



# SPECIAL EVENT PERMIT APPLICATION

## Parades, Temporary Events & Special Privileges

600 Morton Street, Richmond, Texas 77469 • (281) 232-6871 [T] • (281) 238-1215 [F]

Application Type (Office Only):  Parades  Temporary Event  Special Privilege

Permit # \_\_\_\_\_

### 1 APPLICANT INFORMATION

Name or Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Home/Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

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

### 2 CONTACT INFORMATION

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

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Home/Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Preferred Language:  English  Español

### 3 EVENT INFORMATION

**Official Name of Event:** \_\_\_\_\_

**Event Type:**  Parade  Run/Walk  Bike Race  Music Festival  Street Festival  
 Bazaar/Carnival  Block Party  Celebration  Street Dance  Street Display  
 Other (Explain): \_\_\_\_\_

**Purpose of Event:**  Fundraiser  Community/Neighborhood Activity  School Activity  Religious Activity  
 Other (Explain): \_\_\_\_\_

**Target Audience:**  Children  Teens  Families  18 and Over  21 and Over

*Parades Only: Location Assembly (Where do participants start):* \_\_\_\_\_

**Does the event route or footprint cross or take place near railroad tracks or other railroad property?**  Yes  No  
*(If yes, please describe below :)*

**Parade Route or Event Location Description:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Parades Only: How will parade participants be released?*  All at Once  In waves/groups (describe)  Other (describe)

**Describe Release:**

**What type of entertainment and activities will take place (music, games, etc.)?**

\_\_\_\_\_

\_\_\_\_\_

Will you be using a park or other park property in conjunction with your event?  Yes  No

### 4 EXPECTED ATTENDANCE

	Number		Number
Spectators/Attendees:		Other (specify):	
Participants/Event Staff/Volunteers:			
Vehicles:		Number of people expected during peak hour:	

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**PUBLIC RELATIONS**

This information will be released in response to inquiries from the public and may be published online and/or through other media.

Name:  Same As Applicant  Same As Contact  Private Event (skip section)  Other:

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

Website: \_\_\_\_\_

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**TRAFFIC AND EVENT TIMES**

If the event includes multiple dates, please enter the overall dates below and proceed to 6A for the individual date breakdown.

TRAFFIC CONTROL TIME YOU NEED THE STREETS/TRAFFIC MONITORED <i>(include setup and cleanup times)</i>			EVENT TIMES: TIME THAT PARTICIPANTS/ATTENDEES WILL BE PRESENT ON CITY RIGHT-OF-WAY		
<input type="checkbox"/> Multiple Traffic Control Dates			<input type="checkbox"/> Multiple Event Dates		
Traffic Control	Date	Time	Event	Date	Time
START:			START:		
END:			END:		

6a

MULTIPLE DATE BREAKDOWN					
Date	Time Start	Time End	Date	Time Start	Time End

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**ANIMALS**

Will your event feature animals?  Yes  No

*\*Applicants are required to keep event footprint clean and free of animal excrement during the event.*

Type(s) of Animals: \_\_\_\_\_

How will the animals be used during the event? \_\_\_\_\_

Will on-site housing be provided?  Yes  No

Describe Housing: \_\_\_\_\_

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**AMPLIFICATION USE**

Will your event use amplified devices?  Yes  No *(Answer YES if your event will feature loud speakers, microphones or amplified instruments.)*

Microphones	Speakers	Amplifiers	Other: _____
Quantity: _____	Quantity: _____	Quantity: _____	Quantity: _____
Purpose of Amplification:	<input type="checkbox"/> Announcements <input type="checkbox"/> Ambience <input type="checkbox"/> Concert <input type="checkbox"/> Advertising <input type="checkbox"/> Provide Services		
Location Description of Amplification Devices:	_____		
	_____		

*\*Amplification utilized during the event shall comply with the noise standards set forth in Chapter 22 Article III (Noise) of the City of Richmond Adopted Code. If amplification will be utilized in any property owned by the City of Richmond, reservations shall be made prior to the event—for an additional fee—in conjunction with the required permit application.*

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**EVENT CLEANUP**

Method of Street/Right-of-Way and Park Cleaning: \_\_\_\_\_

Applicant  3rd Party Professional Services: \_\_\_\_\_

On-Site Responsible Party for Cleanup: \_\_\_\_\_

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

Cleaning and Sanitation Plan Description: \_\_\_\_\_

*\*The City of Richmond requires applicants to clean the street, sidewalks, parks and other rights-of-way from all event litter and debris. In the event that the areas are not cleaned by the applicants, the City may perform such cleaning at a cost to the applicant.*

**10 ALCOHOL SALES AND CONSUMPTION** *\*Not Applicable for Parade Applications*

Insurance and other provisions may be required when serving, consuming or selling alcohol. All alcohol sales require a TABC License.

Will alcoholic beverages be sold, served or consumed at the event? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If no, continue to section 12)</i>	Will alcoholic beverages be sold, served or consumed in a City Park? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will alcoholic beverages be sold, served or consumed on City Right-of-Way? <input type="checkbox"/> Yes <input type="checkbox"/> No
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**10a** Trade Name of TABC License Applicant:  
(FOR ALCOHOL SALES ONLY)

**11 TRAFFIC CONTROL PLAN** *\*Not Applicable for Parade Applications*

<b>Barricade Company:</b>		<input type="checkbox"/> Alley Affected
<b>Description of Closure: (Street, Lane, Sidewalk, etc.)</b>		

**12 POLICE SERVICES**

<i>Parades Only:</i> Will someone other than the Richmond Police Department conduct traffic enforcement services? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what office or organization:  <b><i>The office or organization must submit a signed letter on department letterhead indicating that they will be providing traffic enforcement services.</i></b>
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Are you hiring security? <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of Security Personnel:
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<b>Security</b>	Company:		
	Contact Person:		
	Address:		City/State/Zip:
	Work Phone:	Cell:	Email:

Are you hiring Peace Officers? <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of Peace Officers:
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<b>Peace Officers</b>	Coordinator Name:		
	Agency Name:		
	Address:		City/State/Zip:
	Work Phone:	Cell:	Email:

**13 FIRE AND SAFETY** *\*Not Applicable for Parade Applications*

**All temporary fencing, barriers and temporary structures must be detailed on the site plan.** A public safety plan, crowd control and/or fire watch may be required and must be approved by Richmond Fire Marshal's Office.

Will temporary fences or barriers be erected? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will temporary membrane structures be erected ( <i>tents, canopies</i> )? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will stages or other structures be erected? <input type="checkbox"/> Yes <input type="checkbox"/> No
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<b>Description/Purpose of Structure(s):</b>		

Will compressed gasses be used? <input type="checkbox"/> Yes <input type="checkbox"/> No	(If Yes) Flame Type: <input type="checkbox"/> Cooking <input type="checkbox"/> Display/Ceremonial	Will the event feature or utilize fireworks/pyrotechnics? <input type="checkbox"/> Yes <input type="checkbox"/> No <b><i>Separate Application Required</i></b>
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**FOOD**

Will the event feature food, beverage or merchandise vendors?  Yes    No	Approximate number of food locations: Approximate number of beverage locations: Approximate number of exposed food locations: Approximate number of pre-packaged food locations:
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**ACKNOWLEDGEMENTS**

I understand that 100% of the permit cost for all permits and license, including Police and Fire services, shall be paid prior to permit issuance, or my event may be cancelled.	_____ (Initial)
I understand that any estimate I am provided (excluding Parks) is only an approximation of the actual cost. I will be responsible for paying the full cost of the City Services provided to me, which may be higher than the estimates provided.	_____ (Initial)
I understand if the property in question is not cleaned to the satisfaction of City Management and if city staff is required to finish any clean-up additional charges may be incurred. Any deposit made will not be refunded until all city departments are satisfied with the termination of the event.	_____ (Initial)

Applicant will coordinate with applicable City Departments, state or federal agencies to obtain any necessary permits and approvals required for the proposed event and use of premises, including, but not limited to, sound amplification and the sale of alcoholic beverages.

RELEASE: In consideration of the permit for use of city streets, city parks, sidewalks, and other public places, it is understood that the applicant(s) contained herein do hereby release and discharge the City, its respective officers, directors, agents, and employees, jointly and severally, from any and all liability for illness, injuries, and damages that may be suffered which arise out of or result from participation in this event.

ACKNOWLEDGEMENT: I attest that this application is complete and accurate to the best of my knowledge. I understand that any inaccurate or incomplete information provided on this application may delay obtaining the Parade Permit.

\_\_\_\_\_  
Applicant Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Approved and Reviewed by:

- City Manager
- Police Department
- Fire Department
- Street Department
- Parks Department (if applicable)

- Fire Marshal
- Building Official
- City Planner
- Health Inspector

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**Applicant Name**

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**Contact Name**

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**Signature**

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**Signature**

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**Date**

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**Date**