

## What is a Special Event?

*Article 6-5, Section 6-5-1:* Definition of "special event" - a temporary event or gathering using either private or public property, which involves one or more of the following activities, except when the activity is for construction or house moving purposes only;

- a. Closing a public street;
- b. Blocking or restriction of public property, limiting the use of parks by the general public, and streets;
- c. Offer of merchandise, food, or beverages on public property or on private property where otherwise prohibited by ordinance;
- d. Erection of a tent on public property, or on private property where otherwise prohibited by ordinance;
- e. Installation of a stage, band shell, trailer, van, portable building, grandstand or bleachers on public property, or on private property where otherwise prohibited by ordinance;
- f. Placement of portable toilets on public property, or on private property where otherwise prohibited by ordinance;
- g. Placement of temporary "no parking" signs in a public right-of-way

## Special Event Application Process

1. The event applicant must submit a Special Event Application to the Special Event Supervisor (SES). Application can be turned in no sooner than 8 months in advance and no later than 90 days prior to event.
  - a. The [Special Event Application](#) can be retrieved from the city's website or from the Parks and Recreation Office.
2. A Parks and Recreation Department representative will research the proposed dates/times of park facility schedule to prevent conflicts with sports and other activities. Please allow at least 5 business days for this process.
3. A Parks Department representative will approve location/date and sign the application.
4. SES will review the application and determine if the event is "Committee Review" or "Non-Committee Review"
  - a. Committee Review: The Special Event Review Committee (SERC) must review the application and meet with the applicant during a SERC meeting - \$250 fee. Meetings are held the third Tuesday of each month. The agenda is prepared by the SES.
  - b. Non-Committee Review: The SES reviews the application - \$50 fee.
  - c. Full descriptions and guidelines of Committee Review, Non Committee Review and the Approval Process can be found in the [Special Event Ordinance](#).

**\*\* SES will contact the applicant and inform them of which review process they will use. Application fee and Pavilion Rental (if necessary) is paid at Town Center, 255 Parkway Blvd. \*\***

## Special Events Application and Process

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- a. SES will give the date and time the applicant needs to attend a SERC meeting. The applicant will then be added to the SERC agenda and included in the SERC minutes.
    - The Special Event Review Committee (SERC) is comprised of a representative from each city department.
  - b. During the SERC meeting, the applicant will be informed of what permits they will need to obtain, insurance guidelines that must be followed, park rules and regulations and details from each department representative as to what is needed.
    - I. *Tent permits from Fire Administration*
    - II. *Generator permits from Building Inspection*
    - III. *Sign/Banner Permits from Building Inspection*
    - IV. *Temporary Food Permit from Environmental Health*
    - V. *Pavilion Rental from Parks and Recreation*
  - c. After attending the SERC meeting, the applicant will gather all necessary information, layout details and documentation requested from SERC and disperse to the appropriate department representative. (See contact list on page 4).
  - d. The Department representative will sign the Special Event Application if all documentation is correct and in order at the following SERC meeting.
  - e. The Fire Department may create and give a Special Event Emergency Plan to SES and applicant.
  - f. The event is held as proposed and approved by the SERC members.
6. If Non Committee Review:
- a. The SES reviews the application and makes the applicant aware of any necessary information and guidelines that might impact the proposed event.
  - b. The SES will send the application to the SERC members for review.
  - c. The SERC members will contact the applicant and inform them of the necessary permits needed.
  - d. The SERC members will approve and sign the Special Event Application once all documentation has been received.
  - e. The event is held as proposed and approved by the SERC members.

### Special Event Permits and Fees

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- Committee Review - \$250/Non Committee Review - \$50**  
*Non-committee review is determined by the special event supervisor and means the special event permit application does not require evaluation by the Special Event Review Committee and may be approved by the Special Event Supervisor.*
  
- Certificate of Liability Insurance & Endorsement**  
All events taking place on City of Coppell property must provide a certificate of liability insurance & endorsement page. The City of Coppell must be listed as an “Additional Insured” in the amount of \$1 million on both pages. Please list the date of event and location on this certificate and submit at least 14 days before your event.
  
- Park Pavilion Rental – \$100 damage deposit required for all rentals**  
Pavilion must be reserved by a Coppell resident. Fees will vary depending on the park and pavilion. A complete list can be found on the City of Coppell’s website.
  
- Sign & Banner Permit - \$25**  
If private property will be used to display the banner/sign, written permission from the property owner is required.
  
- Generator Permit - \$25**  
The use of a large generator will require a permit. This can be determined during the SERC meeting.
  
- Tent Permit - \$30**  
Tents over 200 sq. ft. are required to have a permit along with a certificate of flame resistance. The typical ‘pop-up’ style tents (8x8, 10x10) are NOT required to have a permit. If more than two (2) 10x10 ‘pop-up’ tents are bonded together, then a permit is required.
  
- Food Permit – \$50 (Non-Profit \$25)**  
If food is served, a temporary food permit application must be completed. Pre-packaged food will not require a permit; however, an application **must be** submitted.
  
- Barricades & Cones**  
Please let us know the number of cones and barricades you require for your event as far in advanced as possible. *Barricades and cones are only provided to events held on City property.*
  
- Police**  
It is at the discretion of the Special Event Review Committee to designate police patrol; however, you may request police to be present at your event. If police are requested or assigned to your event, a fee (TBD) is charged.
  
- Route/Layouts**  
A map designating your event layout and run route must be provided at the Special Event Review Committee meeting (or as far in advanced as possible).

**Fire/Paramedic**

Fire/Paramedic services may be required to be in attendance at your event depending on the type of event, number of persons attending the event, weather conditions, or other considerations. A fee (TBD) may be charged for this requirement. If it is determined these services are not required, but you are requesting these services anyway, a fee (TBD) may be charged.

**Animal Permit - \$25**

If animals of any kind will be at your event, you must check with Animal Services on permit status. Animal Services will need to approve your animals before they can be present at your event. City Ordinance states that all animals must be on leash at all times.

### Phone Numbers & Addresses for Permits and Rentals

a. Tent Permits from Fire Administration	972.304.3506	265 Parkway Blvd.
b. Generator Permits from Building Inspections	972.304.3506	265 Parkway Blvd.
c. Sign/Banner Permits from Building Inspections	972.304.3506	265 Parkway Blvd.
d. Temporary Food Permits from Environmental Health	972.462.5164	265 Parkway Blvd.
e. Pavilion Rental from Parks and Recreation	972.462.5100	255 Parkway Blvd.
f. Animal Permit from Animal Services	972.304.3515	821 S. Coppell Road
g. Special Event Application	972.462.5104	255 Parkway Blvd.
h. Barricades and Cones from Streets	972.462.5157	816 S. Coppell Road

**\*\* All permit applications can be found on the City's website at [www.coppelltx.gov/events](http://www.coppelltx.gov/events). \*\* All applications can be sent to the Special Events Supervisor Sunday Smith at [ssmith@coppelltx.gov](mailto:ssmith@coppelltx.gov) .**