



# SPECIAL EVENT PLANNING GUIDE

Updated 06/02/2022



The City of Denison's Special Event Policy 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. Any questions can be directed to Rachel Reinert at 903-465-2720, extension 2035.

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 Rachel Reinert at [specialevents@cityofdenison.com](mailto:specialevents@cityofdenison.com) if you are unsure.

### **How to apply**

Complete the Special Event Permit application. The application and any additional requirements can be emailed to [specialevents@cityofdenison.com](mailto:specialevents@cityofdenison.com) or delivered in person to:

Rachel Reinert  
Tourism Manager  
300 W. Main  
Denison, TX 75020

### ***Incomplete applications will not be accepted.***

Applications must be submitted at least 45 days prior to the event date. The City of Denison requires advanced notice of special events to ensure that public health and safety are provided and protected.

### **Role of Special Events Office**

It is our goal to enhance the quality of life and economic prosperity of the City 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 or cancel an event in violation of any city ordinance or deviation from the permit application. The City of Denison also reserves the right to close 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 submitting 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

Following application submittal, all internal city departments will review the application and respond to the coordinator. A review meeting will be scheduled between involved departments and permit applicant. The meeting date will be scheduled at least 21 days prior to the event.

Applications submitted in advance of 45 days can be reviewed sooner than 21 days prior to the event if city staff has enough time to review the application. 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 could be a follow-up meeting scheduled with city staff to review the event and make recommendations on moving forward. If needed, city staff will contact the event organizer to schedule the meeting.

If the event is successful and there are no issues, it 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	\$50/hour	N
Fire/Emergency Services (if needed)	After review	\$35/hour	N
3-yard dumpster	After review	\$75 each	N
20-yard dumpster	After review	\$475.65 each	N

*All fees can be made payable to the City of Denison. Check, cash, or credit card are accepted.*

## **Policies and Procedures**

Adherence to all legislation, bylaws, regulations, and City of Denison Code of Ordinances must be practiced.

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.

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

Facilities will not be used for anything other than what is permitted by city staff.

The office of Leisure Services 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 or \$2,000,000 aggregate. The City of Denison must be listed 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.

## **Safety**

### **Emergency services**

Denison Public Safety will review the public safety components of the event to determine if on-site personnel are necessary.

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 fire chief at 903-465-2721, extension 2201 or [kennethjacks@cityofdenison.com](mailto:kennethjacks@cityofdenison.com).

The below items shall be addressed in the emergency plan:

- Emergency vehicle access and exit
- Emergency medical responses and calling 911
- 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 fire hydrants must be maintained. There must also be a clear and unobstructed path from the street to the fire hydrant. Objects to include 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 more 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 stand by. This will prevent any delays.

All emergency and fire services must be coordinated with the City of Denison Fire Department.

### **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 City of Denison Fire Marshal.

### **Security**

The need for security services will be evaluated by the City of Denison Police Department for the 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.

## **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 if 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 City of 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.

### **Parades**

All submitted parade routes will be reviewed by Special Events Review Team. Parades must submit a traffic control plan and parade map with application. 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.

### **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 to suspend all flights during the event due to unsafe operations and could result in suspension at future events.

### **Signage**

Event organizers are responsible for the creation and distribution of signage. Signage must be appropriate and in no way offend, harm, or discriminate against any persons. Distribution must be approved by the office of Leisure Services and any other parties, such as store owners and restaurant owners.

## **Noise**

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

The creating of any unreasonably loud, disturbing, or 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 City of Denison Code of Ordinances. The 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 cleanup. 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 and 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 which should be stored 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 un-ticketed event
- 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 or streets in accordance with city ordinances.

Under Chapter 3 of the City of Denison Code of Ordinance, the consumption of alcohol is prohibited except for the T-bar Softball Park during the adult league play or tournaments.

For any additional questions, please contact Rachel Reinert at 903-465-2720, extension 2035.

## **Food**

Any food served or sold at the event requires a permit under Chapter 3 of the City of 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 describe how they will advertise on the permit application.