



MASS GATHERING PERMIT REQUEST FORM

DATE: _____

I. BASIC INFORMATION

1. Name of Event: _____

2. Dates & Times of the Event:

Date	Start Time	End Time
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Promoters Information

Name: _____

Address: _____

Phone Number: _____

Email Address: _____

➤ The application must include a financial statement that reflects the funds being supplied to finance the mass gathering and each person supplying the funds

4. Property Owners Information

Name: _____

Address: _____

Phone Number: _____

Email Address: _____

5. The 9-1-1 address of the property on which the event will be held:

6. Describe the property on which the event will be held:

➤ The application must include a certified copy of the agreement between the promoter and the property owner.

7. What is the maximum number of participants, attendees, vendors, and staff:

Participants: _____

Attendees: _____

Vendors: _____

Staff: _____

Total of participants, attendees, vendors, and staff: _____

8. Describe the plan the promoter intends to use to limit attendance to the maximum number specified above.

9. Total square footage of space used to hold the event: _____

10. Will alcohol be served at the event?

Yes No

➤ If Alcohol is to be sold attach a copy of the TABC Permit.

11. Will minors be attending the event?

Yes No

If minors will be attending the event provide a description of the promoter's preparations for supervising minors who may attend the mass gathering.

12. Will there be performers at the event?

Yes No

➤ If there will be performers at the event, include an attachment(s) that:

- a. List the name and address of each performer who has agreed to appear at the mass gathering.
- b. List the name and address of each performer's agent.
- c. A description of each agreement between the promoter and a performer.

13. Site Plan

➤ The promoter must submit a comprehensive site plan that shows the complete layout of the property including the following:

- a. Location and capacity of all parking areas under the promoters control.
- b. Location of entrance(s), exits, and interior roadways and walks.
- c. Location of all first aid stations and emergency medical resources.
- d. Location, type, and provider of restroom facilities.
- e. Location and description of water stations.
- f. Location and number of food stands, and types of food to be served if known.
- g. Location, number, and type of solid waste containers.
- h. Location of promoters headquarters.
- i. Location of lighting.
- j. Location, description, use, and size of any structures (tents, buildings, stages, etc...).
- k. Access points, including ingress and egress from each area, tent, lounge, etc.
- l. Location of any hazards on the property such as streams, ponds, or steep or uneven terrain.
- m. Location and capacity of any camping areas.

- n. Routes for ingress/egress for attendees and emergency responders
- o. Locations for pick-up and drop off for any shuttle that will be used
- p. Location of security staff.

II. HEALTH AND SANITATION

1. Water Supply

a. Will the promoter be using a public or private water supply company? Public Private

b. Water supply company information:

Name: _____

Address: _____

Phone: _____

Email: _____

➤ If a private water supply company is being used attach a copy of the executed contract agreement between the promoter and provider.

2. Toilet Facilities

a. Number of toilet facilities that will be provided: _____

b. Company providing any portable toilets information:

Name: _____

Address: _____

Phone: _____

Email: _____

➤ If portable toilets will be provided attach a copy of the executed contract agreement between the promoter and provider.

3. Solid and Liquid Waste Collection and Removal

➤ The promoter must attach an executed copy of its contract with each solid waste collection and removal company for the event, and each contract must specify the frequency that solid waste will be picked up.

4. Food Services

➤ Attach a listing of each food vendors name & contact information.
➤ All food concessionaires must have a current STATE Food Establishment Permit issued by the Texas Department of State Health Services. Attach a copy of the permit.

5. Medical and Nursing Care

a. Number of emergency medical services personnel that will be on site: _____

b. Description of the qualifications of emergency medical services personnel that will be on site during the event:

- Attach the promoters plan for evacuating sick or injured persons. This must include
 - a. name, location, and telephone number(s) of one or more available licensed physicians;
 - b. name, location, and telephone number(s) of an available ambulance;
 - c. name, location, and telephone number(s) of an available nearby hospital;

6. Final Site Clean-Up Plan

- The promoter must include a site clean-up plan that specifies the date and time by which the site will be returned to its pre-event condition.

III. SECURITY & PUBLIC SAFETY

1. Security

a. Company/Agency that will be providing security:

Name of Company: _____ of _____

Name of Contact: _____

Address: _____

Phone: _____

Email: _____

b. Number of security personnel that will be on scene at all times:

- If the promoter will be using a private security company for the event, the promoter must include an executed copy of the promoter's contract with the private security company, and the contract must include:
 - a. The name and address of the company providing services;
 - b. The days and hours security services will be provided;
 - c. Details regarding the services that will be provided, including the number of staff members that will be used and the qualifications of those staff members; and
 - d. Contact information for the lead person in charge of security at the event.

2. Emergency Operations/Safety Plan

- The promoter must submit an emergency operations/safety plan that sets forth the promoter's plan for handling inclement weather, bomb threats, and active shooter threats.

IV. TRAFFIC CONTROL

1. Dates and times traffic control operations will be in effect:

Date	Start Time	End Time
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Shuttle Operations

Will a shuttle operation be used for the event? Yes No

- If a shuttle operation will be used, attach a shuttle operations plan that includes:
 - a. All pick-up and drop-off locations;
 - b. The anticipated number of shuttle patrons;
 - c. The method for collecting payment for use of the shuttles; and
 - d. The hours of operation for shuttle services.

3. Traffic Control Map

- The promoter must attach a traffic control plan map that includes:
 - a. All routes of ingress/egress for attendees—these routes must be all-weather routes or otherwise approved by Fire Marshal;
 - b. All routes to be used for emergency access ingress/egress-- these routes must be all-weather routes or otherwise approved by Fire Marshal;
 - c. The location and description of all traffic control signage;
 - d. The locations, number, and hours for all traffic control officers; and
 - e. The location of all parking facilities

4. Traffic Control Service Provider

- The promoter must attach an executed contract for providing traffic control services for the event that includes:
 - a. The name of the company providing services;
 - b. The hours and dates the services will be used;
 - c. A detailed description of the services that will be provided; and
 - d. The contact information for the lead person in charge of traffic control services in the field.

V. LIABILITY INSURANCE POLICY



It is recommended that the event promoter secure a liability insurance policy with a minimum amount of \$1,000,000 coverage for the event and list Lee County as an additional insurer to cover any damages that may occur to Public/County/State property or Right-of-Way, and/or injuries that may occur during the event, or any other activity connected to this event.

- The promoter must attach a copy of its liability insurance policy for the event.

VI. APPLICATION ACKNOWLEDGEMENT

Read and initial each of the following

Initial

1. I have reviewed this Lee County Mass Gathering Permit Request Form and the Lee County Mass Gathering Rules and Regulations. I agree that I will abide by all the terms and conditions should this Permit Request Form be approved by the Lee County Commissioners Court. 
2. I hereby acknowledge that all information on this Permit Request Form is true to the best of my knowledge and that I will follow all the rules and regulations as set out in this Permit Request Form and any and all local, state, and federal laws. I further hereby acknowledge that if I provided incorrect information on any documents requested, this request will be denied and the Permit Request Form is terminated, and no money will be refunded. 

- 3. I understand that any and all permits, required forms, and any/all approvals must be submitted along with this application and approved by Lee County Commissioner Court at least 90 days prior to the date of the event.
- 4. I understand that as the requestor and promoter of this event, we accept all liability as it relates to any property damage or injuries that occur during this event.
- 5. I will allow any County or State compliance officers or Texas Peace Officer to enter my event at any time, free of charge, to ensure compliance with this permit.
- 6. I acknowledge that I understand that if any criminal activities occur at my event or if I am in violation of this permit at any time, the permit can be revoked, and the event will be immediately terminated by any Texas Peace Officer and everyone will be required to vacate the event and there will be no refund of any money.

VII. SECTION HEADINGS

Headings and titles at the beginning of the provisions of this Right-of-Way Permit Request Form have been included only to make it easier and more convenient to locate the subject matter covered by that part, section or subsection and shall not be used in interpreting or construing this Right-of-Way Permit Request Form.

VIII. GOVERNING LAW

The validity and interpretation of any of the terms and provisions of this Permit Request Form or of the rights and duties of the parties hereunder shall be governed by the laws of the State of Texas. The venue for any cause of action arising out of this Permit Request Form and/or the permit shall be in Lee County, Texas.

IX. SEVERABILITY

In the event that any one or more of the provisions contained in this Permit Request Form shall be held, for any reason, to be invalid, illegal, or unenforceable in any respect, by a Court of competent jurisdiction, such invalidity, illegality, or enforceability shall not affect any other provision of this Permit Request Form and this Permit Request Form shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

X. PERMIT FEE

An application for a permit to promote a mass gathering must be accompanied by payment of the inspection fee:

- a. \$400.00 for Mass Gatherings less than 5,000 people.
- b. \$800.00 for Mass Gatherings greater than 5,000 people.

Amount Paid: _____
 Date Paid: _____
 Received By: _____

XI. AMENDMENT/MODIFICATION

Any amendment or modification to the terms of this Permit Request Form or any Exhibit attached hereto shall be in writing, shall be dated subsequent to the date of this Permit Request Form, shall be approved by the Lee County Commissioners Court and shall be signed by each party to this Permit Request Form. No officer, agent, employee or representative of Applicant has any authority to amend or modify the terms of this Permit Request Form or any Exhibit attached hereto, unless expressly granted that authority by the Lee County Commissioners Court.

XII. ADMINISTRATOR

All correspondence pertaining to this Permit Request Form shall be directed to:

Department: Lee County Office of Emergency Management, Attn: Gregory LeBlanc
Mail: 200 South Main, Room 203, Giddings, TX 78942
Office Phone: 979-540-2081 Cell Phone: 979-716-0272
Email: emc@co.lee.tx.us

XIII. SIGNATURES OF APPLICANT

Representative/Individuals:

By: _____ Date: _____

Print

By: _____ Title: _____

Signature

Address: _____

City: _____ State: _____ Zip: _____

Phone
Number: _____

Email
Address: _____

NOTARY REQUIRED

I _____ do hereby solemnly swear, under penalty of perjury, that all
Print Claimant Name

Information provided herein is true and correct.

Signature of Claimant

Sworn to and Subscribed before me _____, Notary Public in and for the State of
Texas this _____ day of _____, _____ (year).

Commission Expiration: _____

XIV. SIGNATURES OF OFFICIALS

1. Approved By: LEE COUNTY SHERIFF’S OFFICE

By: Casey Goetz Date: _____
Print
By: _____ Title: Sheriff
Signature
E-mail: Casey.goetz@co.lee.tx.us Phone #: (979)542-2800

2. Approved By: LEE COUNTY OFFICE OF EMERGENCY MANAGEMENT

By: Gregory LeBlanc Date: _____
Print
By: _____ Title: EMC
Signature
E-mail: emc@co.lee.tx.us Phone #: (979) 540-2081

3. Acknowledged By: LEE COUNTY EMS

By: Gina Mersiovsky Date: _____
Print
By: _____ Title: EMT
Signature
E-mail: emtginamarie@yahoo.com Phone #: (979) 542-2777

4. Approved By: LEE COUNTY PERMITTING OFFICE

By: Kayla Schnell Date: _____
Print
By: _____ Title: Code Enforcement Officer
Signature
E-mail: permitting@co.lee.tx.us Phone #: (979) 212-8070

XV. LEE COUNTY COMMISSIONER COURT ACTION

On this the _____ day of _____ 2018 _____ the Lee County Commissioner Court hereby voted to:

Approve this permit request

Deny this permit request

This is a request for a Right-of-Way Permit. This action is recorded in the minutes of the meeting of the same date as this action.

County Judge

