



**Office Use Only**

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

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

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

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

SEP #: \_\_\_\_\_

**SPECIAL EVENT PERMIT APPLICATION**

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

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

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

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

Town reserves the right to close down or cancel any Event that is in violation of any Town Ordinance or deviation from this application. The Town also reserves the right to close down 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 Building Inspections Department at 972-886-4209.

- The Event must carry property, bodily injury and municipal liability insurance of **\$1,000,000.00 per occurrence**. **The Town of Fairview must be shown as an additional named insured on the insurance declaration. One (1) Original Copy of Insurance must be submitted at least thirty (30) days prior to the Event.**
- Does Cancellation Insurance cover the Event?  Yes  No

- **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. This submittal does not provide enough detailed information to determine if this Plan is required for your event. Contact the Fire Marshal at (972) 886-4232 for specific guidelines and requirements (see IFC 2006, Section 403).
- Please answer all information pertaining to the event as accurately as possible. After completion of items listed under General Event Information, Description of Event, Operations and City Requirements, **return to the Building Inspections Department, 372 Town Place, Fairview, Texas 75069 or via email to [permits@fairviewtexas.org](mailto:permits@fairviewtexas.org) for processing.**
- In approximately 7-10 business days, following application submittal, all internal departments will review and respond to the Building Inspections Department, who will then set a date, 30 days prior to the event, with the departments involved to meet with the Event Coordinator.

### **Fee Schedule**

All fees applicable are due at the time of submittal

- |   |          |
|---|----------|
| • Fire plan review fees:                | \$ 75.00 |
| • Fire permit w/inspections:            | \$150.00 |
| • Temporary Health permit w/inspections | \$100.00 |
| • Event plan review fee                 | \$ 75.00 |
| • Event permit w/inspections            | \$ 75.00 |

## Applicant Information

Contact Person #1 \_\_\_\_\_

Address \_\_\_\_\_

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

E-Mail \_\_\_\_\_

Contact Person #2 \_\_\_\_\_

Address \_\_\_\_\_

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

E-Mail \_\_\_\_\_

Emergency Contact \_\_\_\_\_

Daytime Phone \_\_\_\_\_ After Hours Phone \_\_\_\_\_

Organization Type:  Non-Profit  For-Profit  Government  Other

## General Event Information

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

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

Location of Event \_\_\_\_\_

Estimated # of Participants \_\_\_\_\_ Spectators \_\_\_\_\_

Will there be a charge for entry?       Yes       No

Dates of Event \_\_\_\_\_ Beginning Time \_\_\_\_\_ Ending Time \_\_\_\_\_

Event Set Up Time \_\_\_\_\_ Event Tear Down Time \_\_\_\_\_

Alternate Date \_\_\_\_\_ Beginning Time \_\_\_\_\_ Ending Time \_\_\_\_\_

## Description of Event

**\*\*\* All events must include a site plan and route map\*\*\***

## Alcohol

Will your event be serving / selling alcohol?

Yes       No

Will you be charging a cover charge at the entrance?

Yes       No

## Operations

**Traffic Control:** Please describe the area of usage, course, street / alleys involved, requested modifications of standard usage.

Notes:

**All events that require a lane closure must submit a traffic control plan.**

All traffic laws must be adhered to. The only exception is where an approved traffic control plan is being used.

**The Event is responsible for the rental of traffic control devices needed such as barricades, cones, etc.**

The Event is responsible for acquiring any additional permits or permission required, if any portion of route or course lies outside the jurisdictional limits of Fairview

## **Additional Support Services**

Please describe needs and provisions.

**Litter Control:** Include number of dumpsters or containers needed, who will pick up during and after event, and how often during the event. **Litter Control is Sole Responsibility of Event.** THE SERVICES PROVIDED BY THE TOWN OF FAIRVIEW **MAY** INCLUDE USE OF A DUMPSTER, IF REQUESTED **PRIOR** TO THE EVENT TAKING PLACE.

## **Parking**

Describe area requested including specific location, access and handicap parking spaces, how many and what type of vehicles expected and who will handle coordination.

## Signage

General Signage: Describe sponsors, directional, parking, registration, etc.

**Information concerning signs, flags, banners, etc. may be obtained from the town's Code Enforcement Officer, 372 Town Place or by calling Robert White at 972-886-4223.**

## Food Vendors

**List any food or drink items, including promotional, give-a-ways, demonstrations, and free samples to be offered to the public, free or for sale.**

Does concession require water / electricity?  Yes  No

If yes, what is the voltage?  110  220

**NO FOOD OR FOOD PRODUCTS SHALL BE STORED OR PREPARED AT HOME.**

**Food vendor applications and concessions information concerning Temporary Event Health Permits may be obtained from our website-[www.fairviewtexas.org](http://www.fairviewtexas.org), the Building Inspections Department, at 372 Town Place, or by calling 972-886-4209.**

## **Public Information**

**Public Notification:** Describe how you will notify residents affected by Event either living on the route / course or nearby.

**Restroom, Port-a-lets, etc.:** Describe the number and where portable restrooms will be located. **Securing the rental of these is the responsibility of the Event.**

## **Parades**

**Parades:** Assembly Location \_\_\_\_\_

Number of participants \_\_\_\_\_ Number of Vehicles / Floats \_\_\_\_\_

The same responsibility of litter control applies at entire staging site following parade and along parade route.

Restrooms must be provided for parade participants during float preparation and staging.

**No throwing candy, confetti, releasing balloons or any other loose articles**

## Public Safety

**Special Events Unified Command Team:** Fairview Public Safety (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 by Fairview Public Safety. The Command Team composition will be determined by Public Safety depending on the scope of the event. The cost of the identified team will be paid by the Event Coordinator.

**Police / Security:** All services must be coordinated and provided by the Fairview Police Department. **If Police services are deemed necessary by the Police Department the cost of services is \$60 per hour (4-hour minimum) to each individual officer hired.**

**Fire / Emergency Services:** All services must be coordinated with the Fairview Fire Department. **If Fire or EMS services are deemed necessary by the Fairview Fire Department the cost of services is \$60 per hour (4-hour minimum) to each individual hired. Events requiring an EMS standby will complete an “Off Duty Paramedic Request” form and send to the Fire Chief Jeff Bell in advance of the event.**

I, \_\_\_\_\_, the Event Coordinator, certify that all of the information contained in this Special Event Application is true and correct and that any deviation from this Application could result in the Town closing down or canceling the Event. I understand that a Special Event Permit must be issued by the Fairview Police Department prior to the occurrence of this Event. The issuance of that permit is contingent upon the Event Coordinator's compliance with the Special Event Application and acceptance of all listed stipulations of the Special Event Permit.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date