

THE CITY OF CEDAR HILL SPECIAL EVENT PERMIT APPLICATION

Return completed application to the police department no less than 30 days prior to the first day of your event. If you email or fax your completed application in, you will be required to mail your notarized original as well.

Mail to: City of Cedar Hill
Police Department
285 Uptown Blvd.
Cedar Hill, TX 75104

Drop off: Cedar Hill Government Center
Police Department
285 Uptown Blvd., Bldg. 200
Cedar Hill, TX 75104

Email: specialeventpermits@cedarhilltx.com

Fax: 972-291-5169

The City of Cedar Hill requires a special event permit for a temporary gathering or organized activity, including but not limited to parades, bike races, marathons, walk-a-thons, fireworks displays, concerts, carnivals or other types of races and festivals on private or public property which involves any of the following:

- Closing a public street
- Blocking or restricting use of public property or street
- A gathering of more than 100 people from the general public
- Sale of merchandise, food or beverage on public property
- Erection of a tent for public gatherings on public property
- Installation of a stage, band hall, trailer, van, portable building, grandstand or bleachers for public gatherings on public property
- Placement of temporary no parking signs in a public right-of-way
- Use of a public park in its entirety

The special event permit application will be reviewed by the City of Cedar Hill; you will be contacted about your event's approval status.

Permit will not be approved until all of the required information, fees & deposits have been received.

Approval is not guaranteed. *Please do not advertise your event prior to receiving your permit approval.

We will not accept an incomplete permit application.

The City of Cedar Hill prioritizes the safety and well-being of all participants, vendors, employees, and attendees during special events.

We will make every effort to ensure our events occur. However, the safety of our participants is of great importance. In the event of adverse conditions, the event coordinator in communication with the local public safety, the City of Cedar Hill and our Regional Emergency Management Coordinator, may delay the event, cancel the event, or make changes as needed. The City will make weather-related decisions as early as reasonable based on available information, but conditions can change rapidly. Decisions may be made up to and including the scheduled event time. Events that are cancelled due to weather conditions may or may not be rescheduled. The final decision to cancel or delay is solely up to the city and not for review.

Outdoor Event Weather Policy

Outdoor special events are held weather-permitting.

Outdoor special events are subject to cancellation and delays for inclement weather impacting the safety of guests, volunteers, partners, and staff.

Conditions warranting cancellation and delays are:

- Tornado Warnings
- Thunderstorm
- Lightning within 10-mile radius of the park/venue
- Heavy rain
- Other extreme weather conditions include but are not limited to ice on paths and roadways, high wind, sleet, and lightning
- Acts of God
- Security threats to the public

How we communicate cancellations and delays based on the conditions above:

The Communications Department in collaboration with Emergency Management and event staff through the Incident Action Plan (IAP) to receive timely and accurate information regarding event cancellations or delays. Once updates are confirmed, they are shared with the public through the City of Cedar Hill's official communication channels, including:

- The City's official social media accounts
- The City of Cedar Hill website
- Email and text alerts sent to subscribers of the City's alert systems

By participating in or attending City of Cedar Hill events, you agree to abide by this weather policy and understand that the decision of City officials regarding weather-related cancellations or delays are final.

We appreciate your understanding and cooperation in ensuring the safety and success of our events. For any questions or further information, please contact the City of Cedar Hill at 972-291-5100.

SPECIAL EVENTS PERMIT APPLICATION
CEDAR HILL POLICE DEPARTMENT
285 Uptown Blvd., Building 200
Cedar Hill, TX 75104



1.	Name of person requesting permit (applicant)		Date of application	
2.	Address (including zip code) of applicant		Bus.	Res.
3.	Name of organization, firm, or corporation on whose behalf application is made (requesting organization)		Applicants position with requesting organization	
4.	Address (including zip code) of requesting organization		Phone number (w/area code) of organization	
5.	Email address of person requesting permit (applicant)			
6.	Date & day of the week of the event	Starting Time	Days	Hrs. Mins.
7.	Brief description of event			
8.	Official name for event	Solicitation of money, items and/or services will be involved?		
9.	Address(es) or block number(s) and street(s) to be used for assembly			
10.	Address(es) or block number(s) and street name(s) of dispersal area			
11.	Estimated number of persons expected to participate in event	Estimated number, if any, of animals (with or without riders), animal-drawn units, floats, motor vehicles, motorized displays and/or marching units or organizations such as bands, color guards, and drill units. No horses in irrigated areas. Vaccine records for all animals.		
12.	How many barricades/cones do you expect to use? _____ How will you provide them? _____			
13.	☐ Yes ☐ No	All licenses and permits required by this code or other city ordinances or by state law for the conduct of this special event have been obtained. If yes, attach copies of all licenses and permits.		
14.	☐ Yes ☐ No	A sketch showing the area to be used during the special event including proposed structures, tents, fences, barricades, signs, banners and restroom facilities.		
	☐ Yes ☐ No	Provisions for parking with a designation of where "no parking" signs will be used. Additional signs may be required to be provided by applicant. No 18 Wheelers or parking behind Amphitheater.		
	☐ Yes ☐ No	How applicant will provide security and fire, medical and traffic control (Attach all copies of certificates and licenses of personnel)		
	☐ Yes ☐ No	Details of event sales, including merchandise, tickets, parking, food, alcoholic beverages, etc. at the special event, designating any street vendors or peddlers involved (attach copies of certificates and licenses required)		
	☐ Yes ☐ No	Details of how the applicant will clean up the area used after the special event if on public property		
	☐ Yes ☐ No ☐ N/A	Route of parade from assembly point to dispersal or termination point		
	☐ Yes ☐ No	Insurance with City of Cedar Hill listed as additional insured, \$1,000,000 per occurrence & \$500,000 damage to insured premises		
	☐ Yes ☐ No	Promotionals – please provide a copy of any promotionals to be distributed regarding your event		
	☐ Yes ☐ No	Applicant acknowledges and agrees to allow the City to publish the contact person and media referral telephone numbers on the internet in conjunction with the Calendar of Upcoming Events if they so choose to do so. If you have a home page and would like us to link through our calendar, please provide your internet address for your home page.		
	☐ Yes ☐ No	Facility Attendance – the Parks & Recreation Department will assess a facility attendant fee of \$55 per hour per attendant for all events in the parks deemed necessary		
	☐ Yes ☐ No	Payments/Fees – all deposits, bonds, payments and fees must be paid in advance of the special event permit being approved		

The permit holder must remain in compliance of the city's noise ordinance, No 2003-185, during the event. A copy of this ordinance is available at City Hall, the Police Station, the Library or by accessing the city website, www.cedarhilltx.com.

This application must be signed by the applicant and sworn to before an officer authorized to administer oaths. (Notary Public)

Applicant

Scribed and sworn to before me, this the _____ day of _____, A.D. 20_____

Notary Public in and for
Dallas County, Texas

APPROVED BY POLICE CHIEF

DATE

DISAPPROVED BY POLICE CHIEF

DATE

DEPARTMENT APPROVALS

____ Animal Shelter
____ Building/Code Enforcement
____ Fire
____ Other

____ Library
____ Neighborhood Services
____ Parks & Recreation

____ Police
____ Public Works
____ Tourism