



Office Use Only
OSE _____

Town of Little Elm OUTDOOR SPECIAL EVENT APPLICATION

Return To: Town of Little Elm Special Events
Special Events Manager
100 W. Eldorado Parkway, Little Elm, TX 75068

Phone: 214-618-1401
Email: agray@littleelm.org

If an Outdoor Special Event is required in accordance to Town of Little Elm Codes and Ordinances, this application and any necessary attachments must be completed, signed and forwarded to the Department of Parks and Recreation Special Events at least:

30 days prior if	anticipated attendance is 499 or less (and/or) requires closing a minor neighborhood or park street (i.e. parking lot)
60 days prior if	anticipated attendance is 500 – 1,000 (and/or) requires closure of a minor street with simple traffic control or traffic detour
90 days prior if	anticipated attendance is over 1,000 (and/or) requires closure of a major roadway, intersection or network of streets

Before an Outdoor Special Event Permit is issued, the below non-refundable administrative fee may be required. If a fee is required you will be **billed** by the Town of Little Elm after your application has been submitted. **You may call 972-731-3296 with payment as well.**

TYPE	ADMIN FEE
Event held in a Little Elm park	\$75 (park rental fees apply)
Additional fee if application is not complete and must be resubmitted	\$10
Late fee, less than 30 days before the event	\$25 (plus event fee of \$75)
Event held on public streets/sidewalks/right-of-ways requiring road closures	\$100

If any section of this application does not apply to your event, please select "N/A" and move to the next section.

1. APPLICANT INFORMATION

Full Legal Name of Sponsoring/Producing Organization (Applicant):		Is the organization a 501 or non-profit organization? Yes / No	
		If yes, what is the 501 designation? _____ (Proof of certificate may be required)	
Street Address:			
City, State, Zip			
Billing Address: (If different from above)			
City, State, Zip			
Applicant Contact:		Secondary Contact: must be on-site during event	
Name:		Name:	
Title:		Title:	
Date of Birth	On-site Cell:	Phone:	On-site Cell:
Email:		Email:	
Organization/Event Website: http://www.			
Detailed Event Description:			

2. EVENT INFORMATION

Event Name: _____

Event Date(s)	Setup Time	Start Time	End Time	Breakdown Time

Event Location: *please list specific parks and/or address:* _____

Attach a detailed description of event with your site map. **Playground Pavilion**__ **Beach Pavilion**__ **Other**__

Events held on Town of Little Elm park property require a park reservation and/or a Special Use Permit that may have additional fees. Please familiarize yourself with the [Park Rental Information](#) and [Little Elm Park Rental Application / Policy](#) to understand the conditions, limitations and fees for events on Parks property. Please contact the Parks and Recreation Department at 972-7313296.

Will your event be fully or partially held in a Town of Little Elm Park? Yes / ___ No Is this event open to the public or private? ___ Public ___ Private

Note: Certain areas of the park cannot be completely blocked off **Type of Event:** Check all that apply.

- Ceremony
- Charity Event
- Community Event
- Concert / Performing Art
- Festival/Fair
- Parade/Procession
- Other: _____
- Softball/Soccer/Baseball Tournament
- Triathlon/Marathon
- Boating/Rowing
- Bicycle
- Run / Walk *no color runs allowed
- Swim
- Volleyball Tournament
- Fishing Event

Total Expected Daily Attendance: *Please include participants and spectators in the total at one time.*

- 0 – 100
 - 101 – 150
 - 151 – 250
 - 251 – 500
 - 501 – 1,000
- 1,001 – 5,000
 - 5,000 +

Event Reoccurrence:

- 1st Time
- 2 – 4 Times
- 5 – 10 Times
- 10 + Times
- Annual Event

If an annual event, please list your anticipated event date for next year: _____
 If held previously, please list past locations: _____

Event Admission / Entry Fee: *Please include entry fee for runs, walks & bike races. This information is required.*

- Free and Open to the Public
- Ticketed / Gated \$ _____
- Participation Fee \$ _____
- Private Event

Entertainment:

- Live Music / DJ / Band
- Speeches / Presentations
- Bounce Houses

3. EVENT SETUP ***SITE MAP REQUIRED FOR ALL EVENTS*******

Site Map Required:

Attach an overview map outlining your event plan/route on an 8.5" x 11" piece of paper. Include all equipment set up and measurements. If a beer garden or alcohol service area is part of your layout, attach an additional map that depicts fencing, area dimensions, entrances, exits, and maximum intended capacities. Please contact the Fire Marshal's Office at 214-975-0417 if you need assistance. A detailed description MUST be attached with this map.

Include: street names, fencing, barriers, barricades, 24' fire lane, fire extinguishers, staging, bleachers, cooking tents, sponsor tents, general assembly tents, cooking areas, generators, vehicles, beer gardens, bounce houses, entertainment, first aid facilities, portable restrooms, routes with directional arrows, start and finish lines, directional arrow pointing north, etc.

Tents: N/A

*A permit is required from the Department of Development Services and the Fire Department for tents larger than 400 sq. ft. or occupancy over 50 people. *separate permit required through Department of Development Services*

- Commercial Tents: Yes/ No
- Sizes: _____
- Provider: _____
- Number of Tents: _____
- Contact & Phone Number: _____

Number of Cooking Tents: _____

Pop-Up/ EZ Up Tents: ___Yes/___No
Provider: _____

Number of Pop-Up Tents: _____

Inflatable Rides & Amusements: _____N/A

*Insurance of \$1,000,000 from vendor is required with the Town of Little Elm listed as an additional insurer. *Slip-n-slides, water balloons or water-based inflatables are NOT allowed in the park.*

Inflatable: ___Yes/___No
Provider: _____

Number of Inflatable Rides: _____
Contact & Phone Number: _____

Power: N/A

Please describe your plan to provide power for the event. Access to power maybe an additional fee.

Portable Restrooms:

Event organizer is required to provide portable restrooms if sufficient public facilities are not available. It is recommended that a minimum of (1) portable restroom is provided per 150 people during peak event hours. 10% should be ADA accessible. If alcohol is being served, a minimum of (1) portable restroom is recommended per 75 people during peak event hours.

Do you plan to provide portable restrooms? Yes / No

If yes, how many? Standard: _____ADA: _____

Rental Provider: _____

Contact & Phone Number: _____

Delivery Day / Time: _____

Pick-up Date / Time: _____

4. TOURNAMENTS N/A

If you are planning a sporting tournament of any kind, schedules/brackets are due no less than 3 days before the start of the tournament. Schedules will need to be detailed, including each field and start/end times for play on each field. Any specific designs or field dimensions will need to be sent to the Athletics and Aquatics Supervisor no later than 7 days before the start of tournament for approval. In case of inclement weather, contact information will need to be provided.

What field(s) will be used for tournament? _____

Will lights be needed? ___Yes / ___No

What field(s) will lights be used? _____

Field/Schedule Coordinator Name: _____Field/Schedule

Coordinator Phone Number: _____

Field/Schedule Coordinator Email: _____

5. FOOD and/or VENDORS ___N/A

Will you have food? Yes No Event catered Cooking on site Picnic food Food Truck

If you have **merchandise, food, or beverage vendors** selling goods at your event, please contact the Town of Little Elm Permits Department at 972-377-5541 or visit [the Little Elm Environmental Health webpage](#) for Temporary Food Permit and Requirements.

FOOD VENDORS

Health Department Information:

Last Updated: 08/01/2018

If you're planning to provide food to the general public, the Town of Little Elm Health Department Temporary Food Service Permit may be required for each food vendor or sales/serving location. The Temporary Food Service application and fee are due at least 14 business days prior to the event. Please contact the Town of Little Elm Health Department at 972-377-5541 for more information. [Please print this checklist for each of your food vendors to ensure health compliance.](#) **Please note: Food vendors and food trucks are not guaranteed to be approved.**

Fire Department Information:

The Town of Little Elm Fire Marshal's Office may conduct an on-site inspection of food vendors cooking on-site. [Please print this checklist for each of your food vendors](#) to ensure Fire Code compliance at time of inspection. On-site inspections will be scheduled by the Fire Marshal's Office.

EVENT VENDOR INFORMATION

Number of FOOD Vendors in tents: _____
 Number of FOOD TRUCKS: _____
 Number of BEVERAGE Vendors: _____ Number
 of MERCHANDISE Vendors: _____
 Number of On-site SPONSOR Displays: _____

Please provide a list of your vendors below and indicate the following for EACH vendor: *You may submit this information as a separate document.*

1. Type of Vendor (food, beverage, merchandise)
2. Business / Organization Name
3. Mailing Address
4. Contact Person
5. Phone Number
6. Email Address
7. Goods Sold

6. ALCOHOL N/A

The sale, service and consumption of alcoholic beverages are subject to Texas Alcohol and Beverage Control (TABC) regulations, licensing, and permit requirements. Special Three Day Wine and Beer permits are required for a special event at which spirits, beer, or wine is sold by the drink. A minimum of 2 police officers are required for events serving alcohol. For more special event TABC information visit TABC Permits web page or call 817-652-5912.

Is a non-profit organization providing the alcohol services? Yes / No
 If yes, indicate name of non-profit organization: _____

If no, indicate alcohol service provider: _____

Alcohol Service Area or Beer Garden Days, Dates & Hours:

Date:	Start Time:	Finish Time:
Date:	Start Time:	Finish Time:
Date:	Start Time:	Finish Time:

7. STREET, HIGHWAY, RIGHT-OF-WAY USE N/A

Barricades, traffic cones, "No Parking" signs, message boards, etc. may be required by the Public Works (Traffic Engineering) Department as part of the Traffic Control Plan. Required materials are the expense of the permit holder and are not included in the Special Event Permit Administrative Fee. Permit holder will need to use an outside contractor to rent required equipment. Special events may require the use of police officers for crowd and/or traffic control. These needs will be advised by the Town of Little Elm Police Department and Public Works – Traffic Engineering.

Do you plan to block off part or all of a street? Yes / No
 Will your event create any traffic delays or disruption? Yes/ No

Please describe your street use. List days, hours, street names, etc.: *(If closures vary by date/time & location, describe in detail)* - **see section 3 above for site map requirements. This includes 5Ks, 10Ks, runs and triathlons.**

8. AMPLIFIED SOUND N/A

Section 70-55 of the Town of Little Elm Code prohibits musical performances between the hours of 10:00 p.m. and 8:00 a.m. Sunday-Thursday and 11:00 p.m. and 8:00 a.m. on Friday and Saturday if the sound is plainly audible at a distance of 50 feet or more. You may be entitled to an exemption from certain restrictions of the Little Elm Noise Ordinance, provided this permit is issued and the use of amplified sound does not exceed the permitted hours of the outdoor special event. In no event shall any sound be amplified past 11:00 p.m. All music must be family friendly. No obscene wording or content is allowed. Any DJs will need to be approved and must provide \$1 Million insurance policy with the Town of Little Elm listed as an additional insurer.

Are you planning on having a DJ? ___Yes/ ___No

What times are you requesting amplified sound?

Date:	Start Time:	Finish Time:
Date:	Start Time:	Finish Time:
Date:	Start Time:	Finish Time:

9. FIRE MARSHAL’S OFFICE ___ N/A

If your event is open to the general public or anticipated attendance could exceed 1000 please answer the below questions.

Special Events may require Fire permits. The cost of these permits is not included in the Special Event Permit Administrative fee. Fire permits may be required for tent/canopies, open flame cooking (with propane, charcoal or wood), fireworks, and other uses. This section is required to assist with complying with the requirements of the Little Elm Fire Prevention Code for completing a Fire Evacuation, Fire Safety and Public Safety Plan. **Please contact the Fire Marshal’s Office at 214-975-0417, or visit [the Town of Little Elm Fire Marshal’s web page](#) if you need assistance with answering the below questions.**

Please provide the below information:

1. In the case of an emergency, how will event attendees safely exit the event site? (Ex: open gates, openings in fence, or event has no perimeter barriers)

2. In the case of an emergency, how will emergency vehicles enter and exit the event site? (Ex. describe appropriate route into the event site)

 3. In the case of an emergency, what employees must remain on-site to operate critical equipment before evacuating? (EX: cooking staff, fireworks / explosive staff)

 4. In the case of an emergency, what procedures will be done to assist with the rescue of persons unable to use the general means of egress? (Ex: event staff will assist, event security will assist, dedicated volunteers will assist)

 5. In the case of an emergency, how will event attendees be notified to relocate or evacuate? (Ex: stage announcements, word of mouth, announcements utilizing amplified sound)

 6. In the case of an emergency, how will the fire department or designated emergency response organization be alerted? (Ex: call 911 from cell phone, radios, public safety personnel is on-site)

 7. Please provide a list of major fire hazards associated with the event. (Ex. cooking operations, fireworks, explosives)
- INCLEMENT WEATHER EMERGENCIES**

In the event of Inclement Weather Emergencies in the area of the event (Ex. Severe Thunderstorm Warning, Tornado Warning or other Hazardous Weather Warning) any outdoor event must activate an emergency plan. This plan must clearly identify person(s) and contact information for event staff that will be on-site and is authorized to make command decisions related to emergencies. The event must always have a person on-site who can make command decisions about the delay, postponement or cancellation of the event. ****CANCELLATIONS must be made 11:30am the Friday prior to event and must be due to severe weather in order to get partial or full refunds.**

10. FIRE & EMERGENCY MEDICAL SERVICES	N/A
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If your event requires on-site Fire Department apparatus, medical assistance or first response providers standing by, contact the Little Elm Fire Department at 214-975-0420 or visit [the Little Elm Fire Department's webpage](#). The point-of-contact is the Department's Assistant Fire Chief. **The Little Elm Fire Department will assist with event assessment if needed.** Note: The Little Elm Fire Department may decide your event needs staff/equipment based on event details.

- If yes, services will be provided by:
- I am requesting Little Elm FIRE Apparatus and Personnel
 - I am requesting Little Elm EMS Apparatus and Personnel

I will be utilizing a private provider for specialty services Name of the provider: _____
 Other: _____

Please provide reason for requested Little Elm Fire or EMS Apparatus and Personnel:

11. SECURITY N/A

If your event includes serving / selling of alcohol, a security plan is required. Please describe your security plan: *Events on Town property require security guard locations indicated on site map for review and approval. Anything other than beer and wine, require fencing and police officers. Town of Little Elm may require for events without alcohol.*

Volunteers
 Private security (Certified)
Company Name: _____ Contact Person: _____ Phone Number: _____ Uniformed presence provided by:
 Off-Duty Police Officers
 Sheriff's Deputies

12. PARKING N/A

Note: From May 1 to Labor Day, a \$10 per car fee is charged to park in Little Elm Park. Season passes are available for residents (\$25) and non-residents (\$75) at Little Elm Recreation Center.

How will people get to / from your event? Personal Vehicles Shuttle / Satellite Parking Other: _____

Where will event attendees park?
 On-site / Public Parking
 Reserved / VIP Parking
 Private Property (must acquire written permission from property owner)
 Satellite Parking Location
 Other: _____

Is on-site parking coordination required? Yes / No

If so, who will be directing event attendees to park? (Ex. volunteers, Sheriff Deputies, event staff)

13. TRASH & RECYCLING N/A

Permittee shall remove all litter caused by the event. The Town of Little Elm is a Leave No Trace city and requires vendors and organizers for festivals, special events, and official gatherings to provide trash containers at events where beverages in cans and/or bottles are sold. Local waste companies offer recycling services as well. *Event deposits are directly linked to whether or not the area is clean.*

Will you be managing your own waste and recycling? Yes / No Will

you be hiring an outside vendor? Yes / No

List outside vendor/company name: _____

14. IF you anticipate OVER 1,000 in attendance please provide the following information N/A

Public Safety Plan: Events that anticipate over 1000 people, Fire/EMS and Security (Police, Sheriff or Private Security) may be required. In most cases, one police officer is required per 500 people. If five officers are required, then a supervisor will be required as well. Describe in detail, a plan that will address items including, emergency vehicle ingress and egress, fire protection, emergency medical services, public assembly areas, the directing of both attendees and vehicles (including the parking of vehicles), and the need for the presence of law enforcement, Fire and EMS personnel at the event. **If you need assistance with developing the plan, please contact the Little Elm Fire Marshal’s Office at 214-975-0417.**

Communication Plan: The event applicant is responsible for coordinating all neighborhood communications efforts to include residents, civic associations, and businesses affected by the event. The Communication Plan must be completed 14 days prior to your event. This plan is only if a neighborhood is affected by the event. Please describe your Plan. **If you need assistance with developing this plan, please contact the Special Events Manager at 214-618-1401.**

Mailer Distribution Date: _____
 Flyer Distribution Date: _____
 Email Distribution Date: _____ Door _____
 Hanger Distribution Date: _____
 Signage Location(s): _____
 Other: _____

15. INSURANCE N/A

If your special event is held on public property, permittee shall at its own cost and expense pay all required premiums and fees required to furnish the Town with an insurance policy or policies for property damage and bodily injury showing out of any one accident or other cause in a sum of not less than **\$1,000,000 combined single limit or in the amount specified by the Town Risk Management Division.** The Town of Little Elm must be listed as additional insured. Address for the Town of Little Elm is 100 W. Eldorado Parkway, Little Elm, Texas 75068. Additionally, if alcohol is to be served, host liquor coverage will be required. Failure to provide a Certificate of Insurance to the Town, may result in the cancelation of the Outdoor Special Event.

Please email your proof of insurance to the Department of Parks and Recreation Special Events Manager agray@littleeelm.org

SIGNATURE, CERTIFICATION & RELEASE

I certify that I am an authorized representative of the applicant, and the information that I have provided on this application and any attachments is true and accurate to the best of my knowledge. If this application is submitted electronically, I will submit any necessary attachments electronically or by hardcopy to the Department of Parks and Recreation Attn: Special Events Manager, using the Contact information on page 1 of this form. If the event plans change, I will submit a revised application or additional information accordingly.

Permittee shall assume all risks incident to or in connection with the permitted activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the permitted activity or the conduct of permittee’s operation. Permittee hereby expressly agrees to defend and save the Town, its officers, agents, employees, and representatives harmless from any penalties for violation of any law, ordinance, or regulation affecting its activity and from any and all claims, suits, losses, damages or injuries directly or indirectly arising out of or in connection with the

permitted activities or conduct of its operation or resulting from the negligence or intentional acts or omissions of permittee or its officers, agents, and employees, including permittee's invitees.

I acknowledge that all information contained in this application is subject to public disclosure and that the Town has the right to cancel any event on public property when it is necessary to protect the health and safety of the general public.

Name and Title (if any) of Person Signing on Behalf of Applicant:
Date:
<p>__ By checking this box as an electronic signature, I agree on behalf of the applicant to all the terms and conditions that may apply to the Special Event permitting process and agree that all information contained in this application is true and correct to my knowledge.</p> <p>All documents received by the Parks and Recreation Department are public documents and subject to public disclosure in accordance with the Town of Little Elm and the State of Texas.</p>

OUTDOOR SPECIAL EVENT POINTS - OF - CONTACT

Special Events Manager	214-618-1401
Development Services and Permits	214-975-0439
Fire Department	214-975-0429
Marshal's Office	214-975-0417
Parks and Recreation Department	972-731-3296
Police Department – Traffic.....	214-975-0441
Public Works-Traffic Engineering	972-377-5559
and Aquatics Supervisor	972-731-1466
Texas Alcoholic Beverage Commission	817-652-5912
Little Elm Health Permits	972-377-5541

Once completed, please save this application to your computer and email to agray@littleelm.org for review.

PARK EVENT RESTRICTIONS

Any event which includes or promotes the following will not be permitted:

- Promoting illegal activity
- Promotion of hostility or violence
- Solely designed to promote private business / industry
- Attack on ethnic, racial or religious groups
- Personal attacks
- Promotion of sexual, obscene or pornographic activities
- Promotion of violent, profane, hateful, or racist content or ideas

The Town of Little Elm reserves the right to deny any event submission.

Town of Little Elm Special Event Fees	
Special Event Application	\$75.00

Last Updated: 08/01/2018

Additional fee if application is not complete and must be resubmitted	\$10.00
Late fee, less than 30 days before event	\$25.00
Little Elm Streets Department Special Events	
Street Event	Fee
Public Works Supervisor	\$45.00/hour (2 hour minimum)
Public Works Employee	\$40.00/hour (2 hour minimum)
Traffic Control Plan Review	\$300.00
Little Elm Police Department Special Events	Fee
Police Supervisor	\$50.00 /hour (4 hour minimum)
Police Officer	\$45.00/hour (4 hour minimum)
Utility Vehicle	\$20.00/hour
Personal Watercraft Rental	\$25.00/hour
Watercraft Rental	\$50.00/hour
*Police vehicle cannot be utilized without hiring an officer.	
Little Elm Fire Department Special Events	Fee
Fire Personnel Standby	\$50.00/hour (4 hour minimum)
Fireworks Discharge Permit (includes inspection)	\$250.00
Flame Effect, Theatrical Performance/Open Flame Permit	\$150.00
Fire/EMS Supervisor	\$50.00/hour (4 hour minimum)
Paramedic/EMT (minimum of 2 people, includes equipment)	\$50.00/hour (4 hour minimum)
Fire Apparatus Fee	\$135.00/hour
Little Elm Parks Maintenance Department Special Events	Fee
Field Prep Fee	
Beach prep fee *equipment included	\$100.00
Sand volleyball prep fee	\$50.00/court
Ballfield prep fee	\$50.00/field (1 time per day)
Multipurpose field prep fee	\$50.00/field
Trash & Cleaning Fee	
Bags	\$35.00/case
Restroom cleaning & park attendant *multiple cleanings may apply	\$25.00/cleaning

Staff & Equipment	
Parks Supervisor *equipment included	\$45.00/hour (2 hour minimum)
Maintenance Staff *equipment included	\$40.00/hour (2 hour minimum)
Beach Tech	\$50.00/hour
Bucket Truck	\$35.00/hour
Fence Panels	\$2.00/panel
Amphitheater green room and access to 220v	\$100.00
Electricity (vendors)	\$100.00 (1-20 vendors) \$200.00 (21 or more vendors)
Little Elm Recreation Department Special Events	Fee
Sand Volleyball Courts	\$15.00/hour resident \$25.00/hour non-resident \$1000.00/day tournament fee
Softball/Baseball Fields	\$30.00/hour resident \$35.00/hour non-resident \$20.00/hour lights
Softball/Baseball Field Tournament – Little Elm Park	\$400.00/day resident \$450.00/day non-resident
Softball/Baseball Field Tournament – Cottonwood Park	\$800.00/day resident \$900.00/day non-resident
Soccer/Multipurpose Fields	\$30.00/hour resident \$35.00/hour non-resident \$20.00/hour lights
Little Elm Special Events Department	Fee
Alcohol Permit Fee *TABC permit not included	\$500.00
Event Fee *over 250 people	\$500.00
Amplified Sound/DJ Fee	\$100.00
Bounce House Rental Fee	\$50.00
Event Deposit *Leave No Trace	\$250.00 (1-250 people) \$500.00 (251-500 people) \$1000.00 (501 and up)
Little Elm Park Facilities	Fee
Park Rental Fee	\$100.00
Little Elm Park Playground Pavilion (2 hour minimum)	\$40.00/hour resident \$60.00/hour non-resident \$250.00 deposit
Little Elm Park Beach Pavilion (2 hour minimum)	\$30.00/hour resident \$50.00/hour non-resident \$250.00 deposit

Little Elm Amphitheater (4 hour minumim)	\$60.00/hour resident \$85.00/hour non-resident \$250.00 deposit
McCord Park Disc Golf Course	\$200.00/tournament
Little Elm Development Services	Fee
Temporary Health Permit	\$25.00/event

