

Permit # _____

Town of Bayside

P.O. Box 194

Bayside, TX 78340

Phone: (361) 529-6520 Fax: (361) 529-6409

SPECIAL EVENTS PERMIT APPLICATION

Name of Applicant: _____

Name of Organization: _____ Type: _____

Telephone: _____ Fax: _____

Address: _____
City State Zip

Additional Organization Officers: _____

Date of Event: _____ Rain Date: _____

Time: From _____ to _____

Type of Event (Concert, Rally, Parade) _____

PLEASE ATTACH A DETAILED DESCRIPTION OF EVENT

Event Chairman: _____

If the event is to be held by or for a person other than the applicant, the applicant shall file a written statement from that person showing authority to make the application.

Will the event have sponsors? Yes No
Please indicate the sponsor and show formal proof of sponsorship agreement

Sponsor (print) (sign)

Will any items be given away at the event? Yes No
If yes, indicate type _____

Will any items be sold at the event? Yes No
PLEASE NOTE THAT THE SALE OF ANY ITEM REQUIRES CORRECT LICENSES AND PERMITS REQUIRED BY THE CITY. ANY AND ALL VENDORS MUST FILL OUT VENDOR FORM WITH ATTACHED INSURANCE OR FOOD PERMITS

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Actual location required: _____

Number of Participants: _____

Number of Spectators: _____

Will there be music?	Yes	No
Type:	_____	

Requirements needed: _____

For electric energy requirements, a generator must be provided

Date of Final clean-up: _____

I HEREBY CERIFY THE ABOVE STATEMENTS MADE BY ME ARE TRUE.

Signature

Date

Approved:

Yes

No

City Official

Date

A. Permit required.

1. It shall be unlawful for any person to conduct a special event without first having obtained a permit from the city secretary.
2. It shall be unlawful for any person to participate in a special event for which the person knows a permit is required and has not been granted.
3. It shall be unlawful for any person in charge of, or responsible for the conduct of, a special event to knowingly fail to comply with any condition of the permit.

B. Application For Permit

1. A person seeking a special event permit shall file both a preliminary and final special event permit application with the city official upon forms provided by the city.
2. The city official, or his designee, shall ensure that the other licenses and permits, restrictions, regulations, fees for the city services, safeguards or other conditions deemed necessary for the safe and orderly conduct of a special event be requested, submitted, and approved before the final permit is granted. Separate permits will not be required for tents, awnings, canopies, loudspeakers or temporary signage in conjunction with the event.

SEC. 3.3 Filing Period. Except as provided below, a preliminary special event permit application shall be filed at least thirty (30) days before but not more than six (6) months in advance of the intended event date. A final special event permit application shall be filed at least twenty (20) days before the event date. Preliminary and final applications for permits filed less than twenty (20) days before the event may be considered for parades and other forms of public assembly or where a reduced notice period does not pose a threat to public health and safety.

SEC. 3.4 Submittal Requirements.

A. The preliminary special event permit application for a special event permit shall set forth as a minimum the following information:

1. The name, address and telephone number of the person seeking to conduct the event.
2. If the event is to be held for or by an organization, the organization and/or the authorized and responsible heads of such organization.
3. If the event is to be held by or for a person other than the applicant, the applicant shall file a written statement from that other person showing authority to make the application.
4. The name, address and telephone number of the person who will be the event chairman and who will be responsible for conducting the event.
5. The proposed location(s) for the event.
6. The purpose of the event.
7. The date(s) and time(s) the event will start and terminate.
8. The time at which on-site activities in preparation for the event will begin.

B. The final special event permit application shall set forth as a minimum the following information in addition to the preliminary special event permit application information:

1. The date when clean up of the property will be complete.

2. The proposed parking areas and number of parking spaces provided.
3. The approximate number of persons who are attending per day and for duration of permit.
4. The number and types of animals and vehicles that are part of the event.
5. The location and size of tents, awnings, canopies, food service booths, or other temporary structures shall be shown on a map. A certificate of flame resistance shall be provided for all tents, canopies or other membrane structures that are equal to or greater than two hundred (200) square feet in area.
6. Details for any planned signage shall be included.
7. When loudspeakers will be used, the location and orientation of those speakers shall be shown on a map, in addition to any other amplification devices.
8. Proof of insurance for event if insurance is required by the city or state law.
9. Any other information which the city shall find necessary under the standards for issuance.
10. In the case of a parade the following additional information shall be provided:
 - (a) A route map.
 - (b) Approximate number of participants in the parade.
 - (c) Type of participants (ex. animals, floats, etc.).
 - (d) Evidence that all property owners adjacent to the parade route have been notified of the route, date and duration of the parade.
11. Map(s) showing streets and pedestrian ways that are impacted as well as site setup indicating all equipment that will be used by the event.

SEC. 3.5 Standards for Issuance of Permit.

A. A special event will be conducted in such a way that it:

1. Will not unnecessarily interrupt the safe and orderly movement of traffic near its location or route.
2. Will not require the diversion of so great a number of law enforcement officers to properly police the event locale or line of movement and the adjacent areas as to prevent normal protection for the city.
3. Will not require the diversion of so great a number of ambulances as to prevent normal ambulance service to portions of the city other than that to be occupied by the event and adjacent areas.
4. Will not interfere with the movement of firefighting equipment in route to a fire. The concentration of people, animals, and vehicles at assembly points will not unduly interfere with proper fire and law enforcement protection or ambulance service to areas near such assembly points.
5. In the case of a parade, the parade shall be scheduled to move from its point of origin to its point of termination without unreasonable delays in route.