

TOWN OF FAIRVIEW



# SPECIAL EVENTS GUIDELINES AND APPLICATION



# SPECIAL EVENT GUIDELINES



The Town of Fairview requires a special event permit for all temporary gatherings or organized activities, including but not limited to parades, bike races, marathons, walk-a-thons, fireworks displays, concerts, carnivals, or other types of races and festivals, **using Town-owned property** or involving **50 or more persons** and which involve one or more of the following activities as part of the special event:

- Closing a public street
- Blocking or restriction of Town-owned property
- Sale of merchandise, food or beverages
- Construction of a tent on Town-owned property
- Installation of a stage, band shell, trailer, van, portable building, grandstand or bleachers on Town-owned property
- Placement of portable toilets on Town-owned property
- Placement of temporary no-parking signs in a public right-of-way
- Placement of pedestrian boundary markers on Town-owned property
- Construction and use of carnival rides
- Featuring animals, including but not limited to circuses, pony rides, animal exhibits, weight-pull events and petting zoos

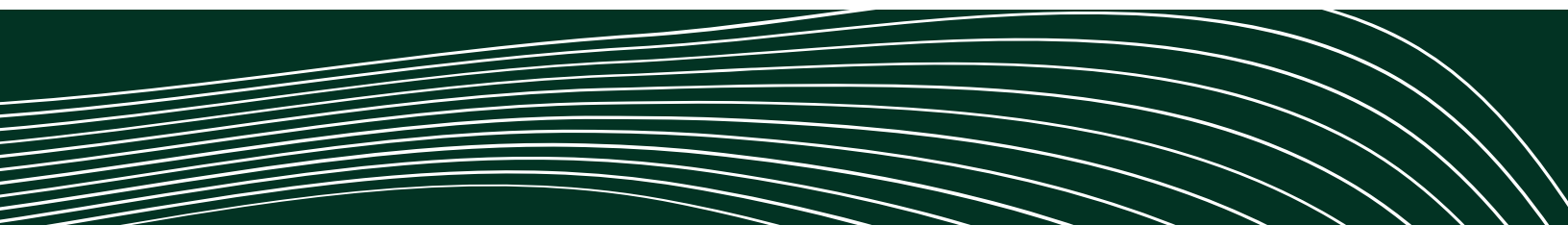
A Special Event Permit Application is necessary to begin the planning process in cooperation with Town services such as police, fire, health and risk management. The application must be submitted at least 30 days before the event or as much as 13 months prior to ensure time for Town processing. A non-refundable application fee is due with the filing of the permit application.

A few weeks after application submittal, staff will schedule a meeting between the event manager and necessary Town departments and the event's manager. *Please note: Application submittal does not constitute or guarantee application approval.*

Included in this packet is the Event Permit Application and insurance requirements.

Available on the Town Website are additional forms and information that may be necessary for hosting an event in the Town of Fairview including:

- Special Event Permit Ordinance
- Town of Fairview Animal Ordinance
- Town of Fairview Temporary Food Service Permit Application



# WE'RE HERE TO HELP

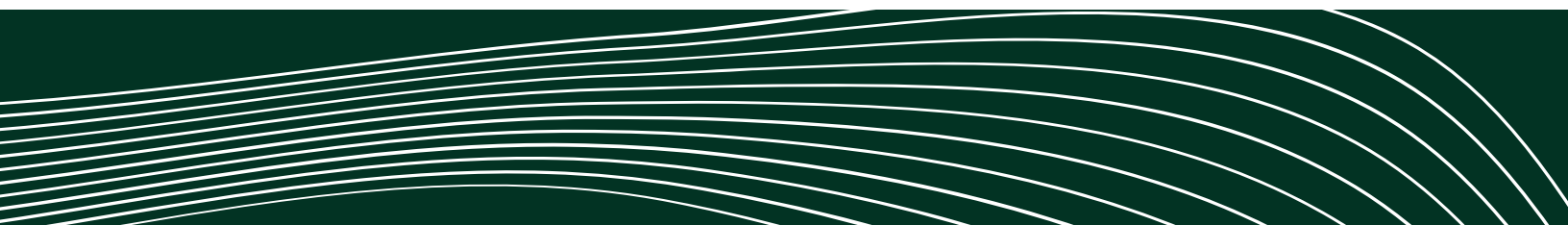


We want your event to be successful and will do what we can to help you, including:

- Assist event organizers in filling out application
- Identify deficiencies that may need remediation before an application can be approved
- Post your event on the event calendar on the Town and Economic Development Corporation websites

Unfortunately, we cannot:

- Solicit sponsorship revenue, auction items or prizes on behalf of your fundraising event
- Distribute event fliers, posters or other promotional materials
- Provide the organization's tax exemption number
- Provide insurance for your event
- Assume responsibility for promoting, publicizing or selling tickets to your event
- Offer funding or reimbursement for expenses
- Guarantee attendance at your event by Town Council members, Town board members, staff or volunteers



# SPECIAL EVENT PERMIT APPLICATION



This application is for the Town of Fairview Special Event Permit, hereinafter referred to as THE TOWN, and an Event or Event Manager, hereinafter referred to as EVENT, for the cooperation of planning and operating a Special Event.

The Town reserves the right to close or cancel any Event that is in violation of any Town Ordinance or deviates from this application. The Town also reserves the right to close or cancel the Event if public safety or affected department supervisors deem the event unsafe for public participation.

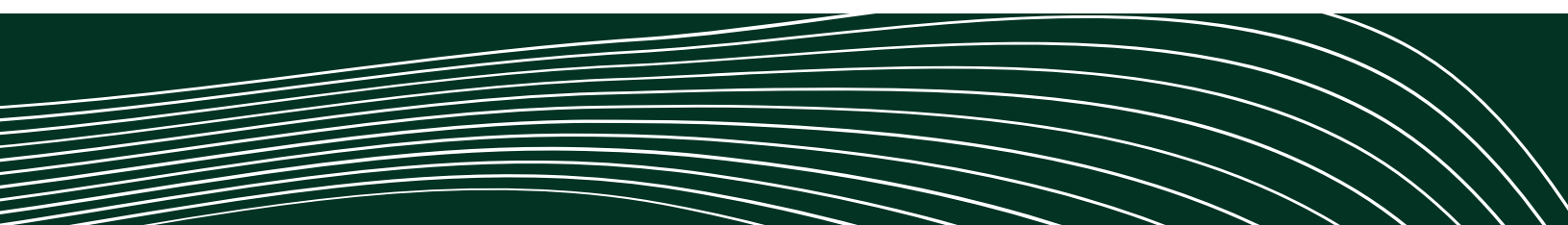
Submittal Information and Town Requirements – Incomplete applications will not be accepted. Any questions regarding this application, please **contact the Communications and Marketing Manager at 972-886-4227 or [TownNews@FairviewTexas.org](mailto:TownNews@FairviewTexas.org)**.

The Fire Code requires a Public Safety Plan for all events. The required plan must address how the organizer plans to alert both the attendees and emergency services personnel to the emergency, how they plan to move attendees to safety and provide Fire and Police access to the scene. Contact the Fire Marshal at 972-886-4238 for specific guidelines and requirements (see IFC 2006, Section 403).

An application fee of **\$75.00 (non-refundable)** is required per Application. Payment to the Town of Fairview is due upon receipt of Application and before the Application can be reviewed. This application fee does not include other fees that may be due, including but not limited to Fire Plan review and inspection fees and Temporary Health Permit application and inspection fees.

Please answer all information pertaining to the event as accurately as possible. Return applications and all supporting documents to the **Communications and Marketing Manager, 372 Town Place, Fairview, Texas 75069** or via email to **[TownNews@FairviewTexas.org](mailto:TownNews@FairviewTexas.org)** for processing.

**ALL APPLICATIONS MUST INCLUDE A DETAILED SITE PLAN, TRAFFIC PLAN AND ROUTE MAP, IF APPLICABLE.**



# SPECIAL EVENT PERMIT APPLICATION



## PUBLIC SAFETY REQUIREMENTS

Fairview Police, Fire/EMS and Emergency Management will review the public safety components of the event to determine if a Special Events Unified Command Team is deemed necessary. The Command Team composition will be based on the scope of the event. The cost of the identified team will be paid by the Event Manager.

Police/Security: All services must be coordinated by the Fairview Police Department. If Police services are deemed necessary, the cost of services is **\$60/hour (4 hour minimum)** for each individual officer hired. If 4 or more off duty officers are hired, a supervisor is required in addition at the rate of **\$60/hour (4 hour minimum)**.

Fire/Emergency Services: All services must be coordinated with the Fairview Fire Department. If Fire or EMS services are deemed necessary, the cost of services is **\$60/hour (4 hour minimum)** for each individual hired. Should a Fire or EMS supervisor be required, the rate of pay for said individual is **\$60/hour (4 hour minimum)**. Events requiring an EMS standby will complete an "Off Duty Paramedic Request" form and return it to the Fire Department in advance of the event.

# SPECIAL EVENT PERMIT APPLICATION



## OFFICE USE ONLY

Date Received: \_\_\_\_\_

Received by: \_\_\_\_\_

Permit Fee Paid: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Permit #: \_\_\_\_\_

Completed Application & Permit Fee are due 30 days before the event date. A late fee of \$50 will be added to applications and permit fees submitted less than 30 days before the event begins. Application submittal does not guarantee permit/event approval.

## EVENT INFORMATION

Name of Event \_\_\_\_\_

Type of Event \_\_\_\_\_

Organization Hosting Event \_\_\_\_\_

Event Location/Address \_\_\_\_\_

Purpose of Event \_\_\_\_\_

Event Start Date \_\_\_\_\_

Event Start Time \_\_\_\_\_

Event End Date \_\_\_\_\_

Event End Time \_\_\_\_\_

Estimated Attendance \_\_\_\_\_

# SPECIAL EVENT PERMIT APPLICATION



## CONTACT INFORMATION

**Name and Title of Authorized Head of Host Organization**

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**Event Manager/Primary Contact Name**

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**Phone Number**

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**Email Address**

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**Secondary Contact Name**

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**Phone Number**

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**Email Address**

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## PROPERTY OWNER INFORMATION

If any portion of the event will be held on private property, including parking, please complete the information below and provide a letter from the property owner granting permission for event use.

**Name of Owner**

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**Address**

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**Phone Number**

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**Email Address**

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# SPECIAL EVENT PERMIT APPLICATION



## FOOD AND BEVERAGE

All events that are advertised by any means and are open to the general public must obtain a Town of Fairview Temporary Food Permit for any and all food and beverages served, sampled or sold at the event.

Contact the Permit Department at 972-886-4209 for permitting details.

Attach a document with a complete list of food vendors, their contact information and menu items.

**Will Alcohol be Served or Sold at the Event?** \_\_\_\_\_

If yes, the Event must provide a copy of a valid TABC Permit and proof of Host Liquor Liability Insurance.

## AMUSEMENT RIDES, INFLATABLES, GAMES

Attach the name and contact information for all vendors supplying amusement rides, inflatables or games.

A Certificate of Inspection and insurance are required no less than 10 days before the start of an event for final permit approval. The Town of Fairview holds the right to refuse or close any ride or attraction deemed unsafe.

*Rides and/or attractions at Special Events shall conform with the statutory rules and regulations set forth in Chapter 21, Article 21.53 of the Texas Insurance Code, designated by the Amusement Ride Safety Inspection and Insurance Act, as amended.*

## ONSITE PREPARATIONS AND CLEANUP

**Onsite Start Date** \_\_\_\_\_

**Onsite Start Time** \_\_\_\_\_

**Cleanup Completion Date** \_\_\_\_\_

**Cleanup Completion Time** \_\_\_\_\_

# SPECIAL EVENT PERMIT APPLICATION



## PARKING DETAILS

**Approximate Address of Parking Site**

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**Number of Parking Spaces**

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## SIGNAGE DETAILS

**Number of Signs and Banners, including directional signs**

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Attach a complete list of sign types, sizes and proposed locations and contact the Town Code Enforcement Officer at 972-886-4223 for information about required permits.

## ANIMALS AND LIVESTOCK

**Will Animals (other than pets on a leash) be used in conjunction with the Event?**

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If yes, what kind and how many? (Include the location of animals and designated hand-washing station on required site plan.)

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An Animal Exhibition Permit must be included with the Special Event Permit Application. Contact the Permit Department at 972-886-4209 to obtain the Animal Exhibition Permit.

# SPECIAL EVENT PERMIT APPLICATION



## LITTER AND SANITATION

Litter control and sanitation are the sole responsibility of the Event. Attach a narrative of how it will be handled by the Event. (This rule applies to the entire staging area and route for parades and runs/walks.)

### Company Providing Portable Restrooms

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Contact Name \_\_\_\_\_

Phone Number \_\_\_\_\_

### Company Providing Trash Disposal/Dumpsters

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Contact Name \_\_\_\_\_

Phone Number \_\_\_\_\_

## SITE PLAN

A detailed site plan of the event, including sites where parking, portable restrooms, public safety staff and all Event attractions must be attached and submitted with this application. The site plan must include the location of public streets that will be closed and the location, quantity and sizes of each of these items used at the Event:

Fireworks  
Stage(s)  
Tents  
Generators  
Merchandise Sales  
Cooking with Fuel or a Fryer  
Grandstands or Bleachers

Concessions/Food Trucks  
Portable Toilets  
Speakers/Sound Equipment  
Fencing  
Amusement Rides  
Special Activities  
Trailers (Living Quarters)

# SPECIAL EVENT PERMIT APPLICATION



## SITE PLAN (CONTINUED)

All tents/canopies must be a minimum of 20 feet from existing buildings and traffic, whether parked or moving. In-ground staking of tents on Town property is not permitted. Tents must be secured with water barrels.

A Certificate of Flame Resistance for tents, canopies and other structures totaling 200 square feet or larger must be provided no later than 10 days prior to the event date. All electrical equipment and installations must comply with the currently adopted version of the National Electric Code.

## TRAFFIC CONTROL

### Company Providing Cones, Barricades and Other Traffic-Control Devices

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Contact Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Attach a copy of a written contract between the Event and a Certified Traffic Control Contractor (CTCC) providing standard traffic cones (minimum of 18 inches), barricades (Type 1) and signage services for the event.

This includes set up and take down of cones, barricades, message boards and all signage required for road/lane closures on or near any public street in Fairview. This will be mandatory for ALL events requiring the use or alteration of public roadways in the Town of Fairview. The Town of Fairview does not provide cones, barricades or signage required to reroute traffic due to a special event.

If the event will impact surrounding property owners a notice must be sent to those owners at least two weeks before the event to alert them of the event and possible impact. You must also submit a copy of the notification letter with this application.

# SPECIAL EVENT PERMIT APPLICATION



## PARADES AND RUNS/WALKS

To assist with traffic safety planning, provide the start time for each distance proposed:

**1 mile** \_\_\_\_\_

**5K** \_\_\_\_\_

**10K** \_\_\_\_\_

**Other Distance** \_\_\_\_\_

**Onsite Registration Start Time** \_\_\_\_\_

**Onsite Assembly Start Time** \_\_\_\_\_

**Assembly Location** \_\_\_\_\_

**Name of Company Providing Registration, Marketing and Timing**

\_\_\_\_\_

**Estimated number of Participants in the Event** \_\_\_\_\_

**Number of Vehicles, Floats or Other Parade Entries** \_\_\_\_\_

**Will Animals be Allowed to Participate** \_\_\_\_\_

If yes, what kind?

\_\_\_\_\_

# SPECIAL EVENT PERMIT APPLICATION



## INSURANCE REQUIREMENTS

Submission of original proof of insurance on the ACORD25 (2010/05, or newer) form or listing on the Texas Department of Insurance approved form list (as required by Texas Senate Bill 425) is required at least 30 days before event set up begins.

The Town will not accept memorandums of Insurance or Binders as proof of insurance. The Town, at its discretion, may require a copy of any policy presented. Endorsement naming the Town of Fairview as additional insured and waiver of subrogation must be submitted with proof of insurance. Insurance coverage must be provided for the days of the event, including set up and tear down. The coverage shall contain no special limitations on the scope of protection afforded the Town, its officers, officials, employees or volunteers.

Commercial General Liability: \$1,000,000 limit per occurrence for property damage, bodily injury, and municipal liability; \$2,000,000 Aggregate Per Event. The following must be listed in the Description of Operation: "The Town of Fairview, its officers, officials, employees, boards and commissions, agents and volunteers are to be covered as Additional insured, as required by contract in respect to liability arising out of premises owned, occupied or used by the Event.

Additional coverages and/or requirements may be requested, depending on event descriptions and operations.

## APPLICATION CHECKLIST

### Submit with application:

- Written authorization from private property owner
- Detailed site plan
- Copy of Notice of Event Impact to surrounding property owners
- Payment of nonrefundable Permit Application Fee
- Animal Exhibition Permit

*\*\*Must be submitted at least 30 days prior to event*

*\*Must be submitted at least 10 days prior to event*

### Submit after application approval:

- Certificate of Insurance for Event coverage\*\*
- Copy of contract with Certified Traffic Control contractor\*\*
- Certificate of Insurance for amusement rides\*
- Certificate of Flame Resistance for tents, canopies and other structures\*\*
- Temporary Food Permit\*\*
- TABC Permit and proof of Host Liquor Liability Insurance\*\*
- Additional Permits, contracts or documentation, as deemed necessary

# SPECIAL EVENT PERMIT APPLICATION



## AGREEMENT

In the event the Town determines, upon review of this application, that this event requires the special attention and involvement of Town personnel or facilities, the Town will notify the applicant. In such event, prior to the issuance of a permit for this Event, the applicant must sign an agreement to pay the costs estimated for policing, closure of roadways and applicable fees along with required cleanup deposit and surety bond. All fees must be paid at least 15 days prior to the event set up date.

Should actual costs exceed the estimated amount, the applicant agrees to pay any additional costs within five days of being notified of the additional costs.

I, the undersigned, hereby confirm the information stated in the Special Event Permit Application is true and correct to the best of my knowledge and that any deviation from the application could result in the Town closing or canceling the event. I understand a Special Event Permit must be issued by the Town of Fairview prior to the occurrence of this Event. The issuance of that permit is contingent upon the Event's compliance with the Special Event Application and acceptance of all listed stipulations.

\_\_\_\_\_  
Event Manager/Applicant Name (Please Print)

\_\_\_\_\_  
Event Manager/Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received by

\_\_\_\_\_  
Date

Department Review	Signature	Approved	
Police	_____	YES	NO
Fire	_____	YES	NO
Public Works	_____	YES	NO
Administration	_____	YES	NO

