



CITY OF WILLOW PARK
PLANNING & DEVELOPMENT DEPARTMENT
SPECIAL EVENT PERMIT APPLICATION

MUST BE SUBMITTED NO LATER THAN (3) WEEKS PRIOR TO EVENT

Date of Application: _____

Organization/Business Name: _____ 503c Non-Profit: **No Yes**

Applicant/Organizer: _____

Phone #1: _____ Phone #2: _____

Email Address: _____

Mailing Address: _____

Event Date: _____ **Event Hours:** _____ **Expected Overall Attendance:** _____

Name and/or Type of Event: _____

Physical Location of Event: _____

Name of Property Owner (must be owner, not tenant): _____

Property Owner's Contact Number: _____

- Is there a charge for admission to this event, for the purpose of fund raising, or sales for profit? **No Yes**
- Will event tents be used? **No Yes** – how many? _____
- Will **portable restrooms** be provided? **No Yes - Number to be on-site:** _____ (Restrooms should be set no earlier than 2 business days before Event, and be removed the first business day after Event)
- Will **electricity** be used? **No Yes** - If yes, list source (i.e., generator, plug in to building, etc.) (Note: Portable outdoor lighting must be shielded from adjacent properties): _____
- Will **water** be used? **No Yes** - If yes, list source: _____
- Number & size of **trash receptacles/dumpsters** to be provided (Note: All trash must be managed by Organizer and site must be clear of all trash and debris following Event; Dumpster may be delivered the business day before the Event & must be picked up the business day after the Event): _____
- Will an outdoor **sound amplification system** be used? **No Yes** – Hours of use (Note: Per City Ordinance Sec. 8.03.006, sound levels may not exceed 70 dB at the property boundary between the hours of 9pm & 8 am.): _____
- Is **parking** to be provided? **No Yes** - where? (If offsite, it is recommended that you have written permission from parking lot owner to use the property): _____
- Will **Security Officers*** be present? **No Yes** – List agency & contact info (Note: In most cases, Willow Park Police Department will require the presence of Security Officers, and in all cases when alcohol is involved; All off-duty officers must be booked directly by and at the expense of the Organizer): _____
- Will **Fire/Emergency Personnel** be present? **No Yes** – List agency & contact info (Note: The Fire Department may require the presence of the Fire Marshal and/or other fire/emergency personnel; All off-duty fire/emergency personnel must be booked directly by and at the expense of the Organizer): _____
- How will complaints be handled: _____

• **Food Vendors:** Only the Mobile Food Vendors associated with this Event, at the request of the Organizer and listed

below, are permitted at this Event and only during the Event hours. All food vendors (*including food truck, carts, tents, caterers, etc.*) except Cottage Law, must complete and pay for the **Mobile Food Vendor Health Permit Application for Special Event** (“Appendix A) within (2) business days prior to this event before being allowed to operate at this Event. All food vendors (except Cottage Law) should expect a health inspection by the Willow Park Health Inspector and fire inspection by the Willow Park Fire Marshal within one hour of the Event’s start time. At no time is any vendor permitted to solicit public streets for open sales.

List Mobile Food Vendors & contact info below (*attach additional sheet, if necessary*):

1. _____
2. _____
3. _____
4. _____
5. _____

- **Road Closures:** To request a City road closure, Organizer must present Event details and the Site Map and/or Route Map with this Application to City of Willow Park **60 days prior to Event** for City Council’s review and approval. To request State or County road closure, Organizer must contact the agency directly and provide the City with a copy of its written approval.
- **Signage:** No signs, materials, objects, or equipment are permitted to be placed on City property, medians, or public rights-of-way except as allowed and indicated herein, and no persons shall stand in the street or public rights-of-way to solicit or attract interest in this Special Event. Each Special Event may have a **maximum of (3) temporary on-site directional signs not to exceed 2 sq. ft. and/or (1) temporary portable sign not to exceed 32 sq. ft. per sign face**, including advertising and directional. Projected locations of signs must be shown on Site Map. Any additional signs may be collected by City of Willow Park and risk a citation. Signs should be placed out **no more than (3) weeks prior** to the Event unless special permission is granted by the City of Willow Park, and all signs must be **removed by your Event staff within (2) business days** after your event.
- **Site Map and/or Route Map:** Applicant/Organizer must provide an Event Site Map and/or Route Map (if a Run or Parade) to the City of Willow Park at the time of Application. This map will include all Event information, as applicable, including but not limited to: general layout of event; locations of all buildings, stage/platform, stands, portable/trailer restrooms, portable lighting, dumpster(s), signage, parking (traffic pattern/ingress/egress), barricades/cones, and full/partial street closures, etc.
- **Expiration:** This permit expires at the end of each scheduled Event or 30 days, whichever comes first. After 30 days, Applicant may renew for an additional 30 days for a \$35 fee.
- **Insurance/Bond:** If Event is on public property, proof of liability insurance, bond policy, or deposit may be required for approval of Application.
- **Fee:** \$100 *and/or as per designated on the “Development Services Fees” schedule*

As per my signature below, I/we have read, understood, and agree to all terms and conditions set forth in this Application, and solemnly swear that its statements are true. I/We understand that there are dangers inherent before, during, and after a special event, festival, or parade, such as accidental falls or other incidents by attendees that may cause personal injury or property damage. Understanding this, I/we and any other persons, organizations, firms or corporations on whose behalf the application is made, agree to indemnify and hold harmless the City of Willow Park from all claims, judgments and costs of any nature, including attorney’s fees incurred in connection with any legal action brought as a result of my conducting the above-described activity.

Applicant’s Signature(s): _____ **Date:** _____

**Please Email completed Application with Map to permits@willowpark.org;
Fee may be delivered to Willow Park City Hall or processed over the phone via credit card.**

SPECIAL EVENT PERMIT APPLICATION
APPENDIX "A"

10.18.22



CITY OF WILLOW PARK
PLANNING & DEVELOPMENT DEPARTMENT
MOBILE FOOD VENDOR
HEALTH PERMIT APPLICATION
FOR SPECIAL EVENT

This Health Permit Application is ONLY for use by a Mobile Food Vendor who is participating in the Special Event designated on this Application.

Only the Mobile Food Vendor associated with the Event listed below is permitted to operate at this Event, at the request of the Organizer who has notified the City of your participation, and only during the Event hours. At no time is any vendor permitted to solicit public streets for open sales.

Please submit this Health Permit Application and applicable fee to the City of Willow Park's Planning & Development Department by 12:00 noon, (2) business days before the event.

EVENT DATE: _____

EVENT HOST: _____

Mobile Food Vendor Business Name: _____

Type of Sales Unit: Food truck Trailer Pushcart Tent Other: _____

Business Owner: _____

Email: _____ Phone: _____

Mailing Address of Business: _____

Is Business a subsidiary of another company? **No** **Yes**-*company name & address*: _____

What do you sell? _____

All food vendors (*including food truck, carts, tents, caterers, etc.*) except Cottage Law, must be listed on the Special Event Permit issued to the Organizer from the City of Willow Park (by this Application & payment) before being allowed to operate at a city-approved Special Event. All food vendors (except Cottage Law) should expect a health inspection by the Willow Park Health Inspector and, if necessary, a fire inspection by the Willow Park Fire Marshal within one hour of the Event's start time. At the time of inspection or at any time upon request, business employees and/or owners should be prepared to provide proof of State Food Handler's and/or Food Manager's card for each of its operators.

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By signature below, Applicant, as an authorized representative of Business Owner, understands that permission granted from this Application may be revoked for non-compliance. Failure to comply with any City of Willow Park rules and regulations affecting public health, sanitation, and/or safety shall be deemed cause for revocation.

Application Fee: \$50 per Special Event or as per current "Development Services Fees" schedule

Applicant (print): _____

Signature: _____ Date: _____

This Health Permit Application and Fee must be submitted to the City of Willow Park's Planning & Development Department (permits@willowpark.org) within (2) business days prior to the event; Failure to do so could result in omission from vendor participation at the designated Special Event.