



**SPECIAL EVENTS SECTION**  
**Irving Police Department**  
 305 N. O'Connor Road  
 Irving, Texas 75061  
 Phone (972) 721-2484; Fax (972) 721-7838  
 Email: [jseaton@cityofirving.org](mailto:jseaton@cityofirving.org)

**FOR IPD DEPARTMENTAL USE ONLY**  
 DIVISION ACTION REQUEST

NO: \_\_\_\_\_  
 DATE RECEIVED: \_\_\_\_\_  
 RETURN REPLY BY: \_\_\_\_\_

**RETURN TO THE 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).

It is the responsibility of the applicant to comply with all requirements of the city 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 special event permit may be denied if: an established 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; or 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.

The City of Irving does not have authority for permits that affect any part of a freeway, expressway or tollway.

**SECTION 1: APPLICANT** Application Submittal Date: \_\_\_\_\_

\_\_\_\_\_  
 Organization

\_\_\_\_\_  
 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

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 utilized. If the Event Coordinator is someone other than the Applicant, please list their name and the means of contact:

Event Coordinator

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

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

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

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

**SECTION 2: EVENT DESCRIPTION**

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

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

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

Event Description:

Is this a first-time event?  YES  NO

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

Prior Location	Year(s)
_____	_____
_____	_____

**SECTION 3: EVENT SCHEDULE**

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

Event Start Time: \_\_\_\_\_ Event Finish Time: \_\_\_\_\_

Set Up Start Date/Time: \_\_\_\_\_ Tear Down Completed By Date/Time: \_\_\_\_\_

**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, the proposed layout/route, start/finish line and all proposed street closures:

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

Have you already contracted for use of these parking facilities?  YES  NO

Please attach any proposed course maps, site layouts and parking maps.

**SECTION 5: OTHER PERMITS/CONSIDERATIONS**

If any of the following equipment or activities will be part of your event, please check the appropriate boxes. Additional permits or requirements may apply. It is the responsibility of the applicant to secure the applicable permits and submit to any requirements.

- |   |   |
|---|---|
| <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"/> Police Officers for Security/Traffic Control |
| <input type="checkbox"/> Animals                          | <input type="checkbox"/> Portable Restrooms                           |
| <input type="checkbox"/> Bagged Parking Signs             | <input type="checkbox"/> Signs and/or Banners                         |
| <input type="checkbox"/> Bleachers                        | <input type="checkbox"/> Stages                                       |
| <input type="checkbox"/> Building of Temporary Structures | <input type="checkbox"/> Street Closures                              |
| <input type="checkbox"/> City Parks Property              | <input type="checkbox"/> Tents  |
| <input type="checkbox"/> EMS Personnel                    | <input type="checkbox"/> Traffic Cones and/or Barriers                |

Check if NONE of the above apply

**SECTION 6: GENERAL PROVISIONS**

- A. An application for a special event permit must be submitted at least 90 days prior to the date of the event.
- B. The applicant must provide for the protection of event participants at the levels required by the Irving Police Department and Irving Fire Department.
- C. 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.
- E. The applicant must provide medical assistance standby during the event at the levels required by the Irving Fire Department.
- F. 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.
- H. Events anticipating 3,500 or more participants and/or spectators will require City Council approval.
- I. Events with times exceeding four and one-half hours will require City Council approval.

#### **SECTION 7: PUBLIC NOTIFICATION**

If the estimated number of participants and spectators exceeds 500 during the special event or there will be any street closures, the applicant shall at least 30 days prior to the start of the event, deliver written notice to all owners or occupants of real property abutting the event site, including all owners or occupants of real property abutting the route of a progressive event, such as a parade, walk/run or marathon/triathlon. The notice must include the following information: event date, time and location; a declaration that a special event permit has been filed; and a statement that interested persons may contact the Special Events Section of the Irving Police Department at 305 N. O'Connor, Irving, Texas 75061, (972) 721-2484. A copy of this notification must be provided to the Special Events Section of the Irving Police Department, at the above address, or via email to [jseaton@cityofirving.org](mailto:jseaton@cityofirving.org).

#### **SECTION 8: INSURANCE**

If the estimated number of participants and spectators exceeds 2,500 during any day of the special event or 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. 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 claim.

**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, fireworks, 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 you have not already arranged for insurance coverage for your event, insurance may be obtained through the City at an affordable, daily rate.

## **SECTION 9: ALCOHOLIC BEVERAGES**

The Texas Alcoholic Beverage Commission (TABC) is responsible for regulating the sale and distribution of alcoholic beverages. 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 10: 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 11: PUBLIC HEALTH, SAFETY, AND WELFARE**

The applicant may be required to provide a number of off-duty emergency service personnel and emergency medical vehicles for the special event. The total number of emergency medical personnel required to work the event will be determined by the Emergency Medical Services staff and the Fire Chief of the Irving Fire Department. The determination of fire department personnel required will be based on a number of planning variables, including but not limited to: (1) the estimated number of participants and spectators; (2) the availability of alcoholic beverages; (3) topography and size of the event location; (4) time of day and/or day of week of event; (5) expected weather conditions; (6) the special event requires street closures or rerouting of vehicular or pedestrian traffic that may affect emergency access to the special event; (7) the special event involves specific activities that create a higher risk of illness or injury to persons participating in or attending the event; and (8), the prior history of the particular event indicates that emergency medical services are more likely to be required to protect the public health, safety and welfare.

The emergency medical personnel that may be required to be provided at a special event, by this section, must be sworn members of the Irving Fire Department. Emergency medical service personnel from other jurisdictions or entities may be called upon to assist in unusual situations and must have the approval of the Fire Chief for the City of Irving.

The use of off-duty emergency service personal assures that Irving Fire Stations remain fully staffed to assure Irving's standards of resident safety.

## **SECTION 12: PUBLIC SECURITY, CROWD CONTROL & TRAFFIC CONTROL**

The applicant may be required to provide off-duty police officers for security, crowd control and traffic control at the special event. The total number of police officers required to work the event will be determined by the Special Events Section of the Irving Police Department, as well as the City of Irving Traffic and Transportation Department. The determination of officers required will be based on a number of planning variables, including but not limited to: (1) the estimated number of participants and spectators; (2) the availability of alcoholic beverages; (3) topography and size of the event location; (4) time of day and/or day of week of event; (5) street closures and traffic direction required; (6) event history; and (7), other standard activity in the event area.

The use of off-duty Police Officers assures that existing stations, beats and priorities remain fully staffed to assure Irving's standards of resident safety.

### **SECTION 13: EVENT COSTS**

The applicant assumes all costs related to the event, including but not limited to:

- Traffic cones and barricade rentals
- Placement of cones and barricades
- Off-Duty Police for Security and/or Traffic Direction
- Off-Duty EMS for Medical Services
- Portable Restroom Rentals, if event venue does not have sufficient public restrooms

### **Section 14: PERMIT DENIAL OR REVOCATION**

The Chief of Police or his designee holds sole authority over the issuance, denial or revocation of a special event permit. An application will be denied if it is determined that any portion of the event will pose a significant risk to public health, safety or welfare, and if the applicant refuses to meet any portion of the City's requirements.

A special event permit may be denied if: an established 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; or 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.

A permit may be revoked **at any time** if the Chief of Police or his designee determines that the applicant has failed to comply with a permit requirement(s) or the event is determined to pose a significant risk to public health, safety or welfare.

### **SECTION 15: VIOLATIONS**

Permit holder agrees that every employee, agent and volunteer associated with the event conforms to and complies with all laws of the United States, State of Texas and all ordinances of the City of Irving. If permit holder is notified of such a violation, permit holder will immediately desist from and correct the violation. Refusal to comply will result in immediate permit revocation and could result in criminal charges being filed.

### **SECTION 16: 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 City shall not be liable or responsible for, and shall be saved and held harmless by Permittee from and against any and all suits, actions, losses, damages, claims, or liability of any character, type, or description, including all expenses of litigation, court costs, and attorney's fees for injury or death to any person, or injury to any property, received or sustained by any person or persons or property, arising out of, or occasioned by, directly or indirectly, the performance of Permittee under this Permit, including claims and damages arising in part from the negligence of the City, without; however, waiving any governmental immunity available the CITY under Texas law and without waiving any defenses of the parties under Texas law. 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.

It is the expressed intent of the parties to this Permit that the indemnity provided for in this section is an indemnity extended by Permittee to indemnify and protect City from the consequences of City's own negligence, however, that the indemnity provided for in this section shall apply only when the negligent act of City is a contributory cause of the resultant injury, death, or damage, and shall have no application when the negligent act of City is the sole cause of the resultant injury, death, or damage, unmixed with the legal fault of another person or entity.

Permittee further agrees to defend, at its own expense, and on behalf of City and in the name of City, any claim or litigation brought in connection with any such injury, death, or damage.

The Permittee will secure and maintain Contractual Liability insurance to cover this indemnification Permit that will be primary and non-contributory as to any insurance maintained by the City for its own benefit, including self-insurance. In addition, Permittee shall obtain and file with City a City of Irving Standard Certificate of Insurance evidencing the required coverage.

**SECTION 17: ACKNOWLEDGEMENT/SIGNATURE**

By signing below, the applicant certifies that the information provided herein is correct; the applicant has read and understood the information contained in this application; and the applicant agrees to conduct the special event in compliance with all applicable codes, ordinances, laws and the conditions contained in the special event permit.

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Applicant's Signature

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Date

**SECTION 18: ENCLOSURES**

The following must be included with the application at the time of submission: **Certificate(s) of Insurance, Event Layout Map/Site Plan, Parking Site Plan, Event Brochure**. Incomplete applications **will not be processed**.