

Business Promotion Event

Application Packet

**For use of public sidewalks and parking spaces in
downtown.**

INSTRUCTIONS

Below are forms provided with instructions. This packet must be completed in full and returned in its entirety to the Main Street Coordinator **two (2) weeks prior to event**.

The cost of the permit shall be \$50.00 for a one (1) day event and \$75.00 for a two (2) consecutive day event, and shall accompany the application packet. A business owner may permit an additional single-day event for \$50.00 once in a calendar year. No event shall be longer than 2 days in length.

Business promotion events are only for legitimate businesses operating in downtown Paris, Texas with a Certificate of Occupancy.

1. ***Application, Agreement, Hold Harmless***

Carefully read the instructions at the top of the application. Incomplete applications will not be processed.

2. ***Required Plans***

a. Barriers:

In the event that anything other than a food truck is placed in the approved parking spaces, an approved barrier should be installed in coordinate with the Main Street Coordinator and the Traffic and Sanitation Department.

b. ADA Accessibility

When utilizing the public sidewalk with vendor tents or display, a minimum clearance of 60 inches for ADA accessibility is required.

3. ***Hold harmless***

Failure or refusal to sign this agreement will result in the immediate denial of the application.

4. ***Agreement***

Failure or refusal to sign this agreement will result in the immediate denial of the application.

REQUIRED ATTACHMENTS

1. *Certificate of Insurance*

- a. For closure of City of Paris right of way (parking space) the following is requested:*

Attach hereto a copy of a certificate of special event insurance providing at least \$250,000.00 per person and \$500,000.00 for any single occurrence for bodily injury or death and \$100,000.00 for any single occurrence for injury to or destruction of property, indemnifying all persons for any and all damages, personal injuries or property damages sustained in or upon the property for which use is requested, or any part thereof, as the result of the negligence of the applicant, the applicant's invitees, agents, servants or employees. It is expressly provided that such insurance policy or policies shall, and must, be written and issued by a reputable insurance company, or companies, showing the CITY OF PARIS, PARIS, TEXAS, as an additional insured, subject to approval by the City Attorney of the City of Paris. Such policy shall be written so that the CITY will be notified of cancellation or of any restrictive amendment of the policy immediately. Notice shall be by telephone to the City Clerk of the City of Paris, (903) 785-7511, ext. 248.

- b. If closure or use of City of Paris and State of Texas right-of-way is requested:*

Attach hereto a copy of a certificate of special event insurance providing at least \$250,000.00 per person and \$500,000.00 for any single occurrence for bodily injury or death and \$100,000.00 for any single occurrence for injury to or destruction of property, indemnifying all persons for any and all damages, personal injuries or property damages sustained in or upon the property for which use is requested, or any part thereof, as the result of the negligence of the applicant, the applicant's invitees, agents, servants or employees. It is expressly provided that such insurance policy or policies shall, and must, be written and issued by a reputable insurance company, or companies, showing the CITY OF PARIS, PARIS, TEXAS, and the STATE OF TEXAS as additional insureds, subject to approval by the City Attorney of the City of Paris and by the State of Texas. Such policy shall be written so that the CITY will be notified of cancellation or of any restrictive amendment of the policy immediately. Notice shall be by telephone to the City Clerk of the City of Paris, (903) 785-7511, ext. 248.

2. *Permits*

A permit will be issued as soon as possible when a complete application is submitted.

Section Division 4, sec 5.07.093 of the City of Paris Code of Ordinances information on the use of food trucks in the Central Area.

(A) In the central area (CA) district in connection with a business promotion event permit issued by the community development department in connection with a downtown business, may be approved for a period not to exceed eight (8) hours of operation per day over a two (2) day period with a maximum of one (1) business promotion event permit per year.

(B) Business promotion events shall be located adjacent to or in front of their business. A maximum of no more than two (2) parallel and three (3) angled parking spaces (handicapped spaces excluded).

(C) The fee shall be fifty dollars (\$50.00) per day or a total of seventy-five dollars (\$75.00) for a two (2) day period.

CITY OF PARIS

SWORN APPLICATION FOR A BUSINESS PROMOTIONAL EVENT PERMIT

PLEASE READ CAREFULLY: PLEASE COMPLETE THIS APPLICATION IN FULL AND SIGN ALL ACCOMPANYING AGREEMENTS. ANY APPLICATION WHICH LACKS NECESSARY INFORMATION OR WHICH IS INCOMPLETE IN ANY WAY WILL BE DENIED; HOWEVER, YOU ARE NOT PRECLUDED FROM FILING A SUBSEQUENT APPLICATION. IF MORE SPACE IS NEEDED TO ANSWER A QUESTION THAN IS PROVIDED ON THE APPLICATION FORM, PLEASE ATTACH AN ADDITIONAL SHEET, OR SHEETS, AND NUMBER THE ANSWERS ACCORDINGLY.

(APPLICATION FOR A BUSINESS PROMOTION EVENT PERMIT MUST BE MADE BY A PERSON HAVING MANAGEMENT OR SUPERVISION OF THE EVENT.)

PLEASE TYPE OR PRINT CLEARLY.

DATE: _____

1. FULL NAME OF APPLICANT

BUSINESS NAME

BUSINESS ADDRESS AND TELEPHONE NUMBER:

OWNERS ADDRESS AND TELEPHONE NUMBER:

DRIVER'S LICENSE NUMBER, STATE:

2. DATE(S) ON WHICH EVENT WILL TAKE PLACE:

3. APPROXIMATE START AND STOP TIMES OF THE EVENT:

4. DATES UPON WHICH AND HOURS OF PARKING SPACE CLOSURE IS REQUESTED:

(PLEASE BE SURE AND TAKE INTO CONSIDERATION SET-UP TIME PRIOR TO THE EVENT AND CLEANING TIME AFTER THE EVENT)

5. APPROXIMATE NUMBER OF PEOPLE EXPECTED TO ATTEND THE EVENT: _____

6. DESCRIBE THE EVENT, IN DETAIL:

7. NAMES, ADDRESSES AND TELEPHONE NUMBERS OF ALL PERSONS WHO WILL BE IN CHARGE OF OR MANAGE THE EVENT (INCLUDE EMERGENCY TELEPHONE NUMBERS WHERE SUCH PERSONS CAN BE REACHED DURING THE EVENT):

8. LIST THE NAME (S) OF THE FOOD VENDOR, ADDRESS AND CONTACT INFORMATION

9. LIST ALL EQUIPMENT TO BE UTILIZED AT THE EVENT (INCLUDE TENTS, DISPLAYS, SANITARY FACILITIES, ETC)

AGREEMENT

1. **GENERAL**

(a) I shall assume responsibility for all costs for the operations associated with the Business Promotion Event, including, but not limited to, plan development, materials, labor, public notification, providing protective barriers and barricades, protection of highway traffic and highway facilities, and all traffic control and temporary signing.

(b) I will not initiate closure prior to the start time stated in my permit, and I will remove all barricades, food trucks or vendor tents and reopen the parking spaces prior to the close time stated in my permit.

(c) I will avoid or minimize damage, and will, at my own expense, restore or repair damage occurring outside the right-of-way and restore or repair the right-of-way, including roadway and drainage structures, signs, and pavement, etc. to a condition equal to that existing before the closure, and, to the extent practicable, restore the natural environment, including landscape features.

2. **COMPLIANCE WITH LAWS**

I shall comply with all applicable federal, state and local environmental laws, regulations, ordinances, and any conditions or restrictions required by the Community Development Department to protect the natural environment and cultural resources of the right-of-way.

3. **ADDITIONAL ACKNOWLEDGMENTS AND AGREEMENTS**

(a) I acknowledge that the City of Paris may, at its discretion, deny issuance of a Business Promotion permit for any event which does not serve a public purpose and which is not in the best interests of the businesses that are located in the area for which temporary closure is requested and that may be financially affected by such closure.

(b) I acknowledge that the City of Paris may revoke my permit without notice for any violation of the aforementioned stipulations, any violation of Division 4, Sec of the Code of Ordinances of the City of Paris, Paris, Texas, or any just cause.

PRINTED NAME OF INDIVIDUAL OR COMPANY

SIGNATURE OF APPLICANT

(H)_____(B)_____
STREET ADDRESS

HOME AND BUSINESS PHONE NUMBERS

CITY, STATE, ZIP CODE
STATE OF TEXAS)
COUNTY OF LAMAR)

BEFORE ME, the undersigned authority, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purpose and consideration therein expressed and in the capacity therein stated, in any.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this ____ day of _____, _____.

Notary Public, State of Texas

HOLD HARMLESS

STATE OF TEXAS)
)
COUNTY OF LAMAR)

KNOW ALL MEN BY THESE PRESENTS:

That I, _____, in my designated capacity, if any, do hereby request the CITY OF PARIS, PARIS, TEXAS, to grant to me a Business Promotion Permit based on the information which I have provided, and in consideration of its doing so, do hereby, for myself, my heirs, representatives, agents, employees and assigns, agree to indemnify and hold harmless the CITY OF PARIS, PARIS, TEXAS, its past, present and future officers, elected officials, employees, agents, insurers and attorneys, from and against any and all claims, suits, actions, causes of action, demands, damages, costs, expenses, attorney's fees and other compensation, whether from property damage, personal injury, violation of constitutional or statutory rights or other injury, whether known or unknown, and whether hereafter asserted or not, growing out of, arising from, or in any way connected with, the granting of such permit or the event for which such permit is granted.

Witness my hand this _____ day of _____, _____.

PRINTED NAME OF INDIVIDUAL OR COMPANY

SIGNATURE OF APPLICANT

(H) _____ (B) _____
STREET ADDRESS

HOME AND BUSINESS PHONE NUMBERS

CITY, STATE, ZIP CODE

STATE OF TEXAS)
)
COUNTY OF LAMAR)

BEFORE ME, the undersigned authority, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purpose and consideration therein expressed and in the capacity therein stated, in any.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this _____ day of _____, _____.

Notary Public, State of Texas