



SPECIAL EVENT PLANNING GUIDE

Updated 2018



Denison City Ordinance 4931, Chapter 31:

The City of Denison's Special Event Ordinance and other policies govern the administration of special events. This guide was created to take that information and provide it in an easy-to-use guide for Denison event organizers.

Questions? Contact the Community Engagement Office!

Event organizers should be responsive to correspondence from the Special Events Office and should submit all required items by their deadline. Communication between the organizer and the Special Events Office is critical before, during, and after the event to ensure a smooth permitting process and a successful event. All special events are subject to the conditions outlined in the Special Event Permit and it is the organizer's responsibility to ensure compliance.

Who needs a special Events Permit?

A special event is defined as a one time, annual, or infrequently occurring event on City of Denison property that is reserved for exclusive use and may require street closures or is publicly advertised. Types of events may include church fundraisers, car shows, 5ks, etc.

Special Events Permits are required for events that utilize public spaces. Events held on private property do not need a permit. Contact the Community Engagement Director at smackey@cityofdenison.com if you are unsure.

How to apply

Complete the Special Event Permit application and additional requirements and deliver or email to:

ATTN: Sunny Mackey

500 W. Chestnut

Denison, TX

smackey@cityofdenison.com

Incomplete applications will not be accepted.

Applications must be submitted at least 45 days prior to the proposed event date or in 10 days prior to the proposed date involving an expressive activity. The City of Denison requires advance notice of special events to ensure that public health and safety are provided and protected.

Role of Events Office

It is our goal to enhance the quality of life and economic prosperity of Denison through supporting special events while balancing the needs of our residents and businesses affected by these events. Our office is responsible for ensuring events are carried out safely, thoroughly, and properly.

The City of Denison reserves the right to close down or cancel an event if it is in violation of any city ordinance or deviation from the permit application. The City of Denison also reserves the right to close down or cancel an event if public safety or an affected department deems the event unsafe for public participation.

Role of Event Organizer

Event organizers will be responsible for communicating with city staff and should submit all required documents by the deadline. All special events are subject to the conditions outlined in this guide and it is the organizer's responsibility to ensure compliance.

Permit Process

The event organizer should first contact the Community Engagement Office to ensure dates are available for the proposed event. Events returning for a successive year or "returning event" may be given priority consideration.

Fees due on submission must be in the form of a check, money order, or credit card in the name of the organization stated on the application and shall be made payable to the City.

Once an application has been submitted, the Community Engagement Office will contact the event organizer to schedule a review meeting. Event organizers are encouraged to attend the review meeting to answer any questions and expedite the approval process. The city will do its best to accommodate applicants in the time applications are received and when the event is to take place.

Follow-up

There will be a follow-up meeting scheduled with city staff to review the event and make recommendations on moving forward. The Community Engagement Department will contact the event organizer to schedule the meeting.

If the event is successful and there are no issues, it will may be eligible for a Save the Date with the City. This process will be discussed at the follow-up meeting.

Deadlines and Fees

Fee	Deadline	Amount	Refundable
Amplification Fee (if needed)	On submission	\$50	N
Security Services (if needed)	After review	\$35/hr	N
Fire/Emergency Services (if needed)	After review	\$35/hr	N
3 yd dumpster	After review	\$75 each	N
20 yd dumpster	After review	\$475.65 each	N

Policies and Procedures

All legislation, bylaws, regulations, and City of Denison Code of Ordinances must be adhered to.

A zero-tolerance policy is enforced for all special events. Failure to comply with standards could result in refund loss, cancellation of event, or disruption of future events.

The event organizer is required to provide evidence of all the necessary licenses and permits needed for the event. They are also required to submit an Emergency Plan with the permit application.

All special events must comply with current ADA standards to ensure all residents are able to participate.

Under Chapter 11 of City of Denison Ordinance-

(b) It shall be unlawful for any person to possess any firearm: (1) while within the boundaries of a public park, except a person licensed to carry a handgun in accordance with V.T.C.A., attending or in the presence of a public meeting except a person licensed to carry a handgun in accordance with V.T.C.A., Government Code ch. 411, subch. H, may carry a handgun if not prohibited by other law; (3) on the premises of any government court or offices utilized by the court, unless pursuant to written regulations or written authorization of the court; (4) while attending a political rally, political parade or official meeting of a political party or interest group; or (5) while attending a non-firearms related school, college, or professional athletic event.

(c) It shall be unlawful for any person to possess a firearm or handgun while on municipally-owned premises, except a person licensed to carry a handgun in accordance with V.T.C.A., Government Code Ch. 411, subch. H, may carry a handgun if not prohibited by other law.

No person may be permitted at any special event to: sell firearms or prohibited weapons, carry or sell illegal drugs, carry or sell alcohol.

Facilities will not be used for anything other than what is permitted by Community Engagement Director.

Any events held in the Entertainment District, please refer to [Article VI](#) of the Denison Ordinance for more information regarding rules and regulations.

The Community Engagement department or its designee may vary any element of this policy at their sole discretion.

Insurance

The special event must carry property, bodily injury, and municipal liability insurance of \$1,000,000.00 per occurrence. The City of Denison must be shown as an additional named insured on the insurance declaration. One original copy of insurance must be submitted at least 30 days prior to the event.

Cancellation insurance may be purchased to cover City man hours and supplies in the event that an event is cancelled.

At its discretion, the City of Denison reserves the right to set higher insurance limits. This may be required depending on the type of activity planned during the event.

The event organizer shall indemnify and hold the City of Denison harmless from and against all liability, loss, claims, demands, costs, and expenses, including reasonable legal fees, occasioned wholly or in part by any negligence or act of omissions by the above names, their officers, agents, employees, volunteers, or others for whom they are responsible at law, arising out of any cause whatsoever, either direct or indirect, through its use and/or operation of city property in connection with the special event.

Park Reservation

If the special event is being held at a public park, the event organizer must contact the Parks and Recreation Department at 903-463-5116 to reserve the space. You can also reserve your space online at Denison.RecDesk.com.

Safety

Emergency services-

Denison Public Safety will review the public safety components of the event to determine if on-site personnel are necessary. A Special Events Unified Command Team will be composed if it is determined one is needed and the event organizer will be responsible for the cost identified.

The City of Denison requires an emergency plan for all events in accordance with Chapter 4 of the International Fire Code 2012 Edition. The plan must address how the event organizers will deal with concerns of emergency services and fire. If the organizer needs assistance or has specific questions, they can contact the Emergency Management Coordinator at 903-465-2720 ext. 2212 or mmetcalfe@cityofdenison.com.

The below items shall be addressed in the emergency plan-

- Emergency vehicle access and exit
- Emergency medical responses and calling 9-1-1
- Directing attendees to evacuate in the event of an emergency
- Overall fire protection plan for the event
- Need for law enforcement and/or fire and EMS presence

At no time may the activities of the event restrict access to the street by police and fire vehicles. Fire hydrants shall not be blocked at any time and a clearance of at least 6 feet around hydrants must be

maintained. There must also be a clear and unobstructed path from the street to the hydrant. Objects including ropes shall not be attached to fire hydrants at any time.

In the event an emergency vehicle must enter the event area, persons should be designated to be available to move barricades, tables, chairs, etc. if necessary.

If emergency vehicles are requested to respond to your event, the designated personnel must immediately go to the appropriate barricades and standby. This will prevent any delays.

All emergency and fire services must be coordinated with the Denison Fire Department. If fire or EMS services are deemed necessary the cost of services is \$35 per hour with a 2-hour minimum per person paid to the City.

Security-

The need for security services will be evaluated by the Denison Police Department per event. The cost of special/additional support will be the responsibility of the event organizer. If there are any concerns about security the event organizer will be contacted prior to the event being reviewed. If police services are deemed necessary, the cost of services will be \$35 per hour with a 2-hour minimum for each individual officer paid to the City.

Outdoor Activities

Tents and canopies-

A permit is required when a tent structure or canopy has an area in excess of 400 square feet. For uses where several smaller tents (10X10) are used and these are located directly adjacent to one another, a permit may be required subject to the review of the Fire Marshal.

Parades-

All parade participants must begin and end at the staging area. Floats and participants should not leave the parade route early. The same rules and regulations regarding litter control apply to the parade staging area and route.

Parades must submit a traffic control plan and parade map with application.

Event Infrastructure

Street closures-

All events that require a lane closure must submit a traffic control plan and map that describes area of usage, course, the streets and alleys involved, and any requested modifications. All traffic laws must be adhered to unless where an approved traffic control plan is being used.

The city will provide traffic control devices needed. The special event is responsible for acquiring any additional permits or permission if any portion of the route or course lies outside the jurisdictional limits of Denison. The Denison Police Department requires at least one volunteer at each minor intersection

closure and two for major intersections.
Closure of TxDOT controlled streets will need prior approval by TxDOT.

Parking-

Any parking that is going to be utilized that is not public access parking requires an application. The event organizer must request a location for parking as well as describe where there should be access, handicap spaces, how many and what type of vehicles are to be expected, and who will handle the coordination on the application. A letter of approval is required from any and all property owners and must be submitted with the application if alternate parking lots are going to be used.

Drones-

If drones are being used at the event, note that all federal regulations apply. The Remote Pilot in Charge, primary and secondary landing zones, type of drone, and the registration number must be included on the application. The City of Denison reserves the right, due to unsafe operations, to suspend all flights during the event and could result in suspension at future events.

Noise-

Event organizers should be mindful of the impacts of sound to the surrounding neighborhoods. Noise issues fall subject to the guidelines of Article 5 of the Denison Code of Ordinances.

The creating of any unreasonably loud, disturbing and unnecessary noise within the corporate limits of the city is prohibited. Any noise of such character, intensity or duration as to be detrimental to the life or health of any individual, or in disturbance of the public peace and welfare, is prohibited.

The City requires an amplification permit under Article 5, Section 13-99, for any outdoor event that will have outdoor amplification. The non-refundable fee is \$50 and due at the time of the application. It is the responsibility of the event organizer to understand and comply with the noise levels outlined in Article 5 of the Denison Code of Ordinances.

Penalty for not obtaining an amplification permit may be up to \$2,000.

The City reserves the right to shut down any event that is in violation of the noise level ordinance.

Site Cleanup and Waste Management-

The event organizer is responsible for the cleanup of the location to the satisfaction of the maintenance department or designee. If litter is left at the event site, the city reserves the right to charge the event organizer for clean-up.

The removal of garbage must be completed at the end of the event unless otherwise specified and approved. The city will provide all normal maintenance services to its current routine standards including but not restricted to, mowing, ice clearing, and regular janitorial services before and during the event. Any additional maintenance required by the event prior to or during the event may be at the cost and responsibility of the event organizer.

The City of Denison will not supply any additional garbage containers over and above the current level for special events without prior notification. It is the sole responsibility of the special event organizer to

notify the city of collection service needs for the event. If extra dumpsters are required, requests must be made prior to the event and submitted on the permit application. Fees are listed in the Deadline & Fee section of this guide. Containers for recycling will be available and used for beverage cans and bottles. The event organizer will ensure that there is a suitable location for vendors to place flattened cardboard boxes. These are to be kept separate from any other recyclables or garbage.

Bathroom Facilities-

The following should be considered when determining the number of toilets needed for the event.

- Duration of event
- Weather
- Crowd size
- Ticketed or unticketed event

The minimum requirement is 1 toilet per every 300 attendees.

For more information on portable bathroom facilities, please visit the Portable Sanitation Association [website](#).

Alcohol

No alcohol will be distributed or consumed in city parks and/or streets in accordance with City Ordinances.

Under Chapter 3 of the Denison Code of Ordinance, the consumption of alcohol is excepted for the T-bar Softball Park during the adult league play or tournaments and when

Any event that will be serving or selling alcohol must contact the City Secretary at 903-464-4440 for more information on a Temporary Alcohol, Catering, or Winery Festival Permit Application.

Food

Any food served or sold at the event requires a permit under Chapter 3 of the Denison Code of Ordinance. To acquire the proper permit application, visit the Grayson County Health Department [website](#) or call 903-465-2878.

Advertising

It is the responsibility of the event organizer to ensure affected residents and businesses fully understand the impact of the event. Event organizers must contact the Community Engagement Director for campaigns.

Signs cannot be attached to trees or utility poles, fences or outside of abandoned buildings. Refer to Chapter 31 of the Denison Code of Ordinances for more detailed sign information.

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Special Event Permit Application

Name of event: _____

Location: _____

Date of event: _____ Time of event: _____ - _____

Event Set up Time: _____ Event Tear Down Time: _____

Event Organizer Name: _____

Email: _____ Phone: _____

Please circle organization type: Non-Profit Private Government Other

Organization Name: _____ Website: _____

Type of Event	
Block Party	
Demonstration/Rally	
Festival/Fair	
Fun Run/Walk/Bike	
Press Event	
Private Event	
Parade	
TV/Film Shoot	
Ribbon Cutting	
Other:	

This application is for a City of Denison Special Event Permit for an event coordinated by an event organizer for the cooperation of planning and operating a Special Event. Submittal information and application questions can be directed to the Community Engagement Director at smackey@cityofdenison.com or 903-465-2720 ext. 2030

Will there be an entry charge? Yes No

Estimated Number of Participants: _____ Spectators: _____

Alternate Date: _____ Event Time: _____

Has this event been produced before? Yes No Is this an annual event? Yes No

If this event has been held before, have there been any changes made? _____
If yes, please explain.

Please describe the event more in detail.

Will your event be serving/selling alcohol? Yes No

Who will be providing the alcohol? _____

TABC License # : _____

Refer to the alcohol section of this guide if you are unsure about permits.

Will your event be serving/selling food? Yes No

If so, do your vendors require water? Y N electricity? Y N

If yes, circle the voltage requirements. 110 220

Will an open flame be used for cooking and/or heating? Y N

Will propane be used for cooking and/or heating? Y N

If the event is open to the public, please circle all advertisement methods you plan to utilize:

Print TV Radio Website Social Media Posters/Signs Other: _____

If using posters/signs, where will they be displayed? _____

If the event is a parade, where is the staging area? _____

Number of participants: _____ Number of vehicles/floats: _____

Will there be animals in the parade? Y N If so, how many? _____

Please specify? _____

What parking location is being requested? _____

How many handicap spaces will be needed? _____ How many vehicles are expected? _____

If alternate parking is going to be used, is a letter of approval attached? Yes No

If the event requires lane closures, is a traffic control plan and map attached? Y N

Will you require extra dumpsters? Y N If so, how many? _____ What size? 3yd 20yd

Will water need to be made available? Y N Will electricity? Y N

Will the event require portable restrooms? Y N

How many? _____ (Min. requirement is 1 to 300 participants)

If needed, where will the portable restrooms be located?

Will outdoor amplification be a part of your event? Y N

If yes, is an amplification application and fee attached? Y N

Application Checklist

- ___ Emergency Plan
- ___ Map of event
- ___ Proof of insurance
- ___ Traffic plan, if applicable
- ___ Course route, if applicable
- ___ \$50 amplification fee, if applicable
- ___ Park reserved, if applicable

I, _____, the event organizer, have read and understood the policies, requirements, and expectations of the special events guide and procedures. I certify that all of the information contained in this application is true and correct and that any deviation from this application could result in the City closing down or canceling the event.

I understand that a Special Event Permit must be issued by the City of Denison prior to the occurrence of this event and that the issuance is contingent upon my compliance with the application and acceptance of all listed stipulations.

Signature

Date



City of Denison

Amplified Sound Permit Application

Please Return Application to:

City Secretary's Office, 500 W. Chestnut, PO Box 347, Denison, Texas 75020
cwallentine@cityofdenison.com Phone: 903-465-2720 ext. 2437

Applicant/Responsible Party: _____

Organization: _____

Address: _____

Phone Number: () _____ Email: _____

I/we request permission to have amplified sound/music as follows:

Date(s): _____ Time(s): _____

Place: _____

Sound source: _____

Purpose:

City of Denison Ordinance No. 4617:

“AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DENISON, TEXAS REPEALING ARTICLE IV, ENTITLED ‘NOISE’, OF CHAPTER 13, ENTITLED ‘NUISANCES’ OF THE CODE ORDINANCES OF THE CITY OF DENISON, TEXAS; ENACTING A NEW ARTICLE IV, ENTITLED ‘NOISE’, PROVIDING FOR THE PROHIBITION OF THE CREATION OF CERTAIN SOUNDS; PROVIDING FOR THE PROHIBITION OF CREATING MAXIMUM SOUND LEVELS; PROVIDING FOR A PENALTY; AND FINDING AND DETERMINING THE MEETING AT WHICH THIS ORDINANCE IS ADOPTED TO BE OPEN TO THE PUBLIC AS REQUIRED BY LAW.”

Non-refundable fee \$50.00 Paid: _____ Receipt No. _____

I/We understand and agree to comply with the conditions set forth by the City of Denison Ord. #4617.

Applicant's Signature Date

Penalty for not obtaining an amplification permit may cost up to \$2,000.00

Official Use Only

Received Date: _____ Received by: _____

Approval Date: _____ Approved by: _____