



# Look for ways to say Yes SPECIAL EVENT APPLICATION

Block Party  Carnival  Parade  Special Event

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: am  pm  To: am  pm

Location of Event: \_\_\_\_\_

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

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

Telephone No. Work \_\_\_\_\_ Home \_\_\_\_\_ Cell \_\_\_\_\_

Date of Birth: \_\_\_\_\_ D.L.#: \_\_\_\_\_ State: \_\_\_\_\_

X \_\_\_\_\_

Signature of Applicant

Date

Estimated number of participants

### BLOCK PARTY (Fire lanes, fire hydrants, manhole & valve covers must be accessible.)

Street barricades requested?  No  Yes If yes, how many? \_\_\_\_\_

Barricades may be checked out, picked up & returned to the Streets Dept., Monday-Friday, 8:00 am to 4:00pm at 700 E Main, Lancaster, TX

Is the party open to the public or immediate residents only?  Public  Immediate Residents

\*Fire engine, Fire House(s) and other display requested:  No  Yes @ \_\_\_\_\_ am/pm

\*Police officer visit requested:  No  Yes @ \_\_\_\_\_ am/pm

\*Police and Fire subject to availability due to calls for service

### CARNIVAL OR PARADE (Attach map indicating exact route to be taken.) Certificate of Insurance is required.

Starting location: \_\_\_\_\_ Ending Location: \_\_\_\_\_

Dedicated police unit staffed with officer Actual cost per officer may vary

Dedicated ambulance staffed with 2 paramedics \$75.00 ambulance/ Actual cost per staff may vary

# of police officers requested \_\_\_\_\_ # of participants \_\_\_\_\_

# of barricades requested \$2 each \_\_\_\_\_ # of motorized vehicles \_\_\_\_\_

# of cones requested \$1 each \_\_\_\_\_ # of floats \_\_\_\_\_

\$15.00 fee for Variance \_\_\_\_\_ # of animals \_\_\_\_\_

\_\_\_\_\_ # for clean up for animals \$35

### SPECIAL EVENT (Site plans must be submitted with application)

Dedicated police unit staffed with officer Actual cost per officer may vary

Dedicated ambulance staffed with 2 paramedics \$75.00 ambulance/ Actual cost per staff may vary

# of police officers requested Will food be served?  No  Yes

# of barricades requested \$2 each Will food be consumed by the general public?  No  Yes

# of cones requested, \$1 each Will animals be involved in the event?  No  Yes

If yes, how many and what type of animal(s)? \_\_\_\_\_

### A permit is required for the following; refer to the reverse side for further explanation and check below all that apply to your event.

Block Party \$25.00-May be refundable to HOA

Tent, along with letter of flame resistance \$50.00-1<sup>st</sup> inspection, \$40.00-2<sup>nd</sup> inspection

Port-a- Lets \$ \_\_\_\_\_

Dumpsters \$75.00-Delivery; \$2.00 per day charge; \$313-Disposal-(Contact Trinity for details)

Signage \$25.00

Temporary banner \$25.00

Temporary electrical inspection \$20.00 minimum (based on cost of work)

Temporary food permit \$50.00

Animal permit fee \$25.00

Special Event parking N/C

Carnival \$200.00 with rides; All other without rides \$50.00 according to size

### CITY OF LANCASTER APPROVAL Emergency response site plan submitted-per line (Record staff requests/changes on back of white copy)

Signature \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Bldg. Insp. \_\_\_\_\_ Parks & Rec. \_\_\_\_\_

Fire Marshal \_\_\_\_\_ Public Works \_\_\_\_\_

Fire /EMS \_\_\_\_\_ Police \_\_\_\_\_

Approved by: X \_\_\_\_\_ Date: \_\_\_\_\_

Community Relations Coordinator

CITY OF LANCASTER Request for changes to submission or Denial  Please refer to the reverse side for explanation→

All fees are non-refundable. Forms should be returned to the Community Relations Coordinator at 211 N Henry St, Lancaster

Total fees due\$ \_\_\_\_\_ Date fees collected: \_\_\_\_\_

File-White

Public Works-Goldenrod  
Parks & Recreation - Green

Police-Canary  
Fire-Blue

Applicant-Pink




**SPECIAL EVENT APPLICATION**

**Pertinent Information Related to Special Events:**

<p><b><u>Alcoholic Beverages</u></b> If alcoholic beverages are served, individuals should not be allowed to become intoxicated. <b>DON'T DRINK AND DRIVE!</b> Applicants must obtain permit from the Texas Alcohol Beverage Commission (TABC) when alcoholic beverages will be consumed.</p>	<p><b><u>Electrical Equipment</u></b> Electrical equipment must be installed, operated and maintained in a manner that does not create a hazard to life or property. All new electrical or related work performed must meet the current codes of the City of Lancaster. All electrical devices must be properly grounded to ensure safe operations. Permits and inspections are required. Extension cords must have overcurrent protection.</p>
<p><b><u>Neighborhood Notification</u></b> An attempt should be made to notify all neighbors of the block party in order to minimize conflicts. If the block party is to be held in a cul-de-sac, it will be necessary to circulate a petition obtaining the approval of the homeowners residing in the cul-de-sac. The signed petition should be submitted with the application. Parties may not continue past 10:00 pm due to the possible disturbance of neighbors.</p> <p><b><u>Sketch of site</u></b>- A site plan including desired placement of barricades, cookers, smokers, etc.</p> <p><b><u>Site Clean-Up</u></b>- is the responsibility of the applicant and must be completed immediately after or within 24 hours of the event.</p> <p><b><u>Certificate of Insurance (COI)</u></b> - Please see sample certificate for minimum limits of insurance requirements.</p>	<p><b><u>Signage and Temporary Banners</u></b> Bonfire non-profit organizations may erect temporary off-premise signs which refer to an activity or function of the organization. Such signs shall not be erected for more than ten (10) days. No signs shall be place within the City which refers to the activity or function for more than sixty (60) days. Signs shall not exceed six (6) square feet in effective area. City Ordinance does not allow for signage in right-of-way except real estate directional. NO sign will be allowed within any street median. A permit shall be required for these signs; however, no permit fee will be assessed.</p> <p>Non-profit organizations shall be permitted to erect one (1) temporary banner sign at a business location two (2) times per calendar year. Such signs shall be erected a maximum of fourteen (14) days for each permit. A permit for such a sign shall not be issued within thirty (30) days of the date that any temporary banner sign was erected at the occupancy. The effective area for such signs shall not exceed forty (40) square feet.</p>
<p><b><u>Street Barricades</u></b> Barricades or parked cars should not prevent accessibility by emergency vehicles to the location in the event of an emergency. If possible, the event should take place in a cul-de-sac or dead end street, and not on a through street.</p>	<p><b><u>Tents</u></b> Any tent requires a permit approved by the Fire Marshal's office. A certificate of flame proofing must be provided to the City.</p>

**Note: Site plans required for all events**

<u>Department</u>	<u>Employee</u>	 (Record all staff requests/changes on back of white copy - page 1) <u>Request for Changes or Reason for Denial</u>
Bldg. Services		
Fire Marshal		
Fire /EMS		
Police		
Parks & Rec.		
Public Works		