



Office Use Only

Date Received: _____ Received by: _____

Permit Fee: _____ Receipt #: _____

SEP #: _____

SPECIAL EVENT PERMIT APPLICATION

Name of Event: _____

Type of Event: _____

Date of Event: _____

This application is for the City of McKinney Special Event Permit, hereinafter referred to as CITY, and an Event/Event Coordinator, hereinafter referred to as EVENT, for the cooperation of planning and operating a Special Event.

City reserves the right to close down or cancel any Event that is in violation of any City Ordinance or deviation from this application. The City also reserves the right to close down or cancel the Event if public safety or affected department supervisors deem the event unsafe for public participation.

Submittal Information and City Requirements – Incomplete applications will not be accepted. Any questions regarding this application, please contact Keith Coleman @ 972-547-2796.

If your event is **not** being held within the Commercial Historic District in McKinney, you **must** submit the Special Event Permit Application at least **45 days** prior to the event date.

If your event **is** being held **within** the Commercial Historic District in McKinney, you **must** submit the Special Event Permit Application at least **45 days prior** to the event date and at least **2 weeks prior** to the Main Street Board Meeting.

- The Event must carry property, bodily injury and municipal liability insurance of **\$1,000,000.00 per occurrence**. **The City of McKinney must be shown as an additional named insured on the insurance declaration. One (1) Original Copy of Insurance must be submitted at least thirty (30) days prior to the Event.**
- Does Cancellation Insurance cover the Event? Yes No
- **The Fire Code requires a Public Safety Plan for all events.** The required plan must address how the organizer plans to alert both the attendees and emergency services personnel to the emergency, how they plan to move attendees to safety and provide Fire and Police access to the scene. This submittal does not provide enough detailed information to determine if this Plan is required for your event. Contact Fire Prevention at (972) 547-2879 for specific guidelines and requirements (see IFC Section 403).
- **A fee of \$25.00 (non-refundable) is required per Application.** Payment to the City of McKinney is due upon receipt of Application and before the Application can be reviewed.
- Please answer all information pertaining to the event as accurately as possible. After completion of items listed under General Event Information, Description of Event, Operations and City Requirements, **return to the McKinney Public Safety Building 2200 Taylor Burk Dr., McKinney, TX 75071 or email kcoleman@mckinneytexas.org** for processing.
- In approximately 15 days, following Application submittal, all internal departments will review and respond to the McKinney Police Department, who will then set a date, 30 days prior to the event, with the departments involved to meet with the Event Coordinator.

Applicant Information

Contact Person #1 _____

Address _____

Phone _____ Fax _____

E-Mail _____

Contact Person #2 _____

Address _____

Phone _____ Fax _____

E-Mail _____

Emergency Contact _____

Daytime Phone _____ After Hours Phone _____

Organization Type: Non-Profit For-Profit Government Other

General Event Information

Official Name of Event _____

Type of Event _____

Location of Event _____

Estimated # of Participants _____ Spectators _____

Will there be a charge for entry? Yes No

Dates of Event _____ Beginning Time _____ Ending Time _____

Event Set Up Time _____ Event Tear Down Time _____

Alternate Date _____ Beginning Time _____ Ending Time _____

Description of Event

***** All events must include a site plan and route map*****

Alcohol

Will your event be serving / selling alcohol?

Yes No

Will you be charging a cover charge at the entrance?

Yes No

There will be **No Alcohol** distributed or consumed in City Parks and / or streets in accordance with City Ordinances. A special event permit for alcohol on private property in conjunction with a McKinney private club may be permitted with a T.A.B.C. license. Certain city-owned properties may be licensed through the city. Please contact the City Secretary Sandy Hart at 972-547-7505 for more information on a permit.

Operations

Traffic Control: Please describe the area of usage, course, street / alleys involved, requested modifications of standard usage.

Notes:

All events that require a lane closure must submit a traffic control plan.

All traffic laws must be adhered to. The only exception is where an approved traffic control plan is being used.

The Event is responsible for the rental of traffic control devices needed such as barricades, cones, etc.

The Event is responsible for acquiring any additional permits or permission required, if any portion of route or course lies outside the jurisdictional limits of McKinney.

Additional Support Services

Please describe needs and provisions.

Litter Control: Include number of dumpsters or containers needed, who will pick up during and after event, and how often during the event. **Litter Control is Sole Responsibility of Event.** THE SERVICES PROVIDED BY THE CITY OF MCKINNEY **MAY** INCLUDE USE OF A DUMPSTER, IF REQUESTED **PRIOR** TO THE EVENT TAKING PLACE.

Parking

Describe area requested including specific location, access and handicap parking spaces, how many and what type of vehicles expected and who will handle coordination.

Signage

General Signage: Describe sponsors, directional, parking, registration, etc.

Information concerning signs, flags, banners, etc. may be obtained from the Building Inspections Department, 221 N. Tennessee St. or by calling Jeff Harris at 972-547-7452.

Food Vendors

List any food or drink items, including promotional, give-a-ways, demonstrations, and free samples to be offered to the public, free or for sale.

Does concession require water / electricity? Yes No

If yes, what is the voltage? 110 220

NO FOOD OR FOOD PRODUCTS SHALL BE STORED OR PREPARED AT HOME.

Food vendor applications and concessions information concerning Temporary Event Health Permits may be obtained from the code Services Department, 314 S. Chestnut St. or by calling Richard Milam at 972-547-7447.

Public Information

Public Notification: Describe how you will notify residents affected by Event either living on the route / course or nearby.

Restroom, Port-a-lets, etc.: Describe the number and where portable restrooms will be located. **Securing the rental of these is the responsibility of the Event.**

Parades

Parades: Assembly Location _____

Number of participants _____ Number of Vehicles / Floats _____

The same responsibility of litter control applies at entire staging site following parade and along parade route.

Restrooms must be provided for parade participants during float preparation and staging.

No throwing candy, confetti, releasing balloons or any other loose articles

Public Safety

Special Events Unified Command Team: McKinney Public Safety (Police, Fire/EMS and Emergency Management) will review the public safety components of the event to determine if a Special Events Unified Command Team is deemed necessary by McKinney Public Safety. The Command Team composition will be determined by Public Safety depending on the scope of the event. The cost of the identified team will be paid by the Event Coordinator.

Police / Security: All services must be coordinated and provided by the McKinney Police Department. **If Police services are deemed necessary by the Police Department the cost of services is \$35 per hour (4 hour minimum) to each individual officer hired. By McKinney Police Department Policy if 4 or more off duty officers are hired a Supervisor is required in addition at the rate of \$45 per hour (4 hour minimum).**

Fire / Emergency Services: All services must be coordinated with the McKinney Fire Department. **If Fire or EMS services are deemed necessary by the McKinney Fire Department the cost of services is \$35 per hour (4 hour minimum) to each individual hired. Should a Fire or EMS Supervisor be required, the rate of pay for said individual is \$45 per hour (4 hour minimum) Events requiring an EMS standby will complete an “Off Duty Paramedic Request” form and send to EMS Chief Kyle Easley in advance of the event.**

I, _____, the Event Coordinator, certify that all of the information contained in this Special Event Application is true and correct and that any deviation from this Application could result in the City closing down or canceling the Event. I understand that a Special Event Permit must be issued by the McKinney Police Department prior to the occurrence of this Event. The issuance of that permit is contingent upon the Event Coordinator's compliance with the Special Event Application and acceptance of all listed stipulations of the Special Event Permit.

Signature

Date