



Parade or Special Event Application

Revised 8-12-22

Notice to Applicant your application fee of \$200 is non-refundable and due upon submission.

Committee Review _____ Non-Committee Review _____ Expedited Review _____

Permit Fee: _____ Receipt # _____ Date: _____

Name of event: _____

Date(s) of event: _____

Location of event: _____

Event Times: Setup: _____ Start: _____ End: _____

Applicant/Promoter: _____

Driver's License #: _____ Date of Birth: _____

On Scene Contact: _____ Contact Cell: _____

Address: _____ City: _____ State: _____ Zip: _____

Work Phone: _____ Home Number: _____

Cell Number: _____ Email Address: _____

Signature

Date

1. Will private property be used? No _____ Yes _____

If yes, written permission from the property owner is required.

2. Will temporary electrical service or generator(s) be required? No _____ Yes _____

If yes, a building permit is required.

3. Will Tent(s) larger than 400 sq. ft be erected? No _____ Yes _____

If yes, a tent permit is required from the Fire Marshal

4. Will food be served to the general public? No _____ Yes _____

If yes, a temporary health/food permit is required

All Food Trailers/Trucks shall have a permit issued by the Fire Marshal

5. Will special event parking be required? No _____ Yes _____

6. Will barricades or cones be required? No _____ Yes _____ #Barricades _____ #Cones _____

7. Will streets need to be closed? No _____ Yes _____

8. Will port-a-potties be required? No _____ Yes _____ #port-a-potties requested _____

9. Will animals be involved in the event? No _____ Yes _____

If yes, how many? _____ & what type animals _____

10. Are you recognized as a non-profit organization? No _____ Yes _____

If yes, proof of non-profit status is required.

11. Are you facilitating this event for another organization? No _____ Yes _____

If yes, provide documentation between applicant and promoter.

12. An estimated number of attendees: _____

Brief event details (please be specific): _____

Clean-up Plan: _____

An application for which a permit is required must contain the following information:

1. The name, address, telephone number, date of birth, driver's license, and email address of the applicant/promoter, and of any other persons responsible for the conduct of the parade or special event;
2. A description of the parade or special event and the requested dates and hours of operation of the parade or special event;
3. The estimated number of persons participating in the parade or special event and a set of detailed plans showing the area or route to be used during the parade or special event including proposed structures, tents, fences, barricades, signs, banners, and restroom facilities;
4. The time and location of street closings, if any;
5. Details of the offer of merchandise or serving of food or alcoholic beverages at the special event;
6. Details of how the applicant/promoter will clean up the area used after the parade or special event;
7. The parade's commencement and termination time, the specific route to be traveled, and the starting and termination points;
8. The estimated number, if any, of animals, animals and riders, animal-drawn vehicles, floats, motor vehicles, motorized displays, and marching units or organizations such as, but not limited to bands, color guards, and drill teams;
9. Application fees required by the City;
10. Documentation of prior approval by the Parks & Recreation Department to use park facilities for a special event, if applicable;
11. Proof of non-profit status, if applicable; and
12. A copy of the contract, agreement, or details outlining arrangement between applicant and promoter, if any.

To be determined by the Special Event Review Committee;

Certificate of liability insurance & endorsement agreement naming the City of Terrell as additional insured is required.

No _____ Yes _____

The Special Event Review Committee recommends _____ dedicated police units(s) with _____ officer(s) assigned to the event.

The Special Event Review Committee recommends _____ dedicated ambulance(s) with _____ paramedic(s) assigned to the event.

CITY OF TERRELL SPECIAL EVENT REVIEW COMMITTEE APPROVAL:

Police Department _____ Date _____

Fire Marshal _____ Date _____

Public Services _____ Date _____

Municipal Development _____ Date _____

Special Event Coordinator _____ Date _____

