

**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 \$125 non-refundable administrative fee for submittal of all applications. Additional fees will be charged base on need for additional support items such as: barricades, EMT services, police presence, etc.

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.

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: Teresa Hiner
1175 Municipal Way
Grapevine, TX, 76051

Electronically—
thiner@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

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 Bryan Parker with the Fire Department, 817.410.4424.

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

If yes, an additional CoE permit is required. The City of Grapevine's Special Event Permit must be completed, paid and approved prior to processing the CoE permit. Please see additional CoE permit at GoGrapevine.com. Payments and questions regarding the CoE permit should be directed to John Mathney at 817.865.2600.

Please submit \$75 payment to:

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

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 with the Police Department at 817.410.3213.

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 in proof with your application to Teresa Hiner.

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:

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

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 online:

Contact Teresa Hiner at 817-410-3122 for instructions on how to register online, receive an invoice, and pay online.

To pay in person, visit:

Teresa Hiner, 2nd floor
The REC of Grapevine
1175 Municipal Way
Grapevine, TX 76051

You may pay with credit card, cash, or check.

Office hours are Monday – Friday from 8:00 a.m. to 5:00 p.m. Please call 817.410.3122 to schedule an appointment.

To pay by mail:

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

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

<p>OFFICE USE ONLY</p> <p>ADMINISTRATIVE FEE PAID _____</p> <p>CIRCLE ONE:</p> <p>CASH CHECK CREDIT CARD</p> <p>CHECK NUMBER (if applicable)</p>

The **completed Special Event Permit application** form and supplemental documents may be emailed to thiner@grapevintexas.gov OR mail to the above P.O. address.

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