



Dallas Park & Recreation

DALLAS PARK AND RECREATION DEPARTMENT SPECIAL EVENT APPLICATION TERMS & CONDITIONS

Alcoholic Beverage Permit

If alcohol is sold at the event or given away, the applicant must obtain permission from the Dallas Park and Recreation Board and its Directors. Applications with alcohol requests must be filed no less than 120 days from the event date. In addition, 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.

Public Notification

If the estimated number of participants and spectators exceed 500 during any day of the special event, the applicant is required to deliver written notice to all property owners and occupants within a one-mile radius of the special event, at least 30 days before the special event begins. The notice must include the following information: (1) event date, time and location; (2) an application for a Special Event has been filed with the Park and Recreation Department; and (3) An Event contact name and number should the property owner have questions (4) Concerned parties may call 311. Please provide the Reservations Office a copy of the notification letter.

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: Provide the Office of Reservations Office with a certificate of general and automobile liability insurance in the minimum amount of \$1,000,000 showing the City of Dallas as certificate holder and the City of Dallas, its officers, employees and appointed representatives as additionally insured.

Ensure the name of your event and event date is on your certificate. Liquor Liability Insurance: Provide the Reservations Offices with a certificate of liquor liability insurance in the minimum amount of \$1,000,000 showing the City of Dallas as certificate holder and the City of Dallas, its officers, employees and appointed representatives as additionally insured. If a special event includes vehicles, fireworks, aircraft, bounce house, animals 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.

Security, Crowd Control & Traffic Control

The applicant may be required to hire 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 Park Department Reservations Manager or designee and 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.

Additional Fees

Accounts	Fees Per Hour			Deposit
Application Processing Fee	Attendance		Fee	\$450 – Alcohol being served No Alcohol – see scale below
	0 – 500		\$10	
	501 – 2500		\$25	
	2501 – 10,000		\$50	
	10,001 – 20,000		\$100	
	Over 20,000		\$200	
Special Event & Lease Fee	Attendance		Event Fee	\$450 – Alcohol being served No Alcohol – see scale below
			Lease Fee	
	0 – 500 \$250/day	\$50 – \$100	\$50 -	
	501 – 1500 \$500/day	\$100 – \$500	\$250 -	
	1501 – 3000 \$1000/day	\$500 – \$1000	\$750 -	
3001 – 5000	\$750 – \$1500	\$1000/day		

	5001 – 10,000	\$1500 – \$2500	\$1500/day
	10,001 – 20,000	\$2500 - \$4000	\$2000/day
	20,001 – 30,000	\$4000 - \$6500	\$2500/day
	Over 30,000	\$6500 - \$8500	\$3000/day
Runs, Walks, Cycling Events Fee (Minimum of 100 participants)	\$200 per event \$2.00 per participant		\$450 – Alcohol being served No Alcohol – see scale below

- **Alcohol:** Requires Dallas police Officer starting at the time of alcohol being served for the duration of the event. Police Officer's work on a 4 hour minimum.

No Alcohol Deposit:

Attendance	Deposit
0 – 499	\$400
500 – 999	\$600
1000 – 1499	\$800
1500 – 1999	\$1000
2000 – 5000	\$1200
Over 5000	\$1500

A separate clean-up deposit of \$600 is required for all building reservations utilized in conjunction with a Special Event. (AD -15.4)

Denial or Revocation

The Dallas Park and Recreation Department has the right to deny a special event request if the applicant makes a false statement of material fact on the Special Event Application, fails to comply with or the special event, or is in violation of any provision of the special event requirement and guidelines. The special event application shall also be denied or revoked if the Officers of the Dallas Park and Recreation Department, Special Events Manager, Dallas Police Chief, or the Dallas Fire Chief determines the special event poses a serious threat to public health, safety or welfare. If a special event application is denied or revoked, the Park and Recreation Department Reservations Office shall notify the applicant.