We are happy you have chosen to plan a special event within the City of Mount Pleasant. From community-based festivals to parades and fairs, the City of Mount Pleasant is proud to approve permits for a number of exciting special events each year.

The Mount Pleasant Municipal Code (112.15-112.28) provides the framework and guidance for the issuance of Special Event Permits within the City of Mount Pleasant. In general, any organized activity impacting city services or involving the use of, or having an impact on, public property, public facilities, sidewalks, medians, or street areas requires a permit.

The following pages include the City of Mount Pleasant Special Events Permit Application and accompanying instructions developed to guide you through the process.

**Timing**
A completed application may be filed as early as six months before the event but **must be received no later than 30 days before the actual event date.**

After you complete the application, sign the form please return it to Regina Reynolds, at 500 N Madison Mount Pleasant. Please be sure to include your application fee with the application. *(Checks can be made payable to City of Mount Pleasant).*

**Permit Process**
The permit application process begins when you submit a completed Special Event Permit Application. *Keep in mind that acceptance of your application should in no way be construed as final approval or confirmation of your request.*

Upon receipt of your application, Regina Reynolds will help guide you through the permit process. She will then distribute copies of your application to all City departments affected by your application for review. During the review process you will be notified if your event requires additional information, permits, or licenses. You will be allowed time to provide us with all pending documents. Delays in providing these items often delay our ability to finish our review and issue a Special Event Permit for your event. You may be contacted individually by these departments if they have specific questions or concerns about your event.

Depending on the impact on City services, size and type of event, a group meeting with all affected departments, your coordinator, and you may be scheduled to clarify questions and concerns.

**Other Permits**
While we have tried to make this process a "one-stop" process, it is your responsibility to contact federal, state, or county agencies for other relevant permits.

**Events in Parks**
To book a Special Event in the park, contact Regina Reynolds at 903-575-4149.

**Events at the Civic Center Pavilion**
If you plan to hold your event at the Civic Center Pavilion, you will need to contact the Mount Pleasant Civic Center Office. Special rules and restrictions unique to the site or facility may apply. To book a Special Event at the Civic Center Pavilion, contact Civic Center Manager at 903-575-4190.

**Fees**
The City strives to keep fees as low as possible by charging only the cost of processing the application and City services. In addition to the cost of processing, other services (i.e. security, waste, and toilet facilities), other fees such as health/food safety permit, facility rental fees may apply. Depending on the type of event, respective fees may vary.

On behalf of the City of Mount Pleasant, we thank you for contributing to the spirit and vitality of our City through the staging of your event. **Best wishes for a successful event!**
Special Event
Permit Application & Information Packet

Please print clearly in pen or type your answers.

APPROVED APPLICATION MUST BE AVAILABLE ONSITE DURING EVENT

Date Application Submitted: ____________ Fee Must Be Included, Unless Exempt:
    _____ $250.00 Fee enclosed
    _____ Organization is Exempt by Ordinance

Name of Event: __________________________________________

Date of Event: _______________________________ Expected Attendance: ______________________

Time Event Starts: ___________________________ Time Event Ends: _______________________

Event Location: __________________________________________

Organization Name: ______________________________

Contact Name: _______________________________ Email Address: _______________________

Address: _______________________________________ City/State/Zip: _______________________

Phone Number(s): ______________________________

____________________________________________________________________________________
Type of Event (Check all that Apply):

- Concert
- Bicycle Race
- Carnival
- Car Show
- Other (please specify)
- Political Activity
- Dance
- Parade
- Petting Zoo
- Festival
- Promotional or Sales Event
- Run/Walk
- Fair

Will alcohol be served at your event?

- YES
- NO

Commitment to Customer Service

As part of the City’s commitment to providing excellent customer service, we will help you navigate through the permitting process. Please fill out the pages applicable to your event.

Name: Regina Reynolds
Phone Number: 903-575-4149
Email: rreynolds@mpcity.org
Address: 500 N Madison
Mount Pleasant, Texas 75455
**SUMMARY OF EVENT**

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<tr>
<th>Description</th>
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| Anticipated Attendance |   |   |
|------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
ORGANIZATION CONTACT INFORMATION

Organization Information

1. Is the organization a non-profit organization?  YES  NO
   Please include your tax ID number: ________________________________

2. Is the organization a community group without non-profit status?  YES  NO
   If you checked "Yes" to either question 1 or 2 above, Please include a copy of your Tax-Exempt Certificate

3. Is the organization a business?  YES  NO

4. Is the organization a for-profit organization?  YES  NO

SITE PLAN INFORMATION

Use of Public Property or Public Right of Way

5. Will any part of this event take place in a City of Mount Pleasant Park?  YES  NO
   If yes, name of park where event will take place: ________________________________

6. Will any part of this event take place on a sidewalk, street, median, or other Public Right of Way?  YES  NO

7. Will any part of this event/activity take place on a City parking lot, City-owned land, or other City public property?  YES  NO

8. Will this event take place on public property in Mount Pleasant that is not owned by the City of Mount Pleasant (Titus County, etc.)?  YES  NO
   If yes to #8, please provide the following information:

   Entity Name ________________________________ Contact Person ________________________________
   Telephone Number ________________________________ Email Address ________________________________

DOCUMENTATION NEEDED: SITE PLAN Attachment "A"

Please submit a Site Plan showing all uses of public property and public right of way in Attachment "A".
9. Do you wish to close any streets or sidewalks for this event? YES NO
If yes, please list all streets and sidewalks that you would like closed: __________________________

For what period of time would these streets be closed?
From __________ am/pm To __________ am/pm

10. Do you anticipate towing any cars or equipment before, during or after this event? YES NO

11. Will any traffic routing or control devices be used for this event/activity? YES NO
If yes, you must use TxDOT approved devices.
For what period will the traffic routing/control devices be up?

From Set Up: Date_________ Time_________ To Dismantle: Date_________ Time_________

12. What kind of traffic routing/control device will be used? ____________________________

13. Who will be setting up the traffic routing/control devices? ____________________________

14. Who will be directing traffic? (see Security section) ____________________________

15. Does this event involve a moving route of any kind along streets or sidewalks? YES NO

16. Will animals be a part of the event? YES NO
If yes, what type(s) of animals will be used in the event?
What is the purpose of the animals (petting zoo, part of parade, etc)? ____________________________

DOCUMENTATION NEEDED: TRAFFIC CONTROL / DETOUR PLAN Attachment "B"

If parade involved, please include the parade route. Please identify all streets impacted by event.
17. Please provide a description of your parking plans (i.e., where event attendees will park): 

18. Please describe your plans for disabled parking: 

19. Please describe your plan for emergency vehicle access: 

20. Please describe your plans to notify residents, businesses and churches impacted by this event: 

Tents, Structures, or Entertainment Devices

21. Are you installing or constructing any structures, including buildings, climbing structures, etc.? YES NO

If yes, please show structures on the site plan (Attachment "A").
Also, please describe the type, size, and number of structures. Plans may be required for review.

22. Are you installing any tents or canopies? YES NO

Canopy Size: ___________________________ Tent Size: ___________________________

If yes, please show all tents and/or canopies including dimensions on the site plan. If any tents are greater than 200 square feet or if any canopies are greater than 400 square feet, provide the following for review:

- Flame spread certificate
- Interior tent/canopy plan

23. Are you installing any stages? YES NO

If yes, please show locations and dimensions on the site plan (Attachment "A").
Any stages greater than 30” above grade are required to meet structural, guardrail, stairway and accessibility requirements and the following must also be provided for review:

- Construction plans
- Structural calculations may be required

24. Are you installing any grandstands, bleachers, or folding or telescoping seating? YES NO

If yes, please show locations and dimensions on the site plan (Attachment "A").
Any grandstands, bleachers and/or folding or telescoping seating greater than 30” above grade is required to meet structural, accessibility, guardrail and handrail requirements and also submit the following for review:

- Construction plans
- Structural calculations may be required

25. Do you plan to have any sound amplification? YES NO

- Music
- Other, please describe
If, yes please note the dates and times: __________________________

26. Is electrical power required (for sound amplification, lighting, etc)? YES NO
   If yes, please show items on the site plan (Attachment "A") and describe how power is to be provided.
   Additional review may be required:
   ______ Portable generator
   ______ PGE temporary power service
   ______ Other, please describe

27. Will there be carnival rides and game booths? YES NO
   A copy of a valid “Ride Safety Certification inspection Report” must be provided for each ride

28. Will there be any automotive shows or motor vehicle events? YES NO

29. If you answered yes to any of the questions from #26-28, please provide the following information of the person or company responsible for installing the tent, structure, or entertainment device:
   Name: ________________________________
   Office Phone Number: ________________________________
   Cellular Phone Number: ________________________________
   Mailing Address: ________________________________

   Food

30. Will food be prepared, served, or sold at this event? YES NO
   If yes, please describe how food will be served and/or prepared __________________________

31. Is cooking equipment included? YES NO
   If yes, please show location on site plan (Attachment "A") and provide the following for review:
   Type of cooking system
   Type of fuel (Please check all types):
   ☐ Gas
   ☐ Electric
   ☐ Charcoal
   ☐ Other (specify) __________________________
   Approval Listing documentation

---

DOCUMENTATION NEEDED: HEALTH/FOOD PERMIT
For information, please contact the Mt. Pleasant Code Enforcement office 903-575-4159
32. Will food, goods or services be sold at your event?  

   YES  NO

If yes, please describe and attach a complete list of vendors to Attachment “D”

33. What is the anticipated number of Vendors?

DOCUMENTATION NEEDED: VENDOR LIST Attachment "D"

Event organizers must provide a list of all vendors that includes the vendor’s name, business address and business telephone number and description of what will be sold.
34. Do you plan to place any signs or banners or other advertisement at the event site?  YES  NO  
If yes, please show the location(s) on the site plan (Attachment "A") and provide the following for review:  
   - Sign detail 
   - Dimensions 
   - Method of attachment or support 
   - Display time period 

35. Do you plan to place any signs or banners on private property other than the event site?  YES  NO  
If yes, please indicate locations on the site plan (Attachment "A") and provide the following for review:  
   - Sign detail 
   - Dimensions 
   - Method of attachment or support 
   - Display time period 

36. Are you requesting to place any signs or banners on or in public property or right-of-way such as light poles, fences, etc.?  YES  NO  
If yes, please indicate locations on the site plan (Attachment "A") and provide the following for review:  
   - Sign/banner detail 
   - Dimensions 
   - Method of attachment or support 
   - Display time period 

(Banners/signs are not allowed at the landscaped area located at the intersection of Ferguson and Jefferson)

37. Person responsible for installation and removal of all items. ________________________________
38. Security and traffic control may be required for your event. For example: Large crowds, parades, street closures, concerts, events with approved alcohol sales or events that sell guns or knives could/may require a Law Enforcement presence. Have you consulted with the Mount Pleasant Police Department about your event?

YES  NO

If yes, who did you speak with?

If no, who should the Police Department contact to consult with about your event?
Name ___________________________ Telephone Number ___________________________
Address ___________________________ City/State/Zip ___________________________

Note: Events requiring a Law Enforcement presence are paid for by the event organizer. The police department will provide a cost analysis to assist you with your event planning.

Do not write below this line.

Police Department Comments:

39. Do you plan to hire a professional event organizer to be a part of this event?  YES  NO

If yes: Telephone Number ___________________________
Name ___________________________ Contact Person ___________________________
Address ___________________________ City/State/Zip ___________________________
### INSURANCE INFORMATION

<table>
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<th>Question</th>
<th>Yes</th>
<th>No</th>
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<tr>
<td>40. Do you have general liability insurance naming the City of Mount Pleasant as an additional insured?</td>
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</table>

Minimum Limits of Liability are as follows:
- $250,000 per person
- $500,000 per occurrence for bodily injury or death, and
- $100,000 per occurrence per property damage.

<table>
<thead>
<tr>
<th>Name of Insurance Agency and Agent (company must be licensed in the state of Texas)</th>
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<tbody>
<tr>
<td>Address of Insurance Agency</td>
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<tr>
<td>Telephone Number of Insurance Agency</td>
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Policy Number: __________________

_I certify that the information contained in this proposal is true and correct to the best of my knowledge._

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<th>Name of Applicant: ____________________</th>
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<tr>
<td>Signature of Applicant: ____________________ Date: ____________________</td>
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**DOCUMENTATION NEEDED**
41. Do you plan to provide portable toilets and/or handwashing sinks at your event?

☐ Yes – Please complete the following information:

Number of regular toilets____ Number of ADA approved toilets_____ Number of handwashing sinks ____

Name of Portable Toilet Company: ________________________________________________________________

Address________________________________________ City, State, Zip_____________________________________

Phone Number_________________________ Fax Number________________________________________________

Equipment Set-Up Date____________________ Equipment Pick-Up Date_________________________________

☐ No - Please provide information as to the availability of restroom facilities in the immediate area of the event site that will be available to the public during the event (include ADA accessible and non-ADA accessible facilities).


DOCUMENTATION NEEDED: SITE PLAN- Attachment "A"
- Please identify locations of all portable toilets, handwashing sinks on your site plan in Attachment “A.”
42. **How will the garbage waste be handled at the event?**

Please specify below with the number and size of containers:

<table>
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<tr>
<th>Garbage</th>
<th>Size(s)</th>
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<tbody>
<tr>
<td>Number of Containers/Receptacles</td>
<td>________</td>
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<tr>
<td>Number of Dumpsters with Lids</td>
<td>________  ________</td>
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<tr>
<td>Number of Roll-off Bins</td>
<td>________  ________</td>
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Dates of garbage container drop-off: ___________ and pickup: ___________

43. **How will the event site be cleaned during and after the event?**


44. **Does the event involve animals?**

YES  NO

If yes, cleanup of animal waste is required.

Contact information for person or group responsible for cleaning up event site and organizing the handling of garbage and/or animal waste:

Name: ___________________________ Phone Number(s): ___________________________

---

**DOCUMENTATION NEEDED: SITE PLAN Attachment "A"**

Please identify placement of garbage containers on your Site Plan in Attachment "A".

**ARRANGEMENTS NEEDED:**

CONTACT Republic Services (800) 678-7274 for garbage service

(Non-City sponsored events are responsible for expenses or fees associated)

- Clean Up for the event is not included in Park Rental Fees – Renter is responsible.
Special Events and Parades Permit Application

Title of Event: ____________________________

Name of Applicant: ____________________________ Phone Number: ____________________________

Address/City/State/Zip: ____________________________

Name of Event Sponsor: ____________________________ Phone Number: ____________________________

Address/City/State/Zip: ____________________________

HOLD HARMLESS AGREEMENT

The special event/parade applicant acting through its authorized office or designee of the sponsoring organization(s) (hereafter called “permittee”) agrees to reimburse the City of Mount Pleasant (hereafter called “City”) for all loss incurred by it in repairing or replacing damage to City property proximately caused by the permittee, its officers, employee, agents, monitors, or any other persons attending or forming the special event or parade who were, or should have been, under the permittee’s control. Persons who merely attend or join in a special event or parade are not considered by that reason alone to be “under the control” of the permittee.

The permittee further agrees to defend without costs, indemnify, and hold harmless the City, its officers, agents, and employees from any liability to any persons, damages, losses, or injuries including attorney’s fees arising out of or alleged to arise out of the permitted event, which was proximately caused by the actions of the permittee, its officers, employees, agents, including monitors, or any other persons attending or joining in the event who were, or reasonably should have been under the control of the permittee. Persons who merely attend or join in an event are not considered by that reason alone to be “under the control” of the permittee.

I understand and agree to comply with all the terms of the above Hold Harmless Agreement if my application has been approved and all special conditions and required advance payments have been met.

Signature of Permittee(s): ____________________________ Date: ____________________________

__________________________ Date: ____________________________

Signature of Officer of Sponsoring Organization: ____________________________

Title: ____________________________ Date: ____________________________

I declare under penalty of perjury that the information provided in this application is true and correct.

Signature of Applicant: ____________________________ Date: ____________________________
I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rule and regulations governing the proposed Special Event under the City of Mount Pleasant Municipal Code 112.15 – 112.28 and I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager's designee. Applicant Agrees to comply with all other requirements of the City, County, State, Federal Government, and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event. I agree to abide by these rules and further certify that I on behalf of the Host Organization am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of to the Event to the City of Mount Pleasant.

Print Name of Applicant/Host Organization __________________________________________

Event Organizer

Title: __________________________________________________________

Signature: _______________________________________________________________________

Date: __________________________________________________________________________

Other Officer

Title: __________________________________________________________

Signature: _______________________________________________________________________

Date: __________________________________________________________________________
Please include the following information on your traffic detour plan:

- All streets (including cross streets) which will be closed or otherwise impacted
- Location of traffic routing and control devices (barricades, cones, etc.)
- Directional arrows showing the detour route around the event
- Location of signs directing detoured traffic

If a **Parade** is involved, please also include:

- Staging area
- Judging area
- Ending area
- Location of bleachers, grandstands, or related structures
- Map with directional arrows showing the exact route of the parade
Please provide the following information:

- Proof that adjacent property owners were notified of event (if required)
- Proof that adjacent property owners granted permission for event attendees to park on the adjacent property proposed for event parking.
- Adequate disabled parking
- Adequate publicity and signage to direct event attendees to available parking
- Other efforts to provide shuttle services to and from the event site, and/or to provide information on alternative transportation.
For each merchandise vendor, please include the following information:

<table>
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<tr>
<th>NAME OF VENDOR</th>
<th>ADDRESS</th>
<th>TELEPHONE</th>
<th>What Food, Goods &amp; Services will be sold</th>
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