



# DUNCANVILLE

The Perfect Blend of Family, Community & Business

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

## SPECIAL EVENT GUIDELINES

The City of Duncanville recognizes that special events serve an important role in Duncanville, including building a sense of community, expressing the city's cultural and artistic diversity, as well as entertaining and educating. Each year the City of Duncanville commits available resources through staff time, facilities, and equipment to provide support to these events. As the number and size of events grow, it is necessary to provide individuals and event organizers with a consistent process to better coordinate efforts related to event management and support.

The purpose of the Special Event Application is to provide a resource to event organizers to streamline the permitting process for special events held in the City of Duncanville. It also allows staff an opportunity to review events and be able to prepare effectively in advance. The checklist and other required information are designed to help event organizers prepare more effectively and as a result, present a successful event to their intended audience.

A Special Event Application is required of all special events held in the City of Duncanville. An application to hold a special event does not constitute approval for the event nor issuance of a permit. It merely provides information necessary to process and consider permit issuance. Final event approval and permit issuance is conducted by the City after consultation with all of the City of Duncanville departments affected by such an application. Any changes to the special event or parade after the permit has been issued must be reviewed and approved by the City before implementing the changes.

### DEFINITION:

A Special Event is defined by ordinance (#359 Article XIII-A.) as **“A temporary event, or gathering, including a special event parade, using either private or public property, which involves one or more of the following activities, except when the activity is for construction or house moving purposes only: (A) Closing a public street; (B) Blocking or restriction of public property; (C) A gathering of more than 250 persons on public property; (D) Sale of merchandise, food, or beverages on public property or on private property where otherwise prohibited by ordinance; (E) Erection of a tent on public property, or on private property where otherwise prohibited by ordinance; (F) Installation of a stage, band shell, trailer, van, portable building, amusement rides, grandstand or bleachers on public property, or on private property where otherwise prohibited by ordinance; (G) Placement of portable toilets on public property, or on private property where otherwise prohibited by ordinance; or (H) Placement of temporary "No-Parking" signs in a public right-of-way.”**

A Special Event Parade is defined by ordinance as **“The assembly of three or more persons, whose gathering is for the common design of traveling or marching in procession from one location to any other location for the purpose of advertising, promoting, celebrating, or commemorating a thing, person, date, or event.”**

If your event meets the definition of either a special event or a special event parade as outlined above, you will need to fill out a Special Event Application with the City of Duncanville. There is a \$100 fee to process the Special Event Application. Exemptions to the requirement are defined by ordinance as **“(1) Special events conducted by the city; (2) Garage sales; (3) League play or tournaments by athletic associations sanctioned by the city; (4) Block parties—permit required, but fees shall be waived; or (5) The city manager may authorize, upon appeal in special cases, such variances from the terms of this Ordinance as will not be contrary to the public interest, where, owing to special conditions, the literal enforcement of the Ordinance will result in unnecessary hardship and so that the spirit of this Ordinance shall be observed and substantial justice done.”**



## **SPECIAL EVENT GUIDELINES CONTINUED**

From the above statements, the special events would fall into three main categories: (1) City- Sponsored Events; (2) City Co-sponsored Events; and (3) Special Events.

### **City-Sponsored Events examples**

1. Easter Egg Hunt
2. Christmas Parade & Tree Lighting

### **Co-Sponsored Events examples**

1. Lions Club 4<sup>th</sup> of July Parade
2. Memorial Day Ceremony

### **Special Events examples**

1. duncanSWITCH Street Market
2. Rise Up & Run 5K Race

## **MISCELLANEOUS REQUIREMENTS**

- A written application for a permit must be completed and submitted not less than fifteen (15) working days prior to the special event. A copy of the application shall be forwarded to the following departments for their comment: Police, Fire, Building Inspection, Public Works, Business Development Center, and Community Services. These departments have five (5) working days to return their comments to the city manager. (Note: other permits may also be required.)
- Each individual food vendor shall be required to obtain a temporary food service permit. For example, if five (5) food vendors will be at the same special event, applications for five (5) separate temporary food service permits shall be required.
- The city may require the applicant to pay for services rendered by the city. A bond may be required by the city as well. A deposit of the estimated reimbursable cost must be received by the city manager not less than seven (7) working days before the event. The special event permit will not be issued until such time that the deposit is received.
- A special event permit will be issued for a period not to exceed fourteen (14) consecutive days.
- The applicant must execute a written agreement to indemnify the city and its officers and employees against all claims. Events held on City property must be accompanied by proof of a Comprehensive General Liability insurance policy with limits of \$1,000,000 that names the City of Duncanville as an additional insured. This policy must be kept current throughout the duration of the event.
- For parades, a completed parade chairperson letter of acknowledgement must be included with the application for a special events permit. It is the responsibility of the parade chairperson to obtain and retain a completed float chairperson letter of acknowledgement for each parade float (entry).



## **FIRE PROTECTION GUIDELINES FOR SPECIAL EVENT VENDORS**

The Duncanville Fire Department will inspect each food vendor attending the event at the specified time set before the opening to ensure compliance with the Duncanville City Fire Code.

### **Food Vendors will be required to have the following:**

- Food truck vendors that are frying any type of food with commercial cooking equipment and/or using 3 gallons or more of cooking oils that create grease laden vapors shall provide a certified fire protection hood system in accordance with NFPA 96. A class K extinguisher is also required inside the truck or trailer within 30 feet of the hood system. Both the fire protection hood system and the class K extinguisher shall have current certified inspector's tags. NOTE: Hood systems must be inspected every 6 months, Class K extinguishers are inspected on an annual basis.
- Food vendors that are cooking any foods that create grease laden vapors shall supply a class K extinguisher. The extinguisher shall have a receipt of purchase dated within the last year or serviced and tagged by a licensed fire extinguisher company reflecting that service/inspection has been performed within the last year.
- Participating food vendors that are conducting any kind of cooking, grilling, or smoking shall provide a 5 pound ABC extinguisher. The extinguisher shall have a receipt of purchase dated within the last year or the extinguisher shall have a licensed inspectors tag attached reflecting service/ inspection has been performed within the last year.
- Any gases used or stored such as propane, butane shall be in proper, undamaged containment systems. No leaking, corroded or rusted service connections will be allowed. Bottles/containers/tanks shall not have dents or damage that could render the vessel unsafe for use and shall be stored and used in accordance under the guidelines of the International Fire Code 2009 Chapter 38 and NFPA 58.

### **All Vendors will be inspected for the following:**

- Extension cords shall be in good condition. Cut, spliced or taped extension cords will not be allowed. Cords shall not cause a trip hazard and be located away from water or water based substance and shall be grounded.
- Generators shall be confined within in the vendor area and not accessible to the public. DO NOT refuel while the generator is running. Generators shall be in good working condition.
- General housekeeping should be neat and organized. Flammable substances shall be appropriately stored and kept the away from open flames or heat sources under the provisions of the International Fire Code 2009 Chapter 34. Disposing of used oils shall only be done off premises.

### **Not meeting the requirements listed above may result in denial of participation in the event.**

The fire department wants to ensure that all precautions are taken to create a safe environment for everyone to enjoy. If you have any questions referring to the requirements, please contact the Fire Prevention Office at the listed phone number below. Thank you for your participation and have a fun and safe event.

Pam McAllister – Fire Inspector  
PO Box 380280 Duncanville, TX 75138-0280  
Office – 972-780-5047 Fax – 972-780-4928  
[pmcallister@ci.duncanville.tx.us](mailto:pmcallister@ci.duncanville.tx.us)



## **TEMPORARY FOOD GUIDELINES**

Food is defined as all edible substances, ice, beverages, and ingredients to be sold or given away.

Any group, organization, company, or individual selling or offering for free any food item to the public shall obtain a temporary food permit.

A fee of \$25.00, plus \$5.00 for each additional day will be required at time of application along with a copy of a valid health permit and last inspection report of the food establishment or commissary preparing the food off site. A fee is exempted for Duncanville food establishments with a valid permanent Duncanville Food Permit; however they still must apply and be approved to obtain a temporary permit.

### **OPERATIONAL GUIDELINES**

- All food must be approved by the Duncanville Health Inspector before the event and be from an approved source. No raw meat, poultry or fish prepped on site or at a home (approved licensed commercial kitchens only).
- Cooking of raw meat, poultry, or fish unless frozen will not be allowed without special permission from the Duncanville Health Inspector prior to the event.
- Home preparation and/or cooking of food in a home and delivered to the site is not allowed.
- All condiments available for customer self-service must be available in single self-service packets, or be dispensed from sanitary automatic dispensers. Single service plates, cups and utensils only.
- All perishable food must be stored at 41 F or colder, or at 135 F or hotter to prevent incubation of food borne pathogens.
- Open unprotected displays of food are not allowed.
- All food items must be handled with proper utensils (scoops with handles, tongs, spoons, plastic gloves, no wood utensils). Bare hand contact with the food prohibited.
- Food service metal stem thermometers must be present and accurate within +/- 2 F.
- All trash and waste must be contained in a lined trash can with a lid.
- Food contact surfaces of equipment shall be protected from contamination by customers, insects, birds, and other contaminating agents. Equipment shall be readily cleanable and maintained clean.
- The floor or ground shall not be dirt or grass. Set up on concrete, asphalt, boards, or such, and keep clean of spills and debris.
- All cases of food and single service supply must be 6 inches off the ground.
- All stands shall have a suitable cover/roof over food preparation, cooking, and service area to prevent rain, dust and bird dropping contamination.



## TEMPORARY FOOD GUIDELINES CONTINUED

- All employees shall:
  - Wear clean clothes.
  - Have hair restrained to prevent contact with food.
  - Wash hands with soap and water. Hand sanitizer can be used, however gloves must still be worn when contacting ready to eat food. You may operate a grill without gloves if tongs or spatulas are used for food contact.
  - Not handle food if open sores or cuts are present on hands or forearms unless a bandage and glove completely covers the wound.
  - Watch the Duncanville Food Handler Training streaming video at <http://tx-duncanville.civicplus.com/MediaCenter.aspx?CID=Health-Services-2#>
- All stands must provide for proper wash, rinse, and sanitizing of food service equipment. Sanitizing solution must be 50 ppm if chlorine is used and 200 ppm if quaternary ammonia is used.
- There must be close access to a hand wash station with running water from a dispenser with a catch basin, pump soap, paper hand towels. An example of a correct setup is shown below.

### Correct Handwashing Set-up

