

So that we may assist you in the planning process for a Special Event and to help ensure that the date requested will be available, please complete this application at least 2 months in advance.

Additional information may be needed and requested as the event date approaches.

Review of application can take up to two business weeks.

### APPLICANT INFORMATION

Applicant Name:  Organization Name:

Physical Address:  City:  State:  Zip Code:

Phone #:  Cell #:  Date of Birth:  Driver License Number:

Email:

Event Coordinator Name, If Different from Applicant Above:

Physical Address:  City:  State:  Zip Code:

Phone #:  Cell #:  Email:

Organization Contact, if Different from Applicant Above:

Physical Address:  City:  State:  Zip Code:

Phone #:  Cell #:  Email:

### EVENT INFORMATION

Event Name:  Reasonably Expected # of Participants:

Event located on City Property?  Yes  No

If "Yes" has the location been reserved through the Parks and Recreation Department?  Yes  No

Event Location- Name & Address:

Brief Description/  
Purpose of Your  
Event:

Event Set-Up Date:	Start Time:	End Time:
Day 1 Event Date:	Start Time:	End Time:
Day 2 Event Date:	Start Time:	End Time:
Event Tear Down Date:	Start Time:	End Time:

**Select all that apply:**

- Type of Event: Carnival/Fair Run/Bike Ride Parade Games/Crafts/Arts Amusement Ride/Bounce House  
Movie (must provide a movie license) Dance Other \_\_\_\_\_
- Admission: Private Event Public Event Free Event Ticketed Event
- Applicate Booth: Food/Drink ( distributesell) Food Truck ( distributesell) Merchandise ( distributesell)
- Vendor Booth: Food/Drink ( distributesell) Food Truck ( distributesell) Merchandise ( distributesell)
- Stage(s) (size \_\_\_\_\_ ) Tent(s)(size \_\_\_\_\_ ) Generator(s) Fencing Street(s) Closure
- Amplified Sound: Yes No
- If yes, what type:* Live Music DJ Radio Loudspeakers Other
- The proposed location(s) and or the positioning of all items checked above must be indicated on the event site plan*

**PARKING**

Proposed Parking Locations Plan:  
 Describe the area requested including specific location, access, and handicap parking spaces, and who will manage coordination  
 Applicant must submit written permission if using private property for parking. Parking location(s) must be indicated on the site plan

**TRASH/SANITATION/PORTABLE RESTROOMS**

Explain how sanitation will be managed at this event:

**Electrical Services**

Explain how electrical services will be managed at this event:

**SITE PLAN**

A preliminary Site Plan and/or Route Map must be submitted with the application and the final Site Plan and/or Route Map must be submitted 2 weeks prior to the event

Areas to include on the map- stages or structures, vendor booth, food area, restroom area, any road closures or barricades, First-aid station(s), Fire Lanes, Fire/EMS entry-exit access points, public entry-exit access points & parking, amusement locations, kids' zone, races- start/finish line, the proposed location and or route. **(Each department may require additional information to be placed on the map)**

Is the Site Plan attached? Yes No

Is Route Map attached? Yes No

**SIGNAGE**

Will there be signage to advertise the event Yes No

If yes, what type of signage will be used [redacted] Number of signage [redacted] Size of Signage [redacted]

- Banners, stake signs, inflatable device signs, or other apparatuses may not be erected to advertise a special event until a sign coordination plan as defined in [section 58-16](#) of the Municode has been approved by the city. The sign coordination plan will be required to illustrate the location of banners, stake signs, inflatable device signs or other apparatuses to be used for a special event
- Signage associated with a special event shall be erected no earlier than seven days prior to the event and removed no later than 24 hours after the conclusion of the event. (See sections [58-2](#) though [58-16](#) of the Municode for additional requirements.)

**FOOD**

Events involving the service of food must also fully comply with all state, county, and local regulations. Proof of compliance must be submitted two weeks prior to the event.

Collin County Temporary Food Permit - [https://www.collincountytx.gov/development\\_services/Pages/food\\_service\\_forms.aspx](https://www.collincountytx.gov/development_services/Pages/food_service_forms.aspx)  
 Princeton Fire Department Mobile Food Preparation Vehicles- <https://princetontx.gov/DocumentCenter/View/1186/Event---Mobile-Food-Preparation-Vehicle-Permit-Application-PDF?bidId=>  
 Texas Cottage Food Law- <https://texascottagefoodlaw.com/allowed-foods/>

Number of Food Vendor expecting: [redacted] Number of Food Trucks expected: [redacted]

Is electricity needed Yes No (Electricity is subject to limited availability)

**PUBLIC SAFETY PLAN**

The city of Princeton Fire and Police Department will have final authority and approval of the Public Safety Plan

**Communications and Crowd Management**

Lead Coordinator: [redacted] Cell #: [redacted] Email: [redacted]

Method of Crowded Communication: [redacted]  
(PA system, megaphone, etc.)

Number of Event Staff and or Volunteers: [redacted] Event Staff Communication: [redacted]  
(PA system, megaphone, etc.)

Method of Event Staff Identification: [redacted]  
(Uniforms, event shirts badges, etc.)

Explain the crowd control measures to be used:  
[redacted]

**Event Security Management- See Ratio & Fee Schedule document to determine how many first responders are required (Security and Police protection must be provided by a licensed peace officer commissioned by a law enforcement agency in Collin County, and be equipped with radio communications equipment compatible with city and county systems)**

Lead Officer: [redacted] Cell #: [redacted] Email: [redacted]  
 Commissioned by law enforcement agency in Collin County: Yes No  
 Equipped with radio communications with city and county systems Yes No

Lead Officer: [redacted] Cell #: [redacted] Email: [redacted]  
 Commissioned by law enforcement agency in Collin County: Yes No  
 Equipped with radio communications with city and county systems Yes No

If additional officers are required, please provide the information requested on a separate sheet

## **Fire Prevention & Emergency Medical Management**

The rate of pay for Fire and/or EMS standby personnel is calculated based on the application and evaluation of the hazards and needs.

Lead Fire Support Operations: [redacted] Cell #: [redacted] Email: [redacted]

List Types of EMS and Fire Prevention/Suppression Devices And Vehicles: [redacted]

Confirm the following are identified on the Site Map and or Public Safety Map for larger events:

First-Aid Station(s)    Fire Lanes    Fire Extinguishers    Fire/EMS Entry-Exit Access Points    Public Entry-Exit Access Points & Parking

## **Emergency Command Post-Missing Person, Weather Emergency, etc.**

In the event of extreme weather or other emergencies, the City of Princeton will refer to the Command Post and the individual listed below as the point person for emergency updates, announcements, cancellations, and or other event emergencies

Lead Coordinator: [redacted] Cell #: [redacted] Email: [redacted]

Describe the Location and Functionality of the Emergency Command Post: [redacted]

## **SPECIAL EVENT FEE SCHEDULE**

The special event fee schedule can be found online in the [Special Event Ordinance](#)

\*Additional fees may be incurred depending on event

## **ACKNOWLEDGEMENT**

(Please read carefully)

The undersigned hereby represents that he/she is the Applicant, or an officer or other authorized agent of the Applicant named herein, and that he/she is 21 years of age or over, and further certifies that the information submitted with this Application is true and correct. The undersigned further acknowledges he/she has read and is familiar with the City's rules and regulations governing the use of its park facilities and activities in rights-of-way (see below) and recognizes and agrees by his/her signature hereto that the making of this Application, the issuance of any Permit based on this Application and the use authorized by such Permit are expressly conditional upon Applicant's acceptance and continuing observation of said rules and regulations. By signing below, the undersigned agrees, on behalf of Applicant and all of Applicant's employees, agents, officers, and invitees, to be bound by all of the City's terms and conditions associated with the permit, including without limitation the Agreements, Rules, and Regulations Governing the Use of City Facilities and Rights-of-Way and further understands that the undersigned and Applicant may be held civilly or criminally responsible for any violation of these terms associated with their event, including those by their invitees or guests (or any person for events open to the general public).

Name of Person completing Application: [redacted]

Physical Address: [redacted] City: [redacted] State: [redacted] Zip Code: [redacted]

Phone #: [redacted] Cell #: [redacted] Email: [redacted]

## **AGREEMENTS, RULES, AND REGULATIONS GOVERNING THE USE OF CITY FACILITIES AND RIGHTS- OF-WAY**

- The City is pleased to permit qualified community activities to be conducted within the public parks, rights-of-way, pedestrian areas, and/or parking lots managed by the City (hereinafter called "Special Event Areas") by interested persons and organizations approved by City in its sole discretion (hereinafter called "Users"). To accommodate such Users in a manner and to an extent consonant with the primary purposes of the City, the City has adopted the rules and regulations contained herein in order to facilitate such use of the "Special Event Areas."
- The regular activity of the parks and public rights-of-way for recreational purposes and travel are the primary activities of the Special Event Areas. All other Users cannot conduct any special activity within the Special Event Areas which would unreasonably interfere with their regular use by the general public unless they first obtain a permit for such activity from the city. Such permit shall be granted only for use of an approved portion of that area, such as a designated parade route which will travel upon public rights-of-way in whole or in part, which are designated by the City as "Special Event Areas" following approval of a qualified application.

- A User may apply for a permit to use the Special Event Areas at Princeton Manipal Center during regular business hours, at least sixty (60) days before the intended event date (90 days when council approval required) and not more than twelve months in advance. Applications shall be in the form set forth by the City and subject to these rules and regulations.
- In making a determination as to whether a permit to use the Special Event Areas within the City shall be issued, City shall evaluate the following: The nature of the activity; the dates, times and duration of the activity; the risk of injury to any person or properties; the risk of unreasonable interference with the aforementioned regular activities of Special Event Areas tenants and their owners, officers, directors, employees, customers and invitees. City will consider complete applications on first-come, first-served basis and the approval or disapproval of any application shall be in the sole discretion of City. Submission of incomplete materials may result in a loss of priority to another event.
- Each User shall agree to comply with the following conditions and rules:
  - The activity shall be confined to a specific use of the Special Event Areas as set forth in detail on the Application and will be limited to date and times specified on such Application and confined to the portion of the Special Event Areas as determined by City.
  - User shall at all times during its use of the Special Event Areas provide sufficient supervision and maintain adequate control of its members, guests, or invitees. Any User violating this paragraph shall be required to leave the Special Event Areas immediately upon request by City.
  - In the event there are any licenses or permits required by any governmental agency or authority with respect to the type of activity carried on, Users shall be responsible for obtaining such licenses, authorization or permits. No unlawful activities shall be permitted in the use of the Special Event Areas including but not limited to the use of food service, alcoholic beverages, or gambling.
  - All Users using the Special Event Areas assume liability for and shall indemnify and hold harmless the Indemnitees (as defined in the Application) against and from any and all liabilities, obligations, losses, penalties, claims, action suits, damages, expenses, disbursements (including legal fees and expenses), or costs of any kind and nature whatsoever in any way relating to or arising out of any activity of the Users (including without limitation the activities of the User's members, officers, directors, employees, agents, contractors, servants within the Special Event Areas). The Indemnitees shall not be liable to any User using the Special Event Areas or any other person on or about Special Event Areas, the adjoining grounds and parking lot, by the User's consent, invitation or license, express or implied, for any loss, expense or damage, either to the person or property sustained by reason of any condition of said Special Event Areas, or due to any act of any employee or agent of the Indemnitees or the act of any other person whatsoever.
  - If the application is for any activity which may reasonably be expected to cause public disorder or injury to any person or property or to require substantial cleaning, repairs, or restoration in order to return any area of the Special Event Areas to the condition existing immediately prior to the commencement of the activity, the City may, as a condition to granting a permit, require security for the performance of the Applicant's obligation as licensee under such permit and these rules and regulations. Such security shall be in a form satisfactory to the City and may be a cash deposit, a bond, insurance policy, or other adequate assurance of the applicant's performance, as approved by City. Where such determination is made and insurance is required, such insurance shall be in the minimum of a commercial general liability policy having limit of \$2,000,000.00 per occurrence with a \$2,000,000.00 aggregate, naming all required entities as additional insured. (See insurance information to be provided by City for required entities.) In such event, no activity or occupancy at the Special Event Areas by the User shall commence until City has received an acceptable certificate of such insurance.
  - Unless otherwise permitted by City the User shall not vend or peddle, or solicit orders for sale or distribution of merchandise, devices, services, periodicals, books, pamphlets, tickets, or other material whatsoever. User shall not install any sign, plaque, or banner, notice or any other written material in or around the Special Event Areas, or make modifications or markings to same, without prior written approval by City.
  - The User shall not use any non-standard vehicle, motor, camera, lighting device or projector on the Special Event Areas without prior approval of City. The User shall not engage in any fighting or direct use of any physical force, abusive or obscene language or threats toward any other person or engage in any other form of unreasonable behavior such as the making of unreasonable noise or coarse or offensive utterance, gesture or display which causes or is likely to cause significant public inconvenience, annoyance, or alarm. In addition, the User shall not permit the emission of noise or odors or use any device or paraphernalia, which may constitute a nuisance such as loudspeakers, sound amplifiers, radios, televisions, or phonographs without prior written approval by City. If use of vehicles is approved, evidence of auto liability in the amount of \$1,000,000.00 combined single limit must be provided.
  - Any interested person or organization using the Special Event Areas shall not engage in any conduct which might interfere with or impede the use of any other facilities of the City parks or public rights-of-way by any member of the public, or create a disturbance, attract attention or harass, annoy, disparage or be detrimental to the City or the public health, welfare, and good order. City, in its sole discretion, shall determine whether such objectionable conduct has occurred.
  - The Special Event Areas shall be surrendered in the same condition as they were in upon commencement of its use. All expenses incurred to maintain order and to keep the Special Event Areas free from rubbish will be borne by the User.

- If the City shall deem the use of the Special Event Areas objectionable, at its sole discretion, it may, without any notice whatsoever, terminate the rights of the User to use the "Special Event Areas" in accordance with applicable law. All such persons directed to depart shall immediately remove themselves from the Special Event Areas, including the pedestrian areas and the adjoining grounds and parking lots.
- All users of the Special Event Areas shall meet with the City's designee on site at least 30 minutes before occupying the area covered by the Permit for use.
- The User shall not obstruct the free flow of pedestrian or vehicular traffic on walkways, sidewalks, stairways, escalators, roads, driveways, parking lots or any other area regularly used for such traffic. Any and all traffic blockades, driveway/intersection closures, and other traffic control measures must be preapproved by the city. Designated fire lanes and access points for emergency vehicle traffic cannot be blocked.
- Notwithstanding anything herein to the contrary, the City may in its sole discretion permit or not permit any person or organization to use the Special Event Areas or require a User to leave the Special Event Areas, or forcibly remove a person and/or other material, all without any liability whatsoever for any damages, claims, losses, actions, suits arising from such removal.
- It is specifically understood and agreed that none of the City, its development corporations, or any other Indemnitees shall be personally liable hereunder. In no event shall the City be liable to User for any consequential, special, or punitive damages or lost profits.
- The right to occupy the Special Event Areas is granted to User is a license only and nothing contained herein is intended to create the relationship of landlord and tenant between the parties. No rights, easements or licenses are acquired by User by implication or otherwise except for the license expressly granted hereby.
- USER HEREBY KNOWINGLY AND VOLUNTARILY WAIVES TRIAL BY JURY IN ANY ACTION, PROCEEDING OR COUNTER CLAIM, BROUGHT BY ONE PARTY AGAINST THE OTHER OR ANY MATTER WHATSOEVER ARISING OUT OF OR IN ANY WAY CONNECTED WITH THE PERMIT, THE RELATIONSHIP OF LICENSOR AND LICENSEE CREATED THEREBY, THE USER'S USE OR OCCUPANCY OF THE SPECIAL EVENT AREAS AND/OR ANY CLAIM FOR INJURY OR DAMAGE. THE PARTIES ARE HEREBY AUTHORIZED TO FILE A COPY OF THIS PARAGRAPH IN ANY PROCEEDING AS CONCLUSIVE EVIDENCE OF THE FOREGOING WAIVER.
- WAIVER OF CONSUMER RIGHTS.
- USER HEREBY WAIVES ALL ITS RIGHTS UNDER THE TEXAS DECEPTIVE TRADE PRACTICES –CONSUMER PROTECTION ACT, SECTION 17.41 ET. SEQ. OF THE TEXAS BUSINESS AND COMMERCE CODE, A LAW THAT GIVES CONSUMERS SPECIAL RIGHTS AND PROTECTIONS. AFTER CONSULTATION WITH AN ATTORNEY OF LICENSEE'S OWN SELECTION, USER VOLUNTARILY CONSENTS TO THIS WAIVER.
- User is not, and shall not during the term hereof become, a person or entity with whom Owner is restricted from doing business under the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001, H. R. 3162, Public Law 107-56 (commonly known as the "USA Patriot Act") and Executive Order Number 13224 on Terrorism Financing, effective September 24, 2001 and regulations promulgated pursuant thereto (collectively, "Anti-Terrorism Laws"), including without limitation persons and entities named on the Office of Foreign Asset Control Specially Designated Nationals and Blocked Persons List (collectively, "Prohibited Persons"). To the best of its knowledge, User is not currently engaged in any transactions or dealings, or otherwise associated with, any Prohibited Persons in connection with the use or occupancy of the Special Event Areas. User will not, during the term hereof, engage in any transactions or dealings, or be otherwise associated with, any Prohibited Persons in connection with the use or occupancy of the Special Event Areas. User's breach of any representation or covenant set forth in this Section shall constitute a breach of this agreement by User without further notice, entitling Owner to any and all remedies hereunder, or at law or in equity, including without limitation the immediate right to terminate the Permit.
- User accepts the Special Event Areas "AS IS," and agrees that no representations respecting the condition of same and no promises to decorate, alter, repair, or improve the same either before or after the execution hereof, have been made by the City or its respective agents to User. NO WARRANTIES, EXPRESS OR IMPLIED, ARE MADE REGARDING THE CONDITION OR SUITABILITY OF THE PUBLIC PARKS OR PUBLIC RIGHTS-OF- WAY FOR ANY PARTICULAR ACTIVITY, AND USER HAS NOT RELIED UPON ANY SUCH WARRANTIES. FURTHER, TO THE EXTENT PERMITTED BY LAW, USER WAIVES ALL WARRANTIES THAT MAY ARISE BY OPERATION OF LAW, INCLUDING ANY IMPLIED WARRANTIES OF SUITABILITY, HABITABILITY AND ANY OTHER IMPLIED WARRANTIES THAT CITY WILL MAINTAIN OR REPAIR THE SPECIAL EVENT AREAS OR THEIR APPURTENANCES EXCEPT AS MAY BE CLEARLY AND EXPRESSLY PROVIDED IN THIS AGREEMENT, AND USER HAS NOT RELIED UPON ANY SUCH WARRANTIES.