

**City of Grapevine  
Special Event Permit Application**



OFFICE USE ONLY
PERMIT NUMBER: _____

Date Completed Application Submitted:

**(At least 60 days prior to event date)**

Thank you for considering Grapevine for your event. By providing the information below, you will help us to determine how to assist in making your event safe and pleasant for all involved. Your application will be 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 before the application can be approved. There is a \$100 non-refundable administrative fee for submittal of all applications.

**This application must be signed, notarized, include a site map, insurance, and submitted to Parks and Recreation Administration at least 60 days prior to the event.** Parks and Recreation will forward it to the other City departments involved for approval. Applications received less than 60 days prior to event date are subject to being denied.

Event Title: \_\_\_\_\_

Race/Run/Walk    Parade    Lake Park Event (non-race/run/walk)    Fireworks Display    City Park Event

Event Date: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ am / pm   Event End Time: \_\_\_\_\_ am / pm

Setup Date: \_\_\_\_\_ Setup Time: \_\_\_\_\_ am / pm   Tear Down Time: \_\_\_\_\_ am / pm

Event Location / Park / Street: \_\_\_\_\_

Organization Hosting Event: \_\_\_\_\_

Tax Exempt:  Yes    No | Tax ID # \_\_\_\_\_ (If yes, proof to be furnished)

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Email: \_\_\_\_\_

In 100 words or less, please give us a short summary describing your event. **Include all activities** that will be conducted as part of this event.

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Persons Expected:      Number of Participants: \_\_\_\_\_ Number of Vehicles: \_\_\_\_\_

Number of Event Staff/Volunteers: \_\_\_\_\_

Description of Vehicles and/or Comments: \_\_\_\_\_

\*Depending on size of event, a parking plan may be requested with the application\*

Required Documents based on event type:

	Special Event Permit	Route & Event Map	Communication/Emergency Plan	Liability Insurance Policy	CoE Lake Activity Permit	CoE Special Event Permit
Race/Run/Walk	●	●	●	●		*●
Parade	●	●	●	●		
Lake Park Event (non-race/run/walk)	●	●	●	*●	**●	**●
Fireworks Display	●	●	●	●		*●
City Park Event	●	●	●	*●		

\* City will advise as to whether or not this document is required.

\*\* Only one permit required, see criteria for which is applicable.

Initial here if I have included a route and/or site map with my completed application.

A detailed aerial map of the route your event will follow and any planned use of public space, including tent/vendor placement, temporary restroom placement, participant parking and any other planned activity that will have a designated location on the property.

Initial here if I have included Certificate of Insurance with my completed application.

**Please furnish the City of Grapevine with a certificate of insurance as evidence that the policy providing the required coverage and limits of insurance are in full force and effect, with your completed SEP application.**

The certificates of insurance shall name the City as an additional insured of the General Liability Policy as follows:

City of Grapevine  
200 S. Main Street  
Grapevine, TX 76051

Certificates of insurance for permit holder furnished insurance and notices or cancellations, terminations, or alterations of such policies shall be sent to:

*Post mail—*  
The REC of Grapevine  
Attn: Sasha Haverkamp  
1175 Municipal Way  
Grapevine, TX, 76051

*Electronically—*  
[shaverkamp@grapevinetexas.gov](mailto:shaverkamp@grapevinetexas.gov)

**Comprehensive General Liability** – This insurance shall be an "occurrence" type policy written in comprehensive form and shall protect the permit holder and the additionally insured against all claims arising from bodily injury, sickness, disease or death of any person, as well as damage to property of

the City of Grapevine or others arising out of the act of omission of the permit holder or their agents or employees. The liability shall not be less than:

Each Occurrence: \$1,000,000  
General Aggregate: \$2,000,000  
Products and Completed Operations Aggregate: \$2,000,000

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Please answer the following questions that will provide the City a communication/emergency plan.

- Where will the access routes be for ambulance pick up, first aid, and weather shelter/s?
  
- List event staff leaders and the role they play:

<u>NAME</u>	<u>ROLE</u>	<u>PHONE</u>

- Fire Protection – Required for structures, tents or processes.  
Where will you keep a fire extinguisher?

Who is in charge of it, and how is it communicated?

- Emergency Medical Services  
Who is coordinating any emergencies/communication plan?

Where is the first aid station if provided?

- Evacuations  
Who oversees the evacuation and how is this information communicated to the event attendees?

How is the crowd managed?

- Severe Weather  
Who monitors and tracks the weather, and how are severe weather notifications made?

Who determines what severe weather will close the event?

Are there shelters to go to during the event?

What is your location and how are you communicating to attendees/participants?

- Parking and Traffic Control Plan  
Where will the emergency vehicles get access to event?

How are issues communicated if there is a problem?

- Communications Plan  
Who oversees the communications plans? \_\_\_\_\_  
How is staff communicating normal business during the event?

How are emergencies reported?

- Training – Provide any briefings to volunteers, workers, or staff as to the elements of the plan.

*\*This is not a complete list of items for a plan but is a guide to aid you in development of your event emergency preparedness.*

If you need assistance, please contact Randie Frisinger with the Fire Department, 817.410.3482.

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Does event use any Corps of Engineer (CoE) property? (meaning, your event is in a lake park)  Yes  No

**If yes, an additional CoE permit is required.**

**Please contact: U.S Army Corp of Engineers – 817.865.2619**

Application and payment submitted to:

U.S. Army Corps of Engineers  
ATTN: Kenneth Myers  
110 Fairway Drive  
Grapevine, Texas 76051

There are two types of CoE permits, only one or the other will be submitted. Two types listed below.

- A) Corp of Engineers Lake Activity Permit— Complete a CoE Lake Activity Permit if your event is intended to occur at a City of Grapevine Lake Park and:
- **WILL NOT** have a significant impact on resources or significantly restrict the intended use of the property by others
  - **WILL NOT** require special exclusive use of water surface, does not involve parasails, hang gliders, parachutes, or any type of airborne craft
  - **WILL NOT** require additional facilities or services such as: temporary restrooms, parking, concessions, police, fire, EMS, etc.
  - **WILL NOT** generate revenue for a profit
  - **WILL NOT** include the sale or distribution of alcoholic beverages
  - **IS NOT** expected to draw a large number of participants and/or spectators
  - **WILL NOT** involve the exchange of money, e.g. sales of goods/supplies, food, refreshments, etc.
- B) Corp of Engineers Special Event Permit— Complete a CoE Special Event Permit if your event is intended to occur at a City of Grapevine Lake Park and:
- **WILL** involve one or more of the above bulleted items

Does your event require road/lane closures?  Yes  No

**If yes, please provide a route map with your completed SEP application.**  
(Fees will be applied if Traffic Operations requires barricades)

Number of Lanes Requested for Closure: \_\_\_\_\_

Street(s): \_\_\_\_\_

If you are requesting a road/lane closure you **MUST** include a route map and a traffic control plan. If you have questions or need assistance with your traffic control plan, please contact Robert Eberling or Barry Bowling with the Police Department at 817.410.3276.

Person responsible for implementing traffic control plan is:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

**If yes, list fee. Participants \$\_\_\_\_\_ Spectators \$\_\_\_\_\_**

Will there be any food or beverages sold or served at the event?  Yes  No

**If yes, you must contact the Tarrant County Health Department separately at 817.321.4960.**

Will there be any tents larger than 10x10, temporary structures, stages or fencing?  Yes  No

**If yes, contact Building Inspections/Permits Department at 817.410.3154.**

Will there be alcohol at the event?  Yes  No

**If yes, glass bottles and containers are prohibited in Grapevine City Parks and Lake Parks.**

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

Will inflatables/ bounce house(s) be used in this event?  Yes  No

**If yes, a Certificate of Liability Insurance listing the City of Grapevine as additionally insured must be provided from vendor providing the inflatable/bounce house. You may turn this into Sasha Haverkamp with your application.**

Will portable restrooms be needed?  Yes  No

**If yes, how many? \_\_\_\_\_ (fees will be applied)**

List any additional vendors and their services provided for the event:

<b><u>VENDOR</u></b>	<b><u>SERVICE PROVIDED</u></b>

**INDEMNITY**

The holder of this permit shall waive all claims, fully release, indemnify, defend and hold harmless the City 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 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.

Applicant Signature (to be witnessed by a notary) \_\_\_\_\_

Printed \_\_\_\_\_ Date \_\_\_\_\_

Position You Hold in Organization Applying For Permit \_\_\_\_\_

**CORPORATE ACKNOWLEDGMENT:**

**The State of Texas**

**County of Tarrant**

Before me, the undersigned, on this day personally appeared \_\_\_\_\_ of \_\_\_\_\_, proved to me through the presentation of a valid Texas Driver's License to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed. Mr. /Ms. furthermore attested that he/she is signing this permit application and indemnity agreement in his/her capacity as \_\_\_\_\_ of \_\_\_\_\_, and that such capacity makes his signature valid to bind the entity, \_\_\_\_\_.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My Commission Expires: \_\_\_\_\_

(Signature)

Notary Public in and for the State of Texas

**PAYMENT INFORMATION**

**To pay over the phone:**

Please provide a MasterCard or Visa and call 817.410.3122

**To pay in person, visit:**

Sasha Haverkamp, 2<sup>nd</sup> floor  
The REC of Grapevine  
1175 Municipal Way  
Grapevine, TX 76051

You may pay with credit card, cash, or check

**To pay by mail:**

Please make check payable to “City of Grapevine Parks & Recreation”, and mail to:

City of Grapevine, Parks & Recreation  
ATTN: Sasha Haverkamp  
P.O. Box 95104  
Grapevine, TX 76099

<p><b>OFFICE USE ONLY</b></p> <p>ADMINISTRATIVE FEE PAID _____</p> <p>CIRCLE ONE:</p> <p>CASH   CHECK   CREDIT CARD</p> <p>CHECK NUMBER (if applicable)</p> <p>_____</p>
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The **completed Special Event Permit application** form and supplemental documents may be emailed to [shaverkamp@grapevintexas.gov](mailto:shaverkamp@grapevintexas.gov) OR mailed to the above P.O. address.

***\*\*Payment must be received prior to routing the completed special event permit application\*\****