

COMMUNITY EVENT APPLICATION

City of DeSoto
211 E Pleasant Run Rd
Desoto, TX 75115

Application must be filed no less than 45 days before the event is to begin. Fee is **\$25** per event with event not exceeding 14 days and no more than 2 events are allowed per year. Fee must be paid at time of submission. Permit **MUST** be at event and visible through duration of event.

APPLICANT NAME: _____ DATE: _____

PHONE: _____ ALT PHONE: _____

EMAIL: _____

ADDRESS OF APPLICANT: _____

ORGANIZATION HOSTING EVENT: _____

EVENT ADDRESS: _____

TYPE OF EVENT:

☐ VENDOR SALE ☐ FESTIVAL ☐ HOLIDAY EVENT ☐ CHURCH EVENT

OTHER: _____

(City will make final determination of the type of event)

DESCRIPTION OF EVENT:

DATE OF EVENT: _____ HOURS OF OPERATION: _____

DEPARTMENTS REQUESTED FOR ASSISTANCE FOR EVENT:

☐ POLICE ☐ FIRE ☐ CODE ENFORMENT
☐ HEALTH

ESTIMATE NUMBER OF PERSONS PARTICIPATING: _____

DESIGNATED PARKING AREA ADDRESS: _____

NUMBER OF VENDORS: _____

GOODS SOLD OR DISTRIBUTED BY VENDORS:

WILL STREET CLOSURES BE NECESSARY: YES _____ NO _____
IF YES, PROVIDE DETAILS ON STREET CLOSURE:

ANIMAL(S) PARTICIPATING AT EVENT: YES _____ NO _____
IF YES, PROVIDE DESCRIPTION OF THE ANIMAL(S) AND WHAT THEY WILL BE DOING:

PROVIDE DETAILS ON SECURITY AND TRAFFIC CONTROL:

PROVIDE DETAILS OF CLEAN UP AFTER EVENT:

PROVIDE PHOTO/SKETCH OF EVENT LAYOUT. MUST SHOW ROUTES TO BE USED AND WHERE PROPOSED STRUCTURES (Tents, fences, barricades, signs, banners, vendors, restrooms, parking, etc.) WILL BE LOCATED.

In accordance to the Code of Ordinance 4.700, **the application must be filed no less than 45 days before the event is to begin.** All other permits (building, electrical, food, etc.) are required to be issued in conjunction with the event. An applicant must execute a written agreement to indemnify the city and its officers and employees against all claims of injury or damage to persons or property, whether public or private, arising out of the event. Once application is reviewed, the appropriate departments will decide if it meets the City of DeSoto requirements and then recommend for approval or denial.

CITY OF DESOTO
OFFICIAL USE ONLY

POLICE DEPARTMENT

DATE RECEIVED _____

REVIEWED BY: _____

APPROVED: _____ DISAPPROVED: _____

COMMENTS: _____

POLICE CHIEF

DATE

FIRE DEPARTMENT

DATE RECEIVED _____

REVIEWED BY: _____

APPROVED: _____ DISAPPROVED: _____

COMMENTS: _____

FIRE CHIEF **DATE**

STREET DEPARTMENT

DATE RECEIVED _____

REVIEWED BY: _____

APPROVED: _____ DISAPPROVED: _____

COMMENTS: _____

DIRECTOR OF DEVELOPMENT SERVICES **DATE**

PARKS DEPARTMENT

DATE RECEIVED _____

REVIEWED BY: _____

APPROVED: _____ DISAPPROVED: _____

COMMENTS: _____

PARKS MANAGER

DATE