurance*</li> <li>General Liability and;</li> <li>Liquor Liability (if applicable)</li> <li>Written notification to affected Property owners, tenants, businesses, residents, and specified organizations and agencies within a one (1) block area of the event.</li> </ul>	<p><b>All approvals obtained from following City Departments:</b></p> <ul style="list-style-type: none"> <li>TPW – Street Permit Center</li> <li>Police Department</li> <li>Fire Department</li> <li>Health Department</li> </ul> <ul style="list-style-type: none"> <li>Drawing of Traffic Control Plan (<b>TCP</b>) - with locations of all temporary traffic control devices including a legend noting the type of traffic control devices to be used.</li> <li>Final Site Plan</li> <li>Permit issued</li> </ul>

**\*Permit will not be issued without the certificate of insurance.**

**ALL REQUIREMENTS FOR A “STREET USE PERMIT” MUST BE MET NO LATER THAN TEN (10) DAYS BEFORE THE EVENT.**

## SPECIAL EVENTS REQUIREMENTS TERMS AND CONDITIONS AGREEMENT

1. The "Street Use 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.
2. The Event Holder shall comply with all requirements of the City's Special Events Policy and Street Use Requirements and other ordinance requirements.
3. Amplified music is prohibited by City Ordinance between the hours of 10:30 p.m. and 7:00 a.m. or at any time on Sunday, provided however, that it shall be a defense to prosecution per Noise Ordinance Sec. 23.8
4. Portable toilets, including mobility-impaired units, are required.
5. All necessary food and/or beverage permits and information for proper dispensing and handling procedures shall be obtained from the City Health Department (817-871-7255) and are in accordance as stated under Model Food Ordinance #9827.
6. Permits for dispensing alcoholic beverages shall be obtained from The Texas Alcoholic Beverage Commission (TABC) (817-451-9466) at least ten (10) days prior to the event.
7. 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.
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.
9. 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.
10. 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.
11. If the site is left in as good or better condition than before the event, the deposit will be returned. 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.

***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.***

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Print Name

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




Signature of Event Holder

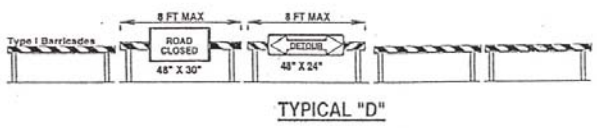
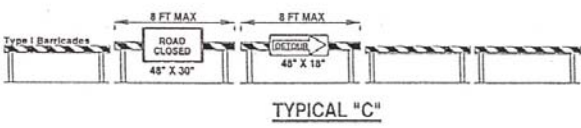
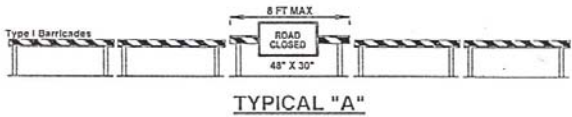
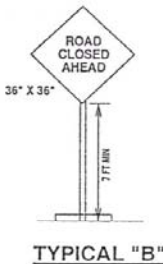
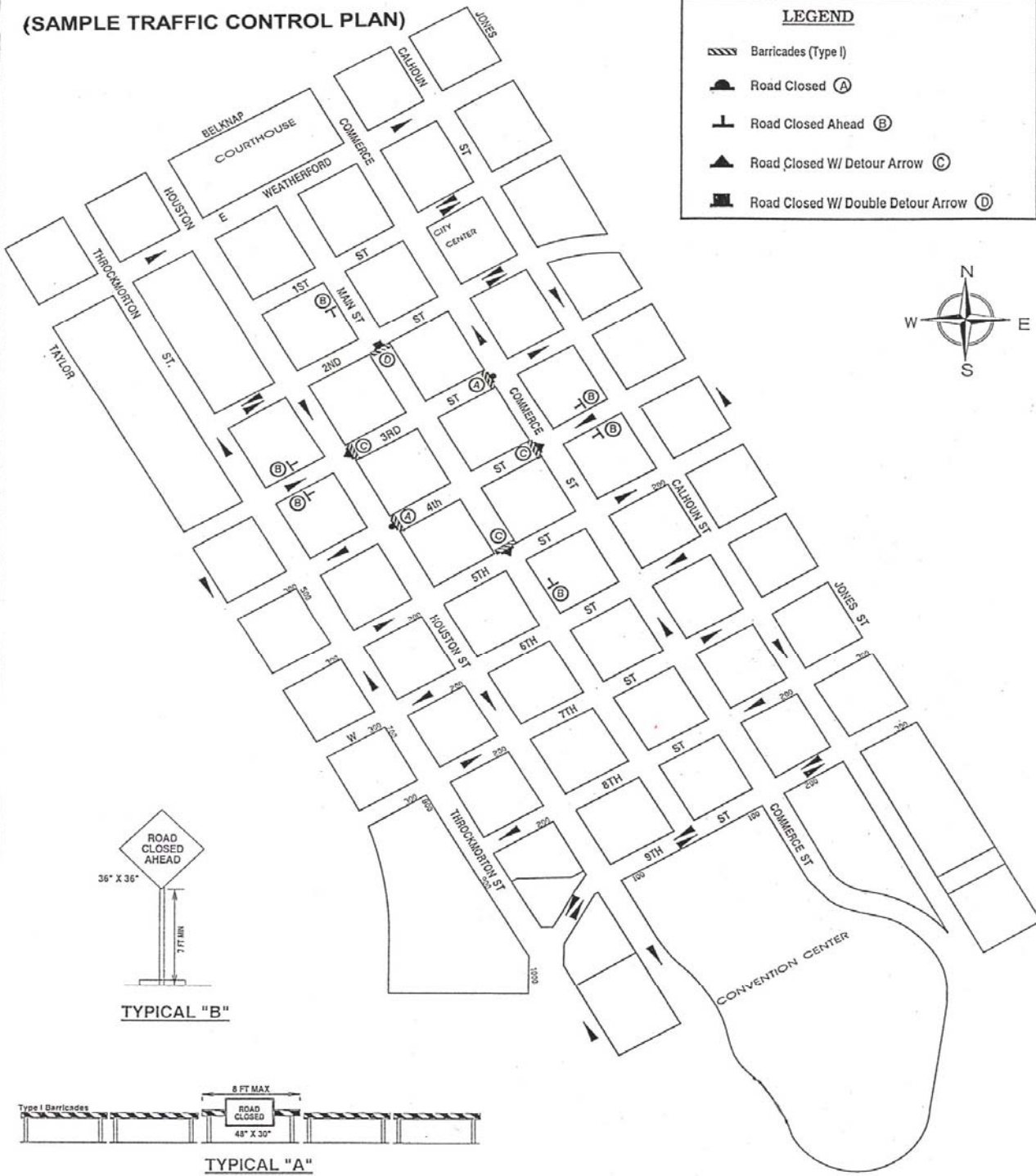
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Date

**(SAMPLE TRAFFIC CONTROL PLAN)**

**LEGEND**

-  Barricades (Type I)
-  Road Closed (A)
-  Road Closed Ahead (B)
-  Road Closed W/ Detour Arrow (C)
-  Road Closed W/ Double Detour Arrow (D)



I certify that this Traffic Control Plan (TCP) will be used for the following location(s):

\_\_\_\_\_ List Street \_\_\_\_\_ List cross street \_\_\_\_\_ List cross street

Signature \_\_\_\_\_ Date \_\_\_\_\_

City of Fort Worth – Transportation & Public Works Street Permit Center