Outdoor Festival Permit Application

The complete application package for an Outdoor Festival Permit must be submitted at least 60 days prior to the first day of the event. If you answer "YES" to all the following questions, then you must complete this application:

1. **Will the event involve "Amplified Sound?"**
2. **Is the location of the event within the City of Arlington other than a City Park? and**
3. **Are any of the performers or any of the audience to be located outside of a permanent structure?**

The following terms are applicable:

"Amplified sound" – music, speech or sound projected by artificial means (amplifiers, loud speakers, etc.) that is distinctly discernible at a distance of more than 100 feet beyond the property line of the event location.

"Promoter" – any person, firm or corporation who attempts to organize, promote or solicit funds for the organization or promotion of an outdoor festival by advertisement to the public.

"Performer" – any person using or operating the amplified sound equipment.

Processing the application:

1. Complete all blanks on the application package. An incomplete application package will not be processed.
2. Provide all submittal information that is requested.
3. Pay the $150.00 permit fee, non-refundable with application.
4. The application will be routed and reviewed by several departments to include Police, Fire, Health, Building Inspections, Transportation, Environmental, Risk Management and Convention Center Departments as applicable. Each of the departments may contact you individually to request and/or clarify information. Each of the departments may establish conditions of approval.
5. Each reviewing department will reply to the Building Official with approval; approval with conditions; or, denial.
6. The Building Official will respond to the applicant and will approve the application within fifteen (15) days of the filing of the application.
7. Denials will be in writing. Denials may be appealed and instructions for the process will be included in the denial letter.

Events which have an expected daily attendance of less than 1,000 persons and which are to take place at a location for which a valid Certificate of Occupancy is issued for entertainment uses (restaurants, night clubs, bars, taverns, bowling alleys, skating rinks, etc) are not required to respond to items 1B, 2, 4, 8, 9, and 10.

1A APPLICANT'S INFORMATION

Applicant's Name: _____

Name of Event: _____

Applicant's Address: _____

City: _____ **State:** _____ **ZIP:** _____

Applicant's Phone No: (____) _____ **Applicant's Fax No: (_____)** _____

Applicant's email: _____**Emergency Phone #: (_____)** _____

1B SPONSER'S (PROMOTER) INFORMATION (Provide If Different From Applicant)

Sponsoring Organization: _____

Authorized Agent's Name: _____

Sponsor's Address: _____

City: _____ **State:** _____ **ZIP:** _____

Sponsor's Phone No: (____) _____ **Sponsor's Fax No: (_____)** _____

Sponsor's email: _____

2 FINANCIAL STATEMENT

Provide a financial statement of the promoter specifying from whom capital for the event is being supplied and in what amounts.

3 EVENT DESCRIPTION AND LOCATION

Address(s) of the event: _____

Provide a detailed description of the event's activities, entertainment, etc. _____

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Attach a scaled and dimensioned site plan that provides site location for all items for questions answered "YES"

4 PROPERTY OWNER'S INFORMATION (Provide If Different From Applicant)

Name of Property Owner: _____

Property Owner's Agent's Name: _____

Agent's Phone No: (____) _____ **Agent's Fax No: (_____)** _____

Agent's email address: _____

5A OWNER'S AUTHORIZATION FOR USE OF PROPERTY

Attach a letter of permission from the property owner authorizing the applicant/sponsor the use of the property for the proposed event (if the applicant is different from the owner). The letter of permission shall state the dates and times of the proposed event and any owner's conditions that may be imposed.

5B OWNER'S OBLIGATION OF CLEAN UP RESPONSIBILITY

Attach a letter from the property owner acknowledging the responsibility of cleaning up the property and surrounding rights-of-way as may be applicable, and any charges assessed by the City for expenses incurred by the City of Arlington. (Note: A bond for clean up may be required by the City.)

6 EVENT DATES AND TIMES

Event Dates and Times (include dates and times for set up and take down):

Date - From ____/____/_____ To ____/____/_____ Time - From _____ AM/PM to _____ AM/PM

Date - From ____/____/_____ To ____/____/_____ Time - From _____ AM/PM to _____ AM/PM

Date - From ____/____/_____ To ____/____/_____ Time - From _____ AM/PM to _____ AM/PM

Date - From ____/____/_____ To ____/____/_____ Time - From _____ AM/PM to _____ AM/PM

What is the beginning and ending day of the event proper (not including set up and take down)?

Beginning ____/____/_____ Ending ____/____/_____

7 EVENT ATTENDANCE

What is the maximum number of daily attendees expected? (check one only)

☐ 1 to 100 ☐ over 100 to 200 ☐ over 200 to 300 ☐ over 300 to 400 ☐ over 400 to 500

☐ over 500 to 1,000 ☐ over 1,000 to _____

Provide a statement describing how the promoter/applicant plans to control maximum attendance.

Type of security proposed: ☐**Off Duty Police** ☐**Private Security**

Number of security personnel proposed: **Directing Traffic**_____

Number of security personnel proposed: **Providing Security** _____

8 PROMOTERS AGREEMENTS

Provide a description of the promoter's agreements with the performers who are scheduled to appear at the event.

9 EVENT PREPARATIONS

9a. Will a tent(s) be erected on the site? ☐ **NO** ☐ **YES**

If yes, please provide the following:

The size (length and width) of all tent(s) on site plan. (Note: flame spread rating certificate must be submitted with application for tents over 200 Square feet in area.)

9b. Will food and/or beverages be served on site? ☐ **NO** ☐ **YES**

9c. Will food and/or beverages be prepared on site? ☐ **NO** ☐ **YES**

If yes, please provide procedures for the following:

1. **Provide procedures for disposing of gray water (water from washing hands, utensils, mop water, etc.) from food and drink areas. Note that gray water must eventually be disposed of to the sanitary sewer. Discharge to the storm sewer is strictly prohibited.**

2. **Provide procedures for cleaning of all outside booths. Note that all discharges from cleaning and outside washing must eventually be disposed of to the sanitary sewer. Discharge to the storm sewer is strictly prohibited.**

3. **Provide procedures for the cleaning of spilled drinks, food and any other type of spilled materials from the paved areas. Liquid spills may be cleaned up using absorbent materials and disposed of as trash. Solid materials may be swept up and placed in the trash.**

4. **Provide procedures for trash/debris collection and ultimate disposal. Trash and debris must be periodically picked up and placed in trash containers. Trash cannot be allowed to be displaced by the wind.**

9d. Will alcoholic beverages be sold or served? ☐ **NO** ☐ **YES**

If yes, please note the following:

The Texas Alcoholic Beverage commission (TABC) require specific and specialized permit for selling/serving alcohol. These permits will be based on the parameters and scope of the desired service and the type of event. Due to the numerous scenarios that may be involved in your event, it is impossible to outline the requirements in this application. It is your responsibility to contact the TABC office and speak to an Agent who will be the entity for permission and, if approved, provide the exact permit(s) required.

Permission by the City to hold an *Outdoor Festival* does not guarantee permission from TABC to serve/sell alcohol. Your event may be approved by the City but the service and selling of alcohol is the domain of the TABC and may be denied at their discretion.

Permission by the TABC to serve/sell alcohol at an *Outdoor Festival* does not guarantee permission of the City. Final approval of your *Outdoor Festival* application is the domain of the City.

9e. Will temporary restroom facilities be provided? ☐ **NO** ☐ **YES**

If yes, please indicate the quantity per gender, quantity of accessible facilities and the specific locations on the accompanied site plan(s).

9f. Will any City streets be blocked? ☐ **NO** ☐ **YES**

If yes, please provide the following:

Attach a scaled and dimensioned site plan of the event that provides the location of all parking (on-site and off-site), stages, temporary rest rooms, tents, booths, event activities, refuse facilities, etc. If the event is to be held on developed property, all of the existing site improvements (buildings, fire lanes, parking and maneuverings aisles, etc.) must be shown to detail the proximity of the events to the existing development.

Attach a certificate of general liability insurance in the minimum amount of $500,000 per occurrence naming the City of Arlington, their officers, agents and employees as additional insured for claims occurring in City rights-of-way

10 LISTING OF PREVIOUS EVENTS

Provide a listing of similar events in the past three (3) years including the date, time and location of each event.

Note: Based on circumstances after the initial review, some events may require:

- ☐ **A certificate of general liability commercial insurance in the minimum amount of $500,000 per occurrence naming the City of Arlington, their officers, agents and employees as additional insured for claims occurring in City rights-of-way**
- ☐ **A reasonable deposit of Security or a bond for the repair of any damage to the City of Arlington property, the cost of clean up or both**
- ☐ **A reasonable deposit of Security or a bond to defray the cost of furnishing adequate forces for security and traffic control by the Arlington Police Department – the amount of Security or bond to be determined by the Arlington Police Department**
- ☐ **Additional sanitary and refuse facilities that is deemed reasonable and necessary for the event**
- ☐ **Plans to accommodate persons with disabilities**

ACKNOWLEDGEMENT OF APPLICANT

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of event will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local ordinances regulating this type of event or the use of any land or buildings.

Printed Name:_____**Signature:**_____**Date:**_____

CRIMINAL PENALTIES FOR MAKING FALSE STATEMENTS

Any person convicted of making false statements shall be fined not more than $1,000 or imprisoned for not more than 180 days, or both. A person commits the offense of making false statements if that person willfully makes a false statement that is in fact material, in writing, directly or indirectly, to any instrumentality of the City of Arlington government, under circumstances in which the statement could reasonably be expected to be relied upon as true.

Note to applicant: There may be conditions and/or situations where your application may be denied or you may be requested to make some scheduling adjustments. Following is a list of basis of denial in certain situations.

a. False or misleading information is contained in the application or required information is omitted;

b. The promoter does not have sufficient financial backing or stability to carry out the preparations specified in the application or to insure the faithful performance of his agreements;

c. The preparations specified in the application are insufficient to protect the community or the persons attending the event from health dangers or to avoid violations of V.T.C.A., Health and Safety Code, Section 341;

d. The times and place for the event create a substantial danger of traffic or pedestrian congestion and disruption of other lawful activities;

e. The preparations specified in the application are insufficient to limit the number of persons in attendance at the event to the maximum number stated in the application;

f. The promoter does not have adequate agreements with performers to insure with reasonable certainty that the persons advertised to perform will appear;

g. The preparations specified in the application fail to meet the requirements for a Certificate of Occupancy and all other requirements of the applicable Chapters of the Code of the City of Arlington, including but not limited to the provisions of the "Fire Code" and "Zoning" Chapters of Code of Ordinances;

h. The event would violate any applicable federal, state or municipal law;

i. The preparations fail to meet the conditions which the Building Official has required pursuant to the application;

j. The proposed event would conflict with another Outdoor Festival Event;

k. The applicant has failed to pay past fees associated with an Outdoor Festival; and/or,

l. The applicant has committed two or more violations of a provision of this article within the previous 14 months.