



CITY OF HIGHLAND VILLAGE SPECIAL EVENT PERMIT APPLICATION

Return completed permit application to the Parks and Recreation Department no less than 30 business days prior to the first day of the event.

Mail to: City of Highland Village
Parks and Recreation
1000 Highland Village Road
Highland Village, TX 75077

Drop-off: The Robert & Lee DuVall Center
948B Highland Village Road
Highland Village, TX 75077

E-mail: aforeman@highlandvillage.org

Fax : (972) 899-5130

The special event permit application will be reviewed by City of Highland Village; you will be contacted about your event's approval status.

Please submit all required information, fees & deposit along with your completed permit application form.

Approval of the permit is not guaranteed. *Please do not advertise your event prior to receiving your permit approval.

We will not accept an incomplete permit application.

Special Event Application must be filed no less than 30 days before the special event per Ordinance Section# 62-84.

PART I – APPLICANT INFORMATION

Organization Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Applicant's Name: _____ Title: _____

Primary Contact: _____ Phone: _____ Cell: _____

Fax: _____ E-Mail: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Day of Event On-Site Contact Person (If different from above): _____

Phone: Day: _____ Evening: _____ Cell: _____

Fax: _____ E-Mail: _____

PART II-EVENT GENERAL INFORMATION

Official Name of Event: _____

Set Up Start (Date & Time): _____

Event Start (Date & Time): _____

Event End (Date & Time): _____

Clean Up End (Date & Time): _____

*Requesting dedicated Police Unit staffed with Officer? Yes _____ No _____

*Requesting dedicated Ambulance staffed w/Paramedic? Yes _____ No _____

*Requesting dedicated Engine staffed w/crew? Yes _____ No _____

Will food be consumed by the public? Yes _____ No _____

Will animals be involved with the event? Yes _____ No _____

*Requesting dedicated Parks personnel for litter control,
or restroom cleaning? Yes _____ No _____

*Additional fees required for Police, Fire and Parks (see Part IV on application).

*Final determination will be made by Special Event Committee on requested/required staff.

Will street be blocked interfering with normal traffic flow? If yes, please explain:

Please include a separate schedule if there are more complex details or sub events for your event.

Event Type (circle all that apply): Run/Walk Festival Parade Festival
Other: _____

Facilities to be used (circle): Park _____ Street _____

Sidewalk Private Property Parking Lot Other _____

Briefly describe your event. Be sure to include the purpose of the event and other planned activities:

Has this event been produced previously? ____ No ____ Yes

If yes, please list dates and locations: _____

ATTENDANCE INFORMATION:

Estimated Total Attendance: _____

Registered Participants: _____ Spectators: _____ Volunteers: _____ Staff: _____

Public Event: ____ No ____ Yes Private Event: ____ No ____ Yes

Public Participation Fee: _____ No ____ Yes If yes, how much? _____

How will you collect the fee or admission? _____

VENDOR & EXHIBITOR INFORMATION:

Vendor Fees: _____ Estimated Number of Vendors: _____

Exhibitor Fees: _____ Estimated Number of Exhibitors: _____

*Please include a vendor list with their location and a description of the items for sale on a separate page with this permit application including their State Sales Tax ID.

Part III-PARADE INFORMATION

Parade Coordinator: _____ Day Phone: _____

Cell Phone: _____ E-mail: _____

Assembly time for event participants: _____

Start time of event: _____ End time of event: _____

Parade staging area: (please list all streets) _____

Parade End: (please list intersection) _____

Entry Fees: _____

Estimated number of entries: _____ Estimated number of people: _____

Any additional information that should be considered:

Type of Event	Requirements
Parade	*Completed Permit Application 30+business days in advance. *Liability Insurance *Staging and Parade Route Map *Event Cleanup Plan
Festival/ Community Event	*Completed Permit Application 30+ business days in advance *Liability Insurance *Event Layout *Event Cleanup Plan If Applicable: *Facility Rental *TABC Permit *Temporary Health Permit
Walk/Run Race	*Completed Permit Application 30+ business days in advance *Liability Insurance *Race Route Map If Applicable: *Facility Rental *Event Cleanup Plan *Temporary Health Permit

A permit is required for the following and may be applied for at the City Offices at 1000 Highland Village Rd.

_____Tent, w/letter of flame resistance _____Signage _____Temporary Banner

_____Temporary Electrical _____Temporary Food Permit

_____Animal Permit Fee _____Special Event Parking

Check List	
<i>Date Submitted</i>	
	Event Layout Map- Include information about: Restroom Placement, Parking, Vendor/Exhibitor Booths, Stages, Tents, Trash Cans, Street Closures, Transition Areas and other programming or activities.
	Special Event Liability Insurance- Contact your insurance agent and request that the City of Highland Village be an additional insured. They will need the City of Highland Village Address: 1000 Highland Village Road, Highland Village, TX 75077
	Facility Reservation Form & Fees- If you are renting a pavilion be sure that the space has been reserved in advance and fees and deposits have been paid in advance. Vendor fees and athlete special event fees can be paid after the event has concluded for an accurate count.
	Special Event Permit Fees & Deposits- Refer to the fees section
	TABC Permit- If you will be selling alcohol at your event you will need a permit from TABC. Please submit your TABC Permit with this application or as soon as you have received it.
	List of Vendors/Exhibitors- Please include what they will be selling and where they will be located at your event.
	Additional Information- On a separate sheet of paper (typed) please include plans for all that apply to your event: Clean Up, Parking, Security, Advertising, EMS, Port-O-Potties, & Electrical.

PART IV – FEES

Special Event Permit Fees	
Damage Deposit	\$1000
Police Overtime Rate	\$40/Hour
Ambulance/EMT Rate	\$75/Hour
Engine/Min. 3 Man Crew	\$100/Hour
Parks Overtime Rate	\$25/Hour

CHECKS CAN BE MADE PAYABLE TO: CITY OF HIGHLAND VILLAGE

PART V – WAIVER OF LIABILITY

ON BEHALF OF THE ABOVE ORGANIZATION/GROUP, I expressly **WAIVE, RELEASE** and **DISCHARGE** the City of Highland Village, its officers, agents, and employees or any other person from any and all **LIABILITY** for any death, disability, personal injury, property damage, property theft or actions, including any alleged or actual negligent act or omissions, regardless of whether such act or omission is active or passive which may accrue to myself or members of my organization/group or our heirs in connection with our participation in the above-described event. I fully understand and acknowledge that the **CITY OF HIGHLAND VILLAGE** is relying on my representation that I have authorization to sign this document and that I will provide all members of my group a completed copy of this Waiver prior to our participation.

I expressly **INDEMNIFY AND HOLD HARMLESS** the City of Highland Village, its elected and appointed officers, agents and employees from any; and all liabilities or claims made by me or my organization/group, my/our heirs and any other individuals or entities as a result of any of my/our actions in connection with my/our participation in this event except for those claims arising from the sole negligence of sole willful conduct of the City, its officers, employees, volunteers or other representatives. Such indemnification includes liability settlements, damage awards, costs and attorney fees associated with such claims.

INSURANCE REQUIREMENTS: The Organization/Group holding the event shall maintain insurance in the amount specified below to cover the entire duration of the Event. Attached is a certificate of insurance duly executed by the officers or authorized representatives of a responsible and non-assessable insurance company, evidencing the following minimum coverage(s) and specifically identifying the City as an additional insured, which insurance shall be non-cancelable, except upon thirty (30) days prior written notice to City:

	Individual Occurrence	Aggregate
General Liability		
Bodily injury, including death	\$ 500,000.00	\$1,000,000.00
Property damage	\$ 50,000.00	\$ 100,000.00

All policies must be made on an occurrence basis. Claims-made policies are not acceptable.

LIQUOR LIABILITY: Where the Organization/Group seeks to hold an event involving the sale of alcoholic beverages and has otherwise been granted all necessary permits for such purpose and shall provide and maintain a policy or policies of Liquor Liability Protection with limits of not less than \$1,000,000. Such insurance shall be evidenced on the certificate of insurance naming the City of Highland Village as an additional insured, which insurance shall be non-cancelable, except upon thirty (30) days prior written notice to the City.

BOND REQUIREMENTS: The Organization/Group has submitted a bond or cash bond in the amount of \$1,000.00.

I hereby certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief and that I have read, understand, and agree to abide by the City of Highland Village Code of Ordinances and regulations governing this proposed Special Event. I also agree to comply with all other local, state, and/or federal laws that are applicable to this Event.

I further certify that I understand that allowing non-permitted or unscheduled activities to occur during my event may result in increased costs to me and/or the Organization/Sponsor due to unanticipated operational expenses.

I further certify that I, on behalf of myself and/or the Organization/Sponsor (for which I have submitted a letter indicating I am authorized to act on his/her/its behalf), agree to be financially responsible for paying any costs and fees to the City of Highland Village that are incurred by the City or on behalf of the event.

If I cancel my event, I will notify the City as early as possible so as to cut down on any cost recovery. I understand that I will be charged for City services provided in advance of the event up through the time of notification.

Applicant

Event Name: _____ Event Date: _____

Organization Name: _____

Event Coordinator Name: _____

Event Coordinator Signature: _____ Date: _____

Approval:

Police Approval Signature: _____ **Date:** _____

Highland Village Police Department
1000 Highland Village Road
972-317-6551

Notes: _____ _____ _____

Fire Department Approval Signature: _____ **Date:** _____

Highland Village Fire Department
1200 Highland Village Road
972-317-0890

Notes: _____ _____ _____

Public Works Approval Signature: _____ **Date:** _____

Public Works Department
1000 Highland Village Road
972-899-5091

Notes: _____ _____ _____

Parks & Recreation Approval Signature: _____ **Date:** _____

Parks and Recreation Department
948B Highland Village Road
972-317-7430

Notes: _____ _____ _____

City Manager's Office Approval Signature: _____ **Date:** _____