



OFFICE OF SPECIAL EVENTS

City of Dallas

650 S. Griffin Street, Dallas, Texas 75202
 Phone: 214/939-2701 Fax: 214/939-2709
www.dallasspecialevents.com

SPECIAL EVENT PERMIT APPLICATION

SECTION 1: FEES

Special Event Permit	Commercial Filming	\$50	Street Pole Banners
0-200 people \$30			For-profit \$20/Per Pole
201-400 people \$50	Late Application	\$40	Non-profit \$10/Per Pole
401-800 people \$75			
801-1000 \$100	Application Changes	\$40	
1001-20,000 people \$250.00			
over 20,000 people \$500.00			

All fees must be in the form of Money Order, Check, or Credit Card to the City of Dallas Office of Special Events and accompany this form at the time of submission. Application must be filed **not less than 45 days** before the event.

SECTION 2: APPLICANT

Organization Contact Person Mailing Address City, State, Zip

Daytime Phone After Hours Phone Fax Email Address:

Organization Type: Non-Profit For-Profit Government Corporation Other _____

Emergency Contact Daytime Phone After Hours Phone:

Note: Changes to original application will ONLY be accepted by either applicant or emergency contact in writing. No changes to applications will be made within 14 days of scheduled event date.

SECTION 3: EVENT DESCRIPTION

Event Title and Type:

- Banner Poles Carnival Ceremony Circus Concert Festival
 Filming Parade Party Picnic Political Rally Religious procession
 Run/Walk Tournament Other _____

Event Description: _____

How many people do you expect to attend your event?

Event Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
# of Participants							
# of Spectators							

SECTION 4: EVENT SCHEDULE

Event Set-Up Time: _____ : _____ AM/PM Event End Date: _____ / _____ / _____
 Event Set Up Date: _____ / _____ / _____ Event Tear Down Time: _____ / _____ / _____
 Event Start Date: _____ / _____ / _____ Event Tear Down Date: _____ / _____ / _____

For each day of the week on which the event will be held, indicate the start and stop times below:

Event Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Event Start Time							
Event Stop Time							

SECTION 4: EVENT SCHEDULE (continued)

Admission/Registration Fee: Yes Ticket Prices: \$ _____ No
 Charitable Benefit: Yes Beneficiary/Organization, Contact Name, Address, Phone:
 #1 _____
 #2 _____

SECTION 5: EVENT LOCATION, LAYOUT & PARKING PLAN

Event Address: _____

List street(s) affected by the event and proposed closures. For parades and runs, include start/finish lines and route:

SECTION 6: OTHER PERMITS & FEES

If any of the following components will be part of your event, please check the appropriate boxes. In so doing, you may be required to obtain additional permits or incur additional fees:

- | | |
|---|--|
| <input type="checkbox"/> Alcohol | Contact TABC: (214) 678-4008 |
| <input type="checkbox"/> City Hall Plaza | Contact City Hall Coordinator: (214) 939-2701 |
| <input type="checkbox"/> Fireworks | Contact Dallas Fire Rescue: (214) 670-7014 |
| <input type="checkbox"/> Food, Beverage and/or Merchandise Sales | Contact Environmental & Health Services: (214) 670-8083 |
| <input type="checkbox"/> Hooded Parking Meters | Contact Dept. of Transportation: (214) 670-4120 |
| <input type="checkbox"/> Liquid Propane Gas | Contact Dallas Fire Department: (214) 670-4324 |
| <input type="checkbox"/> Park Property | Contact Park Department: (214) 670-8890 |
| <input type="checkbox"/> Police Officers | Contact Dallas Police Dept./Extra Job Unit: (214) 671-4460 |
| <input type="checkbox"/> *Tent(s) (See below if 400 sq. feet or over) | Contact Dallas Fire Rescue: (214) 670-4310 |

- | | | | | |
|----------------------------------|--------------------------------------|---|--|--|
| <input type="checkbox"/> Animals | <input type="checkbox"/> Electricity | <input type="checkbox"/> Portable Restrooms | <input type="checkbox"/> Stages | <input type="checkbox"/> Water Hydrant |
| <input type="checkbox"/> Banners | <input type="checkbox"/> Bleachers | <input type="checkbox"/> Fencing | <input type="checkbox"/> Special Parking | <input type="checkbox"/> Traffic Cones |

***Obtaining a Tent Permit Through City of Dallas:**

- Complete a Tent Permit Application Form (obtain from Dallas Fire Rescue)
- Prepare 3 copies of a drawn-to-scale site plan showing location of proposed tent(s) and location of adjacent structures, and setbacks from adjacent property lines and distance from tent(s), including guide wires and stakes to all structures
- Submit 3 copies of the certificate of flame resistance for tent materials
- Submit 3 copies of the approving petition, if required
- Show copy of Special Events Permit if the tent permit is in conjunction with a special event
- Provide written authorization from Park & Recreation Dept. if tent is to be erected on City park property

SECTION 7: STREET POLE BANNERS

List all applicable street locations and specific block numbers:

Number of Street Poles: _____ Install Date: _____ Remove Date: _____

APPLICATIONS WITH MISSING INFORMATION CAN NOT BE PROCESSED IN A TIMELY MANNER AND MAY PREVENT ISSUANCE OF THE SPECIAL USAGE PERMIT.

SECTION 8: EVENT SPONSOR INFORMATION

List event sponsor(s) with **EXCLUSIVE SALE** and/or **ADVERTISING AGREEMENT(S)**:

Company	Brand

SECTION 9: TEXAS ALCOHOLIC BEVERAGE COMMISSION (TABC)

If **alcohol is sold at the event**, the applicant is required to obtain a temporary alcohol permit from TABC located at 8828 Stemmons Freeway, Suite 330, Dallas, Texas 75247, (214) 678-4008.

SECTION 10: CITY-LICENSED VENDORS

The City of Dallas authorizes the sale of food, beverages, goods or services at or within a specific location or area in the city to a limited number of vendor applicants. The Office of Special Events will work with the applicant to notify each city-licensed vendor lawfully operating at or within a location or area in which your special event will be conducted with basic event information and any special requirements that must be followed to operate at the special event, including: (1) The date, hours, location and event layout; (2) specific locations from which the vendor is prohibited from operating (please indicate locations on event layout map (3) food, beverage, or product brand sponsors; and, (4) price categories and payment procedures for the sale of food, beverage, merchandise or other products.

SECTION 11: PUBLIC NOTIFICATION

If the estimated number of participants and spectators exceed 500 during any day of the special event, the applicant shall, at least 30 days before the special event begins, deliver written notice to all owners or occupants of real property abutting the boundaries of the area in which the special event will be conducted, including all owners or occupants of real property abutting the route of a progressive event such as a special event parade or run/walk event. The notice must include the following information: (1) event date, time and location; (2) an application for a special event permit has been filed; (3) interested persons may contact the Office of Special Events at 650 S. Griffin Street, Dallas, Texas 75202, (214) 939-2701.

SECTION 12: INSURANCE

If the estimated number of participants and spectators exceeds 2,500 during any day of the special event, the applicant shall procure and keep in full force and effect for the duration of the event insurance written by an insurance company approved by the State of Texas and acceptable to the city and issued in the standard form approved by the Texas Department of Insurance. **All provisions of each policy must be acceptable to the city and name the city and its officers and employees as additional insured. An original certificate of insurance must be submitted along with special event permit application.**

Commercial General Liability Insurance: Must be provided with combined single limits of liability for bodily injury and property damage of not less than \$500,000 for each occurrence if the estimated attendance is between 2,501 and 4,999, and \$1,000,000 for each occurrence if the estimated attendance is 5,000 or more.

Liquor Liability Insurance: If any alcoholic beverage is sold, served, or otherwise made available at the special event, Liquor Liability Insurance must be provided by the alcoholic beverage license holder in an amount of not less than \$1,000,000 for each claim.

If a special event includes **vehicles, fireworks, aircraft, or other equipment, devices or activities that are excluded from coverage in the general liability insurance policy**, then separate additional liability insurance coverage for the applicable exclusion(s) must be provided with the same combined single limits of liability for bodily injury and property damage as outlined in the paragraph above for commercial general liability insurance.

Special Event Banners on Street Light Poles: Commercial general liability insurance must be provided with combined single limits of liability for bodily injury and property damage of not less than \$1,000,000 for each occurrence.

SECTION 13: SECURITY, CROWD CONTROL, & TRAFFIC CONTROL

The applicant may be required to provide police officers for security, crowd control, and traffic control at the special event. The total number of police officers working at the special event is determined by the Office of Special Events, and in some cases, the Dallas Police Department, using planning variables, including: (1) the estimated number of participants and spectators; (2) the availability of alcoholic beverages; (3) topography and size of the event location; (4) weather conditions; (5) the time of day during which the special event is conducted; (6) the need for street closures or rerouting of vehicular or pedestrian traffic; and, (7) the history of the particular special event.

SECTION 14: DENIAL OR REVOCATION

The Office of Special Events shall deny or revoke a special event permit if the applicant makes a false statement of material fact on the application or fails to comply with or the special event is in violation of any provision of the special event permit, Chapter 42A, "Special Events" of the Dallas City Code, or any other applicable law.

The special event permit shall also be denied or revoked if the special events manager, chief of police department, or the chief of the fire department determines the special event poses a serious threat to public health, safety or welfare.

If a special event permit is denied or revoked, the Office of Special Events shall send to the applicant by certified mail, return receipt requested, notice of the denial or revocation and of the right to an appeal and instructions on how to file an appeal with the Permit and License Appeal Board.

SECTION 15: OFFENSES OR PENALTIES

An applicant/person commits an offense if he/she commences or conducts a special event without a special event permit or in violation of any provision of the special event permit, Chapter 42A, "Special Events" of the Dallas City Code, or any other applicable law.

Each offense is punishable by a fine not to exceed \$2,000 for each violation of a provision governing fire safety, zoning, public health, sanitation, including dumping of refuse; and \$500 for each violation of all other provisions.

SECTION 16: INDEMNIFICATION

As a condition of a Special Event Permit being issued, the permit holder agrees to indemnify, defend and hold harmless the City of Dallas and all of its officers and employees against any and all suits, causes of action or claims for injuries, damages, costs and expenses to persons or property, whether public or private, that may arise out of, or be constituting a part of the special event, or any activity constituting a part of the special event, or any act, omission or misconduct of the permit holder or his agents, representatives, contractors, or employees. The permit holder agrees to discharge any and all judgments that may be rendered against the City of Dallas or its officers and employees in connection with any suit, cause of action, or claim after the judgment becomes final and unappealable.

SECTION 17: ACKNOWLEDGEMENT/SIGNATURE

By signing below, the Applicant certifies that the information provided above is correct; he/she has read and understood the information contained in this application; and he/she agrees to conduct the special event in compliance with all applicable codes, ordinances, laws and the conditions contained in the special event permit.

APPLICATIONS WITH MISSING INFORMATION CAN NOT BE PROCESSED IN A TIMELY MANNER AND MAY PREVENT ISSUANCE OF THE SPECIAL EVENT PERMIT.

Applicant's Signature: _____ Date: _____

For Official Use Only:			
Date Received: _____	Check #: _____	Inter-Office Date Distr: _____	
Event Number: _____		Response Date: _____	

SECTION 18: ENCLOSURES

The following **MUST BE INCLUDED** with the application at time of submission. Incomplete applications will not be processed. ✓ Permit Fee ✓ Certificate(s) of Insurance ✓ Event Layout Map ✓ Event Brochure