



Office Use Only

Date Received: _____ Received by: _____

Permit Fee: _____ Receipt #: _____

SPECIAL EVENT AGREEMENT

Name of Event: _____

Type of Event: _____

Date of Event: _____

Is this a fundraiser and if so, who gets the proceeds? _____
501.3c# _____

This agreement is between the City of Wylie, hereinafter referred to as CITY, and an Event/Event Organizer, hereinafter referred to as EVENT, for the cooperation of planning and operating a Special Event.

The City reserves the right to close down or cancel any Event that is in violation of any City Ordinance or deviation from this Agreement. The City also reserves the right to close down or cancel the Event if public safety or affected department supervisors deem the event unsafe for public participation.

Submittal Information and City Requirements – Incomplete agreements will not be accepted. Any questions regarding this agreement, please contact the City of Wylie Event Coordinator at 972-429-8120.

- **The Event must carry property, bodily injury and municipal liability insurance of \$1,000,000.00 per occurrence. The City of Wylie must be shown as an additional named insured on the insurance declaration. **One (1) Original Copy of Insurance must be submitted at least thirty (30) days prior to the Event.****
- **Does Cancellation Insurance cover the Event?** ____ Yes ____ No

- There will be **NO ALCOHOL** distributed or consumed in any City Park and/or street in accordance with City Ordinances. A special event permit for alcohol on private property in conjunction with a Wylie private club may be permitted with a T.A.B.C. license. Certain city-owned properties may be licensed through the City. Please visit with City Staff regarding this issue, as many criteria and conditions must be met
- The Fire Code requires a Public Safety Plan for certain events. If a Plan is required, it must address how the organizer plans to alert both the attendees and emergency services personnel to the emergency, how they plan to move attendees to safety and provide Fire and Police access to the scene. This submittal does not provide enough detailed information to determine if this Plan is required for your event. Contact the Event Coordinator at 972-429-8120 for specific guidelines and requirements
- All Special Events on city property or public rights of way that operate wholly or partially within City Limits of Wylie that are not solely in private hands must apply for approval of operating an event
- **A fee of \$50.00 (nonrefundable) is required per Application.** Payment to the City of Wylie is due upon receipt of Agreement and before the Agreement can be reviewed
- Please answer all information pertaining to the event as accurately as possible. After completion of items listed under General Event Information, Description of Event, Operations and City Requirements, return to:

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

- In approximately 15 days, following agreement submittal, all internal departments will review and respond to the Event Coordinator, who will then set a date with a minimum of 45 days prior to the event, with the departments involved to meet with the Event Coordinator to discuss the event

General Event Information

Official Name of Event _____

Type of Event _____

Dates of Event _____ Beginning Time _____ Ending Time _____

Alternate Date _____ Beginning Time _____ Ending Time _____

Location of Event _____

Estimated # of Participants _____

Contact Person #1 _____

Phone _____ Fax _____

Address _____ E-Mail _____

City _____ State _____ TX _____ Zip _____

Contact Person #2 _____

Phone _____ Fax _____

Address _____ E-Mail _____

City _____ State _____ Zip _____

Will Event be using a “Tent(s)”? YES / NO If yes, show TENT(s) on the “event site plan”, and contact Fire Prevention at 972-442-8110 regarding a “TENT PERMIT”. 10x10 canopies are acceptable. Tents in excess of 200 square feet or canopies in excess of 400 square feet need a permit.

Additional Information:

If requesting road closure(s) all affected parties, businesses and residents must sign off on attached page representing their agreement.

RESIDENT: _____ RESIDENT: _____
ADDRESS: _____ ADDRESS: _____

F. Public Information: Describe how you will notify residents affected by Event either living on the route/course or nearby.

G. Restrooms, Port-a-Lets, etc.: Describe the number and where portable restrooms will be located. **Securing the rental of these is the responsibility of the EVENT.**

If the event is a **parade**; restrooms or port-a-lets must be provided for parade participants during float preparation and staging. **No exceptions.**

H. Police/Security: Describe what is necessary to safely hold the Event. All services must be coordinated with the Police Department. If police services are deemed necessary by the Police Department the pay amount is \$40.00 per hour (4 hour minimum) to each individual officer hired. Should the event require more than four officers, a supervisor must be hired, in addition to the four officers, at \$50.00 per hour (4 hour minimum). If the event is cancelled within 7 days of the scheduled date, a two hour minimum per officer will be charged.

I. Fire/Emergency Services: Describe what is necessary to safely hold the Event. All services must be coordinated with the Wylie Fire Department. If fire services are deemed necessary by the Fire Department the pay amount is \$40.00 per hour (4 hour minimum) to each individual hired. Should the event require more than four individuals, a supervisor must be hired, in addition to the four individuals, at \$50.00 per hour (4 hour minimum). If the event is cancelled within 7 days of the scheduled date, a two hour minimum per Individual will be charged.

I, _____, the Event Organizer, certify that all of the information contained in this Special Event Agreement is true and correct and that any deviation from this Agreement could result in the City closing down or canceling the Event. I understand that once the Special Event Agreement is turned in and approved I must conform to all listed stipulations of the Special Event Policy and Agreement.

Signature

Date

V. Departmental Reviews

Fire _____ **Date** _____ **Approved** _____

Police _____ **Date** _____ **Approved** _____

Inspections _____ **Date** _____ **Approved** _____

Recreation _____ **Date** _____ **Approved** _____

Parks _____ **Date** _____ **Approved** _____

Streets _____ **Date** _____ **Approved** _____

Planning _____ **Date** _____ **Approved** _____

Building _____ **Date** _____ **Approved** _____
