

## ARTICLE V. - SPECIAL EVENTS

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### DIVISION 1. - GENERALLY

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#### **Sec. 12-309. - Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Applicant* means a person who has filed a formal written application with the city code enforcement department for the purpose of a special event permit.

*Code official* means the building official of the city or the person or department to whom the building official may, from time to time, delegate the enforcement responsibility.

*Mass gathering* means any meeting or gathering held at one specific location within the city limits, wherein anyone in attendance at the meeting or gathering is 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 meeting or gathering for a period of four hours or more.

*Nonprofit fundraising event* means a fundraising event planned, organized, promoted, managed and held wholly by a legitimate nonprofit organization, whereby all the proceeds raised during the event will benefit the sponsoring agency.

*Parade* means the assembly of three or more persons whose gathering is for the common design and purpose of moving in procession from one location to another.

*Permit fee* means the fee amount as established by resolution for issuance of a special event permit within the city.

*Permit holder* means the person to whom a special event permit is granted pursuant to this article.

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*Person* means any individual, assumed named entity, partnership, association, corporation, firm or organization that promotes, organizes, manages, finances or holds a special event.

*Right-of-way* means any street, avenue, boulevard, highway, sidewalk, alley, or similar place which is owned or controlled by a governmental entity.

*Schedule of fees* means the total of fees, as applicable, but not limited to, permit fees and any additional costs or fees that may be incurred due to a special event as established by the code official.

*Sidewalk* means any portion of street between the curb or the lateral lines of the roadway and the adjacent property line, all or a part of which is intended for the use of pedestrians.

*Special event* means an occurrence which takes place on a periodic or special occasion, wholly or partially on the city's rights-of-way, public property or private property, which may cause an interruption of regular activities of the citizens when the needs of traffic, parking, restrooms, crowds, zoning, etc., exceed the original design and intent of the site or location or may require the special attention and involvement of city personnel or facilities. Examples of such activities are, but not limited to, nonprofit fundraising events, tent sales, parking lot sales, political rallies (except those held at a private residence), amusement rides, parades, carnivals, marathons, walk-a-thons, festivals, closings of a public street, blocking or restriction of public property or where otherwise may be prohibited by this Code or the Unified Development Code.

*Special event permit* means written approval from the code official to hold a special event within the city.

*Street* means any public or private street, alley, avenue, lane, boulevard, drive, public place or highway commonly used for the purpose of travel within the city.

(Ord. No. 10-03, § 2(exh. A(15-125)), 2-1-2010)

**Sec. 12-310. - Authority of code official.**

- (a) The provisions of this article shall be administered and enforced by the code official.
- (b) The code official has authority to issue a special event permit when requirements of this article have been met.
- (c) The code official shall ensure that all other licenses, permits, restrictions, regulations, safeguards or other conditions deemed necessary by individual city departments for the safe and orderly conduct of a special event are requested, submitted and approved before the permit is granted.

(Ord. No. 10-03, § 2(exh. A(15-126)), 2-1-2010)

**Sec. 12-311. - Governmental agencies exempt from provisions of article.**

The following governmental agencies are exempt from the provisions of this article:

- (1) The city;
- (2) The county;
- (3) The state; and

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(4) The United States federal government.

(Ord. No. 10-03, § 2(exh. A(15-127)), 2-1-2010)

**Secs. 12-312—12-326. - Reserved.**

## DIVISION 2. - PERMIT

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### Subdivision I. - In General

[Sec. 12-327. - Eligibility.](#)  
[Sec. 12-328. - Required; fees.](#)  
[Sec. 12-329. - Application procedure.](#)  
[Sec. 12-330. - Duration; number.](#)  
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#### **Sec. 12-327. - Eligibility.**

Prior to the issuance of a special event permit, the applicant shall provide proof of a certificate of occupancy for the location in which the event will be held. Any nonprofit organization submitting a permit application shall provide a 501(c)3 letter from the Internal Revenue Service (IRS) or state documentation indicating their status. Tax-exempt certificates or taxpayer ID numbers are not sufficient to prove nonprofit status.

(Ord. No. 10-03, § 2(exh. A(15-128(A))), 2-1-2010)

#### **Sec. 12-328. - Required; fees.**

It shall be unlawful for any person to promote or conduct a special event without first having obtained a permit from the city code enforcement department by filing a written application and paying all of the applicable fees, if any. The fee for a special event permit is \$60.00. Nonprofit organizations and the organizers of political rallies are exempt from paying the permit fee.

(Ord. No. 10-03, § 2(exh. A(15-128(B))), 2-1-2010)

#### **Sec. 12-329. - Application procedure.**

(a) An application for a special event must be filed not less than 30 days before the event is to begin. The code official may waive the 30-day filing requirement if it is determined that the application can be processed in less than 30 days, taking into consideration the number and types of permits required to

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be issued in order to hold a special event.

- (b) The application for a special event permit shall contain, as a minimum, the following information:
- (1) The name, address, e-mail address and telephone number of the person, organization and responsible person of such organization seeking to conduct the event.
  - (2) If the event is to be held by or for any person other than the applicant, the applicant shall file a written statement from that other person showing authority to make the application.
  - (3) If the event is to be held on private property, the applicant must submit written permission from the owner of the property or his authorized representative for the use of the property.
  - (4) The type and purpose of the event.
  - (5) The proposed location, if any, including, the time, duration and location of street closings and a site plan showing the area or route to be used during such event and the proposed parking area for the event. In the event of a street closure, a plan shall be submitted showing an alternate route for fire safety to the event site. All street closings require police and fire department approval.
  - (6) The approximate number of persons who may be attending and, if applicable, the number and types of animals and vehicles which will be used for such event.
  - (7) A site plan of the proposed location, including size of tents, awnings, canopies, food service booths, fences, barricades, restroom facilities or other temporary structures shall be indicated. In addition, the details of the sale of merchandise, food or beverages and the list of vendors involved.
  - (8) Details of the proposed location, number and size of any signage for the special event.
  - (9) If loudspeakers are to be used, the location and orientation of those speakers shall be shown on the site plan and in accordance with chapter 16, article IV of this Code.
  - (10) If electrical, mechanical or plumbing work will be conducted to prepare for or to hold the event it must be done in accordance with the city's adopted building codes and may require additional permits and inspections.
  - (11) The date and time the event will start and end.
  - (12) The time at which on-site activities in preparation for the event will begin.
  - (13) The location of any lighting for outdoor activities or functions.
- (c) Upon receipt of the completed application, the code official shall forward a copy of the application to each of the appropriate departments of the city. Each department shall review the application for approval or denial as it pertains to that particular department and return it, with any comments, to the code official within five working days of receipt.
- (d) The applicant shall submit evidence that sufficient parking will be provided for the special event with the provisions as set forth in this article in accordance with division 3 of this article.
- (e) If the applicant intends to or is required to use city services, the department providing such services shall submit to the applicant an estimate of the cost of each service. A written agreement with

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the applicant and the department shall become part of the application. Any significant change in the nature and/or scope of the event may result in additional charges for city services that will be due immediately as per the agreement.

(f) The applicant shall provide the code official with copies of all agreements for police and other emergency services, barricades, traffic control, litter collection and trash removal, etc., in accordance with the provisions as set forth in division 3 of this article.

(g) A special event which includes the concentration of people, animals and/or vehicles will be conducted in a manner that will not interfere with emergency services responding to any incident within the city.

(h) The special event will be conducted in a manner that will not require the diversion of so great a number of police officers, firefighters or other essential city personnel to properly police and secure the event locale or line of movement and the adjacent areas as to interrupt normal protections for the city.

(i) After reviewing the application and departmental comments, the code official may issue the special event permit, unless denied in accordance with section 12-332

(j) The applicant holding the special event must be the owner or a tenant of the property whose premises is being used, or a nonprofit organization who has received written permission from the property owner to conduct such event.

(k) Where the fire chief or fire marshal determines that a special event has an adverse impact on public safety through diminished access to buildings, structures, fire hydrants and fire apparatus access roads or where such gatherings adversely affect public safety services of any kind, the fire chief or fire marshal shall have the authority to order the development of, or prescribe a plan for, the provision of an approved level of public safety. The public safety plan shall address such items as emergency vehicle ingress and egress, fire protection, emergency medical services, public assembly areas and the directing of both attendees and vehicles (including the parking of vehicles), vendor and food concession distribution, and the need for the presence of law enforcement, and fire and emergency medical services personnel at the event.

(Ord. No. 10-03, § 2(exh. A(15-128(C))), 2-1-2010)

**Sec. 12-330. - Duration; number.**

A special event permit may be issued for a period not to exceed 14 consecutive days, and events must be a minimum of 30 days apart. Special events are limited to four events per business, site or location per calendar year. Nonprofit fundraising events will not count against the four events per business, site or location and are not limited in number of events or subject to the 30 day interval between events.

(Ord. No. 10-03, § 2(exh. A(15-128(D))), 2-1-2010)

**Sec. 12-331. - Variances.**

(a) An applicant may make a request to the city manager for a variance as to the duration of the event. A variance concerning the duration of the event is only available for nonprofit fundraising events.

(b) An applicant may make a request to the city council for a variance as to the number of events per calendar year.

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**Sec. 12-332. - Denial or revocation.**

- (a) The code official may deny or revoke an application for a special event permit if:
- (1) A special event permit has been previously granted for, and will conflict with, another special event at the same time, site or location;
  - (2) The special event would severely hinder the delivery of normal or emergency services;
  - (3) The time, place or manner of the proposed special event will disrupt the orderly flow of traffic and no reasonable means of rerouting traffic or otherwise meeting traffic needs is available;
  - (4) The applicant fails to comply with, or the proposed special event will violate, this article or any other city ordinance, or if the applicant has been cited for violating this article, or the applicant has failed to comply with the terms of a previous special event permit;
  - (5) The applicant fails to provide proof that the applicant possesses or is able to obtain a license or permit required by city ordinance or other applicable law for the conduct of all activities included as part of the special event;
  - (6) The applicant makes or permits the making of a false or misleading statement or omission of material fact on an application for a special event permit.
- (b) If the code official denies or revokes a permit, the code official shall notify the applicant or permit holder. Any person aggrieved by the action of the code official shall have the right to appeal to the city manager, who shall, after a review, make a ruling on the denial or revocation. If the city manager does not grant the appeal, the applicant may appeal to the city council. The decision of the city council will be final.

(Ord. No. 10-03, § 2(exh. A(15-128(E))), 2-1-2010)

**Secs. 12-333—12-348. - Reserved.**

**Subdivision II. - Acts or Offenses**

[Sec. 12-349. - Conducting event without valid permit; penalty.](#)

[Sec. 12-350. - Falsifying application.](#)

[Secs. 12-351—12-365. - Reserved.](#)

**Sec. 12-349. - Conducting event without valid permit; penalty.**

- (a) A person commits an offense if the person commences or conducts a special event without a special event permit or with a permit that has expired or been revoked.
- (b) It is hereby determined that any person or assumed named entity violating or failing to comply with any of the provisions of this article shall be subject to a penalty in accordance with the general provisions of this Code.

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(Ord. No. 10-03, § 2(exh. A(15-129.2(A))), 2-1-2010)

**Sec. 12-350. - Falsifying application.**

It shall be unlawful for any person to make or knowingly permit the making of any false or misleading statement in any application made pursuant to this article. In addition to any other punishment or sanction, the violation of this section shall be grounds for the immediate revocation of any permit granted pursuant to such application.

(Ord. No. 10-03, § 2(exh. A(15-129.2(B))), 2-1-2010)

**Secs. 12-351—12-365. - Reserved.**

**DIVISION 3. - STANDARDS**

[Sec. 12-366. - Parking.](#)

[Sec. 12-367. - Trailer as temporary living quarters.](#)

[Sec. 12-368. - Amusement rides.](#)

[Sec. 12-369. - Hours of operation.](#)

[Sec. 12-370. - Tents and temporary structures.](#)

[Sec. 12-371. - Cleanup; compliance; costs and expense coverage.](#)

[Sec. 12-372. - Food service.](#)

[Sec. 12-373. - Sanitary facilities.](#)

[Sec. 12-374. - Animal waste removal.](#)

[Sec. 12-375. - Water usage and disposal of wastewater.](#)

[Sec. 12-376. - Solid waste dumpster.](#)

[Sec. 12-377. - Signage.](#)

[Sec. 12-378. - Nuisances to be controlled by city, state and federal regulations.](#)

[Secs. 12-379—12-399. - Reserved.](#)

**Sec. 12-366. - Parking.**

(a) The applicant shall submit evidence on a site plan that the number of spaces and area to be used will be sufficient to accommodate the projected number of users of such parking. If said parking is to be on private property adjacent to the event, evidence that the applicant has ownership of the property or permission from the property owner must be provided.

(b) When the location is not an established parking area, a plan shall be submitted which will show how the parking will be achieved and arranged. The number of parking spaces and layout of the parking area, including aisle widths and size of parking spaces, shall be included on the site plan.

(c) When adequate parking is not available at or immediately adjacent to the site of the event, off-premises parking may be used. Plans shall be submitted which will show how off-premises parking and transfer of attendees will be accomplished.

(d) The police chief or fire chief may prohibit or restrict, for temporary periods, the parking of vehicles along a street within and adjacent to the site of the special event.

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(Ord. No. 10-03, § 2(exh. A(15-129(A))), 2-1-2010)

**Sec. 12-367. - Trailer as temporary living quarters.**

Trailers and other such type vehicles which are temporarily occupied as living quarters at the site of such events shall be parked not less than 300 feet from any residential district.

(Ord. No. 10-03, § 2(exh. A(15-129(B))), 2-1-2010)

**Sec. 12-368. - Amusement rides.**

(a) Amusement rides and attractions associated with special events shall conform to the statutory rules and regulations set forth in V.T.C.A., Occupations Code ch. 2151, regulation of amusement rides, also referred to as the Amusement Ride Safety Inspection and Insurance Act.

(b) An affidavit as to the solvency and responsibility of the owner of the temporary commercial amusement facility and as to the kind and character of shows and attractions exhibited by the facility, and attachment of a certificate of liability insurance coverage in the amounts equal to \$100,000.00 bodily injury and \$50,000.00 property damage per occurrence with a \$300,000.00 annual aggregate or \$150,000.00 per occurrence combined single limit with a \$300,000.00 annual aggregate for class A amusement rides. For class B amusement rides, the amounts are equal to \$1,000,000.00 bodily injury and \$500,000.00 property damage per occurrence; or \$1,500,000.00 per occurrence combined single limit (refer to the limits of the Texas Tort Claims Act).

(Ord. No. 10-03, § 2(exh. A(15-129(C))), 2-1-2010)

**Sec. 12-369. - Hours of operation.**

Special events shall be conducted only between the hours of 7:00 a.m. to 10:00 p.m. daily. The police chief or code official shall be responsible for enforcing this provision and may waive the time limit on certain events when the applicant demonstrates good cause.

(Ord. No. 10-03, § 2(exh. A(15-129(D))), 2-1-2010)

**Sec. 12-370. - Tents and temporary structures.**

The use of a tent, canopy or air-supported temporary membrane structure is subject to review and a permit by the fire chief or fire marshal and shall meet the requirements in the fire code as established. (See the fire department special events tent permit for all requirements.) Where applicable, copies of fire retardant certificates shall be required.

(Ord. No. 10-03, § 2(exh. A(15-129(E))), 2-1-2010)

**Sec. 12-371. - Cleanup; compliance; costs and expense coverage.**

The permit holder shall agree to a complete and satisfactory cleanup of all trash and debris on the site. The code official, at his discretion, may require a bond in the amount of \$2,000.00 to cover any cleanup costs associated with the event. At the conclusion of the event, the city's representative will inspect the area to ensure that compliance has been met. If it is necessary for the city to accomplish the cleanup, the bond will be used to cover the city's reasonable and necessary expenses.

(Ord. No. 10-03, § 2(exh. A(15-129(F))), 2-1-2010)



**Sec. 12-372. - Food service.**

Where food service is provided, said operation shall be in compliance with all provisions of the city food and food service establishments ordinance, fire code, as well as all other applicable state and local laws. A temporary food service permit application and a permit fee of \$50.00 must be submitted by each food vendor participating in the event.

(Ord. No. 10-03, § 2(exh. A(15-129(G))), 2-1-2010)

**Sec. 12-373. - Sanitary facilities.**

Where applicable, portable type sanitary facilities must be provided on the premises and to include additional units as may be determined necessary by the city.

(Ord. No. 10-03, § 2(exh. A(15-129(H))), 2-1-2010)

**Sec. 12-374. - Animal waste removal.**

Waste from animals used in any such event shall be removed daily from the grounds. Should animals be kept within the city limits at night, they shall be kept not less than 300 feet from any residential district.

(Ord. No. 10-03, § 2(exh. A(15-129(I))), 2-1-2010)

**Sec. 12-375. - Water usage and disposal of wastewater.**

(a) Any special event or temporary activity requiring the use of water from the city water system must be coordinated with the water department to obtain a temporary meter. Deposit for the meter and payment for water used shall be in accordance with all applicable code ordinances of the city.

(b) The applicant shall submit a plan for the disposal of wastewater and the plan shall be approved by the code official prior to such event.

(Ord. No. 10-03, § 2(exh. A(15-129(J))), 2-1-2010)

**Sec. 12-376. - Solid waste dumpster.**

Where applicable, a commercial solid waste dumpster must be provided on-premises at all outdoor special events. Applicants should make arrangements for the provisions of such dumpsters with the commercial solid waste disposal company currently under service contract with the city.

(Ord. No. 10-03, § 2(exh. A(15-129(K))), 2-1-2010)

**Sec. 12-377. - Signage.**

(a) *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 60 square feet on the building.

(b) *Erection and removal of sign.* The event must occur within the city. Such signs may be erected

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seven days prior to the event and must be removed at the conclusion of the event. No sign shall be permitted within any street median, visibility triangle, state right-of-way or within 30 feet of an intersection. 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.

(c) *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. Vinyl or cloth banner-type signs will not be allowed. Feather flags not exceeding 12 feet in height may be allowed in lieu of corrugated plastic signs.

(2) Each permit will allow a non-profit organization to place a maximum of six 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 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 32 square feet in size.

(7) There must be a minimum distance of 60 feet between non-profit off-premise special event signs.

(8) Non-profit off-premise special event signs along city streets must be placed a minimum of 10.5 feet from the back of the curb. Non-profit off-premise special event signs along state roadways must be placed a minimum of 15 feet from the back of the curb. Non-profit off-premise special event signs along John King Blvd. must be placed a minimum of 20 feet from the back of the curb.

(9) Non-profit off-premise special event signs shall not be placed within 300 feet of the following intersections:

- a. I-30 @ Ridge Road;
- b. I-30 @ S.H. 205;
- c. Lakeshore Drive @ S.H. 66;
- d. I-30 @ Horizon Rd./Village Dr.;
- e. Non-profit off-premise special event signs with expired permits must be removed within twenty-four (24) hours of the permit expiration, or be subject to the issuance of a citation.

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(10) Non-profit special events may have up to twelve (12) directional signs guiding people to the event location, with the following regulations:

- a. These signs shall be no larger than six square feet and cannot be higher than four feet above grade.
- b. No sign may be placed closer than 30 feet from an intersection, closer than six feet from the back of the curb or from the edge of the pavement and shall not be placed in the center median.
- c. The signs shall not be placed within 300 feet from the intersections of IH-30 @ Ridge Road, IH-30 @ SH205, IH-30 @ Horizon Road/Village Drive and SH66 @ Lakeshore Drive.
- d. These signs shall not obstruct the vision of traffic on the roadway. Any signs determined to be in a location that causes an immediate hazard to public safety may be immediately removed by the city. These signs must only direct traffic to properties located within the city limits.
- e. Directional signs can be placed the day before the event and must be removed at the conclusion of the event.

(Ord. No. 10-03, § 2(exh. A(15-129(L))), 2-1-2010; Ord. No. 11-21, § 1, 5-16-2011; Ord. No. 12-08, § 1, 4-16-2012)

**Sec. 12-378. - Nuisances to be controlled by city, state and federal regulations.**

Noise, glare, odor and other nuisances shall be controlled as set out in applicable sections of this Code and the Unified Development Code and shall not be in violation of any other local, state or federal law.

(Ord. No. 10-03, § 2(exh. A(15-129(M))), 2-1-2010)

**Secs. 12-379—12-399. - Reserved.**

**DIVISION 4. - TENT SALE/PARKING LOT SALES**

[Sec. 12-400. - Requirements.](#)

[Secs. 12-401—12-428. - Reserved.](#)

**Sec. 12-400. - Requirements.**

Business owners and/or operators may apply to hold parking lot or tent sales for the retail establishment as follows:

- (1) The use of a tent, canopy or air-supported temporary membrane structure is subject to review and a permit by the fire chief or fire marshal and shall meet the requirements in the fire code as established. (See the fire department special events tent permit for all requirements.) Where applicable, copies of fire retardant certificates shall be required;

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- (2) The business holding the sale must be the owner or a tenant of the premises being used, or a nonprofit organization who has received written permission from the property owner to conduct such event;
- (3) The merchandise will be limited to items normally inventoried, displayed and sold in the retail establishment;
- (4) The merchandise will not be located within any public right-of-way, visibility triangle or easement;
- (5) The merchandise will not be located in a fire lane, exit discharge or accessible route of travel as defined by the city's fire and building codes;
- (6) A 20-foot space must be clear around the tent at all times;
- (7) A letter from the property owner or management company of the shopping center must accompany the permit application which grants permission for the use of the parking lot during the event;
- (8) No required parking spaces may be used to hold the sale.

(Ord. No. 10-03, § 2(exh. A(15-129.1(A))), 2-1-2010)

**Secs. 12-401—12-428. - Reserved.**

## **DIVISION 5. - PARADES**

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[Secs. 12-429—12-454. - Reserved.](#)

**Secs. 12-429—12-454. - Reserved.**

### **Subdivision II. - Permit**

[Sec. 12-455. - Required; exceptions.](#)  
[Sec. 12-456. - Application required; contents.](#)

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[Sec. 12-457. - Issuance.](#)

[Sec. 12-458. - Duties of permittee.](#)

[Sec. 12-459. - Alternative permit.](#)

[Secs. 12-460—12-486. - Reserved.](#)

**Sec. 12-455. - Required; exceptions.**

- (a) Any parade held within the city must adhere to this article and the additional requirements for a parade as established in this division.
- (b) No parade permit shall be required for the following:
- (1) The armed forces of the United States of America, and the military forces of the state.
  - (2) Funeral processions proceeding by vehicle under the most reasonable route from a funeral home, church or residence of the deceased to the place of service or place of interment.
  - (3) A peaceful demonstration at a fixed location which is not a street.
  - (4) Sidewalk processions which observe and comply with traffic regulations and traffic control devices, utilizing that portion of a sidewalk nearest the street, but at no time using or obstructing more than one-half of the sidewalk.

(Ord. No. 10-03, § 2(exh. A(15-129.1(B))), 2-1-2010)

**Sec. 12-456. - Application required; contents.**

- (a) A person seeking issuance of a parade permit shall file an application with the city code enforcement department.
- (b) In addition to the requirements of subdivision I, division 2 of this article, the application for a parade permit shall include the following information:
- (1) The location, by streets, of the proposed parade route, the initial starting point and the disbanding area for the parade. If the starting point and/or disbanding areas are located on private property, the applicant shall submit written permission from the owner of the property, or his authorized representative.
  - (2) A statement as to whether the parade will occupy all or only a portion of the width of the streets proposed to be used.
  - (3) The time at which units of the parade will arrive at the assembly area.
  - (4) The interval of space to be maintained between units in the parade.
  - (5) The approximate number of participants in the parade including: animals and riders, animal drawn vehicles, floats, motor vehicles, motorized displays, and marching units or organizations such as bands, color guards and drill teams.
  - (6) Any sanitation facilities which may be needed to keep the parade route and assembly areas clean and free from debris.

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- (7) A description of any public facilities or equipment needed for the parade.
- (8) Any other information which the chief of police shall find necessary.
- (9) The minimum and maximum speed.

(Ord. No. 10-03, § 2(exh. A(15-129.1(B(1))))), 2-1-2010)

**Sec. 12-457. - Issuance.**

A parade permit will be issued if, upon review of the application, the police chief finds that:

- (1) The parade will not substantially interrupt the safe and orderly movement of other traffic near its route.
- (2) The parade will not require the diversion of so great a number of police officers of the city to properly police the parade and the adjacent areas as to prevent normal police protection of the city.
- (3) The parade will not require the diversion of so great a number of fire protection or emergency medical services so as to prevent these services to portions of the city other than that to be occupied by the proposed line of march and adjacent areas.
- (4) The concentration of persons, animals and vehicles at assembly points of the parade will not unduly interfere with fire and police protection of, or emergency medical service to, areas near such parade and assembly area.
- (5) The parade will not interfere with the efficient response movement of firefighting equipment and services en route to a fire.
- (6) The parade is scheduled to move from its point of origin to its point of termination without unreasonable delays en route.
- (7) The conduct of the parade is not reasonably likely to cause injury to persons or property.
- (8) Adequate sanitation and other required health facilities are or will be made available in or adjacent to any public assembly areas.
- (9) There are sufficient parking places near the site of the parade to accommodate the number of vehicles reasonably expected to be used in the parade.
- (10) The applicant has secured the police protection, if any, required under section 12-488

(Ord. No. 10-03, § 2(exh. A(15-129.1(B(2))))), 2-1-2010)

**Sec. 12-458. - Duties of permittee.**

A permittee shall comply with all of the following permit conditions and with all applicable laws and ordinances:

- (1) Cleanup. The permit holder shall agree to a complete and satisfactory cleanup of all trash, debris and animal waste at the assembly area, parade route and disbanding area.

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(2) If the applicant intends to or is required to use city services, the department providing such services shall submit to the applicant an estimate of the cost of each service. A written agreement with the applicant and the department shall become part of the application. Any significant change in the nature and/or scope of the event may result in additional charges for city services that will be due immediately as per the agreement.

(Ord. No. 10-03, § 2(exh. A(15-129.1(B(3))))), 2-1-2010)

**Sec. 12-459. - Alternative permit.**

In lieu of denying an application for a parade permit, the police chief shall be empowered to authorize the parade on a date, time, or over a route different from that named by the applicant. An applicant desiring to accept an alternate permit shall, within five days after notice of the action of the police chief, file a written notice of acceptance with the police chief. An alternate parade permit shall conform to the requirements of, and shall have the effect of, a parade permit under this article.

(Ord. No. 10-03, § 2(exh. A(15-129.1(B(4))))), 2-1-2010)

**Secs. 12-460—12-486. - Reserved.**

**Subdivision III. - Additional Provisions**

[Sec. 12-487. - Public parking during parades.](#)

[Sec. 12-488. - Police protection; costs.](#)

[Sec. 12-489. - Prohibited conduct.](#)

[Secs. 12-490—12-516. - Reserved.](#)

**Sec. 12-487. - Public parking during parades.**

The police chief shall have the authority, when reasonably necessary, to prohibit or restrict the parking of vehicles along a street or highway, or part thereof constituting a part of the parade route by posting signs or directing traffic to such effect. It shall be unlawful for any person to park or leave unattended any vehicle in violation of the parking restrictions.

(Ord. No. 10-03, § 2(exh. A(15-129.1(B(5))))), 2-1-2010)

**Sec. 12-488. - Police protection; costs.**

The police chief shall determine whether and to what extent additional police protection is reasonably necessary for traffic control and public safety. The police chief shall base this decision on the size, location, duration, time and date of the event, the number of streets and intersections blocked, and the need to detour or preempt citizen travel and use of the streets and sidewalks. If possible, without disruption of ordinary police services or compromise of public safety, regularly scheduled on-duty personnel will police the event. If additional police protection is deemed necessary by the police chief, he shall notify the applicant. The applicant then shall have the duty to secure the police protection deemed necessary. In such event and prior to the issuance of a permit for the parade, the applicant and the police chief shall agree upon the cost of policing and/or closure of roads and the applicant shall pay that amount to the city prior to the issuance of a permit. In addition, the applicant shall agree to pay

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any additional costs to the city within five days of the date upon which the city informs the applicant of the amount of such additional costs.

(Ord. No. 10-03, § 2(exh. A(15-129.1(B(6))))), 2-1-2010)

**Sec. 12-489. - Prohibited conduct.**

(a) It shall be unlawful for any person to stage, present, or conduct any parade without first having obtained a permit as provided in this division.

(b) It shall be unlawful for any person to participate in a parade for which the person knows a permit has not been granted.

(c) It shall be unlawful for any person in charge of, or responsible for, the conduct of a duly licensed parade to knowingly fail to comply with any condition of the permit.

(d) It shall be unlawful for any person to ride, drive, or cause to be ridden or driven any animal or any animal-drawn vehicle upon any public street, unless specifically authorized by the permit.

(Ord. No. 10-03, § 2(exh. A(15-129.1(B(7))))), 2-1-2010)

**Secs. 12-490—12-516. - Reserved.**

**DIVISION 6. - MASS GATHERINGS <sup>[24]</sup>**

<sup>(24)</sup> **State Law reference**— Mass gatherings, V.T.C.A., Health and Safety Code § 751.001 et seq.

Subdivision I. - In General  
Subdivision II. - Permit

**Subdivision I. - In General**

[Sec. 12-517. - Compliance with article required.](#)  
[Secs. 12-518—12-542. - Reserved.](#)

**Sec. 12-517. - Compliance with article required.**

Any mass gathering held within the city and in association with a special event must adhere to this article and the additional requirements for a mass gathering as established in this division.

(Ord. No. 10-03, § 2(exh. A(15-129.1(C))), 2-1-2010)



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**Secs. 12-518—12-542. - Reserved.**

**Subdivision II. - Permit**

[Sec. 12-543. - Contents of application.](#)

[Sec. 12-544. - Issuance.](#)

[Sec. 12-545. - Police protection; costs.](#)

[Sec. 12-546. - Insurance coverage.](#)

[Secs. 12-547—12-592. - Reserved.](#)

**Sec. 12-543. - Contents of application.**

In addition to subdivision I, division 2 of this article, the application shall include the following:

- (1) The number of persons expected to attend the mass gathering and, if necessary, the plan which the applicant intends to use to limit attendance to this number;
- (2) A description of all steps taken to assure that minimum standards of sanitation and health will be maintained during the mass gathering;
- (3) A description of the preparations made to supervise minor persons who may attend the mass gathering;
- (4) The names and addresses of any performers who have agreed to appear and their agents and a description of any agreements reached with these performers; and
- (5) The city may require a financial statement reflecting all funds which are being supplied to finance the mass gathering and who supplied them.

(Ord. No. 10-03, § 2(exh. A(15-129.1(C)(A))), 2-1-2010)

**Sec. 12-544. - Issuance.**

- (a) After reviewing the application and in accordance with this division, the code official may grant the special event permit for a mass gathering.
- (b) In addition to section 12-332, the code official may deny the special event permit for a mass gathering if it is determined that:
  - (1) The promoter has not made adequate preparations to limit the number of persons attending the mass gathering or to provide adequate supervision for minor persons attending the mass gathering.
  - (2) The preparations for the mass gathering do not ensure that minimum standards of sanitation and health will be maintained or that the mass gathering will be conducted in an orderly fashion and the physical safety of persons in attendance will be protected.
  - (3) The applicant fails to assure that the mass gathering will be conducted in the manner stated

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in the application.

(Ord. No. 10-03, § 2(exh. A(15-129.1(C)(B))), 2-1-2010)

**Sec. 12-545. - Police protection; costs.**

The police chief shall determine whether and to what extent additional police protection is reasonably necessary for traffic control and public safety. The police chief shall base this decision on the size, location, duration, time and date of the event, the number of streets and intersections blocked, and the need to detour or preempt citizen travel and use of the streets and sidewalks. If possible, without disruption of ordinary police services or compromise of public safety, regularly scheduled on-duty personnel will police the event. If additional police protection is deemed necessary by the police chief, he shall notify the applicant. The applicant then shall have the duty to secure the police protection deemed necessary. In such event and prior to the issuance of a permit for the mass gathering, the applicant and the police chief shall agree upon the cost of policing and/or closure of roads and the applicant shall pay that amount to the city prior to the issuance of a permit. In addition, the applicant shall agree to pay any additional costs to the city within five days of the date upon which the city informs the applicant of the amount of such additional costs.

(Ord. No. 10-03, § 2(exh. A(15-129.1(C))), 2-1-2010)

**Sec. 12-546. - Insurance coverage.**

Accompanying each special event permit application for a mass gathering, a liability, fire and comprehensive insurance policy must be provided reflecting the city as an additional insured party equal to the amount of \$250,000.00 for each person and \$500,000.00 for each single occurrence for bodily injury or death and \$100,000.00 for each single occurrence for injury to or destruction of property.

(Ord. No. 10-03, § 2(exh. A(15-129.1(D))), 2-1-2010)

**Secs. 12-547—12-592. - Reserved.**