



Special Events Questionnaire

All Special Event Permit Applications must be filled out 60 days prior to the date of the proposed event.

Event Operating Plan Applications must Include:

- Event Layout:** logistical event layout site map identifying placement of various elements like placement of entertainment, food service booths, portable restrooms, fencing, electrical equipment, landmark identification, and solid and liquid waste (trash/recycle) will be located.
- Traffic Plan:** Plan showcasing the ingress, egress parking locations, placement and language of directional signage, traffic circulation plan, alternate transportation options (ex: pedestrian and bicycle activity) and shuttle route, etc.
- Security Plan:** Security and public safety plan including but not limited to, traffic security requirements, incident command structure, uniformed and/ or plain clothes police, or security guards and positions/ responsibilities, additional security measures, and TABC license requirement where applicable.
- Complete Vendor List:** Please submit a complete list of vendors and items to be sold.

Type of Event			
Assembly/Rally	Concert	Race/Run/Walk	
Block Party	Festival	Sporting	
Ceremony	Religious	Parade	Other:
Number of Participants Expected to Attend Event			

Date of Setup _____

Date of Breakdown _____

Signs

All temporary signs will require permits.

<https://www.cityoffate.com/DocumentCenter/View/90/Sign-Permit-PDF-?bidId=>

<https://www.cityoffate.com/DocumentCenter/View/718/Article-VIII---Signage-PDF?bidId=>



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Food Sales			
Food Sales	Yes	No	<u>City of Fate Health Permit Required</u>
Food Vendor Information			
<u>Name</u>		<u>Product Type</u>	

Liquor Sales			
Alcohol Sales	Yes	No	<u>TABC License Number Required</u>
<p>If you will be selling alcohol, you will need to contact TABC at:</p> <p>https://www.tabc.state.tx.us/licensing/fundraising_and_temporary_permits.asp</p>			
Vendor Information			
<u>Name</u>	<u>TABC License #</u>	<u>Liquor Liability Insurance#</u>	
TABC Certified Bartender:			
<u>Name</u>	<u>TABC License #</u>	<u>Liquor Liability Insurance#</u>	



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TABC Certified Bartender:		
<u>Name</u>	<u>TABC License #</u>	<u>Liquor Liability Insurance#</u>
TABC Certified Bartender:		
<u>Name</u>	<u>TABC License #</u>	<u>Liquor Liability Insurance#</u>
TABC Certified Bartender:		

Animal Exhibit		
Will your event include an animal Exhibit?	Yes	No
How will the animals be used?		
How many animals and what type of animals will be used		
<u>USDA Class C Exhibitors License Number:</u>		

Tents & Canopies		
Will there be tents and/or canopies being used for the event?	Yes	No
Size/Sq Ft of Tent(s)	Number of Tents	

(Tents under 400 sq. ft. will have no additional fire code requirements)

No tent(s) shall be erected within or otherwise obstruct fire lane/access.



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Tents open on all sides which comply with all of the following will not have any additional fire code requirements:

- Individual tents have a maximum size of 700 square feet
- The aggregate are of multiple tents placed side by side without a fire break clearance of 12 feet, not exceeding 700 square feet total.
- A minimum clearance of 12 feet to all structures and other tents.

If tent(s) are over 700 sq. ft. in area, additional requirements may apply.

A site plan must be provided showing placement of tent upon event location.

Sanitation Plan		
Is there at least 1 solid waste receptacle per 50 People?	Yes	No
Will Portable Restrooms be Utilized?	Yes	No
Number of Portable Restrooms:		
Number Of Handwashing Stations:		

Toilets and Hand Washing Facilities:

- Public toilets and hand washing stations must be provided by the event organizer based on anticipated peak attendance at any one time. This estimate can be based on previous year's attendance and experience.
- Hand washing stations must be provided in conjunction with all toilet facilities and also in accordance with Table
- A hand washing station includes: 1) a wash basin supplied with hot & cold running water with soap and disposable towels, 2) a hand sanitizer dispenser or 3) a sanitizing towelette dispenser.
- Regardless of the number of handwash basins located with the permanent toilets, additional hand washing stations will still be required in close proximity to the temporary/portable toilets.
- Event organizers should always have a contingency plan in place in the event that attendance exceeds the anticipated numbers and additional toilet and hand washing stations are needed on short notice.
- Toilet and hand washing stations should be placed in strategic locations that are easily accessible to people in all areas and/or venues at the fair or festival as well as easily accessible for needed servicing and maintenance during the event.
- Supplemental hand washing facilities shall also be provided at petting zoo locations at the event and it is recommended that signs be posted reminding visitors and children to wash after contact with animals.



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Toilet and Hand Washing Station Requirements

The following are the recommended minimum numbers of toilet facilities and hand washing stations for an event that will last longer than 3 hours and where food and beverages are available. If an event is to be for less than 3 hours, then the number of toilets can be reduced by 25%.

ATTENDANCE	TOILETS	HAND WASHING STATIONS
1 – 50	2	2
51 – 100	4	2
101 -200	6	2
201 - 300	8	2
301 - 400	10	2
401 – 500	12	3
501 – 600	14	3
601 – 700	16	3
701 – 800	18	3
801 – 900	20	3
901 – 1000	22	4
More than 1000	One additional toilet for every 100 for a function lasting > than three hours, or, One additional toilet for every 200 for a function lasting < than 3 hours	Note: A minimum of two (2) hand washing basins are required. One additional hand washing station is required for every ten (10) toilets.
NOTE: this number includes both permanent and temporary/portable toilets.		
NOTE: A minimum of one handicap-equipped toilet facility must be provided, with at least one additional handicap-equipped toilet for every 10 regular toilets required. After the minimum of two hand washing stations are provided, one additional station is required for every 10 toilets. One handicap-equipped toilet must be provided at all sites, with one handicap-equipped toilet for every 1,000 people thereafter.		

Solid Waste:

- Event organizers must ensure that the grounds are provided with an adequate number of receptacles for garbage and refuse.
- The placement of receptacles and the number needed will depend on the event grounds layout and should be placed: in high traffic areas such as near spectator stands, seating areas, toilet and handwash areas, and activity areas along walkways from food booths to where events are being held in close proximity to food booths (Note: these receptacles should be covered.) the use of plastic bags is recommended to allow for frequent and easy removal.
- A rule of thumb for placing receptacles in large open areas would be approximately 4 per acre.
- A commercial disposal bin should be provided at large events and emptied as often as is necessary and at minimum once a day.



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- A maintenance schedule should be set up to monitor and empty garbage receptacles.

Liquid Waste:

- All liquid waste from portable toilets, hand washing stations and food booths should be disposed of in an approved manner.
- For large events lasting more than 4 hours, the event organizers should have a sewage pump-out truck available on site at all times or on stand-by status for servicing the portable toilets when needed.

Security Plan

Will the event require third party security guards?	Yes	No
Security Business Name:		
Will this event require traffic control measures?	Yes	No

Communication

Indicate how you intend to stay in contact with other event staff members, as well as contacting emergency services, in the event of an emergency.

Emergency Medical Services Plan

All events with more than 500 participants require a Medical Aid Station that is clearly marked and stocked with first aid supplies.

Will there a Medical Aid Station?	Yes	No
Will there be a Paramedic present during the event?	Yes	No

Sever Weather Plan

Event Representative Name:



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The Event Representative will monitor all weather forecast and make all announcement regarding weather.

The City recommends planning for all potential severe weather hazards that could occur during an event. For weather events considered a tropical storm or higher, the City recommends a 72- hour "cone of uncertainty" period prior to the event to trigger event cancellation or shutdown. In the event of a severe thunderstorm or tornado warning, the City recommends event cancellation "Until further notice."

If severe weather occurs during the event you must have the event representative notify those attending the event and direct them to shelter.

There are very limited provisions for sheltering participants in the event of severe weather.

This event will follow the 30-30 Rule for lighting. If lighting is observed and thunder is heard within 30 seconds, the event will be delayed until 30 minutes have passed since thunder was last heard.