Event Permit Application

Parades, Temporary Events & Special Events

811 Texas Ave. El Paso, TX 79901. 915-212-1506.
SpecialEvents@elpasotexas.gov www.elpasotexas.gov/SpecialEvents

Application Type (Office Only): ____Parade ____Temporary Event ____Special Event CASE: CSEV

1 APPLICANT INFORMATION

Name of Organization: _____
Address: _____ City/State/Zip: _____
Work Phone: _____

2 CONTACT INFORMATION

Name: _____ Cell: _____
Email: _____ Preferred Language: ____English ____Español

3 EVENT INFORMATION

Official Name of the Event: _____

Event Type: ____Parade ____Procession ____Run/Walk ____Bike Race
____March ____Bazaar ____Carnival ____Block Party
____Celebration ____Street Dance ____Street Display ____Other

Purpose of Event: ____Fundraiser ____Community/Neighborhood Activity ____School Activity
____Religious Activity ____Other (Explain): _____

Target Audience: ____Children ____Teens ____Families ____18 and Over ____21 and Over

Does the event route or footprint cross or take place near railroad property? ____ Yes ____ No

Are you using a park? ____Yes ____No If yes, which one? _____

Are you using a building next to your event footprint? ____Yes ____No
If yes, what is the address? _____

**Parades Only*- Location Assembly (where do participants start): _____
Route or Event Location Description (attach an extra sheet of paper if necessary): _____
_____

How will parade participants be released? ____All at Once ____In waves/groups

4 EVENT TIMES AND TRAFFIC CONTROL

TRAFFIC CONTROL: Times the Street will be Closed Including Set-up and Clean-up

EVENT TIMES: Entire Event Duration Times

TRAFFIC MONITORING: Times you Need Presence of Police Officers on the Street

Traffic Control	Date	Time	Event Times	Date	Time	Monitoring	Date	Time
Start:			Start:			Start:		
End:			End:			End:		

MULTIPLE DATE BREAKDOWN

Date	Time Start	Time End	Date	Time Start	Time End

5 EXPECTED EVENT ATTENDANCE

Number of Participants/Spectators/Attendees: _____ Event Staff/Volunteers: _____
Vehicles: _____ Other (specify): _____ Total Number of People Expected: _____

Revised 5/25/2018

6 EVENT CLEANUP

Method of Street/Right-of-Way/Park Cleaning: ____Applicant ____City Cleaning Services
____Downtown Management District
____3rd Party Professional Services:_____

On-Site Responsible Party for Cleanup: _____

Cell: _____ Cleaning and Sanitation Plan Description:_____

_____

_____

_____

*The El Paso City Code 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. Arrangements may be made in advance to perform the cleaning, at a cost, by requesting the services below.

If requesting City Cleaning Services **type of cleaning requested:** _____

_____

*In the event that the City is unable to perform the requested street, sidewalk, and right-of-way cleaning services, the Applicant will be notified. Such notices do not relieve the Applicant of obligation under the El Paso City Code to keep the event areas clean of all litter and debris, whether caused by the Applicant, participants, or spectators to the event.

7 ALCOHOL SALES AND CONSUMPTION

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? ____Yes ____No

Will alcoholic beverages be sold, served or consumed in a City Park? ____Yes ____No

Will alcoholic beverages be sold, served or consumed on City Right-of-Way? ____Yes ____No

FOR ALCOHOL SALES ONLY - Trade Name of TABC License Applicant: _____

_____

8 TRAFFIC CONTROL PLAN *Not Applicable for Parade Applications

Barricade Company: _____ Alley Affected: ____Yes ____No

Description of Closure (Street, Lane, Sidewalk, etc.): _____

_____

_____

_____

9 POLICE AND SECURITY

Parades Only: Will someone other than the El Paso Police Department conduct traffic enforcement services?

____Yes ____No If yes, what office or organization: _____

The office or organization must submit a signed letter on department letterhead indicating that they will be providing traffic enforcement services.

Are you hiring security guards? ____Yes ____No Number of Guards: _____

Security Company: _____

Contact Person: _____

Address:_____ City/State/Zip: _____

Work Phone: _____ Cell: _____ Email: _____

10 PARKING METERS

All parking meters requested for exclusive use will be bagged at 6 a.m. on the start date selected. *Additional fees may apply.*

Do you need Parking Meters **within the event footprint** to be bagged for exclusive use? ____Yes ____No

Do you need Parking Meters **outside the event footprint** to be bagged for exclusive use? ____Yes ____No

Start date of exclusive use for parking meters: _____

End date for exclusive use of parking meters: _____

Total number of days: _____ Meter Numbers: _____

From Street: _____ To Street:_____

From Street: _____ To Street:_____

11 FIRE AND SAFETY

All temporary fencing, barriers and temporary structures must be detailed on the site plan. A public safety plan, crowd managers and/or fire guard may be required and must be approved by EPFD.

Will temporary fences or barriers be erected? ____Yes ____No

Will temporary membrane structures be erected (tents, canopies)? ____Yes ____No

Will stages or other structures be erected? ____Yes ____No

Quantity and Size of Structure(s): _____

Description/Purpose of Structure(s): _____

_____

_____

How will you supply electrical power to your event? _____

_____

Will compressed gasses be used? ____Yes ____No (If Yes) Flame Type: ____Cooking ____Display/Ceremonial

Will the event feature or utilize fireworks/pyrotechnics? ____Yes ____No

Contractor Company: _____ License: _____

Contact Person: _____ Address: _____

City/State/Zip: _____ Work Phone: _____

Cell: _____ Email: _____

12 AMPLIFICATION USE

Will your event use amplified devices, microphones, speakers, instruments ? ____Yes ____No

# of Microphones _____ # of Speakers _____ # of Amplifiers _____ Other: _____

Purpose of Amplification: ____Announcements ____Ambience ____Concert ____Advertising

Location Description of Amplification Devices: _____

_____

*Amplification utilized during the event shall comply with the noise standards set forth in Chapter 9.40 (Noise) and 13.28 (Sound Amplifying Devices) of the El Paso City code.

13 ANIMALS

Will your event feature animals? ____Yes ____No Type(s) of Animals: _____

How will the animals be used during the event? _____

_____

Will on-site housing be provided? ____Yes ____No Describe Housing: _____

_____

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

14 FOOD SALES

Will the event feature food, beverage or merchandise vendors? ____Yes ____No

Approximate number of food locations: _____

Approximate number of beverage locations: _____

Approximate number of pre-packaged food locations: _____

Approximate number of exposed food locations: _____

NOTICE OF PROPOSED CLOSURE

Temporary Use of City Right-of-Way

I (We), _____, will be holding an event on _____ on _____ from _____ to _____. I am (We are) asking for your consent to temporarily block off _____ for _____.

Please print your name, address, indicate owner or occupant of the property and check off either Consent or Object with your signature below.

NAME	OWNER OR OCCUPANT	ADDRESS	CONSENT	OBJECT	SIGNATURE	NOTES

Revised 5/25/2018

*Not Applicable for Parades or Temporary Events Applications

SPECIAL EVENT NOTIFICATION AFFIDAVIT

Special Event Permit Application Notice of Proposed Closure Requirements

Pursuant to §13.38.040(D)(3) of the El Paso City Code, the special event permit applicant must provide proof that notice of the proposed closure has been issued to each affected person and neighborhood association, if applicable, whose boundaries are included within, either wholly or partially, or whose property abuts the proposed closure area. Such notice shall be provided on a form prescribed by the Permit Official containing the name and address of each affected person, and a space in which the affected person or authorized representative of the neighborhood association may indicate with an original signature whether the affected person or neighborhood association opposes the closure.

Notice may be provided using the City of El Paso notice form and mailed by the United States mail. The notice must state the type of event, the date(s) of the event, the location of the event, the specific street closures and the time the streets will be closed. The applicant for a special event permit shall provide written notice, at applicant's expense to all affected persons defined in 13.38.020(A) of the El Paso City Code as the property owner, property manager or tenant of each property abutting the portion of a public right-of-way to be closed, and to the City of El Paso Event Permit Coordinator at One-Stop-Shop, c/o Event Permit Coordinator, 811 Texas Ave., El Paso, TX 79901.

_____ Notice must be mailed out a minimum of 30 days prior to event date.
Date of Mail-Out

Event Holder is required to include the following language on the notice:
Failure of a property owner to return written comments within fourteen (14) days shall be considered as non-opposition to the proposed Special Event.

I certify that I have received the mailing list and have sent notification to all affected persons and neighborhood association included on the list on a form prescribed by the City as per §13.38.040(D)(3) of the El Paso City Code.

_____	_____	_____
Applicant Signature	*Print Name*	*Date*

Office Use Only

Date Event Notification Received: _____ Reviewed by: _____

STATE OF TEXAS §
COUNTY OF EL PASO §

This instrument was acknowledged before me this _____day of _____ , 20_____.

My Commission Expires:

_____
NOTARY PUBLIC, Signature

ACKNOWLEDGMENTS

I understand that at least 50% of the estimate for City Services (excluding Parks), including Police and Cleaning, must be paid a minimum of 48 hours in advance of the event or prior to permit issue, or my event may be cancelled.

_____ (initials)

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.

_____ (initials)

If requesting City Cleaning Services: I hereby request that the City of El Paso provide the cleaning as indicated above and as the City and its employees deem appropriate. I am obligated under the El Paso City Code to keep event areas clean of all litter and debris, whether caused by myself, participants, or spectators to the event. I agree to pay the City for the costs of such cleaning services when I am billed for such services.

_____ (initials)

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, 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 _____ Signature _____

Date _____

OFFICE USE ONLY

Received/Paid

Accepted By: _____