



# OFFICE OF SPECIAL EVENTS

## City of Dallas

650 S. Griffin Street, Dallas, Texas 75202  
 Phone: 214/939-2701 Fax: 214/939-2709  
[www.dallasspecialevents.com](http://www.dallasspecialevents.com)

### SPECIAL EVENT & STREET POLE BANNER PERMIT APPLICATION

#### SECTION 1: APPLICATION FEES

<b>Special Event Permit</b>	<b>Late Application</b>	<b>\$40.00</b>	<b>Street Pole Banners</b>
0-200 people \$30.00			For-profit \$20/Per Pole
201-400 people \$50.00	<b>Application Changes</b>	<b>\$40.00 per change</b>	Non-profit \$10/Per Pole
401-800 people \$75.00			Deposit \$500.00
801-1000 people \$100.00			
1001-20,000 people \$250.00			
Over 20,000 people \$500.00			

All fees must be in the form of Money Order, Check, or Debit/Credit Card to the City of Dallas Office of Special Events and accompany this form at the time of submission. Application must be filed **not less than 45 days** before the event.

#### SECTION 2: APPLICANT INFORMATION

Organization Contact Person Mailing Address City, State, Zip

Daytime Phone After Hours Phone Fax Email Address:

Organization Type:  Non-Profit  For-Profit  Government  Corporation  Other \_\_\_\_\_

Emergency Contact Daytime Phone After Hours Phone: Email Address:

*Note: Changes to original application will ONLY be accepted from either applicant or emergency contact in writing. No changes to applications will be made within 14 days of scheduled event date.*

#### SECTION 3: EVENT DESCRIPTION

Event Title: \_\_\_\_\_

Event Type:

- Banner Poles     Carnival     Ceremony     Circus     Concert     Festival  
 Parade     Party     Picnic     Political Rally     Religious procession  
 Run/Walk     Tournament     Other \_\_\_\_\_

Event Description: \_\_\_\_\_

How many people do you expect to attend your event?

Event Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
# of Participants							
# of Spectators							
Daily Event Total							

**SECTION 4: EVENT SCHEDULE**

Event Set-Up Date: \_\_\_\_\_ Event End Date: \_\_\_\_\_  
 Event Set-Up Time: \_\_\_\_\_ Event Tear Down Time: \_\_\_\_\_  
 Event Start Date: \_\_\_\_\_ Event Tear Down Date: \_\_\_\_\_

For each day of the week on which the event will be held, indicate the start and stop times below:

Event Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Event Start Time							
Event Stop Time							

Admission/Registration Fee:  Yes Ticket Prices: \$ \_\_\_\_\_  No  
 Charitable Benefit:  Yes Beneficiary/Organization, Contact Name, Address, Phone:  
 #1 \_\_\_\_\_  
 #2 \_\_\_\_\_

**SECTION 5: EVENT LOCATION, LAYOUT, PARKING & TRAFFIC PLAN**

**City Hall – 1500 Marilla:** \_\_\_\_\_ Plaza \_\_\_\_\_ Lobby \_\_\_\_\_ 'Flag Room  
 \_\_\_\_\_ Other \_\_\_\_\_

**Equipment Needed (City Hall use only)**

Chairs # \_\_\_\_\_ 8' Tables# \_\_\_\_\_ Trash Cans# \_\_\_\_\_ 6' Round Tables# \_\_\_\_\_  
 Podium w/Mic \_\_\_\_\_ Podium w/o Mic \_\_\_\_\_ Speaker Stand \_\_\_\_\_ Registration Table \_\_\_\_\_  
 Risers # \_\_\_\_\_ (4'x8' sections) 6" High \_\_\_\_\_ 8" High \_\_\_\_\_ Parking Services \_\_\_\_\_ EBS Officers# \_\_\_\_\_

**All Other Locations:**

Event Address: \_\_\_\_\_

List street(s) affected by the event and proposed closures. For parades and runs, include start/finish lines and route:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SECTION 6: STREET POLE BANNERS**

List all applicable street locations and specific block numbers:

Number of Street Poles: \_\_\_\_\_ Install Date: \_\_\_\_\_ Remove Date: \_\_\_\_\_

Street Pole Numbers (required): \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**Banner permits will not be processed without street pole numbers and specific applicable street locations.  
 Please use attached documentation sheet to include street pole banner locations, pole numbers, etc.**

**SECTION 7: EVENT SPONSOR INFORMATION**

List event sponsor(s) with **EXCLUSIVE SALE** and/or **ADVERTISING AGREEMENT(S)**:

Company	Brand

**SECTION 8: OTHER PERMITS & FEES**

If any of the following components will be part of your event, please check the appropriate boxes. In so doing, you may be required to obtain additional permits or incur additional fees:

- |  |   |
|--|---|
| <input type="checkbox"/> * Alcohol (See below)                         | Contact TABC: (214) 678-4008                                |
| <input type="checkbox"/> City Hall Plaza                               | Contact City Hall Coordinator: (214) 939-2701               |
| <input type="checkbox"/> Fireworks                                     | Contact Dallas Fire Rescue: (214) 670-7014                  |
| <input type="checkbox"/> Food, Beverage and/or Merchandise Sales       | Contact Environmental & Health Services: (214) 670-8083     |
| <input type="checkbox"/> Hooded Parking Meters                         | Contact City of Dallas Parking Services: (214) 754-4784     |
| <input type="checkbox"/> Liquid Propane Gas                            | Contact Dallas Fire Department: (214) 670-4319              |
| <input type="checkbox"/> Park Property                                 | Contact Park Department: (214) 670-8890                     |
| <input type="checkbox"/> Police Officers                               | Contact Dallas Police Dept. /Extra Job Unit: (214) 671-4460 |
| <input type="checkbox"/> **Tent(s) (See below if 399 sq. feet or over) | Contact Dallas Fire Rescue: (214) 670-4319                  |
| <input type="checkbox"/> Street Pole Banners                           | Contact Banner Permit Coordinator: (214) 939-2701           |
|  | Contact Oncor Street Pole Coordinator: 214-486-2637         |
- 
- |                                    |                                      |   |  |  |
|------------------------------------|--------------------------------------|---|--|--|
| <input type="checkbox"/> Animals   | <input type="checkbox"/> Electricity | <input type="checkbox"/> Portable Restrooms | <input type="checkbox"/> Stages        | <input type="checkbox"/> Water Hydrant |
| <input type="checkbox"/> Bleachers | <input type="checkbox"/> Fencing     | <input type="checkbox"/> Special Parking    | <input type="checkbox"/> Traffic Cones |  |

**\*If alcohol is sold at the event**, the applicant is required to obtain a temporary alcohol permit from TABC located at 8828 Stemmons Freeway, Suite 330, Dallas, Texas 75247, (214) 678-4008.

**\*\*Obtaining a Tent Permit Through City of Dallas:**

- (1) Complete a Tent Permit Application Form (obtain from Dallas Fire Rescue)
- (2) Prepare 3 copies of a drawn-to-scale site plan showing location of proposed tent(s) and location of adjacent structures, and setbacks from adjacent property lines and distance from tent(s), including guide wires and stakes to all structures
- (3) Submit 3 copies of the certificate of flame resistance for tent materials
- (4) Submit 3 copies of the approving petition, if required
- (5) Show copy of Special Events Permit if the tent permit is in conjunction with a special event
- (6) Provide written authorization from Park & Recreation Dept. if tent is to be erected on City park property

**SECTION 9: ACKNOWLEDGEMENT/SIGNATURE**

**By signing this document, I certify that the information provided above is correct and I acknowledge having read and understood the information contained in this application and the Important Information Sheet (attached). I agree to conduct my special event in compliance with all applicable codes, ordinances, laws and the conditions contained in the special event permit.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICATIONS WITH MISSING INFORMATION WILL NOT BE PROCESSED.**

**For Official Use Only:**

Date Received: _____	Check #: _____	Inter-Office Date Distr: _____
Event Number: _____	Response Date: _____	

The following **MUST BE INCLUDED** with the application at time of submission. Incomplete applications will not be processed.  
 ✓ Permit Fee    ✓ Certificate(s) of Insurance    ✓ Event Layout Map    ✓ Event Brochure

# **IMPORTANT INFORMATION**

## **PLEASE READ BEFORE SUBMITTING APPLICATION**

### **CITY-LICENSED VENDORS**

The City of Dallas authorizes the sale of food, beverages, goods or services at or within a specific location or area in the city to a limited number of vendor applicants. The Office of Special Events will work with the applicant to notify each city-licensed vendor lawfully operating at or within a location or area in which your special event will be conducted with basic event information and any special requirements that must be followed to operate at the special event, including: (1) The date, hours, location and event layout; (2) specific locations from which the vendor is prohibited from operating (please indicate locations on event layout map (3) food, beverage, or product brand sponsors; and, (4) price categories and payment procedures for the sale of food, beverage, merchandise or other products.

### **PUBLIC NOTIFICATION**

If the estimated number of participants and spectators exceed 500 during any day of the special event, the applicant shall, at least 30 days before the special event begins, deliver written notice to all owners or occupants of real property abutting the boundaries of the area in which the special event will be conducted, including all owners or occupants of real property abutting the route of a progressive event such as a special event parade or run/walk event. The notice must include the following information: (1) event date, time and location; (2) an application for a special event permit has been filed; (3) interested persons may contact the Office of Special Events at 650 S. Griffin Street, Dallas, Texas 75202, (214) 939-2701.

### **INSURANCE**

If the estimated number of participants and spectators exceeds 2,500 during any day of the special event, the applicant shall procure and keep in full force and effect for the duration of the event insurance written by an insurance company approved by the State of Texas and acceptable to the city and issued in the standard form approved by the Texas Department of Insurance. **All provisions of each policy must be acceptable to the city and name the city and its officers and employees as additional insured. An original certificate of insurance must be submitted along with special event permit application.**

**Commercial General Liability Insurance:** Must be provided with combined single limits of liability for bodily injury and property damage of not less than \$500,000 for each occurrence if the estimated attendance is between 2,501 and 4,999, and \$1,000,000 for each occurrence if the estimated attendance is 5,000 or more.

**Liquor Liability Insurance:** If any alcoholic beverage is sold, served, or otherwise made available at the special event, Liquor Liability Insurance must be provided by the alcoholic beverage license holder in an amount of not less than \$1,000,000 for each claim.

If a special event includes **vehicles, fireworks, aircraft, or other equipment, devices or activities that are excluded from coverage in the general liability insurance policy**, then separate additional liability insurance coverage for the applicable exclusion(s) must be provided with the same combined single limits of liability for bodily injury and property damage as outlined in the paragraph above for commercial general liability insurance.

**Special Event Banners on Street Light Poles:** Commercial general liability insurance must be provided with combined single limits of liability for bodily injury and property damage of not less than \$1,000,000 for each occurrence.

### **SECURITY, CROWD CONTROL, & TRAFFIC CONTROL**

The applicant may be required to provide police officers for security, crowd control, and traffic control at the special event. The total number of police officers working at the special event is determined by the Office of Special Events, and in some cases, the Dallas Police Department, using planning variables, including: (1) the estimated number of participants and spectators; (2) the availability of alcoholic beverages; (3) topography and size of the event location; (4) weather conditions; (5) the time of day during which the special event is conducted; (6) the need for street closures or rerouting of vehicular or pedestrian traffic; and, (7) the history of the particular special event.

## **DENIAL OR REVOCATION**

The Office of Special Events shall deny or revoke a special event permit if the applicant makes a false statement of material fact on the application or fails to comply with or the special event is in violation of any provision of the special event permit, Chapter 42A, "Special Events" of the Dallas City Code, or any other applicable law.

The special event permit shall also be denied or revoked if the special events manager, chief of police department, or the chief of the fire department determines the special event poses a serious threat to public health, safety or welfare.

If a special event permit is denied or revoked, the Office of Special Events shall send to the applicant by certified mail, return receipt requested, notice of the denial or revocation and of the right to an appeal and instructions on how to file an appeal with the Permit and License Appeal Board.

## **OFFENSES OR PENALTIES**

An applicant/person commits an offense if he/she commences or conducts a special event without a special event permit or in violation of any provision of the special event permit, Chapter 42A, "Special Events" of the Dallas City Code, or any other applicable law.

Each offense is punishable by a fine not to exceed \$2,000 for each violation of a provision governing fire safety, zoning, public health, sanitation, including dumping of refuse; and \$500 for each violation of all other provisions.

## **INDEMNIFICATION**

As a condition of a Special Event Permit being issued, the permit holder agrees to indemnify, defend and hold harmless the City of Dallas and all of its officers and employees against any and all suits, causes of action or claims for injuries, damages, costs and expenses to persons or property, whether public or private, that may arise out of, or be constituting a part of the special event, or any activity constituting a part of the special event, or any act, omission or misconduct of the permit holder or his agents, representatives, contractors, or employees. The permit holder agrees to discharge any and all judgments that may be rendered against the City of Dallas or its officers and employees in connection with any suit, cause of action, or claim after the judgment becomes final and unappealable.

## **SIGNATURE ON THE SPECIAL EVENTS APPLICATION SIGNIFIES ACKNOWLEDGEMENT OF RECEIPT OF THIS DOCUMENT.**

**Incomplete applications will not be processed.**