



**Duncanville**  
City of Champions

# DUNCANVILLE

The Perfect Blend of Family, Community & Business

Please submit the application to:

Parks & Recreation Department  
201 James Collins Blvd., Duncanville, TX 75116  
email: [specialevent@ci.duncanville.tx.us](mailto:specialevent@ci.duncanville.tx.us) or call 972-780-4972

## Applicant Information

<b>Full Name</b>							<b>Date</b>		
	<i>Last</i>		<i>First</i>		<i>M.I.</i>				
<b>Address</b>									
	<i>Address</i>				<i>Apartment/Unit #</i>				
<i>City</i>		<i>State</i>		<i>Zip Code</i>		<i>Organization Name</i>			
<b>Home Phone</b>			<b>Business Phone</b>			<b>Cell Phone</b>			
<b>Location of Event</b>				<b>Contact's Email Address</b>					
<b>Type of Special event</b>									
<b>Requested dates of special event</b>									
<b>Requested hours of special event</b>		<b>From</b>			<b>To</b>				
<b>Estimated number of people to attend</b>									
<b>Name of insurance company</b>					<b>Insurance amount</b>				
<b>Non-profit status</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<b>Proof of non-profit status</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<b>Pyrotechnics displayed</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
<b>Food sales allowed</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<b>Merchandise sales allowed</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<b>Electrical hookups required</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
<b>Alcoholic beverages sold or provided</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<b>TABC "temporary permit attached</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<b>Prescribed TABC training completed</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
<b>Streets to be closed</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<b>Potable water required</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<b>Loud speakers or music to be used</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
<b>Toilet facilities provided</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<b>Animals involved</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<b>City facilities rented</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Please briefly summarize the special event and any item above where the "Yes" box was checked



**Other People Responsible for the Special Event**

*Please list any other people responsible for the special event*

<b>Full Name</b>		<b>Email Address</b>	
<b>Address</b>		<b>Home Phone</b>	
<b>Daytime Phone Number</b>			
<b>Full Name</b>		<b>Email Address</b>	
<b>Address</b>		<b>Home Phone</b>	
<b>Daytime Phone Number</b>			

**Attachments and Detailed Plans for Special Event and/or Parade**

<b>Attachment 1.</b> Attach a parade route map or site map for the special event (for site map include locations for temporary structures and/or tents, stages, grandstands or bleachers, trailers, equipment vans, animal holding areas, ticket sales sites, sales of merchandise, food and alcohol, restroom facilities, public special event parking, public entrance/exits, emergency vehicle access and on-site medical facilities).	Attached	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>Attachment 2.</b> Listing of estimate of animals, animals and riders, animal drawn vehicles, floats, motor vehicles, motorized displays, marching units to include bands, color guards, drill teams or groups or organizations that will be involved in the special event or parade.	Attached	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>Attachment 3.</b> Facilities: Provide the location of the site and a comprehensive set of plans and specifications relating to all temporary facilities to be constructed or utilized for the special event. All required permits relating to the temporary use of real property, buildings and structures must be obtained from the Building Inspection Division and approved by the Planning Division with regard to any zoning issues.	Attached	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>Attachment 4.</b> Fire Protection: Provide a comprehensive plan for prevention of fires and for adequate protection of persons and property in the special event of a fire, including, without limitation, adequate exits, fire extinguishers, adequate access for fire trucks and emergency vehicles. The fire protection plan shall be coordinated through and approved by the office of the Fire Marshal.	Attached	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>Attachment 5.</b> Food and Alcoholic Beverage Service: Provide a comprehensive plan to provide or sell food and alcoholic beverages. The City Health Inspector or designee shall approve the plan.	Attached	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>Attachment 6.</b> Emergency Medical Service: Provide a comprehensive plan to provide adequate emergency medical services at the special event or parade. The plan shall be coordinated through and approved by Fire Department.	Attached	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>Attachment 7.</b> Parking, assembly or disassembly of the special event or parade participants: Provide a comprehensive plan to provide adequate parking for the proposed special event or parade, including written permission by all of the owners of land to be used for the special event or parade.	Attached	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>Attachment 8.</b> Public Safety: Provide a comprehensive plan providing for adequate safety, security, traffic control, and crowd control in connection with the special event or parade. The plan shall be coordinated through and approved by the Police Department and Public Works Department.	Attached	YES <input type="checkbox"/>	NO <input type="checkbox"/>



### Attachments and Detailed Plans for Special Special event and/or Parade continued

<b>Attachment 9.</b> Promotional: If applicable, provide a comprehensive plan to promote, market, and advertise the special event or parade. Signs and banners shall be permitted through the Building Inspection Division.	Attached	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>Attachment 10.</b> Sanitation Plan: Provide a comprehensive plan to insure that the highest standards of cleanliness and sanitation are maintained at the special event including adequate restroom facilities and appropriate refuse containers to accommodate refuse generated by its patrons and operations and a plan to empty the containers frequently so as to prevent overflow. This plan will be coordinated with the Parks & Recreation Department.	Attached	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>Attachment 11.</b> Emergency Services Staffing Plan: Emergency Medical Service, Police Protection, and Fire Protection levels as deemed necessary to ensure safety for the special event or parade by the Chief of Police, the Fire Chief, or their designee, at the applicant/promoter's expense.	Attached	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>Attachment 12.</b> Severe Weather Contingency Plan: Provide a comprehensive plan for sheltering special event or parade participants in case severe weather is impending. This plan needs to include who will be monitoring the weather, how it will be monitored, and who will make the call to cancel or evacuate.	Attached	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>Attachment 13.</b> Cost Analysis: Provide a detailed breakdown of estimated costs associated with the special event. These cost estimates should include costs to the City and/or the promoter of the special event.	Attached	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Other attachments should include but are not limited to: Insurance forms naming the City of Duncanville as additionally insured, TABC temporary permit if alcohol sales are permitted, etc.			



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## INDEMNIFICATION AGREEMENT

**WHEREAS**, the undersigned has made an application to the City of Duncanville, Texas, for a special event permit under the provisions of Article XIII-A of the Comprehensive Zoning Ordinance of the City of Duncanville; and

**WHEREAS**, said Article XIII-A requires an applicant for a permit to execute a written indemnification agreement to indemnify the City and its officers and employees against all claims of injury or damage to persons or property, whether public or private, arising out of the special event; **NOW, THEREFORE**,

**KNOW ALL MEN BY THESE PRESENTS:**

In consideration of the City of Duncanville, Texas, granting to the undersigned (Indemnitor), a special event permit under the provisions of Article XIII-A of the Comprehensive Zoning Ordinance of the City of Duncanville, Texas, for the purpose of

\_\_\_\_\_

the undersigned agrees as follows, to wit:

The undersigned Indemnitor shall indemnify, defend, and hold free and harmless the City of Duncanville, Texas, its officers, and employees, from and against any and all actions, claims, liabilities, assertions of liabilities, losses, costs and expenses including, but not limited to, attorney's fees, which in any manner may arise or be alleged to have risen or resulted or alleged to have resulted from the presence, activities, special events, and/or omissions of any nature whatsoever of Indemnitor, the invited parties to said special event, their agents, servants, employees, and their respective guests and invitees and any other attendees of the special event, whether invited or uninvited, on or adjacent to the property covered by said special event permit in connection with the use and occupancy of the designated area for the special event including, without limitation, any claim or claims for bodily injury or death of any person, and for any loss or damage to property arising from the operation of the special event commencing on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and terminating on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Indemnitor hereby represents and warrants to the City of Duncanville that it has the full right, power, and authority to execute this Indemnification Agreement.

Made and executed on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at Duncanville, Texas.

\_\_\_\_\_  
Applicant's Printed Name

\_\_\_\_\_  
Applicant's Signature



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## ATTACHMENT 1

Attach a parade route map or site map for the event (for site map include locations for temporary structures and/or tents, stages, grandstands or bleachers, trailers, equipment vans, animal holding areas, ticket sales sites, sales of merchandise, food and alcohol, restroom facilities, public event parking, public entrance/exits, emergency vehicle access and on-site medical facilities). Promoter agrees to pay for any required traffic control and safety items provided by the City of Duncanville unless it is a City sponsored event.

<b>Street (Name of street and block range)</b>	<b>Time Closed</b>	<b>Time Reopened</b>

Additional information:



## ATTACHMENT 2

Create a list of an estimate of animals, animals and riders, animal drawn vehicles, floats, motor vehicles, motorized displays, marching units to include bands, color guards, drill teams or groups or organizations that will be involved in the special event or parade.

Parade Participants			Estimate
Animals	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Animals and riders	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Animal drawn vehicles	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Floats	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Motor vehicles	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Motorized displays	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Marching units (to include bands, color guards, drill teams or groups or organizations)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Other not listed	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Additional information:



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## **ATTACHMENT 3**

Facilities: Provide the location of the site and a comprehensive set of plans and specifications relating to all temporary facilities to be constructed or utilized for the special event. All Facilities must conform to the City of Duncanville codes and ordinances. All required permits relating to the temporary use of real property, buildings and structures must be obtained from the Building Inspections Division and approved by the Planning Division with regard to any zoning issues.



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## **ATTACHMENT 4**

Fire Protection: Provide a comprehensive plan for prevention of fires and for adequate protection of persons and property in the event of a fire, including, without limitation, adequate exits, fire extinguishers, adequate access for fire trucks and emergency vehicles. The fire protection plan shall be coordinated through and approved by the office of the Fire Marshal.





ATTACHMENT 5

Food and Alcoholic Beverage Service: Provide a comprehensive plan to provide food and beverage concessions. The City Health Inspector or designee shall approve the plan.

Food sales allowed	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Merchandise sales allowed	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Alcoholic sales allowed	YES <input type="checkbox"/>	NO <input type="checkbox"/>	TABC "temporary" permit attached	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Prescribed TABC training	YES <input type="checkbox"/>	NO <input type="checkbox"/>			

(Copied from the Vernon's Texas Codes Annotated Alcoholic Beverage)

§ 27.11. AUTHORIZED ACTIVITIES. The holder of a special three-day wine and beer permit may sell for consumption on the premises for which the permit is issued, but not for resale, wine, beer, and malt liquors containing alcohol in excess of one-half of one percent by volume but not more than 17 percent by volume. Added by Acts 1993, 73rd Leg., ch. 934, § 33, eff. Sept. 1, 1993. Amended by Acts 1999, 76th Leg., ch. 418, § 6, eff. Sept. 1, 1999.

§ 27.12. FEE. The state fee for a special three-day wine and beer permit is \$30. Added by Acts 1993, 73rd Leg., ch. 934, § 33, eff. Sept. 1, 1993.

§ 27.13. ISSUANCE OF PERMIT. (a) The commission may issue a special three-day wine and beer permit directly to a nonprofit charitable, civic, or religious organization for the temporary serving of wine and beer at a picnic, celebration, or similar event sponsored by the organization.

(b) The commission by rule may limit the number of special three-day wine and beer permits issued in each calendar year to a single nonprofit charitable, civic, or religious organization for events sponsored by that organization.

(c) If a special three-day wine and beer permit is issued for a premises in an area in which the sale of beer for on-premise consumption has been authorized by a local option election, but the sale of wine for on-premise consumption has not been authorized, then the permittee is only authorized to sell beer. Added by Acts 1993, 73rd Leg., ch. 934, § 33, eff. Sept. 1, 1993.

§ 27.14. APPLICATION OF WINE AND BEER RETAILER'S PERMIT PROVISIONS. A provision of this code that applies to a wine and beer retailer permit applies to a special three-day wine and beer permit unless the provision conflicts with a provision of this subchapter. Added by Acts 1993, 73rd Leg., ch. 934, § 33, eff. Sept. 1, 1993.

§ 27.15. RULES. The commission may adopt rules as necessary to implement and administer this subchapter. Added by Acts 1993, 73rd Leg., ch. 934, § 33, eff. Sept. 1, 1993.



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## **ATTACHMENT 6**

Emergency Medical Service: Provide a comprehensive plan to provide adequate emergency medical services at the special event or parade. The plan shall be coordinated through and approved by Fire Department.



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## **ATTACHMENT 7**

Parking, assembly or disassembly of the special event or parade participants: Provide a comprehensive plan to provide adequate parking for the proposed special event or parade, including written permission by all of the owners of land to be used for the special event or parade.



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## **ATTACHMENT 8**

Public Safety: Provide a comprehensive plan providing for adequate safety, security, traffic control, and crowd control in connection with the special event or parade. The plan shall be coordinated through and approved by the Police Department and Public Works Department.



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## **ATTACHMENT 9**

Promotional: If applicable, provide a comprehensive plan to promote, market, and advertise the special event or parade. Signs and banners shall be permitted through the Building Inspection Division.



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## **ATTACHMENT 10**

Sanitation Plan: Provide a comprehensive plan to insure that the highest standards of cleanliness and sanitation are maintained at the special event including adequate restroom facilities and appropriate refuse containers to accommodate refuse generated by its patrons and operations and a plan to empty the containers frequently so as to prevent overflow. This plan will be coordinated with the Parks & Recreation Department.



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## ATTACHMENT 11

Emergency Services Staffing Plan: Emergency Medical Service, Police Protection, and Fire Protection levels as deemed necessary to ensure safety for the special event or parade by the Chief of Police, the Fire Chief, or their designee, at the applicant/promoter's expense.

Emergency Services Staffing Plan			Number Needed	Hourly Estimates
Emergency Medical Service	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Police Protection	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Fire Protection	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Other not listed	YES <input type="checkbox"/>	NO <input type="checkbox"/>		

Additional information:



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## **ATTACHMENT 12**

Severe Weather Contingency Plan: Provide a comprehensive plan for sheltering special event or parade participants in case severe weather is impending. This plan needs to include who will be monitoring the weather, how it will be monitored, and who will make the call to cancel or evacuate.





## ATTACHMENT 13

Cost Analysis: Provide a detailed breakdown of estimated costs associated with the special event. These cost estimates should include cost to the City and/or the promoter of the special event.

Item			City Costs	Promoter Costs
Cleanup	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Emergency Medical Service	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Fire Protection	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Permits	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Personnel	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Police Protection	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Sanitation	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Traffic Control	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Other not listed	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Total Costs				

**DEPARTMENTAL APPROVAL OR DENIAL OF APPLICATION  
(PLEASE CHECK ONE)**

**POLICE DEPARTMENT**

APPROVED

DENIED

\_\_\_\_\_  
Signature

Comments: \_\_\_\_\_

\_\_\_\_\_

**FIRE DEPARTMENT**

APPROVED

DENIED

\_\_\_\_\_  
Signature

Comments: \_\_\_\_\_

\_\_\_\_\_

**BUILDING OFFICIAL**

APPROVED

DENIED

\_\_\_\_\_  
Signature

Comments: \_\_\_\_\_

\_\_\_\_\_

**PUBLIC WORKS**

APPROVED

DENIED

\_\_\_\_\_  
Signature

Comments: \_\_\_\_\_

\_\_\_\_\_

**PARKS & RECREATION**

APPROVED

DENIED

\_\_\_\_\_  
Signature

Comments: \_\_\_\_\_

\_\_\_\_\_