



## Special Event Permit Application

### Applicant

Name: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Business/Organization Name: \_\_\_\_\_  
*(If Applicable)*  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### Persons in Charge *(If Different Than Applicant)*

1	Name: _____ Contact Phone Number: _____ Email: _____
2	Name: _____ Contact Phone Number: _____ Email: _____

### Event Information

Name of Event: _____	Event Date(s) and Time(s)												
Event Website: _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">1</td> <td style="width: 20%;">Date: / /</td> <td style="width: 20%;">From:</td> <td style="width: 20%;">To:</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Date: / /</td> <td>From:</td> <td>To:</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Date: / /</td> <td>From:</td> <td>To:</td> </tr> </table>	1	Date: / /	From:	To:	2	Date: / /	From:	To:	3	Date: / /	From:	To:
1	Date: / /	From:	To:										
2	Date: / /	From:	To:										
3	Date: / /	From:	To:										
Set up of Event: Date: / / From: To:	Pack down of Event: Date: / / From: To:												
Location of Event: _____													

Estimated number of participants	Estimated number of spectators
<input type="checkbox"/> Less Than 25 <input type="checkbox"/> 26 -50 <input type="checkbox"/> 51- 75 <input type="checkbox"/> 76 – 100 <input type="checkbox"/> 100 or Greater	<input type="checkbox"/> Less Than 249 <input type="checkbox"/> 250-499* <input type="checkbox"/> 500-999** <input type="checkbox"/> 1000-1499*** <input type="checkbox"/> 1500 or Greater*** <small>*(Requires 1 Police officer) *(Requires 2 Police officers) *** (Requires 3 or more)</small>

### Details of Event

Will alcoholic beverages be present? (BYOB) <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(The selling of alcoholic beverages requires a TABC permit)</i> <i>(Requires 2 Police officers)</i>	Is the event using sound equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No Will the event require extra power downtown? <input type="checkbox"/> Yes <input type="checkbox"/> No
Selling of food/beverages? <input type="checkbox"/> Yes <input type="checkbox"/> No	Participants/vendors selling merchandise? <input type="checkbox"/> Yes <input type="checkbox"/> No
Access to Public Restrooms	Trash Receptacles
Depot: <input type="checkbox"/> Yes <input type="checkbox"/> No City Park: <input type="checkbox"/> Yes <input type="checkbox"/> No Other: <input type="checkbox"/> Yes <input type="checkbox"/> No	Does the area have public trash receptacles? <input type="checkbox"/> Yes <input type="checkbox"/> No Will you need extra? <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes How Many) _____
Will event involve the use of tent or canopy over 400 sq. ft. (20 X 20)? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes how many?)</i> _____	
Date that tents or canopies to be setup for inspection: ____ / ____ / ____ Time of inspection requested: ____ AM/PM	

**Details of Event Continued**

Will the Event involve open burning?  Yes  No

*(If yes, See City Ordinance Sec. 5.05.004 & Contact Kilgore Fire Marshal's Office at 903-988-4114)*

Will the Event involve open flame cooking?  Yes  No

*(Each vendor required minimum 5 pd. ABC Fire Extinguisher)*

Will the Event have the potential for pollutants that could affect the City's storm water system?  Yes  No

Will the event involve animals?  Yes  No

*If Yes, Please check appropriate box(es):*

Domesticated  Exotic *(State Permit/License Required)*

*(Both required hand washing station)*

Will the event involve washing of streets and sidewalks before/during/after the event?  Yes  No

Will event involve use of a City park/Park Facility/City building?  Yes  No

*If Yes, Please check all appropriate box(es) below:*

- (Kay Street) City Park
- Harris Street Park
- Martin Luther King Park
- Meadowbrook Park
- Horseshoe Pitching Courts
- City Pool
- Amphitheater
- Small Pavilion
- Martin Luther King Community Building *(Retail fee required)*
- Other \_\_\_\_\_
- Large Pavilion
- Splash Pad
- Texan Theater

Will the event involve street or road closures?  Yes  No

If yes, please list the road names and include a map of the intended closures with the application: \_\_\_\_\_

\_\_\_\_\_

**Details on parades, races, etc.**

Assembly Location: \_\_\_\_\_ Assembly Time: \_\_\_\_\_ am/pm

Completion Location: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ am/pm

Floats:  Yes  No Number: \_\_\_\_\_

Are Signs/Banners involved?  Yes  No

Type of material: \_\_\_\_\_

Route Map is required. See ([www.CityofKilgore.com/mapgallery](http://www.CityofKilgore.com/mapgallery)) to print map.

**Acknowledgement of Information  
For Guidelines & Required Fees**

**Directions:** Please read and initial that you have read each page.

**Sec. 1.09.001 Entering or remaining in parks during closed hours**

It shall be unlawful for any person to remain within or go upon any public park of the city between the hours of 10:00 p.m. and 8:00 a.m., except Synergy Park where the times are dusk to dawn, without first obtaining permission from the city manager or his designee or being a member of a group for which such permission has been obtained; provided, however, this section shall not apply to any person actually engaged in the use of the city lighted tennis courts, horseshoe pits, and softball fields for the purpose for which they were intended. Synergy Park is hereby designated a public or municipal park for the purposes of this section.

Initial:

**Acknowledgement of Information  
For Guidelines & Required Fees  
Continued**

**Sec. 1.09.003 Fees for use of facilities by private organization**

Any private organization using facilities of the city and charging a fee to spectators or participants shall pay to the city for the use of such facilities in accordance with the fee schedule in Appendix B to Kilgore Code of Ordinances.

**Sec. 5.04.003 Fireworks**

(a) The discharge, firing or use of firecrackers, rockets, torpedoes, Roman candles or other fireworks or substances designed and intended for pyrotechnic display, and of pistols, canes, cannons or other appliances using blank cartridges or caps containing chlorate of potash mixture, is hereby prohibited; provided, however, the mayor or the city council may order the public display of fireworks by properly qualified individuals, and such display shall be of such a character and so located, discharged or fixed as, in the opinion of the fire marshal, shall not be hazardous to surrounding property or endanger any person.

**CHAPTER 5 "FIRE PREVENTION AND PROTECTION"; Article 5.05, OUTDOOR BURNING Section 5.05.001**

**Sec. 5.05.001 Generally**

It shall be unlawful for any person, corporation or other entity to cause or permit any outdoor burning within the city limits unless such outdoor burning is authorized pursuant to the provisions of this article or after the issuance of an outdoor burning permit by either the Fire Marshal, the Fire Chief, or members of the Fire Marshal's Office.

**Sec. 5.05.004 Allowable burning without Permit** (Fire Marshal, the Fire Chief, or a member of the Fire Marshal's Office must inspect the site of any outdoor burning whether a permit is required or not)

Outdoor burning within the city limits may be allowed without a permit for the following:

(1) Small fires used solely for recreation or ceremonial purposes such as the noncommercial preparation of food or the providing of warmth in cold weather, such as small campfires.

**Sec. 8.01.005 Consumption of alcoholic beverages prohibited in certain places**

(b) Special event permit. The consumption or possession of alcoholic beverages is prohibited on public property but may be permitted upon approval of a special event permit issued by the city manager.

**Sec. 8.03.002 Specific noises prohibited; amplifying device permit**

(c) Amplifying device permit.

(1) Permit required. It shall be unlawful for any person to use or operate, or cause to be used or operated, any mechanical or electrical device, machine, apparatus or instrument to intensify, amplify or reproduce the human voice, or to produce, reproduce, intensify or amplify any other sound, in any building or on any premises in the city whereby the sound therefrom is cast directly upon the public streets or places, where such device is maintained and operated for advertising purposes or for the purpose of attracting the attention of the passing public, without first obtaining a permit therefor from the city clerk.

(2) Issuance of permit; fee. Any person desiring to use or operate, or cause to be used or operated, any device, machine, apparatus or instrument to intensify, amplify or reproduce the human voice on any public street, or in any building or other location, whereby the sound therefrom is cast directly upon the public streets in the city shall first make application to the city clerk for a permit, and it shall be solely within the discretion of the city clerk as to whether the permit shall be granted, and if granted the applicant shall pay to the city a fee as provided in the fee schedule in Appendix B to this code per day for each day for which such permit is effective, but no permit shall be granted until such fee has been paid.

**ARTICLE 8.04 USE OF STREETS, SIDEWALKS AND PUBLIC GROUNDS**

**Sec. 8.04.001 Generally**

(a) Use for sales purposes restricted. It shall be unlawful for any person or business to appropriate for its own use and to occupy any portion of a sidewalk within the city or a public street of the city for the purpose of displaying, vending or selling wares or merchandise of any character, except as permitted herein. (1987 Code, secs. 23-2)

(b) Special event permits; food service businesses.

Initial:

**Acknowledgement of Information  
For Guidelines & Required Fees  
Continued**

(1) Special event permits. Special event permits may be granted by the city manager or his designee to a person or business upon written application to the city manager or his designee. The application must include the dates, times and specified location by street address/building location of a proposed special event. The special event permit may be granted for a given business, person or location up to six (6) times per year for a maximum of six (6) consecutive days per requested special event permit period. No fee will be charged for the special event permit.

(2) Food service businesses. Permitted food service businesses in the designated Main Street area may use the sidewalk for placement of outdoor dining furniture. Furniture, umbrellas or overhangs must be placed within the boundaries of the building's facade frontage and must be kept on the building side of the sidewalk. The furniture, umbrellas, or overhangs may take up no more than 50% of the sidewalk area and must allow sixty (60) inches of passing clearance for ADA compliance. All furniture must be removed daily from the sidewalk at the close of business hours. All furniture must be kept in a neat and well-maintained condition. Permits must be obtained from the Main Street Program manager or his/her designee and renewed January 1st of each year.

(c) Nonprofit organizations. Bona fide nonprofit civic organizations located in the city may hold special events, sales, or promotions in the public streets or on the sidewalks of the city upon the application for and granting of a special event permit. A special event permit may be granted by the city manager or his designee to such organizations upon written application for those entities that it represents, named or unnamed, and all those businesses and/or entities located within the special event permit area. The application to the city manager or his designee shall include the dates, times and areas to be included for the special event, sale or promotion. The area shall be delineated and defined so as to include the areas, locations, streets and/or businesses that will participate. No permit fee will be charged for such a permit.

**Sec. 8.04.001 Purpose**

The purpose of this article is to aid in the management of public rights-of-way and public property in a nondiscriminatory and competitively neutral manner and to be sure that the city can fairly and responsibly protect the public health, safety and welfare and effectively manage its rights-of-way and public property as a vital public resource.

**Sec. 8.04.002 Definitions**

City. The City of Kilgore, Gregg County and Rusk County, Texas, a duly incorporated municipality.

City council. The governing body of the City of Kilgore.

Person. A natural person (an individual), corporation, company, association, partnership, firm, limited liability company, joint venture, joint stock company or association, cooperative, utility, public utility, retail public utility, district, water supply corporation, political subdivision and other such entity.

Public property. The area on, below, above or adjacent to any non-right-of-way property in which the city owns or has an interest including any and all buildings, lots and other real estate interest owned by the city.

Public rights-of-way or rights-of-way. The area on, below, above or adjacent to a public roadway, highway, street, public sidewalk, alley, waterway, or utility easement, in which the city has an interest, whether present or future.

Use of public rights-of-way or public property. Any and all use in any way of the public rights-of-way or public property, including but not limited to the placement of equipment, structures, plants and appurtenances placed in, on, over or under the public rights-of-way or public property including wires, cables, pipelines, balconies, planters, fences, signs, and any other structures, whether temporary or permanent.

**Sec. 8.04.003 Use and fees**

(a) Anyone other than city franchisees desiring to use a portion of public right-of-way or public property for a private business or personal use must first obtain a right-of-way use license, easement, or similar permission from the city.

(b) Applications for use of public rights-of-way or public property use that are permanent in nature, and for public right-of-way or public property use licenses that are temporary or for a limited number of years, shall be filed with the city clerk. Such applications must include a drawing of the location, description of the type of use, length of time needed, and payment of the application fee.

(c) Requested uses of public rights-of-way and public property that are permanent in nature shall require approval of the city council.

Initial:

**Acknowledgement of Information  
For Guidelines & Required Fees  
Continued**

- (d) Applications for public right-of-way or public property use licenses that are temporary or for a limited number of years shall be filed with the city clerk but will require approval by the city building inspector or designee. If the city building inspector designee determines that the circumstances or length of time of a proposed use are such that city council review is desirable, the city building inspector or designee may submit the request to the city council for approval.
- (e) Fees for applications filed with the city clerk pursuant to subsection (d) above shall be set in the city's [fee schedule](#).
- (f) Any person aggrieved by the granting or denial of an application by the city building inspector or designee under subsection (d) may appeal the action within ten (10) days from the date of action to the city manager.
- (g) Other fees. The city manager may recommend that additional fees be charged due to unusual circumstances such as the nature of the request, length of time requested, or extent of review necessary.
- (h) Anyone desiring to use a portion of public right-of-way or public property for any reason must apply to the city clerk. The application shall contain the following:
- (1) Name and address of applicant and/or property owner who will benefit from the closure.
  - (2) Whether the requested use will be temporary or permanent.
  - (3) Purpose and duration of closure.
  - (4) Estimated number of persons utilizing the requested use.
  - (5) Names and addresses of adjacent property owners or tenants who may be affected by the closure and any contacts made by applicant.
  - (6) Alternatives to street or sidewalk closure, if requested.
  - (7) Anticipated damage to streets, curbs, sidewalks, etc., as a result of the use.
  - (8) Statement of availability of general liability insurance with city as co-insured.
- (i) The police, fire, and street departments shall be notified of any temporary closure of any street approved under subsection (h) via email or other means.
- (j) Any person aggrieved by the granting or denial of an application for use of public right-of-way or public property by the city clerk or designee may appeal the action within ten (10) days from the date of action to the city manager.  
(Ordinance 1573 adopted 4/9/13)
- (k) Exceptions.
- (1) Food service businesses. Permitted food service businesses in the designated Main Street area may use the sidewalk for placement of outdoor dining furniture. Furniture, umbrellas or overhangs must be placed within the boundaries of the building's facade frontage and must be kept on the street side of the sidewalk. The furniture, umbrellas, or overhangs may take up no more than 50% of the sidewalk area and must allow sixty (60) inches of passing clearance for ADA compliance. All furniture must be kept in a neat and well-maintained condition. Permits must be obtained from the Main Street Program manager or his/her designee and renewed January 1st of each year.
  - (2) Street cuts. Street cuts are governed by this code, [section 3.06.121](#) et seq.
  - (3) Cemeteries. Cemeteries are governed by this code, [article 1.10](#).
  - (4) City parks. Except as provided for herein, use of city parks are governed by this code, [article 1.09](#).
  - (5) The preceding requirements shall not apply to the conduct of a use of public right-of-way or public property sponsored by the city or by the conduct of a special event by a person having a valid and subsisting contract or special event permit with the city where the special event is conducted in accordance with the contract and this article.
  - (6) Twenty-five percent (25%) of the public sidewalk in the "DC" downtown core district can be used for display of merchandise. The percentage is used to prevent obstructions on the public sidewalk that would block pedestrian traffic.
    - (A) All merchandise must be placed in front of the building where the business is located.
    - (B) No permit is required for display of merchandise on the sidewalk.
    - (C) A special event permit must be submitted for further use of the public sidewalks

Initial:

**Acknowledgement of Information  
For Guidelines & Required Fees  
Continued**

**Sec. 8.07.001 Camping inside the city limits**

It shall be unlawful for any person or group of persons to camp inside the corporate city limits except inside a designated RV park or campground. For the purposes of this article, camping shall also include sleeping in a vacant or condemned building. This article will not apply to people or groups of people who are camping inside the city limits as part of a special event, when a special event permit has been approved and issued by the city for the event

**Sec. 12.06.001 Permit required for parades**

Before any person shall use or obstruct any street for the purpose of a parade or for any such exhibit thereof, such person shall obtain a permit from the chief of police to use the same. The permit shall state the period of time allowed for such use and the purpose for which the street shall be used.

**APPENDIX B**

**Miscellaneous administrative and permit fees**

1. Rental fee for Martin Luther King Community Building - \$50.00 with a refundable deposit of \$100 which is returned upon inspection of the building after the event.

Initial:

**Acknowledgement of Kilgore Police Department  
Special Event Guidelines**

**Directions:** Please read and initial that you have read each page.

**Purpose**

The purpose of the special event staffing guidelines is to ensure citizen/visitor safety and welfare by establishing, clear staffing standards for special events. Also to ensure the delivery of police services to the city are not interrupted or hampered due to a special event.

**Minimum Requirements**

Security requires a minimum of one officer for an event hosting over 250 persons with an additional officer for Every 500 persons. Staffing numbers may be adjusted up or down as needed on the following listed considerations.

- a) Estimated Attendance
- b) Type of Event
- c) Past History of Event
- d) Best Practices
- e) Alcohol Service (two officer minimum)
- f) More than six officers will require a supervisor
- g) Traffic Control
- h) Specific Risk and Threat Factors

Initial:

**Acknowledgement of Kilgore Police Department  
Special Event Guidelines Continued**

**Planning**

Any Special Event that is expected to exceed 5000 persons a public safety plan (large operation plan) will be written in Collaboration with city departments and event sponsors. The plan will include at the minimum the following considerations.

- a) Staffing/Training
- b) Communications
- c) Access Control
- d) Intelligence
- e) Credentialing
- f) Administrative and Logistics
- g) Transportation/Traffic/Parking
- h) Protecting Critical Infrastructure and Utilities
- i) Fire/EMS/Medical Care
- j) Tactical Support and Crisis Management
- k) Public Information and Media Relations

**Cost**

City sponsored events will be paid from overtime funds. All other events, the event sponsor will pay for security at the, current off-duty security rate (07/2017)-\$35.00 per hour.

**Other**

If the Kilgore Police Department is unable to fully staff an event other law enforcement agencies may be called upon for, Assistance. All officers will be properly uniformed, equipped and trained to complete their duties at special events. Officers are expected to be highly visible and friendly while on special event assignments. They should act as ambassadors for the City of Kilgore.

**Final Determination**

For small special events, that do not disrupt ordinary police services or compromise public safety and welfare, on duty Police officers may be utilized. The main determining factor when deciding to staff a special event with additional officers and resources will be generally based on will the event hamper and/or delay police services to other parts of the city, If additional officers and resources are deemed necessary by the Chief of Police, or his designee, the event sponsor will be notified and the application held for approval until staff requirements are met.

Initial:

**Acknowledgement of City of Kilgore  
COVID-19 Guidelines**

**COVID-19 Protocols and Guidelines**

- (1) The City of Kilgore has the right to cancel any permitted event or event being held at a City Facility without notice.
- (2) The City of Kilgore has the right to add any additional guidelines regarding COVID-19 safety protocol without notice.
- (3) The event coordinator is responsible for maintaining all CDC, Social Distancing guidelines, and Governor's orders that are in place at the time of the event.
- (4) All advertisement for the event will suggest the following of all CDC, Social Distancing guidelines, and Governor's orders that are in place at the time of the event.
- (5) List below how your event will enforce and implement all guidelines:

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Application Approved

\_\_\_\_\_  
R.E. Spradlin, III, Mayor

Initial:
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**Applicant Acknowledgement**

**I acknowledge that the information contained in this application is true and complete to the best of my knowledge. All applications must be submitted to the City Clerk 30 days prior to the start of the event. Any application submitted Later, must be approved by City Council.**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please return document to Rachel Rowe at Kilgore City Hall, 815 N. Kilgore St. or return by email to Rachel.rowe@cityofkilgore.com**



**City of Kilgore Application Approval**  
**(Staff Use Only)**

<p>Building Services Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No Authorizing Official: <u>B.J. Owen</u> Authorizing Official: _____ <span style="display: block; text-align: center;">(Signature)</span></p>	<p>Fire Department Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No Authorizing Official: <u>Mark Henderson</u> Authorizing Official: _____ <span style="display: block; text-align: center;">(Signature)</span></p>
<p>Police Department Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No Authorizing Official: <u>Asst. Chief Johnathan Gage</u> Authorizing Official: _____ <span style="display: block; text-align: center;">(Signature)</span></p>	<p>Planning Department Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No Authorizing Official: <u>Carol Windham</u> Authorizing Official: _____ <span style="display: block; text-align: center;">(Signature)</span></p>
<p>Fire Marshal's Office Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No Authorizing Official: <u>Julie Webb</u> Authorizing Official: _____ <span style="display: block; text-align: center;">(Signature)</span></p>	<p>Public Works Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No Authorizing Official: <u>Mat Kronner</u> Authorizing Official: _____ <span style="display: block; text-align: center;">(Signature)</span></p>
<p>City Manager Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No Authorizing Official: <u>Josh Selleck</u> Authorizing Official: _____ <span style="display: block; text-align: center;">(Signature)</span></p>	<p>Parks Department Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No Authorizing Official: <u>Danny Downing</u> Authorizing Official: _____ <span style="display: block; text-align: center;">(Signature)</span></p>
<p><b>Notes:</b></p>          	
<p><b>Application approved</b> <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> Date: ____/____/____</p>	

(Revised 05/2020)