



## **CITY OF DENTON**

# **SPECIAL EVENT PERMIT PARK COMMUNITY EVENT APPLICATION**

Arianna Bencid, Special Events Supervisor  
City of Denton Parks and Recreation  
(940) 349-8732 or (940) 349-7275  
[arianna.bencid@cityofdenton.com](mailto:arianna.bencid@cityofdenton.com)  
[www.dentonparks.com](http://www.dentonparks.com)

Special Events One-Stop Shop  
321 E. McKinney St.  
Denton, TX 76201

# CITY OF DENTON | Special Event Permit Application

## Applicant Information:

Applicant Name: \_\_\_\_\_ Mobile Number: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ HOT Funds or Cash Sponsor Recipient? Yes No  
 Applicant is, check all that apply:  Event Organizer  On-site Emergency Contact  Organization Representative

## Organization Information: Same as Applicant

Organization: \_\_\_\_\_ Mobile Number: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Current HOT Funds Recipient? Yes No  
 Type of Organization, check all that apply:  Nonprofit  Board/Committee  School  Business  Volunteer  Individual  Other

## Event Information:

Event Name: \_\_\_\_\_ Event Date(s): \_\_\_\_\_  
 Event Location: \_\_\_\_\_ Total Event Attendance: \_\_\_\_\_

### Select all that apply:

**Applicant Booth:**  Food/Drink (distribute or sell)  Alcohol (distribute or sell)  Merchandise (distribute or sell)  
**Vendor Booths:**  Food/Drink (distribute or sell)  Alcohol (distribute or sell)  Merchandise (distribute or sell)  
**Amplified Sound:**  Live Music  DJ Music  Stage  Speech and/or Announcements  
**Activities:**  Run/Bike Race  Parade  Games/Crafts/Arts  Inflatable(s)  Carnival/Fair  
**Service Needs:**  Police Security  Fire/EMS  Street Closure(s)  Parks  Solid Waste  
**Admission:**  Free Open to the Public Event  Fundraising Event  Ticketed  Private Event

Please provide a brief description of your event:

	Day of the Week	Date and Year	Set-up Time	Start Time	End Time	Take-Down Time Frame	Daily Attendance
DAY 1							
DAY 2							
DAY 3							
DAY 4							
DAY 5							

Additional Details, as Needed:

Event:

Date(s):

### Communications and Crowd Management

**Lead Coordinator and/or Volunteer:**

Mobile Number:

**Method of Crowd Communication:**

i.e. PA system, megaphone, etc.

Number of Event Staff:

**Method of Event Staff Communication:**

i.e. hand-held radios, mobile phone, etc.

Number of Volunteers:

**Method of Event Staff Identification:**

i.e. uniforms, event shirts, badges, etc.

Number of Vendors:

**Attendance to Event Staff Ratio:**

i.e. one staff for every 250 attendees

Total Guest Attendance:

**Crowd Control Measures to be Used:**

**Booth and Mobile Truck Vendors:** A list of ALL vendors and their location on the Site Map is required and due at the time of the permit application. Vendors on the list, must match the Site Map and the receipts of Park Vendor Permits obtained prior to the event or thereafter.

---

### Event Security Management

**Lead Coordinator and/or Volunteer:**

Mobile Number:

**Public Security Service Provider:**

i.e. City of Denton PD, Denton County, etc.

Mobile Number:

**Private Security Service Provider:**

i.e. if you plan to use security guards

Mobile Number:

---

### Fire Prevention & Emergency Medical Management

**Lead Coordinator and/or Volunteer:**

Mobile Number:

**Head of Medical Support:**

i.e, Denton EMS, hospital, medical clinic, etc:

Mobile Number:

List On-site EMS and First Aid Location(s):

List Types of Fire Prevention and Suppression Devices & Vehicles:

Confirm the following are identified on the Site Map or Public Safety Map for larger events:

- First-aid station(s)    Fire Lanes    Fire Extinguishers    EMS entry-exit access points    Public entry-exit access points& parking

---

### Emergency Command Post | Missing Person, Weather Emergency, etc.

In the event of extreme weather or other emergencies, the City of Denton will refer to the Command Post and the individual listed below as the point person for emergency updates, announcements, cancellations, and/or other event emergency communications.

**Lead Coordinator and/or Volunteer:**

Mobile Number:

Describe the Location and Functionality of the Emergency Command Post:

List Current Weather Emergency Shelters that have been Approved for this Event:

**City of Denton Police and Fire Department will have final authority and approval of your Public Safety Plan.**

Event:

Date(s):

**Public or Private Event**

Will your event be open to the public?

YES If yes, the following is required:  
General Liability Insurance Certificate

**Parade, Block Party, City Streets, Parking Lots**

Do you plan to close, block, or use a City street, trail, or sidewalk?

Do you plan to close a street that will impact residents & businesses?

Do you plan to use a private parking lot or other private property?

YES If yes, the following is required:  
Street Closure & Notification Form  
Street Closure & Notification Form  
Letter with Written Permission

**Attendance, Tents, and Stage**

Do you anticipate 1,000+ event attendees or street/sidewalk spectators?

Do you plan to use a tent larger than 400 sq ft or a canopy in excess of 700 sq ft?

Do you plan to use a large stage for performances?

YES If yes, the following is required:  
Fire Operational Permit  
Fire Operational Permit  
Fire Operational Permit

**Food, Drinks, or Merchandise Vendor Booths**

Will your vendor(s) serve or sell food, drinks, and/or merchandise on City property?

Will you serve or sell food, drinks, and/or merchandise on City property?

Will you have food truck(s) that will serve or sell food or drinks on City property?

YES If yes, the following is required:  
Vendor List  
Park Vendor and Temp. Food Permit  
Vendor List

**Sanitation, Water, Waste Water, and Recycling**

Will you need a dumpster and/or ClearStream® container for your event?

Will you or vendors need to dispose of water per Consumer Health requirements?

Will you need assistance developing a Trash and Recycling Plan for your event?

YES If yes, the following is required:  
Solid Waste Service Request  
Temporary Food Permit  
Solid Waste Service Request

**Amplified Sound at Outdoor Festivals and/or Events**

Will you have amplified sound over 70 dba?

Will you have amplified sound Monday-Saturday, after 10 p.m.

Will you have amplified sound anytime on a Sunday?

Will you have amplified sound over 65 dba on a Sunday?

YES If yes, the following is required:  
A Letter of Request for an exception to the noise ordinance is required and must be submitted 90 days in advance of the event for City Council's consideration.

**Alcohol on City-Owned Property**

Do you or a vendor plan to serve or sell alcohol in a parking lot or in the street?

Do you or a vendor plan to serve or sell alcohol on City-owned property?

Do you or a vendor plan to serve or sell alcohol in a park?

Do you plan to apply for a temporary TABC permit for your event?

Do you plan to partner with a vendor who is licensed/permitted by TABC?

YES If yes, the following is required:  
TABC License and/or Permit  
City Council's Approval,  
TABC Permit, Police  
Park Board and City Council's Approval, TABC Permit, Police  
Liquor Liability Insurance is required by the TABC permit holder that is serving or selling the alcohol.

**Requests for Services by City Departments**

Will you need to place portable restrooms on City property?

Will you need to request an in-kind City service in the form of co-sponsorship?

Will you need to borrow portable trash and recycle containers?

Will you have five (5) or more vendor booths at your event?

YES If yes, the following is required:  
Parks Service Request and Approval  
City Council Letter of Request  
Solid Waste Container Loan Form  
Park Vendor Permit Agreement

**None of the above apply to my request for a Special Event Permit**

**None of the above apply**



Applicant Name:

Mobile Number:

Street Address:

City, State, Zip:

Email Address:

Event Date:

Event Name:

Estimated Daily Attendance:

Event Location:

Select the Permit(s) Required for this Event:



Carnival, Fair, and Festival Permit, \$200

Submittal Requirements, check to confirm acknowledgment:

- Public Safety Plan and Site Plan
Insurance Certificates for Rides

Tents of Temporary Membrane Structure, \$35 per tent

Submittal Requirements, check to confirm acknowledgment:

- Copy of the flame spread and fire-proofing certificate.
Site Plan showing the location of the tent in relation to lot lines, parked vehicles, and structures.
Floor plan of the tent showing locations of fire extinguishers, exit signs, and "no smoking" signs

Outdoor Assembly Event, \$200

Submittal Requirements, check to confirm acknowledgment:

- Submit a public safety plan, and a site plan showing locations of booths, stages, and structures, first aid stations, information and ticket booths, boundaries of event, fire extinguishers, weather shelters, fire/EMS access roads, assembly areas, approximate occupant amounts, and parking.

Exhibits and Trade Shows, \$200

Submittal Requirements, check to confirm acknowledgment:

- Submit a Public Safety Plan and Site Map that shows location of booths, stages, and structures; first aid stations, information and ticket booths, fire extinguishers, marked exits, and parking.

Permit Inspection Request (date & time):

Permit Inspection Location Request:

An operational permit shall remain in effect until reissued, renewed, or revoked, or for such a period of time as specified in the permit. Permits are not transferable and any change in occupancy, operation, tenancy, or ownership shall require that a new permit be issued. Issued permits shall be kept on the premises designated therein at all times and shall be readily available for inspection.

By signing, I acknowledge and understand the requirements listed above.

Applicant Signature:

Date:



# CITY OF DENTON | Trash and Recycling Service Request



Applicant Name:

Mobile Number:

Street Address:

City, State, Zip:

Event Name:

Email Address:

Event Location:

Event Date(s):

Tax ID or Solid Waste Acct. #

Driver's License #:

Driver's license and social security numbers are required if a Tax ID or Solid Waste account number are not provided.

Last four digits Social Security #:

## Select a Trash and Recycling Strategy:

Use Trash and Recycle Containers in the Park

Use Fee-Based Services For Dumpster Container

Use ClearStream® Loan Program, at no cost

Use both Dumpsters and the ClearStream® Loan Program

## FREE Container Loan Program | Special Event Recycle and Trash Equipment Form

<b>ClearStream® Loan Program unless replacement fees are applied</b>	Quantity Borrowed	Quantity Returned	Replacement Cost per unit	Replacement or Damage Charges	Date Returned (completed by staff)
ClearStream® CycleMax - Blue Frame			\$48		
ClearStream® CycleMax - Green Frame			\$25		
ClearStream® PaperMax - Blue Lid			\$48		
ClearStream® PaperMax - Green Lid			\$25		
ClearStream® Green Compost - Lid			\$25		
ClearStream® Transporter			\$560		
ClearStream® Base			\$28		
Recycle/Don't Litter Banner			\$80		
<b>Total</b>					

Requested Pick-up Date and Time:

Actual Pick-up Date and Time: \_\_\_\_\_

Requested Return Date and Time:

Actual Return Date and Time: \_\_\_\_\_

The applicant or undersigned has the authority to sign on behalf of the event organizer. Replacement costs will be applied if containers are not returned or returned significantly soiled or damaged beyond use. Terms and Agreement can be found at [www.cityofdenton.com](http://www.cityofdenton.com) for Chapter 24 of the code of ordinances and current rate ordinances. Rates and fees are based on upon the current Rate.

Applicant Signature:

Date:



City Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_





Applicant Name: Mobile Number:  
Street Address: City, State, Zip:  
Email Address: Event Date:  
Event Name: Estimated Daily Attendance:  
Event Location:

Select a Service Request from the Parks and Recreation Department:

**Additional Picnic Tables**

Based on individual park inventory and availability of staff to move tables on event day.

**Electricity**

Based on individual park inventory and electric pedestals available on-site.

**Inflatables in City Parks**

The park and location within the park will require approval.

**Portable Restrooms**

The park and location within the park will require approval.

**Self-Haul Waste Management Strategy**

Indicate if you need assistance confirming if there's an on-site dumpster.

**Self-Haul Waste Management Strategy**

Indicate if you need assistance confirming the number of on-site trash and recycle containers.

**Pavilion Usage**

Indicate if your event includes a park and/or pavilion rental.

**Parking Lot Usage**

Indicate if your event will ONLY use the existing park parking lot.

**Trail Usage**

Indicate if your event will impact the use of a trail.

**Public Park Restrooms Usage**

Indicate if your event includes the use of an on-site park restroom.

**Other**

Please list or describe your event specific service request: