



## 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](http://www.cityofmanvel.com/specialevents) for more information.

To submit your event for consideration, email [permits@cityofmanvel.com](mailto:permits@cityofmanvel.com), visit [www.cityofmanvel.com/410/Permits-Department](http://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](http://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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**DEVELOPMENT SERVICES DEPARTMENT**

20025 HIGHWAY 6  
MANVEL, TX 77578  
PHONE: 281-489-0630  
FAX: 281-489-0634

**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](http://www.cityofmanvel.com/specialevents). If you need any assistance filling out the application, contact City staff at [permits@cityofmanvel.com](mailto: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](http://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 |

**NOTE:** Some items on this list require additional permits or forms. Refer to the [Special Event Application Packet](#) or visit [www.cityofmanvel.com/specialevents](http://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](http://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 [Fire Protection 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**

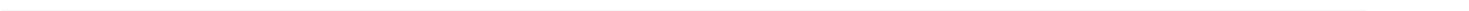
Generators:

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](http://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](http://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](http://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 station?  YES  NO

**Note:** Location(s) of animals must be indicated on the event site plan. A handwashing 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

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:

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**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

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*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

\_\_\_\_\_  
Community Services Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fire Marshal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Health Inspector

\_\_\_\_\_  
Date

\_\_\_\_\_  
Police Chief

\_\_\_\_\_  
Date