



Special Event Questionnaire

This optional questionnaire is intended to be used as a guide to help applicants and the City of Manvel identify planned event types and what additional resources, permits, or documents the applicant may need to submit with their [Special Event Permit Application](#).

Review each category carefully and check the boxes YES or NO if they apply to your event. Applicants may include this questionnaire with their application submission and City staff will review it. All additional permits and documents listed here can be found in the [Special Event Permit Application Packet](#) and online at www.cityofmanvel.com/specialevents.

Are you....		If yes, then...
Providing or selling food and/or beverages to the public?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Complete a Temporary Health Permit Application . AND/OR If a Mobile Food Unit (Food Truck) vendor, complete a Mobile Food Unit Application . AND/OR If a Temporary Food Establishments (Vendor Booth), complete the Food Service Health Permit Application .
Allowing tents or canopies?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Complete a Temporary Booth, Membrane Structures and Tents Permit Application . AND Include locations on the site plan. AND/OR Each tent exceeding 200 sq/ft. (greater than 14'x14') may require an inspection from the Fire Marshal. Indicate on the Special Event Application if event tents will exceed 200 sq/ft.
Having a bounce house or inflatable?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Submit proof of insurance obtained from the vendor. AND Include on site plan. AND/OR Inspections may be required by the Fire Marshal. Once reviewed, we will reach out after submission of the Special Event Permit Application . No further action is needed from applicant at this time.
Fireworks or open fires (See "Fire Protection Reference Information for Mobile Food Units and Special Events")	<input type="checkbox"/> YES <input type="checkbox"/> NO	Complete a Fire Permit Application . See Fire Protection Reference Information for Mobile Food Units and Special Events for more information. AND Applicant will need approval and inspection from the Fire Marshal.
Are you or your organization serving alcohol?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Provide all applicable TABC approvals/permit .



DEVELOPMENT SERVICES DEPARTMENT

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

<p>Closing streets, parking lots, or right-of ways and/or having traffic control or barricades or fences?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p>Include on site plan. AND Provide a traffic management plan. AND Certified crowd managers may be required. Application will be reviewed by the Police Department and Fire Marshal's Office. No further action is needed from applicant at this time.</p>
<p>Using structures, bleachers or stages that may host live entertainment?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p>Any stage or bleachers that are 30" or greater in height will need engineered stamped drawings or building plans at time of submission of event packet. AND Any structures being built will require building plans at time of event packet submission. AND Include on site plan.</p>
<p>Holding the event at a city park or facility?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p>Contact Permits Department at 281-489-0630 (ext. 4). Must provide paid rental receipt with event permit application submission. AND Include on site plan. AND Certified crowd managers may be required.</p>
<p>Planning a bicycle, run/walk, or parade?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p>Provide a detailed site plan of route and alternate routes. AND Provide a traffic plan. AND 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.</p>
<p>Having boats or jet skis at your event/a body of water?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p>Include on site plan.</p>
<p>Conducting a car, boat, or RV show?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p>Include on site plan. AND Certified crowd managers may be required. Application will be reviewed by the Police Department and Fire Marshal's Office. No further action is needed from applicant at this time.</p>
<p>Having a circus?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p>Include on site plan. AND Certified crowd managers may be required. Application will be reviewed by the Police Department and Fire Marshal's Office. No further action is needed from applicant at this time.</p>



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Having a concert?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Include on site plan. AND Certified crowd managers may be required. Application will be reviewed by the Police Department and Fire Marshal's Office. No further action is needed from applicant at this time.
Having live non-domesticated animals?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Provide company and name of animal handler. AND Indicate how the animals interact with the public (petting zoo, corral or pen, etc.). AND/OR If interacting with the public, provide a handwashing station. AND Include on site plan.
Having a trade show?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Include on site plan. AND Certified crowd managers may be required. Application will be reviewed by the Police Department and Fire Marshal's Office. No further action is needed from applicant at this time.
Having temporary electricity or generators?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Must comply with 2020 NEC. AND Indicate on site plan.
Need hydrant meter for water hook-up?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Contact Permits Department at 281-489-0630 (ex. 4).
Needing solid waste or recycling services?	<input type="checkbox"/> YES <input type="checkbox"/> NO	The City of Manvel has an agreement with Waste Connections, Inc. to service the City of Manvel for garbage and recycling services. Contact Waste Connections, at 281-331-0810.
Needing security?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Must provide evidence of hired officers. AND City of Manvel Police Department approval may be required. Application will be reviewed by the Police Department. No further action is needed from applicant at this time.
Having an event that will violate the current noise ordinance?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Provide more information with your <i>Special Event Permit Application</i> .
In need of standby EMS services?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Contact ESD #3 for more information 281-519-8778.