

SPECIAL TEMPORARY EVENT PERMIT APPLICATION

A Special Temporary Event permit is required for any business or non-residential property owner to host an event open to the public on a property or portions of property not intended to be utilized for occupancy. Addison businesses are allowed outdoor events provided all town codes and requirements are met. *A complete application and non-refundable fee of \$100 must be submitted at least 14 days in advance of the event.* On a **SEPARATE PAGE**, provide a drawing to scale of the site that clearly identifies buildings, parking lots, fire lanes, entrances from public streets, location of seating areas, food, beverage, alcohol areas, tents, parking, security fencing, entertainment, etc., and **SUBMIT WITH APPLICATION**.

APPLICANT INFORMATION

APPLICANT NAME: _____ ORGANIZATION NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

EMAIL ADDRESS: _____ CONTACT NUMBER: _____

TYPE OF ORGANIZATION:

- FOR-PROFIT ORGANIZATION
- INDIVIDUAL
- NON-PROFIT (501.C3 TAX IDENTIFICATION NUMBER:)
- OTHER:

ON-SITE CONTACT: _____ ON-SITE CONTACT NUMBER: _____

EVENT INFORMATION

EVENT NAME: _____ EVENT DATE: _____ TIME: _____

PROPOSED ADDRESS: _____

TYPE OF EVENT: (check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Carnival | <input type="checkbox"/> Parade |
| <input type="checkbox"/> Festival | <input type="checkbox"/> Reception |
| <input type="checkbox"/> Marathon (Run/Walk) | <input type="checkbox"/> Concert/Performance |
| <input type="checkbox"/> Fundraiser | <input type="checkbox"/> Private Gathering |
| <input type="checkbox"/> Sports/Recreational | <input type="checkbox"/> Other: |

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Is this a first-time event?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Will food/beverages be served?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is this event open to the public?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Cooking outdoors?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Tents <input type="checkbox"/>	Canopies <input type="checkbox"/>	# TENTS	Will alcohol be served?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Size of Tent:		CANOPIES	Temporary fencing?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is the tent fire-rated?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Using parking spaces?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Closing/blocking/using public streets?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Portable restrooms?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Sound equipment?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	2 fire extinguishers provided?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Electrical power?	<input type="checkbox"/> YES	<input type="checkbox"/> NO			
GFCI provided?	<input type="checkbox"/> YES	<input type="checkbox"/> NO			
How is power supplied?					

Set-up date:	Time:	Teardown date:	Time:
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ESTIMATED ATTENDANCE: _____

BRIEFLY DESCRIBE YOUR EVENT:

Does the rendering reflect:

Site Plan Drawn to Scale that reflects the following:

- | | | |
|-----------------|------------------|--------------------------------|
| Parking lots, | Fire lanes, | Entrances from public streets, |
| Seating areas, | Food areas | Alcohol areas, |
| Tents, Parking, | Security fencing | Buildings, |

I understand this permit application for a temporary event is subject to review the Town of Addison regarding the anticipated impact on Town resources, adjacent businesses, traffic flow, noise, and the public. I further understand that I will be expected to adhere to the findings and recommendations that come forth from the permit application review process.

PRINT NAME

APPLICANT SIGNATURE

DATE: _____



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ADDISONTEXAS.NET

IT ALL COMES TOGETHER.