

****PLEASE RETURN APPLICATION AT LEAST 90 DAYS PRIOR TO EVENT****

 City of Rockwall	CITY OF ROCKWALL	Neighborhood Improvement Services 385 S. Goliad Rockwall, Texas 75087 (972) 771-7708
	<u>SPECIAL EVENT PERMIT APPLICATION</u> <u>PARADES, RACES & MASS GATHERINGS</u>	

PERMIT NUMBER: SPEC2015-

DATE APPLIED: _____ NAME OF APPLICANT: _____
NAME OF ORGANIZATION/BUSINESS: _____
STREET/MAILING ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
PHONE# _____ FAX # _____ EMAIL _____

IS THIS A NON-PROFIT FUNDRAISING EVENT? YES NO (REQUIRED Please check one)**

**** Non-Profit status requires IRS TAX exemption certificate # 501(C)3 or registration of non-profit status from the State of Texas**

EVENT LOCATION

NAME OF EVENT: _____
EVENT LOCATION (ADDRESS): _____ ROCKWALL, TX _____
PROPERTY OWNER: _____ ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____ PHONE # _____ E:MAIL: _____
EVENT START DATE: _____ END DATE: _____ FROM: _____ TO: _____
(Signed letter of approval from property owner is REQUIRED)

EVENT DESCRIPTION

PLEASE PROVIDE DETAILS OF THE EVENT, SUCH AS 5K RUN, PARADE, CARNIVAL, ETC.....

Races & Walk-A-Thons: Will the streets need to be marked with some type of paint/markings to indicate the route direction? YES NO

Race Manager or Planner: _____ Phone: _____ E-Mail: _____

All Race Manager Contact Information is required. 7 -day minimum advance notice required to alter approved route.

Note: Race Route Map must be provided with all applications for Runs and/or Walks that take place on City streets.

A site plan may be required to indicate the number of vehicles, animals, participants, route, etc., for consideration, if applicable to the event.

TYPE OF EVENT

☐ FIREWORKS DISPLAY	☐ SIDEWALK SALES	☐ PARKING LOT SALE	☐ TENT SALES
☐ CARNIVAL	☐ PARADE	☐ POLITICAL RALLY	☐ FESTIVAL
☐ MARATHON/RACE	☐ WALK-A-THON	☐ OTHER _____	

EXPECTED ATTENDANCE: _____ (Attendance of more than 500 people for over 4 hours is considered a mass gathering)

**NUMBER OF POLICE OFFICERS NEEDED: _____ Police Chief to determine necessity and availability.
The fee for police assistance to be paid by the event planner(s).**

On-premise signs. A total of four signs, with a maximum square footage of 16 square feet and a maximum height of five feet may be placed on-premise. All on-premise, free-standing special event signs must be made of corrugated plastic, otherwise known as coroplast signs. These signs shall be supported by t-posts on each side. The applicant may also hang two banner signs of up to sixty (60) square feet on the building or on the general business sign. Feather Flags not exceeding twelve (12) feet in height may be allowed in lieu of corrugated plastic signs

Erection and removal of signs. Such signs may be erected seven days prior to the event and must be removed at the conclusion of the event. Signs cannot be placed any closer than 10.5 feet from the back of the curb or the edge of the street pavement. Any signs determined to be in a location that causes an obstruction or considered to be an immediate or potential hazard to public safety may be removed. Temporary window signs, posters, pennants, search lights, balloons (not exceeding one foot in diameter when inflated), and other similar items may be permitted.

(c) Non-profit special event off-premise signs:

- (1) All non-profit off-premise special event signs must be made of corrugated plastic, otherwise known as coroplast signs. Non-profit off-premise special event signs shall be supported by t-posts on each side. Vinyl or cloth banner-type signs will not be allowed. Feather Flags not exceeding twelve (12) feet in height may be allowed in lieu of corrugated plastic signs.
- (2) Each permit will allow a non-profit organization to place a maximum of six (6) off-premise special event signs.
- (3) There shall be only one non-profit off-premise special event sign per lot, parcel or tract of land.
- (4) Non-profit off-premise special event signs shall only be allowed on private property. Written permission from the property owner must be submitted with each application.
- (5) Non-profit off-premise special event signs may be erected fourteen (14) days prior to the event and must be removed at the conclusion of the event
- (6) Non-profit off-premise special event signs shall not exceed thirty-two (32) square feet in size.
- (7) There must be a minimum distance of sixty (60) feet between non-profit off-premise special event signs.
- (8) Non-profit off-premise special event signs along city streets must be placed a minimum of ten and one-half (10.5) feet from the back of the curb. Non-profit off-premise special event signs along state roadways must be placed a minimum of fifteen (15) feet from the back of the curb. Non-profit off-premise special event signs along John King Blvd. must be placed a minimum of twenty (20) feet from the back of the curb.
- (9) Non-profit off-premise special event signs shall not be placed within three hundred (300) feet of the following intersections:
 - (a) I-30 @ Ridge Road
 - (b) I-30 @ S.H. 205
 - (c) Lakeshore Drive @ S.H. 66
 - (d) I-30 @ Horizon Rd./Village Dr.
 - (e) Non-profit off-premise special event signs with expired permits must be removed within twenty-four (24) hours of the permit expiration, or be subject to the issuance of a citation.
- (10) Non-profit special events may have up to twelve (12) directional signs guiding people to the event location, with the following regulations:
 - (a) These signs shall be no larger than six square feet and cannot be higher than four feet above grade.
 - (b) No sign may be placed closer than 30 feet from an intersection, closer than six feet from the back of the curb or from the edge of the pavement and shall not be placed in the center median.
 - (c) The signs shall not be placed within 300 feet from the intersections of IH-30 @ Ridge Road, IH-30 @ SH205, IH-30 @ Horizon Road/Village Drive and SH66 @ Lakeshore Drive.
 - (d) These signs shall not obstruct the vision of traffic on the roadway. Any signs determined to be in a location that causes an immediate hazard to public safety may be immediately removed by the city. These signs must only direct traffic to properties located within the city limits.
 - (e) Directional signs can be placed the day before the event and must be removed at the conclusion of the event.

NON PROFIT OFF PREMISE SIGN LOCATIONS

Non-profit organizations must provide written authorization from the property owners if you wish to place off-premise signs to advertise your event.

Sign Location #1 _____

Sign Location #2 _____

Sign Location #3 _____

Sign Location #4 _____

Sign Location #5 _____

Sign Location #6 _____

FOOD & BEVERAGES

Will food and beverages be sold and/or provided at this event? Yes No
Who will be providing the food and beverages? _____

Will there be open flames or cooking? Yes No
Type of fuel? Gas Charcoal Electric Other

*If you are using an outside vendor for food, please provide the name of the food service vendor.

Name: _____ Address: _____

City: _____ State: _____ Phone: _____ E-mail: _____

****A Temporary Food Service Application will need to be submitted along with the Special Events Application.***

An inspection will be performed by our Health Inspector before food is sold or given away at the event.

Will alcohol be served at the event? *Yes No
If so, do you have approval from TABC? Yes No
How will the attendees over the age of 21 be verified? _____

****If you will be selling alcohol, you will need to contact TABC at***

https://www.tabc.state.tx.us/licensing/fundraising_and_temporary_permits.asp

TENTS & CANOPIES

Will there be tents and/or canopies being used for the event? Yes No
Size/Sq Ft of Tent(s) _____ Number of Tents _____
(Tents under 400 sq. ft. will have no additional fire code requirements)

No tent(s) shall be erected within or otherwise obstruct fire lane/access.

Tents open on all sides which comply with all of the following will not have any additional fire code requirements:

- Individual tents having a maximum size of 700 square feet
- The aggregate area of multiple tents placed side by side without a fire break clearance of 12 feet, not exceeding 700 square feet total.
- A minimum clearance of 12 feet to all structures and other tents.

If tent(s) are over 700 sq. ft. in area, additional requirements may apply.

A site plan must be provided showing placement of tent upon the event location.

ANIMALS

Will there be any animals involved with this event? *Yes No
If so, how will the animals be used? Petting Zoo Pony Rides Other _____
How many animals and what type of animals will be used in this event? _____

You must contact Animal Services at 972-771-7790 to get approval for the use of animals.

***A USDA Class C Exhibitors License is required**

CHECKLIST

ALL DOCUMENTS ARE DUE AT TIME APPLICATION IS SUBMITTED

____ Completed Application
____ Site Plan
____ Fees (if applicable)
____ Copy of Liability Insurance Certificate
____ Copy of 501(C)3 letter from IRS (for non-profit fundraising events)
____ Copy of USDA Class C Exhibitors License (if animals, involved)

ACKNOWLEDGEMENT/SIGNATURE

ACKNOWLEDGEMENT / SIGNATURE:

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 WORK 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 STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION. THE ISSUANCE OF AN EVENT PERMIT NEITHER EXEMPTS NOR MODIFIES ANY COVENANTS, DEED RESTRICTIONS, CITY ORDINANCES AND/OR STATE OR FEDERAL LAWS WHETHER HEREIN SPECIFIED OR NOT.

Name of Applicant/Organization/Business _____

Authorized Applicant Signature _____ Date _____

PERMIT STATUS

DATE APPLICATION RECEIVED ____/____/____

PERMIT: ☐ APPROVED ☐ DENIED

SIGNATURE OF OFFICIAL: _____ DATE: ____/____/____

ADDITIONAL COMMENTS: