



CITY OF WACO

# OUTDOOR EVENT & PARADE PERMIT APPLICATION

Return To: City of Waco Parks & Recreation Department  
201 W. Waco Drive  
PO BOX 2570  
Waco, Texas 76702

Email: megand@wacotx.gov  
Phone: 254-750-5627  
Fax: 254-750-8087

**A \$50 Permit Fee must accompany all submitted applications.**

**Additional fees for city permits, services and use of property and streets may also be required.**

*Event permittees must comply with City of Waco Code of Ordinances. In accordance with Ordinance Sec. 13-484:*

- *No application for an event permit may be made earlier than three hundred sixty five (365) days prior to the parade or special event.*
- *An application must be filed no later than forty-five (45) days before the event, except:*
- *If the expected attendance is in excess of five thousand (5,000) people, the application must be filed no later than one hundred eighty (180) days before the event;*
- *If the expected attendance is between five hundred and one (501) and four thousand, nine hundred, ninety-nine (4,999) people, the application must be filed no later than sixty (60) days before the event; or*
- *For a First Amendment Parade or First Amendment Special Event which must be filed no later than five (5) days before the event or parade.*

## SECTION 1 – APPLICANT INFORMATION

Application Date: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Contact: \_\_\_\_\_ Tax Exempt: Yes \_\_\_ No \_\_\_ Tax ID # \_\_\_\_\_

Organization Name: \_\_\_\_\_

Organization Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Cell Phone#: \_\_\_\_\_

*This person listed as the activity manager shall be the sole contact for the purpose of this application.*

Activity Manager: \_\_\_\_\_ Day-Of Event Phone# \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Cell Phone#: \_\_\_\_\_

**SECTION 2 – EVENT INFORMATION**

**TYPE OF EVENT (Please check all that apply):**

\_\_\_ Festival \_\_\_ Concert \_\_\_ Parade \_\_\_ Bike/Run/Walk \_\_\_ Recreational/Sporting \_\_\_ Private

\_\_\_ Other (Please specify) \_\_\_\_\_

**DESCRIPTION OF EVENT (Please list all activities that will be conducted as part of the event):**

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

**EVENT DATES & HOURS (Please list dates and times for each day):**

Event Date: \_\_\_\_\_

Start of Event: \_\_\_\_\_

End of Event: \_\_\_\_\_

Set-Up Dates and Hours: \_\_\_\_\_ Removal Dates and Hours: \_\_\_\_\_

**EVENT LOCATION:**

\_\_\_\_\_

*Please include any parks or any city property that may be impacted. A detailed map and site plan is required. Park rental fees and facility grounds fees will apply for approved events.*

**PROPOSED STREET CLOSURES (Include start and end locations):**

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

*Please indicate all streets that may be impacted or closed for the event. A detailed map of the proposed closure must be submitted. All closures will require insurance and an approved Traffic Control Plan.*

**EVENT ATTENDANCE (Please list attendance for each day of your event):**

Spectators / Participants: \_\_\_\_\_

Staff/Vendors/Volunteers: \_\_\_\_\_

*Please note that the attached Attendance Affidavit must be signed and completed.*

**PUBLIC SAFETY PLAN:**

Name of Lead Security Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

*The applicant for an event is required to submit a public safety plan with the application. The public safety plan shall contain the following:*

- (1) Emergency services and fire safety plan;*
- (2) Parking plan;*
- (3) Police services plan;*
- (4) Traffic control plan; and*
- (5) Plan for water safety if boating and/or swimming is part of the event.*

**SECTION 3 – EVENT DETAILS**

**CHECK ALL THAT APPLY:**

- |  |  |
|--|--|
| <input type="checkbox"/> Amplified Music                         | <input type="checkbox"/> Alcohol Served or Sold                  |
| <input type="checkbox"/> Admission / Registration Fee _____      | <input type="checkbox"/> Tents / Canopies                        |
| <input type="checkbox"/> Event on Public Property / Right of Way | <input type="checkbox"/> Portables Restrooms                     |
| <input type="checkbox"/> Event on Private Property               | <input type="checkbox"/> Temporary Fencing                       |
| <input type="checkbox"/> Event on Public / Private Property      | <input type="checkbox"/> Staging / Scaffolding / Misc. Equipment |
| <input type="checkbox"/> Event in City Park                      | <input type="checkbox"/> Generators / Light Towers               |
| <input type="checkbox"/> Lane or Street Closure                  | <input type="checkbox"/> Dumpsters                               |
| <input type="checkbox"/> Sales / Vending / Food Concession       | <input type="checkbox"/> Inflatables / Bounce Houses             |
| <input type="checkbox"/> Shuttle / Event Transportation          | <input type="checkbox"/> Water / Electrical (*Limited Access)    |

*Please list the outside companies/vendors that you are using for any of the checked boxes above. A complete list of vendors must be submitted at least 30 days prior to your event.*

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## SECTION 4 – APPLICATION GUIDELINES & CHECKLIST

### \*\*\* ITEMS THAT MUST BE SUBMITTED WITH APPLICATION \*\*\*

#### \*\*\*SITE PLAN & LAYOUT MAPS\*\*\*

Applicants must submit scaled site drawings, logistical layout maps and race/run route. Maps must detail items such as electrical, street barricade, and traffic needs and the location of tents, generators, stages, booths, utility poles, stands, disbanding areas, signs, banners, vendors, portable restrooms, orientation of amplifiers and loudspeakers, lighting, disability access, and viewing stands.

#### \*\*\*PUBLIC SAFETY PLAN\*\*\*

All events are required to submit a Public Safety Plan. The applicant is required to provide and pay for law enforcement and emergency medical services, in accordance with City of Waco Ordinance 13-486. You may request a copy of the Public Safety Plan template or download a copy at [www.waco-texas.com](http://www.waco-texas.com).

**(1) Emergency services and fire safety plan;**

a. *Plan submitted by the applicant setting forth plans for providing emergency services and evacuation, including fire prevention and fire suppression on public and private property used for the event, and emergency medical services to attendees.*

**(2) Parking plan;**

a. *Shall mean a written proposal for the operation and regulation of parking on private and public property.*

**(3) Police services plan;**

a. *Shall mean a plan to provide traffic, crowd and parking control, public security and service calls, including not only the street or streets to be closed but any other streets or public areas in the close proximity that may be utilized for alternative routes or for parking of vehicles of persons attending the event.*

**(4) Traffic control plan;**

a. *Traffic Control Plan shall mean a written proposal for the operation and regulation of traffic-control devices used to facilitate vehicular and pedestrian traffic safely and efficiently through a temporary traffic control zone, that is stamped and approved by a licensed, professional engineer, and approved by the City. Barricade placement and management must be approved and included within the Traffic Control Plan. Any barricade that is not required to be manned by peace officer must be staffed at all times during the event with at least one person at least eighteen (18) years of age who is wearing a reflective safety vest. All barricades shall be deployed as designed.*

**(5) Plan for water safety if boating and/or swimming is part of the event.**

#### \*\*\*ATTENDANCE ESTIMATE\*\*\*

Attendance shall mean participants, spectators, speakers, performers, entertainers, exhibitors, or other persons at the event. For purposes of this article, attendance estimates by the applicant shall be accompanied by an affidavit (see attached) stating the basis of the estimate. For permit requirements, please reference City of Waco Ordinance 13-485.

#### INSURANCE

Applicant shall assume full responsibility and liability for and indemnifies the City of Waco. Applicants are also required to submit an insurance policy listing the City of Waco as an additional insured at least 10 days prior to the event. Coverage must meet the minimum requirements set forth in City of Waco Ordinance 13-489. A copy of the requirements is included in the permit packet.

**RESTROOMS**

Events need to provide an adequate number of restrooms, including mobility impaired accessible units at the event holder's expense. A confirmation of your order, including delivery dates, times and pick-up must be submitted to our office. All events that provide portable toilets must indicate on the special event site plan the exact location where the portable restroom(s) shall be placed.

**SECURITY & EMERGENCY MEDICAL SERVICES**

Event holder is required to provide law enforcement officers for security, crowd control and traffic control at the event or parade. Emergency medical personnel are also required at events. The total number of officers working at the event/parade is determined by the City of Waco Event Manager, Waco Police Department, Waco Fire Department, including Emergency Management, and Waco Public Works Department. Any fees for law enforcement and emergency services will be at the event holder's expense. For a chart listing required numbers, please visit [www.waco-texas.com](http://www.waco-texas.com) or reference City of Waco Ordinance 13-486.

**FIRE MARSHAL SPECIAL ASSEMBLY & TENT PERMITS**

Events may be required to obtain a Special Assembly Permit from the City of Waco Fire Marshal. Additionally, any event with tents larger than 400 square feet shall be required to obtain a Tent Permit. If you are placing tents on City property or City streets, staking may not be allowed and water barrels must be used. It is the events responsibility to have barrels filled with water. All events must call 1-800-DIG-TESS (at least 72 hours prior to event set-up) before any staking will be approved.

**\*\*\*ELECTRICAL SYSTEMS & STAGE REQUIREMENTS\*\*\***

Event applicants must include electrical needs and layouts as part of the overall site plan. Please note that electricity is not available in all event locations and is limited. Electrical systems may be subject to inspection. Notification must be given if staging will be built or placed on city property.

**\*\*\*NOISE MITIGATION PLAN & AMPLIFIED MUSIC\*\*\***

A noise mitigation plan that addresses noise impacts on surrounding businesses and residences if amplified sound is to be utilized. Events must abide by City of Waco Noise Ordinance Chapter 17.

**PUBLIC NOTIFICATION REQUIREMENTS**

- (a) No later than fifteen (15) days before the special event or parade, the applicant shall provide written notice, at applicant's expense, to all owners of property, as shown by the current tax roll, along all the block faces of the special event or parade. Notice shall also be sent to the outdoor events manager. Notice shall include the special event or parade hours, location or route, date, and street closures. Notice may be provided by U.S. mail, electronic mail, or door hangers.
- (b) The applicant shall file an affidavit with the outdoor events manager within ten (10) days of the event showing that notice has been provided as required above. Submittal of the affidavit to the outdoor events manager shall be proof of notification required in this article, and the outdoor events manager shall not be responsible for verifying the information submitted by the applicant.
- (c) At the request of the outdoor events manager, any questions or concerns from residents, business or property owners shall be addressed by the applicant prior to issuance of a permit.

**\*\*\*ALCOHOL\*\*\***

The presence of alcohol at an event may impact the required number of law enforcement and medical staff, along with the requirements for insurance. No alcohol may be sold at any event unless the applicant receives an alcohol permit as required by the Texas Alcoholic Beverage Commission. If the Texas Alcoholic Beverage Commission otherwise requires a permit, e.g. when alcohol is made available only to paying guests or only to guests who bought a ticket to the event, then no alcohol may be served at the event unless the applicant receives an alcohol permit. Permits must be posted and visible to the public. Alcohol is not permitted in neighborhood and community center parks.

**ENVIRONMENTAL HEALTH & FOOD PERMITS**

It will be the responsibility of the applicant to contact the Waco-McLennan County Public Health District to obtain necessary permits and information on proper dispensing and handling procedures for any food that is being provided or served at the event.

**\*\*\*PARADE REQUIREMENTS & RESTRICTIONS\*\*\***

A parade shall mean an organized procession of people, traveling by whatever means, from one location to any other location on a street or other public right-of-way or anywhere else in the City in such a way as to impede the normal flow or regulation of pedestrian or vehicular traffic. For a parade, the application must include: The route to be traveled, including the exact street address of the starting point and the termination point of the proposed parade, or the street to be used for the activity; The location by streets of any assembly areas; The interval of space to be maintained between units of such parade or special event; A map reflecting the route.

Parade restrictions in regards to interference, driving through parades and parking along parade route are set forth in City of Waco Ordinance 13-496.

**\*\*\*TRASH & CLEAN-UP PLANS\*\*\***

All events are required to provide a clean-up plan for city property. Limited event trashcans will be provided from the Parks and Recreation Department when available. Additional trash carts and roll-off containers are available through Solid Waste and may be required. Charges will apply. Recycling is encouraged, but not mandatory. The applicant agrees to bear all costs of clean up and restoration of the public property upon the conclusion of the event and to reimburse the City for costs related to any damage or use beyond normal wear and tear on the public property.

**RIGHT-OF-WAY RESTRICTIONS**

No tent or structure may be placed on the non-paved portion of the public right-of-way that is adjacent to private property without the permission of the owner or occupant of the private property.

## SECTION 5 – USER AGREEMENT (Must be Signed)

*Event applicants shall enter into a user agreement with the City prior to the event:*

1. All applicants must comply with the terms set forth in City of Waco Ordinance Article XIV Outdoor Events and Parades.
2. The applicant agrees to bear all costs of clean up and restoration of the public property upon the conclusion of the event and to reimburse the City for costs related to any damage or use beyond normal wear and tear on the public property. The user agreement shall require the applicant to provide full reimbursement to the City within sixty (60) calendar days of the conclusion of the permitted event.
3. **Indemnification.** Applicant shall assume full responsibility and liability for and indemnifies, defends and holds the City harmless against: All liability, claims for damages and suits for or by reason of any injury to any person, including death, and damage to any property for every cause in any way connected with the holding of the event, including the preparation, set-up, teardown and cleanup; and All expenses incurred by the City for public safety, sanitation and transportation personnel and resources required to preserve public order and protect public health, safety and welfare, together with any other expenses or costs that may be incurred by the City as a result of the event. The applicant shall indemnify the City against all charges, expenses and costs, including the City’s legal department services incurred on account of or by reason of any such injuries, damages, liability, claims, suits or losses and all damages growing out of the same.
4. **Insurance:** An applicant must provide to the outdoor events manager, a certificate of general liability insurance at least 10 days before the event.
  - a. Be effective for the entirety of the event;
  - b. Be issued by a company authorized to conduct business in the state of Texas;
  - c. Name the City of Waco, its officers, officials, volunteers, and employees as additional named insureds (except for Workers’ Compensation Coverage); and
  - d. Shall not be subject to subrogation under any circumstances against the City of Waco, its officers, officials, volunteers, and employees.

All required insurance must: in the following amounts:

Type	Amount
Workers' Compensation (If the applicant has no employees, this requirement may be waived by the outdoor events manager upon receipt of an affidavit to that effect.)	Statutory
Employer's Liability	\$1,000,000.00
General Liability Including: <ul style="list-style-type: none"> <li>• Contractual Liability</li> <li>• Injury Liability</li> </ul>	<u>Bodily Injury</u> \$250,000.00 per occurrence; \$500,000.00 aggregate <u>Property Damage</u> \$100,000.00 per occurrence; \$100,000.00 aggregate
Automobile Liability <ol style="list-style-type: none"> <li>a. Owned/leased vehicles</li> <li>b. Non-owned vehicles</li> <li>c. Hired vehicles</li> </ol>	<u>Bodily Injury</u> \$250,000.00 per occurrence; \$500,000.00 aggregate <u>Property Damage</u> \$100,000.00 per occurrence; \$100,000.00 aggregate

- An applicant for a permit to hold an event where alcohol is to be sold must provide to the outdoor events manager a certificate of insurance in the amount of \$1,000,000 as liquor liability insurance, in addition to the general liability insurance requirements.
  - An applicant for a permit to hold an event where any fireworks or other special effects are displayed at the event, then separate additional general liability insurance must be provided by the pyrotechnics company in an amount of not less than \$3,000,000 for each claim.
  - The outdoor events manager may require additional insurance for a special event if such additional insurance is recommended by the City's risk manager as being necessary for the protection of the City or the public health, safety, and welfare.
  - Federal, state and local government agencies may submit a statement of self-insurance which shall be acceptable in place of insurance requirements of this section.
5. The applicant must obtain and have the permit, and all other required permits and approvals (such as the Public Safety Plan and Traffic Control Plan), if any, present at the event during the entire duration of the event, including but not limited to set-up, teardown and clean up. Failure to abide by this provision may result in the revocation of the event permit.
  6. The event is authorized to occupy only the area(s) noted on the permit. You may not occupy or block access to additional city property (sidewalks, parking lots, rights of way, etc.) or private property without permission.
  7. After consideration of the application and other information as may be otherwise required, an event application will be approved and a permit issued if, upon review, the outdoor events manager finds that:
    - (1) The application contains all of the information required by Section 13-484;
    - (2) The application fee has been paid;
    - (3) The user agreement has been executed;
    - (4) The applicant has complied with the requirements of this article;
    - (5) The event complies with the provisions of this article and all other laws;
    - (6) The event does not:
      - a. Conflict with an event for which a prior application for a permit for the same time and place has been received and the permit has been or will be granted and the applicant did not accept alternative dates, times and location offered by the outdoor events manager;
      - b. Conflict with previously planned programs conducted by the City at the same time and place as determined by the outdoor events manager;
      - c. Present an unreasonable danger to the health or safety of the applicant, participants, residents, or visitors to the City;
      - d. Interfere with proper fire and police protection or ambulance service to the area contiguous to the event and alternative means of service acceptable to the City is not available;
      - e. Place such a burden on the police, fire or emergency services that they would be unable to provide normal services to the remainder of the City; or
      - f. Substantially interrupt the safe and orderly movement of pedestrian and vehicular traffic near the event location or route;
    - (7) There will be adequate sanitation and other required health facilities made available in or adjacent to the event.
    - (8) The event is not being conducted for an unlawful purpose.
  8. Law enforcement and emergency medical services may be required for your event in accordance with City of Waco Ordinance 13-486. The applicant is required to provide and pay for any law enforcement officer, firefighter, lifeguard, or other personnel needed for the event. Such payment shall be made directly to the personnel that are not on-duty for the City of Waco on or before the day of the special event or parade.



9. In addition, if the requirements set forth in the Public Safety Plan are not met and executed, or the applicant does not comply in a timely manner, the City may either cancel the event or provide the necessary services and will include the full cost of providing these services in a supplemental services fee.

10. A person commits an offense if he or she commences or conducts an event: Without a permit; Knowingly makes a false statement in connection with an application; or In violation of any provision of a permit, this article, additional rules or regulations as promulgated by the city manager or any other City ordinance or applicable law. A person who violates a provision of this article or a requirement of a permit is guilty of a separate offense for each day or part of a day during which the violation is committed or continued. Each offense is punishable by a fine not to exceed:

(1) Two thousand dollars (\$2,000.00) for a violation of a provision of this article or a requirement of a permit governing fire safety, zoning or public health and sanitation, including dumping or refuse; or

(2) Five hundred dollars (\$500.00) for all other violations of this article or requirements of a permit.

***I have read and understand the rules, regulations, terms and conditions listed above and will abide by all requirements and ordinances of the City of Waco.***

\_\_\_\_\_

\_\_\_\_\_

Authorized Signature

Title

\_\_\_\_\_

\_\_\_\_\_

Print Name

Date

***Thank you for choosing the City of Waco for your event!***

**Office Use Only**

Application received: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ Routed to: PW \_\_\_\_\_ PD \_\_\_\_\_ FD \_\_\_\_\_ OEM \_\_\_\_\_ RM \_\_\_\_\_

Pre-event Meeting: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Permit# \_\_\_\_\_

Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



CITY OF WACO

## CITY OF WACO OUTDOOR EVENT & PARADE ATTENDANCE AFFIDAVIT

**City of Waco Ordinance 13-485. - Projected Attendance Estimate. (\*\*Due upon submission of application\*\*)**

For purposes of this article, attendance estimates by the applicant shall be accompanied by an affidavit stating the basis of the estimate. Each estimate shall be based upon all the relevant factors known at the time, including, without limitation, past attendance at similar functions having the same and similar performers, both in the City and comparable communities, the price of admission, if applicable, and the extent of advertising and promotion planned. The City may accept the applicant's affidavit if it appears to be based on realistic and appropriate information. If the City rejects the attendance estimates, the City shall substitute a reasonably determined estimate for the applicant and the applicant shall be responsible for all attendant costs and requirements associated with the revised estimate. If, for unforeseen reasons, an estimate did not in fact reflect the actual and necessary resources for the event, the City may seek cost recovery from the applicant as determined by the City.

State of Texas, County of McLennan

My legal name is \_\_\_\_\_, and I am representing \_\_\_\_\_.

I am presently \_\_\_\_\_ years old and my current place of residence is \_\_\_\_\_.

The expected attendance at \_\_\_\_\_ (Event / Parade) to be held on \_\_\_\_\_ (date) is \_\_\_\_\_ patrons, participants, spectators, vendors and persons within the event interior.

I hereby state this information above is true, to the best of my knowledge. I also confirm that the information here is both accurate and complete, and relevant information has not been omitted.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Public Notary

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Acknowledged/Attest



## CITY OF WACO EVENT / PARADE NOTIFICATION AFFIDAVIT

**City of Waco Ordinance 13-487. – Notification Requirements.**

- (a) **No later than fifteen (15) days before the special event or parade**, the applicant shall provide written notice, at applicant's expense, to all owners of property, as shown by the current tax roll, along all the block faces of the special event or parade. Notice shall also be sent to the outdoor events manager. Notice shall include the special event or parade hours, location or route, date, and street closures. Notice may be provided by U.S. mail, electronic mail, or door hangers.
- (b) **The applicant shall file an affidavit with the outdoor events manager within ten (10) days of the event showing that notice has been provided as required above.** Submittal of the affidavit to the outdoor events manager shall be proof of notification required in this article, and the outdoor events manager shall not be responsible for verifying the information submitted by the applicant.
- (c) At the request of the outdoor events manager, any questions or concerns from residents, business or property owners shall be addressed by the applicant prior to issuance of a permit.

State of Texas, County of McLennan

My legal name is \_\_\_\_\_, and I am representing \_\_\_\_\_.  
I am presently \_\_\_\_\_ years old and my current place of residence is \_\_\_\_\_.

\_\_\_\_\_ (Applicant / Event Organizer) has notified all owners of property, as shown by the current tax roll, along all the block faces of the special event or parade that is set to take place on \_\_\_\_\_ (Date).

I hereby state this information above is true, to the best of my knowledge. I also confirm that the information here is both accurate and complete, and relevant has not been omitted.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Public Notary

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Acknowledged/Attest