



SPECIAL EVENTS APPLICATION

Please use the following check list to help you plan your event:

*****CHECK LIST WILL BE USED TO REVIEW SUBMITTAL*****

SITE PLAN

EMERGENCY PLAN

RADIO COMMUNICATION PLAN

PARKING PLAN

TRAFFIC PLAN

MONEY PLAN

WATER PLAN

ELECTRICAL PLAN

TENT PLAN

TRASH PICK UP PLAN

LIGHTING PLAN

VENDOR LIST

VENDOR LAYOUT

INSURANCE

ENTERTAINMENT LIST & SCHEDULE

EVENT ACTIVITY SCHEDULE

EXPECTED ATTENDANCE

GATORS/GOLF CARTS/ATV

EVENT EMERGENCY CONTACT LIST

SECURITY DAY/OVERNIGHT

NUMBER OF VEHICLES, ANIMALS, BIKES, OTHERS INVOLVED IN PARADE



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Applicant Information Application submittal does not guarantee permit approval

Permit # _____ Permit Fee\$ _____ Today's Date: _____

Organization Name _____

Email: _____

Type of Organization:

☐ Charitable ☐ For-Profit ☐ Individual ☐ Non-Profit-501(c)3 Tax ID# _____

☐ Other (please describe): _____

Applicant Name: _____ **Phone:** _____

Applicant Address: _____ **Email:** _____

Date of Birth: _____ **TX Driver's License ID#** _____

(Copy of photo ID Required)

***Note: -Applicant will be the responsible party and main point of contact with the City of Gunter**

On-Site Contact Mobile # _____

EVENT INFORMATION

Event Name (Name used to advertise the event) _____

Event Location and Address: _____

Property Owner: _____ **Phone:** _____

(Copy of photo ID required)

Property Address: _____ **Email:** _____

Purpose of the Event: _____

Day 1 - Event Date:	Start Time:	End Time:
Day 2 - Event Date:	Start Time:	End Time:
Day 3 - Event Date:	Start Time:	End Time:
Event Set-Up Date:	Start Time:	End Time:
Event Tear Down Date:	Start Time:	End Time:



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Type of Event (check all that apply):

- ☐ Bicycle ☐ Carnival ☐ Concert/ Performance ☐ Festival ☐ Fundraiser
☐ Parade ☐ Reception ☐ Private Gathering ☐ Rally/Run/ Walk ☐ Timed Race
☐ Sporting Event ☐ Wedding ☐ Other (Explain) _____

Add Cross Streets & Boundaries for Non-Addressable Areas: _____

Is this a first-time event: ☐ Yes ☐ No

If No, has the event previously been held in Gunter? ☐ Yes ☐ No

If No, when was it previously held in Gunter? _____

Were you the organizer? ☐ Yes ☐ No

*** Must submit description of Event and Itinerary for all activities occurring during Special Event*** Total

Estimated # of participants at the event: _____

Approximate peak # of spectators expected to attend the event _____

Is there a charge for Entry: ☐ Yes ☐ No If yes, Amount _____

*** ALL EVENTS MUST INCLUDE A SITE PLAN AND ROUTE MAP ***

Is Site Plan Attached: ☐ Yes ☐ No

Is Route Map Attached: ☐ Yes ☐ No

- The Event must carry property, bodily injury, and municipal liability insurance of \$ 1,000,000.00 per occurrence. The City of Gunter must be shown as an additional named insured party on the insurance declaration. One (1) original copy of Insurance must be submitted at least thirty (30) days prior to the Event.
- Does Cancellation Insurance cover the Event? ☐ Yes ☐ No
- The Fire Code required a Public Safety Plan for all events. The required plan must address how the organizer plans to alert both the attendees and emergency services personnel to the emergency, how they plan to move attendees to safety and provide Fire and Police access to the scene. This submittal does not provide enough detailed information to determine if this Plan is required for your event. Contact City of Gunter Fire Department at (214) 952-3000 for specific guidelines and requirements.
- A fee of \$100.00 (non-refundable) is required per Application. Payment to the City of Gunter is due upon receipt of Application and before the Application can be reviewed.
- Please answer all information pertaining to the event as accurately as possible. After completion of items listed under General Event Information, Description of Event, Operations and City Requirements, return to the City of Gunter at
105 N 4th St or mail to City of Gunter PO Box 349 Gunter, TX 75058.
- Approximately 15 days following Application submittal, all city departments will have been provided a copy of the application and each will have reviewed and responded to the application. A meeting date will then be set, at least 30 days prior to the event, with all the departments and with the Event Coordinator.



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OPERATIONS

TRAFFIC CONTROL:

Please describe the area of usage, course, street/alleys involved, requested modifications of standard usage. _____

Will any businesses be impacted by the proposed road closure? ☐ Yes ☐ No

Will any traffic signal operations be impacted by the event? ☐ Yes ☐ No

Will the event utilize Golf carts/Gators/ ATV ☐ Yes ☐ No

If yes, please see event coordinator for information and permitting process.

All events that require a lane closure must submit a traffic control plan.

The Event is responsible for the rental of traffic control devised needed such as barricades, cones, etc.

The event is responsible for acquiring any additional permits or permission required, if any portion of route or course lies outside the jurisdictional limits of the City of Gunter.

PARKING:

Does the event have sufficient parking to accommodate all the participants? ☐ Yes ☐ No

Please describe the area of usage, course, street/alleys involved, requested modifications of standard usage. Please include all parking locations for the event along with written verification from land owner(s) which provided permission for parking.

POLICE/ SECURITY SERVICES

Does the event desire to have City of Gunter Police Officers? ☐ Yes ☐ No

Will the event have non-Gunter Police Officers? ☐ Yes ☐ No

Number of Officers required. _____

Please list the location s for the Police Officer and time blocks. _____



SPECIAL EVENTS APPLICATION FIRE/ EMERGENCY SERVICES

Will the event have private First Aid & Medical Services on-site? ☐ Yes ☐ No

If yes, please list the provider and explain in detail: _____

Does the event desire to have Gunter Fire/ EMT personnel? ☐ Yes ☐ No If Yes, how many? _____

Please list the locations for the Fire/EMT and time blocks.

RESTROOM FACILITIES, TRASH AND RECYCLING

Identify the # of permanent restroom facilities at event location? _____ Male _____ Female
_____ Other

Identify the # of portable restrooms being provided _____ List the
company _____

List the location(s) of permanent and portable restroom facilities: _____

of dumpsters/containers needed: _____ Estimated delivery date: _____ Estimated pickup date: _____

The services provided by the City of Gunter **MAY** include use of a dumpster, if requested prior to the event.

Place: _____

Outline how trash and recycling services will be properly accounted for: _____

HEALTH, FOOD SAFETY, CONCESSIONS, ALCOHOLIC BEVERAGES

Will the event offer food/ beverages? ☐ Yes ☐ No

Number of Non-Food Vendors or Booths? _____ Number of Food Vendors: _____

Will the event require any food preparation on-site? ☐ Yes ☐ No

No food or food products shall be stored or prepared at home.

Food vendor application and concessions information concerning Temporary Event Health Permits may be obtained from the Permits Department at City Hall (903-433-5185).

Will the event provide, sale or distribute alcoholic beverages? ☐ Yes ☐ No

Does concession require water/electricity? ☐ Yes ☐ No If yes, what voltage? _____

How will electrical service be supplied? ☐ Generator ☐ Public Utilities ☐ Both



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PUBLIC INFORMATION (NOISE / NOTIFICATION/ SIGNAGE)

Will sound amplification be used at the event? ☐ Yes ☐ No

If yes, check all that apply: ☐ Recorded Music ☐ Live Music ☐ Other, explain _____

If yes, explain in detail: _____

How will residents affected by the event be notified? _____

Describe sponsors, directional, parking, registration information concerning signs, flags, banners, etc. _____

SIGNAGE

Events using any of the following signs must obtain permit application from City Hall or by calling 903- 433- 5185.

DISPLAYS/ PARADES

Will the event have a Firework and/or Pyrotechnic display(s)? ☐ Yes ☐ No

If yes, please list the vendor, property owner and explain proposed show in detail _____

Parade? ☐ Yes ☐ No If yes, assembly location: _____

Number of participants _____ .Number of Vehicles/ Floats _____

The Same responsibility of litter control applies at entire staging site following parade and along parade route. Restrooms must be provided for parade participants during float preparation and staging. **No throwing candy, confetti, releasing balloons or any other loose articles.**

Tents or Structures? Yes No

If yes, list the number and sizes: _____

City reserves the right to close down or cancel any Event that is:

- a) In violation of any City Ordinance
- b) Deviation from this application.
- c) If public safety or affected department supervisors deem the event unsafe for public participation.



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CITY OF GUNTER AGREEMENT

INDEMNIFICATION AND COST REIMBURSEMENT

I, THE UNDERSIGNED APPLICANT, HAVING AUTHORITY TO EXECUTE THIS AGREEMENT ON BEHALF OF MYSELF AND/OR THE ORGANIZATION AGREE TO IDENMIFY AND HOLD HARMLESS THE CITY OF GUNTER, ITS OFFICERS, EMPLOYEES, AGENTS, AND REPRESENTATIVES AGAINST ALL CLAIMS OF LIABILITY AND CAUSES OF ACTION RESULTING FROM INJURY OR DAMAGE TO PERSONS OR PROPERTY ARISING OUT OF THE SPECIAL EVENT.

T FURTHERMORE AGREE TO REIMBURSE THE CITY OF GUNTER FOR ANY ADDITIONAL COST INCURRED AS A RESULT OF THE SPECIAL EVENT WITHIN TEN (10) DAYS OF NOTICE FROM THE CITY OF SUCH COST.

Printed Name of Applicant

Applicant Signature

Date

Assistant to Development

Date

City Secretary

Date

