

SPECIAL EVENT/MASS GATHERING APPLICATION

A permit is required for Special Events/Mass Gatherings taking place on city property or streets, utilizing city services or affecting municipal polices and affairs. Applications must be submitted a minimum of forty-five (45) working days prior to the event to the City of Hitchcock Permit Department. Fees for city facilities and services may also apply. City assistance must be finalized fifteen (15) days prior to the event. All Special Event/Mass Gathering Permit applications will be reviewed by the Chief of Police and notification of application status will be provided to the applicant within five working days of receiving the application. Incomplete applications will not be considered. Based on the details of this application, additional permits and inspections may be required by the City and other agencies. Applicants are encouraged to read the ordinance associated with this permit prior to submitting an application.

Return completed application to the City of Hitchcock Permit Department at 6815 2nd Street Hitchcock, Texas 77563. For questions please call 409-316-3735.

Name of Event: _____

Date(s) of Event: _____

Type of Event: Run/Walk Street Fair Fireworks Bike Rally Other

Arts and Crafts show Carnival Car/Motorcycle Rally Entertainment Cook-Off
 Motorcade Parade (Check all that apply)

Applicant/Promoter Information

Name: _____ Date: _____

Address: _____

Home Phone Number: _____ Cell Number: _____

DOB: _____ Drivers License: State _____ No. _____

Email address: _____

Organization: _____

Organization Address: _____ Organization Phone: _____

If the event is to be held by or for any person/organization other than the applicant, the applicant shall attach a written statement from that other person/organization showing authority to make this application.

Event Information - A site plan must be submitted providing the information requested in this application. Site Plan can be found on pages 6 and 7 of this application.

Event Location/Address: _____

Is this address private or public property? Private Public Open Field

Event Location: Indoor Outdoor

Event Start Time: _____ Event End Time: _____

Event Set-up Time: _____ Event Tear-down Time: _____
Started & Completed

Projected number of persons attending event: _____

Maximum # of persons the promoter will allow to attend: _____

Plan to limit attendance to that number: _____

➤ **MUST ATTACH: Executed copy of agreement between the promoter and the property owner.**

Performer's Name, Address (physical and mailing) and other Contact Information

Telephone: _____

Fax: _____

E-Mail: _____

Performer's Agent's Name, Address (physical and mailing) and other Contact Information

Telephone: _____

Fax: _____

E-Mail: _____

(If multiple performers, attach a list of their information and their agent's information)

HEALTH AND SANITATION COMPLIANCE:

Describe the steps taken to ensure minimum standards of health and sanitation will be maintained during the gathering:

Describe whether or not food vendors are expected if so, provide approximate number:

Describe plans to provide adequate drinking water for participants:

Describe plans to provide adequate toilet facilities for participants:

Describe plans to provide trash pickup and garbage removal for the event:

Describe the steps taken to ensure the physical health and safety of the persons attending:

Describe the preparations taken to provide adequate medical and nursing care:

PUBLIC SAFETY COMPLIANCE:

Describe how attendance will be limited to the maximum number stated in the event description above:

Describe plans for adequate parking and attach map(s) setting out the parking arrangements:

Describe the preparations you will take to provide traffic control:

Describe the steps you will take to ensure that the Mass Gathering will be conducted in an orderly manner:

Describe the steps you will take to protect the physical safety of the persons who will attend the gathering:

Describe the preparations you will take to supervise minors who may attend:

Identify the location on the grounds where the promoter or a representative will be available at all times during the event:

ADDITIONAL REQUIREMENTS FOR TRAIL RIDE EVENTS:

If you are having a trail ride event, identify the County roads and State highways, if any, you will be utilizing:

If you are having a trail ride event, describe the traffic control plan that will sufficiently protect the public traveling the roads and the individuals participating in the ride:

(If possible, attach a detailed plan to this application)

If you are having a trail ride event, identify the number of escorts you have hired and the law enforcement agency where they are employed.

Participants of a trail ride may not ride four-wheelers, motorcycles, off-road vehicles, or any other unlicensed vehicle in a public right-of-way or a public road (this includes the shoulder of the roadway). In addition, vehicles pulling horse trailers or other forms of trailers may not follow behind the trail ride down the public road. This creates a significant hazard to the traveling public and those participating in the ride.

Traffic/Police/Utility Needs

Will your event require the following? *Fees may be required for City services and use of City facilities.*

Parking Arrangements

Yes No

- What type of parking will be utilized by this event? Onsite Off Site Both
If off-site and parking is on private property, applicant must submit a letter of permission from property owner.
- Parking attendants? Yes No If yes, how many? _____
- How will attendees be transferred from off-site parking to the event area and returned?

Electricity

Yes No Electrical plugs? Electrical panel and/or generator? How many? Locations? Company providing generators?

Police Security

Yes No

The applicant may be required to provide police officers for security, crowd and traffic control at the event. The total number of police officers working at the event is determined by the Hitchcock Chief of Police.

Traffic Control

Yes No

Identify locations on **site plan** where requesting road closures and possible directing of traffic by officers.

Trash Receptacles

Yes No

Identify the types of trash your event will create and provide suggested locations for trash receptacles. Applicants are responsible for the removal of all trash and litter on the day of the event. The number of Trash receptacles needed: _____ (Note location on site plan)

Fresh Water Connections

Yes No

Identify locations requested on site plan.

Disposal of Wastewater

Describe plans to dispose of any wastewater in connection with the event.

Amplified Sound Yes No

Include specific details on the type of amplified sound. Site plan should show location and orientation of the systems. Speakers should not be positioned so as to adversely affect any adjacent residential area between the hours of 10 p.m. and 7 a.m.

Provide a site plan including an event site plan, parking, booths, and emergency entrance and exits. All items checked "Yes" below must also be identified on the site plan and provide descriptive information where necessary. Check all items below that apply to your event. Items marked with ** may require additional permits and/or inspections.

- Yes No Will there be a petting zoo or any type of animals at the event? **
- Yes No Will there be any inflatable's?
- Yes No Will there be portable restrooms? How many? _____
Company providing restrooms _____
Adequate numbers of accessible units are required.
- Yes No Will any of the following be used – stage, stage/trailer, grandstand or bleachers?
- Yes No Will there be a first aid station? If so by whom? _____
- Yes No Will there be amusement rides? **
 Yes No Will food or beverages be sold or provided at the event?
(Must contact Health Department)
If yes, by whom _____
- Yes No Will alcoholic beverages be sold or provided at the event? May require fencing and controlled entrances ** (Must contact Texas Alcoholic Beverage Commission)
If yes, by whom _____
- Yes No Will minors (under 21 years of age) be able to attend the event?
- Yes No Will attendees be allowed to bring in food, beverages, or alcoholic beverages?
- Yes No Will there be merchandise sales?
- Yes No Will there be use of liquid propane or BBQ pits?
- Yes No Will fencing be utilized to secure the event?
- Yes No Will there be fireworks? Must be approved by Fire Chief and administered by a licensed technician.
- Yes No Will there be tents (top with sides)? A "Certificate of Fire Retardant and inspection may be required.
- Yes No Will there be canopies (top w/no sides)?

Public Notification

City may require that applicant deliver written notice to all owners or occupants of real property abutting the boundaries of the area in which the event will be conducted. The notice must include the following information: event date, time, location, and a statement that an application for a Special Event Permit has been filed.

Other Permits & Fees

Attach copies of any required insurance, surety bonds, permits or other documents described in the City of Hitchcock Code of Ordinances or in this application.

Cleanliness

Applicant shall return public spaces to a clean and orderly condition and replace all City property to its original location. Applicant shall pay for the cost of replacement or repair of any damage to the facility or equipment within that public space caused from the use thereof. Applicant shall refrain from applying any permanent or semi-permanent markings to roads and pedestrian pathways without prior approval.

Damage or Loss of Materials

When events are not operated or sponsored by the City, the City shall not be responsible for damage or loss of materials used or left in any public spaces and does not assume liability on groups or individuals attending an event within said public spaces.

Insurance

No event permit shall be issued for a special event, parade, or race, until the applicant has filed a certificate of insurance, indicating that the required insurance to repair or replace any damage to publicly owned property within or adjacent to the event. Insurance policy shall be in force and effect during the period of time of the event and lists the City as an Additional Insured. Such insurance policy must be in the face amount of not less than ten thousand dollars (\$10,000.00), and issued by a company licensed to issue such policy in Texas. This provision may be satisfied by either a special policy issued solely for the event or, by a standing liability policy maintained by the applicant year round, so long as it meets the requirements of this subsection. Applicants have the right to show cause when the insurance requirement should be reduced or waived, and to attach such request with the submitted permit application. The City Manager will review requests and may increase, lower, or drop the insurance requirement based upon review of the event application.

An applicant may be required to furnish additional liability insurance based upon the type of event, equipment, machinery, location, alcohol related exposures, number of people involved, and other pertinent factors or risks associated with the event. Final determination of the amount of additional insurance necessary will be made by the City Manager.

Indemnity Agreement

- 1) As a condition of a Special Event Permit being issued, the applicant agrees to protect, indemnify and hold harmless, the City of Hitchcock, its officers, agents and employees, from and against suits, actions, claims, losses, liability or damage of any character, and from and against costs and expenses including attorney fees incidental to the defense of such suits, actions, claims, losses, damage or liability on account of injury, death or otherwise, to any person or damage to any property, arising from any negligent act, error or omission of the undersigned, its officers, employees or agents, arising out of, resulting from, or caused by any act occurring as a result of the exercise of the privileges granted by this permit.

- 2) Applicant agrees that this indemnity agreement is intended to be as broad and inclusive as is permitted by the laws of the state of Texas, and that if any portion is held invalid, the remainder shall; notwithstanding, continue in full legal force and effect.
- 3) This indemnity agreement contains the entire agreement of the undersigned and the City of Hitchcock and may not be modified or altered without the express written consent of the City of Hitchcock.
- 4) This indemnity agreement shall be construed in accordance with Texas law and is preferable for all purposes in the County of Galveston, State of Texas.

I do solemnly swear (or affirm) that all answers given and statements made on this applicant are, true and correct to the best of my knowledge and beliefs. I agree to comply with the requirements associated with it and those described in this application.

Applicant Signature

Date

If the event will be held on private property, please have this portion signed by the owner of the private property where the Special Event is going to be held.

I hereby grant the applicant and any affiliated organization permission to use my property in connection with the Special Event above described. I am aware of Ordinance 1021 and agree to comply with the requirements associated with it.

Property Owner Signature

Date

Map or Sketch of Event, Equipment, and Parking Plan

Place a check next to each item included in your event and map or sketch out their locations on page 7.

Identify all streets to be used or blocked and indicating whether all or only a portion of the street is used.

Assembly area

Disbanding area

Plan of evacuation and proposed fire lanes

Placement of Amplified Sounds/Loudspeakers

Barricades

First Aid Stations

Tent(s) Size(s) _____

Dumpster(s)

Portable Restrooms #Regular _____

#Handicapped _____

Parking Arrangements

Will there be any proposed parking along a street or highway? Yes No

Will there be any off-site parking: Yes No

If yes, applicant must include permission from property owner in application.

How will participants and attendees be transferred to the event and returned to the parking areas?

Map/Sketch on Next Page

Map or Sketch

Directions for completing this map/sketch are on a previous page.

Suggested Map Symbols:



Routes



Assembly Area



Disbanding Area



Loudspeaker Placement

X

Barricade/Cones



First Aid Station



Tent

D

Dumpster

RR

Portable Restrooms

P

Parking

FV

Food Vending

AB

Alcohol Beverage Sales

Office Use Only

Special Event/Mass Gathering Permit Signature Sheet

Application #: _____ Permit Fee: _____ / _____
Check # _____ Amount _____ Cash Amount _____

Credit Card Amount: _____ Receipt #: _____ Date: _____

Comments: _____

1. **Police Department** Approved Denied Date: _____

Signature: _____

City Support requirements if any: _____

Staff _____ x _____ #Hours x \$ _____ Hourly Wage = \$ _____ Cost

Comments: _____

2. **Fire Department** Approved Denied Date: _____

Signature: _____

City Support requirements if any: _____

Staff _____ x _____ #Hours x \$ _____ Hourly Wage = \$ _____ Cost

Comments: _____

3. **Public Works Department** Approved Denied Date: _____

Signature: _____

City Support requirements and rates, if any _____

Staff _____ x _____ #Hours x \$ _____ Hourly Wage = \$ _____ Cost

Comments: _____

4. **Parks Department**

Approved

Denied

Date: _____

Signature: _____

City Support requirements and rates, if any _____

Staff _____ x _____ #Hours x \$ _____ Hourly Wage = \$ _____ Cost

Comments: _____

5. **City Manager**

Approved

Denied

Date: _____

Signature: _____

City Support requirements and rates, if any _____

Comments: _____

Form should be completed and forwarded to next office on day received. City Manager will forward application to Police Department.

Other Additional Charges:

Nature of Cost _____ # of Units _____ x \$ _____ Unit Cost = \$ _____ Cost

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Nature of Cost _____ # of Units _____ x \$ _____ Unit Cost = \$ _____ Cost

TOTAL ADDITIONAL COSTS = \$ _____

Special Event Permit Approved _____
Chief of Police **Date**

Special Event Permit Number _____