



# FESTIVAL & SPECIAL EVENT APPLICATION

City of Lindale

P.O. Box 130 /105 Ballard Dr.

Lindale, TX 75771

Phone: 903-882-6861 Fax: 903-881-8170

Email: [iselag@Lindaletx.gov](mailto:iselag@Lindaletx.gov)

Application Date: \_\_\_\_\_ License # \_\_\_\_\_

**\$150.00 Non-Refundable Administrative Fee for submittal of all applications.**

**\*\*Payment must be received prior to routing the completed special event permit application\*\***

Event Title: \_\_\_\_\_

☐ Parade ☐ Race ☐ Fun Run/Walk ☐ Event ☐ Athletic Event ☐ Other (explain) \_\_\_\_\_

Event Date \_\_\_\_\_ Event Start Time \_\_\_\_\_ am / pm Event End Time \_\_\_\_\_ am / pm

Setup Date \_\_\_\_\_ am / pm Setup Time \_\_\_\_\_ am / pm Tear Down Time \_\_\_\_\_ am / pm

Event Location Address \_\_\_\_\_

Organization Hosting Event \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ ZIP \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Summary describing your event: ( What are the main activities?)

**\*\*Depending on size of event, a parking plan may need to be included with the application\*\***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please submit an aerial/site map showing the event layout and an Emergency Plan\* with your application. The event layout should designate the locations of the participants and/or sponsoring entities.

## **\*\*SAFETY\*\***

**In Accordance to Ordinance No. 02-2016 Section 2.5:**

**Will there be alcohol at the event?** ☐ No ☐ Yes- Please contact Dan Somes, Chief of Police with the Lindale Police Department at 903-882-3313 or by email [dans@lindaletx.gov](mailto:dans@lindaletx.gov) to arrange the number of Security Guards needed for the event. A signature of approval from Dan Somes is required before the permit is issued by Community Development.

**Number of estimated attendees** \_\_\_\_\_

**Will there be any food, food vendors or non-alcoholic beverages sold or served at the event?**

☐ No ☐ Yes- Please contact the Northeast Texas Public Health District at 903-535-0030 for more information on required state permits if needed.

**Will fuel fired cooking or heating equipment or open flame appliances be used?** ☐ No ☐ Yes- Please include locations on site map. Portable Fire Extinguishers shall be present in each location.

**Will portable restrooms be needed?** ☐ No ☐ Yes- Please include locations on site map.

### **TRAFFIC\***

**Number of Lanes Requested for Closure** \_\_\_\_\_ **Street(s)** \_\_\_\_\_

**Direction of Closure**

If you are requesting street closure you **MUST** include a route map as an attachment and a traffic control plan. If you have questions or need assistance with your traffic control plan, please contact the City of Lindale.

**Person responsible for implementing traffic control plan is:**

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **EMERGENCY RESPONSE\***

On the site plan: indicate routes designated for emergency vehicles.

Provide the name of individual(s) responsible for severe weather.

**Name** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Name** \_\_\_\_\_ **Phone #** \_\_\_\_\_

## Indemnity

*The holder of this permit shall waive all claims, fully release, indemnify, defend and hold harmless the City and all of its officials, officers, agents, consultants, and employees in both their public and private capacities, from any and all liability, claims, suits, demands or causes of action, including all expenses of litigation and / or settlement which may arise by injury to property or person occasioned by error, omission, intentional or negligent act of the permit holder, its officers, agents, consultants, representatives, and employees, arising out of or in connection with the activities authorized pursuant to this permit, and the permit holder will, at its own cost and expense, defend and protect the City and all of its officials, officers, agents, consultants, and employees in both their public and private capacities, from any and all such claims and demands. This indemnity shall apply whether the claims, suits, losses, damages, causes of action or liability arise in whole or in part from the intentional acts or negligence of the holder of this permit or any of its officers, officials, agents, consultants, representatives, and employees, whether said negligence is comparative negligence, concurrent negligence, gross negligence or any other form of negligence. Provided, however, that nothing herein shall waive the City's defenses or immunities under Section 101.001 et seq. of the Texas Civil Practice and Remedies Code or other applicable statutory or common law.*

Position You Hold in Organization Applying for Permit

### **\* RULES, REGULATIONS AND CONDITIONS**

1. The permittee will furnish a site map showing the area where the special event is to be conducted.
2. The permittee will clean the grounds, remove equipment, and restore the permitted site within your rental timeframe following the event.
3. The permittee is responsible for providing parking assistance and adequate policing for crowd supervision and control.
4. The permittee shall take measures to consider public safety during all activities and in all locations including the set-up and the take down actions of the event.
5. The permittee shall have a designated person or group of individuals to monitor weather conditions.
6. The City of Lindale does not maintain event insurance for private events. Individual renters are responsible for acquiring event insurance for their protection.

I have read the City of Lindale Festival & Special Event Permit Application and understand the conditions under which it is issued, and agree to comply with these conditions in conducting the event.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

#### **OFFICE USE ONLY**

Approved by Chief of Police \_\_\_\_\_

Date \_\_\_\_\_

Approved by Director of Planning and Development \_\_\_\_\_

Date \_\_\_\_\_