

MERIDIAN TX SPECIAL EVENT PERMIT APPLICATION



City of Meridian
P.O Box 306
Meridian, Texas
76665

An application for a Special Event Permit must be submitted to the Meridian Police Chief and/or Meridian Parks and Recreation Committee a minimum of 90 business days prior to the date of the special event.
Special event permit requirements & conditions can be found per City Ordinance Traffic Code sec. 70.090 and 110.01; Parks and Recreation 96.01-96.09.

A permit is required when:

- More than 50 people are expected to congregate on public property;
- More than 25 people are vending or if equipment is present on public property;
- If street closures/obstruction of traffic is expected;
- An entrance fee is required from visitors/participants.

Costs:

- A permit fee of \$25.-- shall accompany the permit application *
- A required deposit of \$100.-- shall be paid upon permit approval and issuance.*
The city will refund the deposit after completed inspection shows no infractions of the special event agreement.
The deposit will be returned by mail within 10 days of the event or can be picked up at City Hall.
- A minimum of \$160.-- for the deployment of one or more security/police officers (\$40.—per officer for a minimum of 4 hours) pending approval by Meridian Police Chief.

*The permit fee and deposit can be waived for pre-approved non-profit organizations.

Date of Application:

Name of Applicant:

Address:.....

Phone:..... E-mail:

Organization/Sponsor:.....

Organization Address:

Phone: E-mail:

(one of the phone numbers should be the contact on the day of the event)

Name and full description of event

.....
.....
.....
.....

Address/Location of event:

.....

Start Date:Hours of Operation:

End Date:Hours of Operation:

Please call Meridian City Hall with any questions or information requests at 254-435-2381.

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LIABILITY WAIVER, ACCEPTANCE OF RESPONSIBILITY

Applicant / Special Event Organizer shall agree to release and hold the City free and harmless from all claims and liability for damages to any person or persons for injuries to any person or property occasioned or in connection with the use of the premises cause by any source whatsoever.

Applicant / Special Event Organizer hereby assumes full responsibility for the character, acts or conduct of all persons admitted to the premises or to any portion of the premises by renter, its agents, employees or other representatives.

All federal, state and local rules, regulation, codes and ordinances will be adhered to by all participants and applicants.

The City retains all legal rights and remedies available to it pursuant to local, state and federal law.

The granting of a special event permit does not relieve the applicant, operator, or property owner from complying with all other City ordinances, rules and regulations for example electrical permits, food establishment and handling permits, sign permits and all other permits and licenses required by the City or other state and federal laws.

Applicant / Special Event Organizer by his/her signature acknowledges receipt of a copy of the Meridian Special Event general rules and regulations, which by reference are herein made as part of this Special Event Permit and agrees to the terms set herein.

DENIAL / REVOCATION OF A PERMIT APPLICATION

A permit of a Special Event permit may be denied by the City if:

- a. a permit has been granted for another Special Event at the same place and time; or
- b. the proposed Special Event will unreasonably, as solely determined by the City, disrupt the orderly flow of traffic and no reasonable, as solely determined by the City, means of rerouting traffic or otherwise meeting traffic needs is available; or
- c. the application is incomplete; or
- d. the applicant fails to comply with or the proposed Special Event will violate a City code, ordinance, rule, regulation or other applicable law, unless the prohibited conduct or activity would be allowed or
- e. the applicant makes a false statement of material fact on an application for a Special Event permit; or
- f. the applicant has had an event permit revoked within the preceding twelve months or the applicant has committed two or more violations of a condition of a provision of a Special Event permit or of this section within the preceding twelve (12) months; or
- g. as solely determined by the City, the proposed event would unduly burden City services or unreasonably disrupt the public order.

A permit of a Special Event permit may be revoked by the City if:

- a. applicant fails to comply with or the Special Event violates a condition or a provision of the permit, an ordinance, rule or regulation of the City, or any other applicable law; or
- b. the permit holder made any false statements on an application for a Special Event permit; or
- c. as solely determined by the City, the Special Event unduly burdens City services or unreasonably disrupts the public order.

A person commits an offense if he/she:

- a. Commences or conducts a Special Event without the appropriate permits or fails to comply with any requirement or condition of a permit or Ordinance Sec. 70.090 and/or 110.01. .
- b. Participates in a Special Event for which a permit has not been granted.

ACCEPTANCE AND AGREEMENT

Upon acceptance of this permit, it shall be construed that the provisions of this permit are acceptable to permittee and that it is his/her sincere intention to adhere to all of the requirements and conditions contained herein.

Permittee agrees to bear all costs associated with the operation and maintenance of the special event.

Date

Printed name applicant.....

Signature applicant.....

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PERMIT REQUIREMENTS

1. Proof of public liability insurance with minimum combined limits of One Million Dollars (\$1,000,000). Events selling alcohol or having a fireworks display will require an extra insurance of \$1,000,000 and \$3,000,000 respectively.

2. Security requirements – private events serving alcohol

Depending on the number of guests, one or more security officers will be required to be present, at a private event involving the consumption of alcoholic beverages at a City park. Alcohol consumption in the parking lot or on the streets surrounding the park is prohibited.

Please contact the Meridian Police Department at least 21 days prior to the event at 254-435-2255 for scheduling. The cost for security is \$40.-- per hour per security officer, for 4-6 hours, depending on the event and at MPD discretion. Events which include the serving of alcoholic beverages shall be conducted under Texas State laws and the rules and regulations of the Texas Alcoholic Beverage Commission. Users are required to contact the TABC for information regarding those rules. Should a license be required for the sale of alcoholic beverages, such license shall be filed with the City at least 48 hours prior to the event.

3. The following events are not considered a Special Event and are, therefore, exempt from this ordinance:

a. Events which require the approval or sanctioning of, or are officially sponsored by the City and:

- i. the event is wholly contained on a city park or building site;
- ii. the impact on traffic and surrounding neighborhoods was evaluated by the Meridian Police Department before approval for the event was granted by the City and found insignificant; and
- ii. the event conforms to the other general criteria of this Ordinance

b. Private parties to which the public is not invited.

c. An event wholly contained on property specifically designed or suited for said event and which holds a certificate of occupancy for such use, including but not limited to, adequate parking.

d. Funeral processions.

4. Safe and orderly movement of normal traffic shall not be substantially, as solely determined by the City, interrupted. The City may require the permit holder to provide additional signage for traffic control and safety-related issues. If any temporary outdoor seasonal sale or Special Event is located adjacent to a TXDOT-controlled road, a TXDOT sign permit must be obtained, and signs must be in place before a seasonal sale or event permit is issued. (The specific requirement for TXDOT signs may be waived if staff determines that sufficient traffic control measures are currently in place.)

The Meridian Police Department will review the event traffic flow and parking plan and may require the event holder hire an off duty officer to direct traffic.

5. The temporary use shall not impede the movement of any public safety equipment. No tent or structure may be placed on the public right-of-way.

6. All event organizers are required to provide a clean-up plan for city property used during the event. Waste from animals shall be removed and properly disposed of daily from the premises. Animals shall not be kept closer than three hundred feet (300') to any residence, commercial establishment or food establishment.

7. The application shall be reviewed and approved by the Police Chief, Fire Chief, Director of Public Works, Parks and Recreation Committee or designees of these individuals, for traffic control, security, fire, medical, safety, and other related issues.

8. The permit for a Special Event will be valid for a maximum period of seven days.

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PLEASE RESPOND TO ALL APPLICABLE QUESTIONS:

1. Is the event on private or public property?.....

2. How many people are expected to attend the event?.....

3. Will an admission be charged?.....

4. Describe any types of food and beverage that will be sold at the event.

In case of alcohol sales, a Texas Alcoholic Beverage Commission permit is necessary. Food vendors should be able to show food handler certificates.

5. Will any street closures be necessary?.....

If yes, provide the name and desired location of barricades?

6. Describe the location of portable restrooms that will be accessible during the event.

7. Will any vehicles be used for the event?.....

A sketch of showing the location of the following items is required with the following items:

- ☐ The general location of the event
- ☐ Parking areas/spaces / temporary fencing
- ☐ Tents, booths, or other structures to be used
- ☐ Location of food or beverage serving areas - separate Food Permit application and fee may be required for food vendors
- ☐ Loudspeakers
- ☐ Extra Lighting / generators
- ☐ Signs or Banners - separate approval/ permission from City Hall is required
- ☐ Barricades, lane or road closures - a permit from the Texas Department of Transportation may be required if the event is located adjacent to a state road.
- ☐ Animals, Rides, Bounce Houses, or other Recreational Activities
- ☐ Portable restrooms; dumpsters/trash cans

FOR STAFF USE ONLY

Permit #:

Reviewed by:

City Hall:

Date, name and signature:

Meridian Police Department

Date, name and signature:

Security officers necessary Y/N

Meridian Volunteer Fire Department:

Date, name and signature:

Meridian Public Works:

Date, name and signature:

Parks and Recreation Committee:

Date, name and signature:

Health/Emergency Medical Services

Date, name and signature:

Comments: