



## SPECIAL EVENT PERMIT APPLICATION

***Application Must Be Submitted At Least  
Two (2) Weeks Prior To The Event***

EVENT NAME: \_\_\_\_\_

EVENT ADDRESS: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_

EVENT TIME: \_\_\_\_\_

***Office Use Only:***

Permit #	Fee:
Permit #	Fee:
Permit #	Fee:
Permit #	Fee:
Permit #	Fee:

**TOTAL DUE:** \_\_\_\_\_

**City of Lewisville, Building Inspection Division  
151 W. Church Street, Lewisville, TX 75057  
Tel. # 972-219-3470 Fax # 972-219-3772**

**SPECIAL EVENT APPLICATION**

**Title of Event:** \_\_\_\_\_ **Event Hours:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_

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

**Contact Name:** \_\_\_\_\_ **Tel. #** \_\_\_\_\_

**Type of Event (i.e. Carnival, Circus, Outdoor Amusement, 1 Mile/5 K Run):** \_\_\_\_\_

**Description of Event:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Approx. # of People Attending?** \_\_\_\_\_ **Approx. # of Vehicles?** \_\_\_\_\_

**Event Day Emergency Contact:** \_\_\_\_\_ **Tel. #** \_\_\_\_\_

**Event Day Emergency Contact:** \_\_\_\_\_ **Tel. #** \_\_\_\_\_

**Name of Organizer:** \_\_\_\_\_ **Tel. #** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Name of Chairman:** \_\_\_\_\_ **Tel. #** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**HEALTH**

**Is Event Private or Open to the Public?** \_\_\_\_\_ **Is Food Being Served?** \_\_\_\_\_

**What Kind of Cooking Equipment?** (only commercial type will be allowed, exemption block party)  
\_\_\_\_\_  
\_\_\_\_\_

**What Kind of Refrigeration?** (only commercial type will be allowed, exemption block party)  
\_\_\_\_\_  
\_\_\_\_\_

**Name, Address, Tel. # of Food Vendors:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Will You Have Portable Toilets?** \_\_\_\_\_

**Name of Sanitary Vendor:** \_\_\_\_\_ **Tel. #** \_\_\_\_\_

**Will You Have A Solid Waste Vendor?** \_\_\_\_\_

**Name of Solid Waste Vendor:** \_\_\_\_\_ **Tel. #** \_\_\_\_\_

**ANIMAL SERVICES**

**Are Animals at the Event?** (proof of rabies vaccination req'd)

**Will You Have Any Prohibited.Regulated Aniamls?**

<b>Type of Animals:</b>	<b>How Many:</b>	<b>Vaccinations (Proof Req'd.)</b>

**BUILDING/ELECTRICAL/PLUMBING**

**Will There Be Any Temporary Structures/Stages?**

**If So, List How Many, Type, and Square Footage:**

**Will You Need Temporary Power?** (PROVIDE LOCATION DRAWING)

**If So, How Many Generators:**

**How Many Banners (Allowed on Buildings Only)**

**FIRE PREVENTION**

**Will You Have Tents Over 200 Sq. Ft.?**

(NO SMOKING SIGNS AND 5LB ABC EXTINGUISHER REQUIRED)

**Will You Have Bounce Houses over 200 sq. ft.?**

**Will You Have Other Air Supported Structures?**

**Will There Be Fire Works?**

**PUBLIC SERVICES**

**Will You Need Any Public Street Closures?**

**If So, Which Streets?**

**What Time Do You Want The Closures Placed and Removed?**

**Time Placed:**

**Time Removed:**

**Are Any Of These Closures To Be Manned To Assist In Entry/Exit Of Vendors?** (Exemption-Block Party)

**If So Please List, Include Times To Be Manned.**

**Where Are The Parking Areas Located? (Include Drawing)**

**If This Event Is A Parade/Sporting Event, Where Is The Route, Staging, And Disbanding Areas**

**In Case Of Rainout, State Alternate Date And Time:**

**POLICE DEPARTMENT**

**Will There Be Music, Live or Otherwise?**

**What Hours Will The Music Be Playing?**

**Will You Need Security/Police at the Event?**

**If So, How Many?**

**Start Time?**

**End Time?**

**FIRE DEPARTMENT**

**Will You Require Emergency Medical Personnel/Apparatus On-Site?**

**Will You Need Any Fire Officers?**

**If So, How Many?**

**Start Time?**

**End Time?**

**PARKS AND LEISURE SERVICES**

**Will Any Public Park/Facilities Be Used at Your Event?**

**If So, Which Park/Facility?**

**Start Time:**

**End Time?**

**INDEMNIFICATION**

**(REFER TO SECTION 5.1.13 OF THE ORDINANCE)**

(Event Chairman Name) \_\_\_\_\_ does hereby agree to indemnify the City of Lewisville, Texas, its officers, employees, agents, and servants from and against all claims and suits for damages, injuries to persons (including death), and/or property damages, losses, and expenses, including costs and attorney's fees arising out of or resulting from (Event Chairman Name) \_\_\_\_\_'s special event, including all such causes or action based upon common, constitutional or statutory law, based on whole or in part upon allegations of negligent or intentional acts on the part of (Event Chairman Name) \_\_\_\_\_, its agents, servants, employees, suppliers, licensees, invitees, and/or subcontractors whether or not such claims are based in whole or in part upon the negligent acts or omissions of the City of Lewisville, Texas, its officers, agents, employees, and servants.

**Please Add a Drawing of Your Site**

**INCLUDE ANY TENT AND/OR EQUIPMENT LOCATIONS, PARADE ROUTES, ROAD CLOSURES, ETC.**

COMMENTS:

**DO NOT WRITE BELOW THIS LINE - FOR OFFICE USE ONLY**

<b>EVENT ACTIVITY PERMITS:</b>	<b>FEES</b>	<b>QTY.</b>	<b>TOTAL AMOUNT DUE</b>
Adimistration Fee	\$ 15.50		\$
Carnival, Circus, Outdoor Amusement (each)	\$ 250.00		\$
Road Closures, 1st & 2nd Closures	\$ 80.00		\$
Each Additional Closure	\$ 10.00		\$
Parks & Leisure (Per Man Hour)	Top Overtime + 18%		\$
Public Works (Per Man Hour)	Top Overtime + 18%		\$
Police (Per Man Hour)	Base Overtime Sgt		\$
Fire Dept (Per Man Hour)	Base Overtime Cpt		\$
Fire Apparatus Per Hour	\$ 50.00		\$
Emergency Medical Apparatus Per Hour	\$ 25.00		\$
Temp Food Svc. \$50.00 1st Day	\$ 50.00		\$
\$10.00 Ea. Add. Day (10 Day Max)	\$ 10.00		\$
Tent, \$50 Each Tent (Over 200 Sq ft.)	\$ 50.00		\$
Banner \$25 (up to 50 sq. ft. only)	\$ 25.00		\$
Additonal Permit Fees	\$		\$
<b>TOTAL AMOUNT DUE:</b>	<b>\$</b>		<b>\$</b>

**DEPARTMENT APPROVALS**

	<i>DATE</i>	<i>SIGNATURE</i>	<i>PRINTED NAME</i>
<b>BUILDING INSP</b>			
<b>HEALTH</b>			
<b>FIRE PREVENTION</b>			
<b>FIRE DEPARTMENT</b>			
<b>PALS</b>			
<b>POLICE DEPT</b>			
<b>PUBLIC SERVICES</b>			
<b>ANIMAL SERVICES</b>			
<b>HUMAN RESOURCES</b>			

COMMENTS:

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