



Dallas Park and Recreation
City of Dallas

For Park Department use only

8100 Doran Circle
Phone: 214/670-8890 Fax: 214/670-8899
www.dallasparks.org

SPECIAL EVENT PERMIT APPLICATION

SECTION 1: FEES

Special Event Application Fee

Table with 2 columns: Participant count ranges and corresponding fees (\$10 to \$200).

Additional special event fees, lease fees, and deposits may apply. All fees must be in the form of Money Order, Cashiers Check, or Credit Card to the City of Dallas Park and Recreation Department. Application must be filed not less than 30 days before the event.

SECTION 2: APPLICANT

Form fields for Organization, Contact Person, Mailing Address, City, State, Zip, Daytime Phone, After Hours Phone, Fax, Email Address, Organization Type, Emergency Contact, Daytime Phone, After Hours Phone, Driver's License #.

Have you promoted this type of event, or one similar before? If yes, please list the name of the event, date, and location

SECTION 3: EVENT DESCRIPTION

Event Title and Type:

Form with checkboxes for event types: Carnival, Ceremony, Circus, Concert, Festival, Filming, Parade, Party, Picnic, Political Rally, Run/Walk, Tournament, Other.

Event Description:

How many people do you expect to attend your event? 100 at each site requested.

Table with 8 columns: Event Day (Sunday-Saturday) and 2 rows: Participants, Spectators.

SECTION 4: EVENT SCHEDULE

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

See information below regarding event location and address

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							

Admission/Registration Fee: Yes Ticket Prices: \$ _____ X No

Charitable Benefit: Yes Beneficiary/Organization, Contact Name, Address, Phone:
 #1 _____
 #2 _____

SECTION 5: EVENT LOCATION, LAYOUT & PARKING PLAN

Event location/Address: _____

List street(s) affected by the event and proposed closures.(if applicable) For 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:

- Alcohol
 - Curfew Waiver (See Addendum)
 - Fireworks
 - Food, Beverage and/or Merchandise Sales
 - Hooded Parking Meters
 - Liquid Propane Gas
 - Police Officers
 - *Tent(s) (See below if 400 sq. feet or over)
- Contact TABC: (214) 678-4008
 Contact Dallas Park Department: (214) 670-8890
 Contact Dallas Fire Rescue: (214) 670-7014
 Contact Environmental & Health Services: (214) 670-8083
 Contact Dept. of Transportation: (214) 670-4120
 Contact Dallas Fire Department: (214) 670-4324
 Contact Dallas Police Dept./Extra Job Unit: (214) 939-2701
 Contact Dallas Fire Rescue: (214) 670-4310
 Contact Fencing: (972) 870-0200
 Contact Port-a-lets: (214) 357-4357

- Animals
- Banners
- Electricity
- Bleachers
- Portable Restrooms
- Fencing
- Stages
- Special Parking
- Water Hydrant
- Traffic Cones

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

- (1) Complete a Tent Permit Application Form (obtain from Dallas Fire Rescue)

- (2) 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
- (3) Submit 3 copies of the certificate of flame resistance for tent materials
- (4) Submit 3 copies of the approving petition, if required
- (5) Show copy of Special Events Permit if the tent permit is in conjunction with a special event
- (6) Provide written authorization from Park & Recreation Dept. if tent is to be erected on City park property

SECTION 7: EVENT SPONSOR INFORMATION

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

Company	Brand

SECTION 8: ALCOHOLIC BEVERAGE PERMIT

If **alcohol is sold at the event or given away**, 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 and user must obtain permission from the **Dallas Park and Recreation Board and its Directors**.

SECTION 9: 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 Dallas Park and Recreation Department Athletic and Reservations Office, 8100 Doran Circle, Dallas, TX 75238 214-670-8890.

SECTION 10: 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.

SECTION 12: 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 13: DENIAL OR REVOCATION

The Dallas Park and Recreation Department 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.

The special event permit shall also be denied or revoked if the Officers of the Dallas Park and Recreation Department, 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 Park and Recreation Department Reservations Office shall notify the applicant.

SECTION 14: 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 OR DELAY ISSUANCE OF THE SPECIAL EVENT PERMIT.

Applicant's Signature: _____ **Date:** _____

ADDENDUM: CURFEW WAIVER REQUEST

Park requested: _____

Dates/Times: _____

Reason for waiver request: _____

- Conditions:** Noise generated by the event does not extend beyond the park boundaries
- No impact in the neighborhood from automobile traffic
- Applicant must follow all appropriate policies as it pertains for conducting a special event
- Applicant must meet all requirements of the Dallas Police, Dallas Fire, and Environmental Health Departments
- Applicant must hire Dallas Police to monitor the event from 12:00-6:00am
- Overall attendance will not exceed the capacity of the park as determined by the Special Event Policy

The Park and Recreation Department reserves the right to deny any request for a waiver of the park curfew ordinance.

Director/Director Designee Signature (curfew waiver only) _____

**Application can be faxed to: 214-670-8899
or email to: jill.beam@dallascityhall.com**