



Dear Applicant,

Thank you for your interest in hosting a Special Event in Roanoke, Texas! We welcome your participation and feel honored that you have chosen our fine City. We will work to accommodate your needs and do our best to communicate in a friendly and efficient manner. Within this packet of information, you should find all the documents that support the Special Events Application Process.

- **Special Event Permit General Information:** This document is pertinent to all Special Events regardless of event specifics. These are the general rules as outlined in the City of Roanoke, Texas Code of Ordinances.
- **Mandatory Documents:** All Special Events will require the following –
 - Hold Harmless Agreement
 - Insurance Certificate
 - Signature page from General Information document
 - Detailed sketch to include all event elements and activities
 - Credit card kept on file
- **Special Event Permit:** All Special Events will require a permit. The permit outlines all the characteristics, footprint and details of your event. This is the form that will be routed through all City departments for approvals. We encourage you to be clear and descriptive in your responses.
- **Additional Permits:** Some Special Events may require additional permitting. Your application package includes all the permit forms should you need them.
 - **Street Closing Permit** – to be completed if your event will hinder, block or obstruct the flow of traffic, sidewalks, intersections or alleys.
 - **Police Traffic Detail / Escort** – to be completed if the event requires Police to direct traffic, lead or escort attendees.
 - **Tent, Canopy or Membrane Permit** – to be completed for any tents (200+ square feet), canopies or membrane structures (400+ square feet).
 - **Land Owner's Vending Permit** – to be completed (by the landowner) if the special event is taking place on someone else's land. Do not complete if event is taking place on City Property.
- **Other Considerations:** Some Special Events may require additional documents that should be submitted with the application. They include -
 - **Master Vendor List** – to be completed if the event has vendors selling merchandise, food or beverages.
 - **Notification Signature Sheet** – to be completed by the Event Organizer signifying businesses and neighbors were notified of the event if a street closure is required.
 - **Food & Beverage Vendors** - are responsible for obtaining health inspections and alcohol permits.
 - **Land Owner / Event Organizer Agreement** – to be completed between Land Owner & Event Organizer stating permission to use the land. Agreement is not provided by the City.

Again, we are sincerely grateful for your interest in the City of Roanoke. We encourage you to reach out should you have questions or concerns. We look forward to supporting you in all your Special Event needs. Best wishes for a successful event!

Sincerely,
Mary Jo Tellin
Special Event Coordinator
mtellin@roanoketexas.com
817-491-2411

SPECIAL EVENT PERMIT - GENERAL INFORMATION

Special Event Description:

"Special Event" shall mean an event to be held within the City of Roanoke, which is 2 – 12 hours in duration. Examples include (without limitation) exhibitions, sporting events, runs/walks, festivals, carnivals, circuses, markets, expos, tent sales, garage sales, block parties, parades, foot/bike races, motorcades, auto shows, revivals, or concerts.

Number of permits per year

The number of Temporary Special Event Permits per year is four (4).

Special Event Timetables:

A City of Roanoke Special Event staff member will route the Temporary Special Event Permit Application through the appropriate city offices for approval or denial of application. Please note that the acceptance of your application should in no way be construed as final approval or confirmation of your request. Applications for a Special Events Permit should be submitted in alignment with the following schedule.

- 90 days in advance – up to 100 attendees
- 120 days in advance – 100 to 499 attendees
- 180 days in advance – 500 to 1000 attendees
- 270 days in advance – 1001 - 2999 attendees
- 360 days in advance – 3000+ attendees
- Applicant will be notified of approval/disapproval pending compliance with noted concerns within 10 business days of the application. City events and programming will take precedence over public events.
- Final notice will be given no less than 30 days prior to the date of the event.
- Cancelled events due to unsafe weather conditions or national emergencies will be rescheduled without penalty.

Special Event Permit and Deposit Fees

The Special Event Permit Fees shall be paid at the time of application. The permit must be present on site at all times during the event. The deposit fees shall be paid when the total amount of all event fees are determined. The deposit fees will be refunded after the event, within 20 business days, less any expenses incurred by the City due to the event. Forfeiture of the rental deposit will occur under the following conditions:

- Use of rice, birdseeds, glitter, confetti, dance wax, corn meal or other similar substances is prohibited.
- Smoking in the facility.
- Use of fog/smoke machines.
- Alcohol being present in the facility or on the facility premises.
- Disturbance of the peace (playing music too loud, unruly behavior which disturbs neighbors, etc.).
- Damage to the facility itself, equipment, furnishings, or decorations including damage from the attachment of banners, posters, streamers, signs, etc.
- Excess trash left at the facility.
- The required summoning of police officers or additional staff to the facility due to inappropriate disturbances and/or the behavior of the participants.

Hold Harmless Agreement

All Special Events require a Hold Harmless Agreement. This agreement should be signed by the applicant as stated on the Special Event Permit and notarized. The Hold Harmless Agreement must be submitted to the Special Events Office **at least 10 working days prior to the event**. Failure to provide the agreement will result in cancellation of the event and forfeiture of permit fees paid. The City of Roanoke will not waive the Hold Harmless requirements.

Insurance

Insurance is required for all special events. The City reserves the right to review and determine amount of coverage required based on level of activity at the Special Event. Amounts of general liability insurance required are:

- Up to 999 people in attendance: General Liability with minimum limits of \$500,000 Combined Single Limit for personal injury, death, property damage.
- 1,000 up in attendance: General Liability with minimum limits of \$1,000,000 Combined Single Limit for person injury, death, property damage.

All events, no matter what size, will be required to have \$1,000,000 liquor liability insurance if any alcohol is being sold or served. Host liquor liability insurance will satisfy this requirement if alcohol is only being served. Each policy will name the City of Roanoke as Additional Insured and a copy of the Certificate of Insurance will be submitted to

the City Manager's Office **at least 10 working days prior to the event**. Failure to provide required insurance will result in cancellation of the event and forfeiture of permit fees paid. Insurance requirements cannot be waived.

General Rules

- The City reserves the right to have final approval on all activities or events.
- The City reserves the right to designate hours available for use and to remove any person or group failing to comply.
- Event Applicants must be at least 21 years of age.
- Event Applicant and guests of Event Applicant will comply with laws of the State of Texas and the City of Roanoke. Acts of gambling, alcohol consumption or consumption of controlled substance(s) are prohibited on all City of Roanoke properties.
- The City of Roanoke is not responsible for any lost or stolen items.
- Event Applicant is responsible for ensuring that rules as outlined here are enforced
- The event property and footprint may only be used for the purpose as stated on the Special Event Permit unless otherwise approved by a representative from the Special Events office.
- No activity is engaged in or performed during the event that is a violation of an existing State, Federal Law or municipal ordinance and must comply with City code.
- No activity is engaged in or performed during the event that is used in such a manner as to constitute a nuisance as per City of Roanoke Municipal Code.
- Equipment to be used for high risk activities or needing a recreational setting must be clearly described in the Special Event Permit and is subject to approval by the City of Roanoke.
- Event Applicant shall monitor admittance to the event.
- Event applicant shall assume full responsibility and liability for all persons admitted.
- Event Applicant shall assume full responsibility and liability for any damage(s) to any part of event property during and/or resulting from the event.
- Event Organizer may not leave the event area during the contracted time or must designate a responsible person in their brief absence.
- Event setup and take down time should be included in total event time as stated on the event application. Deviation from contracted rental times may result in loss of part or all deposit fees.
- Event organizers and guests shall only park in designated, authorized parking spaces. Violation of this policy will result in the towing of such vehicle(s) at the owner's expense.
- Use of the City of Roanoke's name in advertising or publications without the approval of the city representative is prohibited.
- Burning of candles and all open flames are not permitted.

Street Closures

Any activity, including but not limited to special events which require the closing of any public street, sidewalk or alley and which require rerouting of normal or usual traffic flow deems a street closure. An event cannot hinder, block or obstruct the free flow of traffic. Temporary street closing is defined as a street closure for duration of eight (8) hours or less.

Area Notifications of Impacted Neighbors

The event coordinator, with an expected street closure, shall notify all residences and businesses within the street closure area and within a 300-foot radius of the outer perimeter of the event (as marked by fencing or entrance table indicated on the event diagrams submitted to the City). The event organizer shall obtain signatures of those so notified of the upcoming event. Such signatures do not denote approval but solely signify notification. A diagram of the notification area shall be submitted with the signature sheet.

The signatures of notification, the notification letter and the notification diagram shall be submitted **at least 10 working days prior to the Special Event**. In addition, the event organizer shall comply with all additional requirements imposed by the City of Roanoke with respect to notification and approval by residents and businesses affected by the Special Event. Under certain circumstances where events may generate extremely large crowds, loud noise or parking issues, staff may require additional notification time/signatures/outreach.

Property Requirement in the Closure Area

If NOT on City Property, the applicant for a street closure or Special Event Permit must own, lease or rent property within the proposed closure area, or must provide a signed letter of co-sponsorship from someone who meets those criteria.

Food and Beverage Inspections & Permits

If a vendor sells food or beverages at an event, they will need a temporary health inspection. The inspector/inspection offers direction and outlines compliance guidelines to the vendor in an effort to provide a clean environment and safe food or drink products. Bureau Veritas can be reached at Bureau Veritas 817-335-8111. The City does not provide health inspections.

If selling alcohol, a Texas Alcohol Beverage Commission permit is required. Call TABC at 817-607-2439. The City does not issue temporary alcohol permits. Police presence is mandatory at all events serving alcohol.

Booths, Tents or Canopies

Any booths or tents in excess of 200 square feet or canopies in excess of 400 square feet must obtain a permit. The Fire Marshal may be contacted at 817-491-2301 for further explanations.

Port-O-Potties

The City of Roanoke does not provide port-o-potties. It is the responsibility of the event organizers to supply port-o-potties (or restrooms) at a rate of 1 per 100 persons, including at least one that meets ADA requirements.

Police Presence

The City of Roanoke Police Department will determine if and how many police officers will be required at your event. Expenses for the City police officers will be paid by the event organizers directly to the City of Roanoke. If additional police need to be brought in to handle a problem during the event, it will be at the event organizer's expense.

Decorations & Cleanup

- Decorations must be pre-approved by the Special Events office. Items that may potentially cause damage to walls, equipment, etc. (i.e. duct tape, nails, glue, etc.) are not permitted.
- The applicant will be responsible to provide trash receptacles if not already on property.
- The applicant must remove all debris that results from the event. Clean trash bags must be left inside outdoor trashcans after rental.
- The area will be inspected after the event. The deposit will be returned to the applicant less any costs incurred by the City of Roanoke as a result of the event clean-up.

Damage to Public Property

The applicant may not fasten, drill or bore into the Public Street, sidewalks, curbs, trees or landscaping to mount or erect tent poles, booth supports, stages and any other appurtenances or fixtures. If required, any damage to City property after an event shall be invoiced to the event organizer following the conclusion of the event should expenses exceed the event deposit.

Signage / Directional Signage

Any event signage shall be shown/noted on the sketch drawing. Signage may not be placed within seventy-five feet (75') of any intersection or one hundred feet (100') of an intersection of a U.S. State highway, and may not be placed within ten feet (10') of any road right-of-way. Portable signs shall not be permitted on any residentially zoned property. Signage may be erected 4 hours prior to the start of an event. All event signage must be removed after the event.

Special Circumstances

Should these special circumstances apply to the Special Event, refer to the City of Roanoke City Ordinances

4.702 – Cancellations	4.706 – Denial of Permit	4.709 – Appeal of Hearing
4.703 – Exemptions	4.707 – Revocation of Permit, Cease Operating	4.710 – Appeal to Board of Adjustment
4.704 – Amended Site Plans	4.708 – Appeal of Revocation	4.712 – Penalty Provision

SPECIAL EVENTS PERMIT

APPLICANT INFORMATION

Applicant's Name: _____ Telephone #: _____
Address: _____ City _____ State _____ Zip _____
Event Representative (if different from applicant): _____
Address: _____ City _____ State _____ Zip _____
Daytime Phone () _____ Cell Phone () _____ Fax Phone () _____
Is this Event charitable in nature? YES _____ NO _____ 501c3 Tax ID # _____

SPECIAL EVENT DETAILS

NOTE: Attach a detailed sketch drawing of event site plan, including locations of vendor booths, concessions, outdoor cooking, inflatables, amusements, amplified music, local businesses, parking, signage, entrances/exits, barricades, port-o-potties, and trash.

Type of Event: _____
Opening Date: _____ Closing Date: _____ Hours of Operation: _____
Description of activities to be conducted at the Event:

LOCATION

Proposed location (address) of Event: _____

➤ If **NOT** on City Property:

- An Owners Permit is required by the Owner of the property if the event is NOT in an enclosed building. This is an agreement between the Property Owner and the City of Roanoke. **(attached)**
- A signed / notarized agreement written by the owner of the property that grants permission to conduct the event as outlined in this application. This is an agreement between the Property Owner and the Special Event Applicant. **(Paperwork not provided by City.)**

ATTENDANCE

Number of Attendees, including workers / volunteers (best estimate) - Per Day: _____ Total: _____
Number of Animals: Per Day: _____ Total: _____ Number of Vehicles: Per Day: _____ Total: _____
Complete the *Notification Signature Page* (attached) and submit with application.

Will there be Vendor booths? If yes, how many? Merchandise: _____ Food: _____ Alcohol: _____

- The Special Event Applicant is required to complete a Master List of Vendors **(attached)**
- Food & Beverage vendors selling products require a temporary health inspection.
- A TABC permit is required if selling alcohol.

AMPLIFIED MUSIC

- Description of any live bands, singers or other music:

TENTS

Tents in excess of 200 sq. ft. and Canopies in excess of 400 sq. ft. require a Tent Permit (attached)
Additional tent/canopy questions may be directed to the Fire Marshall at 817-491-2301.

WASTE DISPOSAL

How will you prepare for and dispose of your waste?

- Trash: _____
- Recycling: _____
- Portable Toilets: _____
- Food: _____
- Decorations: _____

PROMOTION / MARKETING

Description of advertising/promotional efforts prior to and during the events:

STREET CLOSINGS, POLICE AND TRAFFIC CONTROL

If the event requires re-routing of traffic, impediment to sidewalks or parking areas or crossing of major intersections, Police Traffic Detail is required. Costs are incurred by the Special Event Applicant. All events are subject to determination by the Police Department if Police presence is necessary and will be reviewed on a case by case basis.

Will you need to close portions of any streets? Yes ___ No ___

If yes, complete the Temporary Street Closing Application (attached)

INSURANCE & HOLD HARMLESS AGREEMENT

Insurance is required for Special Events. The City of Roanoke shall be named as the additional insured. Submit proof of insurance no later than 10 business days prior to the event.

- Up to 999 attendees requires a General Liability Policy with combined limited of \$500,000. for personal injury, death and property damage.
- More than 999 attendees requires General Liability Policy with combined limited of \$1,000,000. for personal injury, death and property damage.
- Any events serving alcohol require Liquor Liability insurance of \$1,000,000.

HOLD HARMLESS AND INDEMNITY AGREEMENT

A Hold Harmless Agreement is required for all Special Events. The Special Event Applicant as listed on this application should sign and have notarized the Hold Harmless Agreement and submit with this application.

Hold Harmless and Indemnity Agreement

Name of Special Event: _____ **Date:** _____

I, _____, the undersigned, binding my heirs, executors, administrators, estate and assigns, do hereby agree to completely and wholly release, indemnify and hold harmless the City of Roanoke, its officers, agents, independent contractors and employees for any and all claims, damages, harm, personal injury, including death, property damage, lawsuits and judgments, including court costs, expenses and reasonable attorney's fees, and all other expenses resulting from the activities, programs and events occurring on the above-stated date of the stated event in Roanoke, Texas.

It is the understanding of all parties that this release, indemnity and hold harmless agreement shall apply whether or not the claims, damages, harm, personal injury, including death, property damages, lawsuits judgments, court costs, attorney's fees, or any other expense arise from the negligence of whatever nature, omissions, willful or intentional acts of the vendors of vendor's officers, agents employees, independent contractors, other representatives, invites, licenses, or guests.

If this vendor is other than an individual, vendor certifies, warrants and represents that the individual whose signature appears below is duly authorized to execute the agreement on behalf of the firm, corporation, partnership or other entity who is the vendor.

IN WITNESS WHEREOF, this agreement has been executed this ____ day of _____, 20____.

Applicant: _____

Signature: _____

Printed Name: _____

Title: _____

STATE OF _____ COUNTY OF _____

Before me _____ on this day personally appeared _____ known to me (or proved to me on the oath of _____) or through _____ (description of identity card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this ____ day of _____, A.D. _____.

(Seal)

Notary Public In and For the State of _____.

My Commission Expires _____

ACKNOWLEDGEMENT

I certify that the information is true and correct to the best of my knowledge and agree to furnish all information that might be required by the City during the review process in order that a complete evaluation can be made of this application. As permit applicant, I hereby understand and accept all conditions (both regular and special) imposed by the issuance of this permit.

Date: _____ Signature of Special Event Applicant: _____

Date: _____ Signature of City Manager or Representative _____

Approved _____ Disapproved _____ Pending Circumstances _____

REQUIRED DOCUMENTS & FINANCIAL RESPONSIBILITY				
REQUIRED DOCUMENTS	YES	NO		
Hold Harmless Agreement				
Insurance Certificate				
Map of Event				
General Info Signature Page				
501c3 Documentation				
FACILITY RENTAL FEE				
	\$			
DEPOSIT				
Under 100 attendees	\$250			
100 – 499 attendees	\$500			
500-999 attendees	\$1000			
1000 – 2999 attendees	\$1500			
3000 – 4999 attendees	\$2000			
5000+ attendees	\$2500			
PERMIT TYPES	PERMIT FEE	QUANTITY	ATTACHED & SIGNED	TOTAL FEES
Special Event:				
Under 100 attendees	\$30			
100 – 499 attendees	\$60			
500-999 attendees	\$120			
1000 – 2999 attendees	\$180			
3000 – 4999 attendees	\$250			
5000+ attendees	\$500			
Street Closings/ Barricades				
First Block	\$100			
Each Block in addition	\$50			
Police Traffic Detail / Escort (3 hour minimum) Per Officer / Hourly	\$50			
EMS: 100-3000 attendees 3 EMS officers/1 cart (3 hour minimum) Per Officer / Hourly	\$50			
EMS: Over 3000 attendees 7 EMS / 1 cart (3 hour minimum) Per Officer / Hourly	\$50			
Health Inspection(food & beverages)	\$100			
Food Truck Health Inspection	\$200			
Tent (over 200 sq. ft.)	\$30			
Landowner's Permit	\$25			
Total Due				



TEMPORARY PERMIT - STREET CLOSING, POLICE TRAFFIC DETAIL /ESCORT

Applicant's _____ Telephone #: _____ Email: _____
Address: _____ City: _____ State: ____ Zip: _____

DETAILS OF STREET CLOSING

Street Closed From _____ (AM/PM) to _____ (AM/PM) on ____ / ____ / 2019

MAIN street closing location:

OTHER portions of street to be obstructed or occupied by event:

BARRICADE PLACEMENT

Cross Section of _____ Cross Section of _____
Cross Section of _____ Cross Section of _____

TRAFFIC DETAIL AND ESCORT

Traffic Control Needed From _____ (AM/PM) _____ (AM/PM) on ____ / ____ / 2019

MAIN traffic control location:

OTHER portions of street for traffic control:

POLICE ESCORT

Police Escort Needed From _____ (AM/PM) _____ (AM/PM) on ____ / ____ / 2019

Escort Route:

I hereby certify that I have read and examined this permit and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. Any owner or authorized agent violating statements in this permit application, shall be subject to citation punishable by a fine of not more than \$2,000.00.

Applicant Signature: _____ Date: _____

=====For Official Use Only=====

This permit is valid from (Date) _____ to _____. Hourly Fees \$ _____ Permit #: _____

Approved By: _____ Title: _____ Date: _____



TEMPORARY PERMIT - TENT, CANOPY OR MEMBRANE STRUCTURE

Type of Structure: _____ Usage: _____

Site Address: _____ Building/Site Name: _____

Specific Location of Operation: _____

Contractor Name & Address (If Applicable): _____

Phone: _____ Cell: _____ Email: _____

Name of Responsible Person: _____ Phone: _____

Will there be cooking, heating or open flames in this structure? YES _____ NO: _____

If yes, please explain fully: _____

Separate permits are required for Fire, Electrical, and Mechanical, Plumbing and Building. Tents and membrane structures having an area in excess of 200 square feet and canopies in excess of 400 square feet shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the fire code official. **A minimum of one 2A 10BC fire extinguisher is required for each tent or canopy.** Additional fire extinguishers may be required due to the size of the structure, the activities within the structure or for the material on display or demonstrated.

- Attach Insurance Certificates
- Attach Hold Harmless Agreement

I hereby certify that I have read and examined this permit and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. Any owner or authorized agent violating statements in this permit application, shall be subject to citation punishable by a fine of not more than \$2,000.00.

Applicant Signature: _____ Date: _____

=====For Official Use Only=====

This permit is valid from (Date) _____ to _____. Permit Fee \$ _____ Permit #: _____

Approved By: _____ Title: _____ Date: _____



SPECIAL EVENTS NOTIFICATION SIGNATURE SHEET

Required to notified businesses and housing within 300 yards of the event **IF** closing a street.

The following applicant _____ will be conducting a special event at the following location _____ on this date(s): _____ and time: _____ to _____. Approximately _____ total attendees are expected.

Description of Event: _____

Name	Address	Title	Business Name	Do You Have Any Special Issues? (Yes/No or please state)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				



(LAND) OWNER'S TEMPORARY VENDING PERMIT

Land Owner(s) Name(s): _____

Mailing Address: _____ City _____ State _____ Zip _____

Email: _____ Phone: _____

YES	NO	Has the City scheduled a special event in the next 90 days?
YES	NO	Will this event compete with City event with a similar theme, music, traffic, etc.
YES	NO	Is the property utilized as a residence?
YES	NO	Will event/ vending take place between 7 AM – 12 AM?
YES	NO	Is merchandise being sold relevant to the event?
YES	NO	Is vending area at least 20 ft. from a public road?
YES	NO	Have vendors acquired a permit from the City of Roanoke?
YES	NO	Is there a permanent driveway to the property?
YES	NO	Will there be a minimum of 2 portable toilet per every 100 attendees; 1 ADA?
YES	NO	Will there be 1 – 39 gallon trash receptacle for each 2 vendors?
YES	NO	Will parking be provided for vendors?
YES	NO	Will vendor structures be placed 1 day in advance and removed 1 day after?

NOTE: Attach a detailed sketch drawing of event site plan, including locations of vendor booths, concessions, outdoor cooking, inflatables, amusements, amplified music, local businesses, parking, signage, entrances/exits, barricades, port-o-potties, and trash containers.

Please give a brief description of the type of merchandise, food and/or drinks being provided:

- Attach Insurance Certificates
- Attach Hold Harmless Agreement

I hereby certify that I have read and examined this permit and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. Any owner or authorized agent violating statements in this permit application, shall be subject to citation punishable by a fine of not more than \$2,000.00.

Applicant Signature: _____ Date: _____

=====For Official Use Only=====

This permit is valid from (Date) _____ to _____. Permit Fee \$ 25.00 Permit #: _____

Approved By: _____ Title: _____ Date: _____