

DENTON

Event Planning Guide





Denton's Event Planning Guide serves to assist event organizers through the city permitting process by providing requirements and guidelines necessary to host an event in Denton.



WELCOME

City of Denton's One-Stop Shop For **Special Event Planning**

PLANNING

The Planning Process
Criteria, Exceptions, Deadlines

PREPARING

Application Submittal
Requirements

PROVISIONS

Ordinance Provisions
and Event Resources

APPLICATION AND PERMITS

Master Application
Permits, Service Requests

CRITERIA AND EXCEPTIONS



“The Special Event Permit Application and Process helps us help you to ensure that public safety is a priority. Feel free to call or email me if you’re not sure if your event requires this application process and/or other permits.”

Jennifer Eusse, Special Events Supervisor

SPECIAL EVENT CRITERIA

Special Event is defined as a temporary event, gathering, or organized activity that involves one or more of the following:

- Having an impact on public safety
- Closing or impacting a public street, sidewalk, or trail
- Blocking or restricting city-owned property
- Sale or distribution of merchandise, food, or beverages on city-owned property
- Erection of a tent equal to or greater than 400 square feet in area
- Installation of a stage, band-shell, trailer, van, portable building, grandstand, or bleachers
- Placement of portable toilets on city-owned property
- Placement of temporary no-parking signs in a public right-of-way
- Placement of pedestrian boundary markers on city-owned property
- Placement of additional waste containers

Separate permits will be required for tents, awnings, canopies, temporary signs, and large assemblies in conjunction with events.

EXCEPTIONS TO THE ORDINANCE

- Funeral processions or other motorcades which comply with traffic laws
- Events which are authorized under a separate agreement or permit issued by the City
- Events held in special event facilities that have a certificate of occupancy and adequate parking, i.e. a hotel ballroom, Denton Civic Center, etc.
- Events managed entirely by the Parks and Recreation Department and/or a governmental agency acting within the scope of its function

Common Events

Festivals, parades, marches outdoor festivals, fun runs, triathlons, bike road races, neighborhood block parties, and fundraising events

STEP 1

Secure Event Date(s)

A *Letter of Intent* may be submitted in advance of the application to secure a date. Events on City Park property require a \$100 refundable deposit with the Letter of Intent. The deposit will be refunded pending no damage to City property. Event organizers can opt to reuse the deposit for reoccurring events, pending no damages. Event organizers are responsible for securing annual events dates.

STEP 2

Submit Special Event Permit Application with the following:

- \$30 application fee and \$100 deposit, as needed
- Site Plan, Traffic Plan, and Public Safety Plan
- Permits, Street Closures Notification Forms, etc.

Staff will help identify what supplement requirements are needed with your application. Additional requirements may be requested as a result of the assessment process.

STEP 3

Application Assessment and Approval Process

Applications are processed by the Special Events Supervisor, in coordination with other City department staff, as needed. This process might result in the need for additional information and/or requirements.

Applications seeking City Council and Parks, Recreation, and Beautification Board approvals must submit a Letter of Request at least 90 in advance of the event. Examples include but are not limited to:

- Requests for exceptions to the [Noise Ordinance](#)
- Requests for City co-sponsorship
- Requests for sale/consumption of alcohol in a City park

Alcohol requests require a recommendation by the Parks, Recreation, and Beautification Board prior to seeking City Council's approval. The *Letter of Request Form* is required for all City Council requests.

ADDITIONAL STEP
pending requests
for City Council
and the Parks,
Recreation, and
Beautification Board

STEP 4

Application Approval, Denial, and/or Revocation

A Special Event Permit is granted once the application, supplemental requirements have been approved and ALL fees have been paid. In some cases, an event permit can be granted ahead of event day permit inspections.

City Council requests must be approved before an event permit can be issued. Refer to Ordinance Sec. 25-220 for approval, denial, and/or revocation as needed.

PLANNING | APPLICATION AND PERMIT DEADLINES



Applications that require the Parks, Recreation, and Beautification Board’s recommendation and City Council’s consideration for approval are due 90 days in advance of the proposed event date.

Application Fee and Deadlines

DUE Prior to Event Start Date

Special Event Permit Application, \$30 nonrefundable	No less than 60 days
Plus City Council Request(s) no additional fee	No less than 90 days
Plus Park Board Request(s) no additional fee	No less than 90 days

Additional Fees and Deadlines

DUE Prior to Event Start Date

Deposit for City Parks \$100 <small>This deposit is applied to secure an event date and is refunded pending no damages</small>	Up to 12 months
Vendor Permit, \$25 for-profit \$15 non-profit <small>The Vendor Permit is a single-day permit to sell or do business on park property during a festival, event, or rental.</small>	3 days
Temporary Food Permit, \$35 <small>The Temporary Food Permit is required for each vendor serving and/or selling food.</small>	3 days
Tents, Canopies, Temporary Structures Permit \$35	30 days
Places of Assembly Permit, \$200	30 days

Supplemental Documents and Deadlines

DUE Prior to Event Start Date

Parade + Street Closure Request & Notification Forms	60 days
McKinney Street Parking Lot Rental Request, \$50	60 days
William Square Parking Lot Request, fees vary per request	60 days
Neighborhood Block Party Request, no fee	30 days
Street Closure Request & Notification Forms, no fee	30 days
Event Security Request, fees vary per request	30 days
Solid Waste Request, fees vary per request	30 days
Certificate of Liability Insurance	30 days
Site Map, Traffic Control Plan, and/or Public Safety Plan	30 days
Texas Alcoholic Beverage Commission Permit	30 days
First Amendment Activity, no fee	7 days

First Amendment Activities are exempt from the Special Event Application fee and costs associated with police at the event. First Amendment Activities are also exempt from the insurance requirements set forth in Sec. 25-248.



The following is a summary of the most common ordinances and policies relating to use of public property. Click here to search City ordinances.



Alcoholic Beverages at Special Events

In summary, the possession and consumption of alcoholic beverages is only permitted during an event, activity, and/or rental at the following locations and requires approval by the City in advance: Quakertown Park, Denton Civic Center, North Lakes Park, excluding North Lakes Rec Center and North Lakes Annex. The sale of alcoholic beverages on City owned-property requires approval by the Parks, Recreation, and Beautification Board and City Council.



Solid Waste and Recycling Requirements

Waste containers, excluding dumpsters, are available for events on City property. Additional containers or dumpsters may be necessary to provide adequate waste and recycling collection service. Recycling is required on all City-owned property in accordance with Resolution R2008-004.



Special Event Permit + Amplified Sound

At an outdoor music festival, amplified sound should not exceed 70 dba at the established perimeter of the event. Outdoor Music Festival is defined as any form of musical entertainment provided by live performances if:

1. More than two 200 people are in attendance at any one performance;
2. The event requires paid admission; or
3. Any of the performers or performance are not within a permanent, enclosed structure;
4. Any of the performance involves the use of amplified sound

An exception to the noise ordinance is needed based on one or more of the following:

Events Monday-Saturday

- Hours of Operation; Monday-Saturday, 10 p.m.-7 a.m.; amplified sound 70 dba or less
- Amplified Sound Level; anytime amplified sound level is over 70 dba
- Both; Hours of Operation, plus amplified sound over 70 dba

Events on Sunday

- Hours of Operation; anytime on Sunday
- Amplified Sound Level; anytime amplified sound is over 65 dba
- Both; Hours of Operation, plus amplified sound over 65 dba

Commercial General Liability Insurance and Liquor Liability Insurance

The City has the right to lower or increase Commercial General Liability Insurance based upon factors such as the type of event, equipment, location, and the number of people involved.

Special event organizers who request to sell or serve alcoholic beverages or otherwise make it available to the public, on City-owned property, must provide Liquor Liability (Dramshop) Insurance or Host Liquor Liability coverage by the alcoholic beverage license/permit holder, in an amount of not less than \$1,000,000 per occurrence.

PREPARING | APPLICATION REQUIREMENTS

EVENT DESCRIPTIVE REQUIREMENTS



Preparing for an event is a critical part of the process and the event organizer is responsible for completing these and submitting all other requirements.

Event and Contact Details

- Name, location, description
- Organizer/organization contact details
- Event dates, times, set-up/take-down

Attendance

- Estimates for daily peak times
- Estimates per day and duration of event
- Estimates for attendance during peak times

Event Description

- Event purpose
- Event entertainment and activities
- Number/types of animals and vehicles

Description Requirements

- Sale or consumption of alcohol, if applicable
- Parking and public transportation
- Public notifications, if applicable

SITE MAP REQUIREMENTS



The Site Map represents the event layout and needs to effectively cover all requirements such as vendor booth size & locations, parking, restrooms, entrance and exits, and electrical needs. For larger events, the Public Safety Plan must be submitted separately from the Site Map.

REQUIREMENT HIGHLIGHTS:

Hand drawn site maps/ plans are not accepted.

- Temporary structures, tents, equipment, awnings, canopies, etc.
- Food, beverage, merchant booths; food trucks, mobile vendors
- First-aid station, fire lanes, EMS equipment
- Stage, loudspeakers with orientation
- Signage, parking, accessible parking
- Trash cans, portable restrooms, generators
- Inflatables, temporary power poles

PUBLIC SAFETY PLAN



Public Safety Plan represents the description and location of emergency services, evacuation, fire prevention, and fire suppression on the property being used for the event, and EMS for entertainers, exhibitors, attendees, and other persons at the event. Public Safety requirements can be identified on the Site Map, however staff will require a separate map for larger events.

REQUIREMENT HIGHLIGHTS:

- Location of evacuation plan and EMS for all in attendance
- Location and type of fire prevention and suppression devices/vehicles
- Emergency contact information must include mobile/cell numbers of organizers that will be on-site on the day of the event.
- Events larger than 10,000 in attendance will be required to coordinate with the City to develop a Public Safety Plan

PREPARING | APPLICATION REQUIREMENTS

TRAFFIC CONTROL PLAN



A Traffic Control Plan submitted as part of this application must be developed by a professional engineer or licensed traffic control professional in accordance with the Texas Manual on Uniform Traffic Control Devices. Traffic control and direction upon City rights-of-way shall be allowed only by a Denton Police Officer, Denton Parking Enforcement Officer, or other sworn law enforcement officer. Vehicular traffic control and direction by private citizens in the City rights-of-way is prohibited.



- REQUIREMENT HIGHLIGHTS:**
- Requires Traffic Control Plan
 - Requires Street Closure Request Form
 - Hand-drawn Traffic Controls Plans are not accepted
 - Vehicles may not be used to block traffic or an intersection

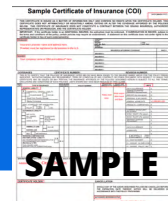
PARADES, FUN RUNS, ROAD RACES, ETC.



A parade means any assembly, march, demonstration, or procession on public streets in the City consisting of people, animals, or vehicles traveling together and likely to interfere with the normal flow of traffic. Parade requests and fun runs need to be description of the route per the application as well as submit a route per the traffic control plan.

- REQUIREMENT HIGHLIGHTS:**
- Requires a Street Closure Request and Notification Petition
 - Event organizers must cleanup trash/animal waste left on the route
 - Courses must be pre-approved before submission for a US Track & Field course certification.
 - Road race and fun run courses must include the start and finish lines, water and first aid station locations, and entertainment and cannot interfere with business or residential ingress/egress.

CERTIFICATE OF LIABILITY INSURANCE



The City may lower or increase the amount of required insurance based upon the type of event, location, number of people, provision of alcohol, and other factors or risks per the ordinance. Permit applicants must furnish the City with a certificate of insurance complying with minimum standards sufficient to protect event attendees, the general public, and City-owned property per the ordinance and as outlined below, including potential property damage arising from the event that impacts or occurs on City property.

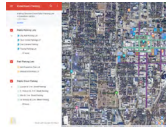
- REQUIREMENT HIGHLIGHTS:**
- \$1,000,000 per Occurrence General Liability
 - \$1,000,000 per Occurrence Liquor Liability
 - Public events on City property require insurance coverage showing the City of Denton as "Additional Insured" unless told otherwise

PROVISIONS | PARKING, ALCOHOL, SIGNAGE

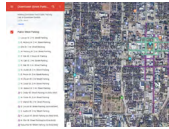
Public Parking Resources



Public Parking Lots



Downtown Parking



Downtown Street Parking



A Planning Guide for Making Temporary Events Accessible to People With Disabilities



ADA Compliance for Outdoor Events



ADA Accessible Parking Spot Calculator

Parking Related Provisions

Site Plans must include parking, ADA parking, and public transportation. If parking is on private property, written permission by the property owner to use the lot must be submitted with the application.

City Authority over Parking

The City shall have authority, when reasonably necessary as determined by the Police Dept, to prohibit or restrict the parking of vehicles along a street, highway, or part thereof adjacent to the site of the event.

Trailers or Other Vehicles

Trailers or other vehicles may be temporarily occupied as living quarters at an event site parked not less than three hundred feet (300') from any residential district, and must comply with all City Ordinances and regulations. Please coordinate as needed with the Special Events Supervisor.

Texas Alcoholic Beverage Commission

For special events requiring a permit from the Texas Alcoholic Beverage Commission (TABC), a copy of the State permit shall be required prior to the issuance of a Special Event Permit.

Please contact Beth Gray with any questions regarding service of alcohol at events.

Beth Gray, Agent III, TABC
Denton County Building
750 S. Mayhill Rd., Suite 116B
(940) 349-2877
www.tabc.state.tx.us



Alcohol at Special Events

If alcohol is being served on City-owned property, a law enforcement professional is required to be on-site during the Event.

It is the responsibility of the applicant to ensure that if alcoholic beverages will be possessed and consumed during a Special Event that he/she/they have obtained all necessary City approvals for such possession and use.

If alcohol is being possessed or consumed in a City park, it requires recommendation by the Parks and Recreation Board, approval by City Council, and a Special Event application and Letter of Request must be submitted at least (90) days prior to the event.

Liquor Liability Insurance

Additionally, Liquor Liability (Dramshop Liability) or Host Liquor Liability insurance coverage in the amount of \$1,000,000 shall be provided, naming the City of Denton as an additional insured.

Signage

Signs used must comply with the Sign Regulations for special event and promotional signage found in Chapter 33 of the Code of Ordinances. Accordingly, no event signs can be placed in the City rights-of-way.

Glass containers are prohibited in City parks.



PROVISIONS | TENTS AND FIRE OPERATIONAL PERMITS,

Carnival and Fair | Permit Required

Rides and/or attractions associated with Special Events shall conform with the statutory rules and regulations set forth in Chapter 21, Article 21.53 of the Texas Insurance Code, designated the Amusement Ride Safety Inspection and Insurance Act, as amended. Copies of inspection reports will be required.

Tents and Canopies | Permit Required

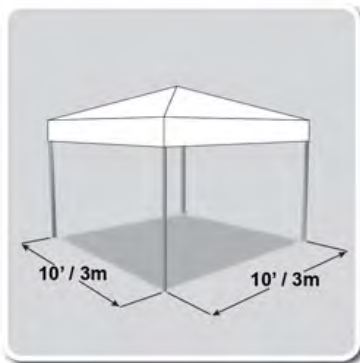
Any Special Event which includes the use of a tent, canopy, or temporary structure shall meet the requirements in the Fire Code. Fire lanes for emergency equipment must be provided and the site prepared in a manner so as not to be a fire hazard as determined by the Fire Chief. \$35

An operational permit is required to operate an air-supported temporary membrane structure or tent having an excess of 400 square feet or a canopy in excess of 700 square feet.

Temporary Ground-Support Structure | Permit Required

A single fire construction permit is required to erect and take down a temporary special event structure. Examples include ground-supported structure, platform, stage, stage scaffolding or rigging, canopy, tower supporting audio or visual effects equipment or similar structures not regulated within the scope of the International Building Code.

Examples of event tents that do not require a permit:



Examples of event tents an excess of 400 square feet that require a permit:



10 x 10 EZ-UP Tents do not require a permit



Event Security Police Protection

Applicant/event organizer is responsible for reimbursing the City for the cost of police personnel; three-hour minimum per officer. Includes salary, overtime, and vehicle usage.

3-hour Minimum per Police Officer

Includes salary, overtime, and vehicle usage. Due to differences in staff salary, the fee may vary based on personnel assigned to the event.



Emergency Medical Services (EMS)

Applicant/event organizer is responsible for reimbursing the City for the cost of EMS personnel; four-hour minimum per officer. Includes salary, overtime, and vehicle usage.

4-hour Minimum per EMS Personnel

Includes salary, overtime, and vehicle usage. Due to differences in staff salary, the fee may vary based on personnel assigned to the event.

All reasonable alternative routes, times, and locations will be considered so as to offer the applicant the option that will provide the lowest costs consistent with the general public health, safety, and welfare. The cost or a portion of the cost of public safety personnel to meet these guidelines may be requested by the applicant and provided as in-kind services by the City upon approval from City Council.

Objective standards used to determine the number of law enforcement officers:

- Road closures
- Event alcohol consumption
- Time, date, and length of event
- Estimated number of attendees
- Wild or undomesticated animals
- Parade or other moving event route
- Use of adjacent residential/commercial areas
- Vehicular and pedestrian traffic conditions
- Need for safety zones, i.e. helicopter landing

Objective standards used to determine the number of EMS personnel and ambulances:

- Road closures
- Peak hourly attendance
- Event alcohol consumption
- Estimated number of attendees
- Time, date, and length of event
- Use of adjacent residential/commercial areas
- Need for safety zones, i.e. helicopter landing



Click to email a Request for Cost of Services for Police Security specific to your event.



Click to email a Request for Cost of Services for EMS and/or Fire Services specific to your event.

PROVISIONS | ELECTRICAL, WASTE WATER, AND SANITATION



Electrical Provisions

All electrical equipment and installations shall comply with the currently adopted version of the National Electric Code. Electrical requests are made during the application process and is provided as a courtesy of the City where electric pedestals are available. Event organizers can make arrangements to use generators for electrical needs beyond what the City provides. Generator locations are required on the site map.

Waste Water & Sanitation

Portable Restrooms

A sufficient number of portable type sanitary facilities must be provided on the premises as determined necessary using standards as established by the Portable Sanitation Association International (“PSAI”).

All reasonable alternative routes, times, and locations will be considered so as to offer the applicant the option that will provide the lowest costs consistent with the general public health, safety, and welfare. C



City Staff Coordination for Portable Restroom Locations

Special events held on City property or in a City park, will need to coordinate and request approval for the temporary location of portable restrooms and must be identified in the Site Map.

Disposal of Waste Water

Event organizer shall submit a plan for the disposal of waste water, including capture and containment, which must be approved by the City prior to the Special Event. The plan must be in accordance with all local, State, & Federal laws.

A sturdy five-gallon plastic container equipped with a spigot to receive and store liquid waste must be available. All wastewater from sinks, steam tables, etc., must be drained or disposed of into the sanitary sewer system or in a manner that is consistent with liquid waste disposal requirements.

Portable Sanitation Association International
SPECIAL EVENT CHART
EXTENDED BREAKDOWN

Number of Units required when no pumping system is provided based on 100 US Gallons of Waste & Residue
Per person generated approximately 0.25 Gallons of Waste/Residue per hour

Event Type	2	4	6	8	10	12	14	16	18	20	22	24	26	28	30
10000	2	4	6	8	10	12	14	16	18	20	22	24	26	28	30
15000	3	6	9	12	15	18	21	24	27	30	33	36	39	42	45
20000	4	8	12	16	20	24	28	32	36	40	44	48	52	56	60
25000	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75
30000	6	12	18	24	30	36	42	48	54	60	66	72	78	84	90
35000	7	14	21	28	35	42	49	56	63	70	77	84	91	98	105
40000	8	16	24	32	40	48	56	64	72	80	88	96	104	112	120
45000	9	18	27	36	45	54	63	72	81	90	99	108	117	126	135
50000	10	20	30	40	50	60	70	80	90	100	110	120	130	140	150
55000	11	22	33	44	55	66	77	88	99	110	121	132	143	154	165
60000	12	24	36	48	60	72	84	96	108	120	132	144	156	168	180
65000	13	26	39	52	65	78	91	104	117	130	143	156	169	182	195
70000	14	28	42	56	70	84	98	112	126	140	154	168	182	196	210
75000	15	30	45	60	75	90	105	120	135	150	165	180	195	210	225
80000	16	32	48	64	80	96	112	128	144	160	176	192	208	224	240
85000	17	34	51	68	85	102	119	136	153	170	187	204	221	238	255
90000	18	36	54	72	90	108	126	144	162	180	198	216	234	252	270
95000	19	38	57	76	95	114	133	152	171	190	209	228	247	266	285
100000	20	40	60	80	100	120	140	160	180	200	220	240	260	280	300
105000	21	42	63	84	105	126	147	168	189	210	231	252	273	294	315
110000	22	44	66	88	110	132	154	176	198	220	242	264	286	308	330
115000	23	46	69	92	115	138	160	182	204	226	248	270	292	314	336
120000	24	48	72	96	120	144	166	188	210	232	254	276	298	320	342
125000	25	50	75	100	125	150	172	194	216	238	260	282	304	326	348
130000	26	52	78	104	130	156	178	200	222	244	266	288	310	332	354
135000	27	54	81	108	135	162	184	206	228	250	272	294	316	338	360
140000	28	56	84	112	140	168	190	212	234	256	278	300	322	344	366
145000	29	58	87	116	145	174	196	218	240	262	284	306	328	350	372
150000	30	60	90	120	150	180	202	224	246	268	290	312	334	356	378
155000	31	62	93	124	155	186	208	230	252	274	296	318	340	362	384
160000	32	64	96	128	160	192	214	236	258	280	302	324	346	368	390
165000	33	66	99	132	165	198	220	242	264	286	308	330	352	374	396
170000	34	68	102	136	170	204	226	248	270	292	314	336	358	380	402
175000	35	70	105	140	175	210	232	254	276	298	320	342	364	386	408
180000	36	72	108	144	180	216	238	260	282	304	326	348	370	392	414
185000	37	74	111	148	185	222	244	266	288	310	332	354	376	398	420
190000	38	76	114	152	190	228	250	272	294	316	338	360	382	404	426
195000	39	78	117	156	195	234	256	278	300	322	344	366	388	410	432
200000	40	80	120	160	200	240	262	284	306	328	350	372	394	416	438
205000	41	82	123	164	205	246	268	290	312	334	356	378	400	422	444
210000	42	84	126	168	210	252	274	296	318	340	362	384	406	428	450
215000	43	86	129	172	215	258	280	302	324	346	368	390	412	434	456
220000	44	88	132	176	220	264	286	308	330	352	374	396	418	440	462
225000	45	90	135	180	225	270	292	314	336	358	380	402	424	446	468
230000	46	92	138	184	230	276	298	320	342	364	386	408	430	452	474
235000	47	94	141	188	235	282	304	326	348	370	392	414	436	458	480
240000	48	96	144	192	240	288	310	332	354	376	398	420	442	464	486
245000	49	98	147	196	245	294	316	338	360	382	404	426	448	468	492
250000	50	100	150	200	250	300	322	344	364	386	408	430	452	474	498
255000	51	102	153	204	255	306	328	350	370	392	414	436	458	480	504
260000	52	104	156	208	260	312	334	356	376	398	420	442	464	486	510
265000	53	106	159	212	265	318	340	362	382	404	426	448	470	492	516
270000	54	108	162	216	270	324	346	368	388	410	432	454	476	498	522
275000	55	110	165	220	275	330	352	374	394	416	438	460	482	504	528
280000	56	112	168	224	280	336	358	380	400	422	444	466	488	510	534
285000	57	114	171	228	285	342	364	386	406	428	450	472	494	516	540
290000	58	116	174	232	290	348	370	392	412	434	456	478	500	522	546
295000	59	118	177	236	295	354	376	398	418	440	462	484	506	528	552
300000	60	120	180	240	300	360	382	404	424	444	466	488	510	534	558
305000	61	122	183	244	305	366	388	410	430	450	472	494	516	540	564
310000	62	124	186	248	310	372	394	416	436	456	478	500	522	546	570
315000	63	126	189	252	315	378	400	422	442	462	484	506	528	552	576
320000	64	128	192	256	320	384	406	428	448	468	490	512	534	558	582
325000	65	130	195	260	325	390	412	434	454	474	496	518	540	564	588
330000	66	132	198	264	330	396	418	440	460	480	502	524	546	570	594
335000	67	134	201	268	335	402	424	446	466	486	508	530	552	576	600
340000	68	136	204	272	340	408	430	452	472	492	514	536	558	582	606
345000	69	138	207	276	345	414	436	458	478	498	520	542	564	588	612
350000	70	140	210	280	350	420	442	464	484	504	526	548	570	594	618
355000	71	142	213	284	355	426	448	470	490	510	532	554	576	600	624
360000	72	144	216	288	360	432	454	476	496	516	538	560	582	606	630
365000	73	146	219	292	365	438	460	482	502	522	544	566	588	612	636
370000	74	148	222	296	370	444	466	488	508	528	550	572	594	618	642
375000	75	150	225	300	375	450	472	494	514	534	556	578	600	624	648
380000	76	152	228	304	380	456	478	498	518	538	560	582	604	628	654
385000															

Solid Waste | Recycle and Trash Disposal Requirements

Events held on City property, or sponsored by the City or one of its departments, is required to supply recycling for attendees and vendors; although, every special event held in Denton is encouraged to recycle. City staff can help you determine trash and recycling needs based on the location, size, duration, and nature of the event.



[Click to submit a Request for a Cost of Service](#)

STEP 1 | Determine your Level of Service Needs

Events on City-owned Property | Use Containers Available on City-owned Property

- Trash containers are on-site, ready for use.
- Recycling containers for bottles and cans are on-site, ready for use.
- Recyclable materials such as cardboard, should be sorted and collected for recycling and placed in an on-site blue recycling dumpster or taken to a recycling drop-off center.
- Large events may require ordering recycling/trash services to collect excess waste.

Events not on City-owned Property | Use Free, Temporary Containers, email or call (940) 349-8027

- Use the City's free portable, collapsible, temporary trash and recycling containers
- After your event, deliver the bagged bottles and cans, flattened cardboard, etc., to a Recycling Drop-off Center. You may place bags of bottles and cans in a "Plastic Only" dumpster, you do not have to sort the materials.
- Event organizers need to make arrangements to pick-up the containers, properly deliver them to a drop-off center, then return them to the Solid Waste Department.

Events that Need Recycling & Trash Services | Use Fee-based services, email or call (940) 349-8027

- Service fee includes delivery and collection of recycling containers, banners, recyclables, and a recycling dumpster, if needed. Trash dumpsters are also available, if needed.
- Contact Solid Waste/Recycling at (940) 349-8027 to determine the level of service needed.

STEP 2 | Promote that your event will recycle.

STEP 3 | Pick up the "Recycle, Don't Litter" banner to display at your event.

STEP 4 | Place recycle and trash containers side-by-side to reduce contamination.

Portable, collapsible, and Available to Borrow FREE of Charge



RECYCLABLE ITEMS

Bottles and cans
Plastic, Glass
Boxboard, Aluminum
Clean foil pans
Paper newspaper
Flattened cardboard
Empty steel and tin cans
Plastic cups, #1-7
No styrofoam



NON-RECYCLABLE

Syrofoam
Food or liquid
Plastic bags or wrap
Food wrappers
Plates or food boats
Paper towels or napkins
Plastic utensils or straws



Neighborhood Block Party

Applications are due 30 days prior to the proposed block party

Application is Required | Neighborhood block party organizers are required to obtain a Special Event Permit from the City and are subject to the filing periods set forth in Sec. 25-216.

Notification is Required | A process for notifications to affected properties adjacent to the party must be submitted in accordance with Sec. 25-217.

Exempt from Application Fee | Neighborhood block parties will be exempt from the Special Event Application Fee, but may be subject to other City fees (e.g. tent permit fees).

Exempt from Insurance Requirement | Neighborhood block parties are exempt from the insurance requirements set forth in Sec. 25-248.



Neighborhood Block Party Application Process and Requirements

STEP 1 | Complete the Street Closure Request Form

STEP 2 | Complete the Street Closure Notification Process and Submit the Form

All property owners and/or tenants affected by the street closure must be contacted and informed of the proposed street closure, and indicate their favor or opposition by signing the Notification Form. If additional sheets are needed, please photocopy the form.

STEP 3 | Submit an official Traffic Control Plan

Temporary street closure requests must include a Traffic Control Plan that meets Federal Manual Uniform Traffic Control Devices (MUTCD) standards. The Traffic Control Plans must be developed by either a professional engineer or a barricade company that provides Traffic Control Plans and barricades in compliance with the MUTCD. Traffic control device standards provide the warning and guidance needed for the uniform and efficient operation of all elements of traffic in a manner intended to minimize the occurrences of accidents and injury.

Traffic Control Plans require MUTCD standard barricades and signs and are obtained by contracting a barricade company. The City does not provide traffic plans, barricades, or signs.

STEP 3 | Submit 30 days all of the above prior to the block party via email or in person at Denton Civic Center. Special Event Permit Application | 13



Temporary Food Permit Requirements

Permits are approved, issued, and delivered on-site after the inspection.



1. Only approved food products will be permitted. Preparation or storage of food in the home is not permitted. All condiments available for customers, including relish, catchup, mustard, etc. shall be in single service packets or dispensed from sanitary dispensers. Single service plates and utensils shall be provided.
2. All perishable food products shall be maintained under proper temperature control. A thermometer for checking the internal temperatures of foods is required (0-220 degrees F).
Hot Food: 135 degrees or hotter | Cold Food: 41 degrees or colder.
3. Foods shall be protected at all times. Booths shall be enclosed or covered with a tent or canopy. Open or unprotected displays of food shall not be permitted. All food and food supplies are to kept or stored a minimum of six (6) inches off the ground.
4. Ice to be used for human consumption shall be properly stored. Ice used to refrigerate food, drink bottles, or cans shall be stored separately from ice used in food or drinks.
5. All employees shall:
 - a) Have a food-handler certification on-site
 - b) Wear clean clothes and approved hair restraints
 - c) Wash hands with soap and water as frequently as necessary to keep them clean, even when disposable gloves are used
 - d) Use disposable gloves, paper, or utensils when handling food.
6. Eating, drinking, and the use of tobacco in any form is prohibited in food preparation or service areas. Drinks are allowed only if they are covered with a tight-fitting lid and consumed through a straw.
7. Have three (3) containers available for the following uses of water:
 - 1) Soapy water for washing utensils or anything that needs washing;
 - 2) Rinse water for rinsing utensils;
 - 3) Water for sanitizing utensils; use bleach (1 tablespoon of bleach to 1 gallon of water) or sanitizer. Need test strips to test sanitizer strength.
8. Have a five (5) gallon insulated container of warm, clean water, the container shall have a spigot that can be turned on to allow water to flow; a wastewater container; liquid soap; paper towels; and a container for collecting waste water from hand-washing.
9. Have gloves available for use with ready-to-eat foods.
10. All trash must be contained in leak-proof, non-absorbent containers lined with plastic bags and covered.
11. Toxic items must be properly labeled and stored away from food, food prep areas, and food supplies.
12. Floor under food prep areas. A floor may be of concrete, machine-laid asphalt, dirt or gravel if it is covered with mats, removable platforms, duckboards, or other suitable materials that are effectively treated to control dust and mud.
13. A fire extinguisher

Equipment Requirements for Temporary Food Booth



- Five-gallon insulated water dispenser for hand washing
- Approved sanitizer,
- Liquid hand soap
- Paper Towels
- Digital thermometer
Hot Food: 135 degrees or hotter
Cold Food: 41 degrees or colder
- Plastic gloves
- Electric or mechanical food warmer or grill
- Electric refrigerator if the event is more than four hours, or hard plastic style ice chest if less than four hours
- Sanitizer test strips
- Dish washing station with three pails or tubs large enough to submerge items being washed



Health permits are approved, issued, and delivered on-site after the inspection.



SPECIAL EVENT PERMIT APPLICATION | Master Application

Applicant Contact Information

Applicant Name:

Street Address:

City, State, and Zip:

Mobile Number:

Telephone Number:

Email Address:

Applicant is (check all that apply): Event Organizer On-site Emergency Contact Organization Representative

Organization Information

Organization Name:

Organization Contact (if different from above):

Street Address:

City, State, and Zip:

Mobile Number:

Telephone Number:

Email Address:

Type of Organization:

HOT Funds Recipient Yes No

Event Information

Event Name:

Event Type/Description:

Location(s):

Select all that apply to your event or function:

- Booth Related:** Food/Drink (serve or sale) Alcohol (serve or sale) Merchandise (giveaway or sale)
- Sound Related:** Live Music DJ Music Stage No Stage Speech and/or Announcements
- Activity Related:** Parade Carnival Games/Crafts/Arts Inflatable(s) Race Event
- Service Request:** Security Fire/EMS Street Closures Solid Waste Park Maint.
- Other Activity:**
- Admission:** Free-Event Fee-Based Fundraising Event Public Event Private Event

Event Date(s)	SET UP TIME	START TIME	PEAK TIME	END TIME	TAKE-DOWN	Peak Daily Attendance	Total Daily Attendance
Set-Up Day:							
Event Day 1:							
Event Day 2:							
Event Day 3:							
Take-Down:							

SPECIAL EVENT PERMIT APPLICATION | Public Safety Communications

Event Contact Management | Mobile numbers are required

Contact Name:

Mobile Number:

Contact Name:

Mobile Number:

Contact Name:

Mobile Number:

Crowd Management

Estimated Event Attendance:

Estimated Number of Staff:

Method of Communication:

Number of Volunteers:

Described Staff Identification Method, i.e. volunteers in yellow t-shirts, managers in red t-shirts, etc:

Security Management | City of Denton Police or Private Security Company

Head of Security or Officer:

Mobile Number:

Contracted Security Provider:

Mobile Number:

If the City of Denton is providing security, please describe their function and/or role, i.e. security, street closures, parade, etc.

Fire & Medical Management | City of Denton Fire & Emergency Medical Services or Private Medical


Head of Medical Support:

Mobile Number:


Contracted Medical Provider:

Mobile Number:

EMS Support Location(s):

On the site plan? Yes No 

List # of Fire Extinguishers:

On the site plan? Yes No 

If the City of Denton is providing EMS, please describe their function and/or role, i.e. on-site medical services, first-aid, etc.

Incident and Communication Command | Missing Person, Weather Emergency, etc.

In the event of extreme weather or other emergencies, the City of Denton will refer to this Command and individual(s) listed below for information, announcements, cancellations, and/or emergency communications.

Head of Incident Command:

Mobile Number:

Head of Public Information:

Mobile Number:

Describe your plan of evacuation and locations of emergency access locations:



VENDOR LIST

A list of vendors and their location on the Site Map is required for Public Safety Communications.



Indicates a Public Safety Map requirement.

SPECIAL EVENT PERMIT APPLICATION | Screening Questionnaire

The following questions will help determine what supplemental forms, permits, or documents are required with this application. One copy of each requirement is needed, regardless of how often is appears in the right-hand column. **All events are required to submit a Site Map, Traffic Plan (TCP), and Public Safety Plan (PSP).**

Parade, Block Party, City Streets, Parking Lots		If yes, submit the required...
Do your plans include a parade or march?		Street Closure & Notification Form
Do you plan to close, block, or use a City street, trail, or sidewalk?		Street Closure & Notification Form
Do you plan to close a street that will impact residents & businesses?		Street Closure & Notification Form
Do you plan to use a private parking lot or property?		Written Permission
Police, Fire, and Emergency Medical Services (EMS)		If yes, submit the required...
Do you anticipate 2,000+ attendees or street/sidewalk spectators?		Security and EMS Form
Do you plan to have security and/or EMS at your event?		Security and EMS Form
Do you plan to request to serve or sell alcoholic beverages?		Letter of Request, Cert. of Insurance
Food, Drinks, Merchandise, and/or Booth Vendors		If yes, submit the required...
Do you plan to serve or sell food, drinks, and/or merchandise?		Vendor & Temp. Food Permits
Do you plan to have vendors serve or sell food, drinks, and/or merchandise?		Vendor Form & Temp. Food Permit
Do you plan to have any City compliant food truck(s) serve or sell at your event?		Vendor Permit
Sanitation, Water, Waste Water, Recycling, and/or Restrooms		If yes, submit the required...
Do you anticipate your event will generate enough trash to fill a dumpster?		Solid Waste Request
Do you plan to use and/or dispose of water per Consumer Health requirements?		Temp. Food Permit
Are you unsure if you'll need trash containers at your event?		Solid Waste Request
Do you anticipate your event will need portable restrooms based on the Portable Sanitation Association International requirements chart?		Solid Waste Request Street Closure, if needed
Music, Performances, Amplified Sound, Loudspeakers		If yes, submit the required...
Do you plan to have live music, DJ music, performances, or announcements?		Noise Exception Letter of Request
Do you plan to use a stage with amplified sound or music?		Noise Exception Letter of Request
Do you plan to have any of the above on a Sunday?		Noise Exception Letter of Request
Tents, Temporary Structures, Carnivals, Fairs, Amusement Rides		If yes, submit the required...
Do you plan to use a tent larger than 400 sq ft or a canopy in excess of 700 sq ft?		Tents/Canopies Permit
Do you plan to host a carnival, fair, and/or an event with amusement rides?		Schedule Inspection with Fire Dept.
City Council Approval or City Service Requests		If yes, submit the required...
Will your event require an exception to the noise ordinance?		Letter of Request
Will your event require approval to sell or serve alcohol?		Letter of Request

By signing here, I confirm that I understand and have completed and/or attached the supplemental requirements listed and I understand that the Chief of Police, Director of Parks and Recreation, or his designee, have the authority, when reasonably necessary, to grant or require changes to these requirements for the safe and orderly conduct of my proposed event.



STREET CLOSURE REQUEST | Master Application

Purpose of Closure Request:

Street or Intersection:

Cross Street | From:

Cross Street | To:

Type of Closure:

Closure Date:

Start Time:

End Time:

Street of Side:

Street or Intersection:

Cross Street | From:

Cross Street | To:

Type of Closure:

Closure Date:

Start Time:

End Time:

Street of Side:

Street or Intersection:

Cross Street | From:

Cross Street | To:

Type of Closure:

Closure Date:

Start Time:

End Time:

Street of Side:

Street or Intersection:

Cross Street | From:

Cross Street | To:

Type of Closure:

Closure Date:

Start Time:

End Time:

Street of Side:

Street or Intersection:

Cross Street | From:

Cross Street | To:

Type of Closure:

Closure Date:

Start Time:

End Time:

Street of Side:

Confirmation of permit application & payment requirements that must be submitted together.

Street Closure Notification

Official Traffic Control Plan for street closure request, parade, and/or neighborhood block party

Private Lot Written Right of Possession

Map of Parade Route

Additional page of street closure description, attached as needed

By signing, I acknowledge and understand the requirements listed above.

Number of Police Officers Required: _____ Police Escort: _____

Estimated Cost for Street Closure Police Assistance: _____ Approved by: _____

ADDITIONAL STREETS FOR CLOSURE REQUEST | Master Application

CONTINUED STREET CLOSURE REQUEST DESCRIPTIONS

Street or Intersection: _____ Closure Date: _____
Cross Street | From: _____ Start Time: _____
Cross Street | To: _____ End Time: _____
Type of Closure: _____ Street of Side: _____

Street or Intersection: _____ Closure Date: _____
Cross Street | From: _____ Start Time: _____
Cross Street | To: _____ End Time: _____
Type of Closure: _____ Street of Side: _____

Street or Intersection: _____ Closure Date: _____
Cross Street | From: _____ Start Time: _____
Cross Street | To: _____ End Time: _____
Type of Closure: _____ Street of Side: _____

Street or Intersection: _____ Closure Date: _____
Cross Street | From: _____ Start Time: _____
Cross Street | To: _____ End Time: _____
Type of Closure: _____ Street of Side: _____

Street or Intersection: _____ Closure Date: _____
Cross Street | From: _____ Start Time: _____
Cross Street | To: _____ End Time: _____
Type of Closure: _____ Street of Side: _____

Street or Intersection: _____ Closure Date: _____
Cross Street | From: _____ Start Time: _____
Cross Street | To: _____ End Time: _____
Type of Closure: _____ Street of Side: _____

Street or Intersection: _____ Closure Date: _____
Cross Street | From: _____ Start Time: _____
Cross Street | To: _____ End Time: _____
Type of Closure: _____ Street of Side: _____

Number of Police Officers Required: _____ Police Escort: _____

Estimated Cost for Street Closure Police Assistance: _____ Approved by: _____



OPERATIONAL PERMIT | Tents, Canopies, Temporary Membrane Structures

Contact Information | Standalone permit it required if the contact is different than the master application

Applicant's Name: _____ Email Address: _____

Applicant's Street Address: _____ City, State, and Zip: _____

Mobile Number: _____ Telephone Number: _____

Event Name: _____ Event Location: _____

Permit Request Information

An operational permit is required to operate an air-supported temporary membrane structure or tent having an excess of 400 square feet or a canopy in excess of 700 square feet.

Permit Type: New Installation Modification Other:

Permit Inspection Request (date & time):

Permit Location Request:

This permit becomes null and void unless a fire inspection is performed within six months from the date of issuance. The granting of a permit does not presume to give authority to violate or cancel the provisions of any law or ordinances regulating construction. No inspection will be performed unless this permit is displayed on the job-site and the City approved plans are available to the inspector on the jobsite at the time of inspection. The applicant is responsible for all work done under this permit and must follow all applicable codes. Paper plans must be folded. Site Plans must detail lot lines, parked vehicles, and structures, fire extinguishers, exit signs, and no smoking signs.

Confirmation of permit application & payment requirements that must be submitted together.

- \$35 Permit Fee
- Detailed site plan drawing showing clearance of lot lines, parked vehicles, and structures.
- Detailed floor plan showing locations of fire extinguishers, exit signs and no smoking signs
- Copy of the flame spread and fire-proofing certificate.

By signing, I acknowledge and understand the requirements listed above.

Date Received by Fire Personnel: _____ Received by: _____ Permit #: _____

Reviewing Officer: _____



OPERATIONAL PERMIT | Carnival, Fairs, Exhibits, Trade Shows

Contact Information | Standalone permit it required if the contact is different than the master application

Applicant's Name:

Email Address:

Applicant's Street Address:

City, State, and Zip:

Mobile Number:

Telephone Number:

Event Name:

Event Location:

Permit Request Information

An operational permit is required to host and/or operate a carnival, fair, and/or an event with amusement rides.

Permit Type: New Permit Renewal **Select One:** Carnivals & Fairs Exhibits & Trade Shows

Permit Inspection Request (date & time):

Permit Location Request:

An operational permit shall remain in effect until reissued, renewed, or revoked, or for a period of time specified in the permit. Permits are not transferable and any change in occupancy, operation, tenancy, or ownership shall require that a new permit be issued. Issued permits shall be kept on the premises designated therein at all times and be readily available for inspection.

Confirmation of permit application & payment requirements that must be submitted together.

\$200 Permit Fee, if applicable

Detailed Public Safety Plan

Detailed Site Map, showing locations of vendor booths, fire extinguishers, and egress passage

Copy of insurance certificates for each amusement ride

By signing, I acknowledge and understand the requirements listed above.

Date Received by Fire Personnel:_____ Received by:_____ Permit #:_____

Reviewing Officer:_____



OPERATIONAL PERMIT | Place of Assembly

Contact Information | Standalone permit is required if the contact is different than the master application

Applicant's Name:

Email Address:

Applicant's Street Address:

City, State, and Zip:

Mobile Number:

Telephone Number:

Event Name:

Event Location:

Permit Request Information

An operational permit is required to operate a place of assembly.

Permit Location Request:

Confirmation of permit application & payment requirements that must be submitted together.

\$200 Permit Fee

By signing, I acknowledge and understand the requirements listed above.

Date Received by Fire Personnel: _____ Received by: _____ Permit #: _____

Reviewing Officer: _____