



Special Event Permit Information

We are happy you have chosen to plan a special event within the City of Webster. Please read this packet in its entirety for information regarding the application process.

This information packet includes the City of Webster's **Special Events Permit Application** and accompanying instructions to guide you through the process.

Submittal Deadline Requirement

A completed application may be filed as early as six months before the event but **must be received no later than 30 days before the actual event date.**

After you complete the Special Event Permit Application, sign the form, return the form, and remit payment to the City of Webster City Hall, located at 101 Pennsylvania Avenue, Attn: James Stewart. Please be sure to include your application fee with the application. **(Checks should be made payable to City of Webster)**

Permitting Process

The permit application process begins when you submit a completed Special Event Permit Application and permit fee. ***Keep in mind that acceptance of your application should in no way be construed as final approval or confirmation of your request.***

Other Permitting Requirements

While we have tried to streamline this process, it is your responsibility to contact federal, state, or county agencies for other relevant permits.

Upon receipt of your Special Event Permit Application, the Chief Building Official will help guide you through the permit process. The Building Official will then distribute copies of your application to all City departments affected by your application for review. During the review process, you will be notified if your event requires additional information, permits, or licenses. You will be allowed time to provide us with all pending documents. Please know, however, that delays in providing these items often delay our ability to finish our review and issue a Special Event Permit for your event. You may be contacted individually by affected departments if they have specific questions or concerns about your event.

Depending on the impact on City services, size and type of event, a group meeting with all affected departments, your coordinator, and you may be scheduled to clarify questions and concerns.

Park Events

If you plan to hold your event in a City park, you will need to contact the appropriate division within the City of Webster Community Development Department. Special rules and restrictions unique to each site or facility may apply. To book a Special Event in the park, contact Community Development at 281-316-4108.

On behalf of the City of Webster, we thank you for contributing to the spirit and vitality of our City through the staging of your event. **Best wishes for a successful event!**



Special Event

Permit Application & Information Packet

Please print clearly in pen or type your answers.

APPROVED APPLICATION MUST BE AVAILABLE ONSITE DURING EVENT

Date Application Submitted: _____

Fee Must Be Included, Unless Exempt:

_____ \$100.00 Fee enclosed

_____ Organization is Exempt by Ordinance

Name of Event: _____

Date of Event: _____ Anticipated Attendance: _____

Time Event Starts: _____ Time Event Ends: _____

Event Location: _____

Organization Name: _____

Contact Name: _____ Email Address: _____

Address: _____ City/State/Zip: _____

Phone Number(s): _____

Official Use Only

Chief Building Official _____

Approved

Denied

Reason for Denial: _____

APPLICATION INSTRUCTIONS

Type of Event (Check all that Apply):

- | | |
|-----------------|--------------------------------------|
| Boat Show | Festival |
| Block Party | Mass Gathering |
| Car Show | Non-Profit Event |
| Carnival | Parade |
| Circus | Parking Lot Sale |
| Dance | Political Activity |
| Farmer's Market | Other: <i>(please specify)</i> _____ |

Will alcohol be served at your event? YES NO

Commitment to Customer Service

As part of the City's commitment to providing excellent customer service, we will help you navigate through the permitting process. Please fill out the pages applicable to your event.

Name:	James Stewart
Phone Number:	281-316-4131
Email:	jstewart@cityofwebster.com
Address:	101 Pennsylvania Webster, TX 77598

SUMMARY OF EVENT

Description _____

Anticipated Attendance Total _____ Per Day _____

Schedule:

Setup Date _____ Time _____

Event Start Date _____ Time _____

Event End Date _____ Time _____

Dismantle Date _____ Time _____

ORGANIZATION CONTACT INFORMATION

Organization Information

1. Is the organization a non-profit organization? YES NO

Please include your tax ID number: _____

2. Is the organization a community group without non-profit status? YES NO

If you checked "Yes" to either question 1 or 2 above, Please include a copy of your Tax Exempt Certificate

3. Is the organization a business? YES NO

4. Is the organization a for-profit organization? YES NO

SITE PLAN INFORMATION

Use of Public Property or Public Right of Way

5. Will any part of this event take place in a City of Webster Park? YES NO

If yes, name of park where event will take place: _____

6. Will any part of this event take place on a sidewalk, street, median, or other public right of way? YES NO

7. Will any part of this event/activity take place on a City parking lot, City-owned land, or other City public property? YES NO

DOCUMENTATION NEEDED: SITE PLAN Attachment "A"

Please submit a Site Plan showing all uses of public property and public right of way in Attachment "A"

Traffic & Parade Information

8. Do you wish to close any streets or sidewalks for this event? **YES** **NO**

If yes, please list all streets and sidewalks that you would like closed: _____

For what period of time would these streets be closed?

From _____ am/pm To _____ am/pm

9. Do you anticipate towing any cars or equipment before, during, or after this event? **YES** **NO**

10. Will any traffic routing or control devices be used for this event/activity? **YES** **NO**

If yes, you must use TxDOT approved devices.

For what period will the traffic routing/control devices be up?

From Set Up: Date _____ Time _____ **To Dismantle:** Date _____ Time _____

11. What kind of traffic routing/control device will be used? _____

12. Who will be setting up the traffic routing/control devices? _____

13. Who will be directing traffic? (see Security section) _____

14. Does this event involve a moving route of any kind along streets or sidewalks? **YES** **NO**

15. Will animals be a part of the event? **YES** **NO**

If yes, what type(s) of animals will be used in the event? _____

What is the purpose of the animals (petting zoo, part of parade, etc.)? _____

DOCUMENTATION NEEDED: TRAFFIC CONTROL / DETOUR PLAN Attachment "B"
If parade involved, please include the parade route. Please identify all streets impacted by event.

Parking Plan

16. Please provide a description of your parking plans (i.e., where event attendees will park):

17. Please describe your plans for disabled parking:

18. Please describe your plan for emergency vehicle access:

19. Please describe your plans to notify residents, businesses and properties impacted by this event:

DOCUMENTATION NEEDED: PARKING PLAN Attachment "C"

Tents, Structures, or Entertainment Devices

20. Are you installing or constructing any structures, including buildings, climbing structures, etc.? YES NO

If yes, please show structures on the site plan (Attachment "A").
Also, please describe type, size and number of structures. Plans may be required for review.

21. Are you installing any tents or canopies? YES NO

Canopy Size: _____ Tent Size: _____

If yes, please show all tents and/or canopies including dimensions on the site plan. If any tents are greater than 200 square feet or if any canopies are greater than 400 square feet, provide the following for review:

Flame spread certificate Interior tent/canopy plan

22. Are you installing any stages? YES NO

If yes, please show locations and dimensions on the site plan (Attachment "A").
Any stages greater than 30" above grade are required to meet structural, guardrail, stairway and accessibility requirements, and the following must also be provided for review:

Construction plans Structural calculations may be required

23. Are you installing any grandstands, bleachers, or folding or telescoping seating? YES NO

If yes, please show locations and dimensions on the site plan (Attachment "A").
Any grandstands, bleachers and/or folding or telescoping seating greater than 30" above grade is required to meet structural, accessibility, guardrail and handrail requirements and also submit the following for review:

Construction plans Structural calculations may be required

24. Do you plan to have any sound amplification? YES NO

Music _____
Other, please describe _____

If, yes please note the dates and times: _____

25. Is electrical power required (for sound amplification, lighting, etc)? YES NO

If yes, please show items on the site plan (Attachment "A") and describe how power is to be provided.

Additional review may be required:

Portable generator

Temporary Power Service

Other, please describe _____

26. Will there be carnival rides and game booths? YES NO

A copy of a valid " Ride Safety Certification Inspection Report" must be provided for each ride

27. Will there be any automotive shows or motor vehicle events? YES NO

28. If you answered yes to any of the questions from #26-27, please provide the following information of the person or company responsible for installing the tent, structure, or entertainment device:

Name: _____

Office Phone Number: _____

Cellular Phone Number: _____

Mailing Address: _____

FOOD, AND MERCHANDISE INFORMATION

Food

29. Will food be prepared, served or sold at this event? YES NO

If yes, please describe how food will be served and/or prepared:

30. Is cooking equipment included? YES NO

If yes, please show location on site plan (Attachment "A") and provide the following for review:

Type of cooking system

Type of fuel (Please check all types):

Gas

Electric

Charcoal

Other (specify) _____

Mobile Food Units are permitted during Special Events.

For information, please contact the Webster Health Inspector at 281-316-4133
Every Mobile Food Vendor must be inspected by the City of Webster prior to the Special Event.

Mobile Food Units

31. Will Mobile Food Units be participating in this event? **YES** **NO**

If yes, the following information must be submitted with the Special Event Permit Application:

- Every Mobile Food Unit must submit the Unit owner’s name, mailing address, physical address, phone number, and email address.
- Valid local jurisdiction health permit for each Mobile Food Unit participating
- Elevations of each Mobile Food Unit
- Floor plans showing the configuration for each Mobile Food Unit
- Plumbing schematic for each Mobile Food Unit
- Gas schematic for each Mobile Food Unit
- Site plan of the event including Mobile Food Unit location(s)
- Menu for each Mobile Food Unit participating in the Special Event
- Notarized contract between each Mobile Food Unit owner and its commissary stating the obligations for each respective party
- Copy of each commissary’s permit and most recent inspection

All Mobile Food Units shall be inspected at City Hall located at 101 Pennsylvania, Webster, Texas, and approved by the Building Division of the City of Webster prior to participating in any Special Event.

Vendors

32. Will food, goods, or services be sold at your event? **YES** **NO**

If yes, please describe and attach a complete list of vendors to Attachment “D”

33. What is the anticipated number of Vendors? _____

DOCUMENTATION NEEDED: VENDOR LIST Attachment "D"
Event organizers must provide a list of all vendors that includes the vendor’s name, business address and business telephone number and description of what will be sold.

EVENT COORDINATION AND ON-SITE INFORMATION

Advertising Information

34. Do you plan to place any signs or banners or other advertisement at the event site? YES NO

If yes, please show the location(s) on the site plan (Attachment "A") and provide the following for review:

- Sign detail
- Dimensions
- Method of attachment or support
- Display time period

35. Do you plan to place any signs or banners on private property other than the event site?

YES NO

If yes, please indicate locations on the site plan (Attachment "A") and provide the following for review:

- Sign detail
- Dimensions
- Method of attachment or support
- Display time period

36. Person responsible for installation and removal of all items.

Name: _____ **Phone Number:** _____

Security

37. Security and traffic control may be required for your event. For example: Large crowds, parades, street closures, concerts, events with approved alcohol sales or events that sell guns or knives could/ may require a Law Enforcement presence. Have you consulted with the Webster Police Department about your event?

YES NO

If yes, with whom did you speak? _____

If no, whom should the Police Department contact to consult with about your event?

Name _____ Telephone Number _____

Address _____ City/State/Zip _____

Note: Events requiring a Law Enforcement presence are paid for by the event organizer. The police department will provide a cost analysis to assist you with your event planning.

Do not write below this line

Police Department Comments:

Officer Signature: _____

Professional Event Organizer

39. Do you plan to hire a professional event organizer to be a part of this event? **YES NO**

If yes:

Company Name: _____

Contact Person: _____

Address: _____ City/State/Zip: _____

Telephone Number: _____

INSURANCE INFORMATION

40. Do you have general liability insurance naming the City of Webster as an additional insured?

YES NO

Minimum Limits of Liability are as follows:

\$250,000 per person

\$500,000 per occurrence for bodily injury or death, and

\$100,000 per occurrence per property damage.

Name of Insurance Agency and Agent (company must be licensed in the state of Texas)

Address of Insurance Agency

Telephone Number of Insurance Agency

Policy Number: _____

DOCUMENTATION NEEDED

Please attach a copy of the insurance certificate and additional insured endorsement at the end of the application.

Portable Toilets and Handwashing Sinks

41. Do you plan to provide portable toilets and/or handwashing sinks at your event?

Yes - Please complete the following information:

Number of regular toilets ____ Number of ADA approved toilets ____ Number of handwashing sinks ____

Name of Portable Toilet Company: _____

Address _____ City, State, Zip _____

Phone Number _____ Fax Number _____

Equipment Set-Up Date _____ Equipment Pick-Up Date _____

No - Please provide information as to the availability of restroom facilities in the immediate area of the event site that will be available to the public during the event (include ADA accessible and non-ADA accessible facilities).

DOCUMENTATION NEEDED: SITE PLAN- Attachment "A"

Please identify locations of all portable toilets and handwashing sinks on your site plan in Attachment "A".

Garbage Services

42. How will the garbage waste be handled at the event?

Please contact Republic Services at 713-849-0400 to arrange trash service for your event.

Please specify below with the number and size of containers:

Number of Containers/Receptacles _____

Number of Dumpsters with Lids _____

Number of Roll-off Bins _____

Dates of garbage container drop-off: _____ and pickup: _____

43. How will the event site be cleaned during and after the event?

44. Does the event involve animals?

YES

NO

If yes, clean up of animal waste is required.

Contact information for person or group responsible for cleaning up event site and organizing the handling of garbage and/or animal waste:

Name: _____ Phone Number(s): _____

DOCUMENTATION NEEDED: SITE PLAN Attachment "A"

Please identify placement of garbage containers on your Site Plan in Attachment "A"

ARRANGEMENTS NEEDED:

CONTACT Republic Services (713) 849-0400 for garbage service

(Non City-sponsored events are responsible for expenses or fees associated)

- **Clean Up for the event is not included in Park Rental Fees – Renter is responsible**

HOLD HARMLESS AGREEMENT

Special Events and Parades Permit Application

Date of Event: _____

Title of Event: _____

Name of Applicant: _____ Phone Number _____

Address/City/State/Zip: _____

Name of Event Sponsor: _____ Phone Number _____

Address/City/State/Zip: _____

HOLD HARMLESS AGREEMENT

The special event/parade applicant acting through its authorized office or designee of the sponsoring organization(s) (hereafter called "Permittee") agrees to reimburse the City of Webster (hereafter called "City") for all loss incurred by it in repairing or replacing damage to City property proximately caused by the Permittee, its officers, employee, agents, monitors, or any other persons attending or forming the special event or parade who were, or should have been, under the Permittee's control. Persons who merely attend or join in a special event or parade are not considered by that reason alone to be "under the control" of the Permittee.

The Permittee further agrees to defend without costs, indemnify, and hold harmless the City, its officers, agents, and employees from any liability to any persons, damages, losses, or injuries including attorney's fees arising out of or alleged to arise out of the permitted event, which was proximately caused by the actions of the permittee, its officers, employees, agents, including monitors, or any other persons attending or joining in the event who were, or reasonably should have been under the control of the permittee. Persons who merely attend or join in an event are not considered by that reason alone to be "under the control" of the permittee.

I understand and agree to comply with all the terms of the above Hold Harmless Agreement if my application has been approved and all special conditions and required advance payments have been met.

Signature of Permittee(s): _____ Date: _____

_____ Date: _____

Signature of Officer of Sponsoring Organization: _____

Title: _____ Date: _____

I declare under penalty of perjury that the information provided in this application is true and correct.

Signature of Applicant: _____ Date: _____

AFFIDAVIT OF APPLICANT

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand, and agree to abide by the rules and regulations governing the proposed Special Event under the City of Webster Ordinance 23-02, and I understand that this Special Event Permit Application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager's designee. Applicant agrees to comply with all other requirements of the City, County, State, Federal Government, and any other applicable entity that may pertain to the use of the Event Venue and the conduct of the Event. I agree to abide by these rules and further certify that I, on behalf of the Host Organization am also authorized to represent that organization, and, therefore, agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Webster.

Print Name of Applicant/Host Organization _____

Event Organizer

Title: _____

Signature: _____

Date: _____

Other Officer

Title: _____

Signature: _____

Date: _____

ATTACHMENT "A": SITE PLAN

ATTACHMENT "B": TRAFFIC DETOUR PLAN

Please include the following information on your traffic detour plan:

- All streets (including cross streets) that will be closed or otherwise impacted
- Location of traffic routing and control devices (barricades, cones, etc.)
- Directional arrows showing the detour route around the event
- Location of signs directing detoured traffic

If a Parade is involved, please also include:

- Staging area
- Judging area
- Ending area
- Location of bleachers, grandstands, or related structures
- Map with directional arrows showing the exact route of the parade

ATTACHMENT "C": PARKING PLAN

Please provide the following information:

- Proof that adjacent property owners were notified of event (if required)
- Proof that adjacent property owners granted permission for event attendees to park on the adjacent property proposed for event parking
- Adequate disabled parking
- Adequate publicity and signage to direct event attendees to available parking
- Other efforts to provide shuttle services to and from the event site and/or provide information on alternative transportation.

