

CITY OF PRINCETON
SPECIAL EVENTS APPLICATION
123 W. Princeton Drive
Princeton TX 75407
972-734-2416 Fax 972-734-2548

45 day advance notice for events
30 day advance notice for parade

**APPLICATION MUST BE FILLED OUT COMPLETELY BEFORE IT IS REVIEWED
APPLICATION WILL BE DENIED IF NOT FILLED OUT COMPLETELY**

Event Name: _____

Purpose/Nature of Program: _____

Event Location/Address: _____

Please attach map of the layout of event (Include any road closures, traffic plan) IF TxDOT RIGHT OF WAY IS USED, APPLICANT IS RESPONSIBLE FOR OBTAINING TxDOT PERMIT

Type of Event ___ Parade ___ March ___ Meeting ___ Event ___ Function

Other(specify) _____

Date of Event _____ Start Time: _____ End Time: _____

Route: Beginning Point: _____ Ending Point: _____

Applicant Information

Responsible Party (1) _____

Address: _____

Phone: (Bus) _____ (Res.) _____ (Cell) _____ (Fax) _____

E-Mail: _____ Date of Birth: _____

Driver's License Number: _____ State: _____

Responsible Party (2) _____

Address: _____

Phone: (Bus) _____ (Res.) _____ (Cell) _____ (Fax) _____

E-Mail: _____ Date of Birth: _____

Driver's License Number: _____ State: _____

Organization Name: _____

Address: _____

Authorized Head of Organization _____ Phone: _____

Non Profit *YES / NO*

Event Information

Anticipated Number of: Individuals _____ Vehicles _____ Animals _____

Describe Vehicles and Animals _____

Equipment/Sound Devices Used: _____

Details of Merchandise or Food being offered or sold at Event: _____

Application for Temporary/Short-Term Event Food Service/Health Permit can be obtained from Collin County Development Services 4690 Community Ave., Suite 200, McKinney, TX 972-548-5585. It is the Applicant's responsible for obtaining application.

Will signs/banners be utilized for the event? *YES / NO*

If yes, a sign permit will need to be obtained from the permit department

Describe parking provisions for the Event (provide parking plan): _____

Describe Security plan (provide plan): _____

An applicant shall provide police officers for security, crowd control and traffic control at the parade or Special event in accordance with the following schedule. (Contact Police Department for cost)

# of participants or spectators	Minimum # of officers
0-250	0
251-1,500	2
1,501-3,000	4
3001-5,000	6
Over 5,000	6 plus 1 for every 1,000

(Ord. No. 2002-06-25-D, I(9), 6-25-2002)

Person Responsible for Clean-up (if different from Responsible Party): _____

Address: _____

Phone: (Bus) _____ (Res.) _____ (Cell) _____ (Fax) _____

Email: _____ Date of Birth: _____

Driver's License Number: _____ State _____

Insurance: Applicant requirements: Proof of public liability insurance with minimum combined limits of \$1,000,000.00 shall be required if there are mechanical amusement rides or exotic animals. Attach copy of Insurance with City name added as Insured

RULES AND REGULATIONS GOVERNING FACILITY USE

All facility use is subject to the following rules and regulations. In addition to other penalties, violation of these rules may result in a suspension of reservation privileges for a period of time up to one (1) year.

- 1) All facilities under control of the Princeton Parks & Recreation may be reserved, for exclusive use, on a space available basis by Princeton/ Collin County citizens, organizations and churches only.
- 2) Activities sponsored by the City of Princeton will always take precedence in the use of facilities.
- 3) Reservations and cancellations must be received at least 48 hours in advance of the reservation date. All deposits and fees paid shall be forfeited and not refunded if the cancellation of reservation provisions of the ordinance are not followed in the event the pavilion reservation is not needed or used.
- 4) Reservations must be made in person. Telephone reservations will not be accepted; however you may check availability on the City of Princeton's website "Park & Facility Rental".
- 5) The City of Princeton reserves the right to refuse or cancel any reservation or to limit the number of reservations granted to any individual or organization.
- 6) All facility use fees and deposits shall be paid prior to use.
- 7) You must be at least 18 years of age to make a reservation and responsible adult supervision must be provided at all times.
- 8) The use of loudspeakers, amplifiers or microphones is prohibited, except with the express approval of the Director of Parks & Recreation.
- 9) The consumption or possession of alcoholic beverages is strictly prohibited.
- 10) All motorized vehicles must be left in designated parking areas and are not allowed to be driven or parked on any grass areas or sidewalks.
- 11) Fires shall be permitted only in enclosed fireplaces or grills in designated areas. After use, coals shall be thoroughly extinguished with water, cooled, and disposed of in a trash receptacle. Privately owned charcoal grills are not permitted on grass areas or on picnic tables located in the park. Gas grills are allowed on grassy areas only.
- 12) Bounce Houses (dry only) are permitted as long as vendor provides a Certification of Liability Insurance listing the City of Princeton as insured, prior to reservation.
- 13) All water activities (balloons, squirt guns, pools, soakers hoses, dunking booths, Slip-n-slides, etc.) are prohibited.
- 14) The City of Princeton is not responsible for any lost or stolen items.
- 15) All other City of Princeton Ordinances shall be enforced.
- 16) Responsibility for damage to or maintenance of facilities growing out of usage beyond normal and usual wear will be assumed by the individual, group or organization reserving the facility. **(Deposit will be cashed for damages done)**
- 17) The individual, group or organization reserving the facility is responsible for returning the facility to its normal condition following use. **(Deposit will be cashed for not returning the facility to its normal condition)**
- 18) All paper, trash, refuse and waste shall be deposited in receptacles provided for that purpose.
- 19) The individual, group or organization making the reservation will obey all rules and regulations, both written and verbal, and will release the City of Princeton from any and all liability that may be incurred because of the use of the facility.

Memorial Park

In honor of our Veterans, the Memorial Park shall not have permits issued for the use of the common area for the following purposes, and shall be limited to foot traffic only.

- To sell offer for sale any food, drinks, confections, merchandise, or services
- To conduct any commercial or business activities of any kind
- To solicit donations or contributions of any sort
- To distribute, post, place or erect any advertising, handbill, circular, bill, notice, billboard, paper or other advertising device.

Any special event, with the exception of weddings or private parties held at the Veterans Memorial Park shall be conducted on the paved areas surrounding the Park, Woody St. to South, Third St. to the West, Main St. to the North, and Forth St. to the East. Any and all road closures shall be permitted by the governing authority. All other regulations regarding facility use shall also apply.

Parks & Recreation facilities may be used during normal operation hours without a reservation provided that no reservation has been made of that time period.

Facilities where reservations have been properly made will be immediately released and made available for the exclusive use of the reserving party by individuals, group or organization using a facility without a reservation.

The City of Princeton has the right to refuse service to anyone with regard to all municipal facilities

I hereby certify that I have read, understand, and will follow all the rules and regulations stated within.

Signature: _____

Date: _____

FOR CITY USE ONLY

Date Application sent: _____ By: _____
Must be returned within 3 days

Police _____ Fire _____ EMS _____ Eng. _____ PW _____ Park _____ TxDOT _____
Health _____

Comments: _____

Signed(Authorized Dept. Rep.) _____ Date: _____
Permit Department

Permit: Approved _____ Denied _____ Date: _____

Authorized City Representative: _____

Applicant Notified Via _____ Date _____ Initials _____

NO PERMIT WILL BE ISSUED UNTIL ALL APPROPRIATE DEPARTMENTS HAVE REVIEWED APPLICATION

City of Princeton Special Event Permit Fees

- **Administrative processing fee (special event permit fee)** \$50.00
- **Administrative processing fee for Non-Profit**
(Special event permit fee, must provide non-profit documentation) No Charge
- **Community Park Pavilion Rental**
 - Fee \$25.00 per hour
 - Deposit \$50.00
 - Electricity Fee \$35.00
 - Y
- **Community Park Pavilion Rental Non-Profit**
(Must provide non-profit documentation)
 - Fee No Charge
 - Deposit \$50.00
 - Electricity Fee No Charge
- **Tent permit fee** \$30.00
- **Circus** \$500.00
- **Outdoor amusement, other than carnival** \$250.00
- **Parade** No charge

ARTICLE IV. - PARADES AND SPECIAL EVENTS

Sec. 66-79. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Amplified sound means music, speech or sound projected or transmitted by artificial means, including but not limited to amplifiers, loudspeakers or any similar devices which emit sound distinctly discernible at a distance of more than 100 feet beyond the property line of the premises where the equipment is located.

Carnival means a temporary amusement park.

Circus means a public entertainment with performances by acrobats, clowns, and/or trained animals.

Concession means a facility at a **special event** where food or drink is offered to the public.

Nonprofit organization (abbreviated "NPO", or "non-profit" or "not-for-profit") means a corporation organized not for profit and subject to the provisions of the Texas Nonprofit Corporation Act. See Tex. Rev. Civ. Stat. Ann. Arts 1396-1.01 through 1396-11.01; Tex. Bus. Orgs. Code, [ch. 22](#), §§ 22.001-.409, I.R.C. § 501(c) as enacted and as may be amended. Such corporations may be organized for any lawful purpose or purposes including but not limited to the performance of charitable, religious, athletic, patriotic and civil functions and the conduct of professional, commercial and trade associations. A nonprofit organization must submit proof of its nonprofit corporate status to the city administrator in order to receive the benefits of permit and fee waiver as stated herein.

Outdoor amusements means an outdoor area, portable building, or portable and/or motorized equipment open to or used by the public, which provides entertainment or amusement.

Parade means the assembly of three or more persons whose gathering is for the common design and purpose of traveling or marching in procession from one location to another location to express feelings and beliefs on current political, religious or social issues.

Person means any individual, assumed name entity, partnership, association, corporation or other organization.

Sidewalk means that portion of a street intended for the use of pedestrians that is located between the curb lines, or lateral lines of a roadway, and the adjacent property lines.

Special event means a temporary **event** or gathering 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:

- (1) Closing a public street;

- (2) Blocking or restriction of public property and streets;
- (3) Offer of merchandise, food, or beverages on public property or on private property where otherwise prohibited by ordinance;
- (4) Erection of a tent on public property, or on private property where otherwise prohibited by ordinance;
- (5) Installation of a stage, band shell, trailer, van, portable building, grandstand or bleachers on public property, or on private property where otherwise prohibited by ordinance;
- (6) Involving amplified sound;
- (7) Placement of portable toilets on public property, or on private property where otherwise prohibited by ordinance;
- (8) Placement of temporary no parking signs in a public right-of-way.
- (9) Outdoor amusement(s).

Street means the entire width between the boundaries lines of every right-of-way publicly maintained, when any part is open to the use of the public for purposes of vehicular travel.

(Ord. No. 2002-06-25-D, § I(1), 6-25-2002; Ord. No. 2006-12-12, § 2, 12-12-2006)

Sec. 66-80. - Permit required; exceptions.

(a) Except as specified in subsection (b) of this section, no **special event** or parade shall be held without first making written application for and receiving a permit from the city.

(b) No permits shall be required under this section for the following:

- (1) Private party upon private property when no public property is used.
- (2) Public school district sponsored and supervised **events** when school property is used.
- (3) The Armed Forces of the United States of America, the military forces of the state, political subdivisions of the state, and the forces of the police and fire departments acting within the scope of their duties.
- (4) Nonprofit corporation sponsored functions where the estimated attendance is less than 250 persons.

(Ord. No. 2002-06-25-D, § I(2), 6-25-2002; Ord. No. 2006-12-12, § 3, 12-12-2006)

Sec. 66-81. - Violations.

(a) It shall be unlawful for any person to sponsor, hold, participate in the holding or aid or assist in the holding of any **special event** within the corporate limits of the city without first having obtained a permit from the city.

(b) After having obtained a permit, it shall be unlawful for any person to hold such **special event** in any area other than that designated in the permit.

(c) It shall be unlawful to hold such **special event** without complying with all requirements prescribed in such permit for the safety and protection of the general public.

(d) It shall be unlawful for any person to operate a **special event** in whole or in part after the permit expires or after it has been revoked.

(e) Violations of any section or sections of this article shall be classified as a class C misdemeanor and, upon conviction, may be punished by the assessment of a fine not to exceed \$500.00. Allegations and evidence of a culpable mental state is not required for proof of an offense.

(Ord. No. 2002-06-25-D, § I(3), 6-25-2002)

Sec. 66-82. - Application.

(a) To obtain a permit, a person must submit a written application upon a form provided by the city. The written application shall contain the following information:

(1) The name, address, telephone numbers, date of birth and driver's license number of the applicant, owners, sponsors, or any other person responsible for the **special event**;

(2) The designation of an individual, if other than the applicant, who is in charge of the **special event** including a phone and facsimile number, if any, where the individual can be reached;

(3) Date, time, duration, hours of operation, and the location of the **special event**;

(4) The estimated number of persons, of animals and riders, animal-drawn vehicles, floats, motor vehicles, motorized displays, marching units or organizations such as bands, color guards and drill teams participating in the parade or **special event** and a set of plans showing the area or route to be used during the parade or **special event** including proposed structures, tents, parking, fencing, refuse containers, barricades, signs, amplified sound, lights, fire lanes, banners and restroom facilities;

(5) How the applicant proposes to provide security and traffic control;

(6) The time and location of street closings, if any are requested;

(7) The offer of merchandise or serving of food or beverages at the **special event**, up to and including the number and type of concessions or vendors, whether owned and operated by the applicant, or privately owned and operated by independent vendors, the type of foods and/or

merchandise to be offered, how and where the foods are to be prepared, and the details of the construction and layout of the concession areas;

(8) Description of animals to be used; waste from animals shall be removed daily from the premises and provisions shall be made for shade and water for all animals; animals shall be a minimum distance of 50 feet from food vendors;

(9) How the applicant will clean up the area used after the **special event**; and proof that the applicant possesses or is able to obtain all licenses and permits required by this article or other city ordinances or by state law for the conduct of the **special event**;

(10) The parade's commencement and termination time, the specific route to be traveled, and the starting and termination points;

(11) The estimated number of persons to participate in the parade and the estimated number of animals that will be used;

(12) A plan to provide sufficient parking to accommodate the projected number of users plus ten percent;

(13) A plan to provide police officers for security, crowd control and traffic control;

(14) A plan to provide vehicular access for fire and emergency medical response personnel;

(15) Proof of public liability insurance with minimum combined limits of \$1,000,000.00 shall be required if there are mechanical amusement rides or exotic animals.

(b) The written application must be received by the city at least 45 days prior to the date of the **special event** and 30 days prior to a parade. The city, where good cause is shown, and a determination made by the city administrator that the application can be processed in less time, taking into consideration the specified **event**, shall have the authority to consider, but not the duty to do so, any application filed less than 45 or 30 days prior to the date of the **special event** or parade.

(c) The city administrator (or his designee) shall forward a copy of the application to appropriate members of city staff, including but not limited to police and public works. City staff shall review the application and make comments or recommendations to the city administrator concerning the application.

(d) Applications will be reviewed and considered in the order they are received.

(e) A separate application must be made for each **special event**.

(f) The application containing the above information and any other information necessary to fully describe the **special event** shall be delivered to or mailed with postage prepaid to the city, in care of the city administrator. The city administrator shall act upon such application promptly and may require the applicant to attend a meeting to be scheduled by the city administrator for the purpose of further informing the city of the activities of the **special event** and for the purpose of discussing the issues involved for the health and safety of the general public.

(g) The city administrator shall either issue or deny the issuance of the permit by 5:00 p.m. of the tenth business day after the day of the receipt of the application for permit. Notice that the permit has been denied shall be in writing sent certified mail, return receipt requested, to the address given on the application, or by facsimile. (Ord. No. 2002-06-25-D, § I(4), 6-25-2002)

Sec. 66-83. - Issuance or denial of permit.

(a) The city shall issue a permit as provided in this article unless the city administrator, taking into consideration any comments or recommendations made by city staff, finds that:

(1) The date, location or size of the **special event** will substantially interrupt the safe and orderly movement of traffic in the vicinity of the **special event** and no reasonable means of rerouting traffic or otherwise meeting traffic needs is available;

(2) The **special event** is of a size that would require the diversion of so great a number of police officers of the city to properly police the area contiguous to the location of the **special event** that allowing the **special event** would deny reasonable police protection to the city;

(3) Begin during, or within two hours after the end of, a parade for which a permit has been granted and follow a route that passes within one half mile of any point of the route of the parade for which a permit has been granted;

(4) The date, time, location or size of the **special event** will substantially interfere with proper police or fire protection of, or ambulance service to, such location or areas contiguous thereto;

(5) Begin or end outside the city limits unless or until the applicant received approval from the county or contiguous committee;

(6) The applicant fails to adequately provide for:

a. The protection of **event** participants;

b. Maintenance of public order in and around the **special event** location;

c. Crowd security, taking into consideration the size and character of the **event**;

d. Emergency vehicle access; or

e. Safe sanitary conditions for preparation or operation of food concessions;

(7) The applicant fails to pay any outstanding costs owed to the city for a past **special event** permit; or

(8) Any material information contained in the application is found to be false or incomplete.

(b) Parade routes shall be appropriate to the number of units and expected size of spectators. Parade routes using one half of a divided roadway will be preferred.

(c) Should the application for a parade permit reveal that the parade route requested would interfere with the orderly flow of vehicular and pedestrian traffic, the city shall have the authority to establish a reasonable alternate route and regulate the width of the parade.

(Ord. No. 2002-06-25-D, § I(5), 6-25-2002)

Sec. 66-84. - Revocation.

(a) A permit may be revoked by the city administrator under any of the following circumstances:

(1) Public emergency or disaster;

(2) The violation by any person participating in the **special event** of any law of the United States, the state or the ordinances of the city;

(3) The violation of the express terms of the permit under which the **special event** is being conducted;

(4) The parade or **special event** fails to begin on a timely manner as determined by the chief of police, fire chief or their designee; or

(5) Any false and material statement or representation on the application for permit.

(b) Notice of revocation shall be given by the city administrator (or his designee) to the person in charge of the **special event** as designated in the application for permit. If the person in charge is not available, notice shall be given to any person participating in the **special event**. Notice may be in writing, or if given orally, will be confirmed in writing, sent by facsimile or certified mail, return receipt requested.

(Ord. No. 2002-06-25-D, § I(6), 6-25-2002)

Sec. 66-85. - Appeal of denial or revocation.

If the city administrator denies or revokes the permit, the applicant may appeal the decision to the mayor, in writing, within three days of the date that the city administrator denies or revokes the permit. The applicant shall submit the written appeal to the city secretary. The decision of the city administrator is final unless the applicant timely appeals the decision. The city secretary shall place the appeal on the council agenda for the next scheduled regular or **special** meeting for consideration, approval or denial of the mayor's appellate action.

(Ord. No. 2002-06-25-D, § I(7), 6-25-2002; Ord. No. 2006-12-12, § 4, 12-12-2006)

Sec. 66-86. - Indemnification.

An applicant for a **special event** permit or parade must execute a written agreement to indemnify the city and its officers and employees against all claims of injury or damage to persons or property, whether public or private, arising out of the **special event** or parade.

(Ord. No. 2002-06-25-D, § I(8), 6-25-2002)

Sec. 66-87. - Security, crowd control and traffic control.

An applicant shall provide police officers for security, crowd control and traffic control at the parade or **special event** in accordance with the following schedule:

# of participants or spectators	Minimum # of officers
0—250	0
251—1,500	2
1,501—3,000	4
3,001—5,000	6
Over 5,000	6 plus 1 for every 1,000

(Ord. No. 2002-06-25-D, § I(9), 6-25-2002)

Sec. 66-88. - Cumulative effect; additional permits.

(a) The provisions of this article are cumulative of all other city ordinances. Tent permits, building permits, electrical permits, food establishment and handing permits, sign permits and all other permits and licenses required by ordinance or other law for specific activities conducted in conjunction with or as a part of the **special event** must be applied for separately.

(b) Approval of a **special event** permit authorizes the city departments to issue permits for locations where the activity would otherwise be prohibited by ordinance.

(Ord. No. 2002-06-25-D, § I(10), 6-25-2002)

Sec. 66-89. - Authority of the city administrator.

The city administrator shall have the authority to designate an appropriate member of the city staff to perform the functions of the city administrator required under this article.

(Ord. No. 2002-06-25-D, § I(11), 6-25-2002)

Sec. 66-90. - Fees.

The fees for each **special event** permit shall be as set forth in the comprehensive fee ordinance:

(1) Building, electrical, plumbing, mechanical and health permit fees will be separate and in addition to the fees in the comprehensive fee ordinance.

(2) City-sponsored or co-sponsored **events** shall be exempt from all fees.

(3) Public school districts shall be exempt from all fees.

4) Nonprofit organizations shall be exempt from fees.

(Ord. No. 2002-06-25-D, § I(12), 6-25-2002; Ord. No. 2006-12-12, § 5, 12-12-2006)

Secs. 66-91—66-110. - Reserved.

FOOTNOTE(S):

⁽³⁰⁾ **State Law reference**— Local authorities may regulate parades and assemblages on highways, V.T.C.A., Transportation Code § 542.202(a)(3).

SEC. 58-15. - SPECIAL EVENT SIGNAGE

(a) Special events are generally defined as a temporary event or gathering using either private or public property, which involved on or more of the follow activities, except when the activity is for construction or house moving purposes only:

(1) Closing a public street;

(2) Blocking or restriction of public property and streets;

(3) Offer of merchandise, food or beverages on public property or on private property where otherwise by ordinance;

(4) Erection of a tent on public property or on private property where otherwise prohibited by ordinance;

(5) Installation of a stage, band shell, trailer, van, portable building, grandstand or bleachers on public property, or on private property where otherwise prohibited by ordinance;

(6) Involving amplified sound;

(7) Placement of portable toilets on public property or on private property where otherwise by prohibited ordinance;

(8) Placement of temporary no parking signs in a public right-of-way;

(9) Outdoor amusement(s).

(b) A written application for permit must be received by the city at least 45 days prior to the date of the special event and 30 days prior to a parade. A description of the proposed activity or celebration will be submitted to the city by the applicant along with the application.

(c) 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 chapter has been approved by the city. The sign coordination plan will be required to illustrate the location of banners, stake sign, inflatable device signs or other apparatuses to be used for a special event.

(d) 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](#) through [58-16](#) for additional requirements.)

(Ord. No. 2009-09-08-02, § 15, 9-8-2009)