



Development Services Department

20025 Highway 6
Manvel, TX 77578
Phone: 281-489-0630
Fax: 281-489-0634

Special Event Permit Application

The Special Event Permit Application is designed to provide the additional information needed to assist the City of Manvel in review and approval of your special event. Please submit all forms that apply to your Special Event Type with the *Special Event Application*. Should you have any questions, contact City staff for assistance or visit www.cityofmanvel.com/specialevents for more information.

To submit your event for consideration, email permits@cityofmanvel.com, visit www.cityofmanvel.com/410/Permits-Department, call 281-489-0630 (ext. 4), or fax 281-489-0634.

To assist applicants in the completion of the *Special Event Application*, the application is divided into sections:

Section 1: Special Event Type and Special Event Permit Application Deadlines

Section 2: Event Information

Section 3: Applicant and Sponsoring Organization Information

Section 4: Event Description, Route Map, and Site Plan

Section 5: Traffic Control

Section 6: Membrane Structures and Tents

Section 7: Generators and Fences

Section 8: Temporary Food Establishments, Mobile Food Units, and Alcohol

Section 9: Bicycle, Running/Walking Marathons, and Parades

Section 10: Signs

Section 11: Amusement Rides, Bounce Houses, and Non-Domesticated Animals

Section 12: Bathroom Facilities and Sanitation/Waste Disposal

Section 13: Safety, Security, and Accessibility

If you are unsure of how to complete a section, we have provided a guide titled *Special Event Application Breakdown*, which can be found online at www.cityofmanvel.com/specialevents. If one or more of the sections in this application do not apply to your event, you may leave them blank or write "N/A."



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Event Information

If you need additional information on any of the sections (**labeled in blue**) on this application, view the *Special Event Application Breakdown* available online at www.cityofmanvel.com/specialevents. If you need any assistance filling out the application, contact City staff at permits@cityofmanvel.com or call 281-489-0630 (ext. 4).

Section 1: Special Event Type and Special Event Permit Application Deadlines

(Please select one (1) Special Event Type)

- Special Event Type A: minimum 60 days prior to the event (*More than 1,000 Participants. Permit fee \$100*)
- Special Event Type B: minimum 15-30 days prior to the event (*Less than 1,000 Participants. Permit fee \$50*)
- Special Event Type C: minimum 7-10 days prior to the event (*Recurring Events Only. Permit fee \$25*)

Set Up/Assembly/Construction

Some events may require more than one day to set up or the construction plan may be too complex to describe on the application. In these cases, attach a detailed plan with a timeline listing the various times and locations where streets or public property will be impacted and when dismantling will be completed.

Section 2: Event Information

Event Name: _____

Event Location/Address: _____

Event Start Date: _____ Event Start Time: _____

Event End Date: _____ Event End Time: _____

Approximate Number of Persons Attending the Event Per Day: _____

Section 3: Applicant and Sponsoring Organization Information

Applicant

Applicant Name: _____

Address: _____

City, State, Zip: _____ Phone: _____

Email: _____



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Organization Hosting Event

Organization Name: _____

Address: _____

City, State, Zip: _____ Phone: _____

Email: _____

Event Chairperson/Contact

Event Chairperson/Contact Name: _____

Address: _____

City, State, Zip: _____ Phone: _____

Email: _____

Professional Event Organizer

Professional Event Organizer Name: _____

Address: _____

City, State, Zip: _____ Phone: _____

Email: _____

Contact Person "On-Site" Day of Event

Name: _____

Address: _____

City, State, Zip: _____ Phone: _____

Email: _____



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Property Owner Information

If any portion of the event will be held on private property (including parking), please provide the following:

Property Owner Name: _____

Address: _____

City, State, Zip: _____ Phone: _____

Email: _____

Proposed Parking Locations and Number of Parking Spaces Provided: _____

NOTE: Applicants will need to submit proof from property owner giving written permission for special event use, if applicable. Parking location(s) must be indicated on the site plan. Applicants will need to submit written permission for use of parking from property owner, if applicable.

Section 4: Event Description, Route Map, and Site Plan

An event description should be made in the form of a site plan. A site plan is a diagram that shows the area that the event is being held on and any temporary equipment that is being used to stage your event. A site plan should be an overview of the area of the event with all event structures marked and labeled.

For detailed information on developing a site plan, view the [Special Event Application Breakdown](#) provided in the [Special Event Application Packet](#) or visit www.cityofmanvel.com/specialevents.

Please check all that apply and include on the site plan:

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> Closing a Street | <input type="checkbox"/> Generators | <input type="checkbox"/> Loudspeakers | <input type="checkbox"/> Tents or Canopies |
| <input type="checkbox"/> Stage or Music | <input type="checkbox"/> Sale of Merchandise | <input type="checkbox"/> Portable Toilets | <input type="checkbox"/> Fencing |
| <input type="checkbox"/> Amusement Rides | <input type="checkbox"/> Inflatable/Bounce Houses | <input type="checkbox"/> Cooking | |
| <input type="checkbox"/> Blocking of Streets or Public Property | | | |
| <input type="checkbox"/> Community Involvement _____ | | | |

NOTE: Some items on this list require additional permits or forms. Refer to the [Special Event Application Packet](#) or visit www.cityofmanvel.com/specialevents to check if additional permits are needed for the items selected. The placement of structures must not interfere with fire lanes, fire breaks, fire hydrants, or exit access of any proximate structures.

Section 5: Traffic Control

If your special event will impact roadways, please list the street(s), depict the closure area on your site map, and note the closure duration. You will also need to submit a traffic plan with your application. Traffic plans provide an overview of the affected area, closures, blockades used (i.e., barricades, cones, etc.), and alternate routes to avoid interruption.



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Street Closure 1: _____

Street Closure 2: _____

Street Closure 3: _____

Closure Start Time: _____ Closure End Time: _____ Total Duration: _____

Note: For closures on County or TxDOT roads, an engineer-stamped traffic plan is required, and a permit from TxDOT is required.

Section 6: Membrane Structures and Tents

If you anticipate temporary structures such as tents or canopies at your event, you will need to fill out a *Temporary Booth, Membrane Structures and Tents Permit Application*, which is provided in the *Special Event Application Packet* and online at www.cityofmanvel.com/specialevents. If your event includes vendors or other organizations that intend to use temporary structures such as tents or canopies, they will be responsible for filling out a *Temporary Booth, Membrane Structures and Tents Permit Application*.

If tents exceed 200 sq/ft. (greater than 14'x14'), the Fire Marshal may reach out to schedule an inspection of the tent or structure. Tents exceeding 200 sq/ft. will also need to be flame retardant and have a 2A10BC fire extinguisher (See *FireProtection Reference Information for Mobile Food Units and Special Events* for more information).

Tent Dimension/Size: _____ Quantity: _____

Tent Dimension/Size: _____ Quantity: _____

Will the tent(s) have sides? YES NO

If **YES**, how many sides will be closed? _____

NOTE: The size(s) and location(s) of tents, canopies, or other membrane structures must be indicated on the site plan, and **Temporary Booth, Membrane Structures and Tents Permit Application** must be obtained.

Section 7: Generators and Fences

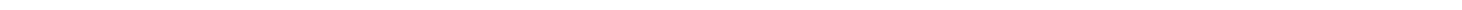
Generators:

Generators shall be 10' from any tent or structure and have its own 2A20BC fire extinguisher.

Type/Size: _____ Quantity: _____

Type/Size: _____ Quantity: _____

Type/Size: _____ Quantity: _____





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Fencing:

Location(s) and/or the positioning of fences must be indicated on the site plan. Depending on the nature of the event, additional Fire Marshal requirements, inspections, or permits may be required. We will contact you if your event triggers the need for additional inspections or permits.

Section 8: Temporary Food Establishments, Mobile Food Units, and Alcohol

Temporary Food Establishments and Mobile Food Units:

Will food and/or beverages be available or served? YES NO

Will Mobile Food Units (Food Trucks) be used? YES NO

Will Temporary Food Establishments (Vendor Booths) be used? YES NO

If YES to these questions, a *Temporary Health Permit Application* must be obtained, which can be found in the *Special Event Application Packet* and online at www.cityofmanvel.com/specialevents.

Please list the Mobile Food Units and/or Temporary Food Establishments that will be at the event:

NOTE: Mobile Food Units must currently be registered with the City of Manvel. If they are not registered, they will need to register and submit to an inspection before the date of the event. A list of food trucks currently registered with the city can be found at www.cityofmanvel.com/specialevents. Temporary Food Establishments (Vendor Booths) must submit a **Food Service Health Permit Application**, provided in the *Special Event Application Packet* and online at www.cityofmanvel.com/specialevents, before the date of the event. Applicants **CANNOT** submit a permit application on behalf of a Mobile Food Unit or Temporary Food Establishment that is not owned by them.

Alcohol:

Will alcohol be sold or allowed at this event?

(Please select one (1) answer below)

SOLD (by you or your organization) ALLOWED (“BYOB”) ALCOHOL NOT PERMITTED

If **SOLD (by you or your organization)** is marked, applicants will need to provide a copy of their or their organization’s **TABC permit**. If ALLOWED (“BYOB”) or ALCOHOL NOT PERMITTED is marked, applicants may continue with the application.



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Section 9: Bicycle, Running/Walking Marathons, and Parades

Nature of your event (mark if applicable):

- Bicycle Marathon Parade
 Running Marathon Walking Marathon

If you marked any of the above, please answer the following:

To assist in traffic safety planning, what time will participants leave the start line? _____

Onsite preparation and set-up begin at: _____ Onsite registration begins at: _____

Assembly location (Street): _____

Name of company providing registration/marketing/run timing: _____

Name of Rental Company setting out barricades: _____

Event Day Contact Name: _____ Event Day Contact Phone: _____

Estimated number of participants: _____

Number of vehicles/floats: _____ Amount of space between parade units (ft.): _____

Other types of participants (i.e., animals, etc.): _____

Note: You must provide a marathon/parade route (including starting point and disbanding area) with your application submission. Signs to direct detoured traffic during road closures due to the event will be provided by the applicant/event coordinator and placed one day prior to the event and removed the same day as event conclusion.

Section 10: Signs

Will signs/banners be utilized for the event? YES NO

Sign Type: _____ Sign Size: _____ Sign Location: _____

Sign Type: _____ Sign Size: _____ Sign Location: _____

Sign Type: _____ Sign Size: _____ Sign Location: _____

NOTE: Signage must be indicated on the event site plan and adhere to the City of Manvel sign ordinance. A separate **Sign Application Permit** must be obtained and approved.





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Section 11: Amusement Rides, Bounce Houses, and Non-Domesticated Animals

Amusement Rides and Bounce Houses:

Will amusement rides/bounce house(s) be used in conjunction with the event? YES NO

If **YES**, the location(s) must be indicated on the event site plan. Proof of Insurance must be provided no later than 10 business days before event for permit approval.

NOTE: Rides and/or attractions associated at special events must conform with the statutory rules and regulations set forth in the Texas Department of Insurance that references Texas Administrative Code, 28 TAC, Chapter Five, Subchapter J, Rules to Implement the Amusement Ride Safety Inspection and Insurance Act 5.9001 - 5.9014.

Non-Domesticated Animals:

Will animals (other than leashed pets) be present at the event? YES NO

If **YES**, please answer the following:

What kind of animal(s) will be present? _____ How many? _____

Company Providing Animals: _____

Animal Handler: _____

How will animals be interacting with the public? Petting Zoo Corral Pen

Will you be providing a handwashing and/or hand sanitization station? YES NO

Note: Location(s) of animals must be indicated on the event site plan. A handwashing and/or hand sanitizing station must be provided and indicated on the site plan for permit approval.

Section 12: Bathroom Facilities and Sanitation/Waste Disposal

Bathroom Facilities:

Will you be providing portable toilets? YES NO

Will you provide self-sustaining bathroom facilities? YES NO

If **YES**, please indicate the number of portable toilets provided: _____

Portable toilet locations must be marked on your site plan.

If **NO**, does the event location have bathroom facilities to accommodate guests? YES NO

Note: Event organizers must supply sufficient portable toilets to meet the needs of attendees at peak hours. As a general guideline, one



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toilet per 50 people should be arranged or applicants can ask for a recommendation from a portable facility provider based on the number of attendees, event duration, and alcohol service. The City of Manvel reserves the right to request and approve adjustments to portable toilet services depending on event size, scope, and details.

Sanitation/Waste Disposal:

Indicate in the space provided how sanitation and waste disposal will be handled at your event:

Note: You must properly dispose of waste and garbage throughout the term of your event. Immediately upon conclusion of the event, the area must be returned to a clean condition. The City of Manvel has an agreement with **Waste Connections, Inc.** to service the City of Manvel for garbage and recycling. If needed, contact Waste Connections at 281-331-0810.

Section 13: Safety, Security, and Accessibility

Event organizers may be required to submit additional information based upon the type of event. The size, type, time of day, location of the event, and the overall activities, are all areas that will be reviewed. Events having the potential to draw a large crowd, such as street fairs or concerts, are of particular concern. If additional information is required, the City of Manvel will contact the applicant or event organizer.

Prior to permit approval, submittal of the following items is required:

- Written authorization granting applicant permission to submit this permit application on behalf of event host, if applicable
- Written permission from property owner for use of private property
- Detailed Event Site Plan with all applicable items noted in this application
- Payment of non-refundable Permit Application Fees

In the event the City determines, upon review of this application, that this special event requires the special attention and involvement of the City personnel or facilities, the City shall so notify the applicant. In such event, prior to the issuance of a permit for this special event, the applicant shall pay to the City the cost estimated for policing, closure of roadways, and applicable fees, along with any required Clean - Up Deposit and Surety Bond.

Should the actual costs for policing and cleaning exceed the estimated amount, the applicant agrees to pay any additional costs to the City incurred as a result of the special event within five (5) days of the date upon which the City informs the applicant of the amount of such additional costs.



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I, the undersigned, hereby confirm that the information stated above is true and correct to the best of my knowledge.

Signature of Applicant

Date

I, THE UNDERSIGNED APPLICANT, AGREE TO INDEMNIFY AND HOLD HARMLESS THE CITY OF MANVEL, 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.

Signature of Applicant

Date

Applicants DO NOT COMPLETE this section, for Official Use Only

City Manager

Date

Public Works Director

Date

Fire Marshal

Date

Health Inspector

Date

Police Chief

Date