



Special Event/ Mass Gathering Application

A permit is required for Special Events/Mass Gatherings taking place on public or private property within the jurisdiction of the City of Hitchcock or affecting all adopted codes (*Codes the City of Hitchcock follows: 2018 IBC, IPC, IMC, NFPA70 2020 Edition*) and affairs that will attract more than 400 persons, 250 persons with 51% persons under age 21 with alcoholic beverages, at which the persons will occupy the property one or more days. Applications must be submitted forty-five (45) days prior to the event to the City of Hitchcock Permit Department. **Applications received after the forty-five (45) days shall be subject to double the fee. Fees for city facilities and services may also apply.** 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 and adopted codes associated with this permit prior to applying. Inspections will be conducted before and during the event.

Return completed application to the City of Hitchcock Permit Department at 7423 HWY 6 Hitchcock, Texas 77563. For questions, please call 409-986-5591. If paying by credit card, there is a 2.5% charge. \$500.00 non-refundable fee due with the application

Name of Event: _____

Date(s) of Event: _____

Type of Event (Choose that apply) : Run/Walk Street Fair Fireworks Bike Rally
 Arts and Crafts show Carnival Car/Motorcycle Rally Entertainment Cook-Off
 Motorcade Parade Other Description: _____

Applicant/Promoter/Conductor Information:

Name: _____ Date: _____

Address: _____

Home Phone Number: _____ Cell Number: _____

DOB: _____ Driver's License: State _____ No. _____

Email address: _____

Organization name: _____ Phone: _____

Organization Address: _____

*****REQUIRED INFORMATION MUST BE ATTACHED TO THIS APPLICATION WHEN TURNED IN*****

****SEE THE ATTACHED CHECK OFF LIST****

Event Information:

Event Location/Address: _____

Do you own the property? Yes No

If no, who owns the property? Name: _____

Address: _____

Phone: _____ Email: _____

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

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: _____

Projected number of persons attending event: _____

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

Performer's Information (write on the back of this form if additional room is needed)

Performer's name and emergency contact information:

Telephone: _____ Fax: _____

E-Mail: _____

Performer's agent's name, address (physical and mailing) and other emergency contact information:

Telephone: _____ Fax: _____

E-Mail: _____

Description of the agreement between the promoter and the performer: _____

Health and Sanitation Compliance:

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

Describe whether food vendors are expected if so, provide approximate number: _____

Have you contacted Galveston County Health Department for the vendors that are selling food and obtained a certificate from the Health Department? List the vendors or **attach the certificates:** _____

Describe plans to provide adequate drinking water for participants: _____

Describe plans to provide adequate toilet facilities and wash stations for participants and **attach the contract for services**: _____

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 for the entire event grounds: _____

Describe the preparations taken to provide adequate medical and nursing care for the entire event grounds: _____

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 for entire event grounds, including first responder's locations, and indicate where the no parking zones are located: _____

Describe the preparations you will take to provide traffic control and provide a traffic control plan to show road closures or deviations for the normal traffic flow? _____

Describe the steps you will take to ensure that the special event will be conducted in an orderly manner: _____

Describe the steps you will take to protect the physical safety and adequate security of the persons who will attend the gathering for the entire ground the event is held on: _____

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 always available

during the event: _____

Will drones be used or allowed? _____ If yes, list the operator, landing zones, type of drone, and FAA license information for the operator: _____

Do you understand that mandatory inspections will be conducted before and during the event? _____

Do you understand that the City Manager or designees may not approve the permit without proper assurance the event will be a safe event and that all codes will be followed? _____

Describe the steps you will take to assure that all participants, vendors, staff, and volunteers will comply with rules, ordinances, and all codes set forth by the City of Hitchcock:

Additional requirements for trail ride events: (If possible, attach a detailed plan to this application)

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 and indicate road closures or deviations: _____

If you are having a trail ride event, identify the number of escorts you have hired and the law enforcement agency or agencies 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/ Event/ 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? _____

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

Electricity Yes No Electrical plugs? _____ How many? _____ Electrical panel and/or generator? _____
Name of Company providing generators. _____ How many? _____

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 Chief of Police.

Traffic Control Yes No

Identify locations on the **site plan** where road closures are being requested 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. (Indicate locations on the site plan)

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)

Potable 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 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, and include all fire access lanes, first responder staging areas, and medical staging areas. 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 inflatables?

Yes No Will there be portable restrooms? How many? _____
Company providing restrooms _____ (attach contract)

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? ** (attach contract indicating emergency contact information)
- 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 fire-retardant certificate and inspection will be required. (tent/canopy requirements attached)
- Yes No Will there be canopies (top w/no sides)? A fire-retardant certificate and inspection will be required. (tent/canopy requirements are attached)

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. This will be determined by city staff.

Other Permits, Fees, and Necessary Information

Attach copies of any required insurance, surety bonds, site plans, contracts, 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 private or 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 with the ground's owner as an insured. Insurance policy shall be in force and effect during the period of the event and lists the City as an Additional Insured if the event is using city ground or city resources. 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 and statements given are true and correct to the best of my knowledge and beliefs. I agree to comply with the requirements and all codes associated with the city and those described in this application and adopted ordinances. I will not deny required inspections and will allow access to the event grounds at all times.

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 the mass gathering ordinance and all city adopted codes and agree to comply with the requirements and inspections associated with it.

Property Owner Signature

Date

Phone Number: _____

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.

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

___ Assembly area

___ Plan of evacuation and proposed fire lanes

___ Barricades

___ Tent(s) Size(s) _____ (canopy/tent requirements attached)

___ Portable restrooms/wash stations #Regular _____ # Handicapped _____

___ Location of dumpsters and trash receptacles

___ Parking arrangements

___ Disbanding area

___ Placement of amplified sounds/speakers

___ Location of performances

___ First aid stations

___ First responder locations/stations

___ Vendor locations, food, crafts, other goods

___ Cook off tent locations (canopy/tent requirements attached)

___ Location of persons in charge of event

___ Location of petting zoos

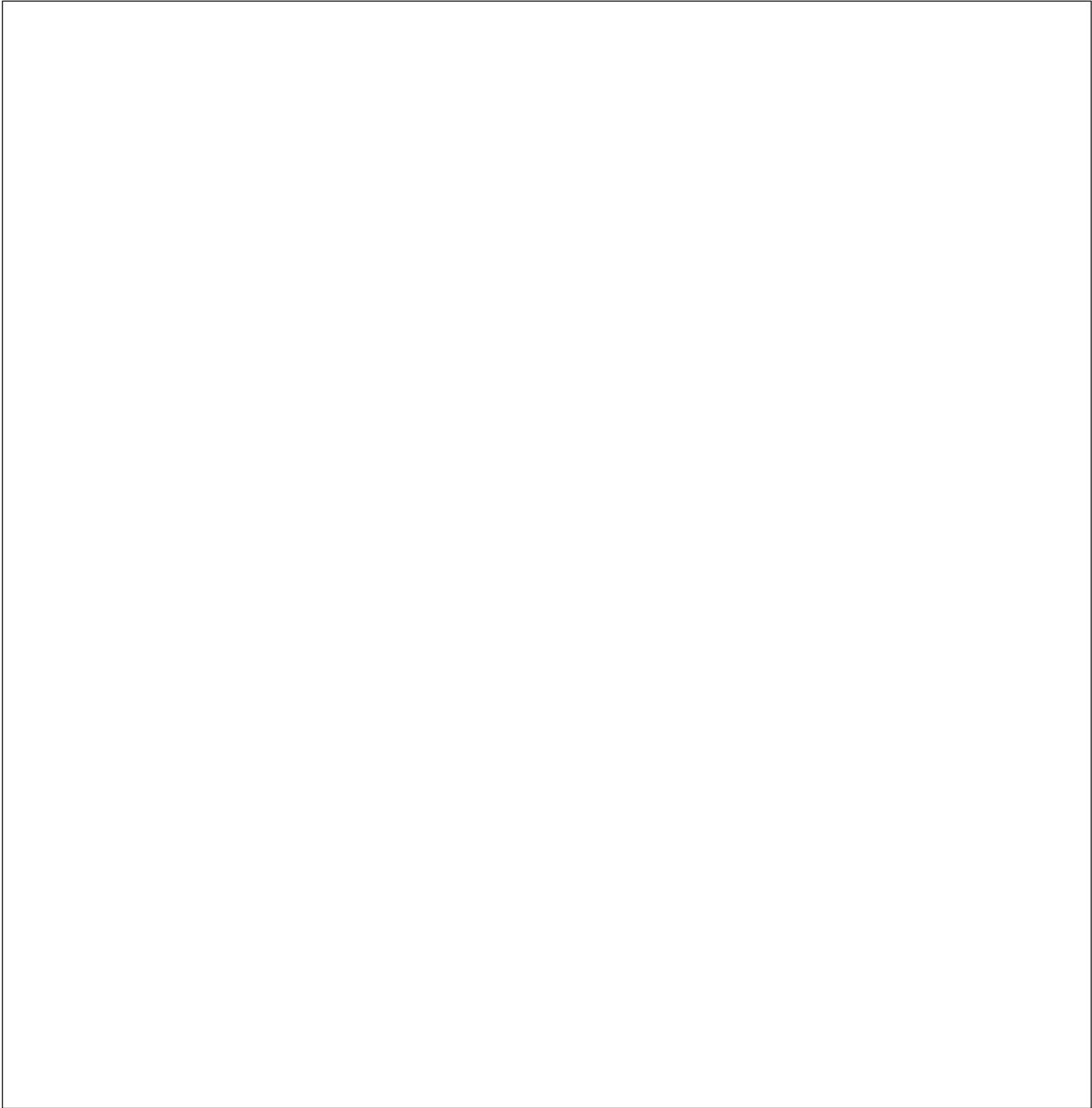
___ Location of rides/amusement games

The following MUST ALSO be attached:

- Financial statement reflecting the funds being supplied to finance the special event and list of each person funding the event and proof of liability insurance
- Copy of the contract for medical assistance and police assistance
- Copy of contract for toilet facilities and wash stations
- Copy of liquor license or alcohol permit
- Copy of the contract authorizing the use of the facility
- Copy of insurance
- Copy of the contract for trash/waste

Map or Sketch

Please draw a site plan and include the information on the checklist from the 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

Permit fee due: \$500.00 non-refundable fee due upon application submittal

Additional charges:

Nature of cost: _____ **in the amount of \$** _____

Total amount due: \$ _____

Permit fee collected \$ _____ **Cash, Check, Credit Card**

Payment date: _____

Clerk's signature: _____

Permit fee waived per City Manager's signature: _____

Comments: _____

Additional costs may be determined by department supervisors upon receipt of special requests from applicant.

This special event permit is hereby approved by the City of Hitchcock and is effective from _____
to _____ **under special event permit number** _____.



Special Event Permit Approved

Event name: _____

Event date: _____ to _____

Occupancy approved: _____

This permit was issued by the City of Hitchcock on _____ under permit number _____.

Please contact (409) 986-5591 if there are questions or concerns.