



# Special Event

## Permit Application & Information Packet

Please print clearly in pen or type your answers.

APPROVED APPLICATION MUST BE AVAILABLE ONSITE DURING EVENT

Date Application Submitted: \_\_\_\_\_

Fee Must Be Included, Unless Exempt:

\_\_\_\_\_ \$250.00 Fee enclosed

\_\_\_\_\_ Organization is Exempt by Ordinance

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

Date of Event: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Time Event Starts: \_\_\_\_\_ Time Event Ends: \_\_\_\_\_

Event Location: \_\_\_\_\_

*Sponsoring Organization:* \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

*Professional Organizer:* \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Director of Community Services \_\_\_\_\_ Approved \_\_\_\_\_ Denied

Reason for Denial:

\_\_\_\_\_  
\_\_\_\_\_

# WELCOME

We are happy you have chosen to plan a special event within the City of Mount Pleasant. From community based festivals to parades and fairs, the City of Mount Pleasant is proud to approve permits for a number of exciting special events each year.

The Mount Pleasant Municipal Code (112.15-112.28) provides the framework and guidance for the issuance of Special Event Permits within the City of Mount Pleasant. In general, any organized activity impacting city services or involving the use of, or having impact on, public property, public facilities, sidewalks, medians, or street areas requires a permit.

The following pages include the City of Mount Pleasant **Special Events Permit Application** and accompanying instructions developed to guide you through the process.

## Timing

A completed application may be filed as early as six months before the event, but **must be received no later than 30 days before the actual event date.**

After you complete the application, sign the form and return it to the City of Mount Pleasant City Hall, located at 501 N Madison Mount Pleasant, Attention: Amy Hinton. Please be sure to include your application fee with the application (**Checks can be made payable to City of Mount Pleasant**).

## Permit Process

The permit application process begins when you submit a completed Special Event Permit Application. *Keep in mind that acceptance of your application should in no way be construed as final approval or confirmation of your request.*

Upon receipt of your application, the City Director of Community Services will help guide you through the permit process. The Director will then distribute copies of your application to all City departments affected by your application for review. During the review process you will be notified if your event requires additional information, permits, or licenses. You will be allowed time to provide us with all pending documents. Delays in providing these items often delay our ability to finish our review and issue a Special Event Permit for your event.

You may be contacted individually by these departments if they have specific questions or concerns about your event.

Depending on the impact on City services, size and type of event, a group meeting with all affected departments, your coordinator, and you may be scheduled to clarify questions and concerns.

## Other Permits

While we have tried to make this process a "one-stop" process, it is your responsibility to contact federal, state, or county agencies for other relevant permits.

## Events in Parks

If you plan to hold your event in a City park, you will need to contact the appropriate division within the City of Mount Pleasant Parks and Recreation Services Department. Special rules and restrictions unique to each site or facility may apply. To book a Special Event in the park, contact Parks Customer Service at 903-575-4000.

## Events at the Civic Center Pavilion

If you plan to hold your event at the Civic Center Pavilion, you will need to contact the Mount Pleasant Civic Center Office. Special rules and restrictions unique to the site or facility may apply. To book a Special Event at the Civic Center Pavilion, contact Civic Center Manager at 903-575-4190.

## Fees

The City strives to keep fees as low as possible by charging only for the cost of processing the application and City services. In addition to the cost of process, other services (i.e. security, waste, and toilet facilities), other fees such as health/food safety permit, facility rental fees may apply. Depending on the type of event, respective fees may vary.

On behalf of the City of Mount Pleasant, we thank you for contributing to the spirit and vitality of our City through the staging of your event. **Best wishes for a successful event!**

# APPLICATION INSTRUCTIONS

**Type of Event (Check all that Apply):**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Concert                     | <input type="checkbox"/> Political Activity | <input type="checkbox"/> Festival                   |
| <input type="checkbox"/> Bicycle Race                | <input type="checkbox"/> Dance              | <input type="checkbox"/> Promotional or Sales Event |
| <input type="checkbox"/> Carnival                    | <input type="checkbox"/> Parade             | <input type="checkbox"/> Run/Walk                   |
| <input type="checkbox"/> Car Show                    | <input type="checkbox"/> Petting Zoo        | <input type="checkbox"/> Fair                       |
| <input type="checkbox"/> Other (please specify)_____ |   |   |

**Commitment to Customer Service**

As part of the City's commitment to providing excellent customer service, the Director of Community Services will help you navigate through the permitting process. Please fill out the pages applicable to your event.

<b>Name:</b>	<b>Amy Hinton</b>
<b>Title:</b>	<b>Director of Community Services</b>
<b>Phone Number:</b>	<b>903-575-4000</b>
<b>Email:</b>	<b>ahinton@mpcity.org</b>
<b>Address:</b>	<b>501 N Madison Mount Pleasant, Texas 75455</b>

## SUMMARY OF EVENT

**Description**

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**Anticipated Attendance**

Total \_\_\_\_\_ Per Day \_\_\_\_\_

**1. Date/Time**

**Setup** Date \_\_\_\_\_ Time \_\_\_\_\_ Day of Week \_\_\_\_\_

**Event Starts** Date \_\_\_\_\_ Time \_\_\_\_\_ Day of Week \_\_\_\_\_

**Event Ends** Date \_\_\_\_\_ Time \_\_\_\_\_ Day of Week \_\_\_\_\_

**Dismantle** Date \_\_\_\_\_ Time \_\_\_\_\_ Day of Week \_\_\_\_\_

## SPONSORING ORGANIZATION INFORMATION

### Sponsoring Organization

**1. Is the sponsoring organization a non-profit organization?** **YES NO**

Please include your tax ID number: \_\_\_\_\_

**2. Is the sponsoring organization a community group without non-profit status?** **YES NO**

If you checked "Yes" to either question 1 or 2 above, Please include a copy of your Tax Exempt Certificate

**3. Is the sponsoring organization a business?** **YES NO**

**4. Is the sponsoring organization a for-profit organization?** **YES NO**

## SITE PLAN INFORMATION

### Use of Public Property or Public Right of Way

**5. Will any part of this event take place in a City of Mount Pleasant Park?** **YES NO**

If yes, name of park where event will take place: \_\_\_\_\_

**6. Will any part of this event take place on a sidewalk, street, median, or other Public Right of Way?** **YES NO**

**7. Will any part of this event/activity take place on a City parking lot, City-owned land, or other City public property?** **YES NO**

**8. Will this event take place on public property in Mount Pleasant that is not owned by the City of Mount Pleasant (Titus County, etc.)?** **YES NO**

If yes to #8, please provide the following information:

Entity Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_

**DOCUMENTATION NEEDED: SITE PLAN Attachment "A"**

Please submit a Site Plan showing all uses of public property and public right of way in Attachment "A"

**Traffic & Parade Information**

**9. Do you wish to close any streets or sidewalks for this event? YES NO**

If yes, please list all streets and sidewalks that you would like closed: \_\_\_\_\_  
\_\_\_\_\_

**For what period of time would these streets be closed?**

From \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm

**10. Do you anticipate towing any cars or equipment before, during or after this event? YES NO**

**11. Will any traffic routing or control devices be used for this event/activity? YES NO**

If yes, you must use TxDOT approved devices.

For what period will the traffic routing/control devices be up?

**From Set Up:** Date \_\_\_\_\_ Time \_\_\_\_\_ **To Dismantle:** Date \_\_\_\_\_ Time \_\_\_\_\_

**12. What kind of traffic routing/control device will be used? \_\_\_\_\_**

**13. Who will be setting up the traffic routing/control devices? \_\_\_\_\_**

**14. Who will be directing traffic? (see Security section) \_\_\_\_\_**

**15. Does this event involve a moving route of any kind along streets or sidewalks? YES NO**

**16. Will animals be a part of the event? YES NO**

If yes, what type(s) of animals will be used in the event? \_\_\_\_\_

What is the purpose of the animals (petting zoo, part of parade, etc.)? \_\_\_\_\_

**DOCUMENTATION NEEDED: TRAFFIC CONTROL / DETOUR PLAN Attachment "B"**  
If parade involved, please include the parade route. Please identify all streets impacted by event.

**Parking Plan**

17. Please provide a description of your parking plans (i.e., where event attendees will park): \_\_\_\_\_

18. Please describe your plans for disabled parking: \_\_\_\_\_

19. Please describe your plan for emergency vehicle access: \_\_\_\_\_

20. Please describe your plans to notify residents, businesses and churches impacted by this event: \_\_\_\_\_

**DOCUMENTATION NEEDED: PARKING PLAN Attachment "C"**

**Tents, Structures, or Entertainment Devices**

21. Are you installing or constructing any structures, including buildings, climbing structures, etc.? **YES NO**

If yes, please show structures on the site plan (Attachment "A").  
Also, please describe type, size and number of structures. Plans may be required for review.

22. Are you installing any tents or canopies? **YES NO**  
Canopy Size: \_\_\_\_\_ Tent Size: \_\_\_\_\_

If yes, please show all tents and/or canopies including dimensions on the site plan. If any tents are greater than 200 square feet or if any canopies are greater than 400 square feet, provide the following for review:

**Flame spread certificate Interior tent/canopy plan**

23. Are you installing any stages? **YES NO**

If yes, please show locations and dimensions on the site plan (Attachment "A").  
Any stages greater than 30" above grade are required to meet structural, guardrail, stairway and accessibility requirements and the following must also be provided for review:

**Construction plans Structural calculations may be required**

24. Are you installing any grandstands, bleachers, or folding or telescoping seating? **YES NO**

If yes, please show locations and dimensions on the site plan (Attachment "A").  
Any grandstands, bleachers and/or folding or telescoping seating greater than 30" above grade is required to meet structural, accessibility, guardrail and handrail requirements and also submit the following for review:

**Construction plans Structural calculations may be required**

25. Do you plan to have any sound amplification? **YES NO**

\_\_\_\_\_ Music  
\_\_\_\_\_ Other, please describe

If, yes please note the dates and times: \_\_\_\_\_

**26. Is electrical power required (for sound amplification, lighting, etc)?** YES NO

If yes, please show items on the site plan (Attachment "A") and describe how power is to be provided.

Additional review may be required:

- \_\_\_\_\_ Portable generator
- \_\_\_\_\_ PGE temporary power service
- \_\_\_\_\_ Other, please describe

**27. Will there be carnival rides and game booths?** YES NO

A copy of a valid " Ride Safety Certification inspection Report" must be provided for each ride

**28. Will there be any automotive shows or motor vehicle events?** YES NO

**29. If you answered yes to any of the questions from #26-28, please provide the following information of the person or company responsible for installing the tent, structure, or entertainment device:**

Name: \_\_\_\_\_  
 Office Phone Number: \_\_\_\_\_  
 Cellular Phone Number: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_

## FOOD, AND MERCHANDISE INFORMATION

### Food

**30. Will food be prepared, served or sold at this event?** YES NO

If yes, please describe how food will be served and/or prepared \_\_\_\_\_

**31. Is cooking equipment included?** YES NO

If yes, please show location on site plan (Attachment "A") and provide the following for review:

Type of cooking system

Type of fuel (Please check all types):

- Gas
- Electric
- Charcoal
- Other (specify) \_\_\_\_\_

Approval Listing documentation

**DOCUMENTATION NEEDED: HEALTH/FOOD PERMIT**

For information, please contact the Mt. Pleasant Code Enforcement office 903-575-4159



**Vendors**

**32. Will food, goods or services be sold at your event?** YES NO

If yes, please describe and attach a complete list of vendors to Attachment "D"

**33. What is the anticipated number of Vendors?** \_\_\_\_\_

**DOCUMENTATION NEEDED: VENDOR LIST Attachment "D"**

Event organizers must provide a list of all vendors that includes the vendor's name, business address and business telephone number and description of what will be sold.

## EVENT COORDINATION AND ON-SITE INFORMATION

### Advertising Information

**34. Do you plan to place any signs or banners or other advertisement at the event site?** YES NO

If yes, please show the location(s) on the site plan (Attachment "A") and provide the following for review:

- Sign detail
- Dimensions
- Method of attachment or support
- Display time period

**35. Do you plan to place any signs or banners on private property other than the event site?** YES NO

If yes, please indicate locations on the site plan (Attachment "A") and provide the following for review:

- Sign detail
- Dimensions
- Method of attachment or support
- Display time period

**36. Are you requesting to place any signs or banners on or in public property or right-of-way such as light poles, fences, etc.?** YES NO

If yes, please indicate locations on the site plan (Attachment "A") and provide the following for review:

- Sign/banner detail
- Dimensions
- Method of attachment or support
- Display time period

*(Banners/signs are not allowed at the landscaped area located at the intersection of Ferguson and Jefferson)*

**37. Person responsible for installation and removal of all items.** \_\_\_\_\_

**Security**

**38. Security and traffic control may be required for your event. For example: Large crowds, parades, street closures, concerts, events with approved alcohol sales or events that sell guns or knives could/may require a Law Enforcement presence. Have you consulted with the Mount Pleasant Police Department about your event?**

**YES NO**

If yes, who did you speak with? \_\_\_\_\_

If no, who should the Police Department contact to consult with about your event?

Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

*Note: Events requiring a Law Enforcement presence are paid for by the event organizer. The police department will provide a cost analysis to assist you with your event planning.*

**Do not write below this line**

Police Department Comments:

**Professional Event Organizer**

**39. Do you plan to hire a professional event organizer to be a part of this event?**

**YES NO**

If yes: Telephone Number \_\_\_\_\_

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

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

## INSURANCE INFORMATION

**40. Do you have general liability insurance naming the City of Mount Pleasant as an additional insured?**

**YES NO**

**Minimum Limits of Liability are as follows:**

**\$250,000 per person**

**\$500,000 per occurrence for bodily injury or death, and**

**\$100,000 per occurrence per property damage.**

\_\_\_\_\_  
Name of Insurance Agency and Agent (company must be licensed in the state of Texas)

\_\_\_\_\_  
Address of Insurance Agency

\_\_\_\_\_  
Telephone Number of Insurance Agency

Policy Number: \_\_\_\_\_

*I certify that the information contained in this proposal is true and correct to the best of my knowledge.*

Name of Applicant: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**DOCUMENTATION NEEDED**

Please attach a copy of the insurance certificate and additional insured endorsement at the end of the application.

## Portable Toilets and Handwashing Sinks

**41. Do you plan to provide portable toilets and/or handwashing sinks at your event?**

**Yes** – Please complete the following information:

Number of regular toilets \_\_\_\_ Number of ADA approved toilets \_\_\_\_ Number of handwashing sinks \_\_\_\_

Name of Portable Toilet Company: \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

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

Equipment Set-Up Date \_\_\_\_\_ Equipment Pick-Up Date \_\_\_\_\_

**No** - Please provide information as to the availability of restroom facilities in the immediate area of the event site that will be available to the public during the event (include ADA accessible and non-ADA accessible facilities).

**DOCUMENTATION NEEDED: SITE PLAN- Attachment "A"**

Please identify locations of all portable toilets, handwashing sinks on your site plan in Attachment "A".

## Garbage Services

**42. How will the garbage waste be handled at the event?**

Please specify below with the number and size of containers:

	Garbage	Size(s)
Number of Containers/Receptacles	_____	
Number of Dumpsters with Lids	_____	_____
Number of Roll-off Bins	_____	_____
Dates of garbage container drop-off: _____		and pickup: _____

**43. How will the event site be cleaned during and after the event?**

\_\_\_\_\_

\_\_\_\_\_

**44. Does the event involve animals?**

**YES NO**

If yes, clean up of animal waste is required.

Contact information for person or group responsible for cleaning up event site and organizing the handling of garbage and/or animal waste:

Name: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_

**DOCUMENTATION NEEDED: SITE PLAN Attachment "A"**

Please identify placement of garbage containers on your Site Plan in Attachment "A"

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**ARRANGEMENTS NEEDED:**

**CONTACT Republic Services (800) 678-7274 for garbage service**

(Non City sponsored events are responsible for expenses or fees associated)

- **Clean Up for the event is not included in Park Rental Fees – Renter is responsible**

**HOLD HARMLESS AGREEMENT**

**Special Events and Parades Permit Application**

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

Title of Event: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Phone Number \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Name of Event Sponsor: \_\_\_\_\_ Phone Number \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

**HOLD HARMLESS AGREEMENT**

The special event/parade applicant acting through its authorized office or designee of the sponsoring organization(s) (hereafter called "permittee") agrees to reimburse the City of Mount Pleasant (hereafter called "City") for all loss incurred by it in repairing or replacing damage to City property proximately caused by the permittee, its officers, employee, agents, monitors, or any other persons attending or forming the special event or parade who were, or should have been, under the permittee's control. Persons who merely attend or join in a special event or parade are not considered by that reason alone to be "under the control" of the permittee.

The permittee further agrees to defend without costs, indemnify, and hold harmless the City, its officers, agents, and employees from any liability to any persons, damages, losses, or injuries including attorney's fees arising out of or alleged to arise out of the permitted event, which was proximately caused by the actions of the permittee, its officers, employees, agents, including monitors, or any other persons attending or joining in the event who were, or reasonably should have been under the control of the permittee. Persons who merely attend or join in an event are not considered by that reason alone to be "under the control" of the permittee.

I understand and agree to comply with all the terms of the above Hold Harmless Agreement if my application has been approved and all special conditions and required advance payments have been met.

Signature of Permittee(s): \_\_\_\_\_ Date: \_\_\_\_\_

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

Signature of Officer of Sponsoring Organization: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

I declare under penalty of perjury that the information provided in this application is true and correct.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**AFFIDAVIT OF APPLICANT**

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rule and regulations governing the proposed Special Event under the City of Mount Pleasant Municipal Code 112.15 – 112.28 and I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager's designee. Applicant Agrees to comply with all other requirements of the City, County, State, Federal Government, and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event. I agree to abide by these rules and further certify that I on behalf of the Host Organization am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of to the Event to the City of Mount Pleasant.

**Print Name of Applicant/Host Organization** \_\_\_\_\_

Event Organizer

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Other Officer

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**ATTACHMENT "A": SITE PLAN**

## ATTACHMENT "B": TRAFFIC DETOUR PLAN

Please include the following information on your traffic detour plan:

- All streets (including cross streets) which will be closed or otherwise impacted
- Location of traffic routing and control devices (barricades, cones, etc.)
- Directional arrows showing the detour route around the event
- Location of signs directing detoured traffic

**If a Parade is involved, please also include:**

- Staging area
- Judging area
- Ending area
- Location of bleachers, grandstands, or related structures
- Map with directional arrows showing the exact route of the parade

## **ATTACHMENT "C": PARKING PLAN**

Please provide the following information:

- Proof that adjacent property owners were notified of event (if required)
- Proof that adjacent property owners granted permission for event attendees to park on the adjacent property proposed for event parking.
- Adequate disabled parking
- Adequate publicity and signage to direct event attendees to available parking
- Other efforts to provide shuttle services to and from the event site, and/or to provide information on alternative transportation.

