

**CITY OF CELINA
SPECIAL EVENTS APPLICATION INFORMATION SHEET**

DEFINITION OF A SPECIAL EVENT:

Special Event means any occurrence which takes place on a periodic or special occasion, wholly or partially on the City rights-of-ways or which may cause an interruption of regular activities of the citizens or may require the special attention and involvement of City personnel or facilities. Examples of such activities are fireworks displays, carnivals, runs, and biathlons, events not wholly contained on City Park(s) or building sites or Celina Independent School District property.

EXEMPTIONS FROM A SPECIAL EVENT PERMIT:

- Private parties to which the public is not invited held on private property.
- An event wholly contained on property specifically designed or suited for the event and which holds a Certificate of Occupancy for such use including adequate parking.
- Block parties for National Night Out event with approval from the police department.
- Funeral processions.
- Parades with a parade permit.

DURATION OF A SPECIAL EVENT PERMIT:

The permit granted under the terms of this article shall not exceed a period of fourteen days. Another permit shall not be granted for the same location until at least thirty days have elapsed from the expiration of the previous permit.

PARKING REQUIREMENTS:

The applicant shall submit evidence that sufficient parking has been provided to accommodate the projected number of users with a ten percent surplus. If said parking is to be on private property adjacent to the event, written evidence that the applicant has a right of possession of said property through ownership, lease, license, or other property interest must be provided. When adequate parking is not available at or immediately adjacent to the site of the event, off-site parking may be used. Plans shall be submitted which will show how off-site parking and transfer of attendees will be accomplished.

AMUSEMENT RIDES:

Rides and/or attractions associated with special events shall conform with the statutory rules and regulations set forth in Chapter 21, Article 21.53 of the Texas Insurance Code, designated the Amusement Ride Safety Inspection and Insurance Act, as amended.

HOURS OF OPERATION:

A special event may be conducted only between the hours of 7:00am and 10:00pm daily. The Celina Police Department shall be responsible for enforcing this provision.

FOOD/BEVERAGES

Where food service is provided, said operation shall be in compliance with all provisions of the Food and Food Establishment Ordinances of the City, as well as all other applicable State and local laws.

SANITARY FACILITIES

A minimum of two portable sanitary facilities must be provided on the premises or such additional units as may be determined necessary by the Director of Public Works.

TRASH DISPOSAL

Commercial solid waste dumpsters must be provided on-site at all outdoor special events. Applicant should make arrangements for the provision of such dumpsters with the commercial solid waste disposal company currently under service contract with the City.

USE OF LOUDSPEAKERS

When loudspeakers will be used in conjunction with the event, the location and orientation of speakers shall be indicated along with the planned hours of use. Speakers which are positioned so as not to adversely affect an adjacent residential district may be used between the hours of 7:00am and 10:00pm when a Special Event permit has been obtained.

SIGNAGE

Signage used in accordance with the event shall comply with the Sign Ordinance of the City of Celina. Signs advertising the event or directing potential customers to the event site are expressly prohibited from placement in the City rights-of-ways without approval of The City of Celina.

APPLICANT

The applicant shall be responsible for the organizing and ensuring their event is carried out in accordance with the approved special events permit and application. If the event is to be held by or for any other person other than the applicant, the applicant shall file a written statement from that other person or organization showing authority to make the application in their name.

COST

In the event the City determines, upon review of the application, that a special event may require the special attention and involvement of city personnel or facilities, the city shall so notify the applicant. In such event, prior to the issuance of a permit for a special event, the applicant and the city shall agree upon the cost of policing, cleaning and other city services. The applicant shall pay that amount to the city upon application. Prior to the issuance of a permit for a special event, the applicant shall agree in writing to pay any additional cost to the City incurred as a result of the special event within ten (10) days of the date upon which the City informs the applicant of the amount of such cost.

ANIMAL WASTE

Waste from animals used in any such event shall be removed daily from the grounds. Should animals be kept within the city limits at night, they shall be kept not less than three hundred (300) feet from any developed residential or commercial districts.

WATER USAGE AND DISPOSAL OF WAST WATER

- A.** Any special event or related activity desiring use of water from the City of Celina water system must coordinate with the City to obtain a temporary meter. Deposit and payment for water used will be in accordance with ordinances of the City.
- B.** Applicant shall submit a plan for the disposal of waste water and the plan shall be approved by the City.

SOLID WASTE DUMPSTER

Commercial solid waste dumpsters sufficient for the size of the event must be provided on-site at all outdoor special events. Applicants should make arrangements for the provision of such dumpsters with the commercial solid waste disposal company currently under service contract with the City.

TENTS AND TEMPORARY STRUCTURES

Any special event which includes the use of a tent, canopy, or temporary structure shall meet the requirements in the fire code except that a separate permit is not required when a special event permit has been obtained. Fire lanes for emergency equipment must be provided at the site prepared in a manner so as not to be a fire hazard as determined by the fire chief.

NOTICE TO ABUTTING PROPERTY OWNERS

The applicant shall send notice(s) of upcoming event(s), in writing, to the adjoining property owner(s).

ALCOHOL AND TOBACCO

At this time the use of alcohol or tobacco products is prohibited on any City facility of property.

City of Celina
SPECIAL EVENTS APPLICATION

APPLICANT INFORMATION

Organization Name: _____ **Phone:** _____

Organization Address: _____

City, State, Zip Code: _____

Applicant Name: _____ **Phone:** _____

Applicant Address: _____

City, State, Zipcode: _____

Date of Birth: _____ **TX Drivers License/ID #:** _____

* Note – Applicant will be the responsible party and main point of contact with the City.

EVENT INFORMATION

Location of Event: _____

Address: _____

City, State, Zip: _____

Property Owner: _____ **Phone:** _____

Address: _____

City, State, Zip: _____

Purpose of the Event: _____

Event Start Date: _____ **Time:** _____

Event End Date: _____ **Time:** _____

On-site activities in preparation for the event: Date: _____ **Time:** _____

Number of vendors or booths (including food vendors): _____

Number of food vendors: _____

Approximate number of persons expected to attend the event: _____

Where do you plan on getting electricity if needed? _____

Will any streets need to be blocked or closed? _____

Please check the following items that will be at or present during your event:

_____ Loud Speakers

_____ Animals(s)

_____ Vehicles (any motorized vehicle including any type of aircraft)

_____ Amusement rides

_____ Tents

CITY SERVICES

Describe, if any, services needed from each of the following departments:

Public Works Department: _____

Parks Department: _____

Fire Department: _____

Police Department: _____

I , the undersigned, hereby confirm that the information stated above and attached is true and correct to the best of my knowledge. Further more I agree to follow the terms set forth in the event I am issued a special event permit.

Signature of Applicant

Date

City of Celina
SPECIAL EVENTS APPLICATION
ATTACHMENTS/CHECK LIST

The applicant shall attach to this application the following:

- () Site Map – Map will detail the location of event and all activities of the event including, but not limited to, the following:
 - () Parking- On and off site plans, number and size of spaces, aisles and 10% surplus
 - () Booths/Vendors- location and type
 - () Loud speaker location(s)
 - () Signage- location, size and type
 - () Portable Sanitary Facilities (number of, contract and location)
 - () Solid waste dump sites (number of, contract and location)
 - () Number, type and location of vehicles used in the event
 - () Number, type and location of any animals used in the event
 - () Number, type and location of all amusement rides
 - () Tents – Use, size, location
 - () Source of power- location and description
 - () Plans for water and disposal of waste water

- () Written statement from another person or organization authorizing applicant to apply for permit on their behalf.

- () Written statement of property owner granting applicant permission to use property for the special event.

- () Vendors – Applicant shall provide the City in this application the name, address, phone numbers, and insurance coverage certificates, description of what the vendor is selling and health permits of all vendors issued by the City.

- () Insurance Certificate – Applicants proof of liability insurance adequate for the event.

- () Surety Bond (\$10,000.00 US Dollars and event on City Property / \$500.00 on private property)

- () Application Fee (\$)

- () Copy of all agreements for services from each city department.

- () Copy of notice sent to abutting property owners.

- () Indemnification and Cost reimbursement Agreement for events held on City property

City of Celina Indemnification and Cost Reimbursement Agreement

I, _____, the undersigned applicant, having authority to execute this agreement on behalf of myself and/or the organization agree to indemnify and hold harmless the City of Celina, its officers, employees, agents, and representatives against all claims of liability and causes of action resulting from injury or damage to persons or property arising out of the special event.

I furthermore agree to reimburse the City of Celina for any additional cost incurred as a result of the special event within ten (10) days of notice from the City of such cost.

Printed Name of Applicant

Applicant Signature

Date

Notary Seal

Printed Name of Notary Public

Signature of Notary Public