

Completed Application Submittal Date _____

*Must be at least 60 days prior to event date.
*Will not be accepted if it is not completed, missing attachments, not signed, or does not have the appropriate fees.



Special Event Application

OFFICE USE ONLY

Fee Amount Paid _____

Receipt Number _____

Date Paid _____

*Cash, Check or Money Order. All credit cards will be charged an additional 5% surcharge

Thank you for considering Kaufman for your special event. By providing the information below, you will help us to determine how to help make your event safe and pleasant for all involved. Your application will be approved, approved with conditions, or denied based on this information. Should certain parts of this application require additional information, you will be responsible for supplying that information before the application can be approved. **Please submit an aerial map showing the event layout in detail and an Emergency Plan with your application.** There is a \$100 non-refundable Administrative Fee for submittal of all applications.

This application must be signed and submitted to Development of Services **at least 60 days prior to the event.** Development of Services will forward your information to the other City departments involved in the approval process. **Applications received less than 60 days out is subject to being denied.**

Special Event Title _____

Event Date _____ Event Start Time _____ am / pm Event End Time _____ am / pm

Setup Date _____ am / pm Setup Time _____ am / pm Tear Down Time _____ am / pm

Event Location / Park / Street _____

Organization Hosting Event _____ Cell Phone _____

Address _____ City _____ ZIP _____

Contact Person _____ Phone _____

Address _____

Email _____

In 100 words or less, please give us a short summary describing your event. If you have any brochures or flyers of the event, please attach that also. **Include all activities** that will be conducted as part of this event.

ADDITIONAL INFORMATION

Number of Persons Expected _____ Number of Staff Working _____

Number of Animals Expected _____ Types of Animals Expected _____

Number of Vehicles Expected _____ Type of Vehicles Expected _____

Will you be charging participants and/or spectators a fee? Yes No

Participants Fee \$ _____ Spectators Fee \$ _____

Does the event use any Corps of Engineer property? Yes No

If yes, a COE permit, emergency plan, and insurance certificate need to be attached to your permit.

Does the event use any City of Kaufman properties or parks? Yes No

If yes, you must complete a park reservation form.

Will there be alcohol sold at the event? Yes No

If yes, a copy of the TABC permit will need to be attached to your permit.

Will there be any food or beverages given away for free or sold at the event? Yes No

Will there be a food truck? Yes No

If yes to any of the two above, you must apply for a food permit for each vendor.

Will there be any tents, temporary structures, stages or fencing? Yes No

Will there be any entertainment (bands, DJ's, outside speakers, microphone, etc.)? Yes No

Will inflatable devices or bounce houses be used in this event? Yes No

If yes, a certificate of liability insurance must be provided from the vendor providing the devices.

Will portable restrooms be needed? If yes, how many? _____ Yes No

Will you need a dumpster or roll-off for your event? If yes, how many? _____ Yes No

Will you need any streets closed? Yes No

If yes, you will need to complete a Street Closure Form.

Person responsible for implementing traffic control plan is:

Name: _____ Phone: _____

Email Address: _____

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Updated: 2/12/2017

EVENT LAYOUT PLAN/ROUTE MAP

Your event layout map should be submitted with your application and should include any of the following that will pertain to your event:

- An outline of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures.
- An outline of where you plan to place all signs for the event. The outline should include the time you request to place signage and when it will be picked up.
- The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- The provision of minimum twenty foot (20') emergency access lanes throughout the event venue. The location of first aid facilities and ambulances.
- The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, booths, and other temporary structures.
- A detail or close-up of the food booth and cooking area configuration including booth identification of all vendors cooking. Show if there are any flammable gases or barbecue grills.
- A detail or close-up of any booths that will be serving alcoholic beverages.
- Generator locations and/or source of electricity.
- Exit locations for outdoor events that are fenced and/or locations within tents and tent structures. Identification of all event components that meet accessibility standards.
- Location of portable restrooms.
- Location of dumpsters or trash receptacles.
- Location of all customer and employee parking, any additional vehicles, and any trailers.
- Location of all barricades.
- Other related event components not listed above.

Indemnity to Hold Harmless

The holder of this permit shall waive all claims, fully release, indemnify, defend and hold harmless the City of Kaufman and all of its officials, officers, agents, consultants, and employees in both their public and private capacities, from any and all liability, claims, suits, demands or causes of action, including all expenses of litigation and/or settlement which may arise by injury to property or person occasioned by error, omission, intentional or negligent act of the permit holder, its officers, agents, consultants, representatives, and employees, arising out of or in connection with the activities authorized pursuant to this permit, and the permit holder will, at its own cost and expense, defend and protect the City of Kaufman and all of its officials, officers, agents, consultants, and employees in both their public and private capacities, from any and all such claims and demands. This indemnity shall apply whether the claims, suits, losses, damages, causes of action or liability arise in whole or in part from the intentional acts or negligence of the holder of this permit or any of its officers, officials, agents, consultants, representatives, and employees, whether said negligence is comparative negligence, concurrent negligence, gross negligence or any other form of negligence. Provided, however, that nothing herein shall waive the City's defenses or immunities under Section 101.001 et seq. of the Texas Civil Practice and Remedies Code or other applicable statutory or common law.

I have the authority to apply for and represent the organization in the submittal of this application. The position I hold in the organization is _____.

Applicants Signature: _____
Printed Name: _____
Date: _____

This is the notarized signature of _____ named above. Subscribed and sworn to before me this _____ day of _____, 201__.

Notary Name: _____
Notary Public, State of Texas Seal:

RULES, REGULATIONS AND CONDITIONS

- A. The permittee will clean the grounds, remove equipment, and restore the permitted site by 12:00 PM of the day after the event. The sale of goods, food, beverages or other such items on City property can be authorized only in the absence of a concessionaire in the permitted site or his inability to supply the needs of the proposed activity.
- B. The permittee is responsible for providing parking assistance and adequate policing for crowd supervision and control.
- C. The permittee will not nail, staple, or otherwise attach any event-connected signs to any guardpost, signpost, utility pole or tree. If information or directional signs are needed for the event, the permittee will provide the signposts and will remove it by 12:00 PM of the day after the event.
- D. Admission to the event will not be limited to membership, nor will any discrimination be made against a person because of race, creed, sex, color, age, or national origin in conducting the event. Admission to view the event will be open to the general public without discrimination on the grounds of race, color, religion, national origin, sex, or age. Participation in the event may be limited to member of the sponsoring group, provided that the group does not unlawfully discriminate against participation in the event on grounds of race, color, religion, national origin, sex, or age. Request for special events permits citing special circumstances for participation requiring gender or age discrimination must be accompanied by an exceedingly persuasive justification. This may be appropriate for activities such as contact sports and sports such as tennis, golf, or competitive swimming. Fishing tournaments do not qualify for discrimination based on gender.
- E. Private use of City of Kaufman lands will not preempt public use of all recreational resources.
- F. The activity will be of a limited duration, generally not more than eight hours in any one-day and will not exceed two consecutive days or more than two times per year.
- G. The permittee will furnish a map showing the area where the special event is to be conducted.
- H. The permittee will comply with all provisions of Kaufman Code of Ordinances, Chapter 87.
- I. Other conditions in connection with this special event review are as follows: _____

I have read the Special Event Permit and understand the conditions under which it is issued, and agree to comply with these conditions in conducting the event.

Applicants Signature: _____
Printed Name: _____
Date: _____

City of Kaufman Approval Signature: _____
Printed Name: _____
Date: _____

PAYMENT INFORMATION

****Payment must be received when the application is submitted or it will be returned incomplete****

To utilized the email process:

1. Print out the whole Special Event Permit application.
2. Complete the Special Event Permit application. Don't forget to get the Indemnity notarized.
3. Complete the following information to pay by credit card
4. Scan the completed Special Event Permit application, the required attachments, and the payment information and email it to kaufmanplanning@kaufmantx.org.
5. Please keep in mind that there is a 5% surcharge for all credit transactions, which will be \$5.00. A total of \$105.00 will be charged to the credit card.

Name on Card: _____
 Credit Card No: _____
 Expiration Date: _____
 3 Digit Number on the back: _____
 Credit Card Type: MC or Visa _____
 Signature: _____

American Express Credit Cards are not accepted at the City of Kaufman

To utilize the mail process or to submit it in person:

1. Print out the whole Special Event Permit application.
2. Complete the Special Event Permit application. Don't forget to get the Indemnity notarized.
3. Mail the complete the Special Event Permit application, the required attachments, and the check made out to the City of Kaufman for \$100 to the address below.

City of Kaufman
Attn: Development of Services
 PO Box 1168
 3003 S. Washington St.
 Kaufman, TX 75142