



# SPECIAL EVENT PERMIT APPLICATION

City of White Settlement • Office of the City Manager  
214 Meadow Park Drive White Settlement, TX 76108  
817-246-4971 ext. 227 [permits@wstx.us](mailto:permits@wstx.us)

Date of Application: \_\_\_\_\_ Date of Event: \_\_\_\_\_

## Contact Information

Event Coordinator (individual): \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ email: \_\_\_\_\_

Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Event Organizer (business/organization): \_\_\_\_\_

Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Website: \_\_\_\_\_ Phone: \_\_\_\_\_ Social Media: \_\_\_\_\_

### Type of organization:

For-profit  Non-profit  School  Volunteer  Fundraiser  Other: \_\_\_\_\_

## Event Details

Event Name: \_\_\_\_\_

Proposed location of event: \_\_\_\_\_

Anticipated Attendance:  <200  201-500  501-1000  1001-5000  >5000

Type of admission:  Ticketed  Free Open to Public  Private  Fundraising (donations)

Type of event:  Parade  Carnival/Fair/Seasonal  Run/Bike Race  Live Music

Neighborhood block party  First Amendment parade/activity  National Night Out

### that:

100 or more attendees on public property; **or**

75 or more attendees on public property **AND**

sale or distribution of merchandise, food, or beverages;  portable restrooms; **or**

On public or private property requiring:

Street closure  restricting access to public property  stage, grandstand, band shell

portable building  tent, canopy  bleachers  amplified sound

Service Needs:  Police / Security  Fire / EMS  Street Closures  other: \_\_\_\_\_

### Duration and hours of event (include set-up and tear-down time if applicable):

Duration \_\_\_\_\_ days Start time: \_\_\_\_\_ am/pm End time: \_\_\_\_\_ am/pm

Set-up time: \_\_\_\_\_ am/pm Take-down time: \_\_\_\_\_ am/pm

## Event Details Continued

Indicate which item(s) under each section apply to the event by selecting all that apply.

**Vendors:**  Merchandise  Arts/Crafts  Beverage / non-alcoholic

Beverage including alcoholic (*TABC permit and Host Liquor Liability Insurance required*)

Food via:  Food trucks  On-site preparation (including outdoor grill)  Pre-packaged

**Structures:** How many? \_\_\_\_\_ Event will have  Bleachers  Tent(s)  Stages

Stage(s) are  Permanent  Temporary Include fencing  Yes  No

Tent(s) is  10' x 10'  10' x 20'  Other \_\_\_\_\_

*(Tents, canopies, or other membrane structures require a Certificate of Flame Resistance)*

**Activities:**  Amusement Rides  Bounce Houses  Animal Attractions  other \_\_\_\_\_

*(Amusements require a Texas Department of Insurance Certificate of Inspection. Animals require permit from ACO)*

Fire Displays  Yes  No If yes, select the type below.

Fireworks  Pyrotechnic display  Open flames  Food prep requiring

## Health and Code Compliance

**Sanitation Services:** Will event need the city to provide trash receptacles?  Yes  No

Will outside vendors provide trash receptacles?  Yes  No

If yes, name of vendor \_\_\_\_\_ Date /time of delivery/ pickup \_\_\_\_\_

Will the event need access the city's permanent restroom facilities at the location?  Yes  No

Will the event provide portable: restroom facilities?  Yes  No

sinks/hand washing station?  Yes  No hand sanitizing stations?  Yes  No

**Noise:** Will sound amplification be used?  Yes  No

If yes, will sound be after 10 p.m.?  Yes  No If yes, will the sound be over 80 db?  Yes  No

Type of sound:  Live music  Recorded music  PA System (speech or announcements)

other \_\_\_\_\_

**Electrical:** How will electrical service be supplied?  Generator  On Site Provided  Other

If other, explain: \_\_\_\_\_

*(All electrical equipment and installations shall comply with the adopted version of the International Electric Code and be indicated on the final site map)*

## Parking and Street Closures

**Parking and Street Closures:** Type of parking (check all that apply)  existing parking lot

temporary parking  handicap parking provided  sufficient to accommodate attendees

*(List parking locations on final site plan. Use of private lots requires written permission from the owner)*

Will your event require any closures of city streets?  Yes  No

Will your event require any blocking / use of city streets?  Yes  No

Will proposed road closure impact businesses?  Yes  No neighborhoods?  Yes  No

*(If yes to any of the above, a **Street Closer Request Form** must be completed prior to application approval)*

## Public Safety and Communication / Crowd Control

**Public Safety:** Security / Fire / Medical Management and Crowd Control

Event will provide:  Security  Medical / First Aid services  Fire Safety

Will event desire to have White Settlement Police Officers?  Yes  No how many? \_\_\_\_\_

Will event desire to have White Settlement Fire / EMT personnel?  Yes  No how many? \_\_\_\_

Will the event have police officers other than White Settlement officers ?  Yes  No

If yes, list agency and contact (name and number) \_\_\_\_\_

Will the event have Fire / EMT Personnel other than White Settlement personnel ?  Yes  No

If yes, list agency and contact (name and number) \_\_\_\_\_

List type of Fire Prevention and suppression Devices: \_\_\_\_\_

Name and contact number of event Public Safety contact: \_\_\_\_\_

Method of event communication (including crowd, staff, and emergency personnel):

PA system  megaphone  hand-held radio  mobile phone  event phone  other: \_\_\_\_

Method of event staff / volunteer identification: \_\_\_\_\_

Number of: event staff: \_\_\_\_\_ event volunteers: \_\_\_\_\_ event vendors: \_\_\_\_\_

*(If White Settlement Police Officers / Fire / EMT are requested, a **Public Safety Service Request Form** must be completed. Location of First Aid/Medical and Police Officers/Security must be included on final Site Plan)*

## Site Plan

**Site Plan:** A site plan / map must be submitted with the application and include the following:

- Food / Alcohol locations
  - Vendor booth area
  - Stages, tents, or structures
  - Fenced area
  - Amusement locations
  - Location of electrical equipment
  - Restroom area
  - Parking area
  - Public safety areas
- If applicable, include the following:
- Firework/Pyrotechnic launch area
  - Start / Finish line
  - Proposed location / route
  - Proposed road closures/ barricades

Is the site plan attached to the application?  Yes  No

**Application Checklist**

**Checklist:** Along with the application fee, attach the following upon submitting event application:

Included	Not Applicable	
<input type="radio"/>	<input type="radio"/>	Completed Application
<input type="radio"/>	<input type="radio"/>	Site Plan including applicable routes
<input type="radio"/>	<input type="radio"/>	Street Closure Request Form
<input type="radio"/>	<input type="radio"/>	Public Safety Service Request Form
<input type="radio"/>	<input type="radio"/>	Applicable Insurance Forms
<input type="radio"/>	<input type="radio"/>	Permission to use private property from the owner
<input type="radio"/>	<input type="radio"/>	TABC Temporary Event Permit
<input type="radio"/>	<input type="radio"/>	Food vendor permit
<input type="radio"/>	<input type="radio"/>	Animal Control Permit
<input type="radio"/>	<input type="radio"/>	Sanitation Service Agreement
<input type="radio"/>	<input type="radio"/>	In agreement letter from affected business owner
		Other documents may be requested

**Fees:**

<200 attendees or special promotion	\$50
201-500 attendees	\$100
501-1000 attendees	\$150
1001-5000	\$200

**Indemnification and Insurance**

**Indemnification:** Applicant shall assume full responsibility and liability for and indemnify, defend, and hold the City, its officers, agents, representatives, employees, and assigns, in whole or in part, in both private and public capacity, 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 and attorney's fees 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.

**Insurance:** Insurance must be provided for any special event at which the attendance is estimated at 500 or more. An applicant must provide a certificate of general liability insurance at least 10 days before the event in the following amounts as applicable:

Workers' Compensation	Statutory
Employer's Liability	\$1,000,000.00
General Liability	\$250,000.00 Bodily Injury / \$100,000.00 Property Damage
Automobile Liability	\$250,000.00 Bodily Injury / \$100,000.00 Property Damage
Host Liquor Liability	\$1,000,000.00
Pyrotechnic General Liability	\$3,000,000.00

**Applicant Signature**

*I, the undersigned, hereby confirm that the information stated above is true and correct to the best of my knowledge and that I have the authority to apply for this event on the event's behalf.*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Printed Name

**Application Approval – STAFF USE ONLY**

Received and submitted for review on: \_\_\_\_\_ Received by: \_\_\_\_\_

**Police Chief approval**

Public Safety / Communication reviewed and approved  Yes  No

Public Safety Site Plan reviewed and approved  Yes  No

Parking / Street closure reviewed and approved  Yes  No

Other: \_\_\_\_\_  Yes  No

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

**Fire Chief / Fire Marshal approval**

Public Safety / Communication reviewed and approved  Yes  No

Public Safety Site Plan reviewed and approved  Yes  No

Parking / Street closure reviewed and approved  Yes  No

Other: \_\_\_\_\_  Yes  No

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

**Building Official approval**

Site Plan reviewed and approved  Yes  No

Health and Code Compliance reviewed and approved  Yes  No

Other: \_\_\_\_\_  Yes  No

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

**City Manager approval**

Event Details reviewed and approved  Yes  No

Reviewed with Fire/Police/ Building Official  Yes  No

Other: \_\_\_\_\_  Yes  No

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

Approved with modifications / limitations as listed \_\_\_\_\_

If not approved, explain: \_\_\_\_\_