



CITY OF WYLIE SPECIAL EVENTS POLICY

Effective October 1, 2016, the City of Wylie has implemented a new Special Events Policy.

I. Policy

This policy has been created to provide effective coordination of the many events held in the City of Wylie each year. A Special Event Agreement is required when a community event will be held in whole or in part on City owned property or public rights of way that operate wholly or partially within the Wylie city limits and when the event may have a direct impact on public property, traffic flow, or public health and safety, and may require the use of special City Services. Neighborhood residential block parties are not covered and will have a separate permit which can be obtained from the Police Department-Records Division. Special Events may be conducted only between the hours of 7am-10pm.

NOTE: No Special Event application or permit is required for events held on private property, unless it involves the closing of streets or the need for City services.

II. Procedure

- A. **Application.** A Special Event Agreement application must be submitted to the City Special Event Coordinator a minimum of 60 days prior to the event at the following address:

Wylie Fire Rescue/Fire Admin
Special Event Coordinator
300 Country Club, 3rd floor
Wylie, TX 75098

The application can also be emailed to: debbie.buccino@wylie-texas.gov.

The completed Application must include a description of the event, sponsor contacts, a detailed map of event site, a description of city services requested, and information on the sponsor's insurance. All events must have proper insurance coverage. A \$50.00 non-refundable fee is due upon receipt of Agreement and before the Agreement can be reviewed. Once the application and corresponding documents have been received, City departments will meet to discuss the event and resources needed. You will then be contacted to set a time and date to discuss the event with City staff a minimum of 45 days before the event. This is to ensure that all necessary resources will be in place to conduct a safe event.

- B. **Notification letter.** The event organizer may be required to deliver written notice to all businesses and residents on or near the event site and acquire approval signatures. The notice must include the following:
 - Date, time and location of event
 - Date, time and location of all related street closures
 - Name, address and phone number of event organizer

- C. **Food Vendors.** Food vendor applications and concessions information concerning Temporary Event Health Permits may be obtained from the Code Services Department at 4690 Community Ave, ST 200, McKinney, TX 75071 or by calling 972-548-5585

- D. **City Staff Expenses.** The city shall have the authority to require the sponsor/applicant to provide police/fire/EMS for the designated event. Any services provided will be at the expense of the sponsor/applicant.

- E. **Special Permits and Inspections.** The sponsor/applicant must provide a site diagram indicating the location of all tents, vendor booths, trailers, stages, portable restrooms, road closures, etc. If a tent (tent over 200 square feet or canopies over 400 square feet) is to be set up, a Tent Permit must also be submitted to the Fire Marshal's office for approval. An inspection of the site must be conducted by the Fire Marshal and the Building Department before the event begins.

Sign permits and a Temporary Use Permit may also be needed from the Building Department. Inspections of the site(s) must be conducted before the event begins.

The Special Event Coordinator will ensure other licenses, permits, restrictions, fees for city services and other conditions deemed necessary by any city department for the safe and orderly conduct of a special event are submitted with the permit.

For any additional questions or concerns, please call the City Special Event Coordinator at 972-429-8120.