

### **When do I need a special event permit?**

The Town defines an event as a planned temporary aggregation of people or attractions for a common purpose, including, but not limited to, street fairs, arts and crafts shows, rallies, public entertainments, fun runs, walks, relays, marathons, parades, or other similar events or attractions, that:

1. Are conducted primarily outdoors; and
2. Interfere with the normal flow or regulation of pedestrian or vehicular traffic; or
3. Require special government services, including, but not limited to, street closure, provision of barricades, refuse services, stages, special parking arrangements, special electrical services or special police services or protection.”

If your event falls under any of these categories you will need to fill out an application.

**Applications are required to be filed no less than 90 days before the commencement date.**

### **How do I apply for a special event permit?**

Apply by using the link. [Special Event Permit](#) or by emailing [jlohse@trophyclub.org](mailto:jlohse@trophyclub.org)

### **How does the application process work?**

1. Complete the application in its entirety **no less than 90 days** before the event's commencement date. This includes all necessary additional documents. i.e. maps, emergency action plans, permission letters, etc.
2. A preliminary email will be sent to the applicant outlining the requirements for the special event by the special events coordinator.
3. Once all necessary documents have been reviewed by the special events coordinator, the towns Special Event's Committee will review the application for approval. The committee meets on the 2nd and 4th Thursday of every month.
4. Depending on the type of event, the applicant may be required to obtain additional permits or licenses.
5. Upon final approval/denial, the Special Events Coordinator will contact the applicant with any and all special requirements and conditions.

### **Are there any fees?**

Upon approval, the applicant is required to pay a non-refundable fee of \$50.00. Please send a check made out to the Town of Trophy Club. Address: 100 Municipal Dr. Trophy club, TX 76262. Attn: Special Events Coordinator

### **Are there any exemptions?**

Yes, the following is a list of exemptions.

1. Town or MUD1 sponsored event;
2. Events sponsored by the Armed Forces of the United State of America, the military forces of the State, and the forces of the police and fire departments acting within the scope of their duties;

3. A Block Party, provided, however, that the Town of Trophy Club Police Department shall be notified two (2) weeks in advance of the Block Party; and
4. A Funeral procession; and
5. Where it is determined by the Town Manager that the organization conducting the Event can demonstrate all of the following, the organization shall be exempt from the Permit requirement of this Article:
  - a. That the Event shall be conducted solely on private property;
  - b. That the event has adequate traffic control to not impede use of public streets;
  - c. That the Event has provided for adequate emergency vehicle access; and,
  - d. That the Event has provided a minimum plan for crowd control during the Event.”

### **Insurance and Bonding Requirements**

When a Special Event is partially or fully contained on the Town rights-of-way or on property owned, leased, or controlled by the Town, the Applicant for a Special Event Permit shall furnish the Town with a certificate of insurance stating that the Town of Trophy Club has been added as an additional insured as well as the endorsement page and a surety bond complying with standards established by the Town. The amount of the surety bond and the amount of insurance required may be increased or reduced based upon the type of Special Event, equipment, machinery, location, number of people or animals involved and other pertinent factors or risks associated with the Special Event. An application shall be denied if a valid certificate of insurance and/or a valid surety bond meeting Town specifications and approved by the Town is not provided.”

### **Denial**

A permit may be denied if:

1. The Special Event will conflict in time and/or location with a town function, another Special Event, parade or assembly for which a Permit has already been granted or for which a Permit application has already been filed and is under review
2. The Special Event, as determined by the Special Event Committee would unduly hinder or compromise the delivery or performance of normal services, including previously scheduled construction or maintenance services, or of emergency services, or constitutes a public threat, hazard, or nuisance;”

### **Special Approval**

The following events shall require approval of the Planning and Zoning Commission and Town Council as a condition precedent to the filing of an application for a Special Event Permit:

1. Carnivals
2. Circuses
3. Community Garage Sales

For additional question please contact Jacob Lohse at [jlhse@trophyclub.org](mailto:jlhse@trophyclub.org)