

**APPLICATION FOR SPECIAL EVENTS**

Building/Planning Office, 6304 Wanda Lane, Forest Hill, TX 76119  
Phone: (817) 531-5715 Fax: (817) 531-5726

*Only those temporary street closings not interfering with necessary traffic circulation and police or fire emergency vehicle routes shall be permitted.*



Form must be completed in ink or typed.

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

Non-Profit Organization Requesting Street Closure: \_\_\_\_\_

Contact: \_\_\_\_\_ Email \_\_\_\_\_

Signature of Event Holder \_\_\_\_\_

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

Office Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Mobile #: \_\_\_\_\_

**\*\*BENEFITING NON-PROFIT (501 (c) 3) DOCUMENTATION REQUIRED**

Event Producer: \_\_\_\_\_

Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Signature of Producer: \_\_\_\_\_

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

Office Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Mobile #: \_\_\_\_\_

Type of Event & Purpose for Event or Street Use:

\_\_\_\_\_

Anticipated Crowd \_\_\_\_\_ Event Hours: \_\_\_\_\_

Coordinating Police Officer: \_\_\_\_\_ Office Phone # \_\_\_\_\_

Mobile Phone # \_\_\_\_\_

Check All That Apply:

- Amplified Sound (Must comply with Noise Ordinance in Chapter 82)
- Admission Fee \$ \_\_\_\_\_
- Fencing (all structures, banners, scaffolding, vendors, stages, etc., are required to be reflected and indicated & submitted on a detailed event layout plan)
- Staking/Drilling in city's right of way (requires site review & approval of Building/Planning Office-Permit Department)
- Sidewalk
- List number of lanes to be used \_\_\_\_\_
- Full street closure

Street/Lane to be closed (including cross streets) From To (begin & end-date and time of closure)

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**PYROTECHNICS:**

If special event is to include any pyrotechnics, the company presenting the show must:

1. Provide proof of liability insurance.
2. Provide a copy of its state license.
3. Provide a copy of the public display permit issued by the state of Texas.
4. Provide a site plan layout showing distances from buildings and roadways.
5. Pay to have two firefighters present during the show; the firefighters must be on site 1 hour prior to the show starting and remain on site for the duration of the show; firefighters will be paid their hourly rate multiplied by the hours required; there is a two hour minimum.
6. Pay a fee of \$200.

**\*NOTE:** Fireworks displays will not be allowed if Tarrant County is under a "burn ban," if winds exceed 20mph or if at any time the Fire Department deems it unsafe.

This Permit is granted with the distinct and clearly understood agreement by the Applicant that the Rules, Regulations, and Ordinances of the City of Forest Hill, Texas, as provided for by the City Council and interpreted by the City Officials, will be carried out, or adhered to in every part, manner, and respect.

***Permit will not be issued until appropriate city departments authorize event.***

Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_

Applicant name printed: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date \_\_\_\_\_

Department: \_\_\_\_\_

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**For Office Use Only**

Fire Dept. \_\_\_\_\_  Approve  Deny Date \_\_\_\_\_

Police Dept. \_\_\_\_\_  Approve  Deny Date \_\_\_\_\_

Public Works Dept. \_\_\_\_\_  Approve  Deny Date \_\_\_\_\_

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**\*\*\*Include Attachments if More Space is Needed\*\*\***

**\*A DETAILED SITE PLAN MUST ACCOMPANY THIS REQUEST FORM**

**\*ADEQUATE PARKING PLAN REQUIRED FOR EVENTS HELD ON PRIVATE AND/OR PUBLIC PROPERTY**

**\*INCLUDE EVENT ITINERARY AND ENTERTAINMENT/PERFORMER SCHEDULE**