



**Special Events Section**

**Irving Police Department**

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**FOR IPD DEPARTMENTAL USE ONLY  
Division Action Request**

No.: \_\_\_\_\_

Date Received: \_\_\_\_\_

Return Reply By: \_\_\_\_\_

**Return to Chief's Office**

**City of Irving Special Event Permit Application**

The City of Irving works with event organizers to facilitate the promotion of events and activities within the city to maintain Irving's positive image, to stimulate economic growth and to ensure to the extent possible that events are conducted in a safe environment. The Special Event Permit Application is the first step in the process to approve major events in the city. While the Irving Police Department is charged with oversight of the permitting process, several city departments and other interested parties with responsibilities over specific venues are involved and may provide recommendations and impose additional requirements. These departments and other interested parties may include: Fire, Planning, Inspections, Risk Management, Traffic and Transportation, Solid Waste, Code Enforcement, Convention and Visitors Bureau, Convention Center, Parks and Communications, Dallas Area Rapid Transit (DART), The Las Colinas Association and Dallas County Utility Reclamation District (DCURD).

Effective February 1, 2022, the City of Irving adopted Chapter 33B of the Code of Civil and Criminal Ordinances, which regulates special events in Irving. It is the responsibility of the applicant to comply with all requirements of Chapter 33B in order for the permit to be approved, and the permit may be denied or revoked if the applicant fails to comply with any of these requirements. A copy of Chapter 33B can be found online at [Library.municode.com/tx/irving/codes/code\\_of\\_ordinances](http://Library.municode.com/tx/irving/codes/code_of_ordinances).

A special event permit may be denied for several reasons as outlined in Chapter 33B, including, but not limited to, that:

- an established special event is customarily held at the same place and time as the proposed event;
- another special event permit has already been granted for another event at the same place and time;
- the proposed event will unreasonably disrupt the orderly flow of traffic and there is no reasonable means of rerouting traffic or otherwise meeting traffic needs; or
- the proposed special event will occupy any part of a freeway, expressway or tollway.

**Section 1: Applicant**

Application Submittal Date: \_\_\_\_\_

Organization: \_\_\_\_\_ Tax ID #: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
City State Zip

Daytime Phone: \_\_\_\_\_ After-Hours Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ After-Hours Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Corporations must provide copies of a current certificate of account status issued by the Texas Comptroller's Office and a current certificate of existence issued by the Texas Secretary of State's Office, or copies of same from the state in which the corporation is incorporated. A designated Event Coordinator must be present at the event at all times. The Event Coordinator must have the authority to cancel or greatly modify the event plans and must be in contact with the supervising police officer at all times. Contact may be via cell phone or two-way radio if being used. If the Event Coordinator is someone other than the Applicant, list their name and the means of contact below.

**Event Coordinator**

On-Site Means of Contact:  Cell Phone \_\_\_\_\_  Two-Way Radio

Organization Type:  Nonprofit  For-Profit  Government  Corporation  Other: \_\_\_\_\_

Additional groups, organizations or co-sponsors of the event:

Organization Name	Contact Person	Contact Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Additional third-party vendors, contractors and suppliers responsible for the conduct of the special event:

Organization Name

Contact Person

Contact Phone

_____	_____	_____
_____	_____	_____
_____	_____	_____

## Section 2: Event Description

Event Name: \_\_\_\_\_

Event Type (select all that apply):  Ceremony  Concert  Fireworks  Parade  Procession  Run/Walk  
 Run/Walk-Qualifying/Professional  Triathlon/Marathon  Other: \_\_\_\_\_

Estimated Number of Participants: \_\_\_\_\_ Estimated Number of Spectators: \_\_\_\_\_

Event Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will merchandise be sold?  Yes  No  
If yes, describe the types of merchandise, food or beverages (alcoholic or nonalcoholic) to be sold or served and the names of the vendors selling same.

\_\_\_\_\_

\_\_\_\_\_

Is this a first-time event?  Yes  No

If no, but it is the first time for the event to be held in Irving, list where it has been held in its two most recent years.

Prior Name, Location and Approx. Size of Event	Dates
_____	_____
_____	_____

## Section 3: Event Schedule

Event Date(s): \_\_\_\_\_

Estimated Start Time: \_\_\_\_\_  a.m.  p.m. Event Finish Time: \_\_\_\_\_  a.m.  p.m.

Set Up Start Date/Time: \_\_\_\_\_  a.m.  p.m.

Tear Down Completed by Date/Time: \_\_\_\_\_  a.m.  p.m.

## Section 4: Event Location, Layout/Route and Parking Plan

Event Venue: \_\_\_\_\_

Have you already contracted with the venue for its use?  Yes  No

Event Address: \_\_\_\_\_

List any streets affected by the event, proposed layout/route, start/finish line and all proposed street closures, including the time of the street closings.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Where will event participants and attendees park? \_\_\_\_\_

Have you already contracted for use of these parking facilities?  Yes  No

Attach a site plan showing the area or route to be used, along with proposed structures, tents, stages, fences, barricades, signs, banners, restroom facilities, vendors, refuse and recycling container locations, and crowd control devices.

Attach a traffic management plan and parking plan.

## Section 5: Other Permits/Considerations

If any of the following equipment or activities will be part of the event, check the appropriate boxes. Additional permits may be required by city or state law for the following activities or use of equipment. It is the responsibility of the applicant to secure the applicable permits and comply with any requirements of said permits.

- |   |  |
|---|--|
| <input type="checkbox"/> Aerial Drones/Aircraft           | <input type="checkbox"/> Fencing                                 |
| <input type="checkbox"/> Alcohol Sales/Consumption        | <input type="checkbox"/> Fireworks**                             |
| <input type="checkbox"/> Amplified Sound                  | <input type="checkbox"/> Food, Beverage and/or Merchandise Sales |
| <input type="checkbox"/> Amusement Rides                  | <input type="checkbox"/> Portable Restrooms***                   |
| <input type="checkbox"/> Animals*                         | <input type="checkbox"/> Signs and/or Banners                    |
| <input type="checkbox"/> Bagged Parking Signs             | <input type="checkbox"/> Stages                                  |
| <input type="checkbox"/> Bleachers                        | <input type="checkbox"/> Street Closures                         |
| <input type="checkbox"/> Building of Temporary Structures | <input type="checkbox"/> Tents                                   |
| <input type="checkbox"/> City Parks Property              | <input type="checkbox"/> Traffic Cones and/or Barriers           |

Check if NONE of the above apply

\*If animals are being used in the special event, provide a description of the type and number of animals being used.

\*\*Applicants shall be qualified and licensed in the use and handling of pyrotechnic devices as a condition of approval of a permit from the fire marshal.

\*\*\*Portable restrooms and hand-wash facilities shall be provided in accordance with Section 33B-14.

## Section 6: General Provisions

- A. A preliminary application must be filed not less than 90 days before the special event is to begin but no more than 365 days.
- B. The applicant must ensure emergency vehicle access to all locations along the route. D: The applicant must ensure that no fire lanes or fire hydrants are blocked
- C. The applicant must avoid the following highways and roadways in route planning, as use of these specific roads will not be considered:
1. Interstate Highway 635 or its frontage roads
  2. State Highway 114 or its frontage roads
  3. State Highway 183 or its frontage roads
  4. State Highway Loop 12 or its frontage roads
  5. State Highway 348
  6. State Highway 482 or its frontage roads
  7. State Highway 356 or its frontage roads
  8. State Highway 161 or its frontage roads
  9. Shady Grove Road
  10. Beltline Road
  11. Valley View Lane
  12. Roadways across a railroad crossing
- G. No special event may unreasonably disrupt the orderly flow of traffic.

## Section 7: Public Notification

If any portion of the event takes place on city property, the applicant shall procure and keep in full force and effect for the duration of the event insurance written by an insurance company approved by the State of Texas and acceptable to the city and issued in the standard form approved by the Texas Department of Insurance. All provisions of each policy must be acceptable to the city and name the city and its officers and employees as additional insured and provide a waiver of subrogation in the city's favor. An original certificate of insurance must be submitted along with the special event permit application.

**Commercial General Liability Insurance:** Must be provided with combined single-limits of liability for bodily injury and property damage of not less than \$1,000,000 for each occurrence.

**Liquor Liability Insurance:** If any alcoholic beverage is sold, served or otherwise made available at the special event, Liquor Liability Insurance must be provided by the alcoholic beverage license holder in an amount of not less than \$1,000,000 for each claim.

**Additional Liability Insurance Coverage:** If a special event includes vehicles, drones, aircraft, or other equipment, devices or activities that are excluded from coverage in the general liability insurance policy, then separate additional liability insurance coverage for the applicable exclusion(s) must be provided with the same combined single-limits of liability for bodily injury and property damage as outlined in the paragraph above for commercial general liability insurance. If fireworks or other special effects are displayed at the special event, then separate additional general liability insurance must be provided by the pyrotechnics company in an amount of not less than \$3,000,000 for each claim. An original certificate of insurance completed by an authorized agent of the insurance company and evidencing each insurance coverage required by Section 33B-8 must be delivered to the special event coordinator at least 10 days before the special event begins.

## **Section 8: Alcoholic Beverages**

The Texas Alcoholic Beverage Commission (TABC) is responsible for regulating the sale and distribution of alcoholic beverages. The applicant shall provide proof that they possess or can obtain all licenses and permits for the sale and distribution of alcoholic beverages at the special event required by the TABC. Any questions regarding the sale or distribution of alcoholic beverages at your event should be directed to the TABC, 8700 Stemmons Freeway, Suite 460, Dallas, Texas 75247, (214) 678-4008.

## **Section 9: Amplified Sound**

The Irving, Texas Code of Ordinances states:

Sec. 22-2. Noise interfering with enjoyment of property or public peace and comfort. It shall be unlawful for any person to make or cause to be made any unreasonably loud, disturbing and unnecessary noise in the city which is offensive to the ordinary sensibilities of the inhabitants of the city, which noise renders the enjoyment of life or property uncomfortable or interferes with public peace and comfort. (Ord. No. 151, § 3)

Sec. 22-4. Acts creating unlawful noises. The following acts, among others, are declared to create loud, disturbing and unnecessary noises, in violation of this chapter, but such enumeration shall not be deemed to be exclusive:

(c) The Playing of any radio, phonograph or musical instrument in such a manner, or with such volume as to disturb the peace, quiet, comfort or repose of persons in any dwelling, apartment, hotel or other type of residence.

The possession of a special event permit provides no exception(s) to these ordinances.

## **Section 10: Emergency Medical Services and Fire Suppression**

The applicant shall provide a number of off-duty emergency service personnel and emergency medical vehicles for the special event as required by Section 33B-10. The Fire Chief may require additional emergency service personnel and emergency medical vehicles, fire suppression personnel and fire apparatus or equipment if: (1) alcoholic beverages are sold, served, or otherwise made available at the special event; (2) special needs for increased emergency medical services or fire suppression are created by topography and size of the event location, weather conditions, or time of day of the event; (3) the special event requires street closures or rerouting of vehicular or pedestrian traffic that may affect emergency access to the special event; (4) the special event involves specific activities that create a higher risk of illness or injury to persons participating in or attending the event; and (5) the prior history of the particular event indicates that a greater number of emergency medical personnel, emergency medical vehicles, fire suppression personnel or fire apparatus or equipment are required to protect the public health, safety and welfare.

The emergency medical and fire suppression personnel required to be provided at a special event must be sworn members of the Irving Fire Department, except that the Fire Chief may authorize emergency medical personnel or fire suppression personnel from other jurisdictions or entities in accordance with Section 33B-10(c).

## **Section 11: Security, Crowd Control and Traffic Control**

The applicant shall provide off-duty police officers for security, crowd control and traffic control at the special event as required by Section 33B-11. The Police Chief may require additional police officers if: (1) alcoholic beverages are sold, served or otherwise made available at the special event; (2) special needs for increased security, crowd control, or traffic control are created by topography and size of the event location, weather conditions, or time of day of the event; (3) the special event requires street closures or rerouting of vehicular or pedestrian traffic; (4) the prior history of the particular special event indicates that a greater number of police officers are required to protect the public health, safety and welfare.

The police officers required to be provided at a special event must be sworn members of the Irving Police Department, except that the Police Chief may authorize peace officers from other jurisdictions or entities in accordance with Section 33B-11(d).

## **Section 12: Fees and Event Costs**

At the time of application for a special event permit, an applicant shall pay to the city the following nonrefundable fees to conduct the review of the special event application.

- An application fee of \$375 for a special event
- All fees for permits and licenses required by other city ordinances to conduct specific activities in conjunction with or as part of the special event.
- A late fee of \$250 if the application is filed with the special event coordinator less than 90 days before the special event is scheduled to begin.
- An additional fee of \$250 if the applicant requests changes to a previously submitted application that the special events coordinator determines to substantially modify the scope or nature of the special event.

The applicant shall pay the city the following costs related to the event:

- Estimated costs to reimburse the city for its direct costs incurred in providing services at the special event, including, but not limited to, the reasonable costs of setup, clean up, electrical services, construction, placement of No Parking signs and other traffic control devices.
- Any costs for off-duty police, fire, emergency medical, traffic control or other necessary personnel shall be paid directly by the special event applicant to those personnel. If the applicant arranges for the use of on-duty fire and emergency medical personnel, the costs for those personnel shall be paid directly by the applicant to the city pursuant to Section 33B-7(d).

### **Section 13: Permit Denial or Revocation**

A special event permit may be denied or revoked for one of several reasons in accordance with the provisions of Section 33B-15. Some reasons for denial or revocation of a special event permit include, but are not limited to, if:

- the chief of the police department, the chief of the fire department or the special event coordinator determines that the special event would pose a serious threat to public health, safety or welfare;
- the applicant fails to comply with, or the proposed special event will violate, any city ordinance, including Chapter 33B. or other applicable law;
- the applicant makes a false statement of material facts on a special event permit application or fails to properly complete an application for a special event permit;
- the applicant fails to provide proof of any licenses or permits required by city ordinances or other applicable law;
- the applicant fails to pay any fees required by Chapter 33B.

### **Section 14: Indemnification by Permittee**

FOR AND IN CONSIDERATION OF THE GRANT OF A SPECIAL EVENT PERMIT, AND OTHER GOOD AND VALUABLE CONSIDERATION, THE RECEIPT AND SUFFICIENCY OF WHICH ARE HEREBY ACKNOWLEDGED, PERMITTEE HEREBY AGREES THAT IT SHALL INDEMNIFY, DEFEND, AND HOLD HARMLESS THE CITY, TOGETHER WITH THE CITY'S OFFICERS, AGENTS, REPRESENTATIVES, AND EMPLOYEES FROM AND AGAINST ANY AND ALL SUITS, ACTIONS, LOSSES, DAMAGES, CLAIMS, JUDGMENTS OR LIABILITY OF ANY CHARACTER, TYPE, OR DESCRIPTION (INCLUDING ALL EXPENSES OF LITIGATION, COURT COSTS, AND ATTORNEY'S FEES) MADE BY ANY THIRD-PARTY ARISING OUT OF, OR OCCASIONED BY, DIRECTLY OR INDIRECTLY, BY THE SPECIAL EVENT FOR WHICH THIS PERMIT IS ISSUED, INCLUDING CLAIMS AND DAMAGES ARISING IN PART FROM THE NEGLIGENCE OF THE CITY, REGARDLESS OF THE LEGAL THEORY ASSERTED BY ANY THIRD PARTIES AND REGARDLESS OF WHETHER THE DAMAGES OR CLAIMS OF THIRD PARTIES ARE KNOWN OR FULLY APPRECIATED BY PERMITTEE OR CITY AT THIS TIME. THE PROVISIONS OF THIS INDEMNIFICATION ARE SOLELY FOR THE BENEFIT OF THE PARTIES HERETO AND NOT INTENDED TO CREATE OR GRANT ANY RIGHTS, CONTRACTUAL OR OTHERWISE, TO ANY OTHER PERSON OR ENTITY. THIS INDEMNIFICATION IS NOT INTENDED TO APPLY TO CLAIMS MADE AGAINST THE CITY INDEMNIFIED PARTIES RESULTING FROM NEGLIGENT ACTS OF CITY EMPLOYEES COVERED UNDER SECTION 101.021 OF THE TEXAS CIVIL PRACTICE AND REMEDIES CODE. NOTHING HEREIN SHALL BE CONSTRUED AS A WAIVER OF THE CITY'S GOVERNMENTAL IMMUNITY FROM SUIT OR LIABILITY, WHICH IS EXPRESSLY RESERVED TO THE FULLEST EXTENT ALLOWED. THE PERMITTEE EXPRESSLY ACKNOWLEDGES AND AGREES THAT ANY SPECIAL EVENT PERMITS ISSUED BY THE CITY ARE ACTIONS TAKEN PURSUANT TO ITS GOVERNMENTAL FUNCTION AND NO CONTRACTUAL OBLIGATIONS ARE PLACED UPON THE CITY BY ISSUANCE OF A SPECIAL EVENT PERMIT.

### **Section 15: Acknowledgement/Signature**

I have reviewed and understand The Code of Civil and Criminal Ordinances of The City of Irving, Texas under Chapter 33B, entitled "Special Events."

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Section 16: Enclosures**

The following must be included with the application at the time of submission:

- Event Layout Map/Site Plan
- Traffic Management and Parking Plan
- Proof of other required licenses and permits
- For corporations, copies of current certificate of account status and certificate of existence by State of Texas or state in which entity is incorporated
- Event Brochure

Incomplete applications will be denied.