



# Community Special Event Application

<b>** Office Use Only **</b>		
Committee Review (\$250)	Non-Committee Review (\$50)	Expedited Review (+\$100)
Reservation Deposit (\$100)	Other Fees:	Total Fee:

## Please be advised:

- Submitting an application does not guarantee approval of permit.
- Proof of insurance is required for all events taking place on City property.
- Your application is not complete until you have submitted the application and paid the associated fee(s).
- Additional information, documentation, permits and fees may be required based on event activities.
- Applications can be submitted no more than 8 months in advance and no later than 90 days prior to the event. Applications submitted after the 90 day mark will be subject to an expedited review fee.
- All details must be finalized and presented to SERC committee in person 60 days prior to event.

The information requested on this Community Special Event Application will be used to determine approval for your event. Any misrepresentation in this application or deviation from the final approved conditions may result in the immediate revocation of the approval, the halting of the event, forfeiture of the applicant's rental deposit, and possible loss of ability to host future events.

## APPLICANT INFORMATION

***Community Special Event Applications may be made by Corporate and Coppell residents only.***

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

Are you 18 years of age or older?                      Yes                      No

Are you representing the host organization?                      Yes                      No

Will you be the on-site point of contact during the event?                      Yes                      No

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Mailing address (including zip code) for correspondence regarding this event:  
\_\_\_\_\_

Host Organization Name: \_\_\_\_\_

EIN / Federal Tax ID#: \_\_\_\_\_

Is it a non-profit organization with 501(c)(3) status?    Yes                      No

*If yes, attach a copy of the 501(c)(3) certificate or supporting documentation issued by the IRS.*

Alternate contact that will be on-site during the event.

On-site contact name: \_\_\_\_\_ Cell: \_\_\_\_\_

Identify the point of contact for public inquiries – general information, volunteer, vendor/sponsor inquiries, etc.

Public contact name and title: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

# ABOUT THE EVENT

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

Location: \_\_\_\_\_

Be descriptive. **An event site map is REQUIRED to be submitted to SERC committee 60 days prior to event.**

Anticipated Attendance: \_\_\_\_\_

Description of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## HOW MANY TIMES THIS EVENT HAS BEEN HOSTED BEFORE?

1st time

2 – 4 times

5 or more times

Location: \_\_\_\_\_

## CHOOSE THE BEST DESCRIPTION OF THE EVENT:

Festival

Birthday Party/Picnic

Movie Screening

Charitable/Fundraising

Parade (City and CISD use only)

Community/Neighborhood

Private Event

Concert or Live Performance

Run/Walk (complete Run/Walk section)

Other: \_\_\_\_\_

## EVENT ACTIVITIES INCLUDE (CHECK ALL THE APPLY):

Amusement Rides / Inflatables

Food - sampled, served or sold

Animals / Petting Zoo

Products / Services – given away, sampled or sold

Announcements / Speeches

Live Music

Information / Literature Distribution

Movie Screening

DJ / Recorded Music

Street Closure

Other: \_\_\_\_\_

## THE EVENT IS:

Private

Free & open to the general public

Entry by participation or registration fee

Entry by admission fee or ticket

Admission information (if applicable):

Include entry or participant fees, ticket prices, donations, and / or fees based on activity.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## PROMOTION:

Indicate how the event will be marketed, promoted or advertised.

Event Web Site(s)                      Web Address: \_\_\_\_\_

Social Media                              URL(s): \_\_\_\_\_

Other: \_\_\_\_\_

## EVENT TIMELINE:

Park pavilions are booked for a minimum of 4 hours: 6 AM until 10 AM (runs / 5ks only) 10 AM until 2 PM or 3 PM to 7 PM. The rental time includes all set-up and breakdown time. No additional time is allotted for these activities.

	Date(s)	Start Time:	End Time:
Event Date			
Event Set-Up			
Event Breakdown			

## RUN / WALK

Event hours for Run/Walks are 6 AM to 10 AM on Saturday mornings. Only 2 of these types of events can take place a month and are booked on a first come first serve basis. Runs must benefit a Coppell based 501(c)3 non-profit organization. Runs must follow routes specified by Coppell Parks and Recreation. Events of this nature are also subject to a Special Event Review fee as well as a \$100 refundable deposit.

Please provide the start time for each distance (if applicable).

\_\_\_\_\_ 1 mile

\_\_\_\_\_ 5K

\_\_\_\_\_ Other Distance

Please mark your expected attendance:

	Number of Participants	Rental Fee
	1-99	\$150
	100-199	\$250
	200-299	\$350
	300+	\$450

This fee covers:

- Rental of the Phillips Pavilion for 4 hours on the day of your event. A time block of 4 additional hours may be requested at an additional cost. The Grand pavilion can also be requested at an additional cost.
- Parks staff to provide trash pick-up after your event.
- A site restoration fee to support the costs associated with maintenance and restoration due to usage of the park and trail system.

## SIGNS & BANNERS :

Will signs or banners be erected to advertise the event?                      Yes                      No

Will private property be used to display the banners?                      Yes                      No

## FOOD :

Will the event offer food/beverages?                      Yes                      No

Will event require any food preparation on-site?                      Yes                      No

## POLICE / SECURITY SERVICES :

Security personnel includes (check all that apply). Supporting documentaion may be required.

Event staff                      How many: \_\_\_\_\_ Date(s) and time(s): \_\_\_\_\_

Volunteers                      How many: \_\_\_\_\_ Date(s) and time(s): \_\_\_\_\_

Private security                How many: \_\_\_\_\_ Date(s) and time(s): \_\_\_\_\_

Company name: \_\_\_\_\_

Contact name and number: \_\_\_\_\_

Off duty police                How many: \_\_\_\_\_ Date(s) and time(s): \_\_\_\_\_

Have you made arrangements with the police?                Yes                No

If no, you will be provided the information on how to make arrangements.

If yes, provide the following information for the person you made arrangements with:

Contact name: \_\_\_\_\_ Phone number: \_\_\_\_\_

## TRAFFIC SAFETY EQUIPMENT :

Will your event require traffic cones or barricades?                Yes                No

If yes, indicate the type of equipment and how many will be used (estimates are accepted):

Traffic cones                How many: \_\_\_\_\_                Barricades                How many: \_\_\_\_\_

Other: \_\_\_\_\_

When will the traffic equipment be set-up?                Date(s): \_\_\_\_\_                Time(s): \_\_\_\_\_

When will the traffic equipment be removed?                Date(s): \_\_\_\_\_                Time(s): \_\_\_\_\_

Are you requesting use of City traffic equipment?                Yes                No

Be advised there may be a charge for equipment and personnel. Availability is not guaranteed.

**Streets can not be blocked without prior approval.**

## ELECTRICAL SERVICES :

How will electrical service be supplied?                Generator                Public Utilities                Both

List contractor / supplier: \_\_\_\_\_

Explain services in detail: \_\_\_\_\_

## TEMPORARY TENTS & STRUCTURES :

Will the event have a tent(s) larger than 10' x 20' ?                Yes                No

List the # of tents & sizes: \_\_\_\_\_

## STREET CLOSURES:

Does the event propose closing, blocking or using City streets and/or parking lots?                Yes                No

If Yes, please list all streets, intersections and parking lots that apply: \_\_\_\_\_

Street Closings to begin on date:                Start Time:                End Time:

Will any businesses be impacted by the proposed road closure?                Yes                No

# INSURANCE

All events taking place on City of Coppell property must provide a certificate of liability insurance & endorsement page. The City of Coppell must be listed as an "Additional Insured" in the amount of \$1 million on both pages. Please list the date of event and location on this certificate and submit at least 1 month before your event.

The City of Coppell reserves the right to increase the insurance limits based on the nature and degree of risks to the public.

If you have questions regarding City insurance coverage, please inquire with City of Coppell staff after submitting the application.

# HOLD HARMLESS CLAUSE

Applicant / organization shall assume all risks incident to or in connection with the approved activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the approved activity or the conduct of applicant's operation. Applicant hereby expressly agrees to defend and save the City, it's officers, agents, employees and representatives harmless from any penalties for violation of any law, ordinance, or regulation affecting its activity and from any and all claims, suits, losses, damages or injuries directly or indirectly arising out of or in connection with the approved activities or conduct of its operation or resulting from the negligence or intentional acts or omissions of applicant or its officers, agents, and employees. Furthermore, by signing this Application, applicant hereby agrees to waive any and all claims that applicant may have against the City, it's officers, agents, employees, and representatives arising out of or in connection with the revocation or cancellation of an event permit.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Contract Agreement

Applicant / organization has thoroughly read through, understands and agrees to all conditions listed on this application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

To be determined by the Special Event Review Committee:

Certificate of liability Insurance & endorsement agreement naming the City of Coppell as additional insured is required.  No  Yes

The Special Event Review Committee recommends \_\_\_\_\_ dedicated police unit(s) with \_\_\_\_\_ officer(s) assigned to the event. The

Special Event Review Committee recommends \_\_\_\_\_ dedicated ambulance(s) with \_\_\_\_\_ paramedic(s) assigned to the event.

### CITY OF COPPELL SPECIAL EVENT REVIEW COMMITTEE APPROVAL:

Building Inspections \_\_\_\_\_ HR/Risk Mgmt. \_\_\_\_\_ Special Event Sup. \_\_\_\_\_

Emergency Mgmt. \_\_\_\_\_ Parks & Rec \_\_\_\_\_ Special Event Sup. \_\_\_\_\_

Environmental Health \_\_\_\_\_ Police \_\_\_\_\_ Date \_\_\_\_\_

Fire Marshal \_\_\_\_\_ Streets \_\_\_\_\_