



# **SPECIAL EVENT GUIDE & SUBMISSION PACKET**

Development Services Department  
250 W. First Street  
Prosper, TX 75078  
Main: (972) 346-3502  
<http://www.prospertx.gov>

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If your event involves any of the following, you will need a permit. If in doubt just apply.



OPEN TO THE PUBLIC

OPEN BURN / FIREWORKS



Bands - Stage - Bleachers  
ANIMALS  
at Event



SERVING FOOD OR BEVERAGE



PARADE

CARNIVAL  
Large Tents  
CIRCUS

## ***How do you know if what you are planning is considered a Special Event?***

A Special Event is an event or gathering that requires a temporary exception to otherwise applicable rules or requirements, including, but not limited to:

- a. The temporary complete or partial closure of a public street.
- b. The temporary closure or restriction of access to public property.
- c. The temporary offer of merchandise, food, or beverages on public property or on private property where not otherwise permitted by the Town or the applicable Certificate of Occupancy.
- d. The temporary erection of a tent on public property or on private property where not otherwise permitted by the Town or the applicable Certificate of Occupancy.
- e. The temporary erection of a stage, band shell, portable building, grandstand, or bleachers on public property or on private property where not otherwise permitted by the Town or the applicable Certificate of Occupancy.
- f. The temporary use, for other than storage, of a trailer or van on public property or on private property where not otherwise permitted by the Town or the applicable Certificate of Occupancy.
- g. The temporary use of equipment to amplify and transmit sound, which exceeds ambient (background) sound pressure levels at the property lines.
- h. The placement of portable toilets on public property or on private property where not otherwise permitted by the Town or the applicable Certificate of Occupancy; or,
- i. Activities such as, among others, a carnival, circus, firework displays, runs, events not wholly contained on Town parks or building sites or PISD.

Ambient (background) sound pressure level is the all-encompassing sound associated with a given environment, being usually a composite of sounds from all sources, excluding the alleged offensive sound, at the location and approximate time at which a comparison with the alleged offensive sound is to be made.

Amplified sound is music, speech, or sound projected or transmitted by artificial means, including but not limited to, amplifiers, loudspeakers, or any similar devices which emit sound distinctly discernible at more than one hundred (100) feet beyond the property line of the premises where the equipment is located.

Carnival is a temporary event that is characterized by, mechanical rides, games of skill or chance, entertainment, and/or food.

Circus is a temporary entertainment event that is characterized by, the performance of acrobats, trained or exotic animals, and/or clowns.

Concession is a temporary food establishment where food is offered to the public that operates for a period of no more than fourteen (14) consecutive days in conjunction with a single circus, carnival, special event, celebration, or sales, whether it be seasonal or temporary.

Exotic animal is any non-domesticated animal, other than livestock, that is native to a foreign country or of foreign origin or character, is not native to the United States, or was introduced from abroad. The term "exotic animal" specifically includes, but is not limited to, animals such as lions, tigers, jackals, dingoes, leopards, elephants, pandas, camels, antelope, anteaters, kangaroos, chimpanzees, gorillas, orangutans, water buffalo, and species of foreign domestic livestock requiring state or federal permits.

## ***You're working on getting your application packet submitted, what are the rules and regulations?***

1. A legible and complete written application shall be submitted, where the special event is intended to accommodate less than 500 persons, shall be made no less than fifteen (15) business days prior to the date such special event shall commence operation. The application for a permit for a special event, where the special event is intended to accommodate 500 or more persons, shall be made no less than thirty (30) business days prior to the date such special event shall commence operation."
2. Proof of liability insurance with a minimum combined limit of one million dollars (\$1,000,000).
3. The application shall be reviewed and approved by the Police Department, Fire Department, Public Works, Code Enforcement/Health and Building Inspections for traffic control, security, fire, medical, safety, and other related issues.
4. A permit for a Special Event shall be valid for a maximum period of seven (7) days.
5. The Police Department requires one (1) off-duty officer per five hundred (500) people in attendance. If alcohol is served or is involved, the requirement is two (2) off-duty officers per five hundred (500) people.
6. If the event is proposed to be held at a Town park, written permission shall be obtained from the Town Manager or designee.
7. The responsible organization, if holding the special event on Town-owned property shall return the site to its pre-event condition within twenty-four (24) hours, upon conclusion of the event.
8. The responsible organization shall collect and pay all sales tax applicable to the sale of food, drinks, souvenirs, services, and any other taxable item or activity sold at the Special Event.
9. The following events are not considered a Special Event and are, therefore, exempt from Ordinance 06-122:
  - a. Events which require the approval or sanctioning of, or are officially sponsored by the Town or PISD and:
    - i. the event is wholly contained on a Town park or building site or PISD property;
    - ii. the impact on traffic and surrounding neighborhoods was evaluated and found insignificant by the Prosper Police Department before approval for the event was granted by the Town or PISD; and,
    - iii. the event conforms to the other general criteria of Ordinance 06-122.
  - b. Private parties to which the public is not invited.
  - c. An event wholly contained on property specifically designed or suited for said event and which holds a Certificate of Occupancy for such use, including but not limited to, adequate parking.
  - d. Funeral processions.
10. Safe and orderly movement of normal traffic shall not be substantially interrupted, as solely determined by the Town. The Town may require the permit holder to provide additional signage for traffic control and safety-related issues. If any Temporary Outdoor Seasonal Sale or Special Event is located adjacent to a Texas Department of Transportation (TXDOT)-controlled road, a TXDOT sign permit shall be obtained, and signs shall be in place before a seasonal sale or event permit is issued. (The specific requirement for TXDOT signs may be waived if staff determines that sufficient traffic control measures are currently in place.) The Prosper Police Department will review the event traffic flow and parking plan and may require the event holder to hire an off-duty officer to direct traffic.
11. The temporary use shall not impede the movement of any public safety equipment.
12. Any lights located on the premises may not flash, travel, blink, fade, move, or scroll and shall comply with the requirements of the Town's comprehensive Zoning Ordinance.
13. Waste from animals shall be removed from the premises and properly disposed of daily. Animals shall not be kept closer than three hundred (300) feet to any residence, commercial establishment, or food establishment.
14. All signs shall conform with the Town's currently adopted Sign Ordinance.

15. A permit for a Temporary Outdoor Seasonal Sale or Special Event permit may be denied by the Town if:
  - a. A permit has been granted for another Temporary Outdoor Seasonal Sale or Special Event at the same place and time.
  - b. The proposed Temporary Outdoor Seasonal Sale or Special Event will unreasonably disrupt the orderly flow of traffic and no reasonable means of rerouting traffic or otherwise meeting traffic needs are available, as solely determined by the Town.
  - c. The application is incomplete.
  - d. The proposed Temporary Outdoor Seasonal Sale or Special Event will violate a Town code, Ordinance, rule, regulation, or other applicable law, or the applicant fails to comply with the same regulations, unless the prohibited conduct or activity would be allowed under Ordinance 06-122.
  - e. The applicant makes a false statement of material fact on an application for a Temporary Outdoor Seasonal Sale or Special Event permit.
  - f. The applicant has had a Temporary Outdoor Seasonal Sale or Special Event permit revoked within the preceding twelve (12) months or the applicant has committed two (2) or more violations of a condition of a provision of a Temporary Outdoor Seasonal Sale or Special Event permit or of Ordinance 06-122 within the preceding twelve (12) months; or,
  - g. The proposed Temporary Outdoor Seasonal Sale or Special Event would unduly burden Town services or unreasonably disrupts public order, as solely determined by the Town.
  
16. A permit for a Temporary Outdoor Seasonal Sale or Special Event permit may be revoked by the Town if:
  - a. The Temporary Outdoor Seasonal Sale or Special Event violates a condition or a provision of the permit, an Ordinance, rule, or regulation of the Town, or any other applicable law or the applicant fails to comply with the same regulations.
  - b. The permit holder made any false statements on an application for a Temporary Outdoor Seasonal Sale or Special Event permit; or,
  - c. The Temporary Outdoor Seasonal Sale or Special Event unduly burdens Town services or unreasonably disrupts public order, as solely determined by the Town.
  
17. All federal, state, and local rules, regulation, codes, and ordinances shall be adhered to by all participants and applicants. The provisions of Ordinance 06-122 are cumulative of all other Town Ordinances, rules, and regulations. Tent permits, building permits, electrical permits, food establishment and handling permits, sign permits, and all other permits and licenses required by the Town or other by law for specific activities conducted in conjunction with or as a part of the Temporary Outdoor Seasonal Sale or Special Event shall be applied for on a form satisfactory to the Town. The granting of a Special Event Permit does not relieve the applicant, operator, or property owner from complying with all other provisions of Town Ordinances.
  
18. A person commits an offense if he/she:
  - a. Commences or conducts a Temporary Outdoor Seasonal Sale or Special Event without the appropriate permits or fails to comply with any requirement or condition of a permit or Ordinance 06-122; or,
  - b. Participates in a Temporary Outdoor Seasonal Sale or Special Event for which a permit has not been granted.

19. Any person, firm, corporation, or business entity violating Ordinance 06-122 shall be deemed guilty of a misdemeanor, and upon conviction thereof shall be subject to a fine not to exceed the sum of FIVE HUNDRED DOLLARS (\$500), unless the violation relates to fire safety, zoning or public health and sanitation, including dumping and refuse, in which the fine shall not exceed the sum of TWO-THOUSAND DOLLARS (\$2,000). Each continuing day's violation shall constitute a separate offense. The penal provisions imposed under Ordinance 06-122 shall not preclude the Town from filing suit to enjoin the violation. The Town retains all legal rights and remedies available to it pursuant to local, state, and federal law.

### **ACCEPTANCE AND AGREEMENT**

Upon acceptance of this permit, it shall be construed that the provisions of this permit are acceptable to permittee and that it is his/her sincere intention to adhere to all the requirements and conditions contained herein.

Permittee agrees to bear all costs associated with the operation and maintenance of the Special Event.

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



***You are planning a Special Event, what should you do now?***

**STEP 1 – COMPLETE THE SPECIAL EVENT PERMIT APPLICATION**

By completing the Special Event Permit Application, you are providing the general information pertaining to the proposed event. This documentation will contain contact information to be used if/when Town staff have any questions.

**STEP 2 – SIGN THE ACCEPTANCE AND AGREEMENT ON THE PREVIOUS PAGE**

By signing this agreement, you state that you understand and agree to abide by the regulations as set forth by the Town of Prosper.

**STEP 3 – COMPLETE THE SPECIAL EVENT QUESTIONNAIRE**

By completing the Special Event Questionnaire, you provide a better understanding of what is planned. If you answered “Yes” to any item on the questionnaire, the Special Event Permit Application and applicable backup shall be required. See “Special Event Rules and Regulations” for Town of Prosper requirements.

**STEP 4 – SUBMIT AN EVENT MAP**

By submitting an Event Map that clearly marks the location of everything that will present at your event, you are providing further details of what is planned.

**STEP 5 – COMPLETE YOUR SUBMISSION PACKAGE**

When completing your submission package, please include the following:

1. The completed Special Event Permit Application.
2. Written permission from the propertyowner of the location in which the event is proposed.
3. The completed Special Event Questionnaire.
4. An “Event Map” of your proposed set up with an explanation of the event.
5. Additional applications/inspections, asrequired.
6. Proof of liability insurance with a minimum combined limit of one million dollars (\$1,000,000).

<b><i>IF</i></b>	<b><i>THEN</i></b>
You are providing food	Complete a Temporary Food Event Application.
You are having tents or canopies over 400 square feet	Permit and inspection approval required from the Fire Department.
You are having a bounce house on public property	Permit and inspection approval required from the Fire Department.
You are having fireworks or open fires	Permit and inspection approval required from the Fire Department.
You are serving alcohol	Permit and inspection approval from the Health/ Code Enforcement Division.
Your event uses structures, bleachers, and/or stages	Permit and inspection approval from the Fire Marshal and the Building Inspections Division.
You anticipate over 500 people in attendance	Contact the Police Department for information pertaining to required security.

**STEP 6 – SUBMIT YOUR SPECIAL EVENT APPLICATION PACKAGE**

Turn in your completed application, Special Event Questionnaire, and any backup information to the Development Services Department located at 250 W. First Street, Prosper, Texas 75078 **A legible and complete written application shall be submitted, where the special event is intended to accommodate less than 500 persons, shall be made no less than fifteen (15) business days prior to the date such special event shall commence operation. The application for a permit for a special event, where the special event is intended to accommodate 500 or more persons, shall be made no less than thirty (30) business days prior to the date such special event shall commence operation."**



### Special Event Permit Application

Permit #: \_\_\_\_\_

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

*Incomplete application and/or submittal will delay the review process.  
All Special Event Applications shall be accompanied with all necessary back-up and the applicable application fee at time of submission.  
Special Event Permit fee is \$100.00. The required \$1,000 deposit shall be paid upon permit approval and issuance (if applicable).*

*Please select one:*

- Co-Sponsored/Contractual Agreement (Not-For Profit)     Co-Sponsored/Contractual Agreement (For-Profit)     Not-For-Profit

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

Description of event: \_\_\_\_\_

Event location / address \_\_\_\_\_

Organization/Sponsor Name: \_\_\_\_\_

Person in Charge of Event: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Owner Name:** \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

<b>Date of event:</b> from _____	to _____
<b>Time of event:</b> from _____	to _____
<b>Time of setup:</b> from _____	to _____
Anticipated Total Attendance _____	Anticipated Peak Attendance _____
Admission Charge? <input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, amount? ___
Participant Charge? <input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, amount? ___

<b>Parade Chairman:</b> _____
<b>Alternate Chairman:</b> _____
Parade Date: _____ Starting Time: _____
Assembly Location: _____ Assembly Time: _____
Estimated Number of Vehicles: _____ Estimated Number of Floats: _____
Estimate Number of People Walking/Marching: _____ Estimate Number of Animals: _____
Types: _____
Parade Route Requested: _____
_____
_____





## Special Event Questionnaire

**Items in red are required to be indicated on the site plan on the following page.**

If this sheet does not provide the space necessary to adequately answer the applicable questions, please attach a separate sheet.

<b>Please indicate all proposed uses for your event.</b>	YES	NO	COMMENTS
Alcohol Sales <i>(indicate number of vendors)</i>			
Bicycle / Foot Race			
Bleachers			
Boat / Car / RV Show			
Carnival Games / Rides <i>(indicate number and types)</i>			
Circus			
Concert <i>(indicate number of bands and timeframes)</i>			
Dancing			
Dunk Tank			
Bounce House <i>(indicate number)</i>			
Fireworks			
Food Vendors / Concessions / Booths <i>(indicate number and types)</i>			
Live Animals <i>(indicate number and types)</i>			
Live Performers (i.e. gymnastic event)			
Loudspeakers or sound amplification devices			
Parade			
Permanent Restrooms <i>(indicate number)</i>			
Tents / Canopies <i>(indicate number and size)</i>			
Retail Sale Booth(s) (for profit) <i>(indicate number)</i>			
Trade Show			
OTHER (Please Specify)			

<b>Please indicate all services that are needed for your event.</b>			
Street Closure(s)			
Traffic Control			
Electricity Hook-up <i>(separate permit required)</i>			
Water Hook-up <i>(separate permit required)</i>			
Special Street Sweeping			
Solid Waste / Recycling Services			
Signs and/or Banners <i>(separate permit required)</i>			
Fences			
Fire Hydrants <i>(Show nearest hydrant(s) on map)</i>			
Portable Restrooms <i>(indicate number)</i>			
Parking			
Other Special Needs (Please Specify)			

**\*Please use an additional sheet if the space provided is not big enough for your responses.**