

SPECIAL COMMUNITY EVENTS PLANNING APPLICATION

So that we may assist you in the planning process for a special event where the public is invited to attend, please complete this application when your event is more than one (1) month away. Based on the details of this application, permits and inspections may be required.

Name of Event		
Applicant Information		
Name		
Address		
Email Address		
City	State	Zip
Phone		
Fax		
Daytime Phone Number		
Cell Phone Number		
Organization Information		
Organization Name		
Mailing Address		
Email Address		
Daytime Phone Number		
Cell Phone Number		
Event Information (a site plan must be submitted)		
Event Location/Address		
<i>Check only one box below</i>		
Is this address private property		
Is this address public property		
Purpose of the Event		
Event Description		
Is the event	Indoor	Outdoor

If indoor, describe the current use of the building:

Date(s) of event (alternate)

Hours of operation

Date site preparation will begin

Approximate number of persons attending per day

Public Safety Coordination

All special community events should consider developing contingency plans for emergency situations that could arise. This is especially important for large-scale special community events with generally more than 10,000 participants or that involve potentially hazardous activities. The Office of Emergency Management reviews all special community event applications and if deemed appropriate may require coordination by event organizers with public safety agencies. For general information visit <http://oem.amarillo.gov/specialevents.html> or call 378-3004.

Time of cleanup completion

PLEASE ANSWER ALL QUESTIONS SO THE APPLICATION IS ROUTED TO PROPER DEPARTMENTS

1. Will tents be used in conjunction with the event?

If yes how many and what size?

Will the tents have sides?

If yes, how many sides will be closed

A certificate of Flame Resistance for tents, canopies, or other membrane structures larger than 200 sq. ft must be provided no later than 14 business days before the event for permit approval.

To ask questions and obtain Construction Permits relating to question number 1, call Building Safety at **378-3042**.

To ask questions about fire/life safety and obtain Operational Permits, call the Fire Marshal's office at **378-4238**.

2. Will signage be used in conjunction with the event?

(Examples of signs include Americans with Disability Act (ADA), directional, entrance and exiting, ingress, egress and advertising for event)

3. Will amplified sound (loudspeakers) and music be used in conjunction with the event?

If yes, then what hours and what use of the loudspeakers?

Location(s) and the positioning of the loudspeakers must be indicated on the site plan.

To ask questions relating to number 3, please contact the Amarillo Police Department at **378-4256**.

4. Will electricity be provided to the site?

Please describe amperage and describe in detail how and who will be providing the connections.

If provided by generators, please list quantity and sizes

Where fuel supply will be stored.

To ask questions and obtain permits relating to question number 4, call Building Safety at **378-3042**.

To ask questions about fire/life safety and exiting requirements, call the Fire Marshal's office at **378-4238**.

5. Will food and/or beverages be served or sold?

To ask questions and obtain permits relating to question number 5, please call the Environmental Health Department at **378-9472**

6. Will alcoholic beverages be sold or consumed?

To ask questions about serving alcohol and permits, please call the Texas Alcoholic Beverage Commission at **353-1286**.

7. If the event will impact surrounding residents, notice must be sent to nearby property addresses at least two (2) weeks before the event date. Applicant must submit a copy of letter and addresses of residents notified.

8. Proposed parking locations and number of spaces provided

Applicant must submit written permission for use of parking from property owner. Parking location(s) and fire dept. access/fire lanes must be indicated on the site plan.

To ask questions about fire/life safety and exiting requirements, call the Fire Marshal's office at **378-4238**.

To ask questions about blocking streets, parking regulations, you can call Traffic Engineering at **378-6295**.

To ask questions about traffic security and traffic laws, call the Amarillo Police Department at **378-4256**.

9. Outline the traffic control plan complete with a sketch to reduce congestion

The number of motor vehicles and traffic plan may require utilization of people to direct traffic to reduce congestion. This must be addressed on the site plan and may require Traffic Engineer approval.

To ask questions about blocking streets, parking regulations, you can call Traffic Engineering at **378-6295**.

To ask questions about traffic security and traffic laws, call the Amarillo Police Department at **378-4256**.

10. Outline of security for event.

To ask questions about requirements for number 10 or to contact the Amarillo Police Department for review of your security plan, call **378-9452**

11. Will animals be used in conjunction with the event?

If yes how many and what kind of animal(s)

To ask questions about requirements for animal safety, please contact the Animal Control Department at **378-6033**

12. Will amusement rides/bounce houses(s) be used in conjunction with the event?

If yes, the location(s) must be indicated on the site plan. A certificate of inspection and Certificate of Insurance must be provided no later than 10 business days before event for permit approval. Rides and/or attractions associated with special events shall conform to the statutory rules and regulations set forth in Chapter 21. Article 21.53 of the Texas insurance Code, designated the Amusement Ride Safety Inspection and Insurance Act. (The Act lists rides that are included and excluded, but there are still instances where questions arise.) In those cases, the City of Amarillo's position is that the ride is included unless the applicant can provide written documentation from the Texas Department of Insurance (TDI) that the specific ride(s) have been reviewed and determined not to fall under the Act. It is the Applicant's responsibility to provide a written TDI opinion exempting that specific ride(s).

THIS QUESTION APPLIES ONLY TO PUBLIC PROPERTY

13. Is this application is for a Run, Walk, March or Parade

To ask questions about blocking streets, parking regulations,
you can call Traffic Engineering at 378-6295.

To ask questions about traffic security and traffic laws,
call the Amarillo Police Department at 378-4256

14. Is a Fireworks, pyrotechnics and/or flame effects display, or outdoor burning proposed for this event?

To obtain permits or ask questions about fire/life safety,
call the Fire Marshal's office at **378-4238**.

15. How many restrooms or port o potties will you provide?

16. Will you provide fresh water connections on site?

17. Describe the arrangements for the solid waste disposal (trash disposal)

Now that your Special Events Application is complete, please email it to the Special Events Committee at specialevents@amarillo.gov. This application will be emailed to other departments. If you would like to discuss your event with applicable departments, please contact Environmental Health at **378-9472** to schedule a time.

This application can also be mailed to City of Amarillo, Environmental Health Department
PO Box 1971 Amarillo, TX 79105