

Applicant Information

Full Name:						Date:			
<i>Last</i>			<i>First</i>			<i>M.I.</i>			
Address:									
<i>Street Address</i>						<i>Apartment/Unit #</i>			
<i>City</i>						<i>State</i>		<i>ZIP Code</i>	
Home Phone:					Business Phone				
Cell Phone					Email address				
Date of Birth:					Driver's License Number:				
Type of Event									
Requested dates of Event									
Requested hours of Event			From:				To:		
Name of Insurance Company						Insurance Amount			
Non-profit status		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Proof of non-profit status attached			YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Food Sales Allowed		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Merchandise Sales Allowed			YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Alcoholic Sales Allowed		YES <input type="checkbox"/>	NO <input type="checkbox"/>	TABC "temporary" permit attached			YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Prescribed TABC training		YES <input type="checkbox"/>	NO <input type="checkbox"/>						
Estimated number of people to attend									

Other People Responsible for the Special Event or Parade

Please list any other people responsible for the Special Event or Parade.

Full Name:				Driver's License Number:			
Address:				Home Phone			
Daytime Phone No.:				E-mail Address:			
Full Name:				Driver's License Number:			
Address:				Home Phone			
Daytime Phone No.:				E-mail Address:			
Full Name:				Driver's License Number:			
Address:				Home Phone			
Daytime Phone No.:				E-mail Address:			

Parade Information Requirements Continued

Parade's Commencement Time		Parade Termination Time	
Parade's Starting Point			
Parade's Ending Point			
Estimated number of people to attend			

Attachments and Detailed Plans for Special Event and/or Parade

<u>Attachment 1.</u> Attach a parade route map or site map for the event (for site map include locations for temporary structures and/or tents, stages, grandstands or bleachers, trailers, equipment vans, animal holding areas, ticket sales sites, sales of merchandise, food and alcohol, restroom facilities, public event parking, public entrance/exits, emergency vehicle access and on-site medical facilities).	Attached	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<u>Attachment 2.</u> Listing of estimate of animals, animals and riders, animal drawn vehicles, floats, motor vehicles, motorized displays, marching units to include bands, color guards, drill teams or groups or organizations that will be involved in the parade or event.	Attached	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<u>Attachment 3.</u> Facilities: Provide the location of the site and a comprehensive set of plans and specifications relating to all temporary facilities to be constructed or utilized for the special event. All required permits relating to the temporary use of real property, buildings and structures must be obtained from the Building Inspections Department and approved by the Planning Department with regard to any zoning issues.	Attached	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<u>Attachment 4.</u> Fire Protection: Provide a comprehensive plan for prevention of fires and for adequate protection of persons and property in the event of a fire, including, without limitation, adequate exits, fire extinguishers, adequate access for fire trucks and emergency vehicles. The fire protection plan shall be coordinated through and approved by the office of the Fire Marshal.	Attached	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<u>Attachment 5.</u> Food and Beverage Service: Provide a comprehensive plan to provide food and beverage concessions. The City Health Officer or designee shall approve the plan.	Attached	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<u>Attachment 6.</u> Emergency Medical Service: Provide a comprehensive plan to provide adequate emergency medical services at the parade or special event. The plan shall be coordinated through and approved by Fire Rescue Administration.	Attached	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<u>Attachment 7.</u> Parking, assembly or disassembly of parade participants: Provide a comprehensive plan to provide adequate parking for the proposed parade or special event, including written permission by all of the owners of land to be used for the parade or special event.	Attached	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<u>Attachment 8.</u> Police Protection: Provide a comprehensive plan providing for adequate safety, security, traffic, and crowd control in connection with the parade or special event. The plan shall be coordinated through and approved by the Rowlett Police Department.	Attached	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<u>Attachment 9.</u> Promotional: If applicable, provide a comprehensive plan to promote, market, and advertise the parade or special event. Signs and banners shall be permitted through the Building Inspection Department.	Attached	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<u>Attachment 10.</u> Sanitation Plan: Provide a comprehensive plan to insure that the highest standards of cleanliness and sanitation are maintained at the special event including adequate restroom facilities and appropriate refuse containers to accommodate refuse generated by its patrons and operations and a plan to empty the containers frequently so as to prevent overflow. This plan will be coordinated with the Environmental Services Department and the Building Department.	Attached	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<u>Attachment 11.</u> Emergency Services Staffing Plan: Emergency Medical Service, Police Protection, and Fire Protection levels as deemed necessary to ensure safety for the event by the Chief of Police, the Fire Chief, or their designee, at the applicant/promoter's expense.	Attached	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Other attachments should include but are not limited to:
 Insurance Forms naming the City of Rowlett as additionally insured.
 TABC temporary permit if alcohol sales are permitted.



Copy of contract, agreement or details outlining arrangement between applicant and promoter, if any.

Disclaimer and signature and date

LICENSEE shall defend, protect and keep the CITY forever harmless and indemnified against and from any penalty, or any damage, or charge, imposed for any violation of any law, ordinance, rule or regulations arising out of the use of the property by the LICENSEE, whether occasioned by the neglect of LICENSEE, its employees, officers, agents, contractors, or assignees or those holding under LICENSEE. LICENSEE shall at all times defend, protect, and indemnify and it is the intention of the parties hereto that LICENSEE hold CITY harmless against and from any and all loss, cost, damage, or expense, including attorney's fees, arising out of or from any accident or other occurrence on or about the property causing personal injury, death or property damage resulting from use of property by LICENSEE, its agents, employees, customers and invitees, except when caused by the negligence or willful misconduct of CITY, its officers, employees or agents, and only then to the extent of the proportion of any fault determined against CITY for its willful misconduct. LICENSEE shall at all times defend, protect, indemnify and hold CITY harmless against and from any and all loss, cost, damage, or expense, including attorney's fees arising out of or from any and all claims or causes of action resulting from any failure of LICENSEE, its officers, employees, agents, contractors or assigns in any respect to comply with and perform all the requirements and provisions hereof.

I certify that my answers are true and complete to the best of my knowledge.

Signature: _____ Date: _____

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Date:		Permit Approved:	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Payment Amount:		Date:				

ATTACHMENT 1



Attach a parade route map or site map for the event (for site map include locations for temporary structures and/or tents, stages, grandstands or bleachers, trailers, equipment vans, animal holding areas, ticket sales sites, sales of merchandise, food and alcohol, restroom facilities, public event parking, public entrance/exits, emergency vehicle access and on-site medical facilities).

Promoter agrees to pay for any barricades provided by the City of Rowlett.

Street (Name of street and block ranges)	Time Closed	Time Reopened

Additional Information: _____

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Additional Payment Required:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Amount Charged:	
Date Paid:			Amount Paid	

ATTACHMENT 2



Listing of estimate of animals, animals and riders, animal drawn vehicles, floats, motor vehicles, motorized displays, marching units to include bands, color guards, drill teams or groups or organizations that will be involved in the parade or event.

Parade Participants			Estimates
Animals	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Animals and riders	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Animal drawn vehicles	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Floats	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Motor vehicles	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Motorized displays	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Marching units (to include bands, color guards, drill teams or groups or organizations)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Other not listed	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Additional Informational:



T E X A S

ATTACHMENT 3

Facilities: Provide the location of the site and a comprehensive set of plans and specifications relating to all temporary facilities to be constructed or utilized for the special event. All required permits relating to the temporary use of real property, buildings and structures must be obtained from the Building Inspections Department and approved by the Planning Department with regard to any zoning issues.

Fire Protection: Provide a comprehensive plan for prevention of fires and for adequate protection of persons and property in the event of a fire, including, without limitation, adequate exits, fire extinguishers, adequate access for fire trucks and emergency vehicles. The fire protection plan shall be coordinated through and approved by the office of the Fire Marshal.

Food and Beverage Service: Provide a comprehensive plan to provide food and beverage concessions. The City Health Officer or designee shall approve the plan.

Food Sales Allowed	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Merchandise Sales Allowed	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Alcoholic Sales Allowed	YES <input type="checkbox"/>	NO <input type="checkbox"/>	TABC "temporary" permit attached	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Prescribed TABC training	YES <input type="checkbox"/>	NO <input type="checkbox"/>			

SUBCHAPTER B. SPECIAL THREE-DAY WINE AND BEER PERMIT

(Copied from the Vernon's Texas Codes Annotated Alcoholic Beverage)

§ 27.11. AUTHORIZED ACTIVITIES. The holder of a special three-day wine and beer permit may sell for consumption on the premises for which the permit is issued, but not for resale, wine, beer, and malt liquors containing alcohol in excess of one-half of one percent by volume but not more than 17 percent by volume.

Added by Acts 1993, 73rd Leg., ch. 934, § 33, eff. Sept. 1, 1993. Amended by Acts 1999, 76th Leg., ch. 418, § 6, eff. Sept. 1, 1999.

§ 27.12. FEE. The state fee for a special three-day wine and beer permit is \$30.

Added by Acts 1993, 73rd Leg., ch. 934, § 33, eff. Sept. 1, 1993.

§ 27.13. ISSUANCE OF PERMIT. (a) The commission may issue a special three-day wine and beer permit directly to a nonprofit charitable, civic, or religious organization for the temporary serving of wine and beer at a picnic, celebration, or similar event sponsored by the organization.

(b) The commission by rule may limit the number of special three-day wine and beer permits issued in each calendar year to a single nonprofit charitable, civic, or religious organization for events sponsored by that organization.

(c) If a special three-day wine and beer permit is issued for a premises in an area in which the sale of beer for on-premise consumption has been authorized by a local option election, but the sale of wine for on-premise consumption has not been authorized, then the permittee is only authorized to sell beer.

Added by Acts 1993, 73rd Leg., ch. 934, § 33, eff. Sept. 1, 1993.

§ 27.14. APPLICATION OF WINE AND BEER RETAILER'S PERMIT

PROVISIONS. A provision of this code that applies to a wine and beer retailer permit applies to a special three-day wine and beer permit unless the provision conflicts with a provision of this subchapter.

Added by Acts 1993, 73rd Leg., ch. 934, § 33, eff. Sept. 1, 1993.

§ 27.15. RULES. The commission may adopt rules as necessary to implement and administer this subchapter.

Added by Acts 1993, 73rd Leg., ch. 934, § 33, eff. Sept. 1, 1993.

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Additional Payment Required:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Amount Charged:	
Date Paid:			Amount Paid	



ATTACHMENT 6

Emergency Medical Service: Provide a comprehensive plan to provide adequate emergency medical services at the parade or special event. The plan shall be coordinated through and approved by Fire Rescue Administration.



ATTACHMENT 7

Parking, assembly or disassembly of parade participants: Provide a comprehensive plan to provide adequate parking for the proposed parade or special event, including written permission by all of the owners of land to be used for the parade or special event.



T E X A S

ATTACHMENT 8

Police Protection: Provide a comprehensive plan providing for adequate safety, security, traffic, and crowd control in connection with the parade or special event. The plan shall be coordinated through and approved by the Rowlett Police Department.

Promotional: If applicable, provide a comprehensive plan to promote, market, and advertise the parade or special event. Signs and banners shall be permitted through the Building Inspection Department.

Sanitation Plan: Provide a comprehensive plan to insure that the highest standards of cleanliness and sanitation are maintained at the special event including adequate restroom facilities and appropriate refuse containers to accommodate refuse generated by its patrons and operations and a plan to empty the containers frequently so as to prevent overflow. This plan will be coordinated with the Environmental Services Department and the Building Department.

Emergency Services Staffing Plan: Emergency Medical Service, Police Protection, and Fire Protection levels as deemed necessary to ensure safety for the event by the Chief of Police, the Fire Chief, or their designee, at the applicant/promoter's expense.

Emergency Services Staffing Plan			Number Needed	Hourly Estimates
Emergency Medical Service	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Police Protection	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Fire Protection	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Other not listed	YES <input type="checkbox"/>	NO <input type="checkbox"/>		

FOR OFFICE USE ONLY

Additional Payment Required:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Amount Charged:	
Date Paid:			Amount Paid	