



# CITY OF RICE

SPECIAL EVENT—PARADE—MASS GATHERING

## PERMIT APPLICATION

Administration  
205 E. Calhoun Street  
Rice, Texas 75155  
(903) 326-7500

\* Please return application at least 30 days prior to event.

PERMIT NUMBER SPEC2015

### APPLICANT INFORMATION

DATE APPLIED: \_\_\_\_/\_\_\_\_/\_\_\_\_ NAME OF APPLICANT: \_\_\_\_\_

NAME OF ORGANIZATION/BUSINESS: \_\_\_\_\_

STREET/MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE# \_\_\_\_\_ FAX# \_\_\_\_\_ EMAIL \_\_\_\_\_

(required)

THIS IS A NON-PROFIT FUNDRAISING EVENT: YES \_\_\_\_ NO \_\_\_\_ (Please check one)

**\*\*Non-Profit status requires IRS TAX exemption certificate #501(c)3 or registration of non-profit status from the State of Texas.**

### EVENT LOCATION

NAME OF EVENT: \_\_\_\_\_

EVENT LOCATION (ADDRESS): \_\_\_\_\_ RICE, TX 75155

PROPERTY OWNER: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_ ZIP: \_\_\_\_\_ PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

EVENT START DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ END DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ FROM: \_\_\_\_AM/PM TO: \_\_\_\_AM/PM

***(Signed letter of approval from property owner is REQUIRED)***

### EVENT DESCRIPTION

PLEASE PROVIDE DETAILS OF THE EVENT, SUCH AS GARAGE SALE, CAR WASH, 5K RUN, ETC...

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Races & Walk-A-Thons: Will the streets need to be marked with some type of paint/markings to indicate the route direction? Yes ( ) No ( )

Note: A site plan may be required to indicate the number of vehicles, animals, participants, route, etc., for consideration, if applicable to the event.

### TYPE OF EVENT

- ( ) FIREWORKS DISPLAY ( ) SIDE WALK SALES ( ) TENT SALES ( ) PARKING LOT SALES ( ) FESTIVAL  
 ( ) POLITICAL RALLY ( ) PARADE ( ) MARATHON/RACE ( ) WALK-A-THON  
 ( ) CARNIVAL ( ) OTHER \_\_\_\_\_ EXPECTED ATTENDANCE:\*\*\* \_\_\_\_\_

**\*\*\* ATTENDANCE OF MORE THAN 500 PEOPLE FOR OVER 4 HOURS IS CONSIDERED A MASS GATHERING)**

## SIGNAGE

**On-premise signs.** A total of four signs, with a maximum square footage of 16 square feet and a maximum height of five feet may be placed on-premise. All on-premise, free-standing special event signs must be made of corrugated plastic, otherwise known as coroplast signs. These signs shall be supported by t-posts on each side. The applicant may also hang two banner signs of up to sixty (60) square feet on the building or on the general business sign.

**Erection and removal of signs.** Such signs may be erected seven days prior to the event and must be removed at the conclusion of the event. Signs cannot be placed any closer than 10.5 feet from the back of the curb or the edge of the street pavement. Any signs determined to be in a location that causes an obstruction or considered to be an immediate or potential hazard to public safety may be removed. Temporary window signs, posters, pennants, search lights, balloons (not exceeding one foot in diameter when inflated), and other similar items may be permitted.

**Non-profit special event off-premise signs:**

- (1) All non-profit off-premise special event signs must be made of corrugated plastic, otherwise known as coroplast signs. Non-profit off-premise special event signs shall be supported by t-posts on each side.
- (2) Each permit will allow a non-profit organization to place a maximum of six (6) off-premise special event signs.
- (3) There shall be only one non-profit off-premise special event sign per lot, parcel or tract of land.
- (4) Non-profit off-premise special event signs shall only be allowed on private property. Written permission from the property owner must be submitted with each application.
- (5) Non-profit off-premise special event signs may be erected fourteen (14) days prior to the event and must be removed at the conclusion of the event.
- (6) Non-profit off-premise special event signs shall not exceed thirty-two (32) square feet in size.
- (7) Non-profit off-premise special event signs along city streets must be placed a minimum of ten and one-half (10.5) feet from the edge of the roadway.

## NON-PROFIT OFF-PREMISE SIGN LOCATIONS

Non-profit organizations must provide written consent from the property owners if you wish to place off-premise signs to advertise your event.

- |                        |  |
|------------------------|--|
| Sign Location #1 _____ | ( ) <u>Permission Received</u><br>(Staff Use Only) |
| Sign Location #2 _____ | ( ) <u>Permission Received</u><br>(Staff Use Only) |
| Sign Location #3 _____ | ( ) <u>Permission Received</u><br>(Staff Use Only) |
| Sign Location #4 _____ | ( ) <u>Permission Received</u><br>(Staff Use Only) |
| Sign Location #5 _____ | ( ) <u>Permission Received</u><br>(Staff Use Only) |
| Sign Location #6 _____ | ( ) <u>Permission Received</u><br>(Staff Use Only) |

## ANIMALS

Will there be any animals involved with this event? ( ) Yes ( ) No

If so, how will the animals be used: ( ) Petting Zoo ( ) Pony Rides ( ) Other \_\_\_\_\_

How many animals and what type of animals will be used in this event? \_\_\_\_\_

## INSURANCE INFORMATION—REQUIRED FOR MASS GATHERINGS ONLY

Name of Insurance Agency: \_\_\_\_\_ Name of Agent: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Policy Number: \_\_\_\_\_

## CHECKLIST

\_\_\_\_\_ Completed Application

\_\_\_\_\_ Site Plan

\_\_\_\_\_ Fees (if applicable)

\_\_\_\_\_ Copy of Insurance Certificate

\_\_\_\_\_ Copy of 501(c)3 letter from IRS (for non-profit fundraising events)

## ACKNOWLEDGEMENT/SIGNATURE

### ACKNOWLEDGEMENT/SIGNATURE:

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION. THE ISSUANCE OF AN EVENT PERMIT NEITHER EXEMPTS NOR MODIFIES ANY COVENANTS, DEED RESTRICTIONS, CITY ORDINANCES AND/OR STATE OR FEDERAL LAWS WHETHER HEREIN SPECIFIED OR NOT.

## CITY PERSONNEL USE ONLY

Route to:

	<u>CONTACT</u>	<u>TITLE</u>	<u>PHONE#</u>	<u>APPROVAL</u>
_____ Code Enforcement	Ashley Shaw	Code Compliance Ofcr.	903-326-7500	_____
_____ Police Department	Larry Cheek	Police Chief	903-326-4146	_____
_____ Administration	Tonya Roberts	City Administrator	903-326-7500	_____

**Note: Please return within 5 working days to the Administration Department.**

DEPOSIT: \$\_\_\_\_\_. (Will be refunded upon satisfactory clean-up)

TOTAL FEES: \$\_\_\_\_\_. (Non-Profit fundraising events are exempt  
From paying permit fees)

### SCHEDULE OF FEES

Permit	
Police	
<b>Total Fees</b>	

# PERMIT STATUS

DATE APPLICATION RECEIVED \_\_\_\_/\_\_\_\_/\_\_\_\_

PERMIT: ( ) APPROVED ( ) DENIED RECEIPT NO. \_\_\_\_\_

SIGNATURE OF OFFICIAL: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

ADDITIONAL COMMENTS:

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