



CITY OF GRAPEVINE

MASS GATHERING PERMIT APPLICATION

SEC. 15-32. At least 60 days before a mass gathering is to be held, the promoter of the mass gathering shall file with the issuing officers an application for a permit and shall contain the following information.

1. The names and addresses of the performers who have agreed to appear and their agents and a description of any agreements reached with these performers.
2. A description of the preparations made to provide adequate medical and nursing care.
3. A description of the preparations made to supervise minor persons who may attend the mass gathering.
4. A financial statement reflecting all funds which are being supplied to finance the mass gathering and who supplied them.
5. A certified copy of the agreement made between the promoter and the owner of the property.
6. Please submit an accurate drawing or plat showing ingress and egress and showing fire exit plan.
7. With each public entertainment permit, a liability, fire and comprehensive insurance policy shall be provided reflecting the City of Grapevine as an additional insured party for an adequate and reasonable amount of insurance as determined by the City Manager, in an amount not less than three hundred thousand dollars (\$300,000.00) per occurrence.
8. The issuing officer shall set a date and time for a public hearing on the application, which shall be held at least ten days before the day on which the mass gathering is to begin. Notice of time and date of the public hearing shall be given to the promoter and to any persons who have an interest in the granting or denial of the permit, including notice to all owners of property which abuts the property where the mass gathering will be held. At the hearing, any person may appear and testify for or against the granting of the permit.
- 9. \$25.00 filing fee.**



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1. Promoter

Name:

Address:

City/State/Zip:

Phone:

Fax:

Email:

Mobile:

2. Property owner

Name:

Address:

City/State/Zip:

Phone:

Fax:

Address of mass gathering

Date of dates of proposed gathering

Kind or type of gathering

Total number of off-street parking spaces:

Total capacity of facility to be used for entertainment

Number of restrooms available within facility

Time and hours of the mass gathering

Number of persons the promoter will allow to attend the mass gathering, submit a plan which the promoter intends to use to limit attendance to this number.

Print Promoter's Name

Promoter's Signature

The State of

County of

Before me (notary) on this day personally appeared (promoter)

known to me (or proved to me on the oath of card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

(Seal) Given under my hand and seal of office this day of , A.D.

Notary In and For State of

Print Property Owner's Name

Property Owner's Signature

The State of

County of

Before me (notary) on this day personally appeared (owner)

known to me (or proved to me on the oath of card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

(Seal) Given under my hand and seal of office this day of , A.D.

Notary In and For State of

ARTICLE II. MASSGATHERINGS*

*Cross references: Parade permit, § 23-24; public entertainment permit, § 15-8.

State law references: MassGatherings Act, V.T.C.A., Health and Safety Code § 751.001 et seq.; outdoor music festival regulations, Vernon's Ann. Civ. St.art. 9003.

Sec. 15-30. Definitions.

As used in this article, the following terms shall have the respective meanings:

Issuing officer: The city manager or his designated representative.

Massgathering: Any meeting or gathering held within the city, wherein anyone in attendance at the meeting or gathering is not or is not expected to be within a permanent structure and which attracts or can be expected to attract more than 500 persons who will remain at the location of the gathering for a period of more than six continuous hours.

Permanent: As used in "permanent structure" means any man-made structure for which the city has issued a building permit, a plumbing permit, and an electrical permit; and which has existing and currently operating plumbing and electrical service which complies with all ordinances of the city; and which has an existing and currently operating supply of water provided only by the city, and which has existing and currently operating sanitary sewer service provided only by the city.

Promoter: Any person, group of persons, firm, corporation, partnership, or association that organizes, promotes, manages, finances, or holds a massgathering.

(Ord. No. 74-39, § 2, 11-14-74)

Sec. 15-31. Permits--Required.

No person may act as a promoter of a massgathering in the city unless he obtains a permit from the issuing officer under the provisions of this article. If the owner of the property on which the massgathering will be held is not the promoter as defined in section 15-30, the owner of the property shall also be required to obtain a permit under the provisions of this article as specified and required of a promoter.

(Ord. No. 74-39, § 3, 11-14-74)

Sec. 15-32. Same--Application; fee; bond.

(a) At least 60 days before a massgathering is to be held, the promoter of the massgathering shall file with the issuing officers an application for a permit.

(b) The application shall include the following:

(1) The name and address of the promoter.

(2) A financial statement reflecting all funds which are being supplied to finance the massgathering and who supplied them.

(3) The name and address of the owner of the property on which the massgathering is to be held and a certified copy of the agreement made between the promoter and the owner of the property.

(4) The location and a description of the property on which the massgathering is to be held.

(5) The dates and the times that the massgathering will be held.

(6) The number of persons the promoter will allow to attend the massgathering and the plan which the promoter intends to use to limit attendance to this number.

(7) The names and addresses of the performers who have agreed to appear and their agents and a description of any agreements reached with these performers.

(8) A description of all steps taken by the promoter to assure that minimum standards of sanitation and health will be maintained during the massgathering.

(9) A description of all preparations being made to provide traffic control and to assure that the massgathering will be conducted in an orderly fashion and that the physical safety of the persons in attendance will be protected.

(10) A description of the preparations made to provide adequate medical and nursing care; and

(11) A description of the preparations made to supervise minor persons who may attend the massgathering.

(c) A filing fee of \$25.00 must be submitted with the application for a permit.

(d) The issuing officer, upon a full and complete investigation of the proposed massgathering, shall have the authority to require the promoter to post a bond in an amount that would cover all reasonable expenses entailed in cleaning up the premises after the gathering in the event the promoter fails to do so. The issuing officer shall have the authority to require either a cash bond or a corporate surety bond at his discretion. The bond shall be released and returned upon the clean up and maintenance being accomplished by the promoter. If it is necessary for the city to accomplish the clean up, the bond will be used to cover the city's reasonable and necessary expenses.

(Ord. No. 74-39, § 4, 11-14-74)

Sec. 15-33. Same--Investigations.

(a) After an application is filed with the issuing officer, he shall send copies to the city health officer or the party serving in that capacity as designated by the city manager, and the chief of police.

(b) The city health officer shall inquire into preparations for the massgathering and at least five days before the hearing shall submit a report to the issuing officer stating whether or not he believes that the minimum standards of health and sanitation provided by state and local laws, rules, regulations and orders will be maintained.

(c) The chief of police shall investigate preparations for the massgathering and at least five days before the hearing shall submit a report to the issuing officer stating whether or not he believes that the minimum standards provided by state and local laws, rules, regulations, and orders for assuring public safety and order will be maintained.

(d) The issuing officer may conduct any additional investigation which he considers necessary.

(e) The city health officer and the chief of police shall be available to give testimony relating to their reports at the hearing.

(Ord. No. 74-39, § 5, 11-14-74)

Sec. 15-34. Same--Hearing.

(a) The issuing officer shall set a date and a time for a public hearing on the application, which shall be held at least ten days before the day on which the massgathering is to begin.

(b) Notice of the time and place of the public hearing shall be given to the promoter and to any persons who have an interest in the granting or denial of the permit, including notice to all owners of property which abuts the property where the massgathering will be held.

(c) At the hearing, any person may appear and testify for or against the granting of the permit.

(Ord. No. 74-39, § 6, 11-14-74)

Sec. 15-35. Same--Issuance or denial.

(a) After the hearing is completed, the issuing officer shall enter his findings in the record and shall grant or deny the permit.

(b) The issuing officer may deny the permit if he finds that:

(1) The application contains false or misleading information or required information is omitted.

(2) The financial backing of the promoter is insufficient to assure that the massgathering will be conducted in the manner stated in the application.

(3) The location selected for the massgathering is inadequate for the purpose for which it is to be used.

(4) The promoter has not made adequate preparations to limit the number of persons attending the massgathering or to provide adequate supervision for minor persons attending the massgathering.

(5) The promoter does not have assurance that performers who are scheduled to appear will appear.

(6) The preparations for the massgathering do not assure that minimum standards of sanitation and health will be maintained or that the massgathering will be conducted in an orderly fashion and the physical safety of persons in attendance will be protected, or that adequate supervision of minor persons will be provided.

(7) Adequate arrangements for traffic control have not been provided; and

(8) Adequate medical and nursing care will not be available.

(Ord. No. 74-39, § 7, 11-14-74)

Sec. 15-36. Same--Revocation.

(a) After a permit is issued, if the issuing officer finds that preparations for the event will not be completed by the time the massgathering is to begin or that the permit has been obtained by fraud or misrepresentation, he may revoke the permit.

(b) The issuing officer must give notice to the promoter 24 hours in advance of the revocation, and hold a hearing on the revocation if requested by the promoter.

(Ord. No. 74-39, § 8, 11-14-74)